

# **MORNINGTON SHIRE COUNCIL**

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

**Date: Wednesday 30 September 2026**  
**Time: 9:00 am**  
**Location: Corner Jinkiya & Lardil Street Gununa**

## **MORNINGTON SHIRE COUNCIL**

### **Ordinary Council Meeting Wednesday 30 September 2026**

**Gary Uhlmann**  
**Chief Executive Officer**

To empower our Community – Our people

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

To establish clean, safe, healthy lifestyles togetherness

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

To see and smell the compassion and peacefulness of our community



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**ORDER OF BUSINESS****1 OPENING OF MEETING****2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Lardil people of Mornington Island and pay our respects to Elders past and present. We would also like to acknowledge the Kaiadilt, Yangkaal, Waanyi, Gangalidda and Garrawa people who share our homelands.

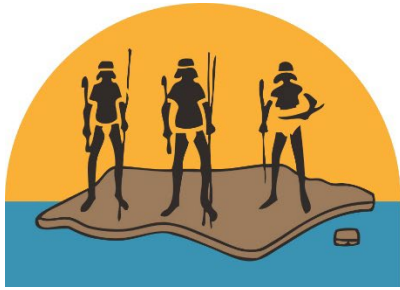
**3 PRESENT****4 LEAVE OF ABSENCE****5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF****6 CONDOLENCES AND MEMORIALS****7 CONFIRMATION OF MINUTES****7.1 Minutes of the Ordinary Council Meeting – 29 July 2026**

**Author:** Director Corporate & Communications

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

**RECOMMENDATION**

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



**MORNINGTON  
SHIRE COUNCIL**

## **Minutes of Meeting**

**Ordinary Council Meeting  
Wednesday 29 July 2026**

## 1 OPENING OF MEETING

Meeting opened by Mayor Sewter at 9:16am

## 2 ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Lardil people of Mornington Island and pay our respects to Elders past and present. We would also like to acknowledge the Kaiadilt, Yangkaal, Waanyi, Gangalidda and Garrawa people who share our homelands.

## 3 PRESENT

Mayor Richard Sewter, Deputy Mayor Robert 'Bobby' Thompson, Cr Farrah Linden (joined meeting at 9:26am), Cr Renee Wilson and Cr Jane Ah Kit.

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

## 4 LEAVE OF ABSENCE

Nil

## 5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Nil

## 6 CONDOLENCES AND MEMORIALS

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

## 7 CONFIRMATION OF MINUTES

### 7.1 Minutes of the Ordinary Council Meeting – 24 June 2026

#### RESOLUTION 2026/112

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

**CARRIED 5/0**

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

## 8 DEPUTATIONS

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

**Commenced:** 11:08am – 11:33am

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

## 9 ACTION SCHEDULE

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

## 10 MAYOR AND COUNCILLOR REPORTS

### 10.1 Mayor and Councillor Verbal Reports

#### Mayor Richard Sewter

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

#### Cr Bobby Thompson

- Cemetery concerns – graves are not marked and named.

#### Cr Farrah Linden

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

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

#### **Cr Renee Wilson**

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

#### **Cr Jane Ah Kit**

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

#### **RESOLUTION 2026/113**

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

**Short Break – 10.40am – 10:52am**

### **11 CHIEF EXECUTIVE OFFICER REPORT**

#### **11.1 Chief Executive Officer Report - June 2026**

#### **RESOLUTION 2026/114**

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

**CARRIED 5/0**

### **12 FINANCE**

#### **12.1 Financial Report – June 2026**

#### **RESOLUTION 2026/115**

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

## **12.2 Projects Office - Masterplan Monthly Update June 2026**

### **RESOLUTION 2026/116**

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

**CARRIED 5/0**

## **12.3 Projects Office – Department of Housing Updates**

### **RESOLUTION 2026/117**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

## **12.4 Write-Off of Invalid Fees**

### **RESOLUTION 2026/118**

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

**Lunch Break – 12.25pm – 1:08 pm**

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



## 13 COMMUNITY

### 13.1 Community Report – June 2026

#### RESOLUTION 2026/119

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

## 14 CORPORATE AND COMMUNICATIONS

### 14.1 Corporate & Communications Report – June 2026

#### RESOLUTION 2026/120

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

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

#### RESOLUTION 2026/121

Moved: Cr Jane Ah Kit

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

### 14.3 Department of Housing and Public Works – Tenancy Services Update

#### RESOLUTION 2026/122

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

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

#### **14.4 Public Interest Disclosure (PID) Policy and Procedure**

##### **RESOLUTION 2026/123**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

#### **14.5 Administrative Action Complaints Management Policy**

##### **RESOLUTION 2026/124**

Moved: Cr Jane Ah Kit

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

#### **14.6 Advertising Spending Policy**

##### **RESOLUTION 2026/125**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

#### **14.7 Councillor Code of Conduct**

##### **RESOLUTION 2026/126**

Moved: Cr Jane Ah Kit

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

**14.8 Model Meeting Procedures and Best Practice Example Standing Orders****RESOLUTION 2026/127**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

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

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

**CARRIED 5/0**

**14.9 S48A Complaints about the Chief Executive Officer Policy****RESOLUTION 2026/128**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

**14.10 Chief Executive Officer Appointment and Performance Policy**

Removed from agenda until further legal advice is obtained.

**14.11 Recreational Master Plan****RESOLUTION 2026/129**

Moved: Cr Renee Wilson

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

## 15 HUMAN RESOURCES

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

#### RESOLUTION 2026/130

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

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

**CARRIED 5/0**

## 16 HOUSING AND FACILITIES

### 16.1 Housing and Facilities Report – June 2026

#### RESOLUTION 2026/131

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

## 17 ENGINEERING

### 17.1 Engineering and Infrastructure Report - June 2026

#### RESOLUTION 2026/132

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

**CARRIED 5/0**

## 18 Hospitality and Accommodation

### 18.1 Hospitality and Accommodation Report – June 2026

#### RESOLUTION 2026/133

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

## **19 CORRESPONDENCE**

## **20 GENERAL BUSINESS**

### **Cr Jane Ah Kit**

- Airport – REX Airlines – booking of airfares. REX needs to improve the service for booking tickets. The only place to book local fares at the moment is at the airport.
- Post Office – Opening hours, parcel collection – community does not have a lot of time to access their mail. Post is an essential service for the community.
- Cr Farrah Linden requested information on the status of the CEO contract and performance review. Requested further discussion at a later date.

## **21 CONFIDENTIAL REPORTS**

Nil.

## **22 NEXT MEETING**

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

## **23 CLOSURE**

Meeting closed at 2:49pm.

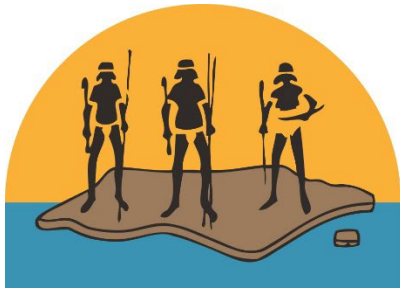
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| <b>7.2 Minutes of the Ordinary Council Meeting – 26 August 2026</b> |
|---------------------------------------------------------------------|

**Author:** Director Corporate & Communications

**Attachments:** Mornington Shire Council - Unconfirmed minutes – 26 August 2026  
– 10 pages.

**RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting – 26 August 2026 be received and the recommendations therein be adopted.



**MORNINGTON  
SHIRE COUNCIL**

## **MINUTES OF MEETING**

**Ordinary Council Meeting  
Wednesday 26 August 2026**

## 1 OPENING OF MEETING

Meeting opened by Mayor Richard Sewter at 9:10am

## 2 ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Lardil people of Mornington Island and pay our respects to Elders past and present. We would also like to acknowledge the Kaiadilt, Yangkaal, Waanyi, Gangalidda and Garrawa people who share our homelands.

## 3 PRESENT

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

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

## 4 LEAVE OF ABSENCE

Nil.

## 5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Nil.

## 6 CONDOLENCES AND MEMORIALS

A minutes silence was held for lost loved ones.

## 7 CONFIRMATION OF MINUTES

### 7.1 Amendment of Minutes of the Ordinary Council Meeting – 29 July 2026

#### Resolution 2026/134

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

- Cr Farrah Linden requested that Item 20 General Business be amended to include:  
*Cr Farrah Linden requested information on the status of the CEO contract and performance review. Requested further discussion at a later date.*

**CARRIED 5/0**



## 8 DEPUTATIONS

Department of Housing and Public Works – Alexia Kelso - Customer Service Manager @ 11:00AM to discuss Tenancy for New Housing, Updates on Social Housing Program and Tenancy Agreements. (11:05am – 11:29am).

- Councillors' discussion:
  - Noise complaints from tenants.
  - Pest Control – Community have no access to obtain pest control for their houses.
  - Maintenance issues with houses and no response from housing even regarding urgent repairs i.e. gas and electric problems.
  - Vacant housing and allocations.

## 9 ACTION SCHEDULE

### 9.1 Open Action Items

- New Action Item – DCC – organise meeting with Councillors on Tuesday 01 September to discuss Funeral, Sorry Business procedures and policy.

## 10 MAYOR AND COUNCILLOR REPORTS

### 10.1 Mayor and Councillor Verbal Reports

#### Mayor Richard Sewter

- Disaster recovery funding – still an issue with Remote QLD communities.
- Attended Mt Isa Yarn Up- Indigenous licencing, SPER, liquor licencing, blue cards, public trust, births/deaths/marriages etc. All departments in 1 spot – organising to have similar event in Mornington next year around March/April 2027.
- Met with Natalie DG, Debbie Dixon-Searle – liquor licencing discussion. Looking at Bamaga model.

#### Deputy Mayor Bobby Thompson

- Roads – Work is going well and have given advisement as necessary.  
Cemetery – unmarked graves – would like to see them marked with person name. Need to check with community and old archives on names of unmarked graves. New burial sites and lot numbers should be documented and noted so community have a record of burial sites and names.
- Dam Road – potholes are extreme and the

#### Cr Farrah Linden

- Sorry Business – Community have had 2 more losses. 5 funerals still be organised.
- Coffin lowering device was not working – this needs to be fixed ASAP.

- No marquee being set up at funerals.
- Births/Deaths/Marriages – When sorry business occurs, hospital should notify BDM.  
Issue with forms for notification to government departments. Council would like to see a local community member to take on a support role for funeral direction/administration.
- Donation of water for funerals – requested Council provide water for funerals.

**Cr Renee Wilson**

- Mornington Island State School – students aren't allowed in main gate and are going through the side gate. No pedestrian crossing on the side gate. Lots of children going through the side – safety issue.

**Cr Jane Ah Kit**

- No verbal report provided.

**RESOLUTION 2026/135**

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

**Acting Senior Sergeant Shane Smale joined meeting in Council Chambers.**

10:01am – 10:17am

- Discussion regarding violence on island over the weekend.
- Noise complaints of loud music in community all through the night.
- Police need a complaint to be made to be able to shut down the music at houses.
- Please call 000 for complaints or emergency.
- Home brew is still a major issue in the community.
- Mornington Island Police hours:
  - Monday – Wednesday 8am – 12am
  - Thursday – Sunday 8am – 2am

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*Short Break 10:17am -10:35am*

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*Mayor Richard Sewter left the meeting at 10:35am – 10:38am*

*Cr Renee Wilson left the meeting at 11:17am – 11:34am*

*Cr Jane Ah Kit left the meeting at 11:29am – 11:30am*

## 11 CHIEF EXECUTIVE OFFICER REPORT

### 11.1 Chief Executive Officer Report - July 2026

- Council discussion on the issues around the Alcohol Management Plan (AMP). AMP is outdated and does not work in communities.
- Major issue for local government is the reduction in funding which is not feasible for remote communities.

#### RESOLUTION 2026/136

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

*Mayor Richard Sewter left the meeting at 11:01am – 11:05am*

*Cr Jane Ah Kit left the meeting at 11:01am – 11:06am*

## 12 FINANCE

### 12.1 Financial Report – July 2026

#### RESOLUTION 2026/137

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

**CARRIED 5/0**

### 12.2 Projects Office - Masterplan Monthly Update July 2026

#### RESOLUTION 2026/138

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

### 12.3 2026-2027 Fees & Charges Amendment

#### RESOLUTION 2026/139

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

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*Lunch Break – 12:09pm – 1:02pm*

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*Cr Jane Ah Kit joined meeting at 1:08pm*

## **13 COMMUNITY**

### **13.1 Community Report – July 2026**

#### **RESOLUTION 2026/140**

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

- Australia Day Councillor discussion;
  - It's about people coming together. Live band would be a good idea. Community event where people can relax. Family friendly environment.
  - Councillors will consult with community and see what ideas community have.

### **13.2 New Years Eve Fireworks Display**

#### **RESOLUTION 2026/141**

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

That Council:

- (i) Approved the re-engagement of Bright Nite Fireworks for the 2026 New Year's Eve fireworks displays; and
- (ii) Support for the 2026 New Year's Eve fireworks display to the value of \$32,580.

**CARRIED 5/0**

## **14 CORPORATE AND COMMUNICATIONS**

### **14.1 Corporate & Communications Report – July 2026**

#### **RESOLUTION 2026/142**

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

## 14.2 Child Safe Code of Conduct

### RESOLUTION 2026/143

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

**CARRIED 5/0**

## 14.3 Child Safety and Wellbeing Policy

### RESOLUTION 2026/144

Moved: Cr Farrah Linden

Seconded: Mayor Richard Sewter

That Council resolves to adopt the Mornington Shire Council Child Safety and Well Being Policy as presented.

**CARRIED 5/0**

*Cr Renee Wilson left the meeting at 1:39pm – 1:40pm*

## 14.4 Procurement – Communications Consultant Formal Engagement

### RESOLUTION 2026/145

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

**CARRIED 5/0**

## 15 HUMAN RESOURCES

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

#### RESOLUTION 2026/146

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 4/0**

Cr Renee Wilson was not present for resolution.

- Discussion with councillors regarding community members not applying for jobs advertised.
  - Cr Jane Ah Kit – community members are advising that they are not getting

interviews after applying for jobs.

- Youth opportunities, they require mentoring and training.
- Cr Renee Wilson – community members are advising that they have applied for jobs in Council but have been turned away.  
(Council require names so they can look into who and what caused that outcome).

*Cr Renee Wilson left the meeting at 2:16pm – 2:25pm*

## **15.2 MSC-STAT-019 Employee Code of Conduct**

### **RESOLUTION 2026/147**

Moved: Mayor Richard Sewter

Seconded: Cr Farrah Linden

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

**CARRIED 4/0**

Cr Renee Wilson was not present for resolution.

*Short Break 2.23pm – 2:29pm*

## **16 HOUSING AND FACILITIES**

### **16.1 Housing and Facilities Report – July 2026**

#### **RESOLUTION 2026/148**

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 4/0**

Cr Renee Wilson was not present for resolution.

*Cr Renee Wilson left the meeting at 2:54pm*

## **17 ENGINEERING**

### **17.1 Engineering and Infrastructure Report - July 2026**

#### **RESOLUTION 2026/149**

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 4/0**

- Cr Jane Ah Kit – There are a lot of dogs & puppies on the streets. Some are in packs.
- Cr Farrah Linden – After dog attacks / bites, there seems to be no repercussions. Dogs are also always hanging around the store/cafe.
- Cemetery issue – it is essential and necessary that the cemetery be extended as there is no room for further burials.

## 18 Hospitality and Accommodation

### 18.1 Hospitality and Accommodation Report – July 2026

#### RESOLUTION 2026/150

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

**CARRIED 5/0**

- Cr Jane Ah Kit – Can council organise accredited training for cleaners/housekeeping, hospitality etc. (Council can organise training for different areas of hospitality).
- Cr Farrah Linden – The older motel units need some maintenance/repairs/upgrades.

## 19 CORRESPONDENCE

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

## 20 GENERAL BUSINESS

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

### Cr Jane Ah Kit

- CEO performance review – meeting will be organised with council.

### Cr Farrah Linden

- CEO Contract – please bring any updates to next meeting.

## 21 CONFIDENTIAL REPORTS

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

#### RESOLUTION 2026/151

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That the meeting be closed in accordance with the Local Government Regulation Q/d Section 254J(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

**CARRIED 5/0**

**Ordinary Meeting Closed– 12:00pm**

#### RESOLUTION 2026/152

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

The meeting be reopened.

**CARRIED 5/0**

**Ordinary Meeting Opened – 12:08pm**

#### RESOLUTION 2026/153

Moved: Cr Bobby Thompson

Seconded: Mayor Richard Sewter

**That Council resolve to:**

1. Approve the appointment of Stantec Australia Pty Ltd (ABN 17 007 820 322) under Local Buy Contract LB312 for the Mornington Island Foreshore, Barge Landing and Seawall Project; Design & Tender Services, for a lump sum of \$819,994.00 excluding GST (\$901,993.40 including GST); and
2. Authorise the Chief Executive Officer to confirm and allocate committed funds, finalise and approve the use of consultancy contract AS 4122, with support from the evaluation team and the confirmed superintendent, as required.

**CARRIED 5/0**

## 22 NEXT MEETING

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

## 23 CLOSURE

Meeting closed at 3.21pm



## 8 DEPUTATIONS

Nil.

## 9 ACTION SCHEDULE

### 9.1 Open Action Items

|  <b>MORNINGTON SHIRE COUNCIL</b> |                      | <b>ACTION SCHEDULE</b>                                                                                                 |                                                                               |             |  |
|-------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------|--|
| 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. | Data Provided by Cr. Linden for input into consolidated Policy and procedure. | In Progress |  |
| 26/08/2026                                                                                                        | DCC                  | Organise meeting with Councillors on Tuesday 01 September to discuss funeral & sorry business procedures and policy.   | Meeting to be rescheduled.                                                    | 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 August 2026.

## 11 CHIEF EXECUTIVE OFFICER REPORT

### 11.1 Chief Executive Officer Report – August 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 August 2026.

- The Council's financial position for the start of the new financial year is strong and our financial management processes are maintaining the disciplines introduced Council.
- Excellent progress is being made on last year's financial statements and we are in an excellent position to provide these to the auditors within our statutory timelines. At the commencement of the new Financial Year the Council is in an excellent financial position.
- The detailed operating budget for the Council as a whole and for each of the Business areas are now in place and the Directors are managing their operations against these budgets.
- Our program to improve our systems, processes, operating practices and culture including attendance and productivity this year is underway.

- New computing systems and applications are being closely examined and implemented including a new finance system, new payroll system, new HR system, new warehouse system, and a new workshop system are all part of the plan.
- Council's extensive building, infrastructure and roads programs are underway and potential productivity issues for the roads program are being closely examined.
- Our social housing building program is well underway with our 4 x 2 bedroom accommodation in Lardil St on schedule and our 10 donga building and installation program also on schedule with all sites being cleared and prepared and designs finalised.
- The decision on the tender for the geo technical work on the 13 lot social housing development on Lardil Street is progressing well with geo technical work currently being sought.
- Commencement site works for our state of the art Water Treatment Plant are underway with design works for water runoff and potential flooding of the site in the wet season being reviewed.
- Also exciting is the preparation of the tender documents for the major upgrade of the waste and landfill sites, the resource recovery centre and the newly funded Splash Park.
- The development of the oval area as a future family based Recreational Precinct is our recreational planning priority especially since the splash park is a key component of the design of the area.
- We continue to meet with the Directors General on a variety of strategic initiatives to assist community to meet its current and future needs and challenges. However progress on the AMP is slow and we are currently examining other potential models that would allow Council to hold a full liquor licence and channel any profits into community projects and services.
- The biggest challenge for Council continues to be the ongoing reduction in Local Government funding and cost shifting by both Federal and State governments which will impact on all Local Government Councils and especially Indigenous Councils such as ours.
- All Local Government representative bodies, Mayors and Councils across Australia are campaigning against the federal government's proposed DRFA funding changes which could seriously impact the financial viability of indigenous Councils.
- The Mayor continues to play a major role advocating against a range of cost shifting government initiatives not only on behalf of our Council and Community but all Indigenous Councils and communities.
- There are serious concerns about the effectiveness of Council's working relationship with GRAC and the potential negative impacts of this on major projects and vital community initiatives such as obtaining GRAC permission to extend the cemetery to allow local TOs to be buried on their own land.

## **FINANCIAL & RESOURCE IMPLICATIONS**

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

## **RECOMMENDATION**

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

## 12 FINANCE

### 12.1 Financial Report – August 2026

**Author:** Chief Financial Officer

**Attachments:** August 2026 Financial report – 6 Pages

#### **PURPOSE (EXECUTIVE SUMMARY)**

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

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Council continues to work incredibly hard to ensure that ongoing financial sustainability is achievable and that any challenges to this are rectified. We have entered into a new financial year.

Key items to note for the month of August:

- Interest received on funds continue to improve as interest rates continue to rise (+\$0.1m).
- Sales Revenue continues to be under budget due to Accommodation and Carriage demands reducing or restricted (-\$0.37m).
- Capital Income not as budgeted due to the timing of Capital projects (-\$2.1m), however is expected to realign in later months.
- Employee benefits (-\$0.36m) less due to vacancies and absenteeism higher than budgeted.
- Lower Materials and Services (+\$1.5m) costs than budgeted due to insurance increases higher than budget; vehicle registrations for all vehicles being recognised in the month of August; Higher Operational maintenance for the month. It is expected that these costs recognised now will balance out over the year compared to Budget.
- Interim Net operating result is in the negative (-\$0.27m), meaning that we haven't covered our costs, including depreciation for the year to date.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

Council is operating within 2026/27 budget allocations.

#### **RECOMMENDATION**

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

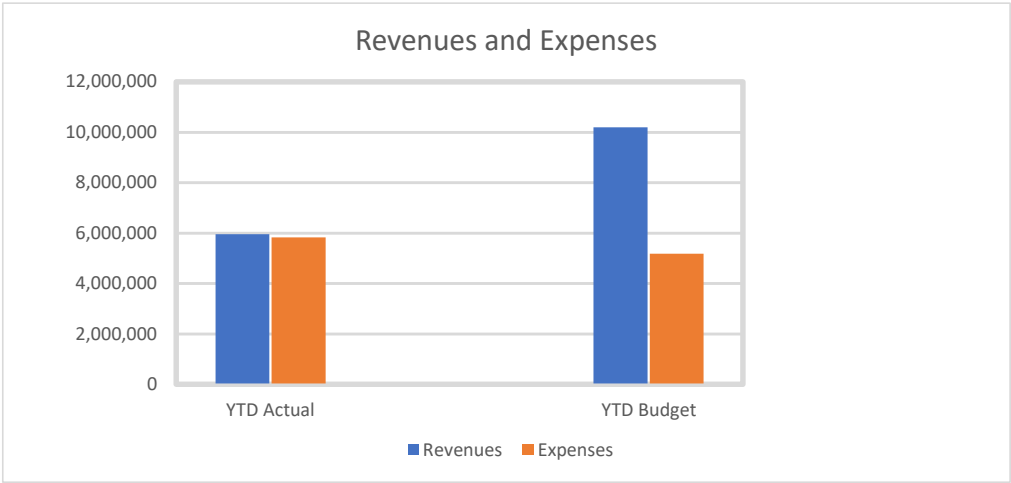
# This Month Story

Council has \$26m invested with Queensland Treasury Corporation, earning interest.  
Unrestricted cash holdings increased. Currently almost 2.8 months. Target is four months  
Capital grants are under budget at this time  
Net operating result negative.  
Recording and recouping all revenues must be a focus going forward to maintain our cash position. Still work to be done  
Rates notices have gone out months earlier than last year  
2026 Financial Statements have been commenced with a view to being on time  
Accounts Receivables increased as expected with rates notices going out

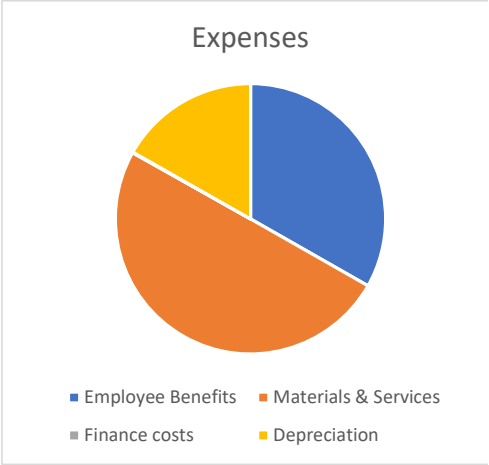
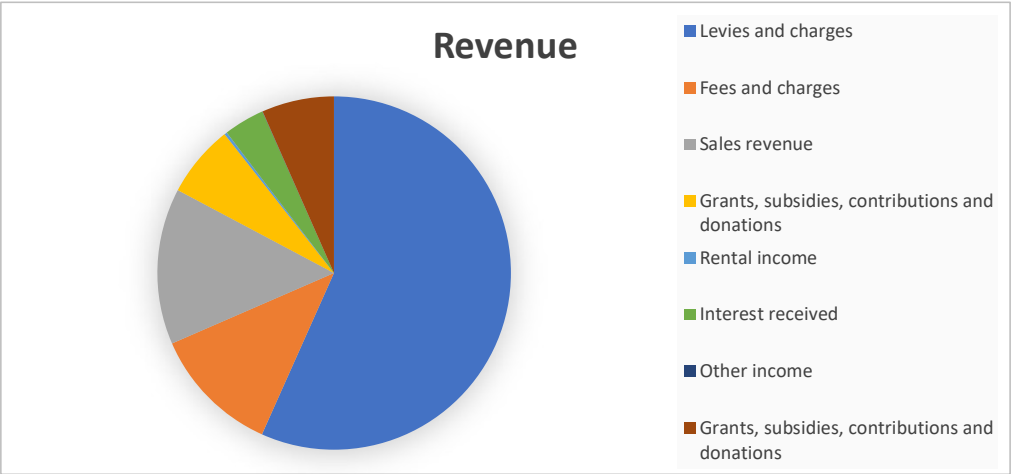
|   |
|---|
| ✓ |
| ✓ |
| ⓘ |
| ⓘ |
| ⓘ |
| ✓ |
| ✓ |
| ✓ |

# Revenues and Expenses

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



Where did the Money come from?

