

MORNINGTON SHIRE COUNCIL

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

Date: Wednesday 28 October 2026
Time: 9:00 am
Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting Wednesday 28 October 2026

Matthew Fox
Acting 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

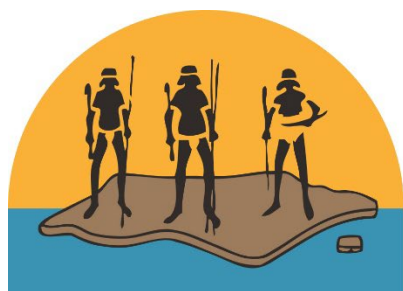
7.1 Minutes of the Ordinary Council Meeting – 30 September 2026
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Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 30 September 2026 – 10 pages.

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting – 30 September 2026 be received and the recommendations therein be adopted.



**MORNINGTON
SHIRE COUNCIL**

MINUTES OF MEETING

**Ordinary Council Meeting
Wednesday 30 September 2026**

ORDER OF BUSINESS

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 (via Microsoft Teams), Deputy Mayor Robert ‘Bobby’ Thompson, Cr Farrah Linden, Cr Renee Wilson and Cr Jane Ah Kit (via Microsoft Teams)

Matthew Fox (Acting Chief Executive Officer), Jacinta Olds (Executive Officer - Minutes) and Emma Kruse (Executive Assistant - Minutes)

4 LEAVE OF ABSENCE

Gary Uhlmann (CEO)

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 – 29 July 2026

Resolution 2026/154

Moved: Cr Farrah Linden
Seconded: Cr Renee Wilson

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

CARRIED 5/0

7.2 Minutes of the Ordinary Council Meeting – 26 August 2026

Resolution 2026/155

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

CARRIED 5/0

8 DEPUTATIONS

Nil.

9 ACTION SCHEDULE

9.1 Open Action Items



MORNINGTON
SHIRE COUNCIL

ACTION SCHEDULE

DATE	DIRECTOR RESPONSIBLE	ACTION	Outcome	STATUS
27/05/2026	CEO / DCC	Policy and Procedure for burials, funerals and sorry business to be done by Council. Follow up with DG for assistance.	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

Mayor Richard Sewter

- Water Treatment Plant – There have been some issues during the planning stage that are being investigated.
- Land Use – Request meeting to discuss MoU on Land Use.

Deputy Mayor Bobby Thompson

- Cemetery – Look at working with the Wirri Wirri Men's Group to help at the cemetery.

Cr Farrah Linden

- Cemetery – Request for Council to update details of all names and lot numbers. Suggest a Community Event to get community to assist with identification of lots and request for Council to supply engraving and markers.
- Sorry Business – Working with Council's Funeral Coordinator on a hand over and assisting filling out forms.
- Review of cemetery plots and mapping required.

- Yarn UP Event – Proposed to be held on April 2027, suggest hosting a Careers Expo at the same time with all services in attendance.
- SES and Marine Rescue – Would like to see an increase in community participation.
- Calendar of Events 2026 - 2027 – Request for a list of proposed events for remainder 2026 and 2027 including any planned events for Memorial Day and Show Day.

Cr Jane Ah Kit

- TMR Local Fares – Advocate for TMR to advise individuals in writing when they are removed from the register.

New Action Item – DEI - Update Cemetery Map with names and lot numbers.

RESOLUTION 2026/156

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

CARRIED 5/0

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report – August 2026

RESOLUTION 2026/157

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

CARRIED 5/0

Short Break 10:12am – 10:22am

12 FINANCE

12.1 Financial Report – August 2026

RESOLUTION 2026/158

Moved: Cr Farrah Linden

Seconded: Cr Robert "Bobby" Thompson

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

CARRIED 5/0

12.2 Projects Office - Masterplan Monthly Update August 2026

Cr Renee Wilson left the meeting at 10:46am

RESOLUTION 2026/159

Moved: Cr Robert "Bobby" Thompson

Seconded: Cr Farrah Linden

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

CARRIED 4/0

12.3 Procurement Policy Update**RESOLUTION 2026/160**

Moved: Cr Farrah Linden

Seconded: Cr Robert "Bobby" Thompson

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

CARRIED 4/0

13 COMMUNITY**13.1 Community Report – August 2026****RESOLUTION 2026/161**

Moved: Cr Robert "Bobby" Thompson

Seconded: Cr Farrah Linden

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

CARRIED 4/0

HUMAN RESOURCES & PAYROLL SERVICES**13.2 Human Resources & Payroll Services Report – August 2026****RESOLUTION 2026/162**

Moved: Mayor Richard Sewter

Seconded: Cr Robert "Bobby" Thompson

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

CARRIED 4/0

13.3 Organisational Structure – August 2026

Cr Renee Wilson returned to meeting at 11:44am

RESOLUTION 2026/163

Moved: Cr Robert “Bobby” Thompson

Seconded: Mayor Richard Sewter

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

CARRIED 5/0

Lunch Break 11:56am – 1:06 pm

14 CORPORATE AND COMMUNICATIONS

14.1 Corporate & Communications Report – August 2026

RESOLUTION 2026/164

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

CARRIED 5/0

14.2 Adoption of MSC Annual Report 2024/2025

Councillors discussed the report in particular Senior Management Structure and Remuneration Bands

RESOLUTION 2026/165

Moved: Cr Richard Sewter

Seconded: Cr Bobby Thompson

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

CARRIED 5/0

14.3 Adoption of Annual Operational Plan

Councillors discussed plan. Cr Jane Ah Kit asked for reporting against the plan. Quarterly reports will be presented to council.

RESOLUTION 2026/166

Moved: Cr Farrah Linden

Seconded: Cr Robert "Bobby" Thompson

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

CARRIED 5/0

14.4 Adoption of Gifts and Benefits Policy**RESOLUTION 2026/167**

Moved: Cr Renee Wilson

Seconded: Cr Jane Ah Kit

That Council resolves to adopt the Gifts and Benefits Policy as tabled.

CARRIED 5/0

14.5 Adoption of Acceptable Request Guidelines Policy**RESOLUTION 2026/168**

Moved: Cr Jane Ah Kit

Seconded: Mayor Richard Sewter

That Council resolves pursuant to section 170A(7) of the *Local Government Act 2009*, to adopt the Acceptable Request Guidelines as tabled.

CARRIED 5/0

14.6 Adoption of Guidelines for the Provision of Councillor Administration Support**RESOLUTION 2026/169**

Moved: Cr Renee Wilson

Seconded: Cr Jane Ah Kit

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.

CARRIED 5/0

15 HOUSING AND FACILITIES

15.1 Housing and Facilities Report – August 2026

RESOLUTION 2026/170

Moved: Cr Robert “Bobby” Thompson

Seconded: Cr Farrah Linden

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

CARRIED 5/0

16 ENGINEERING & INFRASTRUCTURE

16.1 Engineering and Infrastructure Report - August 2026

Cr Linden asked for gardens around Totem Poles to be cleaned up at Airport. And around the memorial. Stops the views of planes. Rocks also cause a hazard.

Cr Ah Kit raised traffic management issues when moving heavy machinery through the township.

Cr Linden asked about plan for the Dam Road

Mayor asked if Conveyor Belt has been repaired at Batching Plant

Cr Linden suggests Council support JGK Men's Group with night patrols.

Cr Ah Kit suggested story in the Council Newsletter re dog attacks and encourage community to report incidents.

New Action Item – DEI – Request to clean up the gardens around the Totem Poles and Memorial at the Airport including rocks as they cause a hazard

New Action Item – DEI – Review of process of Heavy vehicle transport and traffic management on Island. and qualifications on Island. WHS and qualification checks to be conducted with Contractors working on the Island

RESOLUTION 2026/171

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

CARRIED 5/0

Short Break 2:00pm – 2:04pm

17 Hospitality and Accommodation

17.1 Hospitality and Accommodation Report – August 2026

Cr Linden raised updating gazebo area at Motel area.

Cr Linden raised rooms had different utensils and cooking equipment.

Cr Linden asked what future events were planned at the Tavern. CM responded NRL Grand Final, Staff Awards and New Years event.

Cr Ah Kit asked when accommodation fees for booking with multiple occupants booking, guests are being charged per person. E.g. \$250 one person and additional charge for extra person.

New Action Item – DHA – Review Fees and Charges for Motel bookings with multiple occupancy. Report to be presented to the October Meeting.

RESOLUTION 2026/172

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

CARRIED 5/0

18 CORRESPONDENCE

Nil

19 GENERAL BUSINESS

Cr Jane Ah Kit

- Location/Town and Emergency Services – Location is not consistent across different systems e.g. TMR, electoral roll. Request for services to align to avoid confusion.

Mayor Richard Sewter

- Chief Executive Officer has taken unscheduled leave. Mayor has delegated ACEO responsibility for duration of the leave to allow for continuation of council operations.

RESOLUTION 2026/173

Moved: Mayor Richard Sewter

Seconded: Cr Bobby Thompson

That Matthew Fox be appointed Acting Chief Executive Officer, assuming all responsibilities and delegations of the CEO until the Chief Executive Officer returns from leave.

CARRIED 5/0

Cr Farrah Linden

- Adult Crime, Adult Time – Council should be supporting.
- Boat Ramp – Sand is being removed from the area, removal of sand will cause erosion.
- Mapping of Cemetery – want to move forward with assistance from Deputy Mayor and Engineering & Infrastructure. Need this information to establish how much land is available.

Matthew Fox

Recommend that the next Council Meeting scheduled for Thursday 29 October 2026 be moved to Wednesday 28 October 2026.

RESOLUTION 2026/174

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

CARRIED 5/0

20 CONFIDENTIAL REPORTS

Nil.

21 NEXT MEETING

The next scheduled ordinary council meeting to be held on Wednesday 28 October 2026.

22 CLOSURE

Meeting closed at 2.32pm.

8 DEPUTATIONS

Nick Lennon – Lead Civil Engineer – Erscon @ 9.30

Nick will deliver a deputation on the 2026 roads program and the plans for the 2027 roads program.

9 ACTION SCHEDULE

9.1 Open Action Items



MORNINGTON
SHIRE COUNCIL

ACTION SCHEDULE

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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
30/09/2026	DEI	Update Cemetery Map with names and lot numbers		In Progress
30/09/2026	DEI	Request to clean up the gardens around the Totem Poles and Memorial at the Airport including rocks as they cause a hazard		In Progress
30/09/2026	DEI	Review of process of Heavy vehicle transport and traffic management on Island. and qualifications on Island. WHS and qualification checks to be conducted with Contractors working on the Island		In Progress
30/09/2026	DHA	Review Fees and Charges for Motel bookings with multiple occupancy. Report to be presented to the October Meeting		In Progress

10 MAYOR AND COUNCILLOR REPORTS

10.1 Mayor and Councillor Verbal Reports

RECOMMENDATION

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

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report – September 2026

Author: Acting Chief Executive Officer

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This purpose of this report is to provide Elected Members with the Acting Chief Executive Officer's report for September 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- CEO unscheduled leave has been managed well by the executive team. Operations have continued with minimal interruption. Scheduled return date for CEO is currently 30 November 2026.
- The Council's financial position for the financial year continues to be strong and our financial management processes are maintaining the disciplines introduced Council.
- Major infrastructure projects are underway, with procurement and planning activities progressing well.
- Communications received that DRFA Funding changes have been repealed. Awaiting official confirmation from federal government.
- QRA Roads program nearing completion for the year. An excellent year for the roads crew. 2026 roads program is on track for completion in time for wet season.
- Office of Liquor Licencing and Gaming visited the island to review operations. Meeting was held to discuss future licensing arrangements and trip to Bamaga to review their operational model is planned for November 2026.
- Councillor mandatory training facilitated on-site by DLGWV.
- Get Ready and disaster management activities commenced.
- Technical Working Group and Minister meetings have continued.
- Operational plan for 2026/27 was approved and is being implanted into the operational environment. Planning for Operational plan to align with 2027/2028 has commenced.
- Systems, tools and applications integration has continued. Some replanning has been undertaken to ensure operational systems are integrated in a fit for purpose and robust manner. Scheduled go live date for ERP systems has been replanned for March 2027.
- Fleet management continues to be a focus moving forward to support roads program 2027 and the plethora of capital and infrastructure programs being planned and executed into 2027.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

11.2 Request for Support for Memorial Day Activities

Author: Acting Chief Executive Officer

Attachments: Wellesley Islands Dungkakurrijarri Memorial Day 2026: Request for Partnership and Support – 3 Pages.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to seek Elected Members endorsement for funding and in-kind support to the Gulf Regional Aboriginal Corporation (GRAC) for Wellesley Islands Dungkakurrijarri Memorial Day (Memorial Day).

