



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

Date: Wednesday 23 July 2025
Time: 9:00AM
Location: Council Chamber
Cnr Lardil Street & Djinkiya Street
Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting

23 July 2025

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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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**

Chief Executive Officer, Gary Uhlmann

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**6 CONDOLENCES AND MEMORIALS**

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING – 25 JUNE 2025

Author: Director Corporate and Community

Attachments: 1. Ordinary Council Meeting Minutes - 25 June 2025

OFFICER’S RECOMMENDATION

That the Minutes of the Ordinary Council held on Wednesday 25 June 2025 be received and the recommendations therein be adopted.

**MINUTES OF MORNINGTON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA
ON WEDNESDAY 25 JUNE 2025 AT 9:00 AM**

1 OPENING OF MEETING

The meeting was opened by Deputy Mayor Robert Thompson at 9:04am.

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 Garawa people who share our homelands.

3 PRESENT

Deputy Mayor Robert Thompson, Cr Farrah Linden, Cr Renee Wilson, Cr Jane Ah Kit
Gary Uhlmann (Chief Executive Officer), Skye Price (Director Corporate and Community), Jacinta Olds, Executive Assistant (Minute taker)

4 LEAVE OF ABSENCE

Mayor Richard Sewter – attending LGAQ conference in Canberra.

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

Cr. Renee Wilson – 8.2 – 10am Deputation – Mirndiyan Gununa Aboriginal Corporation

6 CONDOLENCES AND MEMORIALS

A minute's silence was undertaken for loved ones.

7 CONFIRMATION OF MINUTES**7.1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 21 MAY 2025****RESOLUTION 2025/93**

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That the Minutes of the Ordinary Council held on Wednesday 21 May 2025 be received and the recommendations therein be adopted.

Cr Jane Ah Kit abstained from vote.

CARRIED 3/0**8 DEPUTATIONS**

10am – Mirndiyan Gununa Aboriginal Corporation

11am – Healthy Housing Program

1pm – State Development, Infrastructure and Planning – Water Infrastructure projects

9 ACTION SCHEDULE**10 POLICY DOCUMENTS**

9:55 am, Cr Renee Wilson left the meeting

10:03 am, Cr Renee Wilson returned to the meeting

RECEPTION & CONSIDERATION OF OFFICERS REPORTS**11 MAYOR AND COUNCILLORS REPORTS****11.1 MAYOR AND COUNCILLOR REPORTS****RESOLUTION 2025/94**

Moved: Deputy Mayor Robert Thompson

Seconded: Cr Renee Wilson

That Councillors receive and note the Mayor and Councillor Reports for June 2025

CARRIED 4/0

Deputy Mayor Robert Thompson

- Roads – Gunawana Road requires emergency works

Cr. Renee Wilson

- Attended AIATSIS Conference Darwin – Voices of empowerment, Mabo Day – Kaleb Mabo was a speaker. Community engagement – cultural exchange. All Speakers very inspirational.
- Next Year's conference – would be beneficial to include youth of Mornington Island
- Environmental and Economics – Tourism for Mornington

10:19am, Cr Jane Ah Kit left the meeting

10:38am, Cr Jane Ah Kit returned to the meeting

SHORT BREAK – 10:23am – 10:46am

Cr. Farrah Linden

- o Community NAIDOC Day – PCYC to be included in organisation

Cr. Jane Ah Kit

- o Primary Health Centre – Visit from Tim Nichols – Minister of Health
- o Attended Mt Isa Youth Summit

12 CHIEF EXECUTIVE OFFICER REPORT

12.1 CHIEF EXECUTIVE OFFICER'S REPORT

RESOLUTION 2025/95

Moved: Deputy Mayor Robert Thompson

Seconded: Cr Farrah Linden

That Councillors receive and note the Chief Executive Officer's report for June 2025.

CARRIED 4/0

13 FINANCE

13.1 FINANCIAL REPORT

RESOLUTION 2025/96

Moved: Cr Jane Ah Kit

Seconded: Cr Farrah Linden

That Council receive and note the financial report for June 2025.

CARRIED 4/0

11:56 am, Cr Renee Wilson left the meeting

11:59 am, Cr Renee Wilson returned to the meeting.

Lunch Break – 12:07 pm – 13:00 pm

13.2 CORPORATE CARDS AS A PART OF FINANCIAL DELEGATIONS FOR DIRECTOR ACCOMMODATION & HOSPITALITY AS WELL AS ACTING CHIEF FINANCIAL OFFICER

RECOMMENDATION

That Council endorse corporate credit cards to the value of up to five thousand dollars (\$5,000) for Director Accommodation and Hospitality, Claire Mousa and Acting Chief Financial Officer, Steve Graham.

RESOLUTION 2025/97

Moved: Cr Farrah Linden

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the human resources report for June 2025.

CARRIED 4/0

14 HUMAN RESOURCES MANAGEMENT

14.1 HUMAN RESOURCES REPORT

RESOLUTION 2025/98

Moved: Cr Renee Wilson

Seconded: Cr Farrah Linden

That Council receive and note the human resources report for June 2025.

CARRIED 4/0

15 GOVERNANCE

15.1 QUEENSLAND AUDIT OFFICE REPORT 13: LOCAL GOVERNMENT 2024

RESOLUTION 2025/99

Moved: Deputy Mayor Robert Thompson

Seconded: Cr Farrah Linden

That Council receive and note the Queensland Audit Office Report 13: Local Government 2024.

CARRIED 4/0

15.2 SPECIAL HOLIDAYS 2025**RESOLUTION 2025/100**

Moved: Deputy Mayor Robert Thompson

Seconded: Cr Farrah Linden

That Council endorse proposed 2026 Special Holiday dates including Mount Isa Show Day, Friday 18 September 2026; Gununa Show Day; and Memorial Day, Tuesday 24 November 2026; and send correspondence to the Office of Industrial Relations with proposed by no later than Friday 25 July 2025.

CARRIED 4/0

16 PLANNING AND COMMUNITIES**16.1 ACCOMMODATION AND HOSPITALITY REPORT****RESOLUTION 2025/101**

Moved: Cr Jane Ah Kit

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the report related to accommodation and hospitality for June 2025.

CARRIED 4/0

16.2 QUEENSLAND GOVERNMENT DEPARTMENT OF HOUSING TENANCY SERVICES UPDATE**RESOLUTION 2025/102**

Moved: Deputy Mayor Robert Thompson

Seconded: Cr Jane Ah Kit

That Council receive and note the report related to Queensland Government Department of Housing Tenancy Services for June 2025.

CARRIED 4/0

17 HOUSING DEPARTMENT**17.1 HOUSING & FACILITIES REPORT****RESOLUTION 2025/103**

Moved: Cr Jane Ah Kit

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the housing report for June 2025.

CARRIED 4/0

18 FACILITIES DEPARTMENT

Nil

19 ENGINEERING**19.1 ENGINEERING REPORT****RESOLUTION 2025/104**

Moved: Cr Renee Wilson

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the Engineering division report for June 2025.

CARRIED 4/0

20 GENERAL BUSINESS**20.1 PHOSONE PROJECT AND QUEENSLAND GOVERNMENT GAZETTE NOTICE****RESOLUTION 2025/105**

Moved: Cr Jane Ah Kit

Seconded: Cr Renee Wilson

That Council receive and note report related to the PhosOne Project and Queensland Government Gazette notice.

CARRIED 4/0

At 3:10 pm, Cr Renee Wilson left the meeting due to declared Conflict of Interest.

20.1 MORNINGTON ISLAND FESTIVAL - FINANCIAL SUPPORT

RESOLUTION 2025/106

Moved: Cr Jane Ah Kit
Seconded: Cr Farrah Linden

That Council endorse financial support for the Mornington Island Festival up to the value of sixty-five thousand dollars (\$65,000) and that the Chief Executive Officer be delegated to extend in-kind support towards Mirndiyan Art Centre to ensure a successful festival.

CARRIED 3/0

21 CONFIDENTIAL REPORTS

Nil

22 NEXT MEETING

The next meeting will be held on 23 July 2025.

23 CLOSURE

Deputy Mayor Robert Thompson closed the meeting at 3:43 pm.

Gary Uhlmann
Chief Executive Officer.

Minutes Confirmed:

Mayor.....

Date: [enter date](#)

Gary Uhlmann
Chief Executive Officer

Initial: _____

8 DEPUTATIONS

10:30am – certificate III Rural Operations presentation for seven graduates:
Nathan Cameron, Stafford Chong, Carl Hemming, Wade Loogatha, Royce Moodoonuthi,
Darren Partridge and Patrick Thompson.

