

MORNINGTON SHIRE COUNCIL

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

Date: Wednesday 25 March 2026

Time: 9:00 am

Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting Wednesday 25 March 2026

**Gary Uhlmann
Chief Executive Officer**

To empower our Community – Our people

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

To establish clean, safe, healthy lifestyles togetherness

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

To see and smell the compassion and peacefulness of our community

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

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

3 PRESENT**4 LEAVE OF ABSENCE**

Mayor Richard Sewter

5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF**6 CONDOLENCES AND MEMORIALS****7 CONFIRMATION OF MINUTES****7.1 Minutes of the Ordinary Council Meeting - 25 February 2026**

Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 25 February 2026 - 8 pages

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting – 25 February 2026 be received and the recommendations therein be adopted.

8 DEPUTATIONS

13:00 PM – Sarah Darly, Principal Planning Officer, Department of Education: The deputation relates to the Department of Education masterplan and formal community consultation requirements.

9 ACTION SCHEDULE**9.1 February 2026 Resolutions Attached.****RESOLUTION 2026/16**

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Renee Wilson

That Councillors receive and note the Mayor and Councillors' verbal reports for February 2025.

CARRIED 5 / 0

RESOLUTION 2026/17

Moved: Councillor Farrah Linden

Seconded: Deputy Mayor Robert "Bobby" Thompson

That Councillors endorse immediate payment of ten thousand dollars (\$10,000) legal fees for a formal Gulf Region Aboriginal Corporate Memorandum of Understanding, enabling immediate cemetery expansion and authorisation to proceed with other specified essential activities.

CARRIED 5 / 0

RESOLUTION 2026/18

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Farrah Linden

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

CARRIED 5 / 0

RESOLUTION 2026/19

Moved: Councillor Jane Ah Kit

Seconded: Deputy Mayor Robert "Bobby" Thompson

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

CARRIED 5 / 0

RESOLUTION 2026/20

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Farrah Linden

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

CARRIED 5 / 0**RESOLUTION 2026/21**

Moved: Councillor Farrah Linden

Seconded: Deputy Mayor Robert "Bobby" Thompson

That Council confirms and nominates these five (5) addresses: 19 Lardil Street, 251 Lardil Street, 16 Lardil Street, 327 Mukakiya Street and 318B Wangi Close for construction of plug-in buildings, upholding Social Housing Accelerator Payment program requirements on the condition that all sites take proactive account of social impact considerations related to building sizes, allotment sizes and potentially large families in close proximity to each other.

CARRIED 5 / 0**RESOLUTION 2026/22**

Moved: Councillor Renee Wilson

Seconded: Deputy Mayor Robert "Bobby" Thompson

That Council approve the relinquishment of the Remote Capital Program, Quickstarts Qld - Schedule 1 agreement for the provision of five stand alone houses to the Department of Housing.

CARRIED 5 / 0**RESOLUTION 2026/23**

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Jane Ah Kit

That Council approve the write off of the cumulative figure of \$53,213.52, comprising twenty (20) individual debts, from the period spanning 8 September 2021, to 26 February 2022.

CARRIED 5 / 0**RESOLUTION 2026/24**

Moved: Councillor Farrah Linden

Seconded: Councillor Jane Ah Kit

That Council notes the results of the Asset Revaluation for 2024/25 financial year.

CARRIED 5 / 0**RESOLUTION 2026/25**

Moved: Councillor Renee Wilson

Seconded: Deputy Mayor Robert "Bobby" Thompson

That Council:

1. Endorse the *Mornington Shire Council Residential Land Supply and Housing Needs Assessment 2021-2041* prepared by wildPLAN and dated 10 December 2025;

2. Endorse the Implementation Actions prepared by wildPLAN and dated 19 February 2026;
3. Propose to amend the Mornington Shire Planning Scheme in accordance with the Implementation Actions; and pursuant to Section 18 of the *Planning Act 2016*.

CARRIED 5 / 0

RESOLUTION 2026/26

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Renee Wilson

That Council adopt the operational Animal Management Policy and review the policy in one year's time after an ongoing microchipping, desexing and vaccination program, as well as periodic veterinary services visits.

CARRIED 5 / 0

RESOLUTION 2026/27

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Renee Wilson

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

CARRIED 5 / 0

RESOLUTION 2026/28

Moved: Councillor Jane Ah Kit

Seconded: Deputy Mayor Robert "Bobby" Thompson

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

CARRIED 5 / 0

RESOLUTION 2026/29

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Jane Ah Kit

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

CARRIED 4 / 0

RESOLUTION 2026/30

Moved: Councillor Jane Ah Kit

Seconded: Deputy Mayor Robert "Bobby" Thompson

That Council receive and note the report related to Queensland Government Department of Housing Tenancy Services for February 2026.

CARRIED 4 / 0

RESOLUTION 2026/31

Moved: Deputy Mayor Robert "Bobby" Thompson

Seconded: Councillor Renee Wilson

That Council receive and note the Hospitality and Accommodation report for February 2025.

CARRIED 4 / 0

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 March 2025.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive report - February 2025

Author: Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with the Chief Executive Officer's report for February 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- The Mayor travelled with the NWROC Mayors delegation to Brisbane to meet with various Ministers and Directors General
- The Mayor raised the following matters with the Ministers:
 - The young persons crisis and the need for suicide and other various types of government support on the island
 - Changes in the AMP rules, court sentencing and the Justice Group model
 - The need for an increased QPS focus on home brew production, drug dealers and youth on streets late at night
 - Strong support for alternative activities for youth on the island including upgrade of the oval, sports funding, splash park/pool
 - The lack of coordination of funding and service providers was seriously problematic for the Island and the recommendations in the KPMG needed to be implemented
 - Reinstatement of Healthy Homes project funding
 - Reversal of the decision to limit repairs to social housing
 - The need for greater community engagement and input
- As a result of the Mayor's meetings with the Ministers the following was agreed:

- That the issues raised by the Mayor would be reviewed
- That a DG's working group would be established to help address the issues raised and to support MI
- That the CEO would work closely with the DG working group to help ensure the effectiveness of the intervention
- A tentative date of 15 April has been established for a visit by the DGs
- Ngarnal CEO Stuart Gordon is coordinating the health support plan with full time on island clinical psychologists funded for the next 6 months
- We have held our first budget development workshop with the Councillors as we look to clarify budget priorities for the next financial year.
- There will be is a strong focus on major infrastructure, building and social capital projects, particularly social housing projects over the next 6 months
- Visitors and staff accommodation is now at capacity and programs need to be established to meet this critical future need with some short term initiatives under way.
- We will be focussing on our systems, processes, staff development, performance and productivity this year with a number of improvement initiatives currently being rolled out.
- There are still some challenges with our accounts receivable especially for our major debtors such as James Construction Queensland and the Gununamanda Store.

FINANCIAL & RESOURCE IMPLICATIONS

Council is typically operating within approved 2025/26 allocated budget parameters.

RECOMMENDATION

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

12 FINANCE

12.1 February 2026 Financial Report

Author: Chief Financial Officer

Attachments: February 2026 Financial report

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

Finance reports provide Elected Members with essential insights to monitor financial performance, uphold fiscal responsibility, identify and manage risks, ensure efficient resource allocation, and support long-term financial sustainability.