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

GRAC are proposing an annual event as the Memorial Day 30th anniversary approaches. This event will be led by GRAC and the Wellesley Islands community.

The event is proposed to run from Friday 20 November to Wednesday 25 November 2026. Preparations will begin on Saturday with a Sports & Community proposed for Sunday involving a Mornington Island Raiders 9's Rugby League match alongside a women's league/touch match. Arts and Culture activities are proposed for Monday at the Festival Grounds and on Tuesday, the anniversary a Memorial Service will be held in the morning at the Airport, followed in the evening with a candle floating ceremony at the Boat Ramp and then moving to the Festival Grounds for a shared dinner and traditional dance and song to be performed by senior community members.

GRAC have requested the support of Council to assist with the coordination of the event for 2026.

Council acknowledge this is an important event for the Mornington Shire community and support the recognition of the event for the community.

The recommended In-Kind Support and Community Grants contribution is tabled below. Noting that some of the requests will be absorbed into business as usual, such as oval preparation and community bus operations. Any further requests will be assessed as they are received and if approved will be added to the general ledger as in-kind-support contributions.

GRAC day	hours	PH loading	Donation value
6 people	48	25%	\$ 3,000.00
2 cars	2	25%	\$ 500.00
Freezer - chest			\$ 150.00
Tavern access	6	25%	\$ 1,500.00
Community bus - person	8	25%	\$ 500.00
Community Bus - bus	8	25%	\$ 500.00
Equipment (tables, chairs, gazebos)	8	25%	\$ 300.00
Community Grant			\$10,000
Total GRAC day contribution from Council			\$ 16,450.00

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

That Council provide a Community Grant of \$10,000.00 and in-kind support of \$6,540.00 to GRAC to assist with the planned Memorial Day activities for 2026; and

That Council delegate to the CEO, approval to assess and approve all future requests for in-kind support for this GRAC event and add the value of all contributions to the general ledger.

28th September 2026

The Mayor and Councillors
Mornington Shire Council
Corner Lardil Street and Jinkya Street, Gununa

Dear Mayor and Councillors,

Re: Wellesley Islands Dungkakurrijarri Memorial Day 2026: Request for Partnership and Support



I write to invite Mornington Shire Council (MSC) to stand with our community as a partner in this year's **Wellesley Islands Dungkakurrijarri Memorial Day**, and to provide support where needed.

Background & Purpose

As we all aware, on 24 November 1999, six people were lost in a plane crash on their way to a Carpentaria Land Council Aboriginal Corporation (CLCAC) board meeting. Key elders and members among them were CLCAC Directors, and their work led directly to the Wellesley Islands Sea claim. The land and sea rights our community holds today exist because of what was sacrificed. This year marks the 27th anniversary.

For years, this day has depended on circumstance and outside support to be marked at all. We felt strongly that it was time for that to change, for this day to be led by our own community, the people whose rights it secured. The event has now been formally endorsed, to be held 20-25 November 2026 on Mornington Island.

This year is a pilot project, and it will give us direction for the future. We aspire to make it an annual event, building towards the 30th anniversary in 2029: an event our community looks forward to every year, not through grief, but through coming together, celebration and remembrance, and through addressing the challenges our community faces, the Wellesley Islands way.

Why this matters now

For years, grief has understandably shaped how this story is held. This event is about turning a corner, not away from grief, but through it, to properly celebrate what these six people sacrificed, and to make sure the next generation understands exactly what it took to secure the rights the community holds today.

This matters more urgently now because our community continues to carry loss and hardship well beyond what's seen in mainstream Australia, including a significant rise in suicide in recent years, driven by entrenched disadvantage, poorer health outcomes, and the erosion of traditional practices around grief and healing. Alongside this, Traditional Owners across all language groups have raised concern about cultural knowledge fading more broadly: stories, kinship knowledge, and the artists and knowledge-holders who carry them.

This event is designed to hold all of this at once, a week that gives space to reflect, remember, grieve, celebrate and rejuvenate, culturally, communally and individually.

Why Council

This is our community's event. Council has stood with our community through times like these before, and we are grateful for it. This year the event is larger and the support it needs is more extensive, so we are asking Council to be a partner in it, not only a supporter. We see this as the beginning of a lasting working relationship between our organisations, both of which exist to serve the people of these islands and are led by its Traditional Owners, and an event like this is a meaningful way to build it. We are in this together.

Please also refer to the attached proposal for a fuller overview of the event.

Program Schedule

- **Friday 20 November:** Arrivals
- **Saturday 21 November:** Preparation Day (logistics, coordination, final planning)
- **Sunday 22 November, Day 1, "We Come Together":** Sports & Community Day
- **Monday 23 November, Day 2, "We Remember Them, We Celebrate Them":** Arts & Culture Day
- **Tuesday 24 November, Day 3, "The Ones Who Carried Us":** Memorial Day
- **Wednesday 25 November:** Debrief & Clean-up

Our Requests

1. Financial contribution

We ask that Council make a financial contribution toward the organisation of this event, to help deliver it at the scale our community deserves.

2. In-kind support across the event days

We ask for Council's practical support in the following areas:

- **Oval preparation and maintenance** for Day 1, and through the event days
- **Transport**, including buses for community pick-ups and drop-offs across the event days
- **Accommodation** for the organising and support team travelling in to help deliver the event, and for visiting families and guests
- **Vehicles and volunteers:** Council staff and vehicles, where available, to work alongside our organising team where needed
- **Event preparation support**, including machinery such as excavators and other equipment where needed
- **Equipment**, including gazebos, tables and chairs
- **Tavern use**, as a wet-weather contingency in case the Kupmari dinner needs to be moved indoors
- **Freezer space** to store the meat from community hunting ahead of the Kupmari dinner
- Any other assistance Council is able to offer that we have not thought to ask for

3. A half-day holiday on Monday 23 November

Tuesday 24 November is already a public holiday. Day 2 on Monday is where the story walk, the dancing and the community celebration happen, and we would like everyone to be able to take part properly. We ask that Council consider declaring Monday afternoon a half-day holiday, so that staff, families and the wider community can attend and take part in this event all together. We do not often get the opportunities that mainstream Australia has to gather for events like this, so this consideration would go a long way.

4. Working together

The organising team and the WILSSED Rangers will coordinate directly with a designated Council team on the support needed, day to day. We ask that Council nominate a contact person for this, so we can begin planning together as soon as possible.

Given the short timeframe to November, we would be grateful for Council to consider this request at the earliest possible opportunity. We understand Council's next meeting is about a month away, so we ask that your team consider an earlier opportunity to discuss this with us, so we can begin working together straight away. Should Council wish to discuss any part of this request further, we would very much welcome that conversation.

Thank you for Council's continued support of our community, and for considering this request. We look forward to working alongside Council on this important event.

Yours sincerely,

Tommy Wilson

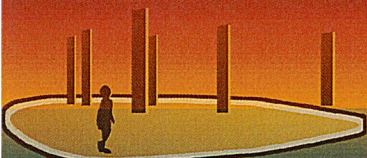
Chairperson

On behalf of the GRAC PBC Board

DUNGKAKURRIJARRI MEMORIAL DAY

The Ones Who Carried Us

20 - 25 November 2026 • Mornington Island



THE STORY BEHIND THE DAY

On 24 November 1999, a charter plane left Mornington Island carrying four Directors of the Carpentaria Land Council Aboriginal Corporation (CLCAC) and staff, bound for a board meeting in Normanton. The aircraft diverted toward Burketown in poor weather and was never found; wreckage was later located in the water south of Bentinck Island.

This event marks the 27th anniversary of the loss of six people — key elders and members among them are CLCAC Directors and their pilot. Those lost were Andrew Anthonisz, aged 21; Lelkandu Nelson Gavenor of the Yangkaal People; Andrew Marmies of the Lardil People; Olive Loogatha of the Kaiadilt People; and brothers Graham Wilson and Gavin Wilson of the Lardil People. The four CLCAC Directors among them were travelling as part of the work that led directly to the Wellesley Islands Sea claim, and their loss — together with Andrew Anthonisz's — sits at the very foundation of the land and sea rights the Wellesley Islands community holds today, and of GRAC itself, the Prescribed Body Corporate that now carries that legacy forward. Many of today's GRAC Board members are direct relatives and family members of those lost.

A permanent memorial stands at the Mornington Island airport, and a memorial service has been held there every year since 1999. Wellesley Islands Dungkakurrijarri Memorial Day marks the 27th anniversary.

WHY THIS MATTERS NOW

For years, grief has understandably shaped how this story is held. This event is about turning a corner — not away from grief, but through it — to properly celebrate what these six people sacrificed, and to make sure the next generation understands exactly what it took to secure the rights the community holds today.

This matters more urgently now because the Wellesley Islands community continues to carry loss and hardship well beyond what's seen in mainstream Australia, including a significant rise in suicide in recent years, driven by entrenched

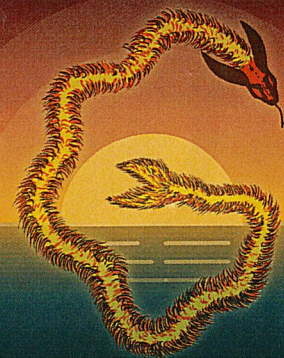
disadvantage, poorer health outcomes, and the erosion of traditional practices around grief and healing. Mainstream approaches to mental health and grief don't reflect the traditional ways this community once used to hold sorrow and move through it together and much of that knowledge has itself been disrupted alongside everything else.

Alongside this, Traditional Owners across all four language groups have raised concern about cultural knowledge fading more broadly — stories, kinship knowledge, initiation practices, and the artists and knowledge-holders who carry them.

Wellesley Islands Dungkakurrijarri Memorial Day is designed to hold all of this at once: a week that gives space to reflect, remember, grieve, celebrate, and rejuvenate — culturally, communally, and individually.

THE EVENT

- **Friday 20 November** — Arrivals
- **Saturday 21 November** — Preparation Day. On-ground logistics, coordination, and final planning with volunteers and coordinators.
- **Sunday 22 November** — Day 1: "We Come Together" (Sports & Community Day). A 9s rugby league match, Mornington Island Raiders against an invited regional side, alongside women's league/touch football — sport has long been one of the strongest threads connecting the Wellesley Islands community.
- **Monday 23 November** — Day 2: "We Remember Them, We Celebrate Them" (Arts & Culture Day). A Native Title "story walk" through the Festival Grounds traces the land and sea rights movement from its beginnings through to the 1999 crash and the sea claim that followed. The evening brings the Mornington Island Dancers — young performers led by community elders — alongside a fashion showcase and community celebration.
- **Tuesday 24 November** — Day 3: "The Ones Who Carried Us" (Memorial Day), the anniversary itself. A morning memorial service



at the airport site, followed that evening by a candle-floating ceremony moving from the boat ramp to the Festival Grounds, where the community gathers for a shared dinner and traditional dance and song performed by senior community members.

- **Wednesday 25 November** — Clean-up & Debrief, and the start of planning for the years ahead.

COMMUNITY IMPACT

This is intended as the first of an annual event, led entirely by GRAC and the Wellesley Islands community itself. Beyond the memorial and cultural program, it is expected to create short-term local employment across the event days, give young people leadership roles in organising and running parts of the program, and bring visible economic activity to island businesses over the course of the week.

ABOUT GRAC

GRAC is the Prescribed Body Corporate representing the native title holders of the Wellesley Islands, formed in the wake of the sea claim that the six people lost in 1999 helped secure. For years, the community hasn't had the capacity to organise an event of this scale on its own, relying instead on external bodies such as the Carpentaria Land Council and Mornington Shire Council to lead major community occasions. Wellesley Islands Dungkakurrijarri Memorial Day marks a turning point: GRAC Board and the WILSSED Rangers, alongside the broader community, are stepping into organising and delivering this event themselves — reclaiming a legacy that has always been theirs to hold and building the capacity to carry it forward every year.

CONTACT

A support team is coordinating on behalf of the organising group and welcomes a conversation at any time. Email: contact@gracpbc.com.au | Phone: 0427 112 105



Presented by Gulf Region Aboriginal Corporation RNTBC (GRAC),
for the Wellesley Islands community.