Council congratulates the graduates for the completion of their recent course. Mayor
Sewter will present certificates of attainment.

9 ACTION SCHEDULE

To be tabled in the meeting.

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

10 MAYOR AND COUNCILLORS REPORTS

Nil

11 CHIEF EXECUTIVE OFFICER REPORT**11.1 CHIEF EXECUTIVE OFFICER'S REPORT**

Author: Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

Chief Executive Officer's report related to activities for July 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

1. Council's finances are strong as we finish the financial year, and they show a significant increase over the last financial year. Major positives are \$11.6m for restricted funds and \$3.7m for unrestricted funds on deposit with QTC.
2. The forward capital program now includes approximately \$39m for social housing initiatives, \$26m for the roads program and together with other project funding provides a forward capital program of over \$100m with further expected increases in the future. This is a great achievement for Council and provides an excellent project base for the future.
3. The backlog of Financial Statements has finally been cleared and the final audit for the 2024 Financial Statements is now virtually completed. This a huge achievement and significantly improves Council's financial management reputation with government.
4. A Capital Projects Office (CPO) has been established to help bring professional project management approaches and controls to Council operations and to improve the efficiency of project management and delivery.
5. While good progress is being made on our aged accounts receivables this continues to be a challenging area of activity.
6. We are currently on schedule with our 25/26 annual budget processes and statutory reporting and will shortly be scheduling our Corporate and Operational planning meetings.
7. The Governor's visit to community is scheduled for 22 July and this visit will include an investiture ceremony for the award of the OAM to the Deputy Mayor.
8. We are currently seeking funding for a complete renewal of all road signs, road and line marking, and speed bumps for the township, and new guideposts and speed signs for Birri Rd.
9. Money has now been sourced for the renewal and ongoing maintenance of the sports oval, the government has agreed to provide a brand new fire truck for the community and a range of new initiatives such as the extension of the current footpaths will be commencing shortly.
10. Overall the Council is in an excellent position at the start of the new Financial Year.

RECOMMENDATION

That Councillors receive and note the Chief Executive Officer's report for July 2025.

13.1 FINANCIAL REPORT

Author: Financial Accountant

Attachments: 1 Finance report - July 2025

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Finance reports enable Elected Members to monitor Council performance and conduct duties in a financially responsible manner, whilst being made aware of potential risks, ensuring efficient use of resources and aspiring for long-term sustainability.

All figures are year to date until 30 June 2025.

This report includes a consolidated grants summary and an aged receivables summary (under separate confidential cover).

There is also a separate finance report related to accounts receivable potential aged debt write-off.

FINANCIAL & RESOURCE IMPLICATIONS

Council is operating within allocated 2025/26 provisional budgets.

RECOMMENDATION

That Council receive and note the financial report for June 2025.

This month Story

Cashflow was positive. Council has \$14m invested with Queensland Treasury Corporation, earning interest

Cashflow continues to be monitored closely, current funding to last until 30 June 2025.

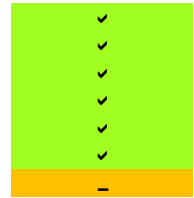
Financial Statements are essentially complete

Audit is progressing well we expect to finalise in July

Accounts Receivables reduced to under \$4m

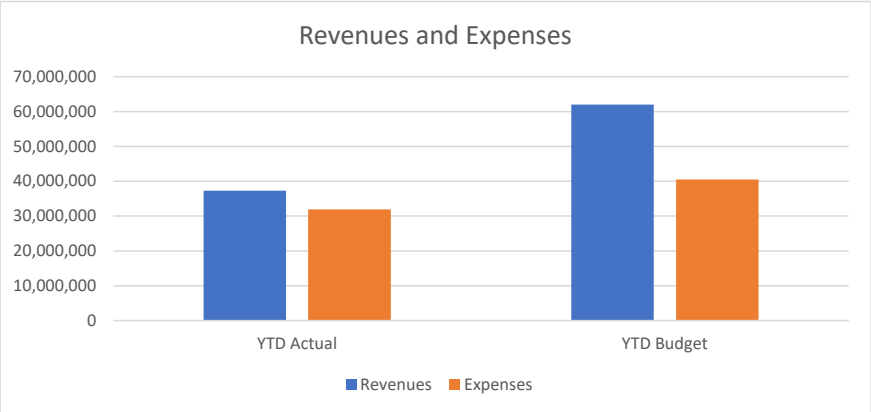
The Budget for 2025 2026 is to draft stage

Some finance policies and procedures have been updated and we continue to review



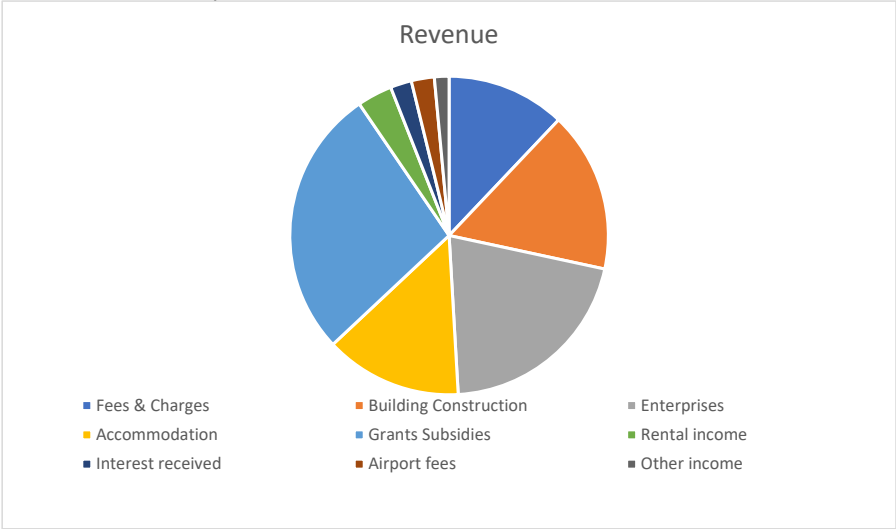
Revenues and Expenses

All numbers are year to date up until 30-June-2025

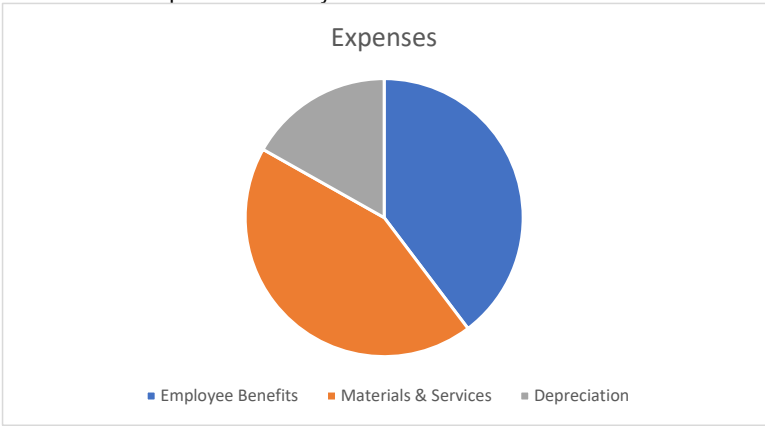


Did we make a profit ?

Where did the Money come from?



Where do we spend our money?