All figures are the interim year to date until 28 February 2026

Key items to note:

- Interest received is now +\$422k than budget. This will increase as interest rates do likewise
- Sales Revenue less than budgeted due to Accommodation and Carriage sales
- Employee Benefits higher (+\$1.3m) due to increased Travel, Allowances (Higher Duties and Locality), cessation of employment payments and Training.
- Materials and Services lower than budget (-\$1.69m) due to a more considered approach to purchasing at this time.
- Increase in Depreciation due to changes in valuations for the 2024/25 Financials (as per last Council meeting)

As we enter into the final months of this financial year, cashflow will become a concern as reserves are minimal. The Executive team continue to be briefed on these matters and the finance team are actively acquitting grants as departments advise that projects are complete. This whole of Council focus will assist greatly to ensure that Council remains financially viable.

FINANCIAL & RESOURCE IMPLICATIONS

Council is mostly operating within 2025/26 budget allocations.

RECOMMENDATION

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

This Month Story

Council has \$22m invested with Queensland Treasury Corporation, earning interest.

Unrestricted cash holdings decreased. Currently just under two months. Target is four months holdings

Capital grants are under budget but better than last year

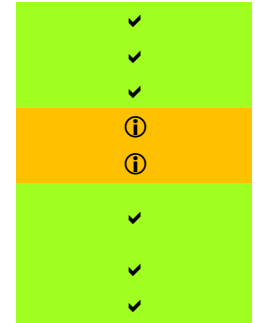
Net operating result dipped into the red. There is work to be done to bring the accounts into balance.

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

We are now in a fantastic position of having caught up with Financials and reporting. We are looking deeper into the accounts to find improvements.

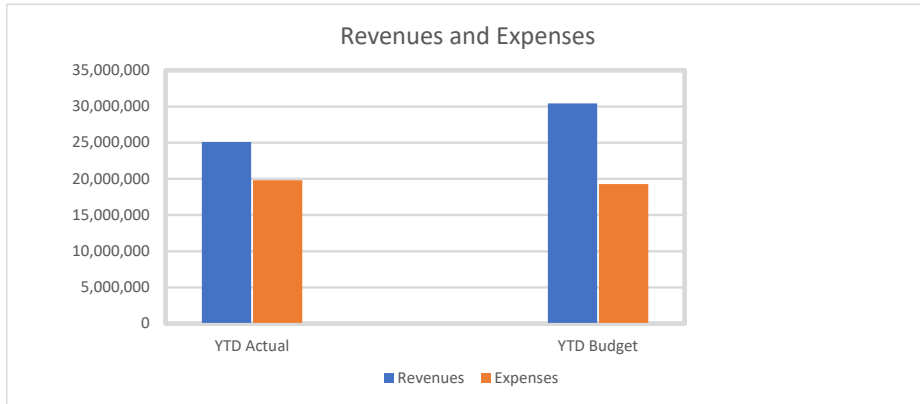
2025 Financial statement have been finalised. Audit in progress. Due for completion in March. Signing any day now

Accounts Receivables increased as a result of new invoices issued; older balances decreased



Revenues and Expenses

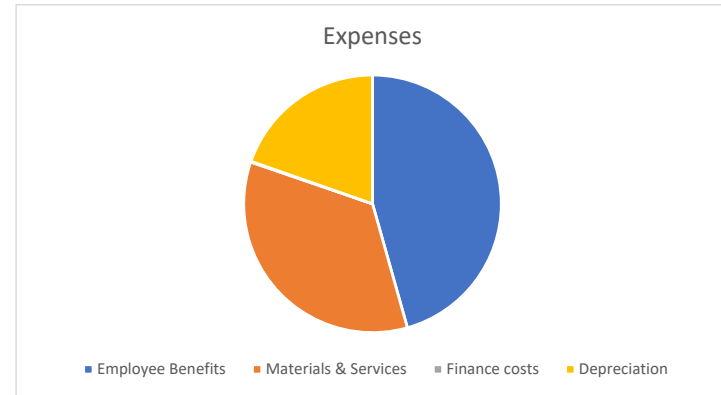
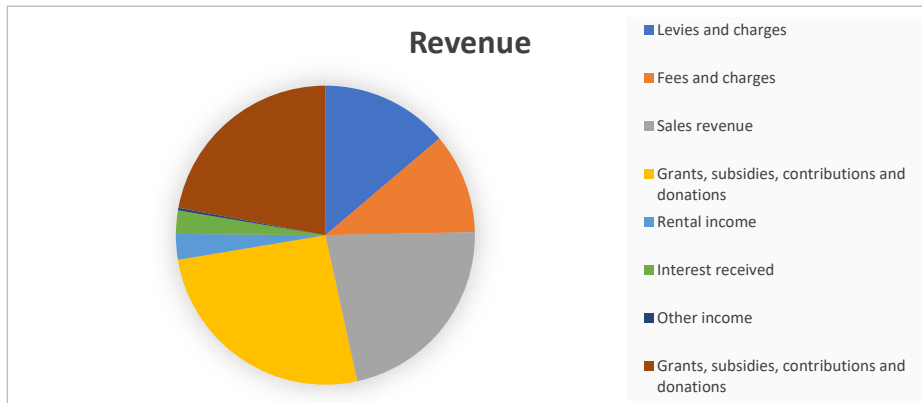
All numbers are year to date up until 28-February-2026



Did we make a profit ?

Where did the Money come from?

Where do we spend our money?



Details in the numbers

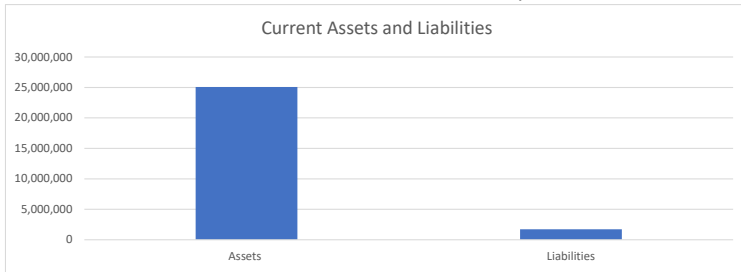
Interim Statement of Comprehensive
Income Year to date up until

28-February-2026

Income	Actual \$	Budget \$	Variance \$	Year to Date Last Year \$
Revenue				
Recurrent Revenue				
Levies and charges	3,466,206	3,215,377	250,829 ✓	3,090,902 ✓
Fees and charges	2,728,742	2,755,317	-26,575 -	3,131,965 ✗
Sales revenue	5,497,067	6,692,848	-1,195,780 ✗	7,281,969 ✗
Grants, subsidies, contributions and donations	6,469,796	9,028,766	-2,558,970 ✗	8,908,018 ✗
Total Recurrent Revenue	<u>18,161,811</u>	<u>21,692,307</u>	<u>-3,530,496 ✗</u>	<u>22,412,854 ✗</u>
Rental income	695,256	472,500	222,756 ✓	743,447 ✗
Interest received	632,835	210,000	422,835 ✓	349,360 ✓
Other income	71,320	0	71,320 ✓	120,425 ✗
Total operating revenue	<u>19,561,222</u>	<u>22,374,807</u>	<u>-2,813,585 ✗</u>	<u>23,626,086 ✓</u>
Capital Income				
Grants, subsidies, contributions and donations	5,536,951	8,065,055	-2,528,104 ✗	4,923,304 ✓
Total capital income	<u>5,536,951</u>	<u>8,065,055</u>	<u>-2,528,104</u>	<u>4,923,304</u>
Total income	<u>25,098,173</u>	<u>30,439,861</u>	<u>-5,341,688 ✗</u>	<u>28,549,390 ✗</u>
Expenses				
Recurrent Expenses				
Employee Benefits	9,037,685	7,651,262	-1,386,423 ✗	8,217,887 ✗
Materials & Services	6,856,956	8,526,290	1,669,334 ✓	9,676,193 ✓
Finance costs	19,381	22,400	3,019 ✗	19,002 -
Depreciation	3,890,905	3,082,187	-808,718 ✗	3,908,998 -
	<u>19,804,926</u>	<u>19,282,138</u>	<u>522,788 ✗</u>	<u>21,822,080 ✓</u>
Capital expenses	0	0	0	0
Total expenses	<u>19,804,926</u>	<u>19,282,138</u>	<u>522,788 ✗</u>	<u>21,822,080 ✓</u>
Net result	<u>5,293,247</u>	<u>11,157,723</u>	<u>-5,864,476 ✗</u>	<u>6,727,310 ✗</u>