More information: www.gracpbc.com.au/memorialday2026

12 FINANCE

12.1 Financial Report – September 2026

Author: Director of Finance and Commercial Support Services

Attachments: September 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 September:

- Interest received on funds continue to improve as interest rates continue to rise (+\$0.16m).
- Sales Revenue continues to be under budget due to Accommodation and Carriage demands reducing or restricted (-\$0.46m).
- Operational grants lower just due to time of the FA Grant – budget had this in July 2026, however it arrived in the previous financial year (June 2026). It's expected that the FA Grant will land in June 2027.
- Capital Income not as budgeted due to the timing of Capital projects (-\$3.2m), however is expected to realign in later months. This includes DRFA works, which appear to have been over estimated in Budget (-\$0.5m).
- Employee benefits (-\$0.2m) less due to vacancies and absenteeism higher than budgeted.
- Higher Materials and Services (+\$1.4m) costs than budgeted due to insurance increases higher than budget; 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 (-\$1.4m), meaning that we haven't covered our costs, including depreciation for the year to date.

FINANCIAL & RESOURCE IMPLICATIONS

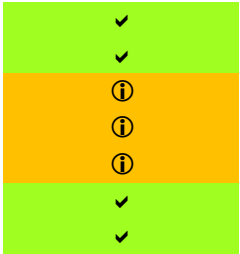
Council is operating within 2026/27 budget allocations.

RECOMMENDATION

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

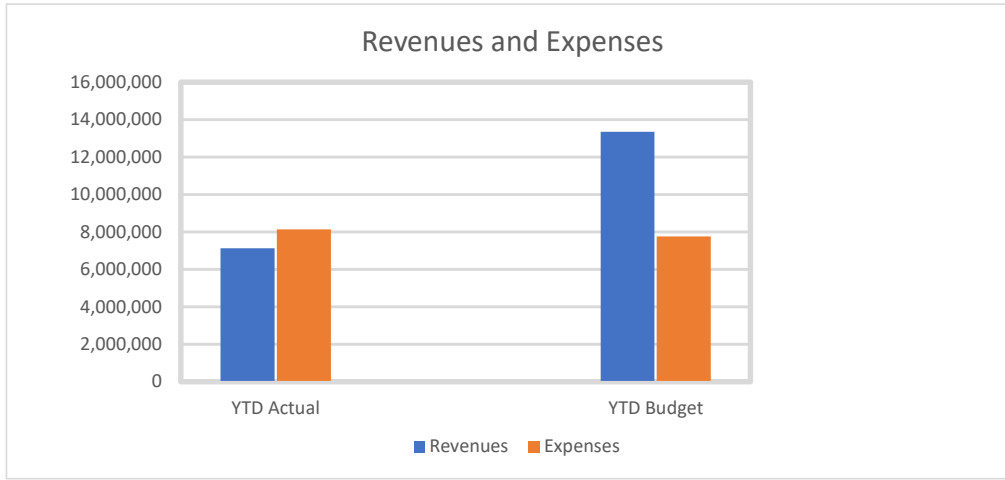
This Month Story

Council has \$25m invested with Queensland Treasury Corporation, earning interest.
Unrestricted cash holdings increased. Currently almost 3.7 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
2026 Financial Statements are well progressed with a view to being on time
Accounts Receivables decreased as expected with rates notices being paid

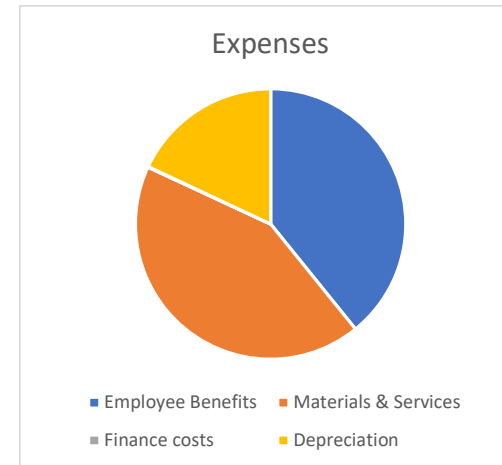
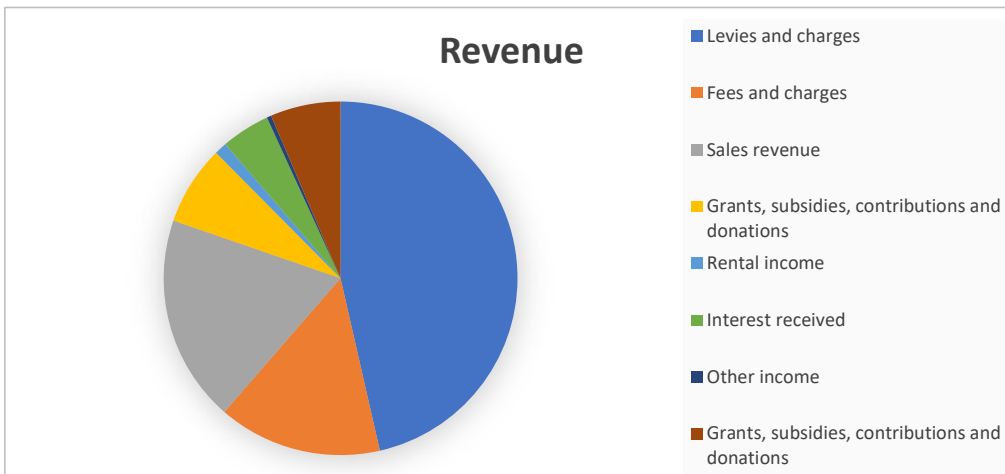


Revenues and Expenses

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



Where did the Money come from?



Details in the numbers

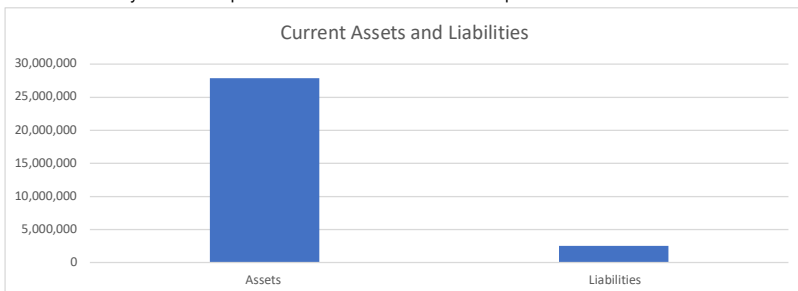
Interim Statement of Comprehensive Income Year to date up to 30-September-2026

Income	Actual \$	Budget \$	Variance \$	Year to Date Last Year \$
Revenue				
Recurrent Revenue				
Levies and charges	3,386,146	3,905,434	-519,288 X	3,262,382 ✓
Fees and charges	1,090,173	1,462,746	-372,573 X	1,016,981 ✓
Sales revenue	1,379,076	1,840,610	-461,534 X	2,730,556 X
Grants, subsidies, contributions and donations	529,372	2,010,234	-1,480,862 X	4,718,514 X
Total Recurrent Revenue	6,384,766	9,219,023	-2,834,257 X	11,728,433 X
Rental income	-83,052	210,000	-293,052 X	206,329 X
Interest received	325,306	162,500	162,806 ✓	231,489 ✓
Other income	30,316	0	30,316 ✓	60,897 X
Total operating revenue	6,657,336	9,591,523	-2,934,188 X	12,227,148 X
Capital Income				
Grants, subsidies, contributions and donations	468,278	3,755,441	-3,287,163 X	2,765,986 X
Total capital income	468,278	3,755,441	-3,287,163	2,765,986
Total income	7,125,614	13,346,964	-6,221,351 X	14,993,134 X
Expenses				
Recurrent Expenses				
Employee Benefits	3,190,068	3,462,083	272,015 ✓	3,393,541 ✓
Materials & Services	3,478,958	2,032,062	-1,446,896 X	3,287,011 X
Finance costs	7,801	15,135	7,334 ✓	7,347 X
Depreciation	1,466,472	2,261,862	795,390 ✓	975,828 X
	8,143,299	7,771,142	372,158 X	7,663,727 ✓
Capital expenses	0	0	0	0
Total expenses	8,143,299	7,771,142	372,158 X	7,663,727 ✓
Net result	-1,017,686	5,575,823	-6,593,509 X	7,329,407 X
Net operating result	-1,485,964	1,820,382	-3,306,346 X	4,563,421 X

Cash Position

All numbers are year to date up until

30-September-2026



Assets

Cash at bank Unrestricted	9,493,014
Cash at bank Restricted	16,093,263
Debtors	2,306,619
	<u>27,892,895</u>

Liabilities

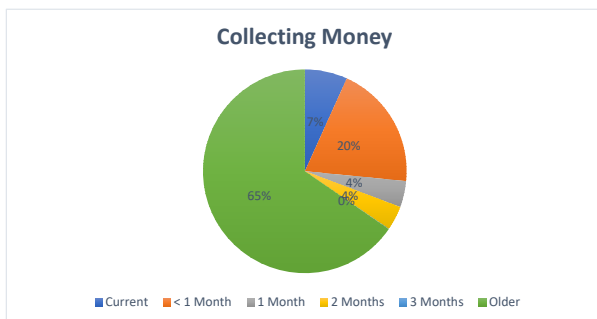
Creditors	1,615,458
GST	1,880
PAYG	0
Employee entitlements	932,015
	<u>2,549,354</u>

Receivables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
119,079.42	347,896.61	73,610.26	67,465.05	1,000.07	1,150,702.02	1,759,753.43
30%	8%	2%	2%	2%	56%	100%

Payables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
1,364,185.88	95,066.75	40,019.38	(942.99)	0.00	117,129.17	1,615,458.19
84%	6%	2%	0%	0%	7%	100%



Who owes us money (Debtors) But hasn't paid soon enough

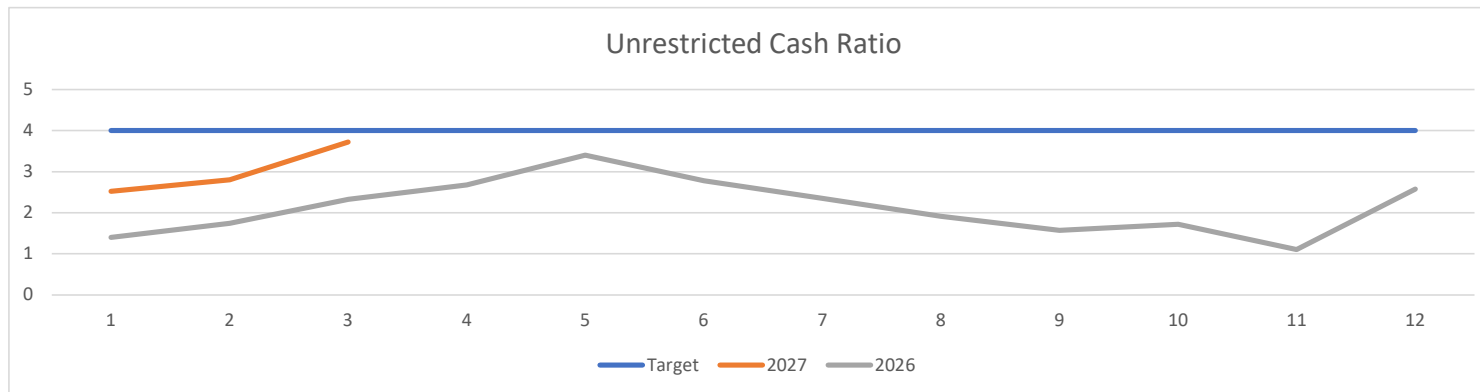
Who owes us money (Debtors) But hasn't paid soon enough	Over 90 days	Total	Comments
GUNUNAMANDA LIMITED T/A Gununamanda Store	321,357	379,845	Decreasing
HC Building and Construction	141,977	141,977	
James Construction Queensland Pty Ltd	506,852	506,852	
Total of above and others	<u>\$1,150,702</u>	<u>\$1,759,753</u>	

Cashflow

All numbers are year to date up until

30-September-2026

Account	Dec 2025	Mar 2026	June 2026	Sept 2026
Normal Business				
Money in	2,126,026.93	1,569,335.24	6,598,162.33	1,421,090.67
Money Out	(3,917,848.37)	(2,559,655.66)	(2,037,653.03)	(2,453,380.01)
Difference	(1,791,821.44)	(990,320.42)	4,560,509.30	(1,032,289.34)
Capital Grants				
Money in	1,474,929.17	0.00	1,509,406.81	2,278,309.86
Money Out	(728,883.48)	(113,517.65)	(2,936,508.27)	(727,495.04)
Difference	746,045.69	(113,517.65)	(1,427,101.46)	1,550,814.82
Other (Super BAS)	(23,892.38)	(324,734.23)	(20,702.97)	558,850.02
	(23,892.38)	(324,734.23)	(20,702.97)	558,850.02
	(1,069,668.13)	(1,428,572.30)	3,112,704.87	1,077,375.50
Bank				
Start	7,980,530.89	5,324,015.74	3,121,624.74	8,415,638.13
Difference	(1,069,668.13)	(1,428,572.30)	3,112,704.87	1,077,375.50
End	6,910,862.76	3,895,443.44	6,234,329.61	9,493,013.63



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	✓		15/09/2027	
Audit 2026	✓		31/10/2026	
Grant reporting	✓		11/10/2026	On target
Paying Invoices	✓	Ongoing		Up-to-date and cle
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	✓	Ongoing		
Policies	–	Over		To be reviewed an
Budget 2027	✓		1/06/2027	
Debt Recovery	–			Solid improvement
Contracts Register \$200k+	✓			Register currently l
Contracts Register All	✓			Work completed at

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0%

-23%

Net operating result divided by total operating revenue

Operating Cash Ratio

Target: Greater than 0%

-1%

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

12.2 Finance Report – Outstanding Debtors

Author: Director of Finance and Commercial Support Services

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to present Elected Members write offs that are over the value of the CEO delegation (\$1,000) for consideration and action.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Finance team continue to clean up the Financial accounts with a review of the outstanding debtors. The Finance team always make attempts to pursue the debts outstanding before presenting to Council a recommendation of write off.