Details in the numbers

Statement of comprehensive Income Year to date up until 30-June-2025

	Actual \$	Budget \$	Variance \$		Last Year \$	
Revenue						
Recurrent Revenue						
Fees & Charges	3,093,259	3,245,060	-151,801	-	2,774,009	✓
Sales Revenue - Building Construction	4,179,523	5,380,000	-1,200,477	×	1,818,770	✓
Sales Revenue - Enterprises	5,305,837	6,590,000	-1,284,163	×	4,238,369	✓
Accommodation	3,569,980	4,295,000	-725,020	×	3,018,184	✓
Total Recurrent Revenue	16,148,598	19,510,060	-3,361,462		11,849,331	✓
					0	
Capital Revenue						
Capital, Grants, Subsidies, Contributions & Donations	18,717,673	39,899,830	-32,864,075	×	14,413,275	✓
Total Capital Revenue	18,717,673	39,899,830	-21,182,157		14,413,275	✓
	0	0	0		0	
Rental income	911,844	1,361,775	-449,931	×	652,339	✓
Interest received	552,605	230,480	322,125	✓	196,461	✓
Airport Landing & Passenger fees	597,870	590,148	7,722	✓	514,567	✓
Other income	379,953	421,500	-41,547	-	297,557	✓
	2,442,272	2,603,903	-161,631		1,660,923	
Total Revenue	37,308,544	62,013,793	-24,705,250		27,923,529	✓
Expenses						
Recurrent Expenses						
Employee Benefits	12,675,488	14,457,172	-1,781,684	-	10,331,811	-
Materials & Services	13,879,989	20,246,427	-6,366,438	-	7,996,147	-
Total Recurrent Expenses	26,555,477	34,703,599	-8,148,122		18,327,957	
Total Expenses	26,555,477	34,703,599	-8,148,122		18,327,957	-
Net Operating Surplus/ (Deficit) Before Depreciation	10,753,066	27,310,194	-16,557,128		9,595,572	-
Less: Non Cash Expenditure						
Depreciation	5,375,780	5,789,255	-413,475	✓	5,396,849	✓
Total Expenditure	31,931,257	40,492,854	-8,561,597		23,724,806	✓
Net Operating Surplus/ (Deficit)	5,377,287	21,520,939	-16,143,652	×	4,198,723	✓

Details in the numbers



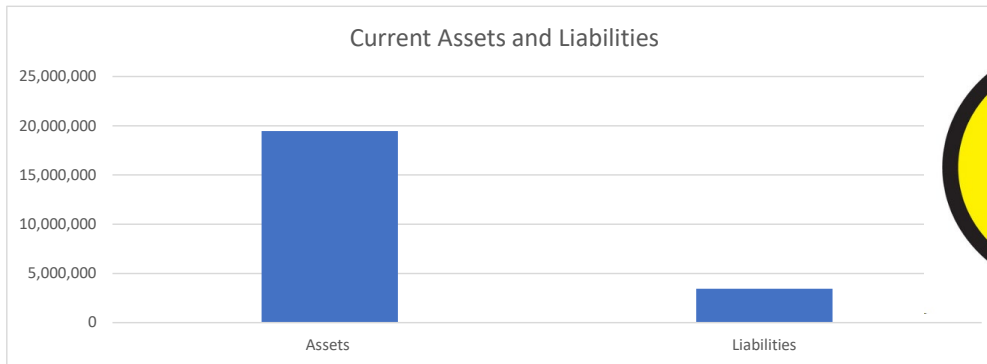
Statement of Financial Position

	30-June-2025 YTD	30-June-2024	30-June-2023	
	2025	2024	2023	2022
	\$	\$	\$	\$
Current assets				
Cash and cash equivalents Unrestricted	3,534,784	2,707,870	4,178,129	1,023,954
Cash and cash equivalents Restricted	11,659,292	3,022,552	8,566,408	7,612,193
Receivables	2,431,491	3,307,589	3,783,665	3,375,253
Inventories	1,736,511	1,346,340	1,022,378	563,998
Contract assets	1,305	2,125,371	2,059,882	1,046,819
Lease receivable	0	252,354	252,355	235,948
Total current assets	19,363,383	12,762,077	19,862,817	13,858,165
Non-current assets				
Lease receivable	10,584	6,127,168	6,127,168	6,964,127
Property, plant and equipment	187,981,322	169,791,013	162,049,859	114,489,387
Total non-current assets	187,991,906	175,918,181	168,177,027	121,453,514
Total assets	207,355,289	188,680,258	188,039,844	135,311,679
Current liabilities				
Payables	3,914,954	6,063,628	4,995,172	3,927,004
Contract liabilities	11,832,755	5,357,205	8,566,408	4,906,589
Provisions	90,432	65,703	60,860	46,125
Total current liabilities	15,838,141	11,486,537	13,622,439	8,879,718
Non-current liabilities				
Provisions	1,667,518	1,611,620	1,611,620	1,545,187
Total non-current liabilities	1,667,518	1,611,620	1,611,620	1,545,187
Total liabilities	17,505,659	13,098,157	15,234,059	10,424,905
Net community assets	189,849,630	175,582,102	172,805,785	124,886,774
Community equity				
Asset revaluation surplus	158,459,155	149,526,017	149,526,017	105,443,563
Retained surplus	31,390,475	26,056,084	23,279,768	19,443,211
Total community equity	189,849,630	175,582,101	172,805,785	124,886,774

Cash Position

All numbers are year to date up until

30-June-2025



Assets

Cash at bank Unrestricted	3,539,229
Cash at bank Restricted	11,654,847
Debtors	4,274,288
	<u>19,468,364</u>

Liabilities

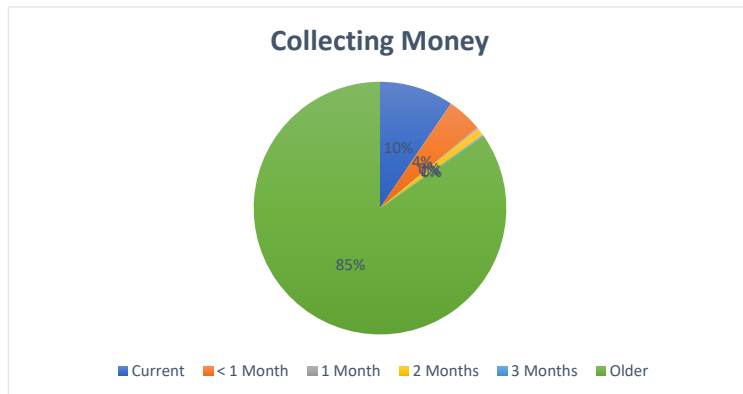
Creditors	2,591,131
GST	-51,211
PAYG	215,373
Employee entitlements	683,207
	<u>3,438,501</u>

Receivables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
374,083.34	176,513.34	7,533.21	38,507.83	6,123.45	3,334,021.58	3,936,782.75
30%	8%	2%	2%	2%	56%	100%

Payables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
1,013,675.06	80,181.24	(3,240.44)	7,986.00	3,958.20	1,488,571.35	2,591,131.41
39%	3%	0%	0%	0%	57%	100%



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

Over 90 days

Total

AISS (Australian Indigenous Security Service Pty Ltd)	1,347,188	1,494,608
DHLGPPW - Dept of Housing, Local Government, Plann	97,634	95,186
GRAC (Gulf Regional Aboriginal Corporation)	187,533	187,533
GUNUNAMANDA LIMITED T/A Gununamanda Store	389,479	408,573
HC Building and Construction	174,803	174,803
James Construction Queensland Pty Ltd	471,533	493,840
N & J Building & Construction	92,191	92,191
Rex Airlines	174,585	174,586
Total of above and others	<u>\$3,334,022</u>	<u>\$3,936,783</u>

AISS (Australian Indigenous Security) 1,402,824 1,495,194

This amount is payable -55,636

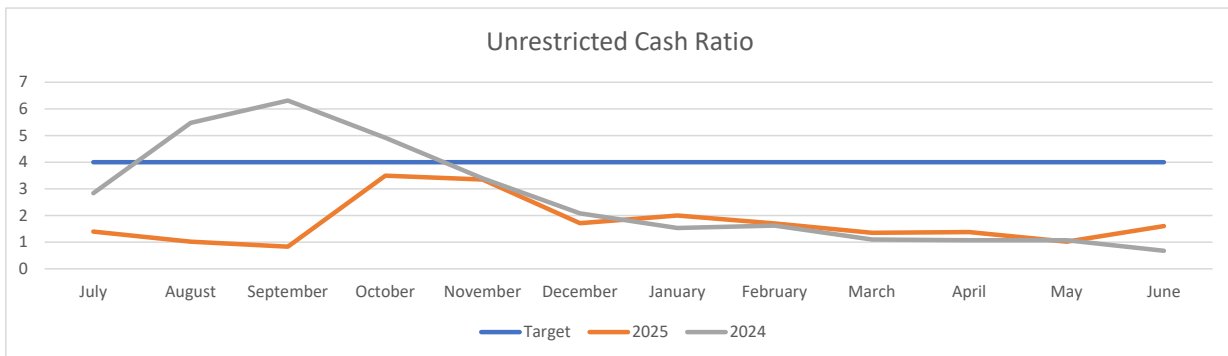
Cashflow

All numbers are year to date up until

4

30-June-2025

Account	Jul 2024	Dec 2024	Apr 2025	Jun 2025
Normal Business				
Money in	6,179,903.59	2,502,640.19	1,537,850.89	2,708,613.17
Money Out	(5,296,899.69)	(2,823,084.32)	(2,026,070.40)	(2,353,366.06)
Difference	883,003.90	(320,444.13)	(488,219.51)	355,247.11
Capital Grants				
Money in	344,779.25	0.00	627,604.67	852,404.29
Money Out	94,520.18	(809,956.80)	0.00	(409,602.05)
Difference	439,299.43	(809,956.80)	627,604.67	442,802.24
Other (Super BAS)	(920,443.18)	(2,598,225.05)	(46,599.99)	490,217.46
	(920,443.18)	(2,598,225.05)	(46,599.99)	490,217.46
	401,860.15	(3,728,625.98)	92,785.17	1,288,266.81
Bank				
Start	3,614,859.26	7,845,484.50	2,982,608.37	2,241,692.08
Difference	401,860.15	(3,728,625.98)	92,785.17	1,288,266.81
End	4,016,719.41	4,116,858.52	3,075,393.54	3,529,958.89