Cash Position

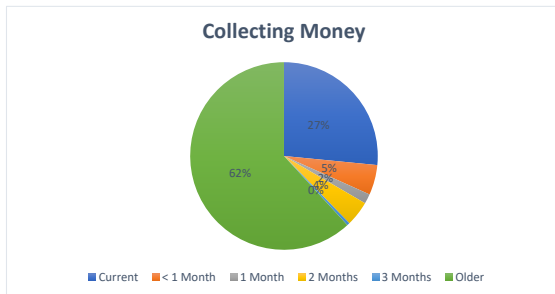
All numbers are year to date up until 28-February-2026



Assets		Liabilities	
Cash at bank Unrestricted	5,296,200	Creditors	1,032,631
Cash at bank Restricted	16,693,215	GST	-56,844
Debtors	3,090,683	PAYG	80
	<u>25,080,097</u>	Employee entitlements	733,312
			<u>1,709,179</u>

Receivables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
731,134.81	142,550.28	46,198.43	118,898.35	13,165.74	1,702,273.96	2,754,221.57
30%	8%	2%	2%	2%	56%	100%

Payables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
684,321.25	41,177.53	63,885.22	15,723.45	38,796.15	188,172.98	1,032,076.58
66%	4%	6%	2%	4%	18%	100%



Who owes us money (Debtors) But hasn't paid soon enough	Over 90 days	Total	Comments
GRAC (Gulf Regional Aboriginal Corporation)	224,340	224,340	
GUNUNAMANDA LIMITED T/A Gununamanda Store	358,704	418,005	Referred
HC Building and Construction	143,822	141,977	
James Construction Queensland Pty Ltd	505,226	505,226	Referred
N & J Building & Construction	92,191	92,191	
Rex Airlines	174,585	174,586	Application to Grant undertak
Total of above and others	<u>\$1,702,274</u>	<u>\$2,754,222</u>	

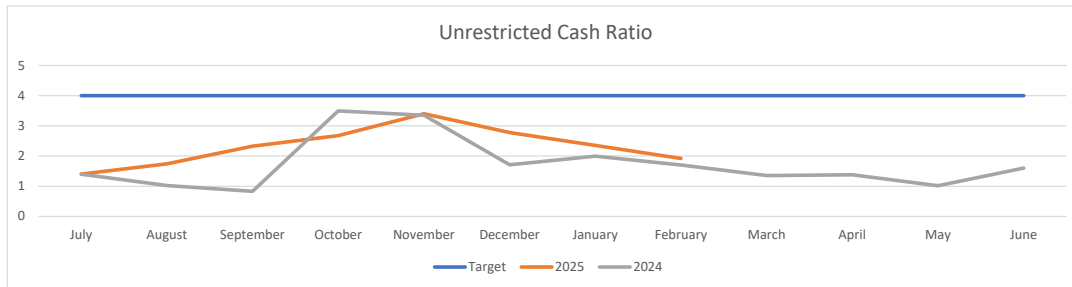
Cashflow

All numbers are year to date up until

28-February-2026

Account	Jul 2025	Sept 2025	Jan 2026	Feb 2026
Normal Business				
Money in	2,405,480.60	2,664,688.22	1,184,702.94	1,924,012.90
Money Out	(1,824,792.77)	(2,557,929.04)	(2,272,871.73)	(2,152,628.98)
Difference	580,687.83	106,759.18	(1,088,168.79)	(228,616.08)
Capital Grants				
Money in	0.00	1,448,753.00	146,594.52	0.00
Money Out	(533,825.62)	(791,907.88)	(132,088.97)	(789,180.10)
Difference	(533,825.62)	656,845.12	14,505.55	(789,180.10)
Other (Super BAS)	4,441,146.52	(893,624.00)	24,386.39	490,967.13
	4,441,146.52	(893,624.00)	24,386.39	490,967.13
	4,488,008.73	(130,019.70)	(1,049,276.85)	(526,829.05)
Bank				
Start	3,662,639.00	5,103,067.96	6,872,305.50	5,823,028.65
Difference	4,488,008.73	(130,019.70)	(1,049,276.85)	(526,829.05)
End	8,150,647.73	4,973,048.26	5,823,028.65	5,296,199.60

This year			
Unrestricted Cash Expense Ratio			
Month	Target	Actual	
July	4	4	1.40
August	4	4	1.74
September	4	4	2.32
October	4	4	2.68
November	4	4	3.40
December	4	4	2.78
January	4	4	2.35
February	4	4	1.92
March	4		
April	4		
May	4		
June	4		



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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/03/2026	FBT return due in May
Workcover	✓		15/09/2026	
Audit 2025	✓		31/03/2026	Extension of time granted
Grant reporting	✓		11/04/2026	On target
Paying Invoices	✓	Ongoing		Up-to-date and cleaned up
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	–	Ongoing		Progressing met with the Department and draft has been provided
Policies	–	Over		To be reviewed and adopted
Budget 2027	✓		1/06/2026	
Debt Recovery	–			Solid improvement; Write off's to come
Contracts Register \$200k+	✗			Tender has been released in January 2026 however Register is not
Contracts Register All	✗			Resources to be allocated to improve this position

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0% -6% ✗
Net operating result divided by total operating revenue

Operating Cash Ratio

Target: Greater than 0% 15% ✓
Net operating result add Depreciation Amortisation add Finance Costs divided by total operating revenue

12.2 Projects Office - Masterplan Monthly Update January

Author: Chief Financial Officer

Attachments: PMO reporting to Council February 2026

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

The PMO has been extremely busy during the month of February with the following key activities to be noted by Council:

1. Ongoing arrangements for the build on Lot 926 4 Social houses being undertaken. We have entered the Delivery phase for this project with builders due to site in early April. There are concerns with the ongoing wet weather and the prioritisation of food and medical supplies over building supplies by our freight company. This may lead to delays.
2. Ongoing delivery phase activities for our Motel units that are to be delivered to island. Again, the timing of freight will be the key concern here due to the above prioritisation. Electricals are having to be reviewed again due to unsatisfactory work being undertaken by the previous electrician onsite.
3. Seawall & Foreshore Project review of scope and identification of key stakeholders. Key stakeholders have been provided with an initial scoping document to understand their usage requirements of the area that must inform any designs.
4. Plug In sites have been identified and will be measured up as soon as possible.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