The following debt was accumulated and halted in May 2024. The debtor has since left the Council and attempts to recover the monies have been unsuccessful.

The details are as follows:

Bad Debts Over \$1,000									
Invoice Date	INV Number	Supplier		Total	Notes				
16/05/2024	24621	Michael Havenga		6811..94	Overpaid wages by council,no longer employed				

FINANCIAL & RESOURCE IMPLICATIONS

Council is operating within 2026/27 budget allocations.

RECOMMENDATION

That Council accept the request and approves the write off of \$6,811.94.

12.3 Projects Office – Masterplan Monthly Update September 2026

Author: Director of Finance and Commercial Support Services

Attachments: PMO Report to Council – September – 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 plastering, painting, stair installation and tiling being completed.
- Plug Ins – Site surveys complete, awaiting reporting. Will then progress to tender out works.
- Tavern – Quantity surveying now complete. Assessing next steps.
- Seawall – Contractor ready to proceed, however we are working through engagement of stakeholders to best work together. 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 September 2026.

PMO PROJECTS

30/09/2026

Project Name	Project stage	Project Timing	Start Date	Completed/ Indicative Finish Date	Comments
Tech Services Shed	 Works Completed	 Within Timeframe	9/04/2025	7/11/2025	Further works will be needed for electrical works and ramping into site for vehicles.
Cool Room Freezer Installations	 Works Completed	 Within Timeframe	1/09/2025	23/01/2025	In operation now.
30 Lardil Street	 Works Completed	 Within Timeframe	29/08/2025	15/01/2026	Tenant already occupying property. Works completed early March.
152 Lardil Street	 Works Underway	 60+ Days	10/02/2025	30/01/2026	Qbuild have started Project Management of the site.
Library Rectification Works	 Works Completed	 Within Timeframe	10/02/2025	19/12/2025	Complete Build on time. Additional security measures installed to deter vandalism and people accessing the site.
Lot 926 - 4 x Houses	 Works Underway	 Within Timeframe	10/02/2025	23/04/2026	Plastering, painting, stair installation and tiling in progress. Full Completion and handover due in February 2027.
Motel Expansion - 4 units	 Works Completed	 Within Timeframe	10/02/2025	30/06/2026	Complete
Seawall & Foreshore Project	 Planning	 Future	1/09/2025	23/11/2027	Tender complete. In negotiations with preferred supplier. In discussions with GRAC regarding their involvement in site investigations. 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	
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	Site Survey works complete, once reports received works package to go out to tender.
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 - Lot 32 - 37 Lardil Street - 2 Bed	 Planning (F)	 Future	1/06/2026	25/06/2027	New address to be confirmed by Council
Infill - Lot 246 - 286a Mukakiya St	 Planning (F)	 Future	19/01/2026	18/12/2026	
Infill - Lot 206 - 323A Mukakiya St	 Planning (F)	 Future	19/01/2026	18/12/2026	
Infill - Lot 2 - 126B Wengka St	 Planning (F)	 Future	19/01/2026	18/12/2026	Sites confirmed. Program schedule in review to confirm timeline.
Infill - Lot 70 - 254 Warddirrkan Street	 Planning (F)	 Future	19/01/2026	18/12/2026	
Infill - Lot 925	 Planning (F)	 Future	19/01/2026	18/12/2026	
Tavern Kitchen upgrade	 Planning	 Within Timeframe	10/02/2025	11/08/2027	Quantity Surveyor costings provided and Council reviewing to understand costings required to stage the 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 Plans for site nearing completion. Geotechnical Survey completed in October and report due 30
Lot 911 Lardil - 13 Dwellings	 Planning (F)	 Future	1/02/2027	1/12/2028	October. Design plans to be reviewed once the Geotechnical report is recieved. Plans will be presented once it is confirmed that the land can hold what is conceptualised.
Accommodation Upgrade/Refurbishment	 Planning (F)	 Within Timeframe	1/07/2026	30/06/2027	Project transferred to Housing & Facilities

12.4 Procurement – Fuel Supply

Author: Director of Finance and Commercial Support Services

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to seek Council approval to continue the engagement of Gulf Engineering & Constructions (ABN: 52 011 042 621) as Council's fuel supplier. This report summarises MSC fuel supplier information and makes recommendations for the procurement process to continue the engagement of the fuel supplier.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- There is currently no other fuel supplier available to supply fuel to Mornington Island.
- Has consistently supplied fuel for Mornington Island is the only supplier reasonably available to do so.
- Gulf Engineering & Constructions is currently engaged for all fuel supply.
- To ensure the consistent supply and availability of fuel, it is reasonable to continue to engage Gulf Engineering & Constructions for the Island's fuel supply
- The current supplier is not a Local Buy supplier and is not on the approved supplier register, therefore an exemption is being requested under the QLD Local Government Regulation below: 235 (a). the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
- The 2025 – 2026 Contract summary is tabled below:

Supplier	Procurement Process	Contract Type	Term	Start Date	End Date	Contract \$ 2025-26
Gulf Engineering & Constructions	Direct	Standard T&C's, Purchase Order	12 months	01/07/2025	30/06/2026	403,889.65

FINANCIAL & RESOURCE IMPLICATIONS

Fuel is an essential part of Council operations and costs are within 2026/27 Financial budget parameters.

RECOMMENDATION

That Council approves formal engagement of Gulf Engineering & Constructions (ABN: 52 011 042 621) in accordance with Qld Local Government Regulation 235 (a) and authorises the CEO to enter into a 12-month fixed term contractual arrangement.

13 COMMUNITY

13.1 Community Report – September 2026

Author: Manager Community

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Community activities for the period of September 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Community department has continued to deliver a range of programs, activities and practical initiatives supporting community wellbeing, participation and connection. During the reporting period, work has progressed across community events, direct support to Elders and vulnerable community members, community facilities and gardens, GKC programming, and Sport and Recreation services.

A focus during the period has been supporting opportunities for community members to connect, participate and access services in safe and welcoming environments. This has included partnerships with local service providers to deliver targeted wellbeing activities, the commencement of the new Community Services Team, and continued development of community spaces and programs for children, families and residents.

The following provides an overview of key activities and initiatives undertaken across Community Services during the reporting period.

Community Events

Council partnered with Junkuri Laka, Mission Australia’s Women’s Shelter, 54 Reasons and Probation & Parole to deliver Liptember, a women-only mental health and wellbeing event.

A similar men-only event is planned for November as part of the island’s International Men’s Day celebrations. The event will provide a further opportunity to promote mental health and wellbeing within the community and support continued engagement in the lead-up to Christmas.

Community Services

The full Community Services Team commenced operations on Monday, 28 September, with their first project supporting the Women’s Shelter with preparations for its upcoming Human Services Quality Framework (HSQF) audit. The initial works provided an opportunity for the newly established team to commence working together while undertaking practical works that directly support an important community service.

Following completion of the initial works at the Women’s Shelter, the team commenced providing yard maintenance and practical assistance to Elders and vulnerable community members across the community. This work is particularly important as the wet season approaches, with the team also identifying and addressing areas of significant vegetation and Bean Tree overgrowth around properties where this may create safety or access concerns.

The team will continue to undertake works based on identified community needs, with a focus on supporting Elders and vulnerable residents and improving community spaces. Further

opportunities are also being explored for the team to contribute to community projects, providing a broader range of practical work while delivering visible benefits for residents and the wider community.

Community Laundry

Work has commenced on the installation of the community gardens, with the project being delivered in conjunction with the Community Garden and Bush Foods Group. The project provides an opportunity to develop a productive community space while supporting local participation and involvement in the design and development of the gardens.

The Community Garden and Bush Foods Group are working alongside Council to identify appropriate garden areas and determine the types of plants and bush foods that can be incorporated into the project. The gardens will provide an opportunity for community members to share knowledge, participate in gardening activities and strengthen connections to food, culture and Country.

Council will continue to work with the Community Garden and Bush Foods Group as the project progresses, with the aim of developing a sustainable and welcoming community garden space that can be enjoyed and maintained by the community.

Goobalathaldin Knowledge Centre (GKC)

The GKC continued to provide a range of activities and programs for children and families during the recent school holiday period. The school holiday program provided an opportunity for young people to participate in structured activities in a safe and welcoming environment while maintaining access to the library and its resources during the break.

Particular focuses of the program included fossils and music instrument making. The fossil activities provided children with an opportunity to explore the natural world through hands-on learning and discovery, while the music instrument-making activities encouraged creativity and allowed participants to develop and experiment with their own instruments.

The school holiday program supported the GKC's broader role as a community space, providing opportunities for learning, creativity and social connection outside of the school environment.

Sport and Recreation

During September, the Sport and Recreation team continued to engage with members who were unfinancial but continued to utilise the Community Gym, encouraging them to bring their memberships up to date.

This included direct communication with existing members regarding outstanding membership fees, as well as signage being placed within the gym reminding members that access is conditional on holding a current financial membership. The team also continued to address the issue of gym keys being passed between members, with individuals who had received keys from previous members encouraged to contact Council to confirm their membership status and pay the applicable membership fee.

Council currently has 12 financial community members and 17 Council members accessing the gym.

The follow-up undertaken during September was intended to improve membership compliance, ensure that gym access is limited to current financial members, and provide Council with a

clearer understanding of the level of income being generated through the Community Gym.

Despite the follow-up undertaken, very few patrons took the opportunity to complete the necessary paperwork and bring their membership fees up to date. As a result, the decision was made to change the locks on the facility. This will provide Council with greater oversight of gym access and enable keys to be issued to current financial members following confirmation of their membership status.

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 September 2026.

13.2 Jetty Enhancement Project

Author: Manager Community

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Stage 2 of the Jetty Enhancement Project.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The recent installation of public seating at the Community Jetty has received positive feedback from community members and visitors. The seating has become a popular location for gathering, fishing and social interaction, demonstrating the importance of the jetty as a recreational and community asset.

The positive response to the seating has identified an opportunity to further enhance the jetty precinct through the provision of additional public infrastructure.

The Community Jetty provides an important social, cultural and recreational asset for the Mornington Island community. Fishing provides residents with access to fresh seafood and supports household food security in a remote community. The jetty also provides opportunities for cultural practices and knowledge to be maintained and shared between generations, including fishing practices and connections to Sea Country.

The jetty provides an additional community gathering space where families and friends can socialise and access the waterfront.

Stage 2 Proposal

The aim of Stage 2 of the Jetty Enhancement Project is to build on the success of the recently installed seating and further develop the jetty as a safe, accessible and welcoming waterfront recreation precinct that supports community wellbeing, cultural connection, social interaction and visitor experience.