This year

Unrestricted Cash Expense Ratio

Month	Target	Actual
July	4	1.40
August	4	1.02
September	4	0.83
October	4	3.49
November	4	3.35
December	4	1.71
January	4	2.00
February	4	1.70
March	4	1.35
April	4	1.35
May	4	1.02
June	4	1.60

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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/07/2025	FBT return due in May
Workcover	✓		15/09/2025	
Insurance	✓		21/03/2026	All reported on time resulting in a discount
Audit 2024	✓			Going well
Grant reporting	✓		11/07/2025	
Paying Invoices	✓	Ongoing		With the exception of AISS up-to-date and cleaned up
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	-	Ongoing		Draft forecast completed by Shave and Brett
Policies	-	Over		To be reviewed and adopted
Budget 2026	✓		1/06/2025	Draft budget complete
Debt Recovery	✗			Progress is being made and remains a focus
Contracts Register \$200k+	-			Minutes to commence for preferred suppliers
Contracts Register All	✗			

Measures of Financial Sustainability

Operating Surplus Ratio

Target: NA

Net operating result divided by total operating revenue

-25%

✗

Operating Cash Ratio

Target: Greater than 0%

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

-4%

✗

14 HUMAN RESOURCES MANAGEMENT

14.1 HUMAN RESOURCES REPORT

Author: Human Resources Manager

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide a summary of Human Resources activities for the month of July 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Human Resources (HR) Strategic Actions 2025

During the reporting period the following actions were undertaken in respect to the strategies detailed below.

People and Culture – Attract, Develop and Retain

The month's the reporting period there has been several resignations submitted.

During the month, the following positions have been advertised and advertised throughout the community, to attract suitable candidates the following positions.

- Try a Trade – 4 positions
(2 suitable candidates)
- Store Person – 2 positions
(1 suitable Candidate)
- Bicycle Maintenance persons –
2 positions (Casual)
- Traffic Controller – 4 positions
(3 suitable Candidates)
- Youth Worker (2 positions)
3 suitable Candidates
- Communities Coordinator
- PR & Communications Officer
- Works Coordinator
(2 positions) 2 suitable candidates
- Environmental control officer
(1 Position)

Difficulties are still being experienced in relation to receiving suitable / interested applicants from on island.

HR Innovation and Continuous Improvement

Work continues with the development and implementation of MSC's Human Resources Information System. Base position and employee information has now been downloaded into the HRIS with go live scheduled for the core HR on July 23. Implementation of the recruitment and onboarding modules will now be undertaken.

Investing in our Employees and Community - Training & Development

All Apprentices and Trainees Contracts are up to date regarding training and development with current training plans, including all incentive and apprentice claims eligible.

There are currently a total of 16 apprentices and trainees currently employed in Council. We are also in the process of supporting an additional three employees in the following training and development courses:

- a. Certificate III in Mobile Plant and Technology
- b. Certificate III Accounting and bookkeeping
- c. Certificate III General plumbing

Plumbing - There have been 2 additional local trades signed up for apprenticeships they will be issued with a Gas fitter licence after completion.

Two employees attended and completed block training in Cairns.

HR Metrics and Workforce Analytics

The organisations resourcing at the time of the writing of this report totals 163 employees consisting of 122 full-time, 7 part-time and 34 casual employees.

Group and individual meetings will again be held week commencing 21 July regarding completion of timesheets, individual attendance.

Workforce Planning and Performance

Full time employees are still not completing timesheets and recording their attendance.

Attendance is still a concern, but there has been some improvement following repeated attention being drawn to the absentee rates and staff involved.

Employee Workplace Health and Safety

- More assembly point signs and airhorns for Emergency evacuations have arrived and are being distributed. Evacuation plans for the library are completed and will be installed once frames have arrived.
- LGAQ WHS audit report received, and presentations made to all Directors, Managers and supervisors regarding the non-conformances and risks identified by the auditors.
- Notification to all contractors engaged by the council 2 weeks prior to the commencement of projects has been implemented to ensure all safety compliance and documentation is received.
- Oil separators are now operational.
- Repairs to Grader door completed.
- 30 SEC Mold cleaner has arrived and was used in conjunction with vinegar to remove the mold in the walls of VAC 2 rooms that have had the wall panels removed and replaced.
- Daily pre-starts by all departments are getting completed.
- Cert 111 in Rural Operations certificates will be presented to the six people who completed the course at the Council meeting on the 23rd of July.
- LGW funding secured for Scaffold, Working at heights, EWP, and Telehandler training for Housing with Pro-Lift Training services.
- Online Test and tag course identified for staff at Workshop.
- Asbestos removal is now being organized by Engineering and Infrastructure Services and DES.
- Leucaena removal funding opportunities being sought.
- 2 Incidents reported.

- 1 Vehicle damage PL 264 Vandalism smashed windows.
- 1 Machinery Damage PL 300 Skid steer by unknown operator run into something substantial causing considerable damage to front left side of machine.
- Drug and Alcohol policy finalised and being implemented.

FINANCIAL & RESOURCE IMPLICATIONS

Council's Human Resources functions are operating within allocated 2025/26 provisional budgets.

RECOMMENDATION

That Council receive and note the human resources report for July 2025.

15 GOVERNANCE**15.1 2025 LGM RISK SELF-ASSESSMENT REPORT**

Author: Director Corporate & Community

Attachments: 2025 LGM Risk Self-assessment report

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with a copy of the 2025 LGM Risk Self-Assessment report.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The self-assessment is designed to help Council understand how well its risk management systems are prepared to manage risk across key public liability exposures. This is undertaken by assessing the level of implementation of the principles contained in the LGM Footpath Guide 2023, the Road Risk Management Guide 2024 and the Recreation Areas and Facilities Guide 2020.

These Guides focus on areas of risks that represent approximately 75% of liability claims by both number and dollar value. Developing and implementing policies, systems and procedures that are consistent with the Guides will have a positive effect on liability exposures and also place member Councils in a more defensible position when claims do arise.


The self-assessment also provides an opportunity for participating members to evaluate risk management protocols for emergency response and business continuity, facilities management, hot works and contractor controls and facilities training practices, which are relevant across all insurable exposures.

Results are provided graphically and include an overall liability self-assessment score, as well the result achieved for footpaths, roads and recreational areas. Comparison scores are also provided for:

- Previous results (2024);
- Scheme average results (2024 and 2025);
- Average results achieved by participating Members in their respective geographic region; and
- Average results achieved by participating Members of a similar economic size, as categorised by overall Council wages spend.

RECOMMENDATION

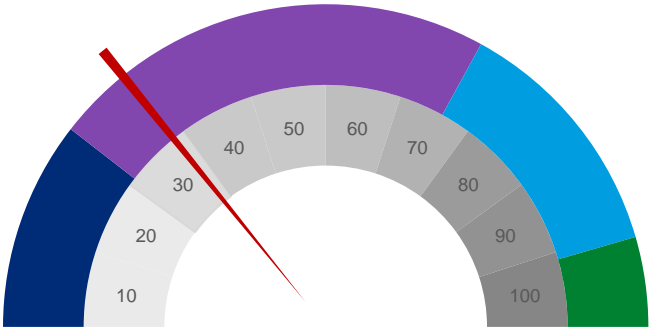
That Council receive and note the report related to accommodation and hospitality for July 2025.