PMO PROJECTS

28/02/2026

Project Name	Project stage	Project Timing	Start Date	Completed/ Indicative Finish Date	Comments
Tech Services Shed	Works Completed	Within Timeframe	9/04/2025	7/11/2025	Further works will be needed for electrical works and ramping into site for vehicles.
Cool Room Freezer Installations	Works Underway	Unknown Timeframe	1/09/2025	23/01/2025	Awaiting concrete from Townsville. Due to flooding concrete has not arrived.
30 Lardil Street	Works Completed	Within Timeframe	29/08/2025	15/01/2026	Tenant already occupying property. Works completed early March.
152 Lardil Street	Works Underway	60+ Days	10/02/2025	30/01/2026	Defects have been collated. Discussions with Department of Housing to see if Qbuild have capacity to take on the work to finalise, rather than MSC going to tender.
Library Rectification Works	Works Completed	Within Timeframe	10/02/2025	19/12/2025	Defects being attended to by MSC on behalf of HC Constructions.
Lot 926 - 4 x Houses	Works Underway	Future	10/02/2025	23/04/2026	Preliminary works to essential infrastructure has been completed. Work onsite begins in April, wet season dependent.
Motel Expansion - 4 units	Works Underway	30-60 Days	10/02/2025	31/05/2026	Project into Build and mobilisation stage. Modular units to site expected in April however highly dependent on Barge availability due to wet season
Seawall & Foreshore Project	Planning	Future	1/09/2025	23/11/2027	Design expected to be finalised by 29/6/2026 after consultation with Council and key stakeholders. This will then go out for tender.
Plug In 286a Mukakiya St - 3 bed	Planning (F)	Future	19/01/2026	18/12/2026	All Plug In locations are indicative at this time. Dept of Housing have completed their final assessments and have advised Council of the outcome. Council meeting today will confirm the sites. After these addresses are confirmed, the Project team will measure up sites. Exploring options to bring in prebuilt module units built to Dept of Housing specs for faster delivery of the program.
Plug In 323A Mukakiya St- 3 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 126B Wengka St- 2 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 254 Warddirrkan Street - 4 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Lot 925 Lardil - 3 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 205 Lardil - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 192 Yarrabarkan Street - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 9 Lardil St - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 16 Lardil St - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 103 Wurruku Cres - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In -19 Lardil Street	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In - 251 Lardil Street	Planning (F)	Future	2/06/2026	26/06/2027	
Plug In - 16 Lardil Street	Planning (F)	Future	3/06/2026	27/06/2027	
Plug In - 327 Mukakiya Street	Planning (F)	Future	4/06/2026	28/06/2027	
Plug In -318B Wangi Close	Planning (F)	Future	5/06/2026	29/06/2027	
Tavern Kitchen upgrade	Planning	60+ Days	10/02/2025	23/10/2026	Progressing to review of design. It is now designing to the new funding amount value.
Water Treatment Plant	Planning (F)	TBD	31/07/2025	13/10/2026	Project moving forward with the Department. Costs higher than original estimated. Extra funding required
Council Building upgrades (Tech Services/Bakery)	Concept	Unknown Timeframe	16/02/2026	16/09/2027	Prioritisation of other projects (social housing) have put this project behind schedule and will be revisited in the new year
Lot 911 Lardil - 13 Dwellings	Planning (F)	Future	1/02/2027	1/12/2028	Future project that will be moved to as soon as resourcing available. Built Form Design work must be completed prior to this site being progressed to final design. Built Form design work tendered and allocated. Due to start in March.
Lot 9 Cemetary Road - Staff Housing	Planning (F)	Future	1/07/2026	26/06/2029	Future project that will be moved to as soon as resourcing available. DA being finalised before proceeding.

12.3 Procurement Policy Annual Update

Author: Chief Financial Officer

Attachments: Procurement Policy

PURPOSE (EXECUTIVE SUMMARY)

Council is required to review and update its Procurement Policy annually. The adoption of a Sustainable, Ethical, and Local Procurement Policy will ensure that the Mornington Shire Council continues to deliver value for money while supporting local businesses, promoting sustainability, and upholding ethical standards. This policy aligns with the council's commitment to fostering economic growth, protecting the environment, and ensuring social responsibility in all its operations.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The previous Procurement Policy has been reviewed and updated as outlined in the Local Government Legislation (Empowering Councils) Amendment Regulation 2025.

The new Procurement Policy ensures that:

- a) Prioritises procurement practices that deliver value for money while ensuring transparency, accountability, and fairness in all procurement activities.
- b) Supports local businesses, including small and medium enterprises (SMEs), by incorporating a "Buy Local" principle where feasible, to strengthen the local economy and create jobs within the Mornington Shire Council region.
- c) Embeds sustainability principles into procurement decisions, including the preference for environmentally sustainable products and services, and suppliers with strong environmental and social governance practices.
- d) Promotes ethical procurement by ensuring that suppliers comply with relevant labour laws, workplace safety standards, and human rights obligations.
- e) Encourages innovation by engaging suppliers who offer creative and cost-effective solutions to meet the council's needs.

Key changes include Financial thresholds for purchasing and updated thresholds for Asset classifications.

FINANCIAL & RESOURCE IMPLICATIONS

This will provide clear guidance to staff as to the requirement under Local Government procurement in regards to purchasing on behalf of Mornington Shire Council in a compliant manner.

RECOMMENDATION

That the Council approves the updated Procurement Policy and further directs the CEO to provide training and resources to council staff to ensure effective implementation of the revised Procurement Policy.

Procurement Policy

<u>Document Control</u>	
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9	20-12/14	09/12/2020	
10	2021/07-22	21/7/2021	
11	2024/10	31/01/2024	
12			

1. BACKGROUND

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

2. PURPOSE

- 2.1 The procurement of all Goods and Services and Disposal of Valuable Non-Current Assets by Council must be carried out in accordance with the *Local Government Act 2009 (Qld)*, the *Local Government Regulation 2012* and this Policy. Council operates under the Default Contracting Procedures.
- 2.2 This document sets out Council's policy for the purchase of Goods and Services and application of the Sound Contracting Principles.

3. SCOPE

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

4. RELEVANT LEGISLATION AND COUNCIL POLICIES/PROCEDURES/GUIDELINES

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

5. DEFINITIONS

- 5.1 In this Policy:

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

Reference	Definition
Default Contracting Procedures	means the default contracting procedures set out in Chapter 6, Part 3 of the LG Regulation.
Disposal	of a Valuable Non-Current Asset, includes the disposal of all of, or an interest in, the asset (for example, the grant of a lease over land or a building).
Ethics Principles	means the core principles set out in Part 2, Section 4 of the Public Sector Ethics Act 1994 (Qld).
Genuine Emergency	means, in the context of an exemption from tender/ quotation requirements for Medium-sized Contractual Arrangements or Large-sized Contractual Arrangements, circumstances where a genuine emergency exists requiring the procurement of urgent Goods and Services. Examples of a Genuine Emergency include procurement to mitigate a threat of imminent harm to persons and/or property. For the avoidance of doubt, Genuine Emergency does not include circumstances caused by avoidable delay and lack of due diligence and planning, resulting in urgency (ie failing to call for tenders/ quotation earlier).
Goods and Services	means all goods, services and/or works of whatever nature (ie. mechanical, construction, legal, accounting etc).
Government Agency	means, <ul style="list-style-type: none"> (a) the State, a government entity, a corporatised business entity or another local government; or (b) another Australian government or an entity of another Australian government, or (c) a local government of another State.
Large-sized Contractual Arrangement	means a contractual arrangement between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least: <ul style="list-style-type: none"> (a) for an arrangement entered into before 1 July 2026 - \$280,000; or (b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website).
LG Act	means the Local Government Act 2009 (Qld).
Regulation	means the Local Government Regulation 2012 (Qld).
Local Government Area	means the Mornington Shire Council local government area as defined in the LG Act and LG Regulation.
Local Government Principles	means the core principles set out in Chapter 1, section 4 of the LG Act.
Local Supplier	means a supplier which: <ul style="list-style-type: none"> (a) is beneficially owned by persons who are residents on Mornington Island; or (b) has its Principal Place of Business within the Local Government Areas (LGAs) of Mornington Island, Cairns, Cloncurry, the Cape York region and Carpentaria region.