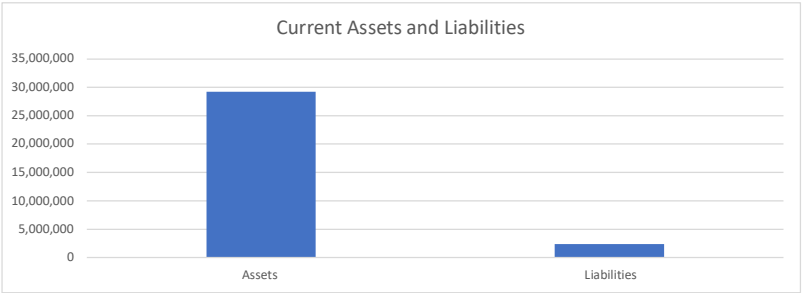


Details in the numbers

| Interim Statement of Comprehensive Income Year to date up to |                  | 31-August-2026    |                   |                        |          |
|--------------------------------------------------------------|------------------|-------------------|-------------------|------------------------|----------|
| Income                                                       | Actual           | Budget            | Variance          | Year to Date Last Year |          |
| Revenue                                                      | \$               | \$                | \$                | \$                     |          |
| <b>Recurrent Revenue</b>                                     |                  |                   |                   |                        |          |
| Levies and charges                                           | 3,375,613        | 3,905,434         | -529,820          | 0                      | ✓        |
| Fees and charges                                             | 701,310          | 975,164           | -273,853          | 142,448                | ✓        |
| Sales revenue                                                | 851,319          | 1,227,073         | -375,754          | 2,035,245              | ✗        |
| Grants, subsidies, contributions and donations               | 393,733          | 1,340,156         | -946,423          | 4,664,756              | ✗        |
| <b>Total Recurrent Revenue</b>                               | <u>5,321,977</u> | <u>7,447,827</u>  | <u>-2,125,850</u> | <u>6,842,449</u>       | <u>✗</u> |
| Rental income                                                | 15,118           | 140,000           | -124,882          | 357,252                | ✗        |
| Interest received                                            | 220,952          | 108,333           | 112,619           | 152,345                | ✓        |
| Other income                                                 | 2,422            | 0                 | 2,422             | 31,273                 | ✗        |
| <b>Total operating revenue</b>                               | <u>5,560,469</u> | <u>7,696,160</u>  | <u>-2,135,691</u> | <u>7,383,318</u>       | <u>✗</u> |
| <b>Capital Income</b>                                        |                  |                   |                   |                        |          |
| Grants, subsidies, contributions and donations               | 394,951          | 2,503,627         | -2,108,676        | 727,212                | ✗        |
| <b>Total capital income</b>                                  | <u>394,951</u>   | <u>2,503,627</u>  | <u>-2,108,676</u> | <u>727,212</u>         |          |
| <b>Total income</b>                                          | <u>5,955,420</u> | <u>10,199,787</u> | <u>-4,244,368</u> | <u>8,110,530</u>       | <u>✗</u> |
| <b>Expenses</b>                                              |                  |                   |                   |                        |          |
| <b>Recurrent Expenses</b>                                    |                  |                   |                   |                        |          |
| Employee Benefits                                            | 1,938,059        | 2,308,055         | 369,996           | 2,382,527              | ✓        |
| Materials & Services                                         | 2,909,204        | 1,354,708         | -1,554,496        | 3,391,268              | ✓        |
| Finance costs                                                | 5,275            | 10,090            | 4,815             | 5,273                  | ✗        |
| Depreciation                                                 | 978,330          | 1,507,908         | 529,577           | 975,828                | ✗        |
|                                                              | <u>5,830,868</u> | <u>5,180,761</u>  | <u>650,107</u>    | <u>6,754,896</u>       | <u>✓</u> |
| <b>Capital expenses</b>                                      | 0                | 0                 | 0                 | 0                      |          |
| <b>Total expenses</b>                                        | <u>5,830,868</u> | <u>5,180,761</u>  | <u>650,107</u>    | <u>6,754,896</u>       | <u>✓</u> |
| <b>Net result</b>                                            | <u>124,552</u>   | <u>5,019,026</u>  | <u>-4,894,475</u> | <u>1,355,634</u>       | <u>✗</u> |
| <b>Net operating result</b>                                  | <u>-270,399</u>  | <u>2,515,399</u>  | <u>-2,785,798</u> | <u>628,422</u>         | <u>✗</u> |

Cash Position

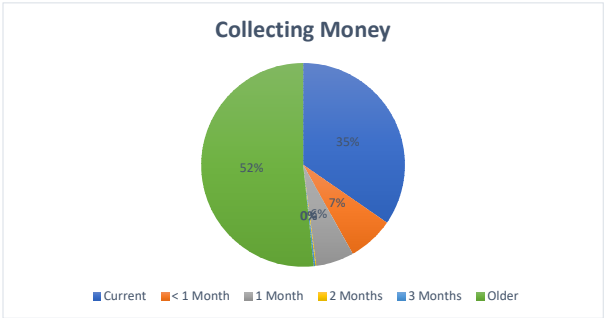
All numbers are year to date up until 31-August-2026



|                           |                   |                       |                  |
|---------------------------|-------------------|-----------------------|------------------|
| <b>Assets</b>             |                   | <b>Liabilities</b>    |                  |
| Cash at bank Unrestricted | 8,172,065         | Creditors             | 1,453,710        |
| Cash at bank Restricted   | 18,376,117        | GST                   | 1,880            |
| Debtors                   | 2,699,075         | PAYG                  | 1,251            |
|                           | <u>29,247,257</u> | Employee entitlements | 932,015          |
|                           |                   |                       | <u>2,388,856</u> |

| <b>Receivables</b> |            |            |            |          |              |              |
|--------------------|------------|------------|------------|----------|--------------|--------------|
| Current            | < 1 Month  | 1 Month    | 2 Months   | 3 Months | Older        | Total        |
| 764,178.65         | 160,882.96 | 133,043.19 | (3,125.93) | 5,662.33 | 1,140,458.47 | 2,201,099.67 |
| 30%                | 8%         | 2%         | 2%         | 2%       | 56%          | 100%         |

| <b>Payables</b> |           |          |          |          |            |              |
|-----------------|-----------|----------|----------|----------|------------|--------------|
| Current         | < 1 Month | 1 Month  | 2 Months | 3 Months | Older      | Total        |
| 1,317,280.36    | 12,524.73 | 6,775.49 | 0.00     | 9,636.00 | 107,493.17 | 1,453,709.75 |
| 91%             | 1%        | 0%       | 0%       | 1%       | 7%         | 100%         |



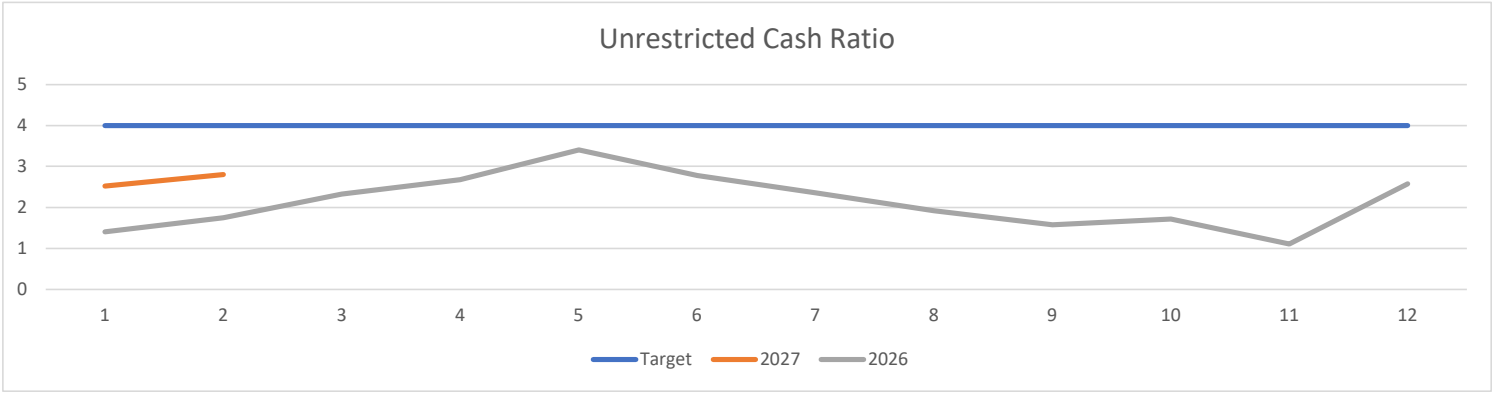
| Who owes us money (Debtors)               | Over 90 days       | Total              | Comments |
|-------------------------------------------|--------------------|--------------------|----------|
| <b>But hasn't paid soon enough</b>        |                    |                    |          |
| GUNUNAMANDA LIMITED T/A Gununamanda Store | 373,376            | 425,193            | Referred |
| HC Building and Construction              | 141,977            | 141,977            |          |
| James Construction Queensland Pty Ltd     | 505,226            | 506,852            |          |
| Total of above and others                 | <u>\$1,140,458</u> | <u>\$2,201,100</u> |          |



# Cashflow

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

| Account           | Dec 2025       | Mar 2026       | June 2026      | Aug-26         |
|-------------------|----------------|----------------|----------------|----------------|
| Normal Business   |                |                |                |                |
| Money in          | 2,126,026.93   | 1,569,335.24   | 6,598,162.33   | 2,228,526.48   |
| Money Out         | (3,917,848.37) | (2,559,655.66) | (2,037,653.03) | (3,218,512.67) |
| Difference        | (1,791,821.44) | (990,320.42)   | 4,560,509.30   | (989,986.19)   |
| Capital Grants    |                |                |                |                |
| Money in          | 1,474,929.17   | 0.00           | 1,509,406.81   | 2,316,617.79   |
| Money Out         | (728,883.48)   | (113,517.65)   | (2,936,508.27) | (1,567,670.67) |
| Difference        | 746,045.69     | (113,517.65)   | (1,427,101.46) | 748,947.12     |
| Other (Super BAS) | (23,892.38)    | (324,734.23)   | (20,702.97)    | 316,030.33     |
|                   | (23,892.38)    | (324,734.23)   | (20,702.97)    | 316,030.33     |
|                   | (1,069,668.13) | (1,428,572.30) | 3,112,704.87   | 74,991.26      |
| Bank              |                |                |                |                |
| Start             | 7,980,530.89   | 5,324,015.74   | 3,121,624.74   | 8,097,073.45   |
| Difference        | (1,069,668.13) | (1,428,572.30) | 3,112,704.87   | 74,991.26      |
| End               | 6,910,862.76   | 3,895,443.44   | 6,234,329.61   | 8,172,064.71   |



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

| Task                       | Traffic Light | Due     | Due next   | Notes                            |
|----------------------------|---------------|---------|------------|----------------------------------|
| ATO Reporting              | —             |         | 21/04/2027 | FBT return lodged                |
| Workcover                  | ✓             |         | 15/09/2026 |                                  |
| Audit 2026                 | ✓             |         | 31/10/2026 |                                  |
| Grant reporting            | ✓             |         | 11/09/2026 | On target                        |
| Paying Invoices            | ✓             | Ongoing |            | Up-to-date and clear             |
| 5 Year Plan                | ✓             | Ongoing |            |                                  |
| QTC 10 Year forecast       | ✓             | Ongoing |            |                                  |
| Policies                   | —             | Over    |            | To be reviewed and updated       |
| Budget 2027                | ✓             |         | 1/06/2027  |                                  |
| Debt Recovery              | —             |         |            | Solid improvement                |
| Contracts Register \$200k+ | —             |         |            | Register currently being updated |
| Contracts Register All     | —             |         |            | Works underway by end of year    |

### Measures of Financial Sustainability

#### Operating Surplus Ratio

Target: 0% -5%  
*Net operating result divided by total operating revenue*

#### Operating Cash Ratio

Target: Greater than 0% 13%  
*Net operating result add Depreciation Amortisation add Finance Costs divided by total operating revenue*

**12.2 Projects Office - Masterplan Monthly Update August 2026**

**Author:** Chief Financial Officer

**Attachments:** PMO Report to Council – August 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 continues to progress with cladding stage now complete. Next will be internal plastering. Kids continue to enter the site, however theft has reduced.
- Plug Ins –the sites have been surveyed and we are in final stages of documentation to progress to tender.
- Tavern – Waiting on IP permissions to take plans to Tender for Quantity Surveying works, so see what will be affordable.
- Seawall – Stakeholder engagements continue whilst final review of contract details by parties is undertaken. Stakeholder engagement has been very positive and they can see the benefits for community.
- 5 Infill houses – this is back to negotiations with the Department of Housing with both parties discussing Council undertaking these works however with a new EOT that is suitable to Council's current workload.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

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

# PMO PROJECTS

31/08/2026

| Project Name                                       | Project stage                                                                                            | Project Timing                                                                                          | Start Date | Completed/<br>Indicative Finish<br>Date | Comments                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot 926 - 4 x Houses                               |  Works Underway         |  Within Timeframe    | 10/02/2025 | 23/04/2026                              | Build on time. Roof starting to come into place now. Lock Up Stage due in September; Full Completion and handover due in February 2027.                                                                                                                                                                                                   |
| Seawall & Foreshore Project                        |  Quote Tender Completed |  Future              | 1/09/2025  | 23/11/2027                              | Tender complete. Negotiations finalised with recommendation to be brought to Council. Stakeholder engagement complete. GRAC to have input once design stage is nearing finalisation.                                                                                                                                                      |
| Plug in - Lot 233 - 192 Yarrabarkan Street - 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. Sites have been cleared and Land Surveyor work completed. Geotechnical survey to be completed in October.                                                                                                                                         |
| Plug in - Lot 193 - 205 Lardil - 2 Bed             |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug In - Lot 198 - 327 Mukakiya Street - 2 Bed    |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug In- Lot 221 -318B Wangi Close - 2 Bed         |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug in - Lot 137 - 103 Wurruku Cres - 2 Bed       |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug in - Lot 42 - 9 Lardil St - 2 Bed             |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug in - Lot 49 - 16 Lardil St - 2 Bed            |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug In - Lot 52 -19 Lardil Street - 2 Bed         |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug In - Lot 64 - 251 Lardil Street - 2 Bed       |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Plug In Address TBC - 37 Lardil Street             |  Planning (F)           |  Future              | 1/06/2026  | 25/06/2027                              |                                                                                                                                                                                                                                                                                                                                           |
| Tavern Kitchen upgrade                             |  Planning             |  Within Timeframe  | 10/02/2025 | 11/08/2027                              | Address to be confirmed<br>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<br>Plan for site nearing completion, however dependent upon geotechnical survey to be undertaken in late August/September. Plans will be presented once it is confirmed that the land can hold what is conceptualised. |
| Lot 911 Lardil - 13 Dwellings                      |  Planning (F)         |  Future            | 1/02/2027  | 1/12/2028                               | Funds have been reallocated to the refurbishment of VAC 1 units, with scoping now completed.                                                                                                                                                                                                                                              |
| Accommodation Upgrade/Refurbishment                |  Planning (F)         |  Within Timeframe  | 1/07/2026  | 30/06/2027                              | Exterior of buildings to be addressed first and then rebuild of existing internals to be undertaken. RFQ being prepared                                                                                                                                                                                                                   |

### 12.3 Procurement Policy Update

**Author:** Chief Financial Officer

**Attachments:** MSC-STAT-014 – Procurement Policy (Draft) – 9 Pages

QLD Government – Update Thresholds – 1 Page

#### PURPOSE (EXECUTIVE SUMMARY)

Section 198 of the Local Government Regulation 2012 (Qld) requires that:

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

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council considered this Procurement policy in April 2026 and resolved to adopt it. To keep aligned with the annual review and the changes required under the new Local Government (Empowering Councils) and Other Legislation Amendment Act 2026 legislation, we need to update the threshold values to include CPI changes for the year ahead.

The Department of Local Government guidance paper is provided to assure Councillors that the increase in thresholds has been as per the direction of the Department.

The changes to the Procurement Policy are as follows:

- Change of thresholds as per accompanying Department of Local Government document;
- Change to Titles for delegated staff to reflect the current organisational structure;
- Include in the delegations the following staff, to ensure daily operations continue to run seamlessly:
  - Project Manager – Water & Waste Management
  - Manager Building & Plumbing Services
  - Executive Assistant

#### FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications.

#### RECOMMENDATION

That Council resolve to adopt the revised Procurement Policy as presented.

# Procurement Policy

| Policy Information         |                                             |                         |  |
|----------------------------|---------------------------------------------|-------------------------|--|
| <b>Policy Name</b>         | Procurement Policy                          |                         |  |
| <b>Policy Number</b>       | MSC-STAT-014                                |                         |  |
| <b>Type</b>                | Statutory                                   |                         |  |
| <b>Owner</b>               | Chief Executive Officer                     |                         |  |
| <b>Responsible Officer</b> | Director of Finance and Commercial Services |                         |  |
| <b>Decision No.</b>        |                                             | <b>Approval Date</b>    |  |
| <b>Records No.</b>         |                                             | <b>Next Review Date</b> |  |

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| 3                        | 23/03/2018 | 2018/58        |         |
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| 11                       | 31/01/2024 | 2024/10        |         |
| 12                       | 23/04/2026 | 2026/47        |         |
|                          |            |                |         |

## 1. BACKGROUND

- 1.1 Section 198 of the *Local Government Regulation 2012 (Qld)* requires that:
- (a) A local government must prepare and adopt a policy about procurement (a *procurement policy*).
  - (b) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
  - (c) A local government must review its procurement policy annually.

## 2. PURPOSE

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

## 3. SCOPE

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

## 4. RELEVANT LEGISLATION AND COUNCIL POLICIES/PROCEDURES/GUIDELINES

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

## 5. DEFINITIONS

- 5.1 In this Policy:

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

| Reference                                  | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default Contracting Procedures</b>      | means the default contracting procedures set out in Chapter 6, Part 3 of the LG Regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Disposal</b>                            | of a Valuable Non-Current Asset, includes the disposal of all of, or an interest in, the asset (for example, the grant of a lease over land or a building).                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ethics Principles</b>                   | means the core principles set out in Part 2, Section 4 of the Public Sector Ethics Act 1994 (Qld).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Genuine Emergency</b>                   | means, in the context of an exemption from tender/ quotation requirements for Medium-sized Contractual Arrangements or Large-sized Contractual Arrangements, circumstances where a genuine emergency exists requiring the procurement of urgent Goods and Services. Examples of a Genuine Emergency include procurement to mitigate a threat of imminent harm to persons and/or property. For the avoidance of doubt, Genuine Emergency does not include circumstances caused by avoidable delay and lack of due diligence and planning, resulting in urgency (ie failing to call for tenders/ quotation earlier). |
| <b>Goods and Services</b>                  | means all goods, services and/or works of whatever nature (ie. mechanical, construction, legal, accounting etc).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Government Agency</b>                   | means, <ul style="list-style-type: none"> <li>(a) the State, a government entity, a corporatised business entity or another local government; or</li> <li>(b) another Australian government or an entity of another Australian government, or</li> <li>(c) a local government of another State.</li> </ul>                                                                                                                                                                                                                                                                                                         |
| <b>Large-sized Contractual Arrangement</b> | means a contractual arrangement between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least: <ul style="list-style-type: none"> <li>(a) for an arrangement entered into before 1 July 2026 - \$292,000; or</li> <li>(b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website).</li> </ul>                                                                                                                    |
| <b>LG Act</b>                              | means the Local Government Act 2009 (Qld).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Regulation</b>                          | means the Local Government Regulation 2012 (Qld).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Local Government Area</b>               | means the Mornington Shire Council local government area as defined in the LG Act and LG Regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Local Government Principles</b>         | means the core principles set out in Chapter 1, section 4 of the LG Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Local Supplier</b>                      | means a supplier which: <ul style="list-style-type: none"> <li>(a) is beneficially owned by persons who are residents on Mornington Island; or</li> <li>(b) has its Principal Place of Business within the Local Government Areas (LGAs) of Mornington Island, Cairns, Cloncurry, the Cape York region and Carpentaria region.</li> </ul>                                                                                                                                                                                                                                                                          |



| Reference                                   | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Medium-sized Contractual Arrangement</b> | means a contractual arrangement (that is not a Large-sized Contractual Arrangement) between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least:<br>(a) for an arrangement entered into before 1 July 2026 - \$21,900; or<br>(b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website). |
| <b>Non-Local Supplier</b>                   | means a supplier who does not meet the Local Supplier criteria as defined in this Policy.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Personnel</b>                            | means collectively elected members, employees, agents and contractors of Council.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Policy</b>                               | means this procurement policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Principal Place of Business</b>          | means the business address where the majority of business (50% or more) is undertaken.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purchase Order</b>                       | means the official/ formal Council order issued to the supplier of Goods and Services.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Sound Contracting Principles</b>         | as defined in paragraph 6 of this Policy and section 104(3) of the LG Act.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Term</b>                                 | in relation to a Contractual Arrangement, includes any possible extension by renewal of the term of the Contractual Arrangement that is agreed at the time the arrangement is entered into.                                                                                                                                                                                                                                                                                                   |
| <b>Valuable Non-current Asset</b>           | (as per section 223D of the LG Regulation):<br>(a) Land; or<br>(b) Another non-current asset that has an apparent value that is equal to or more than the limit set by Council, which cannot be more than that set at section 223D(3) of the LG Regulation. At the time of approval of this Policy, those maximum limits were:<br>(i) for plant or equipment - \$7,300 ex GST; and<br>(ii) for another type of non-current asset - \$14,600 ex GST.                                           |

## 6. SOUND CONTRACTING PRINCIPLES

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

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

### (a) Value for money

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

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

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

**(b) Open and effective competition**

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

**(c) The development of competitive local business and industry**

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

- (i) accept a tender or offer from a Local Supplier in preference to a comparable tender or offer from a Non-Local Supplier, even if the tender or offer from the Non-Local Supplier has been assessed overall as more favourable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as the differences are not material, and so long as it is clear that the selected Local Supplier meets Council's requirements at an acceptably high standard which is generally comparable to that of other offers.
- (ii) But for price, assessment of materiality of the difference between Local Suppliers and Non-local Suppliers shall be subjective with respect to cumulative selection criteria responses. With respect to pricing however, the materiality threshold shall be >10% (ie. if a Local Supplier price is more than 10% over the Non-Local Supplier price, these will not be considered comparable offers, with reference only to the pricing criteria).

**(d) Environmental protection**

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

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

**(e) Ethical behaviour and fair dealing**

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

All Personnel must:

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

## 7. ADDITIONAL CONSIDERATIONS

7.1 In addition to the Sound Contracting Principles, consideration must be given to:

- (a) selecting suppliers on the basis they can meet the requirements of the Work Health and Safety Act 2011 (Qld) and associated legislation and Codes of Practice;
- (b) identification, verification and communication of supplier duties in accordance with Council policies and procedures; and
- (c) monitoring supplier performance, including the review of Workplace Health and Safety performance.

## 8. PROCUREMENT PROCEDURES

- 8.1 Subject to any exceptions set out in this Policy, all Personnel must comply with the Default Contracting Procedures and any additional requirements set out in this Policy when undertaking procurement activities on behalf of Council.
- 8.2 The value of a Contractual Arrangement is what it is expected to cost Council, exclusive of GST, over its Term (which includes, for the avoidance of doubt, any extension options and any other contracts with the same supplier for the supply of Goods and Services of the same, or a similar, type).
- 8.3 The relevant procedures to be followed by all Personnel when undertaking procurement activities on behalf of Council are:

| Value (GST Excl)                                               | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Less than \$5,000                                              | At least one written quote must be obtained. A copy of the quote must be attached to the Council's copy of the Purchase Order.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| \$5,000 - \$21,900                                             | At least two (2) written quotes must be sourced. Copy of the successful quote must be attached to the Council's copy of the Purchase Order.                                                                                                                                                                                                                                                                                                                                                                                                    |
| \$21,900 - \$292,000<br>(Medium-sized Contractual Arrangement) | <p>Council cannot enter into a Medium-sized Contractual Arrangement unless it first invites written quotes for the contract.</p> <ul style="list-style-type: none"> <li>The invitation must be to at least three (3) suppliers who Council considers can meet its requirements at competitive prices.</li> <li>Council may decide not to accept any quotes it receives.</li> <li>If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the Sound Contracting Principles.</li> </ul> |

|                                                              |                                                                                                                                                                                                     |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$292,000 and above<br>(Large-sized Contractual Arrangement) | Council cannot enter into a Large-sized Contract Arrangement unless Council first invites written tenders for the contract in accordance with the requirements of section 228 of the LG Regulation. |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

8.4 Invitation for tenders (or expressions of interest) must:

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

**9. FINANCIAL DELEGATIONS**

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

| Position                                       | Limit     |
|------------------------------------------------|-----------|
| Chief Executive Officer                        | \$291,999 |
| Director of Finance & Commercial Services      | \$100,000 |
| Director of Engineering & Infrastructure       | \$50,000  |
| Director of Housing & Facilities               | \$50,000  |
| Director of Corporate & Communications         | \$50,000  |
| Director of Hospitality & Accommodation        | \$50,000  |
| Director of Human Resources                    | \$50,000  |
| Warehouse Manager                              | \$30,000  |
| Financial Services Coordinator                 | \$30,000  |
| Financial Accountant                           | \$30,000  |
| Manager Workshop & Fleet                       | \$21,900  |
| Manager Engineering Projects                   | \$21,900  |
| Manager Bakery                                 | \$21,900  |
| Manager Building & Plumbing Services           | \$21,900  |
| Manager Community                              | \$21,900  |
| Manager Laundry                                | \$21,900  |
| Manager Operations-Hospitality & Accommodation | \$21,900  |
| Building Supervisor                            | \$21,900  |
| Project Coordinator                            | \$21,900  |
| Executive Assistant                            | \$5,000   |

**10. EXCEPTIONS**

10.1 For all Contractual Arrangements of any value, Personnel are exempted from compliance with the Default Contracting Procedures if one of the following exceptions is applicable to the proposed supplier of Goods and Services, namely that the supplier is on:

- (a) an approved contractor list (s.231 of the LG Regulation); or
- (b) a register of pre-qualified suppliers (s.232 of the LG Regulation); or
- (c) a preferred supplier arrangement (s.233 of the LG Regulation); or
- (d) a local government arrangement (s.234 of the LG Regulation ie Local Buy).

- 10.2 In addition to those exceptions in clause 9.1, for all Medium-sized Contractual Arrangements and Large-sized Contractual Arrangements, Personnel are exempted from compliance with the Default Contracting Procedures if one of the following additional exceptions is applicable to the proposed supplier, namely:
- (a) Council resolves to prepare and adopt a quote or tender consideration plan and the procurement is consistent thereto (s.230 of the LG Regulation); or
  - (b) Council resolves that there is only 1 supplier who is reasonably available to supply the Goods and Services required (s.235(a) of the LG Regulation); or
  - (c) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders (s.235(b) of the LG Regulation); or
  - (d) a Genuine Emergency exists (s.235(c) of the LG Regulation); or
  - (e) the contract is for the purchase of goods and is made by auction (s.235(d) of the LG Regulation); or
  - (f) the contract is for the purchase of second-hand goods (s.235(e) of the LG Regulation); or
  - (g) the contract is made with, or under an arrangement with, a Government Agency (s.235(f) of the LG Regulation).

## 11. VALUABLE NON-CURRENT ASSETS

- 11.1 Subject to the exceptions in paragraphs 11 and 12 of this Policy, Council cannot enter into a Valuable Non-Current Asset contract unless it first:
- (a) invites written tenders for the contract; or
  - (b) offers the Valuable Non-current Asset for sale by auction.
- 11.2 Notwithstanding the limits set out the table below, all Valuable Non-current Assets that have been identified as being obsolete or surplus to Council requirements, but with a written down value less than the set limits in the table below, are to be offered for sale by inviting written quotations only:

| Asset Class           | Council Limit (ex GST) |
|-----------------------|------------------------|
| Road Infrastructure   | \$14,600               |
| Water Infrastructure  | \$14,600               |
| Sewage Infrastructure | \$14,600               |
| Buildings             | \$14,600               |
| Other Structures      | \$14,600               |
| Plant and Equipment   | \$7,300                |
| Land                  | \$1                    |

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

- 12.1 Council may Dispose of a Valuable Non-current Asset, other than by tender or auction, as set out in section 236 of the LG Regulation including if:
- (a) the Valuable Non-current Asset was previously offered for sale by tender or auction but was not sold and is sold for more than the highest tender or auction bid that was received; or

- (b) the Valuable Non-current Asset is disposed of to a Government Agency or a community organisation; or
- (c) Council Disposes of the Valuable Non-current Asset, other than land, by way of a trade-in for the supply of Goods and Services to Council, and the Disposal is part of the contract for the supply.

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

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

### **14. VARIATIONS**

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- 14.1 Each variation to an original Contractual Arrangement can only be approved by Personnel if:
- (a) the variation is appropriate and necessary and outside the scope of the original contract; and
  - (b) all variations are approved in writing in accordance with any contractual documentation; and
  - (c) each variation is included as an additional line item on the original Purchase Order stating the scope and cost, or a new Purchase Order is commenced to reflect the variation; and
  - (d) variations to the original contract amount are within budget and the financial delegation of Personnel approving the variation; and
  - (e) should the cumulative value of the variations on the contract exceed the highest financial delegation of any Personnel (including the CEO - \$291,999), then any further variation must be approved only by Council by resolution, or a new procurement process is commenced to meet the Policy (unless exemptions apply).

### **15. PUBLISHING DETAILS OF PARTICULAR CONTRACTS (CONTRACT REGISTER)**

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- 15.1 Council must, as soon as practicable after entering into a Contractual Arrangement worth \$200,000 or more (exclusive of GST)
- (a) publish the relevant details of the Contractual Arrangement on the Council's website; and
  - (b) display the relevant details of the Contractual Arrangement in a conspicuous place in the Council's public office; and
  - (c) the relevant details must be published or displayed for a period of at least 12 months.
- 15.2 The relevant details that must be published for the purposes of paragraph 14.1(c) are:
- (a) the person with whom the Council has entered into the Contractual Arrangement;
  - (b) the value of the Contractual Arrangement; and
  - (c) the purpose of the Contractual Arrangement.

### **16. REVIEW OF POLICY**

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

Queensland Government

# Contracting – updated thresholds

## Factsheet

### Contracting – updated thresholds for medium-sized contractual arrangements, large-sized contractual arrangements and valuable non-current assets

The Local Government Legislation (Empowering Councils) Amendment Regulation 2025 (Amendment Regulation) commenced on 12 December 2025 and included amendments to increase the thresholds in the contracting provisions of the City of Brisbane Regulation 2012 and Local Government Regulation 2012.

The Amendment Regulation provided for the adjustment and rounding of the threshold amounts in line with the Consumer Price Index (CPI). From 1 July 2026, the threshold amounts are to be adjusted on 1 July each year. The amounts are adjusted according to the CPI increase from the March quarter in the previous year to the March quarter in that year.

The CPI figures for March 2026 were released on 29 April 2026. The new thresholds are set out below:

#### Medium-sized contractual arrangement

|                       |                                  |
|-----------------------|----------------------------------|
| Prior to 1 July 2026: | \$21,000                         |
| From 1 July 2026:     | \$21,900 (rounded from \$21,873) |

#### Large-sized contractual arrangement

|                       |                                    |
|-----------------------|------------------------------------|
| Prior to 1 July 2026: | \$280,000                          |
| From 1 July 2026:     | \$292,000 (rounded from \$291,646) |

#### Valuable non-current assets

##### Prior to 1 July 2026

|                      |          |
|----------------------|----------|
| Plant and equipment: | \$7,000  |
| Other                | \$14,000 |

##### From 1 July 2026

|                     |                                  |
|---------------------|----------------------------------|
| Plant and equipment | \$7,300 (rounded from \$7,291)   |
| Other               | \$14,600 (rounded from \$14,582) |

## 13 COMMUNITY

### 13.1 Community Report – August 2026

**Author:** Manager Community

**Attachments:** Nil.

#### **PURPOSE (EXECUTIVE SUMMARY)**

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

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Throughout August, the Community Team has continued to progress initiatives focused on strengthening community connection, supporting access to essential services, increasing opportunities for participation and recreation, and creating pathways for learning, skills development and community wellbeing.

Key areas of progress include the continued delivery of community activities in partnership with PCYC, recruitment and establishment of the new Community Services Project Team, and ongoing development of the Community Laundry as a broader community space incorporating connection, gardening and practical support.

The Goobalathaldin Knowledge Centre continues to expand opportunities for literacy, digital inclusion, learning and creative engagement, including the successful LitUp funding application, new eSports equipment and upcoming digital skills workshops.