Mornington Shire Council 2025 Risk Self-Assessment Report

YOUR Overall Liability Risk Score

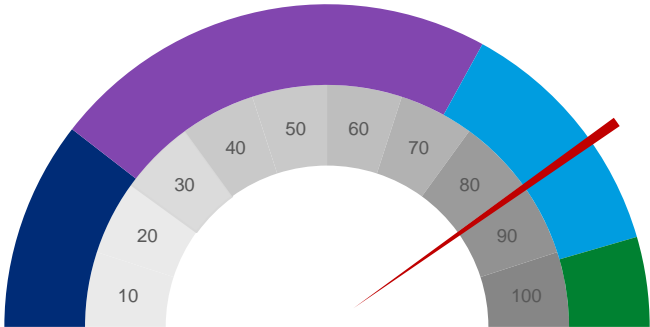
27.9%



Your overall risk rating: EVOLVING

SCHEME Overall Liability Risk Score

79.9%

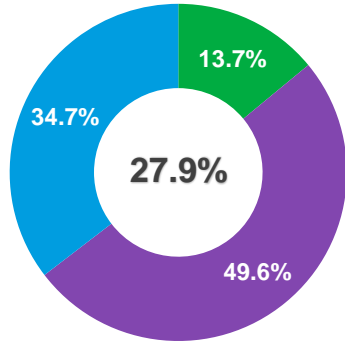


Scheme overall risk rating: EMBEDDING

Score	Level	Description
0%-20%	L1 - Weak	Your organisation lacks many of the fundamental risk management elements to manage liability risks in a way that is consistent with good practice. There are substantial opportunities to identify and improve the liability risk control environment to limit future exposure to liability claims and increase the prospects of a successful defence if they were to arise.
21%-65%	L2 - Evolving	Your organisation has many of the fundamental risk management elements in place to manage liability risks in a way that is consistent with good practice. A number of opportunities to improve liability risk control environment, limit future exposure to claims and improve the prospects of successful defence remain.
66%-90%	L3 - Embedding	Your organisation has most of the fundamental risk management elements to manage liability risks in a way that is consistent with good practice. Some opportunities to improve liability risk control environment, limit future exposure to claims and improve the prospects of successful defence remain.
91%-100%	L4 - Optimising	Your organisation has advanced risk management elements to manage liability risks in a way that is consistent with good practice, and is realising the benefits of previous investment in these controls. A focus on continual improvement through monitoring, review and refining systems, procedures and process will ensure the liability risk control environment remains strong and your organisation's exposure to future claims is controlled.

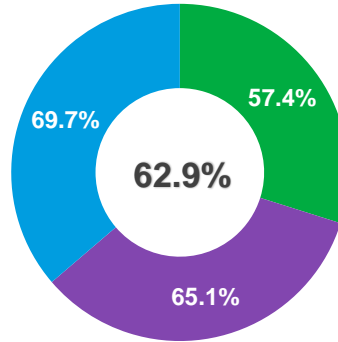
Mornington Shire Council & Peer Groups

Your 2025 Result



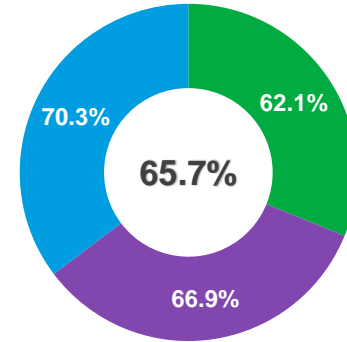
■ Footpaths ■ Recreational Areas ■ Roads

2025 Wages Result



■ Footpaths ■ Recreational Areas ■ Roads

2025 Region Result



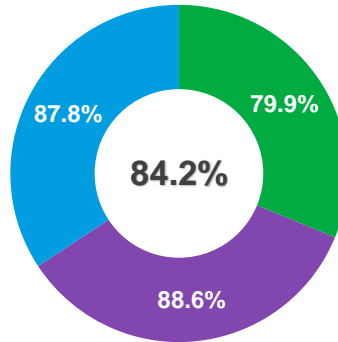
■ Footpaths ■ Recreational Areas ■ Roads

Your 2024 Result

DNP

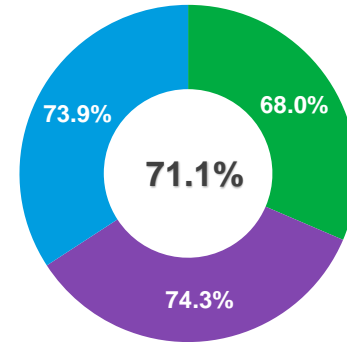
■ Footpaths ■ Recreational Areas ■ Roads

2024 Wages Result



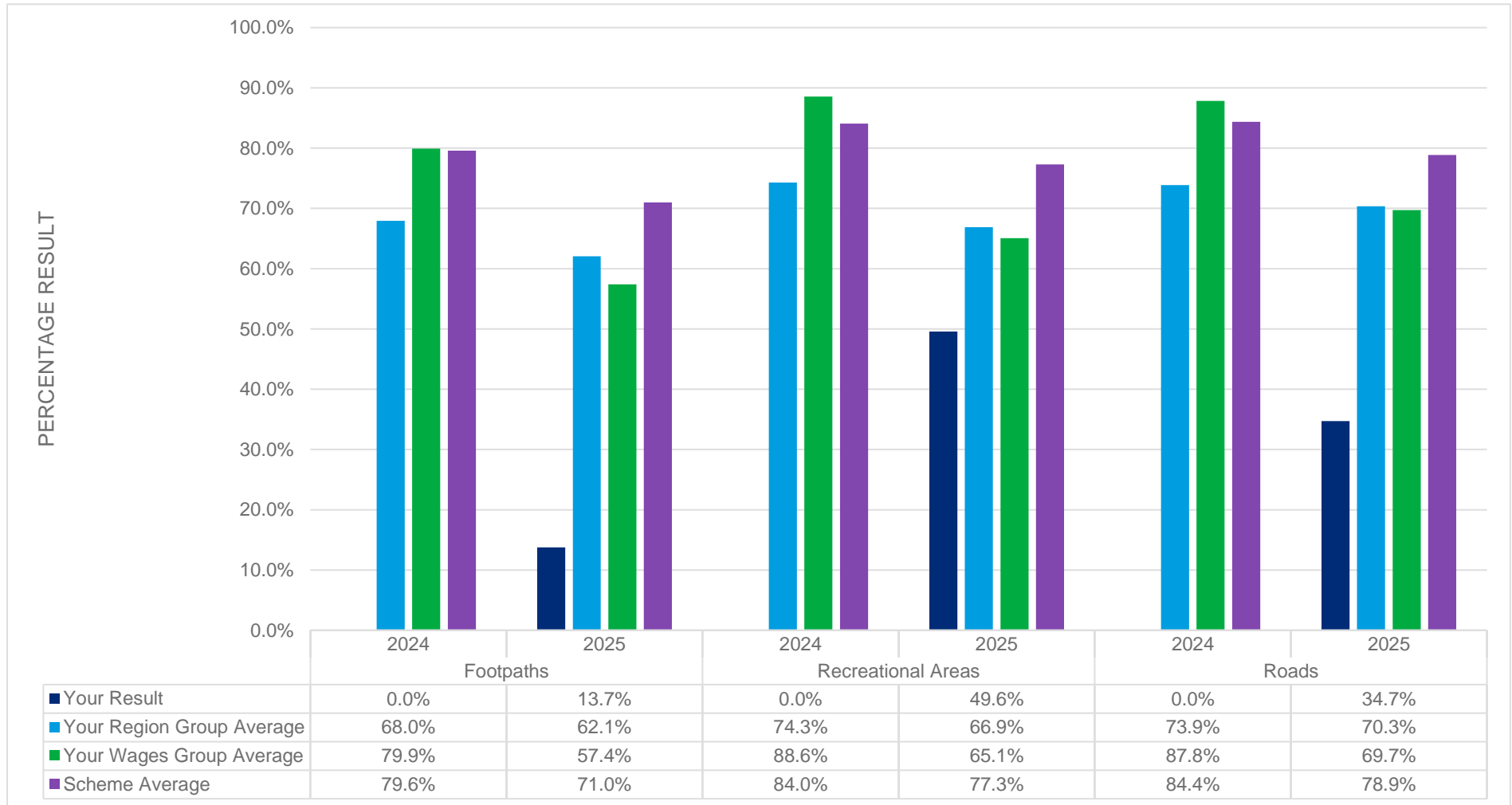
■ Footpaths ■ Recreational Areas ■ Roads