Reference	Definition
Medium-sized Contractual Arrangement	means a contractual arrangement (that is not a Large-sized Contractual Arrangement) between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least: <ul style="list-style-type: none"> (a) for an arrangement entered into before 1 July 2026 - \$21,000; or (b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website).
Non-Local Supplier	means a supplier who does not meet the Local Supplier criteria as defined in this Policy.
Personnel	means collectively elected members, employees, agents and contractors of Council.
Policy	means this procurement policy.
Principal Place of Business	means the business address where the majority of business (50% or more) is undertaken.
Purchase Order	means the official/ formal Council order issued to the supplier of Goods and Services.
Sound Contracting Principles	as defined in paragraph 6 of this Policy and section 104(3) of the LG Act.
Term	in relation to a Contractual Arrangement, includes any possible extension by renewal of the term of the Contractual Arrangement that is agreed at the time the arrangement is entered into.
Valuable Non-current Asset	(as per section 223D of the LG Regulation): <ul style="list-style-type: none"> (a) Land; or (b) Another non-current asset that has an apparent value that is equal to or more than the limit set by Council, which cannot be more than that set at section 223D(3) of the LG Regulation. At the time of approval of this Policy, those maximum limits were: <ul style="list-style-type: none"> (i) for plant or equipment - \$7,000 ex GST; and (ii) for another type of non-current asset - \$14,000 ex GST.

6. SOUND CONTRACTING PRINCIPLES

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

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

(a) Value for money

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

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

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

(b) Open and effective competition

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

(c) The development of competitive local business and industry

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

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

(d) Environmental protection

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

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

(e) Ethical behaviour and fair dealing

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

All Personnel must:

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

7. ADDITIONAL CONSIDERATIONS

- 7.1 In addition to the Sound Contracting Principles, consideration must be given to:
- (a) selecting suppliers on the basis they can meet the requirements of the Work Health and Safety Act 2011 (Qld) and associated legislation and Codes of Practice;
 - (b) identification, verification and communication of supplier duties in accordance with Council policies and procedures; and
 - (c) monitoring supplier performance, including the review of Workplace Health and Safety performance.

8. PROCUREMENT PROCEDURES

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

Value (GST Excl)	Procedure
Less than \$5,000	At least one written quote must be obtained. A copy of the quote must be attached to the Council's copy of the Purchase Order.
\$5,000 - \$20,999	At least two (2) written quotes must be sourced. Copy of the successful quote must be attached to the Council's copy of the Purchase Order.
\$21,000 - \$279,999 (Medium-sized Contractual Arrangement)	<p>Council cannot enter into a Medium-sized Contractual Arrangement unless it first invites written quotes for the contract.</p> <ul style="list-style-type: none"> • The invitation must be to at least three (3) suppliers who Council considers can meet its requirements at competitive prices. • Council may decide not to accept any quotes it receives. • If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the Sound Contracting Principles.

\$280,000 and above (Large-sized Contractual Arrangement)	Council cannot enter into a Large-sized Contract Arrangement unless Council first invites written tenders for the contract in accordance with the requirements of section 228 of the LG Regulation.
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8.4 Invitation for tenders (or expressions of interest) must:

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

9. EXCEPTIONS

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

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

9.2 In addition to those exceptions in clause 9.1, for all Medium-sized Contractual Arrangements and Large-sized Contractual Arrangements, Personnel are exempted from compliance with the Default Contracting Procedures if one of the following additional exceptions is applicable to the proposed supplier, namely:

- (a) Council resolves to prepare and adopt a quote or tender consideration plan and the procurement is consistent thereto (s.230 of the LG Regulation); or
- (b) Council resolves that there is only 1 supplier who is reasonably available to supply the Goods and Services required (s.235(a) of the LG Regulation); or
- (c) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders (s.235(b) of the LG Regulation); or
- (d) a Genuine Emergency exists (s.235(c) of the LG Regulation); or
- (e) the contract is for the purchase of goods and is made by auction (s.235(d) of the LG Regulation); or
- (f) the contract is for the purchase of second-hand goods (s.235(e) of the LG Regulation); or
- (g) the contract is made with, or under an arrangement with, a Government Agency (s.235(f) of the LG Regulation).

10. VALUABLE NON-CURRENT ASSETS

10.1 Subject to the exceptions in paragraphs 11 and 12 of this Policy, Council cannot enter into a Valuable Non-Current Asset contract unless it first:

- (a) invites written tenders for the contract; or

(b) offers the Valuable Non-current Asset for sale by auction.

10.2 Notwithstanding the limits set out the table below, all Valuable Non-current Assets that have been identified as being obsolete or surplus to Council requirements, but with a written down value less than the set limits in the table below, are to be offered for sale by inviting written quotations only:

Asset Class	Council Limit (ex GST)
Road Infrastructure	\$14,000
Water Infrastructure	\$14,000
Sewage Infrastructure	\$14,000
Buildings	\$14,000
Other Structures	\$14,000
Plant and Equipment	\$7,000
Land	\$1

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

11.1 Council may Dispose of a Valuable Non-current Asset, other than by tender or auction, as set out in section 236 of the LG Regulation including if:

- (a) the Valuable Non-current Asset was previously offered for sale by tender or auction but was not sold and is sold for more than the highest tender or auction bid that was received; or
- (b) the Valuable Non-current Asset is disposed of to a Government Agency or a community organisation; or
- (c) Council Disposes of the Valuable Non-current Asset, other than land, by way of a trade-in for the supply of Goods and Services to Council, and the Disposal is part of the contract for the supply.

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

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

13. VARIATIONS

13.1 Each variation to an original Contractual Arrangement can only be approved by Personnel if:

- (a) the variation is appropriate and necessary and outside the scope of the original contract; and
- (b) all variations are approved in writing in accordance with any contractual documentation; and
- (c) each variation is included as an additional line item on the original Purchase Order stating the scope and cost, or a new Purchase Order is commenced to reflect the variation; and
- (d) variations to the original contract amount are within budget and the financial delegation of Personnel approving the variation; and
- (e) should the cumulative value of the variations on the contract exceed the highest financial delegation of any Personnel (including the CEO - \$279,999), then any further variation must be approved only by Council by resolution, or a new procurement process is commenced to meet the Policy (unless exemptions apply).

14. PUBLISHING DETAILS OF PARTICULAR CONTRACTS (CONTRACT REGISTER)

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

15. REVIEW OF POLICY

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

12.4 Register of Prequalified Suppliers – Trade Services

Author: Chief Financial Officer

Attachments: Prequalified Suppliers – Trade Services

PURPOSE (EXECUTIVE SUMMARY)

To inform Council of the Tender process conducted and the evaluation outcome to recommend appointment of suppliers meeting the pre-qualification requirements to be included on the following registers:

MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council invited tenders pursuant to section 232 of the *Local Government Regulation 2012 (Qld) (Regulation)*. The tender Contract base period is for one (1) year and 2 x 12 month extension options.

The tender was released through 360 on Wednesday the 7th of January 2026 and closed on Tuesday the 3rd of February 2026. The invitation to tender was advertised on Council's website during the entire time that the tender was open.

The attached report details the outcome of this tender.

FINANCIAL & RESOURCE IMPLICATIONS

The presence of a Register of Prequalified Suppliers – Trade Services will improve greatly the amount of resources and time required to acquire the services related to this area as the background checks and pricing checks have already been undertaken.

RECOMMENDATION

That Council:

- a) accepts the recommendation of the evaluation panel;
- b) resolves to appoint the successful suppliers listed in Table 1 to Council's Register of Pre-qualified Suppliers of Trade Services (MCS-2025-005); and
- c) delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contracts with the successful suppliers listed in Table 1 as provided for in the request for tender (as amended by agreement between the parties).