The proposed improvements would be progressed as suitable grant funding opportunities become available and may include:

- **Shade Structures** – procurement and installation of two 4 metre x 6 metre shade structures. One structure is proposed to provide shade over existing bench seating on the jetty, with the second proposed for the adjacent unsealed area.
- **Fish Filleting Table** – installation of a purpose-built stainless steel fish cleaning and filleting station at the location of the existing tap.
- **Public BBQ Facilities** – procurement and installation of an easy-clean public BBQ facility, providing an additional amenity for community members and visitors using the jetty.
- **Jetty Lighting** – procurement and installation of energy-efficient lighting along the edge of the jetty to improve visibility and safety and support use of the facility during lower-light conditions.
- **Interpretive Signage** – the Recreational Master Plan identified the jetty as a potential location for interpretive signage highlighting the cultural significance of the ocean, Sea

Country and marine life. Any cultural content would be developed in consultation with relevant Traditional Owners and Elders to ensure information is appropriate, accurate and respectful.

The Stage 2 Jetty Enhancement Project proposes the development of a more functional and welcoming waterfront recreation precinct. The proposed improvements are intended to support local families, recreational fishers and visitors while improving comfort, accessibility, safety and the overall functionality of the precinct.

Coordination with Barge Landing and Seawall Project

It is important that the Stage 2 Jetty Enhancement Project is considered in conjunction with the proposed barge landing and seawall project funded through the Queensland Reconstruction Authority (QRA).

Coordinating the projects provides an opportunity to:

- Ensure infrastructure is appropriately integrated;
- Avoid duplication of works;
- Maximise the value of available funding;
- Minimise disruption to the community; and
- Support a longer-term vision for a cohesive, resilient and accessible waterfront precinct.

Officers will continue to coordinate with the relevant project teams to ensure that any proposed Stage 2 works are compatible with the broader waterfront infrastructure program and do not adversely impact the delivery of the barge landing and seawall project.

FINANCIAL & RESOURCE IMPLICATIONS

Stage 2 of the Jetty Enhancement Project identified cost is \$60,500 with the jetty lighting still to be confirmed. Expenditure would only be undertaken as grant opportunities arise. Below is an indication based on quotes received to date:

Item	Cost
Two Shade Structure: procure and install – 4m (w) x 6m (l) x 2.95m (h)	\$50,000
Fish Filleting Table	\$2,000
BBQ Facility - solar	\$5,500
Jetty Lighting	
Interpretative Signage	\$3,000
TOTAL	\$60,500

RECOMMENDATION

That Council:

1. Endorse the proposed Stage 2 enhancements to the Community Jetty as part of a Waterfront Recreation Precinct; and
2. Support Officers progressing funding opportunities for the proposed works.

14 HUMAN RESOURCES

14.1 Human Resources Report – September 2026

Author: Director Human Resources

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Human Resources activities for the month of September 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

Of the nine staff issued Discipline letters in relation to continuing and excessive absences eight did not respond. At interview seven responded to the issues and although some excuses were poor their performance was supported by their supervisors/managers. As a result, seven were issued with a warning that should there be no improvement in their attendance they will face termination. Two employees' services were terminated one for abandonment of employment the other for unsatisfactory performance and attendance.

Recruitment

Of the vacancies existing in September the following positions have been filled:

- 1 - Administration Officer Workshop (recruited – on island)
- 2 - Maintenance / carriage officers (Fixed Term until December – Off Island)
- 1 - Hospitality Assistant – Airport Café
- 6 - Landscape Gardiners (6 from on island – one resigned)
- 1 - Supervisor Gardening & Landscape team (on island)

Current Vacancies

- 1 – Fleet Manager
- 1 – Carpenter
- 1 – Animal Control Officer
- 1 – Trainee Animal Control officer
- 1 – Apprentice Carpenter
- 1 – Accommodation Administration Officer
- 1 – Plumber

HR Innovation and Continuous Improvement

Migration work continues the implementation of a new Payroll system as part of the Finance system by Readytech. Implementation will now go live last week of February 2027.

ELMO Dashboard

The new ELMO HR Dashboard has supported improved HR administration, and the HR team now has a stronger understanding of how the platform operates. Some modules still require configuration changes, and IT consultants have been asked to assist with improving the user experience.

Employee user records have been updated as far as current access allows. Travel records still need to be fully recorded so that outstanding flight balances can be monitored, including requests for off-island travel.

The next step is to create platform access for executive staff and departmental managers. These users will support workflow approvals and HR management requests, improve system access, and strengthen understanding of HR processes across the organisation.

Three Hundred and Forty-Five Training Modules have now been downloaded to ELMO. Work is currently being undertaken to review those modules that can be utilised by council to induct staff, skill supervisors and managers in leadership and key aspects of people management. Once finalised all staff will be invited to undertake online learning and refresher training.

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
- One Plumbing Apprentice attending TAFE for three weeks in October/November
- One Administration Officer has been enrolled in a Certificate IV in Business Administration (online training).
- Researching undertaken to enrol 3 staff in AMPSS00014 Effective Stunning (Captive Bolt) Skill Set Training in Animal Control
- Community Services staff have been completing 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 for apprentices online in November via Teams with the 2027 visit planned for early 2027.
- 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, nine expressed interest and in the end only two attended and completed training. Other staff were contacted and indicated they 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

- Still researching Cert III Water Industry Operations for two employees. Representatives of Qld Health have been contacted to see if they are aware of any available workshops.
- Community staff member will attend Love Bites training in Cairns
- An application has been lodged with Department of Trade, Employment and Training (DTET) seeking funding of up to \$350,000 for the employment and training (Certificate III – Water Plant Operations) of four water plant operators (to be recruited from on island). It is anticipated that council should be advised of the outcome of our submission late November 2026.

HR policy and procedures

The following policies have been reviewed and submitted for approval.

- Grievance and Dispute
- Gifts and Benefits
- Reward and Recognition
- Attendance, Absenteeism & Abandonment of Employment
- Uniform
- Domestic and Family Violence

HR metrics and workforce analytics

The organisation's resourcing during the reporting period totals 146 employees consisting of 121 full time, 3 part time and 22 casual employees.

Workplace Health and Safety

- LGAQ has sent through a WHS Management Plan draft.
- Site inspections Lardil St Housing project conducted, and weekly meetings held with the Project Team
- Veris Surveying on island for future projects
- Fire extinguisher stock has arrived from Trinity Fire Services. Stock levels will be controlled by Warehouse. Fire extinguishers replaced by Housing
- Selectability commencing new staff accommodation this year. Contacted APH for details on start date- attempted to contact them without any success to date.
- Repairs and maintenance need to be done on the Crane. A report has been sent to Director Engineering and Workshop manager. A quote for repairs has been requested.

Drug and Alcohol Testing

- Daily Alcohol testing still being undertaken.
- Breathalyzer Self Testing unit in Engineering is resolved. Staff profiles to be entered and photos to be taken. Linked to Andatech Portal.

Incident Reports

- 2 Cars broken into with screwdriver Lardil St
- 1 Stolen car from workshop

Workers' Compensation Claims

An injured workers Claim has been accepted with a medical certificate current until 2nd December 2026. Hand therapy appointments have been attended. Further treatment required

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 September 2026.

14.2 Recruitment & Selection Policy

Author: Director Human Resources

Attachments: MSC-STRAT-903 Recruitment & Selection Policy (Draft) – 13 Pages

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with the Recruitment and Selection Policy that has been reviewed for approval.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The attached policy supports Council's governance and compliance frameworks under the Local Government Act 2016 (Qld), Local Government Regulation 2012 (Qld), Industrial Relations Act 2016 (Qld), Human Rights Act 2019 (Qld), Anti-Discrimination Act 1991(Qld) and the Queensland Local Government Industry Awards (Streams A, B, & C) State 2017.

This Policy provides a framework for ensuring merit-based recruitment, transparent processes, and assists with building organisational capacity.

In addition, it reflects the changes to Executive Leadership (Directors) Recruitment effective 11th March, 2026 under the Local Government Act 2009 (Qld).

The Recruitment and Selection Policy is a Strategic Policy.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council resolves to adopt the Recruitment and Selection Policy as tabled.

Recruitment & Selection Policy

Policy Information			
Policy Name	Recruitment & Selection Policy		
Policy Number	MSC-STRAT-903		
Type	Strategic		
Owner	CEO		
Responsible Officer	Director of Human Resources		
Decision No.		Approval Date	28 th October 2026
Records No.		Next Review Date	28 th October 2029

Document Version Control			
Version	Date	Resolution No.	Details
1	28 th October 2026		New Issue

This is an official copy of the Recruitment & Selection Policy of Mornington Shire Council (MSC) made in accordance with the provisions of the *Local Government Act and Regulations; Public Records Act Anti-Discrimination Act, Mornington Shire Council's Local Laws, Subordinate Local Laws* and Current Council Policies.

The Recruitment & Selection Policy is a Strategic Policy.

1. Policy Purpose

- 1.1 To ensure that Mornington Shire Council (Council) engages in a professional, fair and ethical approach to recruitment, that matches, the skills, expertise and experience of an individual with the requirements of Council, in line with strategic and operational priorities.
- 1.2 To ensure Council is compliant with its obligations pursuant to the Anti-Discrimination Act 1991 during recruitment campaigns.
- 1.3 This Recruitment and Selection Policy and Process (Policy) provides a framework for ensuring merit-based recruitment, transparent processes, and assist with building organisational capability.

2. Policy Objective

2.1 Commitment to Merit-Based Recruitment

- 2.1.1 Council recognises that employees are its most valuable resource and accordingly, endeavours to attract highly skilled and trained people to work within the organisation.
- 2.1.2 Council is committed to the selection of applicants based on merit and building organisational capability and excellence through its people. Merit-based recruitment and selection principles allow for

competitiveness, fairness and transparency. Selection and assessment from the pool of applicants is based on their knowledge, skills, attributes and experiences, as these relate to the requirements of the position.

2.1.3 This policy provides a framework and process for end-to-end, merit-based recruitment including: the approval hierarchy;

- advertising;
- selection and short-listing of applicants; and
- appointment of successful applicants.

3. Policy Scope

3.1 This Policy applies to all recruitment within Council.

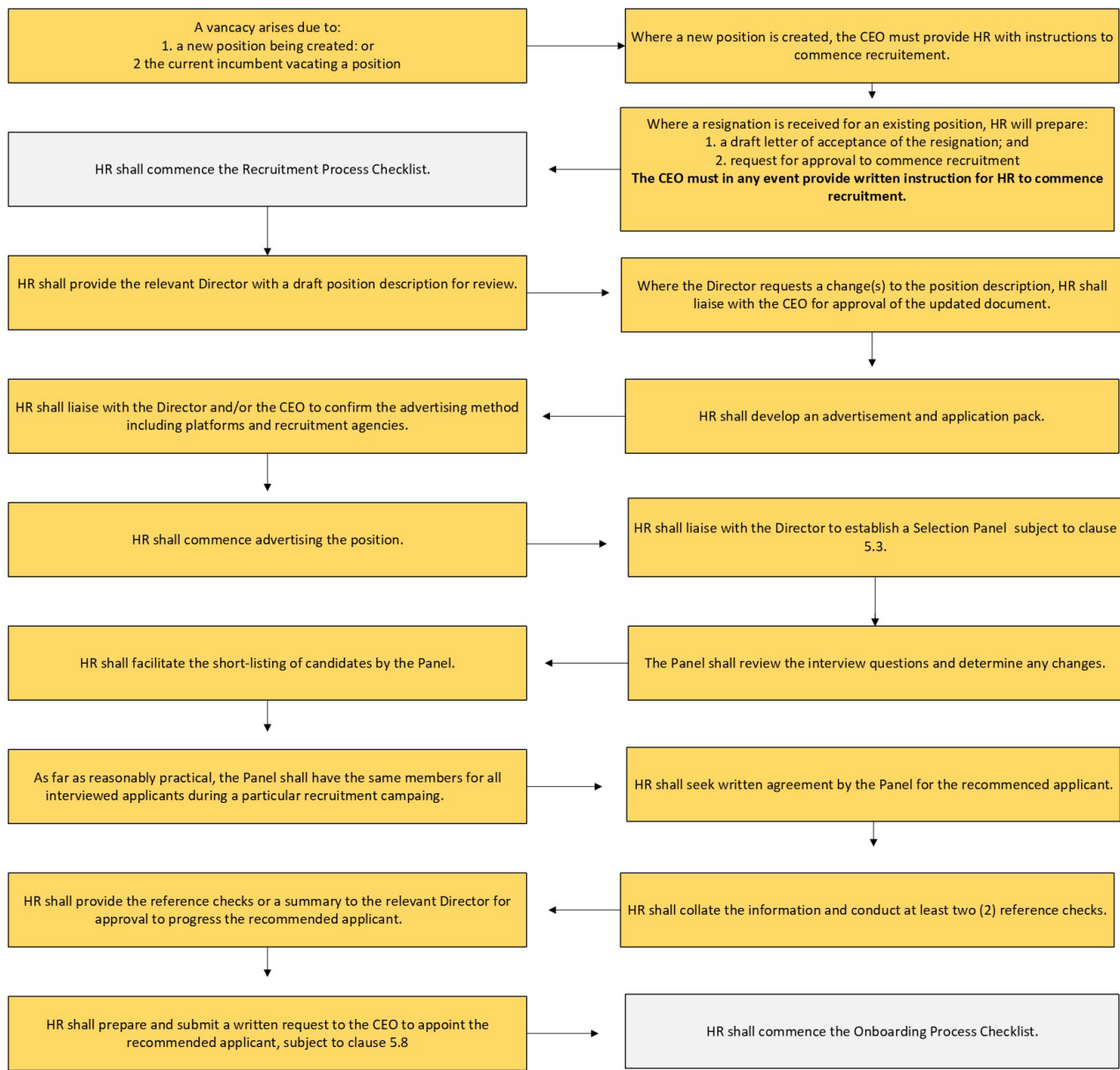
3.2 To the extent there is any unintended conflict between this Policy and the relevant legislation, the relevant legislation will prevail to the extent of any inconsistency.