2024 Region Result



■ Footpaths ■ Recreational Areas ■ Roads

Footpaths, Recreational Areas & Roads Comparison



RECOMMENDATIONS FOR IMPROVEMENT

Question	Detail	Recommendation
Q1.02	<p>Does Council have a complaints handling system consistent with Australian Standard AS ISO 10002-2006 Customer satisfaction - Guidelines for complaints handling in organizations?</p> <p>Guidance: This Standard provides guidance on the design and implementation of an effective and efficient complaints-handling process, and may be consulted when developing and implementing a system at Council level. The system described in the Standard is applicable for large and small organisations.</p> <p>Verification Guidance: Council will need to produce evidence that the complaints handling system is consistent with the Standard.</p>	<p>The complaint handling should be consistent with relevant requirements (including a local government administrative action complaint process) and recognised standards including AS 10002:2022 Guidelines for complaint management in organisations. This may be integrated within an enterprise-wide customer request management system. Further guidance is available in the LGM Footpath Guide.</p>
Q1.04	<p>Has Council developed a checklist for use by staff in receiving initial complaints from members of the public?</p> <p>Guidance: It is very important that the process involved in managing complaints is standardised throughout the organisation. This involves the initial recording of the complaint, its referral for attention/action, recording action taken/proposed to be taken, and finally, closing off and filing the complaint. The Council receptionist is often the first person to record the condition of the footpath. What information is recorded? Who receives the information? How quickly does information get to the right people? How quickly should the repair be seen to? These are but a few questions that are generally left to the discretion of the receptionist.</p> <p>Verification Guidance: Council will need to produce a copy of the checklist.</p>	<p>The process involved in managing complaints must be standardised throughout the organisation. This involves the initial recording of the complaint, its referral for attention/action, recording action taken/proposed to be taken, and finally, closing off and filing the complaint. Checklists and system workflows can help ensure that this occurs. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.05</p>	<p>Do staff receiving initial complaints from members of the public carry out basic assessments to determine to whom complaint information should be passed?</p> <p>Guidance: It is very important that the process involved in managing complaints is standardised throughout the organisation. This involves the initial recording of the complaint, its referral for attention/action, recording action taken/proposed to be taken, and finally, closing off and filing the complaint. The Council receptionist is often the first person to record the condition of the footpath. What information is recorded? Who receives the information? How quickly does information get to the right people? How quickly should the repair be seen to? These are but a few questions that are generally left to the discretion of the receptionist.</p> <p>Verification Guidance: Council will need to produce evidence of the basic assessment process.</p>	<p>The system must be capable of ensuring that requests are appropriately captured, recorded, categorised and assigned for assessment and action by the relevant Council functional group. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.07</p>	<p>Has Council decided upon a formal written intervention protocol?</p> <p>Guidance: There are many evaluation methods used by Councils. It should be linked to the life expectancy of the footpath affected. The evaluation process needs to be in accordance with the severity of the damage and the frequency of use. The guide sheet that appears in the Footpath Guide is an example of an intervention protocol.</p> <p>Verification Guidance: Council must be able to produce a copy of the intervention protocol in either written or electronic form.</p>	<p>Intervention protocols should be formalised and documented within relevant asset management and evaluation procedures. A copy of the intervention protocol in either written or electronic form should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.08</p>	<p>Has Council developed a checklist to assist with the inspection process?</p> <p>Guidance: It is imperative that Councils have in place a formal inspection programme. It is advisable that these inspection programmes are formalised and that guides and checklists are developed and used.</p> <p>Verification Guidance: Council must be able to produce a copy of the checklist in either written or electronic form.</p> <p>Verification Guidance: Council must be able to produce a copy of the checklist in either written or electronic form.</p>	<p>It is imperative that Councils have in place a formal inspection programme. It is advisable that these inspection programmes are formalised and that guides and checklists are developed and used. A copy of the checklist in either written or electronic form should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.09</p>	<p>Has Council developed a procedure for the recording of the information and data collected?</p> <p>Guidance: Generally, information collected is verbally relayed back to the engineering department for scheduling and allocation of resources. A database, either electronic or manual, should be developed.</p> <p>Verification Guidance: Council must be able to produce a copy of the database.</p>	<p>Information collected needs to be recorded and communicated to relevant functional group back for scheduling and allocation of resource to undertake intervention actions. A database, either electronic or manual, should be developed for this purpose. Records of all decisions and actions (including inspections and any maintenance or repairs identified and undertaken in response to the inspection) should be kept and maintained within Council's document management system. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.10</p>	<p>What percentage of Council's footpath network has been inspected?</p> <p>Guidance: Quite clearly, a periodic identification and monitoring process is required and if done properly will not only offer protection from potential claims but will also be an effective tool for improving the overall footpath maintenance programme and the quality of the footpath.</p> <p>Verification Guidance: Council must be able to produce a copy of the footpath inspection programme highlighting the percentage of the network that has been inspected, in either written or electronic form.</p>	<p>A periodic identification and monitoring process is required and if done properly will not only offer protection from potential claims but will also be an effective tool for improving the overall footpath maintenance programme and the quality of the footpath. A copy of the inspection programme highlighting the percentage of the network that has been inspected, in either written or electronic form should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.11</p>	<p>Has Council prepared a maintenance strategy based on resources?</p> <p>Guidance: Council must allocate sufficient resources for the implementation and maintenance of its footpath policy.</p> <p>Verification Guidance: Council must be able to produce a copy of the maintenance strategy.</p>	<p>Sufficient resources for the implementation and maintenance of the policy and assets. A copy of the maintenance strategy should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.12</p>	<p>Has Council documented its footpath maintenance activities on a centrally accessible system?</p> <p>Guidance: Councils may be asked by a court of law deliberating on a claim of negligence to demonstrate through their records that certain lengths of footpath have been inspected and maintained; when this occurred; and what works were carried out. Councils without these accessible records will be disadvantaged in defending these claims.</p> <p>Verification Guidance: Council must be able to produce evidence of this recording system.</p>	<p>Councils may be asked by a court of law deliberating on a claim of negligence to demonstrate through their records that certain lengths of footpath have been inspected and maintained; when this occurred; and what works were carried out. Councils without these accessible records will be disadvantaged in defending these claims. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.13</p>	<p>Does Council have a procedure for quality control of maintenance, repair or replacement of footpaths?</p> <p>Guidance: An essential activity in a risk management programme is the inspection or quality control process, to ensure rectification has taken place to the standard as set down by Council.</p> <p>Verification Guidance: Council must be able to produce a copy of the quality control strategy.</p>	<p>An essential activity in a risk management program is the inspection or quality control process, to ensure rectification has taken place to the standard as set down by Council. The quality control process required that nominated records are kept and maintained within Council's document management system. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.14</p>	<p>Does Council have a procedure for the monitoring of temporary repairs?</p> <p>Guidance: Temporary repairs should be properly carried out in response to complaints, notifications, or observations by Council personnel. It is important that these temporary repairs be followed up for remedial action within an appropriate time. If permanent repairs cannot be made within a reasonable period, the temporary repairs should be regularly monitored to ensure they are not breaking out causing a Council induced hazard.</p> <p>Verification Guidance: Council must be able to produce a copy of the procedure.</p>	<p>Temporary repairs should be properly carried out in response to complaints, notifications, or observations by Council personnel. Appropriate systems and procedures should support these processes to ensure standardisation and consistence. It is important that these temporary repairs be followed up for remedial action within an appropriate time. If permanent repairs cannot be made within a reasonable period, the temporary repairs should be regularly monitored to ensure they remain fit for purpose and do not generate consequential or related hazards. Records of all temporary repairs, and any ongoing maintenance and inspection needs should be kept and maintained within Council's document management system. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.15</p>	<p>Does Council have a formal written protocol for worksite management?</p> <p>Guidance: Worksite management is one of the most important areas in terms of liability exposure. It encompasses a plethora of issues, including road signage and traffic control, plant and equipment movement, material stockpile locations, monitoring procedures, and documentation. Regular monitoring of worksite conditions is very important, and is relevant whether the worksite is occupied by Council staff or independent contractors.</p> <p>Verification Guidance: Council must be able to produce a copy of the protocol.</p>	<p>Worksite management is one of the most important areas in terms of liability exposure. It encompasses a plethora of issues, including road signage and traffic control, plant and equipment movement, material stockpile locations, monitoring procedures, and documentation. Regular monitoring of worksite conditions is very important, and is relevant whether the worksite is occupied by Council staff or independent contractors. A copy of the maintenance strategy should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.16</p>	<p>When contracting with an external party, does Council ensure an indemnity clause is included in the contract documentation, i.e. the contractor provides an indemnity to Council?</p> <p>Guidance: When Council is engaging contractors, it should seek to have included in the contract adequate insurance protection covering liability, workers' compensation, motor vehicle and any other relevant insurance in the joint names of Council and the contractor wherever possible. An indemnity clause, acknowledging that the contractor will indemnify Council for acts of negligence related to the works, should be a contractual term.</p> <p>Verification Guidance: Councils should be able to provide a copy of the required standard indemnity clause.</p>	<p>When engaging contractors, adequate adequate insurance protection covering liability, workers' compensation, motor vehicle and any other relevant insurance in the joint names of Council and the contract contractor should be confirmed. The contract should include an indemnity clause confirming that the contractor will indemnify Council for acts of negligence related to the works, and requirements for appropriate and sufficient insurances to be held by the contractor. Further guidance is available in the LGM Indemnities and Insurance Guide.</p>