COUNCIL RECOMMENDATION REPORT

REGISTER OF PREQUALIFIED SUPPLIERS OF TRADE SERVICES

CONTRACT NO: MSC-2025-005

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1. PURPOSE

1.1 To inform Council of the Tender process conducted and the evaluation outcome to recommend appointment of suppliers meeting the pre-qualification requirements to be included on the following registers:

MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services;

2. BACKGROUND

2.1 Council invited tenders pursuant to section 232 of the *Local Government Regulation 2012* (Qld) (Regulation). The tender Contract base period is for one (1) year and 2 x 12 month extension options.

2.2 The tender was released through 360 on Wednesday the 7th of January 2026 and closed on Tuesday the 3rd of February 2026. The invitation to tender was advertised on Council’s website during the entire time that the tender was open.

3. RESPONSE SUMMARY

3.1 Council received 21 responses upon Tender close.

3.2 Each response was evaluated shortly after with each Evaluation Panel member assessing responses based on the criteria as detailed in item 4. Evaluation Criteria.

3.3 The evaluation panel then met to discuss the tenders and agree a final consensus outcome.

3.4 18 Tenders received were assessed as having the technical, financial and managerial capability necessary to be appointed as pre-qualified suppliers for the Register of Pre-qualified Suppliers of Trade Services.

4. EVALUATION CRITERIA

4.1 Each Response was assessed against the following assessment criteria.

Evaluation Criteria	
•	Technical capability
•	Financial capability
•	Managerial capability

5. RECOMMENDATION

5.1 That Council:

- (a) accepts the recommendation of the evaluation panel;
- (b) resolves to appoint the successful suppliers listed in Table 1 to Council’s Register of Pre-qualified Suppliers of Trade Services (MCS-2025-005); and
- (c) delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contracts with the successful suppliers listed in Table 1 as provided for in the request for tender (as amended by agreement between the parties).

Table 1 – MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services	
Result	Respondent
<u>Successful</u>	AERIS Environmental Ltd (IEQ & Hygienist Services)
	Andrew Francis Halpin
	Block Commercial (Cairns)
	Cairns Flat Packs
	Cairns Locating Specialists Pty Ltd (Dylan Schirmer)
	Carpentaria Electrical
	Inново Management Pty Ltd
	Kieza Constructions Pty. Ltd. T/As Kieza Constructions Pty Ltd
	Kuhn Steel Fab Pty Ltd
	MPDT (MPDT)
	PLD Holdings Pty Ltd T/As Professional Pump Services & Irrigation
	Sage Automation
	Sai Security Protection Pty Ltd T/As Sai Group
	Symconstruct Pty Ltd
	The Trustee for James Geiger Electrical Trust
	The Trustee for Larsen Plumbing Trust
<u>Un-successful</u>	Burrundi Design Pty Ltd T/As Burrundi Design Studio
	H.C. Building & Construction t/a HCCM Pty Ltd T/A H.C Building and Construction
	Legion Drilling

6. STATUTORY REFERENCE

Instrument	Reference	Details
Local Government Regulation 2012	Chapter 6 > Section 232	Exception for register of pre-qualified suppliers
Local Government Act 2009	Chapter 4 > Section 104	Sound Contracting Principles

7. CONSULTATION

- 1) Mayor and Councillors
- 2) CEO
- 3) Chief Financial Officer
- 4) Director of Engineering

- 5) Project Coordinator
- 6) Procurement Consultant (External)

8. ATTACHMENT/S

Evaluation Panel Recommendation Report

13 CORPORATE AND COMMUNICATIONS

13.1 Corporate & Communications Report – February 2026

Author: Director Corporate & Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Governance Manager has been recruited and commenced on 9th March 2026. The GM is currently undertaking an audit of Corporate Policies (Strategic, Statutory and Administrative) and has commenced planning for development, review and approval of all policies required to be updated in order to achieve compliance.

Recruitment of a Communications Officer is underway. This position will provide support for both internal and external communications

Director Corporate & Communications and Governance Manager have participated in Public Information Disclosure (PID) training.

Mornington Island Recreational Master Plan contract was executed with the Successful Tenderer, Peddle Thorp under the Regional Precincts and Partnerships Program (RPPP) scheme 1. A Site visit has been scheduled in for 30 & 31 March to allow for stakeholder and community consultation along with a site inspection.

Selectability CEO visited island and met with Mayor and Director. The CEO provided an update on staff accommodation and lease updates. Provided an overview of other services that Selectability can provide to community.

Kiosk Installed in GKC – First lot of amendments to the operating environment have been implemented based on feedback from customers to provide more banking facilities.

Empowering Local Government Bill – Amendments to the Local Government Act was introduced on 5th March 2026. A webinar briefing was provided to CEOs and the department have advised that face-to-face training will be provided to Local Governments.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

14 HUMAN RESOURCES**14.1 Human Resources report - February 2026****Author: Director Human Resources and Payroll Services****Attachments: Nil****PURPOSE (EXECUTIVE SUMMARY)**

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

Absenteeism continues to be a concern with several staff being issued with formal warnings regarding their absences and failure to report the same. Staff have been briefed regarding council's expectation in relation to attendance and reporting of absences. Staff will be issued with up to 3 warnings before they are issued with a show cause as to why their services should not be terminated.

Recruitment

- All new applicants for employment are now registered in ELMO Council's Human Resources Information System. Persons seeking employment are being advised that their application will only remain current for three months.
- Due to the impact of the wet season, there are still no available positions within the Engineering Parks and Gardens, fencing, or batching services.
- Council has in the Month of February and early March filled the following positions:
 - Storeman
 - Manager Governance
 - Senior human resources Officer
- We are still experiencing difficulties in relation to receiving suitable or interested applicants from on island and still seeking candidates to fill the following positions:
 - Administration Officer – Community
 - Auto Electrician
 - Diesel Mechanic

Traineeships

Interviews have commenced for the recruitment of three Administration Trainees to commence

in June 2026.

Funding for Positions

Funding submissions have been lodged to REJD to support further training aligned with a new project that will create eight additional Council positions focussing on Community Support. The project will employ a dedicated team responsible for maintaining public areas and providing yard maintenance support to residents, particularly elderly community members.

HR Innovation and Continuous Improvement

Council's Human Resources Information System (ELMO) - Recruitment and Onboarding models are now live. The base Human Resources module is now complete and will be deployed to the executive team in April. Training for HR staff for the final configuration and implementation of the Recruitment and Onboarding modules continues.

Workforce Planning and Development

Induction and onboarding

As previously reported to ensure new employees fully understand their roles and responsibilities, one on one orientation sessions will be conducted by the Community Recruitment and Staff Liaison Officer at the time of the employee's commencement. The next formal program is scheduled for week commencing 23 March 2026.

Staff qualifications and training

- 2 Plumbing Apprentices are off island end of March for their first TAFE block of the year. They will also attend Confined Space training after their TAFE block. DTET are paying for flights to TAFE, so this presents a savings for Council for both TAFE block and Confined Space.
- 1 Plumbing Apprentice will be off in April for their first TAFE block of the year. Flights booked through DTET so another saving for Council.
- 1 Workshop Motor Mechanic to attend HR Licensing week of 13th April with test 17th April and looking to send 1 staff member from Engineering.
- Anticipating sending a Batching plant employee for HR Licensing.
- Workshop apprentices will have their next visit from Major Training week of 20th April 2026.
- Major Training on island they will also put 6 Workshop staff through A/C training at the same time.
- Fire Warden Training – 28 staff have submitted their names for this online, self-paced course. Hoping LGAQ will fund this course.
- Carpentry Apprentice attended TAFE block end of February/early March
- Forklift Training planned for week of 20th April for 10 staff and if time will do some Telehandler tickets also.
- MRAEL will be on island 14th April to meet with Apprentices and Trainees.