Sport and Recreation activities are also being progressed, including discussions with the North Queensland Cowboys regarding a community sporting initiative and the potential establishment of a regular touch football competition.

Council is also continuing to explore opportunities to strengthen community participation in recycling and waste reduction through the potential establishment of a local Containers for Change depot as part of the future Mornington Island Recycling Centre.

Collectively, these initiatives contribute to Council's strategic priorities of Strong Culture, Community and Identity; Safe, Healthy and Inclusive Communities; Enhanced Liveability; and Caring for Country and Environment, while supporting greater community participation, connection, access to opportunities and community ownership.

#### **Community Events**

The Monthly Movie, delivered in partnership with PCYC, was again successfully held during August, with the next event scheduled for 25 September.

Council also partnered with PCYC to deliver a Father's Day BBQ Lunch, providing an opportunity for community members to enjoy lunch, participate in basketball activities with the children and spend time connecting with family and community.

The scheduled Elder's Morning Tea was cancelled due to Sorry Business. The last one for 2026 is being held on 27 October and will coincide with Queensland Seniors Month celebrations.

#### **Community Services**



Recruitment for the new Community Services Project Team commenced in late August. At the time of writing, the Supervisor position has been successfully filled, with the successful applicant scheduled to commence on 14 September 2026. An offer has also been made for the Administration Support position.

Interviews for the remaining positions are scheduled for 15 and 16 September, with successful applicants anticipated to commence on either 21 or 28 September 2026.

Engagement has commenced with Rise Ventures and North West Remote Health to identify potential clients and establish priority referrals ahead of the team commencing service delivery.

Advertisements and referral information have also been prepared for stakeholder referrals and family/personal referrals, with referrals scheduled to open from 1 October 2026.

### **Community Laundry**

Work to diversifying the Community Laundry way from just a Laundry Service or Op Shop continued this month with soil spread in preparation for the grass seed to arrive.

Conversations are also continuing with regards to the Community Garden with raised garden beds delivered. Patrons are also being asked what they would like to grow, and the Mornington Island Gardening Group planning to meet at the laundry service to workshop the preparation and planting.

### **Goobalathaldin Knowledge Centre (GKC)**

Council has been successful in its application for funding through the LitUp program, supporting initiatives that promote literacy, learning and engagement within the Mornington Island community.

The initiative will complement Council's existing Goobalathaldin Knowledge Centre (IKC) programming, strengthening pathways to literacy, lifelong learning and community participation. It will also provide opportunities for Council to work collaboratively with the school, families and community organisations to encourage positive attitudes towards reading, learning and creative expression.

As part of the initiative, Council is working with Ben Williams (Jangala), illustrator of *Deadly Reptiles*. Ben is a contemporary Indigenous artist working across creative art and illustration. His involvement will provide an opportunity to incorporate locally relevant Indigenous perspectives and creative expression, supporting culturally appropriate and engaging literacy outcomes for the community.

Council has also utilised remaining Digital Inclusion funding to purchase eight gaming chairs as recognition of the outstanding achievements of the Mornington Island eSports teams. The new equipment will enhance the eSports environment at the IKC and support continued participation in digital recreation, teamwork and skills development.

In addition, Council is working with Nicky Jurd to deliver her *Digital Smarts: AI, ChatGPT and Marketing Made Simple* workshops at the IKC in early October. The workshops will provide participants with practical skills in the use of artificial intelligence tools, search engine optimisation (SEO), Google Ads, Facebook and email marketing, Google Business Profile and simple digital marketing planning.

The workshops will provide a valuable opportunity for community members interested in developing digital skills, establishing an online presence or exploring opportunities to start and promote an online business.

### **Sport and Recreation**

Discussions have commenced with the North Queensland Cowboys regarding opportunities to deliver a broader community engagement program during the Cowboys' next visit to Mornington Island in October.

Initial discussions have included the development of a round-robin touch football competition, with participation and involvement from Cowboys representatives. The proposed event would provide an opportunity for community members of all ages and skill levels to participate in a positive, inclusive sporting activity while engaging directly with the Cowboys.

The October event is also being considered as a potential launch or trial for a regular weekly touch football competition on Mornington Island. The proposed competition would be open to the broader community and provide an ongoing opportunity for physical activity, social connection, teamwork and participation in organised sport.

Establishing a regular touch football competition would complement Council's broader focus on increasing opportunities for recreation and healthy lifestyles, while providing a structured and accessible activity for community members to participate in on an ongoing basis. Further discussions with the Cowboys and relevant community stakeholders will occur to determine the format, participation requirements and potential support for the initiative.

### **Community Engagement**

Discussions have commenced with Containers for Change to investigate the feasibility of establishing a local container refund depot on Mornington Island as part of a future Mornington Island Recycling Centre.

The establishment of a local depot would provide a more accessible and convenient option for community members to participate in the Containers for Change scheme. It would also provide an opportunity to increase community awareness and participation in recycling and waste reduction initiatives.

A local depot has the potential to deliver a range of benefits for the Mornington Island community, including reducing the amount of recyclable material entering the waste stream, supporting improved environmental outcomes and creating opportunities for community groups, and individuals to generate income through container collections and donations.

The initiative would also support Council's strategic priority of Caring for Country and Environment, while contributing to a cleaner community and encouraging greater community ownership and participation in sustainable waste management practices.

Council will continue discussions with Containers for Change to assess the feasibility, infrastructure requirements, operational considerations and potential community benefits associated with establishing a depot on Mornington Island.

### **FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

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

**HUMAN RESOURCES & PAYROLL SERVICES****13.2 Human Resources & Payroll Services Report – August 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 August 2026.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Human Resources (HR) Issues and Proposed Actions

***People, Culture and Performance*****Staff Attendance**

Nine (9) staff were issued Discipline letters in relation to continuing and excessive absences. Of the nine letters issued only 2 have sought to respond. Meetings will be held in late September with the employees concerned and their support persons to justify why their services should not be terminated.

**Recruitment**

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

We currently have the following vacancies:

- 1 x Senior motor Mechanic (to be recruited from off island)
- 1 x Administration Officer Workshop (to be recruited – on and off island)
- 2 x Maintenance / Carriage Officers
- 1 x Hospitality Assistant – Airport Cafe
- 6 x Landscape Gardiners (to be recruited – on island)
- 1 x Supervisor Gardening & landscape team (seeking internal appointment)

Following advice from the NIAA that we have received \$1.79 million (three years) in round 3 council has employed 1 Supervisor and 6 landscape gardeners from on island who will commence work in late September. All employees will be provided with the opportunity to complete a certificate III in Landscape Gardening.

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

conduct of sorry business.

### HR Innovation and Continuous Improvement

Migration work continues the implementation of a new Payroll system as part of the Finance system by Readytech. As previously advised the implementation will have considerable challenge for managers, supervisors, staff and payroll. A further supervisors training session is scheduled for late September at which time they will be trained in system use.

### **Workforce Planning and Development**

#### Staff qualifications and training

- Animal Control staff member will be attending a workshop in October in Hobart.
- One plumber – is enrolled in Evaluating & Planning the Installation of Solar and Heat Pump Water Systems
- Plumbing Apprentice to attend TAFE in October/November
- Cert IV Business Administration online training is finalised for an administration officer
- Research being undertaken to enrol 2 or 3 staff in AMPSS00014 Effective Stunning (Captive Bolt) Skill Set Training in Animal Control
- Manager of Community Services has been enrolling youth Hub staff in Child Safe training online for several months and one more unit – AHRC Discrimination, bullying and harassment prevention has been completed.
- Major Training will complete more training online in November via Teams with the 2027 visit yet to have dates confirmed.
- 1 staff member is enrolled in Drug & Alcohol Training.
- MSC staff were able to attend 1 free machine ticket while Rise had trainers on island. 9 expressed interest and in the end only 2 attended and completed training. Other staff were contacted and were not interested.
- MSC is actively communicating with staff ensuring they have their ID options available for training purposes. 40% of staff who **are** keen to do training do not meet ID requirements to finalise their qualifications
- Conducting research into Certificate III in Water Industry Operations for one or 2 of our staff – Queensland Health has been contacted to identify if workshops are available. Waiting for response
- Community staff member will be attending Love Bites training in Cairns mid-September

### HR policy and procedures

The following policies have been reviewed and submitted for approval.

- Staff Leave
- Staff Travel
- Relocation and Repatriation

- Anti-Discrimination, Sexual Harassment, Workplace Bullying and Equal Employment Policy

HR metrics and workforce analytics

The organisation's resourcing during the reporting period totals 139 employees consisting of 111 full time, 3 part time and 25 casual employees.

| Division                           | No of Emp  |
|------------------------------------|------------|
| CEO Office                         | 6          |
| Community Services                 | 12         |
| Corporate & Communications         | 3          |
| Council                            | 5          |
| Engineering                        | 57         |
| Engineering - Housing & Facilities | 9          |
| Finance - Finance                  | 12         |
| Hospitality & Accommodation        | 27         |
| Human Resources                    | 8          |
|                                    | <b>139</b> |

Workplace Health and Safety

Discussions are being undertaken in the Management of the risks of respirable crystalline silica in the workplace (batching plant).

A representative from LGW provided a draft WHS Management Plan for our review.

Site inspections of the Lardil st Housing project have been conducted with weekly meetings held with the Project Team.

Meeting with the Manager Housing have been held in relation to fire extinguisher training for plumbers. A Recognition of Prior Learning opportunity is being examined which will allow Council to conduct our own inspections saving a considerable amount of money. Additional stock has been ordered from Trinity Fire Services and will be controlled by the Warehouse.

Replacement of an unleaded fuel tank has been completed.

Selectability is commencing the construction of new staff accommodation this year. Contacted APH for details on start date. The WHS advisor was provided with a contact number from Selectability to undertake WHS compliance checks.

NQ Cranes completed inspection on Hoists and overhead crane in the workshop. Repairs and maintenance will need to be done on the Crane. A report has been sent to the Director of Engineering and Manager Workshop who has been instructed by the Director to obtain a quote for the repairs.

Drug and Alcohol Testing

Drug testing units ordered from Andatech which is deemed to be a better testing product.

Daily Alcohol testing still being undertaken.

Problems with the Breathalyzer Self Testing unit in Engineering have been resolved. Staff profiles are now to be entered and photos to be taken. Details will then be linked to Andatech Portal.

#### Incident Reports

##### **4 Incidents reported:**

- 1 Youth Hub break in
- 2 vehicles smashed windscreen rocks thrown Lardil St
- 1 MTI worker hit in the lip by trailer ramp when unloading.

#### Workers Compensation Claims

Claim has been accepted by our insurer. A worker's compensation medical certificate is current until 10<sup>th</sup> Sept 2026. A hand therapy appointment needs to be rescheduled. The employee was unable to attend the Mt Isa appointment due to mobility issues unrelated to claim.

A second employee who recently left the island provided a work cover certificate, the employee was provided the documentation three weeks ago to complete for a Mental Health Claim but as yet has not responded.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

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

#### **RECOMMENDATION**

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

**13.3 Organisational Structure – August 2026**

**Author:** Director Human Resources and Payroll Services

**Attachments:** Mornington Shire Council Functional and Organisation Charts – 11 Pages

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to present the MSC Organisational Structure to Council for review and adoption.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Under section 196 (1) of the Local Government Act 2009 (“LG Act”), Council must by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities.

The organisational structure has been refined over the past several months following a number of structural changes. The charts detailing the overall organisation structure of each Directorate is attached.

**FINANCIAL & RESOURCE IMPLICATIONS**

That Council adopt the Mornington Shire Council Organisational Structure as tabled.

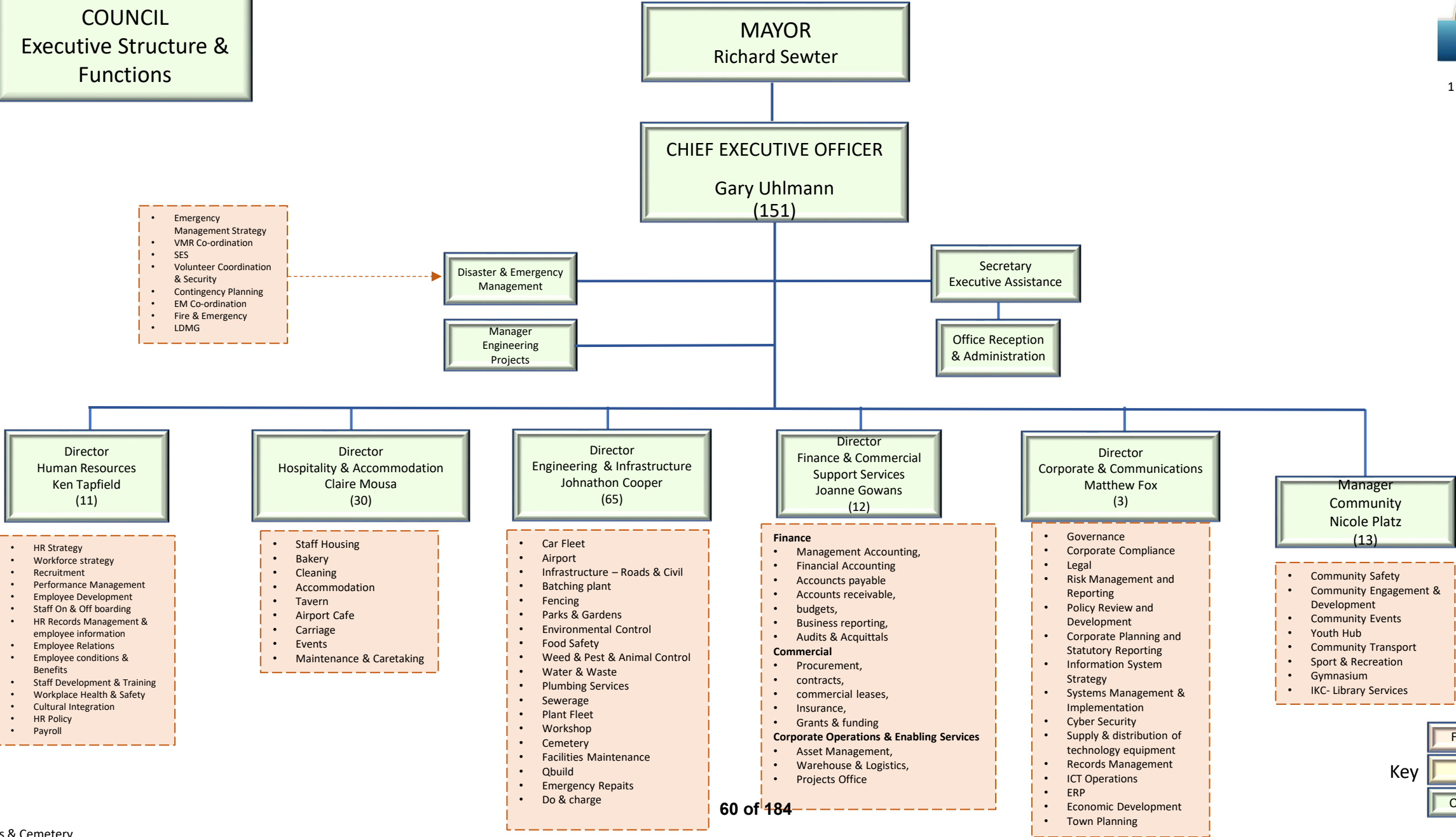
**RECOMMENDATION**

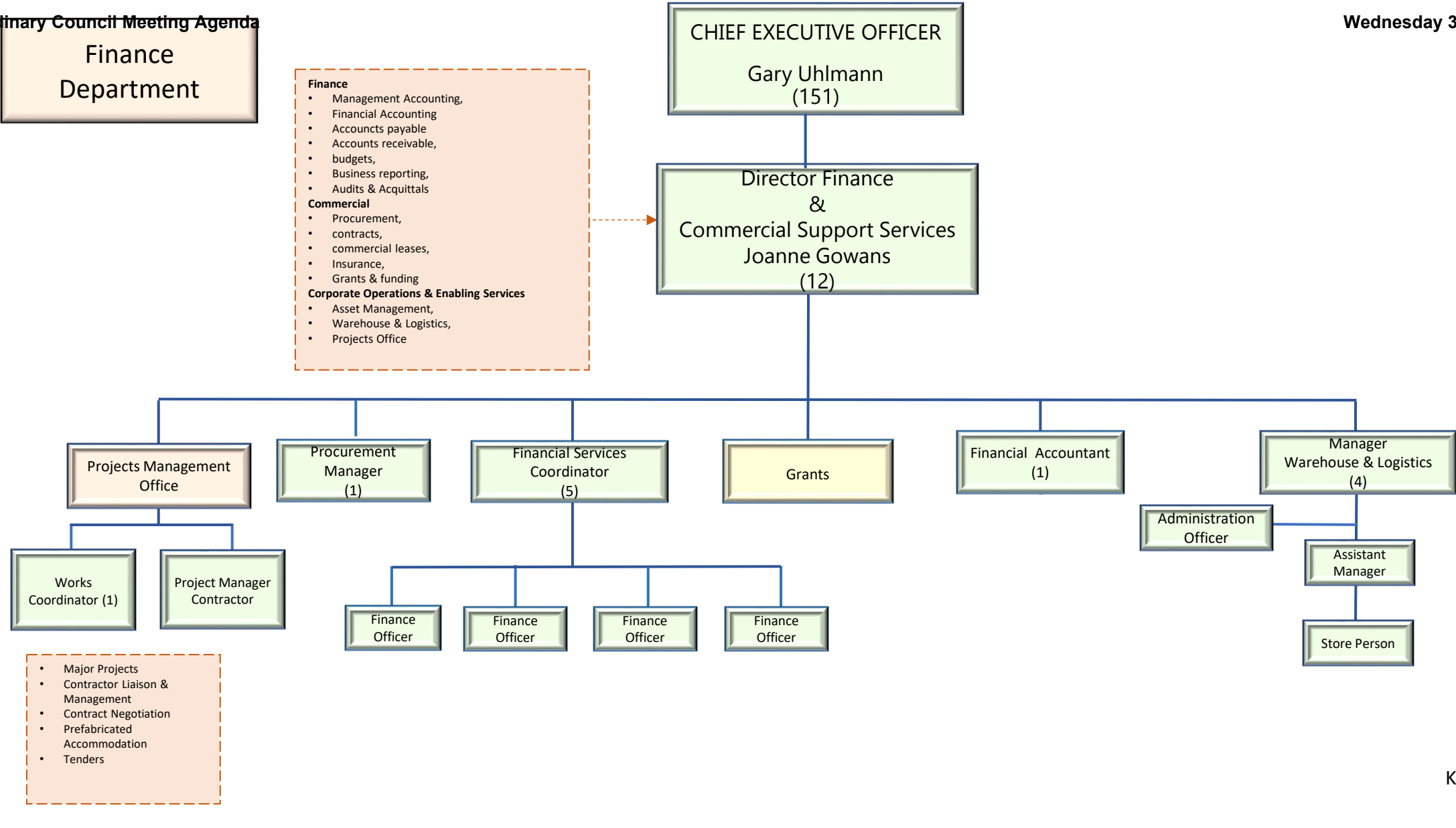
That Council adopt the Mornington Shire Council Functional and Organisation Charts as tabled.





# Mornington Shire Council Functional and Organisation Charts



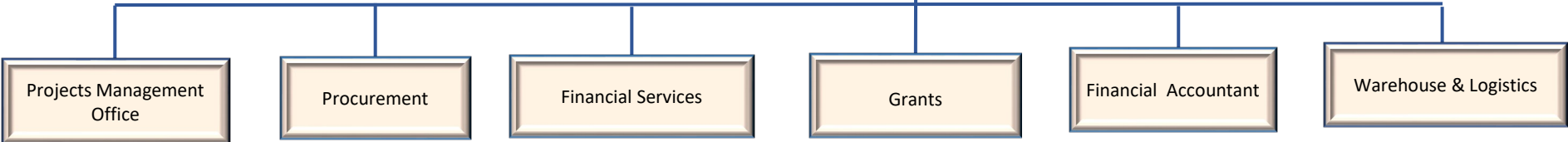


Finance  
Department

- Management Accounting
- Grants & Funding
- Warehouse & Logistics
- Procurement
- Financial Accounting
- Accounts payable
- Business Enterprise Development
- Program Development
- Business Reporting
- Budgets
- Audits
- Asset Management
- Acquittals
- Contracts
- Commercial Leases
- Insurance
- Project Office

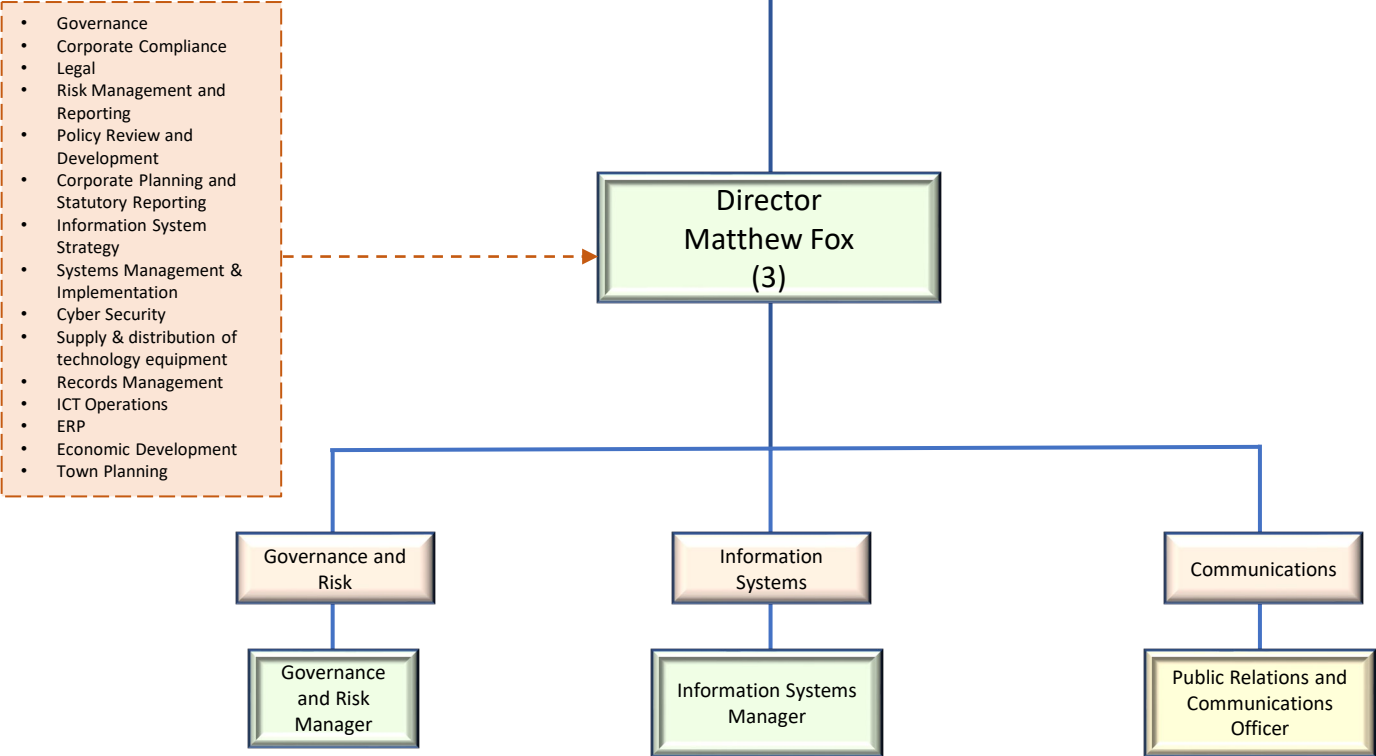
CHIEF EXECUTIVE OFFICER  
Gary Uhlmann  
(151)

Director Finance  
Joanne Gowans  
(12)



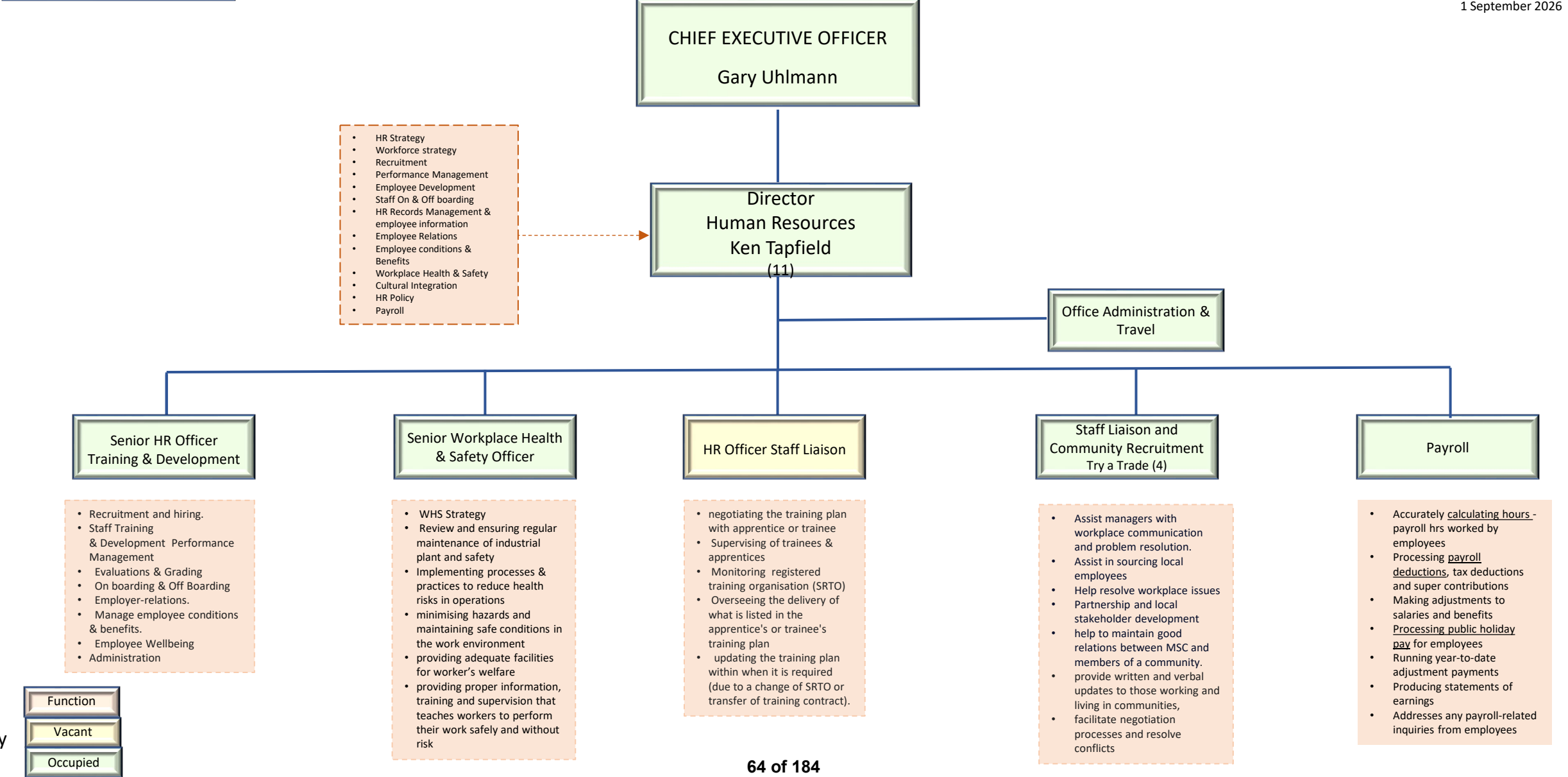
- Major Projects
- Contractor Liaison & Management
- Contract Negotiation
- Prefabricated Accommodation
- Tenders

- Major Projects
- Contractor Liaison & Management
- Contract Negotiation
- Prefabricated Accommodation
- Tenders