<p>Q1.17</p>	<p>Does Council have a procedure in place that requires all contractors and others to obtain permission to open a Council owned footpath?</p> <p>Guidance: Other entities such as Telstra, Optus, gas and electricity authorities and domestic plumbers are notorious for digging trenches across the footpath without permission. This potentially leads to the closing up process being sub standard to Council's own requirements.</p> <p>Verification Guidance: Council will need to produce evidence of a formal procedure for the opening of footpaths. This evidence should include written procedure, an example of a permission form and an example of Council sign off for satisfactory closure of the open pit.</p>	<p>A footpath opening approval or permit system should be established as a standalone system or as part of the council's local law framework. Approvals should be issued for appropriate timeframes minimise risk and facilitate monitoring. The system should also enable reasonable and relevant conditions to be placed on the other party and include environmental, infrastructure protection, reporting, record keeping, site safety and standards of reinstatement. Site specific considerations for each situation need to be considered of adequately addressed as part of the process. Records of all applications, assessments, approvals (including conditions), monitoring and reporting should be kept and maintained within Council's document management system. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.18</p>	<p>Does Council have a procedure for the reporting of unofficial openings identified?</p> <p>Guidance: Written applications by trades people wishing to work on the footpath are valuable sources of information. This gives Council first hand working knowledge about the condition of the footpath. It is also an opportunity to formally inspect the area during and after work. Unofficial openings detected should be reported via the service request system, and action taken.</p> <p>Verification Guidance: Council will need to produce evidence that there exists an unofficial opening reporting system. This could be the service request system.</p>	<p>Unofficial openings detected should be reported via the service request system and include the recording of any actions and outcomes. This may be integrated within an enterprise-wide customer request management system. Further guidance is available in the LGM Footpath Guide.</p>

<p>Q1.19</p>	<p>Does Council have a preferred species list for street trees?</p> <p>Guidance: Most of Council's tree related problems are caused by inappropriate tree selection and placement. The wrong tree in the wrong place can cause major problems in the future. Council is encouraged to adopt a responsible new tree planting procedure to ensure that the problems faced today from past plantings are not repeated into the future.</p> <p>Verification Guidance: Council will need to produce a copy of a preferred species list. It needs to be either in hard copy or electronic format.</p>	<p>Most of Council's tree related problems are caused by inappropriate tree selection and placement. The wrong tree in the wrong place can cause major problems in the future. A responsible new tree planting procedure to ensure that the problems faced today from past plantings are not repeated into the future and nominate a preferred species list for street trees. A copy of the list should be readily available for all stakeholders. Further guidance is available in the LGM Tree Risk Management Guide</p>
<p>Q1.20</p>	<p>Does the preferred species list highlight the important characteristics of the trees?</p> <p>Guidance: It is important that tree managers do not neglect their responsibilities in the establishment and implementation of tree management procedures. The characteristics of the tree to be planted must be known for the area in which it is to be planted. Only trees that have been reviewed for their characteristics should appear on the preferred species list.</p> <p>Verification Guidance: Council will need to produce a copy of the preferred species list which includes the characteristics of height, root system, branch spread and an overall classification of small, medium or large. The list can be either in hard copy or electronic format.</p>	<p>The preferred species list should nominate relevant characteristics of height, root system, branch spread and an overall classification of small, medium or large. Further guidance is available in the LGM Tree Risk Management Guide.</p>

<p>Q1.21</p>	<p>Has Council developed tree management procedures?</p> <p>Guidance: Tree management procedures are developed to control the planting, care and maintenance of trees. They are an important and critical tool for the tree manager to improve and maintain the health of Council's tree populations. Tree management procedures should not be regarded as handbooks on tree maintenance, but it is clear that Council should have some type of policy which will cover all aspects of tree management.</p> <p>Verification Guidance: Council will need to produce a copy of its tree management procedure. It needs to be either in hard copy or electronic format.</p>	<p>Tree management procedures are developed to control the planting, care and maintenance of trees. They are an important and critical tool for the tree manager to improve and maintain the health of Council's tree populations. A copy of the procedures should be capable of being produced as necessary. Further guidance is available in the LGM Tree Risk Management Guide.</p>
<p>Q1.22</p>	<p>Are complaints or problems with trees recorded against the tree inventory or property location?</p> <p>Guidance: All complaints or notifications of problems with trees from residents should be recorded on the tree inventory. Remedial action, maintenance and other work should also be recorded against the inventory to build up a history of the work carried out.</p> <p>Verification Guidance: Council will need to produce a copy of the complaints register.</p>	<p>All complaints or notifications of problems with trees from residents should be recorded on the tree inventory and as part of the customer request management system. Remedial action, maintenance and other work should also be recorded against the inventory to build up a history of the work carried out. Records of all inspections, inspections, maintenance and reinspection needs should be kept within the Council's document management system.</p>

<p>Q1.23</p>	<p>Does Council have a formal policy detailing its position on footpaths?</p> <p>Guidance: Council makes policy decisions all the time and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council and the will of the rate payers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, it should develop policies on which to base its decisions.</p> <p>Verification Guidance: Council will need to produce a copy of its written policy on this subject.</p>	<p>Council makes policy decisions all the time and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council and the will of the rate payers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, it should develop policies on which to base its decisions. A copy of its written footpath policy should be capable of being produced as necessary. Further guidance is available in the LGM Footpath Guide.</p>
<p>Q1.24</p>	<p>Are claims statistics and outcomes actively considered and applied in the development and review of footpath management policies, procedures, systems and processes?</p> <p>Guidance: Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to footpath assets and footpath asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls.</p> <p>Verification Guidance: Council will need to produce documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows.</p>	<p>Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to footpath assets and footpath asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls. Documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows should be able to be produced as necessary.</p>

<p>Q2.04</p>	<p>Has Council developed a checklist to assist with the inspection process?</p> <p>Guidance: It is imperative that Councils have in place a formal inspection programme. It is advisable that these inspection programmes are formalised, and that guides and checklists are developed and used.</p> <p>Verification Guidance: Council must be able to produce a copy of the checklist in either written or electronic form.</p>	<p>The process involved in managing complaints must be standardised throughout the organisation. This involves the initial recording of the complaint, its referral for attention/action, recording action taken/proposed to be taken, and finally, closing off and filing the complaint. Checklists and system workflows can help ensure that this occurs.</p>
<p>Q2.05</p>	<p>Has a procedure been developed by Council for the recording of the information and data collected?</p> <p>Guidance: Generally, information collected is verbally relayed back to the engineering department for scheduling and allocation of resources. A database, either electronic or manual, should be developed.</p> <p>Verification Guidance: Council must be able to produce a copy of the database.</p>	<p>Information collected needs to be recorded and communicated to relevant functional group back for scheduling and allocation of resource to undertake intervention actions. A database, either electronic or manual, should be developed for this purpose. Records of all decisions and actions (including inspections and any maintenance or repairs identified and undertaken in response to the inspection) should be kept and maintained within Council's document management system.</p>
<p>Q2.06</p>	<p>Has Council agreed upon a set of hazard types and severities that it will use for describing th</p>	<p>The location of the damage within the road is important when assessing speed and timing of remedial action. Council needs to be able to identify if the damage is on the road reserve, shoulder, parking lane, traffic lane or total carriageway. Council will need to provide evidence that it has agreed upon a damage location within the road table. The LGM Road Risk Management Guide includes an example that can be adapted to suit individual needs, or Council can adopt another system.</p>