4. Policy Statement

4.1 The recruitment and selection process targets applicants who clearly demonstrate that they meet the requirements of the position and supports decision-making practices that will withstand public scrutiny.

5. Recruitment & Selection

5.1 Recruitment Process Summary



5.2 Recruitment Process Details

5.2.1 Recruitment Documentation and Checklist

5.2.1.1 Council templates, as updated from time to time, must be used for document preparation, advertising and correspondence throughout the recruitment process. The Recruitment Process Checklist (or similar) must be complied with.

5.2.2 Vacancies and Approval to Commence Recruitment

5.2.2.1 Human Resources (HR) must only commence a recruitment campaign with written approval by the Chief Executive Officer (CEO). If the CEO is unavailable or on leave, the Director of HR (as per delegation CEO to Employee) may commence a recruitment campaign.

5.2.2.2 Where a new position is created, the CEO shall provide written instruction for HR to commence recruitment. Approval from the Chief Finance Officer (or similar), verifying operational budget capacity, should either be included in the instructions from the CEO or otherwise confirmed in writing by HR.

5.2.2.3 Where a resignation is received, HR shall prepare:

- a draft letter accepting the resignation, for the CEO to review and sign; and
- a written request for the CEO approval to commence recruitment which must include:
 - the position to be recruited for and;
 - the rationale for its requirement (e.g. resignation of current incumbent).

5.2.2.4 Where a position becomes vacant by any other means, HR shall prepare a written request for the CEO's approval to commence recruitment.

5.2.2.5 The CEO must in any event provide approve an Authority to Recruit to commence recruitment.

5.2.2.6 Where the relevant Director requests a change(s) to the position and/or the position description, HR must request written approval for the change(s) by the CEO. Alternatively, the Director may forward CEO's written approval for the change(s) to HR where already received.

5.2.2.7 The Director is responsible for any required negotiations with the CEO, including requested change(s) to an existing position and/or the position description.

5.2.2.8 Provision of instructions or approval by the CEO for HR to commence a recruitment campaign must include, but not be limited to, consideration of the following:

- demonstrated need for the position
- demonstrated need, benefit, or rationale for any requested change(s)
- the operating budget for funding the position and/or changes

5.2.2.9 HR may provide guidance, information and/or assistance with any of the steps in clause 5.2.2.

5.2.3 Position Description and Selection Criteria

5.2.3.1 HR shall prepare and provide a draft position description to the director for review and identification of any required changes, subject to clause 5.2.2.6 The position description must comply with Council's template as amended from time to time and must comply with clause 5.2.5 where applicable.

5.2.3.2 The final version of the position description must be approved by the director before proceeding with the recruitment campaign, subject to clause 5.2.2.6.

5.2.4 Advertising

5.2.4.1 Generally, advertising for a recruitment campaign will be via internal and external advertising and remain open to receive applications for a minimum period of 14 days. However, this may be varied due to business requirements and must be clearly stated in the publicised campaign documentation. Where advertisements are placed internally and externally for the same position, they must remain open for the same period.

5.2.4.2 Internal Advertising

Council may choose to exclusively advertise internally to fill a vacancy with written approval by the CEO, subject to clause 5.5.4. Internal advertisements shall be made available via, but not limited to:

- Council email to all employees; and
- Council notice boards (physical and electronic).

5.4.2.3 External Advertising

External advertisements shall be made available via, but not limited to:

- Council email to all employees;
- Council notice boards (physical and electronic);
- Council's Facebook page;
- Council's website; and
- Other community notice boards as identified from time to time.

Various other platforms may also be utilised as agreed with the director and/or CEO (e.g. Seek and newspapers).

5.2.5 Identified Positions

5.2.5.1 Council may designate certain positions as being identified for Aboriginal and/or Torres Strait Islander people only. Where this clause is applicable, the position description and all advertising must disclose that the position is identified and for which reason(s).

5.2.5.2 To assess a position as identified, one of the exemptions provided in the Anti-Discrimination Act 1991 must apply, including the following:

- genuine occupational requirement;
- equal opportunity measure; or
- welfare measure.

5.2.6 Senior Executive Staff and Specialist Positions

5.2.6.1 Advertising for all permanent senior executive staff and specialist positions, as approved by the CEO, must be made available in compliance with clause 5.2.4.3. Additionally, advertising may include any/all of the following avenues:

- one or more major Queensland state-wide newspapers;
- one or more regional newspapers;
- appropriate Local Government industry publications.

5.2.7 Casual and Temporary Staff

5.2.7.1 The CEO may approve to engage casual and/or temporary staff without advertising, for a period generally not exceeding three (3) months, to temporarily fill a vacancy, or to fill a short-term vacancy. Prior to granting approval for engagement, the CEO must consider, but not be limited to, the following:

- using the general methods under this Policy would not be considered viable because of the specialised nature of the skills being sought;
- the availability of such skills within the Council area is considered unlikely;
- the timeframe makes it unviable to consider a recruitment campaign for a particular position or task;
- temporarily appointing a person to the position while the recruitment process is underway.

5.2.8 Recruitment Agencies

5.2.8.1 In general, to ensure that Council can attract the skills and expertise it requires, recruitment agencies may be engaged for general, management, specialist, senior executive staff and CEO recruitment campaigns. In any event, a recruitment agency may be engaged to assist with recruitment for any position, in compliance with the Procurement Policy.

5.3 Selection Panel

5.3.1 **For all recruitment that is not for CEO or Executive Positions** the Selection Panel will consist of at least two (2) people for local positions or three (3) positions for Supervisors and Managers unless the CEO approves a variation in writing.

- The Panel should generally reflect the diversity of the applicant pool, with consideration given for inclusion of the following:
 - a representative from HR; and
 - a representative from the department (or similar) recruiting the position (e.g. supervisor); and
 - one of:
 - another representative from the same department (or similar); a person with expertise in the field being recruited; or
 - a person with a good working knowledge of Council processes.

5.3.2 **CEO.Recruitment** will be managed directly by the Council in accordance with Sections 194, 195 of the Local Government Act 2009 (Qld).

5.3.3 **Executive.Recruitment** will be managed in accordance with Section 196 (3-5) of the Local Government Act 2009 (Qld)

(3) The chief executive officer appoints local government employees, other than senior executive employees.

(4) A panel constituted by the following persons appoints a senior executive employee—

(a) the mayor;

(b) the chief executive officer;

(c) either—

(i) if the senior executive employee is to report to only 1 committee of the local government—the chairperson of the committee; or

(ii) otherwise—the deputy mayor.

(5) Despite subsection (4)(c), if the deputy mayor or chairperson is unable to take part in the panel, the local government must appoint another councillor to replace the deputy mayor or chairperson in the panel.

5.4 Training

5.4.1 Council will provide, and/or make available, a recruitment and selection training package for employees directly involved or engaged on a regular basis in the recruitment process, reinforcing effective governance and leadership principles.

5.5 Conflicts of Interest or Personal Knowledge

5.5.1 At the commencement of the recruitment process, the panel members must declare any actual, potential, or perceived conflict of interest, or any other issue which may be seen to unduly advantage or disadvantage an applicant. Conflicts of Interest are to be emailed to the Director of Corporate Services where they will be placed on the Conflicts of Interest Register.

5.5.2 Close Personal or Commercial Relationships

5.5.2.1 Where a panel member is related to or has a close personal or commercial relationship with an applicant, they must declare this and step down from the Panel. This may include but is not limited to relationships such as the following:

- a spouse/de facto, parent, child or sibling of the panel member;
- a person who lives in the same house as the panel member;
- a person the panel member would call a close friend;
- a person the panel member regularly meets for meals or social activities;
- a business partner of the panel member;
- a person the panel member works for or is supervised by;
- a person from an organisation where the panel member is a board member or executive officer;
- a person from an organisation where the panel member or another close person has an interest;
- a person the panel member has had a past dispute with or reason for disliking them;
- a person the panel member feels as though they could not make an unfavourable decision about.

5.5.3 Personal Knowledge

5.5.3.1 A panel member is not automatically precluded from the Panel where there is personal knowledge about an applicant, provided there is no close personal or commercial relationship. However, the panel member may choose to step down from the Panel.

5.5.3.2 Where the panel member does not step down from the Panel, there must be agreement with remaining panel members, and the personal knowledge must be:

- documented in individual short-list notes by panel members;
- declared prior to consideration of the applicants and short-listing; and
- discussed and documented prior to consideration of the applicants and short-listing.

5.5.3.3 Personal knowledge used at any time during the recruitment and selection process by a panel member, must be justified by the panel member to the Panel, and documented to include:

- what that personal knowledge was/is; and
- how it was used. Where a panel member rates or scores an applicant more or less favourably using personal knowledge, the documentation must include the following:
- how it was used in the rating and/or scoring process.
- Personal knowledge must be included in the written request to offer employment per the following:
- was any personal knowledge used;
- by whom;
- for which applicant; and
- how that personal knowledge was managed.

5.5.4 CEO Declaration of Conflict of Interest and Personal Knowledge

5.5.4.1 Where the CEO is related to or has a close personal or commercial relationship with the recommended applicant, they must declare this and approval to appoint the recommended applicant must be delegated to another person. Where practicable, the delegation should be to a director who is part of the Senior Leadership Team, subject to clause 5.5.2.

5.5.4.2 Where the CEO has personal knowledge about the recommended applicant, approval to appoint the recommended applicant may either be delegated to another person and where practicable, this should be a director who is part of the Senior Leadership Team, subject to clause 5.5.2, or the personal knowledge documented to include:

- what that personal knowledge was/is; and
- how it was used in the request to appoint the recommended applicant.

5.5.4.3 Delegation to another person to approve a request to appoint the recommended applicant may be to a person that is not part of the Senior Leadership Team where this is required to avoid a Conflict of Interest or due to Personal Knowledge and may include a person that is not an employee of Council, subject to clause 5.5.2.

5.5.4.4 Delegation to a person that is not part of the Senior Leadership Team, or is not an employee of Council, must be justified in writing as part of the delegation. The person must have a reasonable association with, and understanding about, Council and the position being recruited.

5.6 Selection

5.6.1 Interview Questions

5.6.1.1 HR shall provide draft interview questions to the Panel for their review and update. The Panel must provide approval for the interview questions prior to use.

5.6.2 Short-Listing

5.6.2.1 The Panel shall consider all applications and undertake short-listing using a merit-based process, based on whether each applicant meets the agreed criteria, generally, the essential and/or selection criteria of the position description (or similar). The same criteria must be utilised for each application.

5.6.2.2 The Panel must reach a consensus for the short-list of applicants. The CEO, or their delegate per clause 5.5.4, must make the decision where a consensus cannot be reached.