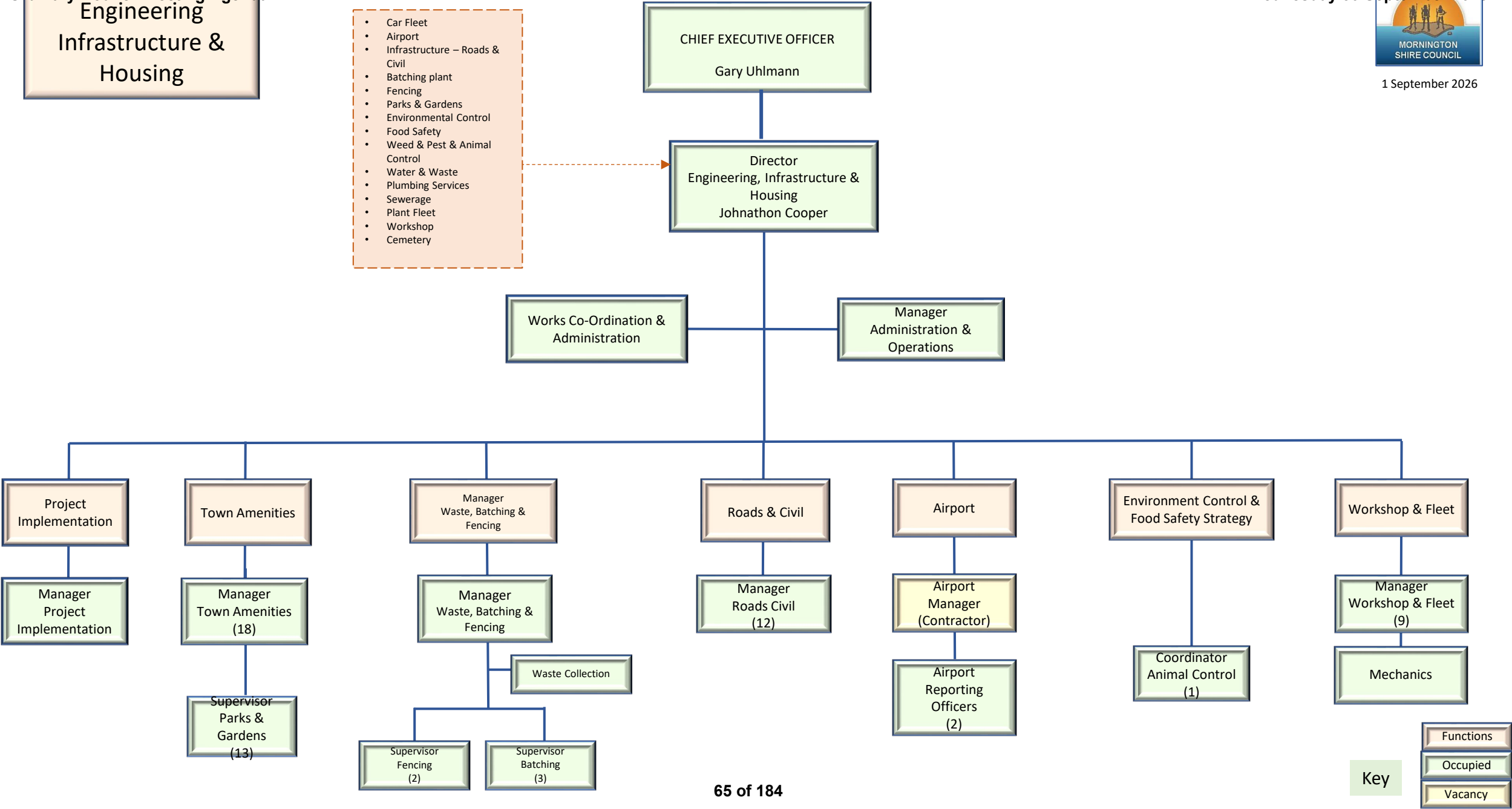
Key

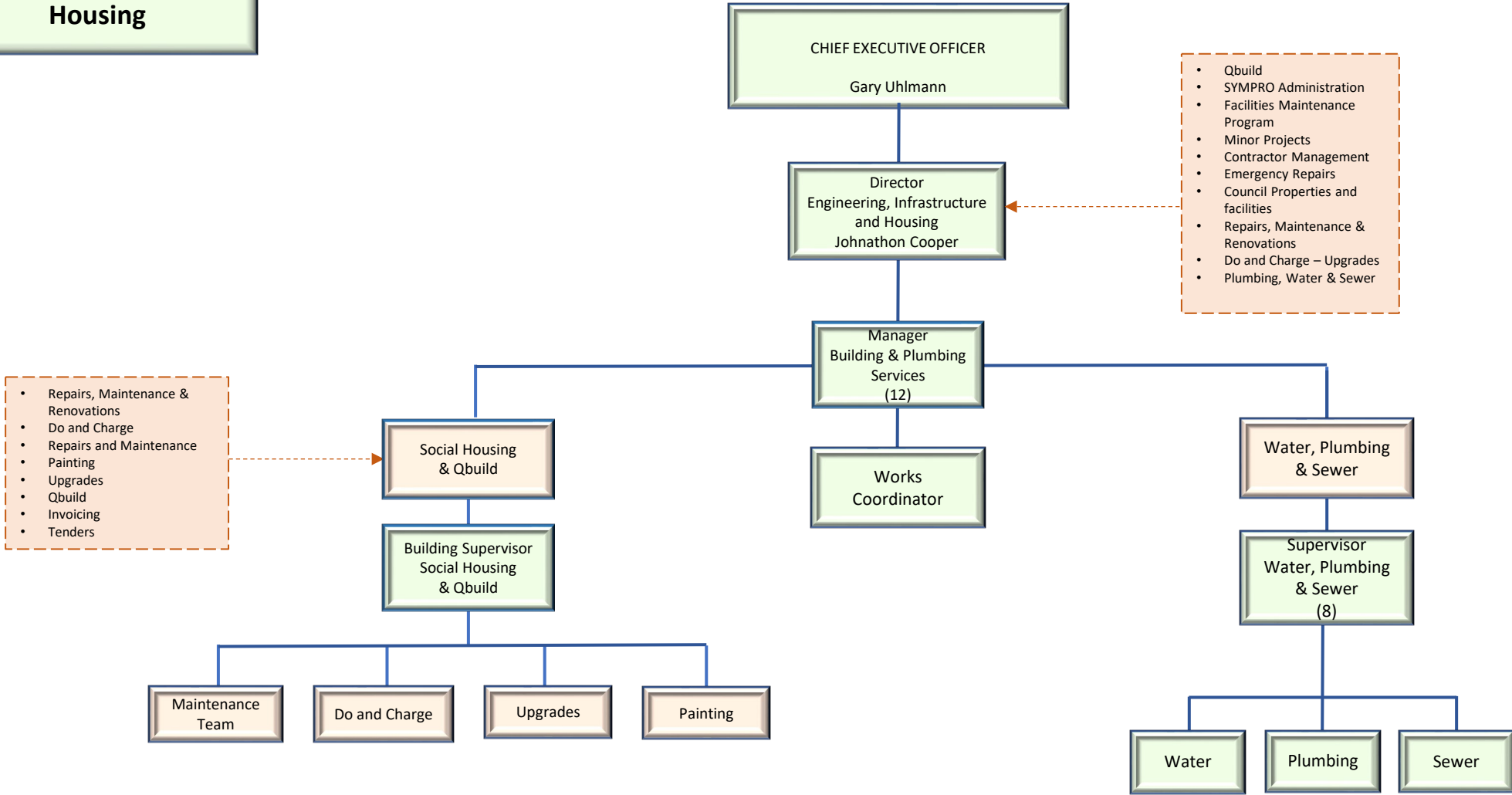
|          |
|----------|
| Function |
| Vacant   |
| Occupied |





- Car Fleet
- Airport
- Infrastructure – Roads & Civil
- Batching plant
- Fencing
- Parks & Gardens
- Environmental Control
- Food Safety
- Weed & Pest & Animal Control
- Water & Waste
- Plumbing Services
- Sewerage
- Plant Fleet
- Workshop
- Cemetery



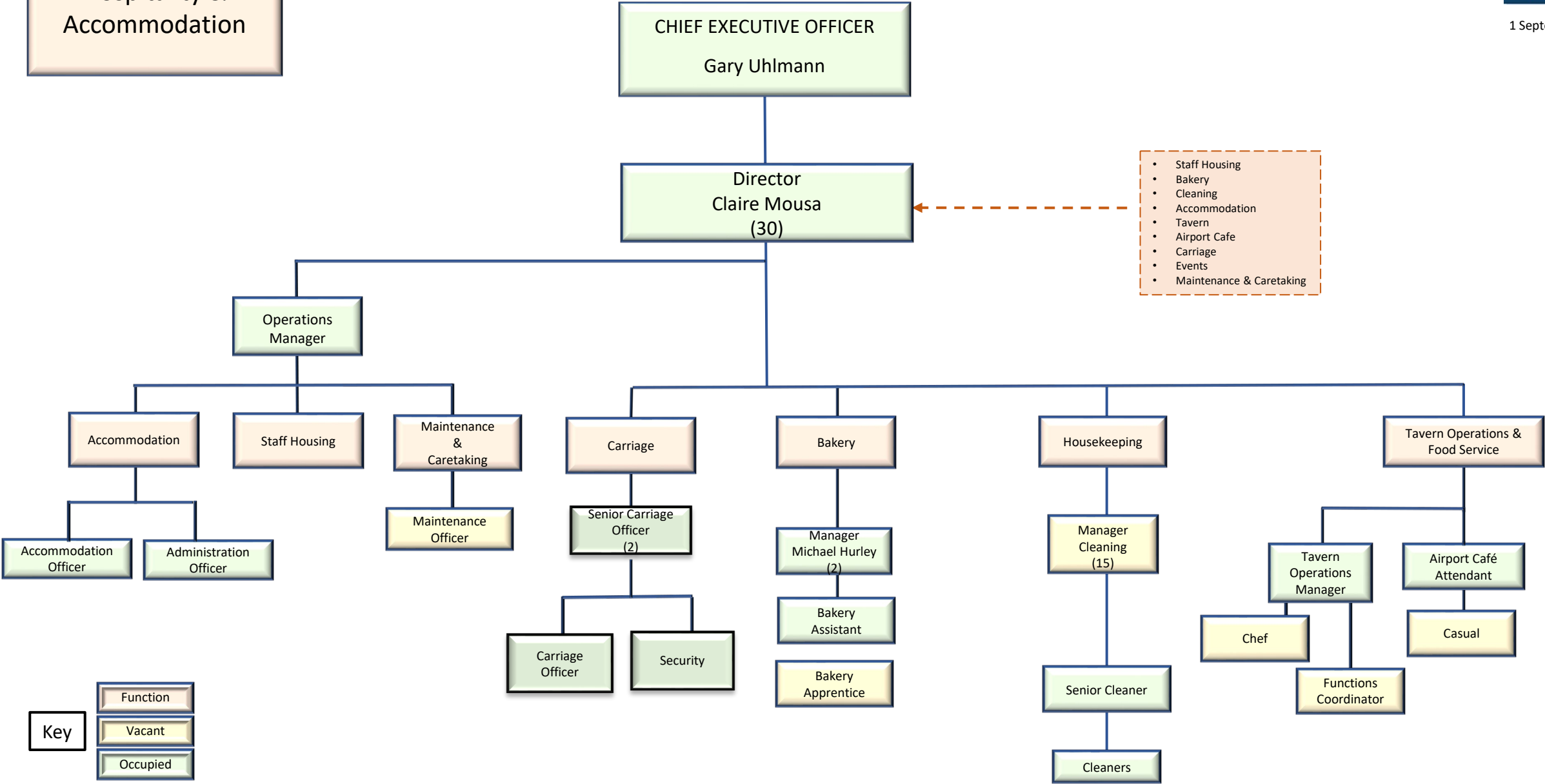


Key

|               |
|---------------|
| Function Only |
| Vacant        |
| Occupied      |



Hospitality & Accommodation





Community

CHIEF EXECUTIVE OFFICER  
Gary Uhlmann

- Community Safety
- Community Engagement & Development
- Community Events
- Youth Hub
- Community Transport
- Sport & Recreation
- Gymnasium
- IKC- Library Services

Manager Community  
Nicole Platz  
(15)

Administration  
Officer

Community  
Landscaping

Supervisor  
(6)

Community  
Transport

Drivers  
(2)

Indigenous  
Knowledge  
Centre

Indigenous Knowledge  
Coordinator  
(2)

Indigenous  
Knowledge  
Officer

Indigenous  
Knowledge  
Officer

Community  
Events

Community  
Programs & Events  
Officer

Youth Hub

Youth Activities  
Coordinator  
(2)

Youth Officer

Youth Officer

Sport &  
Recreation

Sport & Recreation  
Coordinator

Community  
Laundry

Laundry Attendant

Key

- Function
- Vacant
- Occupied



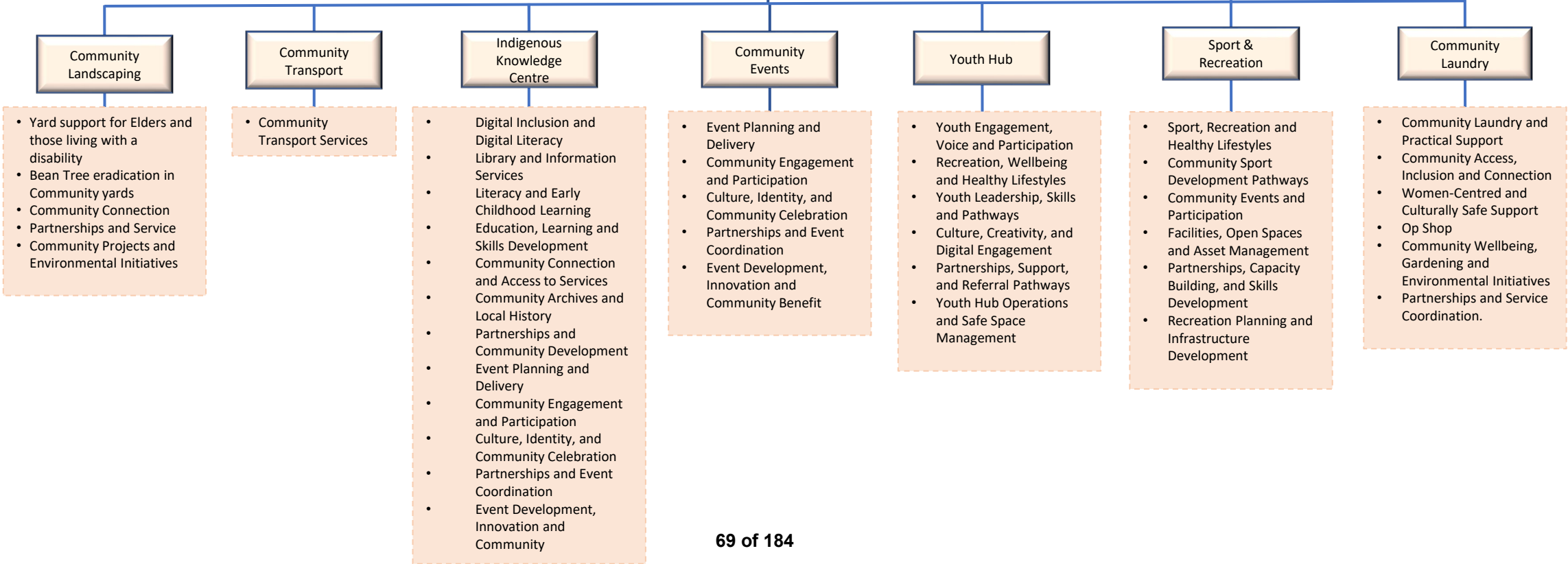
1 September 2026

Community Functions

CHIEF EXECUTIVE OFFICER  
Gary Uhlmann

- Community Safety
- Community Engagement & Development
- Community Events
- Youth Hub
- Community Transport
- Sport & Recreation
- Gymnasium
- IKC- Library Services
- Community Laundry

Manager Community  
Nicole Platz  
(15)



## 14 CORPORATE AND COMMUNICATIONS

### 14.1 Corporate & Communications Report – August 2026

**Author:** Director Corporate & Communications

**Attachments:** Nil.

#### **PURPOSE (EXECUTIVE SUMMARY)**

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

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

##### ***Information and Communications Technology***

- 53 Service Tickets for August.
- 2 Staff Off-boardings
- 2 Staff On-boardings
- Data breaches/cyber incidents - Nil
- Pinnacle IT on site visit for operational support, staff familiarisation as well as future project planning and preparation
- Records management user training
- Records management system remediation activities
- Collaboration with IKC to implement content controls
- Communications equipment remediation (Tavern clean up)
- Printer audit

##### ***Governance***

- 25 of the HR policies been removed from the Intranet due to consolidation of policies.
- Completed the Acceptable Request Guidelines & Guidelines for Provision of Administrative Support Policy.
- Draft version of the Annual Operation Plan
- Council's Complaints Management Policy
- Fraud & Corruption Control Policy & Framework
- Enterprise Risk Management Policy & Framework.
- Undertaking review of Councils' Annual Corporate Governance

##### ***Communications***

- Work has continued on Annual Report 2025/26.
- MSC newsletters have been published throughout the month of August.
- Website compliance remediation has continued.
- Social Media policy drafted and submitted for review.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

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

#### **RECOMMENDATION**

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

## 14.2 Adoption of MSC Annual Report 2024/2025

**Author:** Director Corporate & Communications

**Attachments:** MSC Annual Report 2024/25 (Draft) – 76 Pages

### **PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to present the Mornington Shire Council Annual Report for financial year 2024/25 to Council for review and adoption.

### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Local Government Regulation (Qld) 2012, Section 182 stipulates that:

- (1) A local government must prepare an annual report for each financial year.
- (2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.
- (3) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.

### **FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial implications in this report.

### **RECOMMENDATION**

That Council adopt the Annual Report for financial year 2024/25 as tabled.

# ANNUAL REPORT

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**MORNINGTON  
SHIRE COUNCIL**







# Acknowledgement of Country

We acknowledge the Traditional Owners of the land on which we operate, the Lardil people of Mornington Island and pay our respects to Elders past and present. We also acknowledge the Kaiadilt, Yangkaai, Waanyi, Gangalidda and Garrawa people who share these homelands.

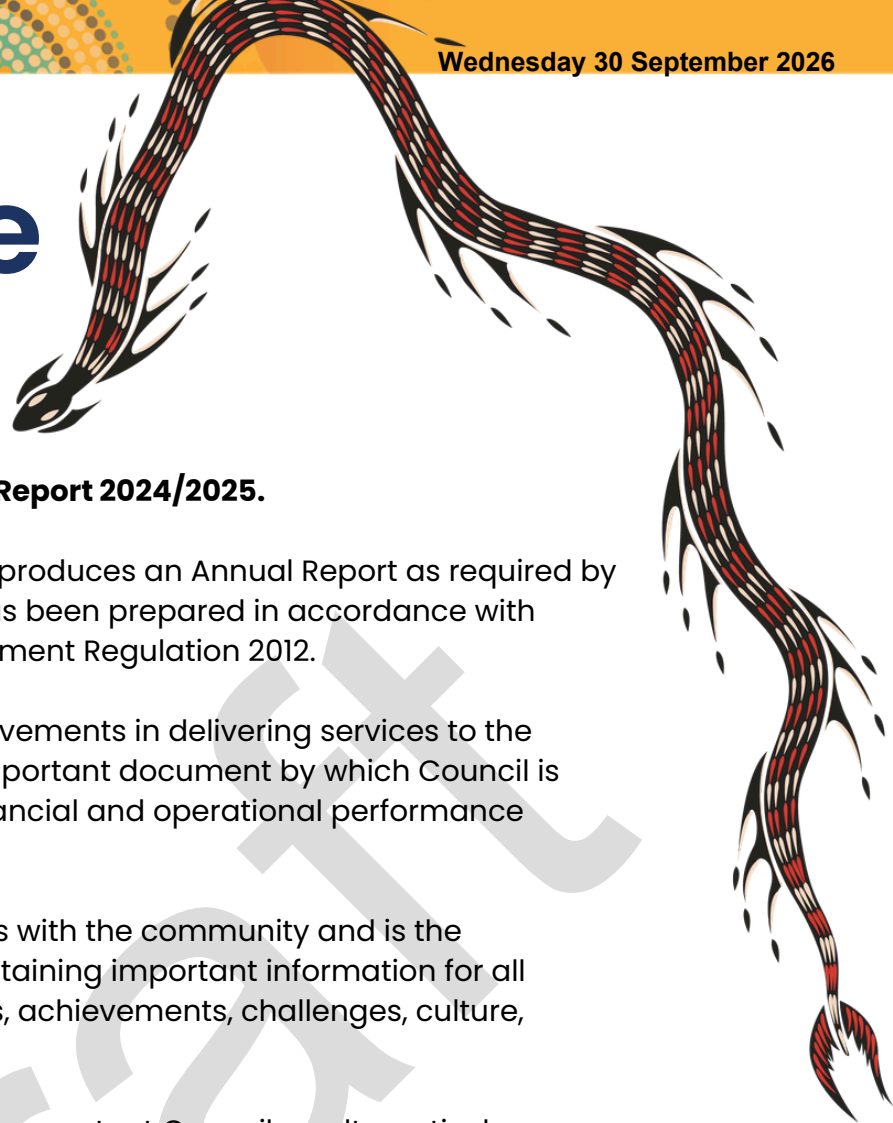


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# Welcome



## Mornington Shire Council's Annual Report 2024/2025.

Each year, Mornington Shire Council produces an Annual Report as required by the State Government. This report has been prepared in accordance with Chapter 5, Part 3 of the Local Government Regulation 2012.

This report describes Council's achievements in delivering services to the Mornington Shire region and is an important document by which Council is transparently accountable for its financial and operational performance throughout the year.

It is one of the ways council connects with the community and is the culmination of regular reporting, containing important information for all stakeholders on Council's operations, achievements, challenges, culture, purpose and plans for the future.

To request a copy of this report, please contact Council or, alternatively, you can download a copy from our website [www.mornington.qld.gov.au](http://www.mornington.qld.gov.au)

Aimed to foster a vibrant, culturally rich community where local government services and facilities are delivered in a way that is responsive to the needs and the aspirations of the community, this Annual Report compares our performance against what we said we would do in the 2024-2025 financial year.

Our quality of life is dependent on a strong economy and in planning for the future, we need to be aware of the constraints and opportunities which influence our endeavours.



07 4745 7800



[info@mornington.qld.gov.au](mailto:info@mornington.qld.gov.au)



[mornington.qld.gov.au](http://mornington.qld.gov.au)

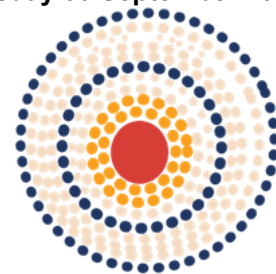


Corner Lardil Street and Jinkya Street  
Gununa QLD 4892



**MORNINGTON  
SHIRE COUNCIL**

# Mayor's Message



This year has been a significant period of renewal for Mornington Shire Council, and I am proud of what we have achieved together. We have stabilised Council's financial position, strengthened our reserves, and secured major funding for social housing, including the Lardil Street subdivision, five new houses, nine dongas and new 4×2-bedroom accommodation. These projects will make a real difference for families across our community.

Residents have also seen major infrastructure improvements. Our new Council building and the beautiful Goobalathaldin Knowledge Centre (Indigenous Knowledge Centre) are already strengthening access to services, culture and learning. We have also secured funding for a state-of-the-art water treatment plant that will support safe, reliable water for years to come.

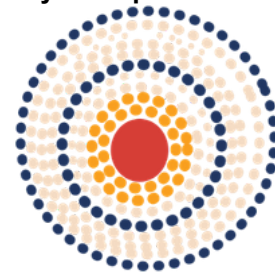
Our Roads team continues to maintain the network to a high standard, supported by new equipment and training. Across the community, we have delivered new footpaths, a new hearse, new fire engines, painted 80 social houses and reduced the backlog of maintenance requests.

The ongoing challenge remains reduced funding for Local Governments, particularly Indigenous councils. Despite this, we continue to advocate strongly at all levels of government to ensure Mornington Island receives the support it deserves.

I am confident in the progress we have made and the direction we are heading. Together, we will continue building a strong, connected and culturally proud future for our community.

Richard Sewter  
**Mayor**





# CEO's Message

I am pleased to report that Council has continued to strengthen its operational performance throughout the year, with a clear focus on efficiency, effectiveness and long-term sustainability. Across the organisation, we have introduced new and upgraded systems that are already improving the way we work—enhancing our ability to generate revenue, manage costs responsibly and deliver services that meet the needs of our community.

A major area of progress has been the investment in our road network. Council has upgraded its road fleet and supported our road crew with the training and skills needed to maintain the network to a consistently high standard. This work is essential for community safety, connectivity and economic participation, and I am proud of the professionalism our team continues to demonstrate.

We have also made a significant commitment to staff development, with substantial investment in training and capability building across the organisation. While attracting local applicants to Council roles remains a challenge, we continue to focus on creating pathways for local employment and building a strong, skilled workforce for the future.

This year, Council secured approximately \$100 million in funding for building, social housing and infrastructure projects—an achievement that reflects both the trust placed in Council and the strength of our advocacy. These projects will continue to roll out over the coming years and will deliver lasting benefits for the Mornington Island community.

Our ongoing challenge remains the limited operational funding available to support Council's day-to-day services. As a remote Indigenous council with few revenue-raising opportunities, we continue to work hard to maximise every dollar and ensure our operations deliver strong value for money.

Despite these constraints, I am confident that Council is delivering high-quality, cost-effective services and achieving outcomes that make a meaningful difference for our community. The dedication of our staff, the support of our partners and the resilience of our community continue to drive our progress forward.

Gary Uhlmann  
**Chief Executive Officer**

# Our Council

The role of elected councillors, as part of the governing body of a council, is spelled out in section 12 of the Local Government Act 2009. It is to:

- Represent the current and future interests of the residents of Mornington Shire Council
- Ensuring Mornington Shire Council discharges its responsibilities under the Act, achieves its corporate plan and complies with all laws that apply to the Shire
- Providing high quality leadership to the Shire and the community
- Participating in Council meetings, policy development and decision making for the benefit of Mornington Shire
- Being accountable to the Community for the Shire's performance

Councillors play a very important policy-making role, requiring the identification of community needs, setting objectives to meet those needs, establishing priorities between competing demands and allocating resources.

The Mayor and 4 Councillors were elected on 16 March 2024 for a 4-year term, with a by-election required on Saturday 15<sup>th</sup> June 2024. Council does not have divisions, and therefore the Mayor and Councillors are elected representatives of all residents and ratepayers across the region.



**Richard Sewter**  
Mayor



**Robert Thompson**  
Councillor/Deputy Mayor



**Jane Ah Kit**  
Councillor

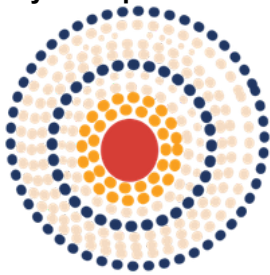


**Renee Wilson**  
Councillor



**Farrah Linden**  
Councillor





# Statutory Information

## in relation to Councillors

In accordance with (Section 186 Local Government Regulation 2012) the following information is presented in the tables below:

- (a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year.
- (b) the expenses incurred by, and the facilities provided to, each councillor during the financial year under the local government’s expenses reimbursement policy;
- (c) the number of local government meetings that each councillor attended during the financial year.

| Elected Member       | Remuneration | Superannuation | Expenses | Total     | Facilities Provided |
|----------------------|--------------|----------------|----------|-----------|---------------------|
| Mayor Richard Sewter | \$119,393    | \$13,742       | Nil      | \$133,135 | Nil                 |
| Cr Robert Thompson   | \$68,880     | \$7,928        | Nil      | \$76,808  | Nil                 |
| Cr Farrah Linden     | \$59,695     | \$6,877        | Nil      | \$66,572  | Nil                 |
| Cr Renee Wilson      | \$59,695     | \$6,877        | Nil      | \$66,572  | Nil                 |
| Cr Jane Ah Kit       | \$59,695     | \$6,877        | Nil      | \$66,572  | Nil                 |

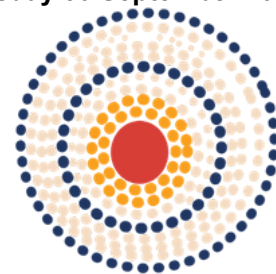
### Meeting Attendance

Council Meetings are typically held on the last Wednesday of each month commencing at 9am in the Council Chambers.

In 2024-25, Council held 12 Ordinary Council Meetings and 1 Special Meeting.

| Elected Member       | Ordinary Meeting | Special Meeting |
|----------------------|------------------|-----------------|
| Mayor Richard Sewter | 9                | 1               |
| Cr Robert Thompson   | 12               | 1               |
| Cr Farrah Linden     | 12               | 1               |
| Cr Renee Wilson      | 12               | 1               |
| Cr Jane Ah Kit       | 12               | 1               |

# Vision, Mission & Values



## Vision

- 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
- Have pride & respect for each other in our culture, achievements & successes
- To see and smell the compassion and peacefulness of our community

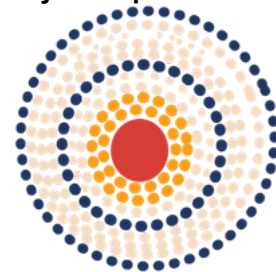
## Mission

- We are committed to a Community where:
- Our people are happy, healthy and safe
- Our natural environment is valued and well-managed
- Our culture is retained and maintained
- We have quality infrastructure
- We have a sustainable local economy
- Governance and ownership of Community direction is by Council
- We have transparency of government and open communication between the three tiers of Government

## Values

- Responsibility
- Respect
- Compassion
- Hard work
- Working together
- Proud to belong





# Our Region

Mornington Shire incorporates twenty-two islands of the Wellesley Group in the Gulf of Carpentaria. The Wellesley Islands are remnants of the mainland now submerged by the syncline that formed the Gulf of Carpentaria and are essentially flat platforms with little relief. There are substantial areas of intertidal flats and fringing reefs associated with most Islands.

Mornington Island is the largest island in the group covering an area of 700 square kilometres, is located 16°30' south and 139°30' east in the Gulf of Carpentaria, about 125kms north-west of Burketown, 200kms west of Karumba and 444kms from Mt Isa. The Shire has an area of 1,248.4 sq.kms.

Gununa (a Lardil people word), which was founded in 1914, is the primary residence of majority of the Shire's population. Public utilities in Gununa are well developed with reticulated power, water, sewerage and storm water drainage. Town streets are bitumen-sealed. The aerodrome is of an all weather standard and Regional Express Airlines services the Island from Mt Isa and Cairns Monday to Friday. Council operates the barge shed and works with Carpentaria Freight, which operates the barges service from Karumba.