HR policy and procedures

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

- Code of Conduct
- Employee Travel Policy
- Vehicle Policy
- Training Policy

HR metrics and workforce analytics

The organisation's resourcing at the time of the writing of this report totals 156 employees consisting of 125 full time, 5 part time and 26 casual employees. During the month there were no new commencements.

Workplace Health and Safety

- Drug and Alcohol Testing Sober live wall unit self-testing Breathalyzer has been installed, and daily tests are being conducted, documented and recorded.
- Carpentaria Electrical has been notified to commence annual testing of RCD and breaker switches on all Council Assets. This will commence in March 26.
- Trinity Fire Services has been engaged to Test all Council Assets fire extinguishers, Hose reels and Emergency exit lighting. They will be on Island 14th March.
- Councils AED Units shock pads expired in 2025. Several enquiries with Allied Safety last year to replace them established that the manufacturer was out of stock. To ensure the units are functioning correctly Council my need to purchase or progressively replace the units.
- Asbestos Inspection certificate has been completed for Lot 921 Lardil,
- Gas clearance certificate requested from Jonathan Cooper re 219 Wengka incident. Gas leak.
- Animal control risk assessments require completion. Discussions will be held with the animal control officer.

Incident reporting

- Two (2) Incidents reported both incidents involved a snake in the Vet centre. One was a suspected Death Adder the other a Children's Python. Snakes are getting in through gap in door. Action is being taken to rectify the situation.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

15 HOUSING AND FACILITIES

15.1 Housing and Facilities Report – February 2026

Author: Director Housing & Facilities

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an update of the Department of Housing and Facilities activities for the month of February 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

FEBRUARY FIGURES

	Invoiced	New jobs	Open jobs
Q Build	55	47	146
Private	6	7	36
Facilities	54	34	207
CPO			

Note:

Q Build Do & Charge Program for February

- 120 - jobs currently open
- 46 - work orders received into portal
- 49 - invoiced to Q Build

2025/26 FY – Days to action Q Build jobs

	Number of jobs	Average days to schedule	Average days to invoice
January	163	4	8
February	89	5	7

QBUILD HOUSE PAINTING

- 21 Locations have been approved – Works commencing in February 2026.
- 17 Externals + 5 Internals to be completed by 3rd QUARTER OF FY25/26 – Weather dependant.

Externals Completed: 30% Completed (weather affected)

Internals Completed: 100% completed

FUNDED PROGRAMS

\$2.35 MILLION INTERIM CAPITAL WORKS PROGRAM

The scope of this project is to deliver one duplex and one plug-in, funded by the Department of Community, Housing and Digital Economy (DCHDE).

This project has suffered significant delays due to ongoing mitigation between Council and James Construction and the program is currently at a standstill.

Legal mitigation between both parties continues

DoHPW has inspected both sites and requested MSC to undertake limited works on both sites

152 Lardil St: 2 x 5 bedroom Duplexes

DoHPW has requested MSC to do a limited amount of work at 152 Lardil St,

1. Isolate mains water to the site,
2. Inventory creation of product left inside and outside both duplexes,
3. Removal of external building materials from site and store in secured compound,
4. Clean up of the site: internally and externally – vermin removal and treatment
5. Undertake termite treatment to protect the asset,
6. Vegetation knockdown + removal from site,
7. Strengthen fencing to help reduce non authorized access to site
8. Cover exposed pits

PROJECT STATUS: On schedule: 75% completed – weather and labour delays

30 Lardil St: Plug-in 30

DoHPW has issue a defect list + advised rectification works will be accepted by photo proof of completion.

Housing and Facilities undertook these works during the month February and early March.

DoHPW added two variations to be undertaken during rectification works;

- 1.) Trim the Mango tree to prevent any potential damage to the physical assets (Main house + Plugb In)
- 2.) Build a small retainer wall to divert water away from plug in, due to its locality.

PROJECT STATUS: Completed

LOCAL GOVERNMENT GRANTS AND SUBSIDIES (LGGSP)

Indigenous Knowledge Centre (IKC - Library)

All defects have been completed by Housing and Facilities except for replacement of 3 ceiling

tiles;

Logistic delay of ceiling tiles to the island

Continual legal mitigation between Council and the contractor continues

PROJECT STATUS: Completed

Motel expansion

Site preparation has commenced with the removal of vegetation and investigation works for the installation of infrastructure, water, sewer and electricity.

Oly Homes has started construction of the units at its factory and is currently finalizing with 3rd parties regarding logistics of getting the units to Island

PROJECT STATUS: On schedule

FORWARD REMOTE CAPITAL PROGRAM \$7,328,042

Lot 926 Lardil Street 4 x 2 bedroom houses

Asbestos pipes have been removed from site

Contractors have been on site re surveying of infrastructure services in alignment of building footprints

PROJECT STATUS: On schedule.

RESILIENCE FUNDING

Barge coolroom / freezer

The concrete flooring for the coolroom/freezer is currently on hold, (materials and plant equipment cannot relocate from East Coast due to flood waters in the Gulf Region). Once waters and rivers have receded and Dept of Roads allow access for heavy vehicles to Karumba, then a potential start date can be advised.

Internal (inside fridge/freezer) electric forklift still to be determined.

Anti-vandal cages are being built around external condensers.

Guttering has been installed on roof to redirect water away from the condensers

PROJECT STATUS: Delayed weather + delivery logistics issues - roads closed, flooding

Seawall and barge landing

This project is currently on hold. CPO to advise

PROJECT STATUS: Hold

OTHER PROJECTS

QbuildShed

Contract cancelled – QBuild will redevelop the site. QBuild ordering concrete for slab from MSC

PROJECT STATUS: Finished

Tavern Laundry

Plumbing and electrical works have completed. This project has now been handed back to Hospitality and Accommodation for their specialist (re dosing of detergents re washing)

PROJECT STATUS: Completed

Salvation Army/Op Shop Building

New flooring boards and floor tiles have been installed to rectify the existing unsafe floor. This work was deemed a priority and has been finished.

PROJECT STATUS: Completed

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

16 ENGINEERING**16.1 Engineering and Infrastructure Report - February 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 division activities for February 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS*Airport*

- David and Allan have been maintaining the grounds and managing flight operations.
- Delivery of the new windsock from Windsock Australia (ordered November last year) is still pending.
- David has completed documentation for two grant submissions.

Parks and Gardens

- Chris and Ezra have been clearing the top end, including the Hospital, VAC, Cemetery, Police, and surrounding areas as required.
- They have also assisted with barge operations, funeral arrangements, and flight support.

Fencing

- Shannon has been constructing enclosures for air conditioning units across town and carrying out general fencing repairs as required.

Roads & Civil

- Brad and the crew have been cleaning streets and gutters throughout town.
- Major works were completed along Wengka Street, including clearing trees and shrubs to improve visibility to the water.
- Hot mix has arrived, and road patching is currently underway.
- Works on outer road repairs will commence once weather conditions improve.

Batching Plant

- Current stock includes approximately 150 bags of 20mm rock/sand premix and 70 x 1.5-tonne bags of cement.
- Preparations are underway for this year's cement works (estimated 600m³), indicating a busy period ahead.

- The team has been actively cleaning and preparing the site.