5.6.2.3 To assess the merits of an applicant as being eligible for short-listing, consideration must be given to the following:

- the identified requirements to perform the duties of the position being recruited for; and
- selection of the most suitably experienced and qualified applicant.

5.6.3 Scoring Interviewees

5.6.3.1 After each interview, the panel members must calculate a total score for the interviewed applicant (interviewee), following the grading in the interview questions and as updated from time to time. Each panel member shall also indicate whether each applicant is:

- suitable for the position; and
- the desired applicant for the position. Justification of the scoring must be documented in the interview notes.

5.6.4 Recommended Applicant

5.6.4.1 The Panel must reach a consensus about which applicant(s) will be recommended to the CEO to make an offer of appointment and must consider the scoring per clause 5.6.3. Justification for the recommended applicant(s) must be documented in the interview notes or otherwise form part of the

request to appoint the recommended applicant. The CEO, or their delegate per clause 5.5.4, must make the decision where a consensus cannot be reached.

5.7 Reference Checks

5.7.1 External Applicants

5.7.1.1 Applicants shall be asked to supply at least two referees including the referees:

- email
- phone number and;
- work-place or alternative information.

5.7.1.2 Contact must be made with two referees and the same questions asked of both.

5.7.1.3 Reasonable steps should be taken to ensure referees are genuine (such as using an independent number to contact the workplace or conducting a public search to verify as a genuine business). Where one or both referees are unable to be contacted, HR must contact the recommended applicant and seek a further referee(s) or gain permission in writing from the CEO to vary from this Policy.

5.7.2 Internal Applicants

5.7.2.1 It is permissible not to conduct a reference check provided there is a recent probation or performance review that is favourable and there is no performance management or improvement plan (or similar) in place. This must be disclosed as part of the written request to appoint the recommended applicant.

5.8 Appointment

5.8.1 The CEO must approve all employee appointments in writing, subject to clause 5.5.4.

5.8.2 HR shall prepare a written request to offer employment to the recommended applicant and circulate to the Panel for approval prior to submission to the CEO. The written request must contain the following:

- the Panel's recommendation;
- the Panel's rationale;
- the Panel's recommended offer details;
- copies of the completed reference checks; and
- details of any declared personal knowledge (including documentation per clauses 5.2.2 – 5.5.3).

5.8.3 Where CEO approval has been received, subject to clause 5.5.4, an offer of appointment may be made verbally, followed by a formal contract prepared using Council templates. The contract must be signed by the CEO before providing it to the recommended applicant. (Refer onboarding process/checklist).

5.8.4 Contract Content

5.8.4.1 Where available, Council will utilise industry templates, for example, those provided by HR Assist (or similar), as the basis of its contracts. Contracts will be customised for each position and include the following as a minimum:

- employment status;
- place of employment;
- hours of work;
- rate of pay;

- person to whom the employee will be responsible;
- probation period;
- position description; and
- any other information required by legislation, regulation, standard or award.

5.9 Interview/Site Visit Expenses and Reimbursement

5.9.1 Generally, Council will arrange travel and accommodation for applicants who are required to travel to Mornington for an interview or site visit. However, the CEO may approve for an applicant to make their own arrangements in limited circumstances and seek reimbursement. Expenses will not be considered for reimbursement without prior written approval by the CEO.

5.9.2 The following categories of expenses may be considered for reimbursement:

- an economy return airfare for the applicant, generally from the applicant's normal place of residence;
- reasonable fuel expenses for the applicant to self-drive the most direct route, generally from the applicant's normal place of residence and return;
- hire car to and from the airport;
- mileage and/or fuel to and from the airport;
- taxi, or ride-share (or similar) to and from the airport;
- up to two (2) night's accommodation as nominated by the CEO;
- meals to the extent they are not included in other arrangements (for example: where accommodation includes breakfast, the same meal will not be reimbursed).

5.9.3 Where reimbursement applies, HR shall prepare a written notification for submission to the CEO that includes the following details:

- the date and time of the interview/site visit (with at least one week's notice);
- the details of any Council arranged travel and accommodation expenses;
- the details of any agreed expenses that Council will reimburse to the applicant;
- the instructions for the applicant to seek reimbursement (including a provision that the applicant must provide a tax invoice for each approved purchase for reimbursement to be processed).

5.9.4 Where CEO approval is received, the notification may be provided to the applicant to proceed.

5.10 Remuneration

5.10.1 The award rate for each position must be determined and will form the lowest base for determining the actual rate to be offered/applied to the position.

- Senior Executive Staff Remuneration levels for senior executive staff will be as per negotiated contracts approved by the CEO prior to or at the time of appointment and in compliance with clause 5.8.
- Non-Senior Executive Staff Remuneration levels for non-senior executive staff will generally be as per the award rate or otherwise as agreed and approved by the CEO in compliance with clause 5.8.

5.11 Relocation

5.11.1 Relocation expenses reimbursement must comply with Council's Relocation and Repatriation Policy.

5.12 Unsuccessful Applicants

5.12.1 Upon appointment of the successful applicant, all unsuccessful applicants must be advised in writing that they were unsuccessful in this instance, using standard wording/templates as updated from time to time. Where practicable, unsuccessful applicants should be notified within one weeks of the successful applicant formally accepting their offer.

5.13 Host Agreements

5.13.1 A person who has completed a period of work for Council via a Host Agreement or similar may be appointed as an employee to a position within Council at the discretion of the CEO without following any/all of clauses 5.1-5.11, subject to item 5.5.4.

5.13.2 Considerations by the CEO must include, but not be limited to:

- liaison with the applicable director and supervisor;
- internal feedback;
- performance reviews;
- performance management issues;
- successful completion of a period of work that is similar to the current general probation period (i.e. three (3) or six (6) months); and
- whether the person would have successfully completed the probation period if they were engaged directly by Council.

6 Succession Planning

6.1 An employee identified and documented for succession planning may be appointed to the position identified in the succession plan without following any/all of clauses 5.1-5.11, subject to item 5.5.4 and the appointment not being to an Executive position. Where this clause is applicable, a performance review must be performed by the employee's supervisor or director, and a recommendation provided to the CEO. Approval will remain at the discretion of the CEO.

6.2 Considerations by the CEO must include, but not be limited to:

- the employee being previously identified and documented as having potential for being developed for appointment to a specified and generally more critical position within Council;
- the employee's overall readiness for the position;
- liaison with the applicable director and supervisor;
- internal feedback;
- performance reviews;
- prior training, development and agreement with the employee regarding the succession plan.

7 Acting in Vacant Positions

7.1 An employee that has acted in a position for generally six (6) months or more may be appointed to that position at the discretion of the CEO without following any/all of clauses 5.1- 5.11, subject to clause 5.5.4. Where this clause is applicable, a performance review must be performed by the employee's supervisor or director, and a recommendation provided to the CEO. Approval will remain at the discretion of the CEO.

7.2 Considerations by the CEO must include, but not be limited to:

- liaison with the applicable director and supervisor;
- internal feedback;
- performance reviews; and
- performance management issues

8 Employees Reporting Directly to the CEO

8.1 Where clauses 6 & 7 are applicable and the employee reports directly to the CEO, a recommendation is not required. However, subject to item 5.5.4, considerations by the CEO or their delegate must include, but not be limited to:

- liaison with the Senior Leadership Team (or similar);
- internal feedback;
- performance reviews; and
- performance management issues.

9 Human Rights Compatibility Statement

9.1 This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

10 Definitions

CEO	means Chief Executive Officer, or Acting Chief Executive Officer, subject to approved delegation of authority.
Council	means Mornington Shire Council, local government entity.
Councillor	means elected representatives, including the Mayor, of the Mornington Shire Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	means any person employed or engaged by Council, regardless of their status (full time, part time, casual, volunteer).
Host Agreement	includes where a person is engaged to work for Council via an external employment service provider or similar.
Merit Based	means the process of selection that: • identifies the requirements needed to perform the duties of a position; and • advertises the position in a manner to attract and enable selection of the most suitably experienced and qualified applicant.
Recruitment Campaign/Campaign	means the process of advertising and attracting interest and applications for a vacant or new position in Council's organisational structure.
Recruitment Agency/Agency	includes recruitment agencies, marketing experts or any other external assistance engaged by Council to assist with generation of a pool of applicants or placement of an employee(s).

Succession	means a person is identified and documented as having potential for being developed for appointment to a specified and generally more critical position when it becomes vacant, to assist with business continuity and stability.
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11 Related Legislation

- Anti-Discrimination Act 1991 (Qld)
- Human Rights Act 2019 (Qld)
- Industrial Relations Act 2016 (Qld)
- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Queensland Local Government Industry Awards (Streams A, B & C) – State 2017

12 Related Policies and Other Documents

Internal.Policies.™.Procedures

- Anti-Discrimination, Sexual Harassment, Workplace Bullying and Equal Opportunity Policy
- Performance Review
- Relocation and Repatriation Policy

Other.Related.Documentation

- Australian Human Rights Commission: Good practice, good business
- Queensland Human Rights Commission: Aboriginal and Torres Strait Islander Identified Positions
- Recruitment Checklist
- Recruitment Applicant Table
- Recruitment – Conflict of Interest Declaration & Register
- Request to Appoint Template
- Onboarding Process Checklist
- Recruitment and Selection Training Package
- Interview Questions (per position)
- General Council correspondence and other templates, as updated from time to time.

13 Monitoring and Review

13.1 This Policy is to be reviewed every three (3) years for relevance and to ensure that its effectiveness is maintained.

14 Responsibility

14.1 This Policy is to be:

- Implemented by the CEO; and
- Reviewed and amended, from time to time, with the Executive Director of Human Resources.

15 CORPORATE AND COMMUNICATIONS

15.1 Corporate & Communications Report – September 2026

Author: Director Corporate & Communications

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Information and Communications Technology

- 1 Offboarding (Tristin Thompson)
- 3 Onboardings (Carmel Wosomo, Clifford Yarrak, Karimah Chong)
- Nil data breaches/cyber incidents
- Quarterly user and mobility services audit
- Configured new cloud storage environment for migration of old file system stores to retire outdated hardware
- Phriendly Phishing simulated phishing services baseline user testing completed, report prepared and attached
- Records management user training
- On site visit and staff support

Governance

- Risk Framework review and remediation commenced.
- WHS Management Plan Reviewed
- Community Events Policy Drafted
- Staff Travel Policy in review.
- Relocation and Repatriation policy in review.
- Anti-Discrimination, Sexual Harassment, Workplace Bullying and Equal Employment Opportunity Policy developed and in review.
- The following policies and documents published:
 - Annual Operational Plan
 - Gifts & Benefits Policy
 - Acceptable Request Guidelines Policy

- Guidelines for the Provision of Councillor Administration Support

Communications

- Newsletters Distributed
- Facebook Notifications Published
- Social Media Policy Drafted
- Job advertisements and Funding Acknowledgements Published on LinkedIn
- Communications Plan and Policy in development.

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 September 2026.

15.2 Operational Plan – Q1 Report

Author: Director Corporate & Communications

Attachments: Annual Operational Plan (Draft) – 5 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to present the Mornington Shire Council Annual Operational Plan Quarter 1 update to Council for review.

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 receive and note the Q1 report of the Mornington Shire Council Annual Operational Plan for financial year 2026/27.