# Community Finance Report

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# Community Finance Report

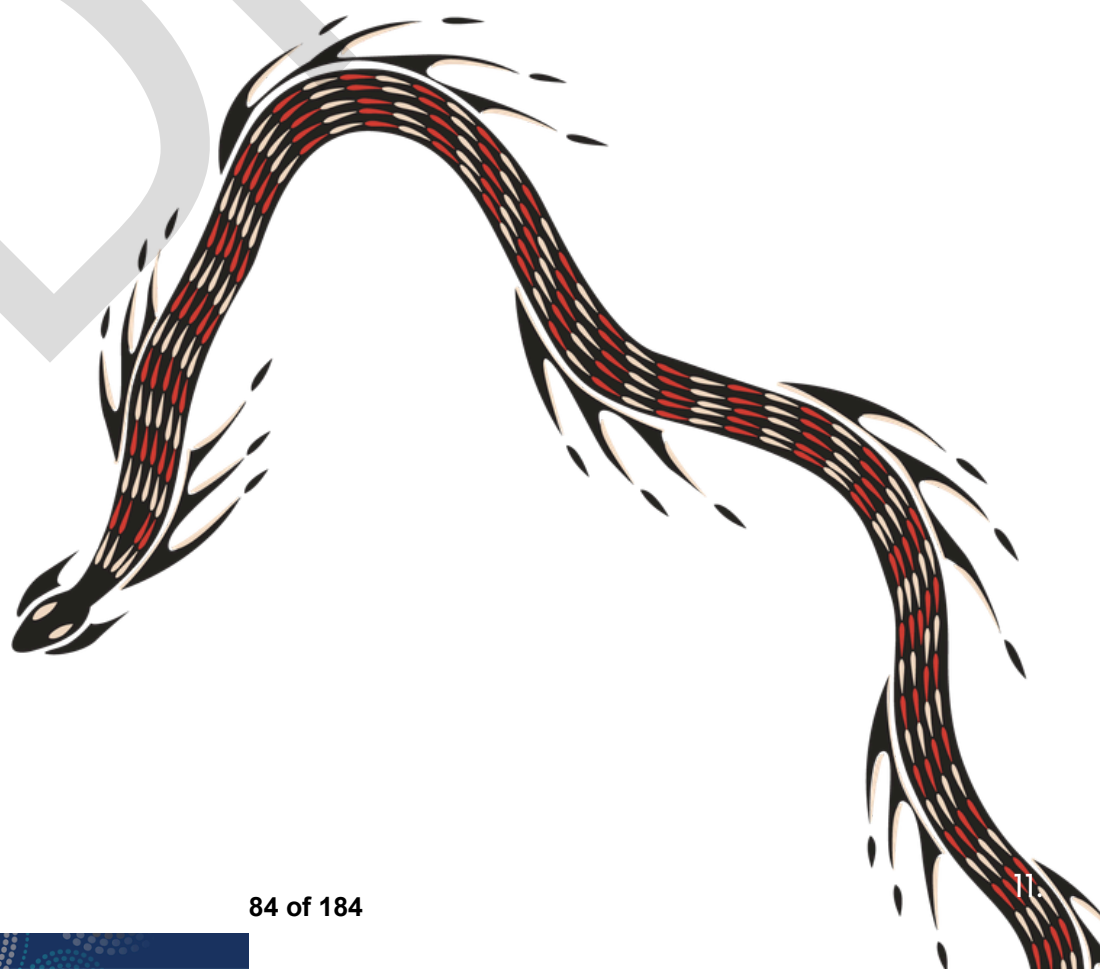
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The 2024/25 Community Finance Report provides an easy to read analysis of Council's fiscal performance for the year as detailed in the audited financial statements published from page 30 onwards.

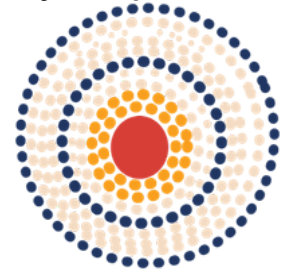
Council is required to prepare a Community Financial Report each year in accordance with Section 179 of the Local Government Regulation 2012.

This Community Financial Report complies with the above requirements and covers the financial performance and position of Mornington Shire Council for the financial year ended 30 June 2025.

For a more detailed understanding of Council's financial results and financial position, refer to the Financial Statements commencing page 30.



# Financial Performance



The year ended 30 June 2025 was a good year financially for the Council. Money in was more than money out. Out bank balance improved as well as assets to the community. Most notably a new Social housing building was completed as well as a Civic Building and Goobalathaldin Knowledge Centre. Sewer pumps were upgraded, footpaths built and roads improved.

| <b>Summarised statement of comprehensive income</b><br>Money in and money out during the year |              |
|-----------------------------------------------------------------------------------------------|--------------|
| <b>Operating</b>                                                                              |              |
| <b>Total operating revenue</b>                                                                | 31,096,382   |
| <b>Total capital income</b>                                                                   | 8,277,375    |
| <b>Total income</b>                                                                           | 39,373,757   |
|                                                                                               |              |
| <b>Expenses</b>                                                                               |              |
| Total operating expenses                                                                      | (32,107,271) |
| Capital expenses                                                                              | (605,629)    |
| <b>Total expenses</b>                                                                         | (32,712,900) |
| <b>Net result</b>                                                                             | 6,660,857    |
|                                                                                               |              |
| <b>Other income</b>                                                                           |              |
| Movement in asset revaluation surplus                                                         | 13,440,571   |
| <b>Total other comprehensive income for the year</b>                                          | 13,440,571   |
| <b>Total comprehensive income for the year</b>                                                | 20,101,428   |



### Summarised statement of financial position

Commonly known as the balance sheet. Asset, liabilities and equity.

This statement is at a point in time, in this case 30 June 2025.

This shows what assets the Council owns. What is owed to the Council and what the Council owes.

| Summarised statement of financial position |                    |
|--------------------------------------------|--------------------|
| <b>Assets</b>                              |                    |
| Cash and cash equivalents                  | 15,322,643         |
| Receivables                                | 9,759,471          |
| Inventories                                | 1,423,085          |
| Property, plant and equipment              | 195,217,283        |
| <b>Total assets</b>                        | <b>221,722,482</b> |
| <b>Current liabilities</b>                 |                    |
| Payables                                   | 3,845,460          |
| Contract liabilities                       | 10,869,655         |
| Staff provisions                           | 894,496            |
| Landfill restoration                       | 1,539,100          |
| <b>Total liabilities</b>                   | <b>17,148,711</b>  |
|                                            |                    |
| <b>Net community assets</b>                | <b>204,573,771</b> |
| <b>Total community equity</b>              | <b>204,573,771</b> |

REVENUE

Council recorded \$39.37 million in revenue and other income for the year ended 30 June 2025. Total revenue increased by \$6.37 million (+21%) on the previous year. Principal movements included:

Capital Grants \$7.99 million down (\$-3.92 million)  
Capital grants funding was received for major asset and infrastructure projects including:

- Road Reconstruction – Disaster Recovery Funding Arrangements (DRFA)
- Civic Building
- Goobalathaldin Knowledge Centre
- Social Housing

Cash funds received for capital grant projects are treated as a contract liability and deposited into Queensland Treasury Corporation (QTC) cash fund accounts (i.e., Restricted Cash). Capital revenue is recognised as the related asset is constructed.

Non Capital Grants increased from \$5.42 million to \$12.45 million an increase of \$7.03 million. This was due to an increase in funding and the timing that funding was received.

EXPENSES

Council incurred \$32.71 million in expenses during the year which included operational expenditure of \$32.10 million and capital expenditure of \$3.2 million.

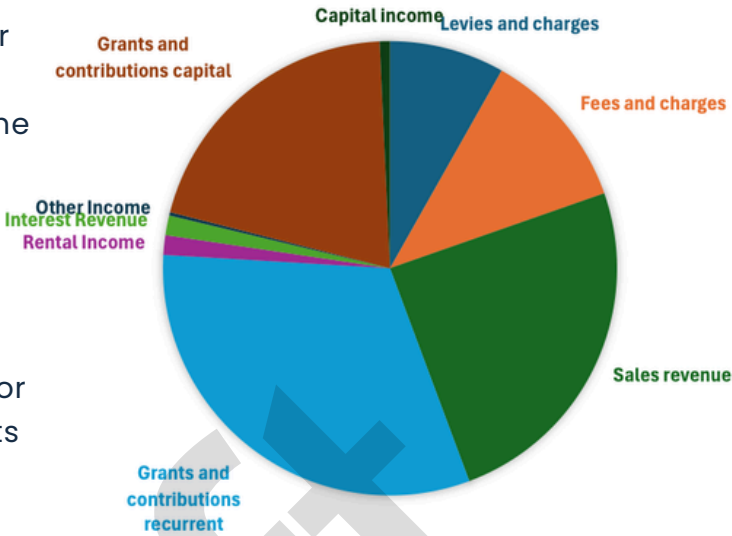
Total cash flows for capital projects was \$7.2 million.

The main expenses included:

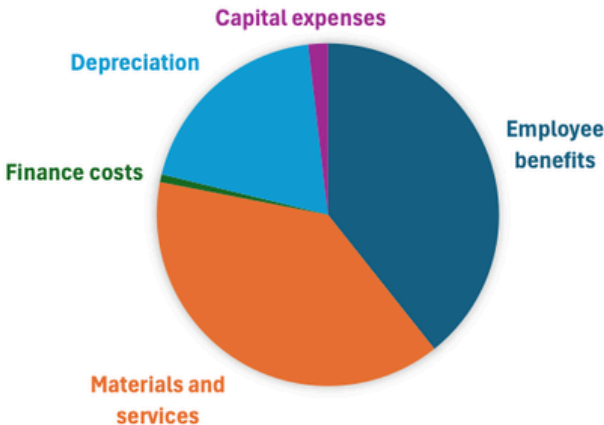
- Employee benefits
- Materials and services
- Finance costs
- Depreciation

Capital expenses Capital expenses were related to the disposed of property, plant and equipment.

REVENUE MIX



EXPENSES



## ASSETS

As at 30 June 2025, Council's assets were valued at \$221 million.

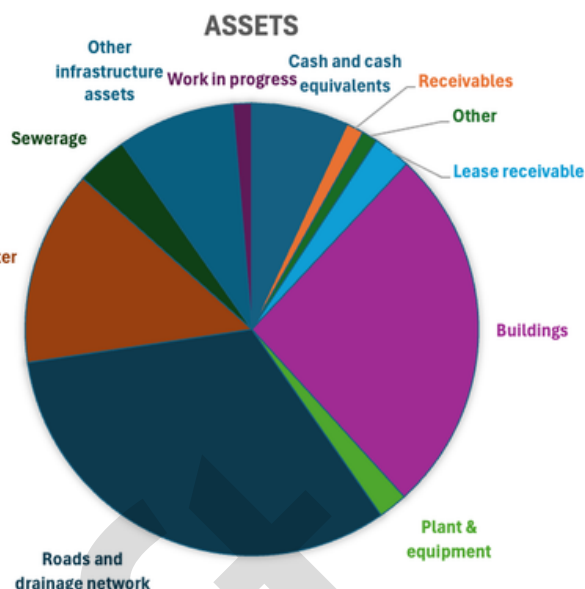
What Council Owns:

### CASH & EQUIVALENTS

Cash held at bank may have restrictions placed over its use. These funds are classified as either unrestricted or restricted.

*Unrestricted funds* are monies received from day-to-day operations and from grant funding which does not place conditions over how it is to be spent. These funds are available to be re-invested into operations, asset replacement/renewal and delivery of services to the community generally.

*Restricted funds* are generally received in the form of grants from other levels of government and are required to be spent for a specific purpose, such as construction of buildings or infrastructure. These funds are not available to fund operations. Unspent funds or funds not spent according to the funding requirements may be required to be returned to the funding body.



## LIABILITIES

At 30 June 2025, Council's liabilities totalled \$17.15 million. This was made up of the following;

- Amounts owing to suppliers
- Unspent capital grant funding
- Provision for restoration of landfill; and
- Employee leave entitlements

Total liabilities increased by \$3.1 million (+19%) on the previous year. Principal movements included:

Trade payables \$4.45 million down from \$8.02 million from a reduction of PAYG and Other Creditors

Contract Liability \$10.87 million (+\$6.21 million) This balance represents the total of grant funds received for a specific purpose minus the expenditure to date for the underlying projects. The level of liability will vary from year to year depending on the success of grant. This was a very successful year funding applications, timing of receipt of funds and progress of project delivery.

## COMMUNITY EQUITY

Council's community equity is defined as its net worth – what we own, less what we owe. At 30 June 2025, Council's community equity was \$204 million.





## MEASURES OF FINANCIAL SUSTAINABILITY

The Local Government Regulation 2012 requires that Council report its results for the financial year against selected financial sustainability ratios.

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

| Type                         | Measure                               | Target (Tier 8)       | Actual Current Year | 5-Year Average | Council Narrative                                                                                                                                           |
|------------------------------|---------------------------------------|-----------------------|---------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Audited ratios</b>        |                                       |                       |                     |                |                                                                                                                                                             |
| <b>Liquidity</b>             | Unrestricted Cash Expense Cover Ratio | Greater than 4 months | 2.1                 | 2              | Council paid down amounts owing to the Australian Taxation Office. Going forward council expects liquidity to improve                                       |
| <b>Operating Performance</b> | Operating Surplus Ratio               | n/a                   | (3%)                | (20%)          | Council relies heavily on grant revenue to remain sustainable. This year showed improvement again the 5 year average with a focus on improved profitability |
|                              | Operating Cash Ratio                  | Greater than 0%       | 17%                 | 9%             | A focus on profitable areas of the council including building services improved profitability                                                               |
| <b>Asset Management</b>      | Asset Sustainability Ratio            | Greater than 90%      | 95%                 | 83%            | Council relies on Disaster Recovery Funding to sustain its roads infrastructure                                                                             |
|                              | Asset Consumption Ratio               | Greater than 60%      | 73%                 | 65%            | This ratio is within the required range                                                                                                                     |
| <b>Financial Capacity</b>    | Council-Controlled Revenue            | n/a                   | 25%                 | 28%            | This will continue to decrease as Hospitality revenue increases                                                                                             |
|                              | Population Growth                     | n/a                   | 101.31%             | -1.27%         | Inputs provided by the State showing volatility                                                                                                             |
| <b>Asset Management</b>      | Asset Renewal Funding Ratio           | n/a                   | 100%                | n/a            | Council relies on grant funding to renew assets                                                                                                             |





# Assessment of Plans

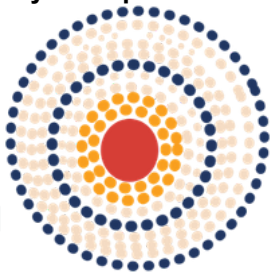
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## ASSESSMENT OF THE CORPORATE AND OPERATIONAL PLANS

The Local Government Regulation 2012 requires Council to prepare and adopt an annual operational plan for each financial year and a 5-year corporate plan for each period of five financial years.

The operational plan must state how the local government will progress the implementation of the 5-year corporate plan during the period and manage operational risks.

Information on the organisation's progress in achieving the strategies outlined in the operational plan was provided to Council through regular reporting as required by legislation.



# Progress Against the 2024–2025 Operational Plan

Chief Executive Officer’s Assessment

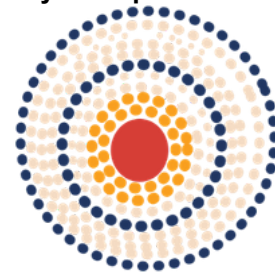
Mornington Shire Council has continued to make strong progress throughout the 2024–25 financial year, delivering against the priorities set out in the Annual Operational Plan and advancing the long-term goals of the Corporate Plan. This year has been characterised by disciplined financial management, major infrastructure delivery, strengthened governance systems, and meaningful community development outcomes. Council’s work reflects our commitment to a self-determined, happy, healthy, safe and prosperous community, as articulated in the Corporate Plan vision.

The following assessment outlines Council’s performance across each strategic focus area, including Council’s top 10 priorities.

## Progress on Top 10 Priorities

Council’s Top 10 Priorities for 2024–25 represent the most critical projects for community wellbeing, infrastructure and long-term development. Progress this year includes:

| Priority                                        | Current Status                                                                                                                 |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Tavern Completion                               | Architectural drawings endorsed; provisional liquor licence granted 19 November 2024.                                          |
| Duplexes and Plug-In                            | Construction nearing completion, with vinyl and carport delays.                                                                |
| Single Men’s Units and Community Houses         | Design and tender documentation due December 2024. Funding shortfall has shifted focus to additional plug-ins.                 |
| New Subdivision                                 | MCU for Lardil Street completed. Funding approaches underway as part of the 10-Year Housing Strategy.                          |
| Foreshore Erosion Mitigation                    | Funding secured.                                                                                                               |
| Indigenous Knowledge Centre                     | Practical completion due December 2024; SLQ preparing collections and ICT.<br><b>Opening scheduled for first quarter 2026.</b> |
| Youth Hub                                       | Fully staffed and operational, with active programming and drop-in services.                                                   |
| Community Housing Strategy & Runway Realignment | Funding sought for interim runway works; grant applications ongoing.                                                           |
| Potable Water Security                          | Water assessment due; major capital works required.                                                                            |
| Public Open Space and Recreation Strategy       | Funding applications unsuccessful to date; priority components being re-pursued, including oval resurfacing.                   |



# Key Strategic Objectives

## FINANCIAL MANAGEMENT

Council has significantly strengthened its financial position over the past year. Mandatory financial ratios have been adopted, and regular reporting has improved transparency and oversight. As noted in the Operational Plan, 'up to date balance sheet, cashflow and outstanding debtor lists [are] routinely provided'.

Council has also established a more strategic investment approach, with multi-million-dollar funds now placed with Queensland Treasury Corporation to generate compound interest and support long-term sustainability.

*Overall, Council is operating with greater financial discipline, improved liquidity, and a clear focus on long-term fiscal responsibility.*

## CORPORATE PLAN DEVELOPMENT

A major organisational milestone for the coming year is the development of a new Corporate Plan. Preparatory work has been completed, with a 'rigorous workshop, consultation and drafting process to occur in first quarter of 2025'.

This will ensure the new plan is grounded in community priorities and aligned with the long-term aspirations of Mornington Island residents.

*Council is on track to deliver a contemporary, community-informed Corporate Plan.*

## ADVOCACY

Council continues to advocate strongly for improved service delivery, infrastructure investment, and long-term solutions to community priorities. Following the Queensland Government election cycle, Council has reset its engagement with new Ministers, Directors-General and departmental leaders. The Operational Plan highlights the importance of 'continued research, strategy development and advocacy to achieve outcomes identified with the Corporate and Operational Plans'.

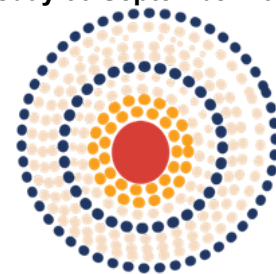
Key advocacy areas include runway realignment, housing, aged care, youth services, and addressing the impacts of alcohol restrictions.

*Council's advocacy efforts remain active, strategic and aligned with community needs.*

## ASSET MANAGEMENT

Council has made meaningful progress in strengthening asset management practices. A comprehensive revaluation program is underway, covering plant, equipment, vehicles and buildings. The Operational Plan notes that upgrades to water and sewerage infrastructure funded through ICCIP will form the foundation for future long-term asset planning.

*Council is building the systems and data required for sustainable, compliant asset management into the future.*



# Key Strategic Objectives

## MASTERPLAN AND TOWN PLANNING

Council continues to uphold the adopted masterplan in major decisions, ensuring long-term land use, infrastructure and community development priorities remain aligned. Surveying and planning work is progressing in parallel with the establishment of the Indigenous Land Use Agreement (ILUA) with GRAC, as noted in the Plan: 'Surveying and planning to occur in collaboration with establishment of ILUA with GRAC'.

Runway realignment remains a critical enabler for future residential development and is a major focus of Council's advocacy.

*Progress is steady, with external funding and ILUA negotiations shaping the pace of delivery.*

## GOVERNANCE AND ADMINISTRATION

Council has strengthened its internal systems, compliance frameworks and organisational capability. A new records management system is being implemented, and a systematic review of policies and procedures is underway. The Operational Plan confirms that 'rigorous WHS systems [are] now in place', reflecting Council's commitment to safe and compliant operations.

*Council is building a more modern, accountable and capable organisation.*

## COMMUNITY DEVELOPMENT

Council has delivered significant improvements in community services and facilities. The Youth Hub is now fully staffed and operational, offering drop-in services, events and school holiday programs. ILUA funding has been secured, and engagement with GRAC is progressing. Council continues to advocate for improved aged care facilities, including a joint application with Selectability for a new residential and respite facility.

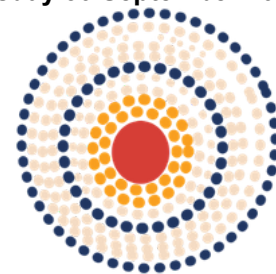
*Community development initiatives are progressing strongly, with tangible benefits for youth, families and Elders.*

## CRITICAL INFRASTRUCTURE

Major progress has been made in strengthening essential services. Council has secured \$6 million for water projects, with a new water filtration plant scheduled for construction in 2025. A waste transfer station and plastics recycling pilot will also be introduced in 2025. The Operational Plan highlights that Carpentaria Freight will back-load car bodies free of charge to help clear the backlog of scrap metal.

*Council is delivering long-term improvements to water security, waste management and environmental sustainability..*





# Key Strategic Objectives

## COUNCIL AND PUBLIC HOUSING

Housing remains one of the community's most pressing challenges. Council has advanced multiple housing projects, including duplexes, plug-ins, single men's units and new community houses. The Operational Plan notes that the Healthy Housing program will be rolled out during 2025, supporting improved living conditions and reduced overcrowding.

Runway realignment remains a critical enabler for future residential development and is a major focus of Council's advocacy.

*While construction delays have occurred, overall progress is strong and aligned with long-term housing strategies.*









# Statutory Information

## Beneficial enterprises (Section 41 LGA 2009)

A local government's annual report must contain a list of all beneficial enterprises that the local government conducted during the financial year.

There was no beneficial enterprise activity conducted throughout the year.

## Significant Business Activities (Section 45 LGA 2009)

A local government's annual report for each financial year must:

- (a) contain a list of all the business activities that the local government conducted during the financial year
- (b) identify the business activities that are significant business activities
- (c) state whether or not the competitive neutrality principle was applied to the significant business activities, and if the principle was not applied, the reason why it was not applied
- (d) state whether any of the significant business activities were not conducted in the preceding financial year, i.e. whether there are any new significant business activities.

Council did not conduct any significant business activities during the reported financial year and, as such, the competitive neutrality principle is not applicable.

## Senior Management Structure and Remuneration Bands (Section 201 (1) LGA 2009)

A local government's annual report for each financial year must state:

- (a) the total of all remuneration packages that are payable (in the year to which the annual report relates) to the senior management of the local government
- (b) the number of employees in senior management who are being paid each band of remuneration

Each band of remuneration is an increment of \$100,000.

The total of remuneration packages to senior management for the 2024/25 financial year was \$1,447,564.

| Band                  | No. Snr Management Employees |
|-----------------------|------------------------------|
| Under \$100,000       |                              |
| \$100,000 – \$200,000 | 3                            |
| \$200,000 – \$300,000 | 2                            |
| \$300,000 – \$400,000 | 1                            |

| Financial Statements (Section 183 LGR 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The annual report for a financial year must contain:</p> <p>(a) the general purpose financial statement for the financial year, audited by the auditor-general</p> <p>(b) the current-year financial sustainability statement for the financial year, audited by the auditor-general</p> <p>(c) the long-term financial sustainability statement for the financial year</p> <p>(d) the auditor-general's audit reports about the general purpose financial statement and the current-year financial sustainability statement.</p> | <p>Included in section 'Financial Statements' commencing page 30.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Community Financial Report (Section 184 LGR 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The annual report for a financial year must contain the Community Financial Report for the financial year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Included at 'Community Financial Report' commencing page 10.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Particular Resolutions (Section 185 LGR. 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The annual report for a financial year must contain:</p> <p>(a) a copy of the resolutions made during the financial year under s250(1) of the LGR (adoption of an expenses reimbursement policy)</p> <p>(b) a list of any resolutions made during the financial year under s206(2) of the LGR (threshold for non-current physical asset to be treated as an expense)</p>                                                                                                                                                          | <p><b>Expenses Reimbursement Policy</b><br/>                     Section 250 of the Local Government Regulation 2012 requires that Council adopt an expenses reimbursement policy. Council may, by resolution, amend its expense reimbursement policy at any time. This policy was amended and adopted on 18 May 2025 under resolution 2025/80.</p> <p><b>Non-current Asset Policy</b><br/>                     Section 206 of the Local Government Regulation 2012 requires that Council must, by resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.<br/>                     Council has not adopted a Non-Current Asset position found within section 11 of the Procurement Policy.</p> |



| Councillors (Section 186 (1) LGR 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                              |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <p>The annual report for a financial year must contain particulars of:</p> <p>(a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year; and</p> <p>(b) the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy; and</p> <p>(c) the number of local government meetings that each Councillor attended during the financial year.</p> | Included in Our Council section.                                                                                                                                                             |     |
| <p>For councillors, the annual report must also contain:</p> <p>(d) the number of each of the following during the financial year:</p>                                                                                                                                                                                                                                                                                                                                                                                      | Complaints referred to the assessor under section 150P(2)(a) of the LGA by the local government, a councillor of the local government or the chief executive officer of the local government | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Matters, mentioned in section 150P (3) of the LGA, notified to the Crime and Corruption Commission                                                                                           | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Notices given under section 150R (2) of the LGA                                                                                                                                              | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Notices given under section 150S(2)(a) of the LGA                                                                                                                                            | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Occasions information was given under section 150AF(3)(a) of the LGA                                                                                                                         | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Occasions the local government asked another entity to investigate, under chapter 5A, part 3, division 5 of the LGA for the local government, the suspected conduct breach of a councillor   | Nil |
| <p>(g) The total number of referral notices given to the local government under section 150AC (1) of the LGA during the financial year</p>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                              | Nil |
| <p>(h) For suspected conduct breaches the subject of a referral notice mentioned in LGR s186(1)(g)</p>                                                                                                                                                                                                                                                                                                                                                                                                                      | The total number of suspected conduct breaches; and                                                                                                                                          | Nil |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The total number of suspected conduct breaches for which an investigation was not started or was discontinued under section 150AEA of the LGA                                                | Nil |
| <p>(j) The number of matters not decided by the end of the financial year under section 150AG(1) of the LGA</p>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                              | Nil |
| <p>(k) The average time taken by the local government in making a decision under section 150AG(1) of the LGA</p>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                              | Nil |

## Administrative Action Complaints (Section 187(1) and (2) LGR. 2012)

The annual report must contain:

(a) a statement about the local government's commitment to dealing fairly with administrative actions complaints

(b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.

Local Governments are committed to providing a level of customer service expected by their communities and Council acknowledges and respects the right of affected persons to provide feedback both positive and negative about decisions or actions made by it. Also acknowledged is the rights of a person to lodge a complaint about a decision or other action the Council has taken.

The complaints process ensures that any complaint is dealt with fairly, promptly, professionally, in confidence (subject to legal requirements) and in a manner respectful to the complainant.

The Council gives equal weight to complaints that are received anonymously. Further information on Council's administrative complaints management process is available at from council's website.

Council has implemented an internal policy as it relates to complaints and will extend this to reviewing its external complaints process throughout 2026/2027 financial year.

Council did not receive any complaints in accordance with this provision during 2024-25.

The annual report must contain the number of the following during the financial year (LGR s187(2)(a))

a) complaints made to the local government LGR s187(2)(a)(i)

b) complaints resolved by the local government under the complaints management process LGR s187(2)(a)(ii)

c) complaints not resolved by the local government under the complaints management process LGR s187(2)(a)(iii)

d) the number of complaints not resolved by the local government under the complaints management process that were made in a previous financial year. LGR s187(2)(b)

Nil

## Overseas Travel (Section 188 LGR 2012)

The annual report for a financial year must contain the following information about any overseas travel made by a Councillor or local government employee in an official capacity during the financial year:

(a) for a Councillor - the name of the Councillor

(b) for a local government employee - the name of, and position held by, the local government employee

(c) the destination of the overseas travel

(d) the purpose of the overseas travel

(e) the cost of the overseas travel

(2) The annual report may also contain any other information about the overseas travel the local government considers relevant.