Workshop

- Mark has procured the following equipment in preparation for the dry season:
 - 8-tonne excavator
 - Double-axle Agi truck
 - 10.5-tonne crusher
 - Side tipper
- The team continues to maintain both the council fleet and public vehicles.
- Ongoing delivery delays are being experienced due to flooding.

Water & Waste

- Sewer pump station A: both pumps have been replaced; existing pumps are being sent for servicing.
- Sewer pump station B: pumps have been removed and cleaned.
- Sewer pump station D (Airport): pump has been removed for replacement; station C is next scheduled for servicing.
- Daily water sampling is being conducted, with samples sent to the Cairns laboratory. Results for both water and sewer samples remain within acceptable limits.
- Two aerators are being installed in the final sewer ponds to assist with bacterial treatment.

Dump & Recycling

- Existing systems are under review to determine requirements for reinstatement.
- Draft drawings for the recycling precinct have been completed and are currently with Arup for finalisation.

Health & Animal Management

Overview

- A higher-than-usual number of dogs were admitted to the vet shed, requiring significant time for cleaning, feeding, and care.
- Two snakes were sighted at the vet shed, including one located near the chest freezer motor. Incident reports were completed.
- Entry is suspected to be through a gap under the front door weather guard.
- This has highlighted the need for a licensed snake catch-and-release service on the island. Follow-up with Rangers is scheduled for March to determine training or licensing options.

Activity Summary

- Requests for service (no action required): 9

- Requests for service (advice only): 4
- Litter boxes provided: 1
- Anti-parasitic treatments: 31 dogs, 7 cats
- Treatments for injury/disease: 14
- Parvovirus vaccinations: 1
- Dogs removed from fenced public areas: 3
- Deceased animal removals: 1
- Medical emergencies (deceased): 2
- Medical emergencies (returned home): 1
- Euthanasia: 1 wild baby bird

Surrenders / Strays

- 9 puppies surrendered:
 - 2 deceased (suspected coccidia)
 - 2 placed in foster care
 - 5 remained in quarantine at month's end
- One fostered puppy from January was rehomed through Cairns Animal Rescue.
- One unclaimed dog was impounded after being collected near the landfill. Despite efforts to locate the owner (including a community Facebook post), no owner came forward. The dog remains impounded.

Miscellaneous Cases

- Finalised declaration of one regulated (dangerous) dog.
- Continued monitoring of a previously injured horse (now resolved).
- One dog passed away following prolonged paralysis.
- One dog presented symptoms consistent with E. canis.
- Reports received regarding aggressive dogs and roaming pigs (follow-up in progress).
- Ongoing landfill monitoring for roaming dogs (none sighted).
- Rodent management request received; bait currently unavailable, with orders placed. Interim advice has been provided.

Miscellaneous Tasks Completed

- Provided feedback for updates to the Animal Control webpage.
- Commenced planning for an Animal Management & Environmental Health job

management app.

- Contributed to development of the Animal Management Policy.
- Improved record-keeping processes via SharePoint.
- Paige completed First Aid training.
- Continued development of an Animal Register (transitioning from AMRRIC app).
- Prepared for the March vet visit, including community notifications.
- Met with Darren regarding WHS requirements (follow-up scheduled).
- Progressed development of substance management procedures for veterinary use.

Community Education & Engagement

- Contributed to a council newsletter article on coccidia in puppies.
- Provided pet safety resources to Mornington Island State School.
- Continued one-on-one education with animal owners on responsible pet ownership.

Stakeholder Engagement

Engagement continued with key stakeholders, including:

- Aboriginal and Torres Strait Islander Public Health Unit
- Department of Primary Industries
- Department of Environment, Tourism, Science & Innovation
- Mt Isa Public Health Unit
- Mornington Island State School
- Community Safety Committee

Observations & Trends

- Increase in eye injuries in dogs, likely due to fighting.
- Skin conditions observed, potentially linked to grass exposure and seasonal weather changes.
- Continued high numbers of puppies with parasite burdens; ongoing education and treatment efforts are in place.

Upcoming Projects (Pending Approval and Funding)

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

- Splash Park

FINANCIAL & RESOURCE IMPLICATIONS

Engineering division activities are occurring within adopted 2025/26 operational budget parameters.

RECOMMENDATION

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

17 Hospitality and Accommodation

17.1 Hospitality and Accommodation Report – February 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 February 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

Carriage Limit

For the month ended	31/01/2026	28/02/2026
Total People (# Sales)	1,305	1,530
Total Sales \$	105,292	124,138
Trading days	31	28
Average Price Per Person	81	81

During February 2026, carriage limit recorded an uptake in customer numbers and sales revenue of \$18,846 to January.

There was an issue with one member of community which has resulted in a 6-month ban notice due to the aggressive and threatening conduct to associated staff. These types of incidents take their toll on the staff and substantial counselling had to take place. We have done some more training with staff, and we are ensuring that ID is a priority for all young patrons. Overall Carriage operations have run smoothly.

Laundry Upgrade

The final plumbing works are now done for the machines, and the chemical supplier is being locked in for a return visit in April to complete the onboarding of these machines. The machines are however being used in manual override mode, and it is fantastic to see them in action. The team are getting used to all the new products and have started doing chemical training. The team have started to work well together over the last few weeks since our talk all together which is great to see.

VAC 1

VAC 1–8 is now back online and booked out at the time of writing this. The results are evident in the attached photos. A further 12 remain offline and there is another 11 that are occupied that will most likely be in the same state. The facilities team replaced the walls, ceiling and covered over the floor before giving it a repaint. Although funds did not allow for the bathrooms the accommodation team installed some new bathroom hardware and removing rusted chrome fixtures. They updated signage, repaired TVs and set-top boxes, and installing new shelving, windows, blinds etc. These rooms would not be back online without the accommodation team—

Victor, Ander and Colin—They have done an excellent job completing the final touches to bring these rooms back into service along with our cleaning team. They should provide many more years to come of service.

While a small number of items are still pending delivery, the rooms are now operational and back in circulation. We have had some issues with the satellite at the VAC area. After trouble shooting the issue Colin has been able to track down the person who installed them and is working with them to rectify the issues.

We are also introducing an electronic guest feedback survey, as well as a paper survey for the rooms.



BEFORE



AFTER

We have formally communicated our requirements to the Facilities team to progress on the scope and costings to renovate the remaining 12 closed rooms in the VAC. There is significant demand from other departments for accommodation to support upcoming projects, and reopening these rooms should be considered a financial priority.

VAC 2 continues to be an issue with condensation and mold. This will be the next focus as we have also had to close some rooms over there and have had complaints on the smell in the

rooms. You can see in the pictures some of the worst affected rooms that are offline.

VAC 2 Room – Result of condensation buildup. No windows left open.



Events

The Mornington Island Raiders event, held on 28 February, was an incredibly successful and positive community celebration. As an alcohol-free event, it was particularly encouraging to see such strong attendance from young people and families coming together to celebrate the team’s achievements.

The presentation attracted over 120 attendees, many of whom were minors, creating a vibrant and family-friendly atmosphere. It was great to see the community supporting the players and acknowledging the team’s success in such a positive and inclusive environment. The hospitality team also did a great job getting the venue ready for the event and running it on the day with a BBQ lunch.



FINANCIAL & RESOURCE IMPLICATIONS

Hospitality and Accommodation activities are occurring within the parameters of the adopted 2025/26 operational budgets.

RECOMMENDATION

That Council receive and note the Hospitality and Accommodation report for February 2025.

18 GENERAL BUSINESS

19 CONFIDENTIAL REPORTS

Nil.

20 NEXT MEETING

29 April 2026

21 CLOSURE