Operational Plan 2026/2027

1. Strong Culture, Community and Identity

Operational Plan Target	Performance Measures	By Who	Timing	Status
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. Conduct targeted delegations to Commonwealth and Queensland Government key Monitor and report on state and federal responses to ensure external funding and policy decisions meet local community aspirations.	CEO	30/06/2027 Ongoing Ongoing	
Community Events Calendar of Events.	Develop and publish a calendar of community events - minimum of four (4) events annually. Secure funding for community events. Successful facilitation and completion of community events including acquittals. Monthly progress reports to Council.	Manager Community	30/06/2027	
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	
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

Operational Plan Target	Performance Measures	By Who	Timing	Status
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. Councillors and Senior Staff Register of Interests and Register of Related Parties are current and comply with the Local Government Act.	DCC CEO	30/06/2027 30/06/2027	
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	
Policy Implementation.	All Statutory Policies reviewed, endorsed and available on website.	DCC	30/06/2027	
Annual Operational Plan.	Completion of Annual Operational Plan with Annual Budget. Quarterly reporting to Council.	DCC	30/06/2027	
Adoption and reporting of Annual Budget.	Legislative compliance and monthly report to council.	DFCSS	Ongoing	On Track & Ongoing
Annual Audit.	Completion of Annual Annual Financial Statements and Audit within timeframe.	DFCSS	30/11/2026	On Track & Ongoing
Annual Report.	Completion of Annual Report and endorsement by Council within 30 days of receiving final Audit Report.	DCC	31/12/2026	On Track & Ongoing
Enterprise Risk Management Plan Development.	Development of Organisational Enterprise Risk Management Policy, Framework and Guidelines.	DCC	30/06/2027	
Establishment of an Audit and Risk Committee.	Developed in conjunction with external parties.	DCC	30/06/2027	
Media and Communication strategies developed.	Newsletter distribution. Implementation of Communications Strategy and Policy.	DCC	Ongoing 30/12/2026	

3. Safe, Healthy and Inclusive Communities

Operational Plan Target	Performance Measures	By Who	Timing	Status
Implement the Recreational Master Plan.	Seek funding to establish the oval precinct. Obtain funding to upgrade the oval. Build the funded Splash Park within the masterplan precinct. Expand the footpath and bikeway network.	CEO & Manager Community	30/06/2027	
Development of Community Safety Plan.	Community Safety Plan developed and endorsed.	Manager Community	30/ 6/2027	
Monthly Community Safety Committee Meetings.	Safety Committee Meetings reports submitted to monthly Council meetings.	Manager Community	Ongoing	
Plan programs that enable participation in sport and recreation.	Development and implementation of a Sport and Recreation Plan.	Manager Community	30/06/2027	
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	
Environmental Health Plan.	Environmental Health Plan endorsed and delivered.	DEI	30/06/2027	
Animal Management Plan.	Animal Management Plan endorsed and delivered. Quarterly animal management veterinary service undertaken.	DEI	30/06/2027	
Ensure all food premises comply with The Food Act.	Food premises licenced as required.	DEI	30/06/2027	
CCTV System Upgrade	Source funding, develop scope of works and external contractor engaged for implementation.	DCC	Ongoing	
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	
Development and expansion of Library Services.	Implementation and facilitation of programs for community. Increase community engagement and participation with library services. Monthly reports to Council.	Manager Community	Ongoing	

4. Housing, Essential Services and Liveability

Operational Plan Target	Performance Measures	By Who	Timing	Status
Implement the Social Housing Program for community.	Define and commence implementation of the Social Housing Building program. Commence negotiations with GRAC and RILIPO for access to additional land for community housing.	DFCSS CEO & DCC	30/06/2027	On Track Baseline Planning in progress.
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	
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	Planning to be commenced.
Road management and expansion of existing roads program.	Completion of Roads Works Program including preventative maintainance as per 2026/2027program Approval of the 2027/28 roads program by QRA Establish a roads plant fleet capital program t support the approved roads programs Seek funding to pave both Birri Road and Ballandeah Road to their maximum length. Seek funding to expand the number of causeways and culverts on the current road network. Expand the road network to include additional outstation roads.	DEI DEI DEI DEI DEI	30/06/2027 30/06/2027 Ongoing Ongoing Ongoing	
Implementation of Expanded Infrastructure Program	Define and Implement the PMO major projects program Define and commence implementation of the ancillary major projects program: Water Treatment Plant Waste and Landfill Redevelopment program Resource recovery and recycling facility	DFCSS CEO	Ongoing Ongoing	Masterplan Complete. Ongoing reporting and updates continuing. Construction in progress Planning, scoping and procurement in progress Design complete, procurement in progress.

	Splash Park			Scope defined and tender activities commenced.
	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	Awaiting confirmation from funder.

5. Economic Development and Jobs

Operational Plan Target	Performance Measures	By Who	Timing	Status
Actively support projects which have a high local engagement component.	Implement and develop Economic Development/Small Business Strategy and Plan.	CEO/DCC	Ongoing	
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	
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	
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

Operational Plan Target	Performance Measures	By Who	Timing	Status
Review and update Mornington Disaster Management Program.	Disaster Management Plan review undertaken. Local District Disaster Management quarterly meeting with reports tabled to Council. Participation in 1 annual disaster management exercise. Annual Clean Up done in November/December.	Disaster Management Officer	30/06/2027 Ongoing 30/06/2027 30/11/2026	
Delivery of Parks and Gardens Program	Parks and Gardens Program including scheduled maintenance plan implemented.	DEI	30/06/2027	

7. Strong Organisation and Workforce

Operational Plan Activities/Target	Performance Measures	By Who	Timing	Status
Improve Council efficiency and effectiveness	Implement the base modules of the new ReadyTech finance system including payroll and finance modules. Implement the new ELMO HR system. Implement the new accommodation booking and management system RMS. Implement a WHS improvement plan for the whole of Council including annual review.	DFCSS DHR DHA DHR	30/11/2026 31/12/2026 31/10/2026 30/06/2027	In Progress Completed Planning in progress.
Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.	Implement a Workforce Development Plan.	DHR	Ongoing	
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	
Deliver professional development opportunities and pathways for all employees.	Implement a Workforce Development Plan. Percentage of employees receiving development opportunities annually	DHR DHR	Ongoing Ongoing	
Implement an appropriate staff performance appraisal and development system linked to strategic, operational and business plans.	Percentage of appraisals completed.	DHR	Ongoing	
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	
Information Technology Systems & Plans.	IT & Cyber Security Plans implemented with staff training undertaken. Incidents managed.	DCC	Ongoing	Cyber Security Plan in development
Business Enterprises.	The following Business Services provide quarterly reports to Council on their activities as set out in the Corporate Plan: Airport Services Hospitality & Accommodation Services Mechanical Workshop Fuel Servicing Warehouse Services General & Cemetery Services	DEI DHA DEI DEI DFCSS Manager Community	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

	Concrete Batching Plant	DEI	Ongoing	
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16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – September 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 September 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

September Figures

Customer	Invoiced	New Jobs	Open Jobs
Qbuild	56	58	128
Commercial	6	7	21
Facilities	36	47	92
PMO			1

Q Build Do & Charge Program for September

- 115 Open Jobs.
- 58 Work orders received into portal.
- 55 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
September	58	49	28

QBUILD

Do & Charge

- Responsive maintenance delivery continued across community housing and government facilities

QBuild Projects / Upgrades

- Community housing security upgrade program progressing. 90% Completed
- 1 Kitchen Refurbishment completed, 1 in progress 90% completed
- 4 x Lawn Locker installations in progress.
- 1 Bathroom Renovation in progress - procurement stages completed awaiting resource availability.

PROJECTS / QUOTED WORK

Commercial Works

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

MAINTENANCE – COUNCIL ASSETS

Warehouse

- Safety and access improvement works in planning stages.

Youth Hub

- Security repairs progressing following further break-in damage.

Visitor Accommodation Centre

- Received 5 confirming tenders – currently in tender evaluation.

DEPARTMENT SUCCESSES

- Technical sign off for Carpentry Apprenticeship.

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 September 2026.

17 ENGINEERING & INFRASTRUCTURE

17.1 Engineering and Infrastructure Report – September 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 September 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Airport

Current operations continue daily as usual. Multiple incursions have again highlighted real risks of safety at the airport and this information has been documented. New grant monies will be used to install electric gates for side entry and upgrade lighting infrastructure.

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. The team were used to cut down and remove a large tree at 133 Wengka Street to allow contractors to install carports for the community.
- Town cleaning is progressing well, and public areas are looking better and we are maintaining communication with the team to continue.

Fencing

Continued repairs to council facilities and town fencing. The team has assisted with the removal and relocation of VAC buildings for the Water Plant operation team. They have poured temporary footings and have placed one container with the next arriving on Thursday 22 October.

Roads & Civil

- The Road crew have been split into 2 teams. One team has been completing the final sections of roads into town which will come to a close roughly at the end of the month. The second team has been in town making pot hole repairs, cleaning and assisting with the new Water Treatment Plant works.

Batching Plant

With a breakdown of the batching plant, crew have been assisting in Parks and Gardens and also in the waste management area. Paul Linden and Stafford Chong are progressing well in their roles and I am pleased with how they have stepped up. I believe they're going to make a good team moving forward.

Workshop

Operations as usual. Still advertising for Lead Mechanic which will assist the current employees to become better tradesman.

We have supplied a contract proposal to a new Fleet Manager. If we are successful, it will be very beneficial for council's fleet and workshop workflow.

Health & Animal Management

- Developed H5N1 Avian Influenza Plan & risk assessment template. Ordered stock in readiness for an event.
- Still in the process of developing H5N1 disposal procedures and carcass disposal procedures.
- Multiple surrendered animals have been taken into care. 2x cats and x puppies. 1x adult female was also surrendered and successfully re-homed off island
- The Animal Control and Environmental Health Officer has recently become vacant We have begun looking for an EHO Manager for the team and will also be looking for an Animal Control Officer and a trainee also.

Community Engagement and 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.

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 September 2026.

18 HOSPITALITY AND ACCOMMODATION

18.1 Hospitality and Accommodation Report – September 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 September 2026.**

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

Carriage Limit

For the month ended	31/08/2026	30/09/2026
Total People (# Sales)	1,846	1,914
Days in the Month	31	30
Average Price Per Person	82	82

In September, the Carriage recorded steady customer numbers and sales revenue. Similar numbers to August.

Council has recently received approval to hold emergency alcohol stock to support operations during unforeseen circumstances, such as barge delays, natural disasters, and other supply chain disruptions. This approval will help ensure continuity of service and reduce the risk of stock shortages during periods when freight access may be impacted.

We will continue to work collaboratively with the Department of Liquor Licensing to advocate for resolution of the remaining issues previously identified. Ongoing engagement will focus on achieving practical outcomes that support the running of Carriage while meeting all regulatory requirements.

Events

This month, we hosted the NRL Grand Final event at the Tavern. While attendance was lower than anticipated, with approximately 30 people attending, the event was still a success for those who participated. Considerable effort was invested in preparing the Tavern and creating a welcoming atmosphere, and attendees thoroughly enjoyed the evening, with positive feedback received regarding the event and hospitality provided.

Looking ahead, preparations are already underway for several upcoming events, including school functions, the Staff Awards, and our annual New Year's Eve celebrations. The team is focused on ensuring these events are well planned and delivered, providing enjoyable experiences for the broader community.

Laundry Upgrade

The laundry operations continue to run smoothly, with the team working collaboratively and maintaining a positive and productive environment. Team members are demonstrating strong

teamwork and are supporting one another well in the day-to-day operation of the laundry.

As part of our ongoing commitment to staff development, our Laundry Supervisor is being enrolled in a Certificate III in Laundry Operations. This training will enhance their skills and knowledge, support best practice within the department, and help strengthen leadership capabilities within the team.

The laundry team has also been actively working on reorganising the laundry area to improve efficiency, workflow, and storage practices. Significant progress has been made, and the team has shown great initiative in implementing these improvements.

In addition, the new linen and sheeting have been very well received. The team has embraced the changes and has provided positive feedback on the quality and presentation of the new stock. Their enthusiasm has contributed to a smooth transition and has helped maintain high standards throughout the laundry service.

As part of our commitment to environmental sustainability, we have transitioned to a new bedding supplier and joined the Dream Green Initiative. This program supports the recycling of plastic bottles into environmentally sustainable bedding products. Through our participation so far, Mornington Shire Council has contributed to the recycling of 4,789 plastic bottles, helping to reduce waste and support more sustainable procurement practices. This initiative aligns with Council's environmental objectives while continuing to provide high-quality bedding for residents and guests.

Overall, the laundry department is performing well, with ongoing improvements in organisation, staff development, and team morale.



DreamGreen
ENVIRONMENTALLY SUSTAINABLE BEDDING

CONGRATULATIONS

Mornington Shire Council

BY JOINING THE DREAM GREEN INITIATIVE,
YOU HAVE HELPED TO RECYCLE...

4789

PLASTIC BOTTLES



Scan the QR Code to
find out more about the
Dream Green Initiative



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 September 2026.

19 CORRESPONDENCE

- Correspondence from Gulf Savannah Development to The Hon Matt Thistlethwaite MP - RE: FNQ Designated Area Migration Agreement - Deed of Variation include Burke, Carpentaria, Doomadgee and Mornington Island Local Government Areas.

20 GENERAL BUSINESS

21 CONFIDENTIAL REPORTS

22 NEXT MEETING

The next scheduled ordinary council meeting to be held on Wednesday 25 November 2026 as per Resolution 2025/177.

23 CLOSURE