No overseas travel was undertaken by a Councillor or local government employee in an official capacity during the financial year.

| Expenditure on Grants to Community Organisations (Section 189(1) LGR 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| The annual report for a financial year must contain a summary of:<br>(a) the local government's expenditure for the financial year on grants to community organisations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mornington Shire Council did not disperse any community grants in 2024/25.             |
| Discretionary Funds (Section 189(2) LGR 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |
| <p>The annual report must contain the following information about the local government's discretionary funds</p> <p>(a) the total amount budgeted for the financial year as the local government's discretionary funds</p> <p>(b) the prescribed amount (0.1% of the local government's revenue from general rates for the previous financial year) for the local government for the financial year</p> <p>(c) the total amount of discretionary funds budgeted for the financial year for councillors to allocate for each of the following purposes</p> <p>(i) capital works of the local government that are for a community purpose</p> <p>(ii) other community purposes</p> <p>(d) the amount of discretionary funds budgeted for use by each councillor for the financial year</p> <p>(e) if a councillor allocates discretionary funds in the financial year</p> <p>(i) the amount allocated</p> <p>(ii) the date the amount was allocated</p> <p>(iii) the way mentioned in section 202(1) in which the amount was allocated</p> <p>(iv) if the amount was allocated to a person or organisation – the name of the person or organisation to whom the allocation was made</p> <p>(v) the purpose for which the amount was allocated, including sufficient details to identify how the funds were, or are to be, spent.</p> | Mornington Shire Council does not have discretionary funds.                            |
| Assessment of Corporate and Operational Plans (Section 190(1)(a) LGR. 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| The annual report must contain the Chief Executive Officer's assessment of the local government's progress towards implementing its 5 year-corporate and annual operational plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Refer to CEO Assessment of Progress Against the 2024–2025 Operational Plan on page 19. |
| Issues relevant to the assessment of Councils operations and performance (Section 190(1)(b) LGR. 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                        |
| The annual report must contain particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Refer to CEO Message on page 5.                                                        |
| Annual Operations Report for Each Commercial Business Unit (Section 190(1)(c) LGR. 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                        |
| <p>The annual operations report for each commercial business unit, which means a document that contains the following information for the previous financial year:</p> <ul style="list-style-type: none"> <li>information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan</li> <li>particulars of any directions the local government gave the unit.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | There were no commercial business unit to report for the 2024/2025 financial year.     |

| Joint Government Activity (Section 190(1)(d) LGR. 2012)                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The annual report must contain details of any action taken for, and expenditure on, a service, facility or activity:<br>(i) supplied by another local government under an agreement for conducting a joint government activity<br>(ii) for which the local government levied special rates or charges for the financial year. | Nil                                                                                                                                                                                                                      |
| Invitations to change tenders (Section 190(1)(e) LGR. 2012)                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                          |
| The annual report must contain details of the number of invitations to change tenders under section 228(7) of the LGR during the financial year.                                                                                                                                                                              | Nil                                                                                                                                                                                                                      |
| List of Registers & Public Documents (Section 190(1)(f) LGR. 2012)                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                          |
| The annual report must contain a list of registers kept by the local government.                                                                                                                                                                                                                                              | Mornington Shire Council maintains a range of registers including:<br>Resolutions Register<br>Asset Register<br>Complaints Register<br>Policy Register<br>Councillor Conduct Register<br>Councillor Register of Interest |
| Summary of Concessions for Rates and Charges (Section 190(1)(g) LGR. 2012)                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                          |
| The annual report must contain a summary of all concessions for rates and charges granted by Council for the financial year.                                                                                                                                                                                                  | Nil                                                                                                                                                                                                                      |
| Report on Internal Audit (Section 190(1)(h) LGR. 2012)                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                          |
| The annual report must contain a summary on the internal audit for the financial year.                                                                                                                                                                                                                                        | No internal audit conducted through 24/25                                                                                                                                                                                |
| Investigation Notices for Competitive Neutrality Complaints (Section 190(1)(i) LGR. 2012)                                                                                                                                                                                                                                     |                                                                                                                                                                                                                          |
| The annual report must contain a summary of investigation notices given in the financial year under S49 of the LGR for competitive neutrality complaints.                                                                                                                                                                     | Nil                                                                                                                                                                                                                      |
| Responses to QCA's Recommendations (Section 190(1)(j) LGR. 2012)                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                          |
| The annual report must contain the local government's responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under S52(3) of the LGR.                                                                                                                                          | Not required.                                                                                                                                                                                                            |

# Financial Statements

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

# Mornington Shire Council

## Financial statements

### for the year ended 30 June 2025

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

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

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



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

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

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

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

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

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

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

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

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

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

**1 Information about these financial statements**

**1.A Basis of preparation**

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

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

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

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

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

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

The relevant standards for Tropical were:

- AASB 101 *Presentation of Financial Statements*. (amended by AASB 2020-1, AASB 202-6, AASB 2022-6, AASB 2023-3) Relating to current/ non current classification of liabilities.
- AASB 13 *Fair Value Measurement* (amended by AASB 2022-10)

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

**1.C Standards issued by the AASB not yet effective**

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

**1.D Estimates and judgements**

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

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

**1.E Rounding and comparatives**

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

**1.F Taxation**

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

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

**2 Analysis of results by function**

**2(a) Components of Council functions**

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

**Council and Executive leadership team**

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

**Corporate and communities**

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

**Engineering**

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

**Finance**

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

**Hospitality and accommodation**

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

**Housing facilities and major projects**

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

**Human resources**

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

**Information and Communications Technology**

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

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

2 Analysis of results by function

(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2025

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

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

Year ended 30 June 2024

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

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

**3 Revenue**

**(a) Levies and charges**

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

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

**(b) Fees and charges**

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

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

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

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

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

**(c) Sales revenue**

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

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

**Rendering of services**

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

**Sale of goods**

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

**Total sales revenue**

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



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

**3 Revenue (continued)**

**(d) Grants, subsidies, contributions and donations**

**Grant income under AASB 15**

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

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

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

**Grant income under AASB 1058**

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

**Capital grants**

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

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

**Donations and contributions**

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

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

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

**(ii) Capital**

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

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

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

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

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

**4 Interest and Other income**

|                                               | Notes | 2025<br>\$     | 2024<br>\$     |
|-----------------------------------------------|-------|----------------|----------------|
| <b>a. Interest received</b>                   |       |                |                |
| Interest received from financial institutions |       | 552,605        | 207,170        |
|                                               |       | <u>552,605</u> | <u>207,170</u> |
| <b>b. Other income</b>                        |       |                |                |
| Other Income / (expense)                      |       | 70,653         | 96,944         |
| Insurance recoveries                          |       | 21,719         | 214,322        |
|                                               |       | <u>92,372</u>  | <u>311,266</u> |

**5 Capital income**

|                                                |    |                |                  |
|------------------------------------------------|----|----------------|------------------|
| Gain / (loss) on revaluation of 40 year leases | 14 | 285,952        | (206,718)        |
| Gain / (loss) on sale of assets                |    | 17,963         | -                |
|                                                |    | <u>303,915</u> | <u>(206,718)</u> |

**6 Employee benefits**

Employee benefit expenses are recorded when the service has been provided by the employee.

|                                                  |    |                   |                   |
|--------------------------------------------------|----|-------------------|-------------------|
| Staff wages and salaries                         |    | 10,478,281        | 9,476,760         |
| Councillors' remuneration                        |    | 507,832           | 388,431           |
| Termination benefits                             |    | 56,038            | -                 |
| Annual, sick and long service leave entitlements |    | 48,836            | 278,066           |
| Superannuation                                   | 23 | 1,388,053         | 1,102,429         |
|                                                  |    | <u>12,479,038</u> | <u>11,245,686</u> |
| Other employee related expenses                  |    | 1,105,275         | 1,164,783         |
|                                                  |    | <u>13,584,313</u> | <u>12,410,470</u> |
| Less: Capitalised employee expenses              |    | (724,376)         | (803,747)         |
|                                                  |    | <u>12,859,937</u> | <u>11,606,723</u> |

Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.

Total Council employees at the reporting date:

|                                      | 2025<br>Number | 2024<br>Number |
|--------------------------------------|----------------|----------------|
| Elected members                      | 5              | 4              |
| Administration staff                 | 26             | 23             |
| Depot and outdoor staff              | 89             | 89             |
| Total full time equivalent employees | <u>120</u>     | <u>116</u>     |

**7 Materials and services**

Expenses are recorded on an accruals basis as Council receives the goods or services.

|                                                                            |                   |                   |
|----------------------------------------------------------------------------|-------------------|-------------------|
| Administration expenses                                                    | 2,722,619         | 2,525,021         |
| Audit of annual financial statements by the Auditor-General of Queensland* | 96,724            | 141,730           |
| Community and civic expenses                                               | 353,472           | 548,892           |
| Consultants                                                                | 257,373           | 550,188           |
| Contract works                                                             | 319,222           | 117,437           |
| Contractors                                                                | 2,542,218         | 2,283,623         |
| Cost of goods sold                                                         | 4,147,138         | 3,675,791         |
| Insurance                                                                  | 749,723           | 730,908           |
| Management fees and subscriptions                                          | 157,694           | 161,158           |
| Motor vehicle expenses                                                     | 664,163           | 489,791           |
| Other materials and services                                               | (480,322)         | 233,233           |
| Other recoverable works                                                    | 339,598           | 130,649           |
| Repairs and maintenance                                                    | 809,084           | 614,539           |
|                                                                            | <u>12,678,706</u> | <u>12,202,960</u> |

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

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

**8 Finance costs**

|                           | 2025           | 2024           |
|---------------------------|----------------|----------------|
|                           | \$             | \$             |
| Bank charges              | 96,443         | 207,292        |
| Impairment of receivables | 141,888        | (48,214)       |
|                           | <u>238,331</u> | <u>159,077</u> |

**9 Capital expenses**

**Provision for restoration of landfill**

|                                                            |    |               |              |
|------------------------------------------------------------|----|---------------|--------------|
| Discount rate adjustment to landfill restoration provision | 18 | 34,034        | 5,434        |
|                                                            |    | <u>34,034</u> | <u>5,434</u> |

**Loss on disposal of non-current assets**

|                                                                |  |                |          |
|----------------------------------------------------------------|--|----------------|----------|
| Capital WIP Write Off                                          |  | 270,000        | -        |
| Proceeds from sale of property, plant and equipment            |  | (246,641)      | -        |
| Less: carrying value of disposed property, plant and equipment |  | 548,236        | -        |
|                                                                |  | <u>571,595</u> | <u>-</u> |

|                               |  |                |              |
|-------------------------------|--|----------------|--------------|
| <b>Total capital expenses</b> |  | <u>605,629</u> | <u>5,434</u> |
|-------------------------------|--|----------------|--------------|

**10 Cash and cash equivalents**

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

|                          |            |           |
|--------------------------|------------|-----------|
| Cash at bank and on hand | 15,322,643 | 5,735,282 |
|--------------------------|------------|-----------|

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

**Unrestricted cash**

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

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

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

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

**Trust funds held for outside parties**

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

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

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

**11 Receivables**

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

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

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

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

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

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

**Trade and other receivables**

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

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

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

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

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

**12 Inventories**

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

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

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

**13 Contract balances**

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

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

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

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

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

**(c) Satisfaction of contract liabilities**

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

**(d) Significant changes in contract balances**

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

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

**14 Leases**

***Council as a lessor***

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

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

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

***Finance lease:***

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

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

|                           | 2025<br>\$       | 2024<br>\$       |
|---------------------------|------------------|------------------|
| <b>Current</b>            |                  |                  |
| Finance leases receivable | 275,371          | 267,079          |
|                           | <u>275,371</u>   | <u>267,079</u>   |
| <b>Non-current</b>        |                  |                  |
| Finance leases receivable | 5,663,952        | 5,653,371        |
|                           | <u>5,663,952</u> | <u>5,653,371</u> |

A reconciliation between the gross investment in the lease and the fair value of lease payments is as follows:

|                                                   |                  |                  |
|---------------------------------------------------|------------------|------------------|
| Gross minimum lease payments receivable:          |                  |                  |
| Not later than one year                           | 275,371          | 267,079          |
| Later than one year but not later than five years | 1,101,482        | 1,068,317        |
| Later than five years                             | 5,743,836        | 5,835,626        |
|                                                   | <u>7,120,689</u> | <u>7,171,023</u> |
| Add: Estimated contingent rent                    | 2,861,686        | 3,199,500        |
| Less: Present value adjustment                    | (4,043,052)      | (4,450,073)      |
| Fair value of lease payments                      | <u>5,939,323</u> | <u>5,920,450</u> |

The fair value of lease payments is receivable as follows:

|                              |                  |                  |
|------------------------------|------------------|------------------|
| Not later than one year      | 275,371          | 267,079          |
| Between one and two years    | 271,246          | 263,008          |
| Between two and three years  | 267,184          | 258,999          |
| Between three and four years | 263,182          | 255,051          |
| Between four and five years  | 259,241          | 251,164          |
| Later than five years        | 4,603,099        | 4,625,148        |
|                              | <u>5,939,323</u> | <u>5,920,450</u> |

Movements in finance leases were as follows:

|                                 |                  |                  |
|---------------------------------|------------------|------------------|
| Opening balance                 | 5,920,450        | 6,379,522        |
| Less: Lease receipts            | (267,079)        | (252,355)        |
| Add: Gain/(Loss) on revaluation | 285,952          | (206,718)        |
| Closing balance                 | <u>5,939,322</u> | <u>5,920,450</u> |

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

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

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

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

Operating leases:

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

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

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

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

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

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

Mornington Shire Council

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

15 Property, plant and equipment

30 June 2025

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2024

Additions

Disposals

Contributed assets

Writeback of repaired damage

Revaluation adjustment to asset revaluation surplus

Work in Progress Transfers

Closing gross value as at 30 June 2025

Accumulated depreciation and impairment

Opening gross value as at 1 July 2024

Depreciation expense

Depreciation on disposals

Writeback of repaired damage

Revaluation adjustment to asset revaluation surplus

Write-down of damage as a result of 2024 weather events

Accumulated depreciation as at 30 June 2025

Carrying amount as at 30 June 2025

Range of estimated useful life in years

| Note   | Buildings  | Plant & equipment | Roads and drainage network | Water      | Sewerage   | Other infrastructure assets | Work in progress | Total       |
|--------|------------|-------------------|----------------------------|------------|------------|-----------------------------|------------------|-------------|
|        | Fair Value | Cost              | Fair Value                 | Fair Value | Fair Value | Fair Value                  | Cost             |             |
|        | Level 3    |                   | Level 3                    | Level 3    | Level 3    | Level 3                     |                  |             |
|        | \$         | \$                | \$                         | \$         | \$         | \$                          | \$               | \$          |
|        | 73,130,471 | 10,724,561        | 84,232,992                 | 38,737,142 | 10,071,650 | 25,750,773                  | 8,319,198        | 250,966,788 |
|        | 73,666     | 1,189,238         | -                          | -          | -          | -                           | 8,167,634        | 9,430,538   |
|        | -          | (438,003)         | -                          | -          | (762,389)  | -                           | (417,700)        | (1,618,092) |
|        | -          | -                 | -                          | -          | -          | -                           | -                | -           |
| 15 (g) | -          | -                 | (4,016,596)                | -          | -          | -                           | -                | (4,016,596) |
| 19     | 5,137,165  | -                 | 8,345,385                  | 1,387,079  | 627,077    | 1,833,781                   | -                | 17,330,488  |
|        | 5,999,495  | 393,469           | 4,401,191                  | -          | 2,016,970  | 259,235                     | (13,070,359)     | 0.00        |
|        | 84,340,797 | 11,869,265        | 92,962,973                 | 40,124,221 | 11,953,308 | 27,843,789                  | 2,998,772        | 272,093,126 |
|        | 22,658,291 | 6,274,259         | 22,291,474                 | 8,268,898  | 3,742,620  | 8,088,842                   | -                | 71,324,383  |
|        | 1,657,735  | 1,225,022         | 2,053,202                  | 576,839    | 185,606    | 631,893                     | -                | 6,330,296   |
|        | -          | (243,194)         | -                          | -          | (408,964)  | -                           | -                | (652,158)   |
| 15 (g) | -          | -                 | (4,016,596)                | -          | -          | -                           | -                | (4,016,596) |
| 19     | 1,696,218  | -                 | 995,297                    | 317,244    | 305,264    | 575,894                     | -                | 3,889,917   |
| 15     | -          | -                 | -                          | -          | -          | -                           | -                | -           |
|        | 26,012,244 | 7,256,086         | 21,323,376                 | 9,162,981  | 3,824,526  | 9,296,629                   | -                | 76,875,842  |
|        | 58,328,553 | 4,613,179         | 71,639,597                 | 30,961,240 | 8,128,782  | 18,547,160                  | 2,998,772        | 195,217,283 |
|        | 10-100     | 5-40              | 12-100                     | 10-100     | 13-100     | 4-100                       | -                | -           |



Mornington Shire Council

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

15 Property, plant and equipment

30 June 2024

| Note                                                    | Buildings  | Plant & equipment | Roads and drainage network | Water      | Sewerage   | Other infrastructure assets | Work in progress | Total       |
|---------------------------------------------------------|------------|-------------------|----------------------------|------------|------------|-----------------------------|------------------|-------------|
|                                                         |            |                   | Restated                   |            |            |                             |                  |             |
| Basis of measurement                                    | Fair Value | Cost              | Fair Value                 | Fair Value | Fair Value | Fair Value                  | Cost             |             |
| Fair value category                                     | Level 3    |                   | Level 3                    | Level 3    | Level 3    | Level 3                     |                  |             |
| Asset values                                            | \$         | \$                | \$                         | \$         | \$         | \$                          | \$               | \$          |
| Opening gross value as at 1 July 2023                   | 65,179,200 | 10,053,785        | 79,504,716                 | 36,004,593 | 9,338,812  | 23,891,278                  | 4,008,847        | 227,981,231 |
| Additions                                               | -          | 1,014,585         | -                          | -          | -          | 55,242                      | 12,417,914       | 13,487,741  |
| Disposals                                               | -          | (779,090)         | -                          | -          | -          | -                           | (203,378)        | (982,468)   |
| Contributed assets                                      | 1,096,767  | -                 | -                          | -          | -          | -                           | -                | 1,096,767   |
| Writeback of repaired damage                            | -          | -                 | (3,945,488)                | -          | -          | -                           | -                | (3,945,488) |
| Revaluation adjustment to asset revaluation surplus     | 4,225,685  | -                 | 4,185,933                  | 2,732,549  | 732,838    | 1,452,001                   | -                | 13,329,006  |
| Work in Progress Transfers                              | 2,828,820  | 435,281           | 4,487,831                  | -          | -          | 352,253                     | (7,904,184)      | -           |
| Closing gross value as at 30 June 2024                  | 73,130,471 | 10,724,561        | 84,232,992                 | 38,737,142 | 10,071,650 | 25,750,773                  | 8,319,198        | 250,966,788 |
| Accumulated depreciation and impairment                 |            |                   |                            |            |            |                             |                  |             |
| Opening gross value as at 1 July 2023                   | 19,851,916 | 5,877,247         | 22,725,067                 | 7,147,928  | 3,298,746  | 7,030,468                   | -                | 65,931,372  |
| Depreciation expense                                    | 1,306,028  | 1,176,101         | 1,962,327                  | 523,432    | 171,556    | 582,277                     | -                | 5,721,721   |
| Writeback of repaired damage                            | -          | (779,090)         | -                          | -          | -          | -                           | -                | (779,090)   |
| Revaluation adjustment to asset revaluation surplus     | -          | -                 | (3,945,488)                | -          | -          | -                           | -                | (3,945,488) |
| Transfer between classes                                | 1,500,347  | -                 | 1,225,241                  | 597,538    | 272,318    | 476,097                     | -                | 4,071,541   |
| Contributed assets                                      | -          | -                 | -                          | -          | -          | -                           | -                | -           |
| Write-down of damage as a result of 2024 weather events | -          | -                 | 324,327                    | -          | -          | -                           | -                | -           |
| Accumulated depreciation as at 30 June 2024             | 22,658,291 | 6,274,259         | 22,291,474                 | 8,268,898  | 3,742,620  | 8,088,842                   | -                | 71,324,383  |
| Carrying amount as at 30 June 2024                      | 50,472,180 | 4,450,302         | 61,941,519                 | 30,468,244 | 6,329,031  | 17,661,931                  | 8,319,198        | 179,642,405 |
| Range of estimated useful life in years                 | 10-100     | 5-40              | 12-100                     | 10-100     | 13-100     | 4-100                       | -                | -           |

## Mornington Shire Council

### Notes to the financial statements

for the year ended 30 June 2025

#### 15 Property, plant and equipment (continued)

##### (a) Recognition

The asset capitalisation threshold for Council is:

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

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

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

##### Capital and operating

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

##### Deed of Grant in Trust

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

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

##### (b) Measurement

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

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

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

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

##### (c) Depreciation

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

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

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

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

**Mornington Shire Council**

**Notes to the financial statements**

for the year ended 30 June 2025

**Mornington Shire Council**

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

**Key judgments and estimates:**

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

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

**(d) Impairment**

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

**(e) Valuation**

**Key judgments and estimates:**

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

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

## Mornington Shire Council

### Notes to the financial statements

for the year ended 30 June 2025

## Mornington Shire Council

### (f) Valuation process

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

In the intervening years, Council undertakes:

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

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

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

Fair values are classified into three levels as follows:

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

There were no transfers between levels during the year.

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

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

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

**Mornington Shire Council**

**Notes to the financial statements**

for the year ended 30 June 2025

**Mornington Shire Council**

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

**(g) DRFA Capital Works**

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

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

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

Mornington Shire Council

Notes to the financial statements

Financial Statements

16 Fair value measurement

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

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

**17 Payables**

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

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

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

**18 Provisions**

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

Long service leave

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

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

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

**18 Provisions (continued)**

Landfill restoration

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

Details of movements in refuse restoration provision:

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

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

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

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

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

**19 Asset revaluation surplus**

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

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

**Asset revaluation surplus analysis**

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

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



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

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

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

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

**21 Commitment for expenditure**

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

**22 Contingent liabilities**

**Local Government Mutual**

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

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

**Local Government Workcare**

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

**23 Superannuation**

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

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

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

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

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

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

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

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

- Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.
- Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

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

**24 Events after the reporting period**

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

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

**25 Transactions with related parties**

**(a) Transactions with key management personnel (KMP)**

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

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

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

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

**(b) Transactions with other related parties**

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

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

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

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

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

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

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

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

25 Transactions with related parties (continued)

(c) Outstanding balances

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

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

(d) Loans and guarantees to/from related parties

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

(e) Commitments to/from other related parties

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

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

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

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

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

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

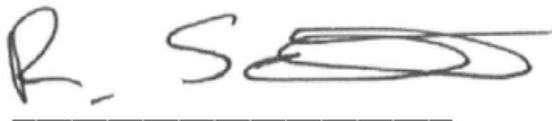
**Mornington Shire Council  
Financial statements  
for the year ended 30 June 2025**

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

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

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

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



**Mayor**  
Richard Sewter  
Date: 31 / 03 / 2026



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



## INDEPENDENT AUDITOR'S REPORT

To the councillors of Mornington Shire Council

### Report on the audit of the financial report

#### Opinion

I have audited the financial report of Mornington Shire Council.

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

In my opinion, the financial report:

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

#### Basis for opinion

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

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

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

#### Other information

The councillors are responsible for the other information.

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

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



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

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

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

### **Responsibilities of the councillors for the financial report**

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

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

### **Auditor's responsibilities for the audit of the financial report**

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

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

[https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of my auditor's report.

### **Report on other legal and regulatory requirements**

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

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



### Prescribed requirements scope

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

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

William Cunningham  
as delegate of the Auditor-General

31 March 2026

Queensland Audit Office  
Brisbane

Draft



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

Measures of Financial Sustainability

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

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

Note 1 - Basis of Preparation

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

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

Certificate of Accuracy  
For the year ended 30 June 2025

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

  
\_\_\_\_\_  
Mayor  
Richard Sewter  
Date: 31 / 03 / 2026

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

Draft



## INDEPENDENT AUDITOR'S REPORT

To the Councillors of Mornington Shire Council

### Report on the Current-Year Financial Sustainability Statement

#### Opinion

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

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

#### Basis of opinion

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

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

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

#### Emphasis of matter – basis of accounting

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

#### Other Information

The councillors are responsible for the other information.

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



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

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

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

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

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

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

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

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

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

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

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



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

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

William Cunningham  
as delegate of the Auditor-General

31 March 2026

Queensland Audit Office  
Brisbane

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

Measures of Financial Sustainability

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

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

Note 1 - Basis of Preparation

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

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

Certificate of Accuracy  
For the year ended 30 June 2025

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

  
\_\_\_\_\_  
Mayor  
Richard Sewter  
Date: 31 / 03 / 2026

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

Draft

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

Measures of Financial Sustainability

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

Moming Shire Council's Financial Management Strategy

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



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

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

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

  
\_\_\_\_\_  
Mayor  
Richard Sewter  
Date: 31 / 03 / 2026

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

Draft







### 14.3 Adoption of Annual Operational Plan

**Author:** Director Corporate & Communications

**Attachments:** Annual Operational Plan (Draft) – 3 Pages

#### **PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to present the Mornington Shire Council Annual Operational Plan to Council for review and adoption.

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Local Government Regulation (Qld) 2012, Section 174 stipulates that:

- (1) A local government must prepare and adopt an annual operational plan for each financial year.
- (2) The local government may, but need not, adopt the annual operational plan for a financial year at the same time the local government adopts its budget for the financial year.
- (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.
- (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.
- (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

The Annual Operational Plan details:

- Council's priorities for the year.
- Key operational and capital activities.
- Measurable actions or deliverables.
- Links to corporate plan objectives
- Performance indicators or milestones.
- Responsibility areas.
- Alignment with the annual budget.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial implications in this report.

#### **RECOMMENDATION**

That Council adopt the Mornington Shire Council Annual Operational Plan for financial year 2026/27 as tabled.



## Operational Plan 2026/2027

### 1. Strong Culture, Community and Identity

| Item No. | Operational Plan Target                                    | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                | By Who               | Timing                               | Status |
|----------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------|--------|
| 1.1      | Government Stakeholder Engagement and Advocacy.            | Develop, adopt, implement, and maintain a targeted Advocacy Strategy Priorities document outlining Mornington's urgent priorities for submission to state and federal ministers.<br>Conduct targeted delegations to Commonwealth and Queensland Government key stakeholders.<br>Monitor and report on state and federal responses to ensure external funding and policy decisions meet local community aspirations. | CEO                  | 30/06/2027<br><br>Ongoing<br>Ongoing |        |
| 1.2      | Community Events Calendar of Events.                       | Develop and publish a calendar of community events - minimum of four (4) events annually.<br>Secure funding for community events.<br>Successful facilitation and completion of community events including acquittals.<br>Monthly progress reports to Council.                                                                                                                                                       | Manager<br>Community | 30/06/2027                           |        |
| 1.3      | Cemetery Expansion.                                        | Progress mediation and consultation with Traditional Owners Registered Native Title Body Corporate to secure the expansion area land-use agreement.                                                                                                                                                                                                                                                                 | DCC                  | 30/06/2027                           |        |
| 1.4      | Staff and Contractor Cultural Awareness Induction Program. | All staff and contractors undertake cultural awareness training including annual refresher training with HR training records updated.                                                                                                                                                                                                                                                                               | DHR                  | 30/06/2027                           |        |

### 2. Good Governance and Community Engagement

| Item No. | Operational Plan Target                                                                                                                        | Performance Measures                                                                                                                                                                                                                                    | By Who            | Timing                       | Status |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|--------|
| 2.1      | Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities. | Council Minutes to be published on website in accordance with requirements of the Local Government Act.<br><br>Councillors and Senior Staff Register of Interests and Register of Related Parties are current and comply with the Local Government Act. | DCC<br><br>CEO    | 30/06/2027<br><br>30/06/2027 |        |
| 2.2      | Implement effective community consultation processes that enable participation, engagement and collaboration.                                  | Development and implementation of Community Engagement Strategy which includes at least eight (8) community engagement activities.                                                                                                                      | Manager Community | 30/06/2027                   |        |
| 2.3      | Policy Implementation.                                                                                                                         | All Statutory Policies reviewed, endorsed and available on website.                                                                                                                                                                                     | DCC               | 30/06/2027                   |        |
| 2.4      | Annual Operational Plan.                                                                                                                       | Completion of Annual Operational Plan with Annual Budget.<br>Quarterly reporting to Council.                                                                                                                                                            | DCC               | 30/06/2027                   |        |
| 2.5      | Adoption and reporting of Annual Budget.                                                                                                       | Legislative compliance and monthly report to council.                                                                                                                                                                                                   | DFCSS             | Ongoing                      |        |
| 2.6      | Annual Audit.                                                                                                                                  | Completion of Annual Annual Financial Statements and Audit within timeframe.                                                                                                                                                                            | DFCSS             | 30/11/2026                   |        |
| 2.7      | Annual Report.                                                                                                                                 | Completion of Annual Report and endorsement by Council within 30 days of receiving final Audit Report.                                                                                                                                                  | DCC               | 31/12/2026                   |        |
| 2.8      | Enterprise Risk Management Plan Development.                                                                                                   | Development of Organisational Enterprise Risk Management Policy, Framework and Guidelines.                                                                                                                                                              | DCC               | 30/06/2027                   |        |
| 2.9      | Establishment of an Audit and Risk Committee.                                                                                                  | Developed in conjunction with external parties.                                                                                                                                                                                                         | DCC               | 30/06/2027                   |        |
| 2.10     | Media and Communication strategies developed.                                                                                                  | Newsletter distribution.<br>Implementation of Communications Strategy and Policy.                                                                                                                                                                       | DCC               | Ongoing<br>30/12/2026        |        |

| <b>3. Safe, Healthy and Inclusive Communities</b> |                                                                                                            |                                                                                                                                                                                                 |                               |            |        |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|--------|
| Item No.                                          | Operational Plan Target                                                                                    | Performance Measures                                                                                                                                                                            | By Who                        | Timing     | Status |
| 3.1                                               | Implement the Recreational Master Plan.                                                                    | Seek funding to establish the oval precinct.<br>Obtain funding to upgrade the oval.<br>Build the funded Splash Park within the masterplan precinct.<br>Expand the footpath and bikeway network. | CEO<br>&<br>Manager Community | 30/06/2027 |        |
| 3.1                                               | Development of Community Safety Plan.                                                                      | Community Safety Plan developed and endorsed.                                                                                                                                                   | Manager Community             | 30/ 6/2027 |        |
| 3.2                                               | Monthly Community Safety Committee Meetings.                                                               | Safety Committee Meetings reports submitted to monthly Council meetings.                                                                                                                        | Manager Community             | Ongoing    |        |
| 3.4                                               | Plan programs that enable participation in sport and recreation.                                           | Development and implementation of a Sport and Recreation Plan.                                                                                                                                  | Manager Community             | 30/06/2027 |        |
| 3.5                                               | Establish partnership with stakeholders to increase opportunity for participation in sport and recreation. | Development and implementation of a Sport and Recreation Plan.                                                                                                                                  | Manager Community             | 30/06/2027 |        |
| 3.6                                               | Environmental Health Plan.                                                                                 | Environmental Health Plan endorsed and delivered.                                                                                                                                               | DEI                           | 30/06/2027 |        |
| 3.7                                               | Animal Management Plan.                                                                                    | Animal Management Plan endorsed and delivered.<br>Quarterly animal management veterinary service undertaken.                                                                                    | DEI                           | 30/06/2027 |        |
| 3.8                                               | Ensure all food premises comply with The Food Act.                                                         | Food premises licenced as required.                                                                                                                                                             | DEI                           | 30/06/2027 |        |
| 3.9                                               | CCTV System Upgrade                                                                                        | Source funding, develop scope of works and external contractor engaged for implementation.                                                                                                      | DCC                           | Ongoing    |        |
| 3.10                                              | Efficient and compliant operations of Carriage Limit Facility.                                             | Carriage limits operating as per Alcohol Management Plan and Liquour Licencing requirements. Inventory management procedures and policies in place.                                             | DHA                           | Ongoing    |        |
| 3.11                                              | Development and expansion of Library Services.                                                             | Implementation and facilitation of programs for community.<br>Increase community engagement and participation with library services.<br>Monthly reports to Council.                             | Manager Community             | Ongoing    |        |

| <b>4. Housing, Essential Services and Liveability</b> |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                                            |        |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|--------|
| Item No.                                              | Operational Plan Target                                                                                      | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | By Who                              | Timing                                                     | Status |
| 4.1                                                   | Implement the Social Housing Program for community.                                                          | Define and commence implementation of the Social Housing Building program.<br>Commence negotiations with GRAC and RILPO for access to additional land for community housing.                                                                                                                                                                                                                                                                                                                 | DFCSS<br>CEO & DCC                  | 30/06/2027                                                 |        |
| 4.2                                                   | Maintain drinking water quality and compliance with standards and ensure long term supply and accessibility. | Ensure legislative reporting requirements relating to water are complied as required and compliant with monthly reports to Council.                                                                                                                                                                                                                                                                                                                                                          | DEI                                 | Monthly                                                    |        |
| 4.3                                                   | Asset Management Plan.                                                                                       | Development Long Term Asset Management Plan for all asset classes. Implementation of system for asset management and maintainance.                                                                                                                                                                                                                                                                                                                                                           | DFCSS                               | 30/06/2027                                                 |        |
| 4.6                                                   | Road management and expansion of existing roads program.                                                     | Completion of Roads Works Program including preventative maintainance as per 2026/2027program<br><br>Approval of the 2027/28 roads program by QRA<br>Establish a roads plant fleet capital program t support the approved roads programs<br>Seek funding to pave both Birri Road and Ballandeah Road to their maximum length.<br>Seek funding to expand the number of causeways and culverts on the current road network.<br>Expand the road network to include additional outstation roads. | DEI<br><br>DEI<br>DEI<br>DEI<br>DEI | 30/06/2027<br><br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing |        |
| 4.7                                                   | Implementation of Expanded Infrastructure Program                                                            | Define and Implement the PMO major projects program<br>Define and commence implementation of the ancillary major projects program:<br>Water Treatment Plant<br>Waste and Landfill Redevelopment program<br>Resource recovery and recycling facility<br>Splash Park                                                                                                                                                                                                                           | DFCSS<br>CEO                        | ongoing<br>ongoing                                         |        |
|                                                       |                                                                                                              | Develop and implement a maintenance and upgrade program for all Council buildings and facilities.                                                                                                                                                                                                                                                                                                                                                                                            | DEI                                 | ongoing                                                    |        |
|                                                       |                                                                                                              | Seek funding to design additional Council staff accommodation on Cemetery Road.                                                                                                                                                                                                                                                                                                                                                                                                              | DFCSS                               | 30/06/2027                                                 |        |

| 5. Economic Development and Jobs |                                                                                                                                                     |                                                                                                                                               |                         |            |        |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|--------|
| Item No.                         | Operational Plan Target                                                                                                                             | Performance Measures                                                                                                                          | By Who                  | Timing     | Status |
| 5.1                              | Actively support projects which have a high local engagement component.                                                                             | Implement and develop Economic Development/Small Business Strategy and Plan.                                                                  | CEO/DCC                 | Ongoing    |        |
| 5.2                              | Actively engage and support empowerment related projects and organisations which provide training and employment opportunities for shire residents. | Continued relationship development with RISE Ventures.                                                                                        | DHR                     | Ongoing    |        |
| 5.3                              | Support opportunities to provide local entrepreneurs with mentoring, business planning support, microfinance, and access to markets.                | Coordination with Department of Women, Aboriginal and Torres Strait Islander Partnerships and Muticulturalism (DWATSIPM) and NIAA undertaken. | DHR                     | 30/06/2027 |        |
| 5.4                              | Support workshops and training in digital skills, business management, and cultural tourism enterprise.                                             | Jobs Expo and Professional Mentoring, Digital Skills, Business Management and Cultural Tourism events held in community.                      | DHR & Manager Community | 30/06/2027 |        |

| 6. Caring for Country and Environment |                                                           |                                                                                                                                                                                                                                                  |                             |                                                       |        |
|---------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------|--------|
| Item No.                              | Operational Plan Target                                   | Performance Measures                                                                                                                                                                                                                             | By Who                      | Timing                                                | Status |
| 6.1                                   | Review and update Mornington Disaster Management Program. | Disaster Management Plan review undertaken.<br><br>Local District Disaster Management quarterly meeting with reports tabled to Council.<br>Participation in 1 annual disaster management exercise.<br>Annual Clean Up done in November/December. | Disaster Management Officer | 30/06/2027<br><br>Ongoing<br>30/06/2027<br>30/11/2026 |        |
| 6.2                                   | Delivery of Parks and Gardens Program                     | Parks and Gardens Program including scheduled maintenance plan implemented.                                                                                                                                                                      | DEI                         | 30/06/2027                                            |        |

| 7. Strong Organisation and Workforce |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                 |                                                               |                                                                           |        |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|--------|
| Item No.                             | Operational Plan Activities/Target                                                                                               | Performance Measures                                                                                                                                                                                                                                                                                            | By Who                                                        | Timing                                                                    | Status |
| 7.1                                  | Improve Council efficiency and effectiveness                                                                                     | Implement the base modules of the new ReadyTech finance system including payroll and finance modules.<br>Implement the new ELMO HR system.<br>Implement the new accommodation booking and management system RMS.<br>Implement a WHS improvement plan for the whole of Council including annual review.          | DFCSS<br>DHR<br>DHA<br>DHR                                    | 30/11/2026<br>31/12/2026<br>31/10/2026<br>30/06/2027                      |        |
| 7.2                                  | Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.                                  | Implement a Workforce Development Plan.                                                                                                                                                                                                                                                                         | DHR                                                           | Ongoing                                                                   |        |
| 7.3                                  | Maintain and develop human resource management policies, procedures and systems for current and future workforce needs.          | Policy and procedures updated with reviews undertaken at nominated dates.                                                                                                                                                                                                                                       | DHR                                                           | Ongoing                                                                   |        |
| 7.4                                  | Deliver professional development opportunities and pathways for all employees.                                                   | Implement a Workforce Development Plan.<br><br>Percentage of employees receiving development opportunities annually                                                                                                                                                                                             | DHR<br>DHR                                                    | Ongoing                                                                   |        |
| 7.5                                  | Implement an appropriate staff performance appraisal and development system linked to strategic, operational and business plans. | Percentage of appraisals completed.                                                                                                                                                                                                                                                                             | DHR                                                           | Ongoing                                                                   |        |
| 7.7                                  | Information sessions for all Council staff on Employee Code of Conduct and workplace, health & safety policy and procedures.     | Workshops completed and staff aware of their obligations.                                                                                                                                                                                                                                                       | DHR                                                           | Ongoing                                                                   |        |
| 7.8                                  | Information Technology Systems & Plans.                                                                                          | IT & Cyber Security Plans implemented with staff training undertaken.<br>Incidents managed.                                                                                                                                                                                                                     | DCC                                                           | Ongoing                                                                   |        |
| 7.9                                  | Business Enterprises.                                                                                                            | The following Business Services provide quarterly reports to Council on their activities as set out in the Corporate Plan:<br>Airport Services<br>Hospitality & Accommodation Services<br>Mechanical Workshop<br>Fuel Servicing<br>Warehouse Services<br>General & Cemetery Services<br>Concrete Batching Plant | DEI<br>DHA<br>DEI<br>DEI<br>DFCSS<br>Manager Community<br>DEI | Ongoing<br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing<br>Ongoing |        |

**14.4 Adoption of Gifts and Benefits Policy**

**Author:** Director Corporate & Communications

**Attachments:** MSC-STRAT-908 – Gifts and Benefits Policy (Draft) – 8 Pages

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this Council document is to provide Elected Members with a summary of the Gifts and Benefits Policy.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

The Gifts and Benefits Policy is a Strategic Policy. The Policy establishes guidelines for the giving and receiving of gifts and benefits by Councillors and Council employees to avoid any potential conflicts of interest or breaches of the following Legislation and Council policies:

- Local Government Act 2009
- Local Government Regulation 2012
- Public Sector Ethics Act 1994
- Crime and Corruption Act 2001
- Code of Conduct for Councillors (Queensland)
- Mornington Shire Council (MSC) Employee Code of Conduct
- Mornington Shire Council Procurement Policy

**FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial implications in this report.

**RECOMMENDATION**

That Council resolves to adopt the Gifts and Benefits Policy as tabled.



# Gifts and Benefits Policy

| Policy Information         |                                          |                         |              |
|----------------------------|------------------------------------------|-------------------------|--------------|
| <b>Policy Name</b>         | MSC-STRAT-908                            |                         |              |
| <b>Policy Number</b>       | Gifts and Benefits Policy                |                         |              |
| <b>Type</b>                | Strategic                                |                         |              |
| <b>Owner</b>               | CEO                                      |                         |              |
| <b>Responsible Officer</b> | Director of Corporate and Communications |                         |              |
| <b>Decision No.</b>        | N/A                                      | <b>Approval Date</b>    | October 2026 |
| <b>Records No.</b>         | N/A                                      | <b>Next Review Date</b> | October 2029 |

| Document Version Control |            |                |           |
|--------------------------|------------|----------------|-----------|
| Version                  | Date       | Resolution No. | Details   |
| 1                        | 16/10/2019 | 2019/179       | New Issue |
| 2                        |            | N/A            |           |

This is an official copy of the Gifts and Benefits Policy, made in accordance with the provisions of Local Government Act 2009, Local Government Regulation 2012, Crime and Corruption Act 2001, and current Council Policies.

The Gifts and Benefit Policy is a Strategic Policy.

Strategic policies are adopted by Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the Gifts and Benefits Policy is approved by the Mornington Shire Council for the operations and procedures of Council.

## 1. Statement

1.1 The objectives of this policy are:

To provide guidance to Councillors and employees who are offered gifts, rewards or benefits in connection with duties while representing Council or as a result of a Council activity. For the purposes of this policy “hospitality” is considered to be included in the term “benefits”.

To ensure Councillors and Council employees uphold the Local Government Act 2009 principles as outlined in Section 4(2):

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





## 2. Purpose

2.1 This policy is to establish guidelines for the giving and receiving of gifts and benefits by Councillors and Council employees to avoid any potential conflicts of interest or breaches of the Local Government Act 2009 and all other regulations as outlined in Clause 12. Legislation and Related Documents.

2.2 Councillors and Council employees hold positions of public trust and must carry out their duties impartially and with integrity. The provision of gifts and benefits to Councillors and Council employees can create perceptions of a conflict of interest and it is appropriate to question why they are offered and whether they should be accepted.

2.3 The Public Sector Ethics Act 1994, identifies the following four ethics principles as fundamental to good public administration:

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

## 3. Scope

3.1 This policy applies in relation to any gift and benefit received by Councillors or Council employees from external parties and is intended to highlight the legal and ethical issues that should be taken into account in deciding whether to accept a gift or benefit. This policy does not apply to electoral gifts to Councillors as defined in the Local Government Electoral Act 2011.

## 4. Definitions

|                         |                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Councillor</b>       | Mayor and Councillors.                                                                                                                                                                                                                                                                                                                                       |
| <b>Council employee</b> | Any person employed directly by Mornington Shire Council, regardless of their employment status and contractors undertaking duties on behalf of Council.                                                                                                                                                                                                     |
| <b>Gift</b>             | Any item of value such as money, voucher, entertainment, hospitality, travel, commodity, property that one person gives to another.                                                                                                                                                                                                                          |
| <b>Benefit</b>          | Something that is similar to a gift in that it is of value to the recipient but it is less tangible in nature (e.g. promise of a job or promotion, preferential treatments or access to confidential information).                                                                                                                                           |
| <b>Official Gift</b>    | A gift received by a Councillor or Council employee as representatives of Council. These gifts may be received from another local government, organisation or corporation that are bestowing a corporate gift (i.e. plaques, plates, vases, trophies, artwork) or souvenir, or a token of appreciation for a contribution to a conference or industry event. |



## 5. Guiding Principles

### 5.1 Gifts and Benefits Received

5.1.1 At times people and organisations who deal with Mornington Shire Council wish to express appreciation for services or assistance given by a Councillor or a Council employee or wish to demonstrate good faith in a business relationship by giving some form of gift or benefit.

5.1.2 In some circumstances the giving of a gift or benefit has the potential to compromise a person by creating a sense of obligation and thereby affecting impartiality. Councillors and Council employees should always be mindful of their obligations to maintain public confidence in Council.

5.1.3 As a general guide, if a Councillor or Council employee is offered a gift, they should put themselves in the position of the person offering the gift or benefit and consider why it is being given and whether acceptance is appropriate.

5.1.4 Each type of gift or benefit carries with it different risk that should be considered when deciding whether or not acceptance is appropriate. Lower risk gifts or benefits are those intended as a token of appreciation or memento, or a ceremonial or official gift from one organisation to another.

5.1.5 It is important to consider the following:

- Relevant legislation.
- Why the offer of a gift or benefit was made:
  - Was the gift or benefit intended to ingratiate the giver with the receiver for future influence?
  - Was it gratitude for a service that has been completed (so no scope for future influence)?
- The value and type of the gift or benefit (with higher value gifts/benefits warranting increased scrutiny).
- The sensitivity of the role of the recipient or the relationship of the parties (e.g. is the recipient a decision-maker as relevant to the giver).
- Whether the giving of the gift or benefit is being done publicly (more transparent) or in private, and
- The likely public perception of acceptance.

5.1.6 If unsure Councillors and Council employees should either decline the offer or the gift or benefit courteously by explaining that acceptance would be against Council policy or seek advice from the Chief Executive Officer or the Corporate and Communications Team.

### 5.2 Three categories of gifts and benefits received

5.2.1 Gifts and benefits received are broken into three categories for consideration:

- **Gifts and benefits of nominal value** - \$100.00 (including GST) or less
- **Gifts and benefits of value** - \$100.00 to \$300.00 (including GST)
- **Gifts and benefits NEVER to be accepted.**

#### 5.2.2 Gifts and Benefits of Nominal Value

5.2.2.1 For the purpose of this policy, a gift or benefit of nominal value includes (but is not limited to):

- Gifts and benefits of a nominal value - \$100.00 (including GST) or less that are infrequently offered.
- Gifts of single bottle of reasonably priced alcohol or flowers as acknowledgement for giving a presentation or being a guest speaker.



- Free meals and/or beverages of a modest nature provided to Councillors or Council employees who are formally representing Council, and the meal and/or beverages is not provided within the registration costs of the activity/event/travel.
- Refreshments of a modest nature provided at a conference where a Councillor or Council employee is a guest speaker or is attending with the prior approval of management.
- Marketing or corporate mementos such as (but not limited to) ties, scarves, pens, coasters, tie pins, diaries or chocolates.
- Invitation to appropriate out of hours functions or social event organised by groups such as council committees and community organisations that Councillors or Council employees attend in their role of representing the Council.

5.2.2.2 **For Council employees** – care must be taken concerning the cumulative nature of gifts and benefits from the same donor during a financial year (i.e. 1 July to 30 June). Should the amount exceed a total value of \$100.00 (including GST) then those items are considered items of significant value.

5.2.2.3 **For Councillors** – the cumulative nature of gifts and benefits, from the same donor, is considered to be from the first day a Councillor is officially sworn into office until the last day of elected representation following the retirement or defeat of the said Councillor, regardless of the number of terms that the Councillor serves.

5.2.2.4 While one-off gifts and benefits of nominal value are not required to be recorded on Council's Gifts and Benefits Register (which is maintained by the Corporate and Communications Team), it is of paramount importance that all Councillors and Council employees who regularly attend community meetings, functions, events keep a personal record of attendance at all events where gifts and benefits and/or hospitality or entertainment are offered to ensure that the cumulative effect can be recognised and recorded on the appropriate Gifts and Benefits Declaration Form.

### 5.2.3 Gifts and Benefits of Value

5.2.3.1 For the purpose of this policy, a gift or benefit of more than nominal value (\$100.00 to \$300.00 including GST or more), includes (but is not limited to):

- Invitations to a corporate box at a sporting event or other entertainment event.
- Free or discounted tickets to major sporting or community events, corporate hospitality at a corporate facility at a major sporting event, products for personal use, the frequent use of facility such as gyms, travel or vehicles, free training excursions, gift hampers or vouchers.
- Payment by suppliers for Councillors or Council employees to attend training seminars, conferences or other promotional or educational activities.
- Free or subsidised meals and/or beverages provided by a potential supplier or contractor.
- Free or subsidised meals and/or beverages provided infrequently and/or reciprocally, that have been arranged primarily for, or in connection with, discussion of official business.

5.2.3.2 Gifts or benefits of value offered and/or accepted by a Councillor or Council employee are to be recorded on Council Gifts and Benefits Register (which is maintained by the Corporate and Communications Team). The Gifts and Benefits Declaration Form can be found on Council's Intranet.

5.2.3.3 In deciding whether to accept a gift or benefit, consideration should be given to whether refusal, in the circumstances could be discourteous or cause offence to a person offering the gift or benefit.

5.2.3.4 Care should be taken in handling circumstances where there are cultural differences. In some circumstances it is recognised that declining a gift may be difficult, inappropriate or offensive.



5.2.3.5 However, the overriding concern in considering whether to accept a gift or benefit is whether the gift or benefit is likely, or could reasonably be perceived, to affect the independent and impartial performance of duties.

5.2.3.6 Gifts with a value of over \$300.00 (including GST) are not to be accepted unless it is an official gift received by a Councillor or council employee – refer 9. Such gifts remain the property of the Council.

#### **5.2.4 Gifts and benefits which are NEVER to be accepted**

5.2.4.1 For the purpose of this policy, gifts and benefits that are considered totally inappropriate and should never be accepted or given include (but are not limited to):

- Cash, regardless of the amount.
- Any item which may be readily converted into cash (e.g. shares).
- Access to confidential information.
- Promise of a new job.
- Preferential treatment (may include reciprocal favours given in return for a service provided by Council).
- Disposition of property or bequest, not necessarily land, can include goods and chattels (furniture, vehicles, tools etc) by one person to another without payment.

5.2.4.2 All gifts and benefits offered of a prohibited nature, as outlined above, are to be recorded using Council's Gifts and Benefits Declaration Form which can be found on Council's Intranet.

5.2.4.3 Where you decide to decline a gift or benefit (except where it could be considered to be a bribe or other potentially corrupt conduct – see Clause 7 – Bribery) you should politely thank the person for the offer and explain what your obligations are under this policy.

5.2.4.4 Where uncertainty exists as to what action to take regarding the offer of a gift or benefit, regardless of the occasion or purpose, refer to the decision making guide (Attachment A) to help you decide, or seek advice from the CEO or Corporate and Communications Team.

### **5.3 What is NOT a gift or benefit for the purposes of this policy**

5.3.1 For the purpose of this policy, a gift or benefit is NOT:

- Any product or service that genuinely has no connection to your role as a Councillor or Council employee.
- Any product or service that is given to a Councillor or Council employee by the Council or another Council official (except a contractor) as an award, any other form of recognition or to celebrate an occasion.
- Any discounted product or service if the discount is reasonable and generally available or capable of being negotiated by others not connected with Council and acceptance of the product or service will not compromise the Council or be seen to compromise the Council.
- Any discounted product or service if the discounted is offered to staff generally (such as through a staff social club) and the arrangements will not compromise the Council or be seen to compromise the Council and the arrangements have the approval of the CEO.
- Any product or service received in relation to your membership of any industrial or professional organisation, club or other association or body.
- Any product or service received by a relative or associate from someone connected to Council if you genuinely did not know about it.



## 6. Soliciting Gifts and Benefits

6.1 Soliciting gifts and benefits is strictly prohibited under any circumstances. If a Councillor or Council employee becomes aware of a situation of soliciting gifts and benefits, they must report it to the CEO immediately.

## 7. Bribery

7.1 Acceptance of money or any other gifts or benefits perceived as bribery is strictly prohibited under any circumstances and must be report to the CEO immediately. The CEO may notify the Crime and Corruption Commission if any offer of money is made regardless of the giver's intention.

## 8. Gifts Given by Council to Person/s Visiting Council in an Official Capacity

8.1 There are occasions when Council may wish to present a gift to a person visiting Council in an official capacity. This may include guest speakers at conferences, courses, seminars or workshops that Council has organised or visiting delegates whether intrastate, interstate or overseas.

8.2 The gift must be for official purposes, and the requesting officer must be able to identify the benefit for Council and the public in giving the gift.

8.3 Prior approval must be given by:

- Requests from Council employees are to be approved by the relevant director.
- Requests from Councillors are to be approved by the Mayor or the CEO.
- Requests from the CEO are to be approved by the Mayor.
- Requests from the Mayor are to be approved by the CEO.

8.4 The costs associated with purchasing the gift are to follow Council's normal procurement processes (refer to Council's Procurement Policy).

## 9. Official Gifts Received By a Councillor or Council Employee

9.1 There are occasions when a Councillor or Council employee is involved in a conference, cultural, community or industry event where official gifts are presented or exchanged. Where it would appear not to be polite or appropriate to decline the offer, it is reasonable for official representatives of Council to accept the gift on behalf of Council.

9.2 All such gifts are considered the property of Council, not the individual representing Council, and are to be handed to the CEO as soon as possible after receipt of the item.

9.3 The Councillor or Council employee is required to complete a Gifts and Benefits Declaration Form which can be found on Council's intranet to accompany the item.

9.4 The CEO will assign responsibility of the item to the Chief Financial Officer (Finance Team) who will ensure that the item is entered into Council's Asset Register.



9.5 If the gift is of an appropriate nature, it will be placed on display at Council's Administration Building. It will also detail the giver's details, reason and nature of the gift and date that it was gifted.

9.6 Should the gift not be suitable for public display the CEO will decide a suitable location with Council's facilities to store or dispose of the item in accordance with current policy and procedures.

## 10. Breach Of Policy

10.1 Any actual or suspected breach of this policy will be managed by Council in accordance with its legislative obligations.

## 11. Communication and Distribution

10.1 Council will make available to the public the Gifts and Benefits Policy, on our website [www.mornington.qld.gov.au](http://www.mornington.qld.gov.au)

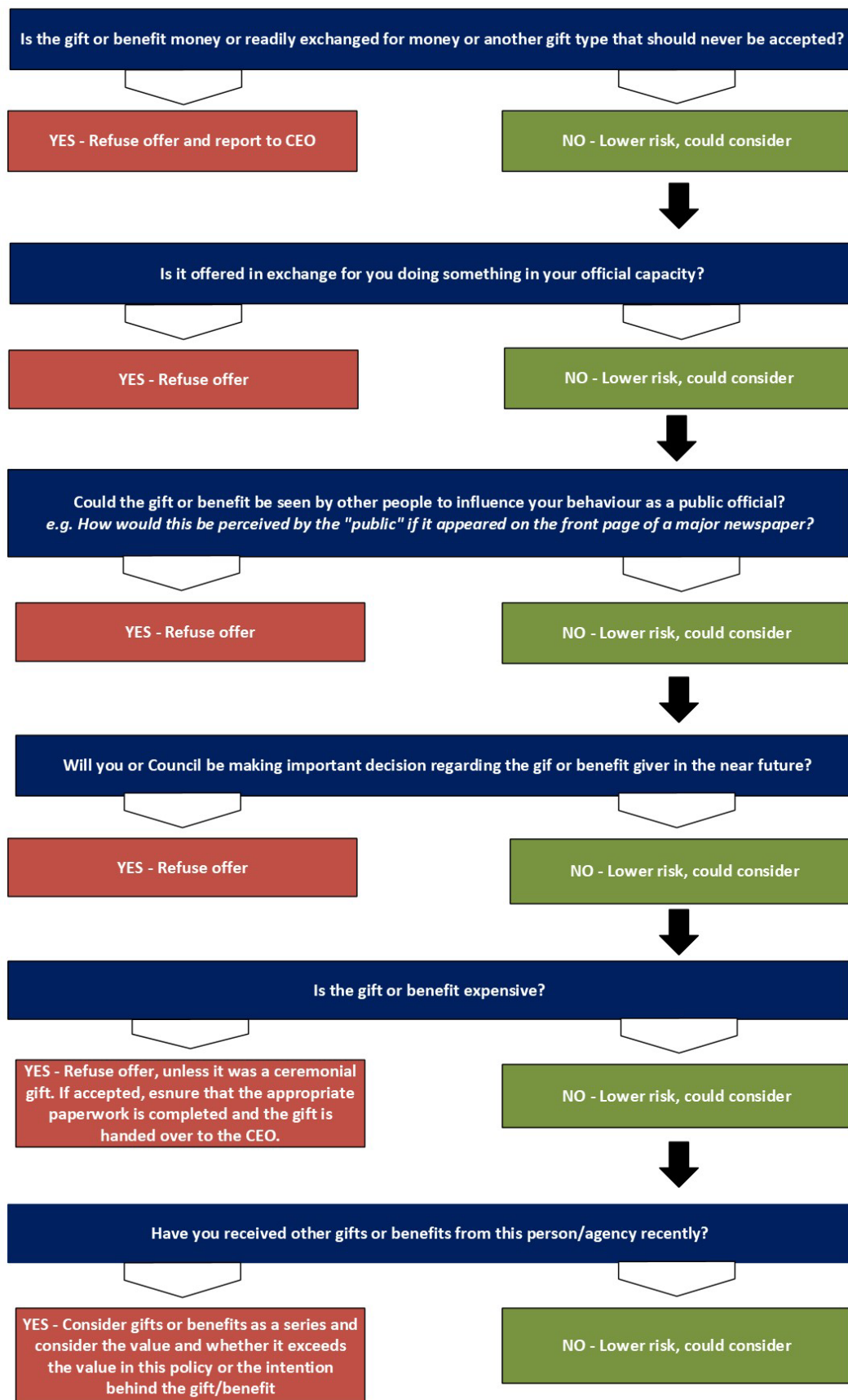
11.2 Council will make available to Council Employees the Gifts and Benefits Policy on the Council's Intranet.

## 12. Legislation and Related Documents

- Local Government Act 2009
- Local Government Regulation 2012
- Local Government Electoral Act 2011
- Public Sector Ethics Act 1994
- Crime and Corruption Act 2001
  
- Code of Conduct for Councillors
- Employee Code of Conduct
- Entertainment and Hospitality Policy
- Performance Management Policy
- Procurement Policy



## Appendix A – Gift & Benefit Decision Making Guide



**14.5 Adoption of Acceptable Request Guidelines Policy**

**Author:** Director Corporate & Communications

**Attachments:** MSC-STAT –003 – Acceptable Request Guidelines Policy (Draft) – 7 Pages

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this Council document is to provide Elected Members with a summary of Acceptable Request Guidelines of Mornington Shire Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Under section 170A (7) of the *Local Government Act 2009* ("**LG Act**"), Council must prepare and adopt acceptable request guidelines that includes guidelines about the way in which a Councillor may:

- (a) ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
- (b) reasonable limits on requests that a councillor may make.

The previous version of the Mornington Shire Council Acceptable Request Guidelines has been reviewed and the updated. Attached to this report is the updated Mornington Shire Council Acceptable Request Guidelines.

**FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial implications in this report.

**RECOMMENDATION**

That Council resolves pursuant to section 170A(7) of the *Local Government Act 2009*, to adopt the Acceptable Request Guidelines as tabled.





# Acceptable Request Guidelines

| Policy Information         |                                        |                         |                                 |
|----------------------------|----------------------------------------|-------------------------|---------------------------------|
| <b>Policy Name</b>         | Acceptable Request Guidelines          |                         |                                 |
| <b>Policy Number</b>       | MSC-STAT-003                           |                         |                                 |
| <b>Type</b>                | Statutory                              |                         |                                 |
| <b>Owner</b>               | CEO                                    |                         |                                 |
| <b>Responsible Officer</b> | Director of Corporate & Communications |                         |                                 |
| <b>Decision No.</b>        |                                        | <b>Approval Date</b>    | 30 <sup>th</sup> September 2026 |
| <b>Records No.</b>         |                                        | <b>Next Review Date</b> | 30 <sup>th</sup> September 2029 |

| Document Version Control |            |                |                                        |
|--------------------------|------------|----------------|----------------------------------------|
| Version                  | Date       | Resolution No. | Details                                |
| 1                        | 12/07/2021 | 2021/          | New Issue                              |
| 2                        | 20/7/2022  | 2022/129       | Revision & Update                      |
| 3                        | 25/09/2024 | 2024/134       | Revision & Update                      |
| 4                        | 30/9/2026  |                | Revision, Update & New Policy Template |

This is an official copy of the **Acceptable Request Guidelines** of **Mornington Shire Council**, made in accordance with the provisions of the Local Government Act 2009, Local Government Regulation 2102, Right to Information Act 2009, Public Sector Ethics Act 1994, Information Privacy Act 2009, Crime and Corruption Act 2001, Human Rights Act 2019, Public Records Act 2023, Industrial Relations Act 2016, Public Interest Disclosure Act 2010, Planning Act 2016, Environmental Protection Act 1994, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Acceptable Request Guidelines Policy is a Statutory Policy.

## 1. Purpose

1.1 This Policy sets out the guidelines for request for assistance, advice or information by Councillors to Council employees, to assist Councillors to carry out their responsibilities under the Local Government Act 2009 (the Act).

## 2. Policy Outcome

2.1 Councillors are able to seek assistance, advice or information – in certain circumstances – from local government employees to assist them to carry out their responsibilities under the Act and be provided with that information. A Councillor may also, subject to any limits prescribed under a regulation, ask the



Chief Executive Officer (CEO) to provide information relating to the local government, for example - A regulation may prescribe the maximum cost to a local government of providing formation to a Councillor.<sup>1</sup>

### 3. Policy Scope

3.1 Section 170A (7) of the Act provides that acceptable requests guidelines are guidelines, adopted by resolution of the local government, about –

(a) the way in which a Councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the Act; and

(b) reasonable limits on requests that a Councillor may make.

3.2 Under section 170A (5) of the Act, a request of a Councillor is of no effect if it does not comply with these guidelines. However, under section 170A (6) subsection (5) does not apply to:

(a) the Mayor, or

(b) the chairperson of a committee making a request that relates to their role as a chairperson.<sup>2</sup>

3.3 Section 170A (4) of the Act provides that a Councillor may not request – and the CEO is not required to provide to a Councillor – information or a document:

- That is a record of the Councillor Conduct Tribunal; or
- That was a record of a former conduct review body; or
- If disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
- That would be privileged from production in a legal proceeding on the ground of legal professional privilege.<sup>3</sup>

3.4 This Policy does not apply to directions to local government employees about providing administrative support. Matters relating to administrative support for Councillors fall within the scope of the Guidelines for the Provision of Councillor Administration Support Staff Policy (MSC-STAT-028), developed in accordance with sections 170 and 170AA of the Act.

<sup>1</sup> Section 170A Local Government Act 2009

<sup>2</sup> Section 170A (5) Local Government Act 2009

<sup>3</sup> Section 170A (4) Local Government Act 2009



## 4. Definitions

| Term                             | Definition                                                                                                                                                                                                                                                                                                               |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CEO                              | Chief Executive Officer                                                                                                                                                                                                                                                                                                  |
| Councillors                      | Includes Mayor, Deputy Mayor and Councillors                                                                                                                                                                                                                                                                             |
| Advice                           | Means knowledge or opinion given by a council employee to assist a Councillor carry out their duties. For example, a Councillor may ask a council employee about the process for a Community Grant.                                                                                                                      |
| Information                      | Means any documentation that a local government has access to. It includes records and documents, printed and electronic, that the local government can access. For example, a councillor may ask the CEO for a copy of a development application that was submitted to Council.                                         |
| Request                          | Includes questions, suggestions or feedback.                                                                                                                                                                                                                                                                             |
| Employee/s                       | Employee/s (fulltime, parttime and casual) and contractors of Mornington Shire Council.                                                                                                                                                                                                                                  |
| Executive Leadership Team or ELT | The group of the most senior officers in Council, led by the CEO, responsible for the overall strategic leadership, management, and operational delivery of the organisation.                                                                                                                                            |
| MSC                              | Mornington Shire Council                                                                                                                                                                                                                                                                                                 |
| Publicly Available Information   | Information in a register or other instrument required to be kept by Council under a relevant Act or Regulation, including under the Local Government Act 2009, the Planning Act 2016 or the Environmental Protection Act 1994, that is accessible by a member of the public either free of charge or on payment of fee. |
| Redacted                         | means edited document/s that has/have had sensitive or private information removed.                                                                                                                                                                                                                                      |
| The Act/LG Act                   | Local Government Act 2009 (Qld)                                                                                                                                                                                                                                                                                          |

## 5. Councillor Responsibilities

5.1 The underpinning principles and Councillors' responsibilities under The Act are set out in section 4 (Local Government Principles), and section 12 (Responsibilities of Councillors). The provisions of these sections require Councillors to act in the interests of the residents of the whole local government area, to ensure effective service delivery and to be accountable to the community for the performance of the local government.

5.2 Councillors are, at all times, required to comply with the Code of Conduct for Councillors in Queensland.

5.3 To fulfil their responsibilities as Councillors under section 12 of The Act, Councillors may request assistance, advice, information and administrative support from Council employees.

5.3 Communications by councillors with employees and the CEO must be conducted in a respectful, reasonable and professional manner.

5.4 Communications by councillors with employees must:

- be conducted in accordance with the local government principles prescribed in Section 4(2) of The Act;
- comply with legislation, Council policies, guidelines and procedures; and



- be conducted in good faith;
- not attempt to give directions to any employee under section 170 (3) of The Act, except in accordance with the guidelines made under section 170AA about the provision of administrative support to Councillors.

## **5.5 Information or Advice that a Councillor may request**

5.5.1 Councillors, when asking for advice or information must comply with all of the obligations set out in section 170A of The Act.

5.5.2 Subject to Clause 5.6 and 5.8 a Councillor may ask an employee to:

- a) provide advice or information to assist the Councillor to carry out their duties under The Act; or
- b) provide information that Council has access to, relating to council.
- c) provide assistance or information of a similar nature and in a similar manner to that which the employee would ordinarily give to a member of the public.

## **5.6 Information from Publicly Available Sources and Subscription Services**

5.6.1 Wherever practicable, Councillors are encouraged to obtain information themselves from publicly available sources without making a request under this policy, such as Council's website and State Government websites.

5.6.2 Councillors are also encouraged to obtain information themselves from libraries and other services that Council has access to on a subscription basis, including the Local Government Association of Queensland or LG Central.

5.6.3 Any request from a Councillor about how to access information or utilise any electronic platforms should be directed to the CEO either verbally or in writing.

5.6.4 Requests for Publicly Available Information can be made to any employee, provided those requests are limited only to Publicly Available Information.

## **5.7 Information and Advice that Cannot be requested**

5.7.1 In addition to items in Clause 3.3, a Councillor may not request information or advice involving any of the following:

- Information or advice which is not for assisting the Councillor in undertaking their duties, or information which is not related to Council and of which Council does not have access to;
- Information which is a public interest disclosure under the Public Interest Disclosure Act 2010 (Qld);
- Personal information under the Information Privacy Act 2009 (Qld);
- Matters relating to the conduct of any Councillor, including any complaint, referral or investigation about that conduct to the extent it is not publicly available information;
- Confidential information under the Crime and Corruption Act 2001 (Qld);
- Information or a document that comprises proceedings in the Assembly or a committee of the Assembly, as defined in the Parliament of Queensland Act 2001 (Qld), section 9 – including, for example, evidence given before a committee, or a document prepared or published under the authority of the Assembly or committee. This restriction applies in accordance with section 170A (4) of The Act.



5.7.2 However, a Councillor may request information or advice that is confidential information of Council (other than information noted in 5.7.1) provided that:

- The request demonstrates a direct link to assisting the Councillor in undertaking their official duties; and
- The request is made only to the CEO (and no other employee); and
- Any provided information is immediately returned to the CEO at their request; and
- If the contents of the information are considered by the CEO to be of a highly confidential nature, the CEO may elect to provide 'view only' access to that information or; they may provide 'redacted' information if the request is private under the Information Privacy Act 2009 (Qld) or Human Rights Act 2019 (Qld).

## **5.8 Direction and Requests**

5.8.1 Under no circumstances may a Councillor give a direction to an employee, except in accordance with the Provision of administrative support under section 170AA of The Act. Councillors are requested to refer to the council's Provision of Administrative Support Guidelines Policy.

5.8.3 A request of a Councillor is of no effect if the request does not comply with the Councillor Acceptable Request Guidelines.

5.8.2 The Mayor may give a direction to the CEO in accordance with section 170 of The Act.

## **5.9 Manner in Which a Councillor Can Request Information**

5.9.1 A councillor may only request information or advice from:

- The CEO
- A member of the ELT
- An employee acting in any of the above positions
- A nominee delegated by the CEO

5.9.2 Councillor requests are to be made in writing, unless:

- The request involves information which is generally accessible to the public.
- The employee agrees that a verbal request is sufficient in the circumstances and the employee records the details of the request in a file note, work diary (electronic or hard copy) email or similar or;
- In the case of emergency.

5.9.3 Councillor requests are to be:

- Made in good faith; and
- Not involve an unreasonable use of an employee's time having regard to the resources available to Council.

5.9.4 A Councillor must advise the employee if they have made a similar request for the same information from any other employee.

5.9.5 A Councillor's request for information or advice must not take the form or an attempt to direct or pressure the employee to prepare a response in a certain manner.

## **5.10 Use of Information and Confidentiality**

5.10.1 Councillors must not use information that is acquired as a Councillor to:



- Gain, directly or indirectly, a financial advantage for the person or someone else; or
- Cause detriment to the person or someone else; or
- Cause detriment to the Mornington Shire Council.

5.10.2 Councillors must not release information that the Councillor knows, or should reasonably know, is confidential to the Mornington Shire Council.

5.10.3 Councillors must not provide information to a member of the public any information made to them as an elected representative that is not within the public domain which could contravene the Right to Information Act 2009 (Qld), Human Rights Act 2019 (Qld), or The Act.

## 6. CEO Responsibilities

- 6.1 The CEO must keep and make available a record of each direction given by the Mayor.
- 6.2 The CEO or delegate must comply with a request for advice or information made in accordance with these Acceptable Request Guidelines within ten (10) business days after receiving the request.
- 6.3 If the CEO or delegate reasonably believes it is not practicable to comply with the request within ten (10) business days, the CEO or delegate must comply with the request within twenty (20) business days, providing notice to the Councillor to that effect within ten (10) business days of the request.
- 6.4 The CEO, may be unable to comply with a request on reasonable grounds if the request is not within the reasonable limits as set out in this Councillor Acceptable Request Guidelines as per section 170A (7) (b) of the Act.
- 6.5 The CEO will ensure reasonable assistance will be provided to Councillors in the exercise of the role and performance of their duties.

## 7. Non-compliance

- 7.1 If a Councillor asks for assistance, advice or information outside of these guidelines, or attempts to direct or influence an employee about the way in which their duties are to be performed the employee must report this in a timely manner to their ELT member or the CEO.
- 7.2 The employee is not required to notify that Councillor that their actions have been referred to the Director or CEO.
- 7.3 Failure to comply with the standards of behaviour in the Code of Conduct for Councillors in Queensland may give rise to a complaint about a Councillor's conduct and subsequent investigation and disciplinary action should that Councillor be found to have engaged in conduct contrary to the Code.
- 7.4 If an employee is contacted by a Councillor requesting advice or information that is not in accordance with this policy, the employee should advise their ELT member or the CEO as soon as practical providing the nature and request and any advice given.
- 7.5 Employee Breach – any suspected breach by employees of the Councillor Acceptable Requests Guidelines may be a breach of the Employee Code of Conduct and will be reported to the CEO who will manage the complaint.



## 8. Legislation and Related Documents

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Industrial Relation Act 2016 (Qld)
- Right to Information Act 2009 (Qld)
- Public Sector Ethics Act 1994 (Qld)
- Public Interest Disclosure Act (Qld)
- Information Privacy Act 2009 (Qld)
- Public Records Act 2023 (Qld)
- Crime and Corruption Act 2001 (Qld)
- Planning Act 2016 (Qld)
- Human Rights Act 2019 (Qld)
- Environmental Protection Act 1994 (Qld)
  
- Councillor Code of Conduct Queensland
  
- Employee Code of Conduct
  
- Guidelines for the Provision of Councillor Administration Support Staff Policy

**14.6 Adoption of Guidelines for the Provision of Councillor Administration Support**

**Author:** Director Corporate & Communications

**Attachments:** MSC-STAT –028 – Guidelines for the Provision of Councillor Administration Support Policy (Draft) – 5 Pages

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this Council document is to provide Elected Members with a summary of the Guidelines for the Provision of Councillor Administration Support Staff Policy of Mornington Shire Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

Under section 170AA of the *Local Government Act 2009* (“**LG Act**”):

**170AAGuidelines about provision of administrative support to councillors**

- (1) The chief executive officer of a local government may make guidelines about the provision of administrative support by local government employees to a councillor.
- (2) The guidelines must include—
  - (a) when a councillor may be provided with administrative support by a local government employee; and
  - (b) how and when a councillor may give a direction to a local government employee in relation to the provision of administrative support; and
  - (c) a requirement that a councillor may give a direction to a local government employee only if the direction relates directly to administrative support to be provided by the local government employee to the councillor under the guidelines.
- (3) A direction purportedly given by a councillor to a local government employee is of no effect if the direction does not comply with the guidelines.

**FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial implications in this report.

**RECOMMENDATION**

That Council resolves pursuant to section 170AA of the *Local Government Act 2009*, to adopt the Guidelines for the Provision of Councillor Administration Support Staff Policy as tabled.





# Guidelines for the Provision of Councillor Administration Support Staff Policy

| Policy Information         |                                                                                |                         |                |
|----------------------------|--------------------------------------------------------------------------------|-------------------------|----------------|
| <b>Policy Name</b>         | Guidelines for the Provision of Councillor Administration Support Staff Policy |                         |                |
| <b>Policy Number</b>       | MSC-STAT-028                                                                   |                         |                |
| <b>Type</b>                | Strategic                                                                      |                         |                |
| <b>Owner</b>               | CEO                                                                            |                         |                |
| <b>Responsible Officer</b> | Director of Corporate & Communications                                         |                         |                |
| <b>Decision No.</b>        |                                                                                | <b>Approval Date</b>    | September 2026 |
| <b>Records No.</b>         |                                                                                | <b>Next Review Date</b> | September 2029 |

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

This is an official copy of the **Guidelines for the Provision of Councillor Administration Support Staff Policy** of the Mornington Shire Council, made in accordance with the provisions of the *Local Government Act 2009* Section 170AA, Code of Conduct for Councillors in Queensland and current Council Policies.

The Guidelines for the Provision of Councillor Administration Support Staff Policy is a Statutory Policy.

## 1. Purpose

1.1 The purpose of this document is to establish guidelines for Councillors and employees about the provision of administrative support provided to Councillors to assist them to carry out their responsibilities under the *Local Government Act 2009* (the Act) strictly in accordance with guidelines made by the Chief Executive Officer (CEO).

## 2. Policy Scope

2.1 This policy applies to the Mayor, all Councillors, and all Mornington Shire Council employees.



### 3. Background

3.1 In accordance with section 170 of the Act, the Mayor may give a direction to the CEO. No Councillor, including the Mayor, may give a direction to any other local government employee, except in accordance with this guideline made under section 170AA about the provision of administrative support to Councillors.

3.2 Pursuant to Section 170AA of the *Local Government Act 2009* (Qld):

1. The Chief Executive Officer may make guidelines about the provision of administrative support by local government employees to a Councillor.
2. The guidelines must include—
  - (a) when a Councillor may be provided with administrative support by a Council employee; and
  - (b) how and when a Councillor may give a direction to a Council employee in relation to the provision of administrative support; and
  - (c) a requirement that a Councillor may give a direction only if the direction relates directly to administrative support to be provided by the Council employee under the guidelines.
3. A direction purportedly given by a Councillor to a local government employee is of no legal effect if the direction does not comply with these guidelines.

### 4. Local Government Principles

4.1 To ensure the system of local government is accountable, effective, efficient, and sustainable, all administrative support activities must align with the core local government principles of Queensland:

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

### 5. Policy

5.1 It is acknowledged that Councillors may require administrative support from time to time to efficiently carry out their responsibilities.

5.2 The CEO and Director of Corporate and Communications are the first point of contact for all administrative support requirements from Councillors.

5.3 All administrative support staff are appointed by the CEO and are employees of Council. Staff will be guided by the CEO or Director of Corporate and Communications when prioritising their support to Councillors.



5.4 Councillors are not entitled to make recommendation on which employees provide them support.

## 5.5 Administrative Support Tasks

5.5.1 The following reasonable administrative support will be provided to all Councillors during business hours only:

- Scheduling appointments, meetings and invitations.
- General office administration, including filing, photocopying, printing, and ordering office stationery.
- Managing travel arrangements and room bookings, including booking meeting rooms for official business.
- Locating public information, legislation, or corporate data from the Council website or open-source repositories.
- Assisting with objective, factual, and informational communication to the community (such as the Mornington Shire Council Newsletter) provided the communication is neutral, strictly related to Council business, and represents an efficient use of public funds.

5.5.2 In addition to the support provided for all Councillors, the following reasonable administrative support will be provided to the Mayor during business hours only:

- Managing correspondence flows and drafting or typing replies to simple correspondence.

## 6. Councillor Responsibilities

6.1 Councillors are required at all times to comply with the Code of Conduct for Councillors in Queensland and in accordance with the local government principles. Councillors must treat administrative staff with courtesy, honesty, and professional respect.

6.2 Councillors must not request administrative support staff to attend any internal or external meetings or events with a Councillor to provide administrative support or act as a Councillor's representative.

6.3 Councillors must not ask administrative support employees to carry out tasks not directly related to Council business or provide assistance with political or campaign tasks or private business affairs.

6.4 After Hours Contact: Emergency or out of hours contact is restricted to matter of public safety or critical disaster management, routed through the CEO, or a member of the Executive Leadership Team (ELT), or Manager.

6.5 If a Councillor is dissatisfied with the responsiveness, performance, or operational support provided by administrative personnel, they must address or report their concerns directly with the CEO:



- The CEO holds sole legislative authority over the management, discipline and daily operations of local government staff.
- In accordance with Section 170 of The Act, Councillors must not directly performance-manage, reprimand or discipline staff.

## 7. Employee Responsibilities

7.1 Administrative support employees undertaking administrative supports tasks for Councillors are required at all times to comply with the Employee Code of Conduct and act in accordance with the local government principles. Employees must treat Councillors with courtesy, honesty and fairness.

7.2 Administrative support employees should comply with Councillor directions which are provided in accordance with this guideline in a timely and professional manner.

7.3 Administrative support employees are not required to action requests or directions that are not in accordance with this guideline and should inform the CEO if they believe a Councillor has behaved in a manner contrary to this guideline. If employees are unsure if a direction from a Councillor is compliant, they should contact the CEO for advice.

7.4 To maintain institutional integrity, employees must have clear avenues to report non-compliant interactions:

- **Right of Refusal:** Administrative support staff are under no obligation to action requests or directions that conflict with these guidelines or fall outside the scope of authorized administrative duties.
- **Reporting Inappropriate Directions:** If an employee receives a direction that they believes is contrary to this policy, they must document the request and immediately escalate it to their direct manager or the CEO.
- **Anti-Retaliation Protections:** Council processes ensure that employees are fully protected from operational disadvantage, discouragement, or workplace penalties for verifying whether a Councillor's direction complies with this policy.

## 8. Councillor and Employee Interaction

8.1 It is important that each member of staff is aware of the names of each of the Councillors and their relevant portfolio in order that an appropriate level of service can be provided.

8.2 Where an employee contacts a Councillor in an emergency, the employee should immediately (or as soon as practicable) inform their Executive Manager or CEO accordingly.

8.3 To support the separation of powers as required by Local Government legislation, Councillors, including the Mayor, shall be addressed as "Councillor" or "Mayor" during work time, as per below:

- Mayor: "Mayor", "Mayor [SURNAME]".
- Deputy Mayor: "Deputy Mayor", "Deputy Mayor [SURNAME]".
- Councillor: "Councillor" or "Councillor [SURNAME]".



## 9. Compliance and Enforcement

9.1 **Monitoring and Compliance:** The CEO will review these guidelines every three years or upon legislative changes, and reserves the right to monitor corporate data systems, workflows, and task assignments to ensure organizational compliance.

9.2 **Consequences of Non-Compliance:** Any failure by a Councillor to adhere to these guidelines constitutes a breach of the behavioural standards prescribed under the *Code of Conduct for Councillors in Queensland* and may be classified as inappropriate conduct or misconduct under the Act.

9.3 **Employee Breach:** Any suspected breach by employees of the Guidelines for the Provision of Councillor Administration Support may be a breach of the Employee Code of Conduct and will be reported to the CEO who will manage the complaint.

9.4 **External Reporting:** Employees, managers, or members of the community who suspect a breach of this policy or an unauthorized exercise of directional power may lodge a formal complaint with the Office of the Independent Assessor (OIA) for external statutory investigation.

## 10. Related Documents

- Code of Conduct for Councillors in Queensland
- Employee Code of Conduct
- Acceptable Request Guidelines Policy

## 15 HOUSING AND FACILITIES

### 15.1 Housing and Facilities Report – August 2026

**Author:** Director Engineering & Infrastructure

**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 August 2026.

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

##### August Figures

| Customer   | Invoiced | New Jobs | Open Jobs |
|------------|----------|----------|-----------|
| Qbuild     | 73       | 117      | 154       |
| Commercial | 6        | 5        | 19        |
| Facilities | 15       | 33       | 101       |
| PMO        | 0        | 0        | 1         |

#### *Q Build Do & Charge Program for June*

- 141 Open Jobs.
- 78 Work orders received into portal.
- 68 Invoiced to QBuild

##### 2026/27 FY – Days to action Q Build jobs

|        | Number of jobs | Average days to schedule | Average days to invoice |
|--------|----------------|--------------------------|-------------------------|
| July   | 117            | 22                       | 22                      |
| August | 78             | 33                       | 23                      |

#### QBUILD

##### Do & Charge

- Responsive maintenance delivery continued across community housing and government facilities.
- Gas stove replacement and associated gas installation rectification works completed at a community housing property, with compliance close-out progressing.

##### QBuild Projects / Upgrades

- Community housing security upgrade program progressing.
- 2 Kitchen Refurbishments commenced during the month of August.
- 4 x Lawn Locker installations commenced.

#### PROJECTS / QUOTED WORK

**Commercial Works**

- Ongoing maintenance and minor upgrade works progressing for commercial customers, including Mornington Island Hospital and Gununamanda Store facilities.
- After-hours emergency plumbing response provided to Mornington Island Hospital, including rectification of a sewer blockage affecting the Emergency Department.

**MAINTENANCE – COUNCIL ASSETS****Warehouse**

- Safety and access improvement works in planning stages.

**Youth Hub**

- Security repairs progressing following further break-in damage.

**DEPARTMENT SUCCESSES**

- PCYC improvement works Completed, including auditorium painting, drinking trough installation and plumbing upgrades.
- Bathroom and shower rectification works at 293B Mukakiya Street completed.
- Review and reconciliation of costs associated with cancelled QBuild upgrade projects completed, enabling recovery of eligible project development and tender costs.
- Condition Reporting for facilities and council residential properties commenced.
- Staff have completed working at heights training and certification.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

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

## 16 ENGINEERING & INFRASTRUCTURE

### 16.1 Engineering and Infrastructure Report - August 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 August 2026.

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**

##### ***Airport***

Current operations continue daily as usual. Multiple incursions have highlighted risks of safety at the airport and this information has been used to re-enforce grant requests which will hopefully mitigate these risks very soon.

##### ***Parks and Gardens***

###### **Completed Works**

- Routine mowing and whipper snipping completed across designated parks, reserves, and public open spaces.
- Garden beds inspected, weeded, and tidied where required.
- Public bins and amenities areas checked and maintained as part of regular service schedules. -Batching (Glendon and team)
- Tree branches, and general debris removed from priority areas.
- Motel clean-up is almost finished, with only a few final preparation steps remaining before lawn seed can be applied.
- Town cleaning is progressing well, and public areas are looking good.

##### ***Fencing***

Continued repairs to council facilities and town fencing. A few upgrade fencing jobs to come next month which will provide the boys with more continued work. The team is also assisting with the removal and relocation of VAC buildings for the water plant operation team.

##### ***Roads & Civil***

- 90% completion of Sydney Island Rd heavy formation grading.
- Recommenced pothole and patching works in community with approximately 50% completed.
- Clean up activities continue at the batching plant to remove rubbish and old equipment out of the way for materials.
- The road crew have been working on civil works at Lot 926 Lardil St with the installation of



stormwater, site clearing and other associated civil works.

- Works have commenced at the Water Treatment Plant Project with the team excavating the site with the contractor and clearing away materials.
- The crew has also removed large amounts of waste steel and cars from the Island via the barge.
- Test holes at the dump were also undertaken the month under the supervision of the project engineers.

### ***Batching Plant***

Change of staff management will hopefully make good changes to the team and its output. Batching plant to be part of one team encompassing batching, fencing and waste management under new management. This hopefully will provide a good opportunity for him to lead local team members.

### ***Workshop***

Daily operations as usual. Still advertising for lead mechanic which will assist the current employees to become better tradesman.

With substantial vehicle break ins and machinery break downs it has been hard and council is wearing significant costs due to break ins. With 3 cars broken into and damaged severely this month alone.

### ***Dump & Recycling***

Project currently underway. Test holes have been dug and a plan is currently in the works for further productivity to occur later this year.

### ***Health & Animal Management***

Other Areas (Food, Pest Management, Water, Waste, and Recreational Waters)

- Developed H5N1 Avian Influenza Plan & risk assessment template.
- Commenced developing H5N1 disposal procedures.
- Commenced developing carcass disposal procedures.

### **Community Engagement & Education**

- Continued delivery of one-on-one education during animal management visits, with a focus on responsible pet ownership
- Distribution of E. canis tick information and parvovirus fact sheets
- Encouraged ED nurses to report dog bite presentations to Council and promote community reporting of dog attacks.

### **Stakeholder Engagement**

*Council met with Wellesley Island Rangers to discuss avian influenza response and preparedness measures.*

### Observations & trends

With the recent increase in the puppy population across the community, there has also been a rise in the number of puppies presenting with suspected parvovirus, with several cases resulting in mortality.

Puppies continue to be significantly affected by intestinal worm burdens. Additionally, a slight increase in pack dog behaviour has been observed as some of the younger dogs mature and begin forming packs.

### ***Upcoming Projects (Pending Approval and Funding)***

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

### **FINANCIAL & RESOURCE IMPLICATIONS**

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

### **RECOMMENDATION**

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

## 17 Hospitality and Accommodation

### 17.1 Hospitality and Accommodation Report – August 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 August 2026.

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

##### *Carriage Limit Performance*

##### **Carriage Limit**

| For the month ended      | 31/07/2026 | 31/08/2026 |
|--------------------------|------------|------------|
| Total People ( # Sales)  | 2,401      | 1,846      |
| Trading days             | 31         | 31         |
| Average Price Per Person | 81         | 82         |

In August, the Carriage recorded steady customer numbers and sales revenue. Compared to July it was down, however similar numbers to same time last year.

Council is still working with Department of Liquor Licensing over the proposed changes to the stocking of Alcohol discussed in the July Community Safety Meeting. We look forward to this amendment being finalised which will allow the holding of suitable stock in case of delays etc, however have no definitive time frame at this stage.

##### ***Laundry***

The laundry machines are all up and running with the only small issue being the water pressure when all machines are in use. We are working on a plan to install a pump to alleviate this issue but overall, the Laundry is running well.

##### ***Motel***

The standout achievement for the department in August was the completion of the new Motel Cabins. This has been a significant project for the team and the finished result is something we are extremely proud of. The cabins have been fitted out to a very high standard and we have already received excellent feedback, including comments that they may be among the best accommodation currently available in the Gulf.

The new rooms are not only providing a much-improved experience for guests but are also proving far more practical for our laundry and housekeeping teams. They represent a valuable new asset for Council and demonstrate what can be achieved when we focus on both presentation and functionality.

Attention is now turning to the older accommodation units, with a plan being developed to assess the works required to progressively bring them closer to the same standard. The main

priority will be addressing the flooring, together with other general refurbishment works where required.

The adjoining grounds are also continuing to improve and are beginning to bring the entire accommodation area together, creating a more welcoming, professional and attractive precinct for guests and visitors.





### **FINANCIAL & RESOURCE IMPLICATIONS**

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

### **RECOMMENDATION**

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

**18 CORRESPONDENCE**

**19 GENERAL BUSINESS**

**20 CONFIDENTIAL REPORTS**

**21 NEXT MEETING**

The next scheduled ordinary council meeting to be held on Thursday 29 October 2026 as per Resolution 2025/177.

**22 CLOSURE**