<p>Q2.07</p>	<p>Has Council agreed upon its road hierarchy?</p> <p>Guidance: A periodic identification and monitoring process is required, and if done properly will not only offer protection from potential claims, but will also be an effective tool for improving the overall road maintenance programme. This is best managed by categorising road hierarchy by usage patterns.</p> <p>Verification Guidance: Council must be able to produce a copy of the categorised road hierarchy in either written or electronic form.</p>	<p>It is recommended that road asset monitoring and maintenance is structured according to road usage patterns, asset condition and other relevant considerations from asset management plans. Categorising assets according to a standard hierarchy is recommended to inform planning and management activities. A copy of the hierarchy and asset categorisation should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>
<p>Q2.08</p>	<p>Has Council agreed upon a set of hazard types and severities that it will use for describing the hazard?</p> <p>Guidance: It must be stressed the tables in the LGM Guide are for guidance only, and may not be applicable to all Councils across Queensland. However, Council needs to agree upon a set of hazards that it is prepared to act upon.</p> <p>Verification Guidance: Council must be able to produce a copy of the categorised hazard types and severities in either written or electronic form.</p>	<p>Council should have identified, assessed and documented hazards, risks and response actions (including timeframes), informed by risk assessment at the policy and procedure design as well as at a site and situation specific level as appropriate. A copy of the categories and types of hazards and risks should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>
<p>Q2.10</p>	<p>Has Council prepared a prioritised list of roads nominating a rating for each road?</p> <p>Guidance: The process used must be systematic, repeatable and based on factual data.</p> <p>Verification Guidance: Council will need to produce evidence of the list of roads.</p>	<p>A Road Risk Rating is a term giving numerical value relevance in the decision-making process to determine the most appropriate course of action. Documentation demonstrating the allocation of a rating to all local government controlled roads should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>

<p>Q2.11</p>	<p>Has Council decided upon a formal written intervention protocol?</p> <p>Guidance: There are many evaluation methods used by Councils. It should be linked to the life expectancy of the road. The evaluation process needs to be in accordance with the severity of the damage and the frequency of use. The guide sheet that appears in the Road Risk Management Guide is an example of a sound intervention protocol.</p> <p>Verification Guidance: Council must be able to produce a copy of the intervention protocol in either written or electronic form.</p>	<p>The evaluation process needs to be in accordance with the severity of the damage and the frequency of use. A risk-based approach to evaluation methods and processes is recommended, and should be linked to the life expectancy of the road and asset management plan. Documentation outlining formal intervention levels to all local government controlled roads should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide</p>
<p>Q2.12</p>	<p>Has Council prepared a maintenance strategy based on resources?</p> <p>Guidance: Council must allocate sufficient resources for the implementation and maintenance of its roads policy.</p> <p>Verification Guidance: Council must be able to produce a copy of the maintenance strategy.</p>	<p>Sufficient strategy and supporting resources for the implementation and maintenance of a roads policy. Documentation should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>
<p>Q2.13</p>	<p>Does Council have a formal written protocol for the repair of roads?</p> <p>Guidance: The control of the risk exposure is a very specific issue. Council needs to prepare its own strategy for handling all situations. The type and style of control measure adopted will depend on its resources, facilities and expertise available to Council.</p> <p>Verification Guidance: Council must be able to produce a copy of the control strategies for road repair.</p>	<p>Each Council needs to prepare its own risk-based protocols and procedures, which identify the type control measures that will be implemented and are reflective of the resources, facilities and expertise available to the Council and nominated in a risk assessment. Documentation should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>

<p>Q2.14</p>	<p>Does Council have a procedure for quality control or formal checks of maintenance, repair or replacement of roads?</p> <p>Guidance: An essential activity of a risk management programme is the inspection or quality control process to ensure rectification has taken place to the standard as set down by Council.</p> <p>Verification Guidance: Council must be able to produce a copy of the quality control strategy in either written or electronic form.</p>	<p>An essential activity in a risk management program is the inspection or quality control process, to ensure rectification has taken place to the standard as set down by Council. The quality control process required that nominated records are kept and maintained within Council's document management system. Records of all temporary repairs, and any ongoing maintenance and inspection needs should be kept and maintained within Council's document management system. Further guidance is available in the LGM Road Risk Management Guide.</p>
<p>Q2.15</p>	<p>Does Council have a formal policy detailing its position on roads?</p> <p>Guidance: Councils make policy decisions all the time, and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council, and the will of the ratepayers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, they should develop policies on which to base their decisions.</p> <p>Verification Guidance: Council will need to produce a copy of its policy on this subject.</p>	<p>Council makes policy decisions all the time and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council and the will of the rate payers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, it should develop policies on which to base its decisions. A copy of its written road policy should be capable of being produced as necessary. Further guidance is available in the LGM Road Risk Management Guide.</p>

<p>Q2.16</p>	<p>Are claims statistics and outcomes actively considered and applied in the development and review of road management policies, procedures, systems and processes?</p> <p>Guidance: Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to road assets and road asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls.</p> <p>Verification Guidance: Council will need to produce documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows.</p>	<p>Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to road assets and road asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls.</p> <p>Documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows should be able to be produced as necessary.</p>
<p>Q3.03</p>	<p>What percentage of Council's recreation areas have been inspected?</p> <p>Guidance: To be able to demonstrate the Council has acted reasonably in relation to its recreation areas, one important aspect is the implementation of an inspection programme. While it is impossible to predict what a Court would determine was a reasonable frequency, it is suggested that weekly inspections would be considered an absolute minimum. In some cases, e.g. playground equipment, daily inspections may be necessary.</p> <p>Verification Guidance: Council must be able to demonstrate the percentage nominated is factual by records or photographs.</p>	<p>A periodic identification and monitoring process is required and if done properly will not only offer protection from potential claims but will also be an effective tool for improving the overall recreational areas and facilities asset management and quality. A copy of the inspection program highlighting individual assets and the percentage of the network that has been inspected against nominated targets, in either written or electronic form should be capable of being produced as necessary.</p>

<p>Q3.04</p>	<p>Does Council use checklists to assist in the inspection programme?</p> <p>Guidance: Checklists, whether hard or soft copies, are valuable tools to assist Council inspectors. An informal inspection tends not to get finished. A formal inspection using a checklist is a better solution.</p> <p>Verification Guidance: Council will need to be able to produce hard or soft copies of all the checklists used in the inspection programme.</p>	<p>Checklists or inspection forms are valuable tools to assist Council inspectors in ensuring adequacy of inspection processes to ensure all foreseeable risks are identified and assessed during the inspection process, and responded to in accordance with policy and procedure. Documentation should be capable of being produced as necessary, with photographs included where appropriate. Further guidance is available in the LGM Recreational Areas and Facilities Guide.</p>
<p>Q3.05</p>	<p>Is it part of Council's inspection procedure for inspectors to place a mark against all items on a checklist, rather than just those items requiring attention?</p> <p>Guidance: It is suggested that the practice of placing some kind of mark against each relevant item in a checklist may generally be considered appropriate. Difficulties can arise in proving a particular item had been inspected if the procedure only involves an entry if it requires attention. For example, if a playground inspector considers the soft fall to be in good condition, but is in the habit of not placing a tick (or some other mark) against that item, then it will be difficult to prove the soft fall was inspected, and was in a good condition at the date of the inspection. If the inspector had used a tick to indicate the particular item was in a satisfactory condition, and a cross to indicate the items requiring attention, a Court considering the matter can more readily conclude an appropriate inspection was carried out.</p> <p>Verification Guidance: Council will need to be able to produce copies of the checklists used in the inspection programme.</p>	<p>Checklists, workflows and forms must require all items to be marked during facility or equipment inspections. This can assist in ensuring all foreseeable risks are identified and assessed during the inspection process, and responded to in accordance with policy and procedure. Documentation should be capable of being produced as necessary. Further guidance is available in the LGM Recreational Areas and Facilities Guide.</p>

<p>Q3.06</p>	<p>Has Council prepared a maintenance strategy based on resources?</p> <p>Guidance: Council must allocate sufficient resources for the implementation and maintenance of its recreation areas policy.</p> <p>Verification Guidance: Council must be able to produce a copy of the maintenance strategy.</p>	<p>Sufficient strategy and supporting resources for the implementation and maintenance of recreational areas and facilities policies. Documentation should be capable of being produced as necessary. Further guidance is available in the LGM Recreational Areas and Facilities Guide.</p>
<p>Q3.07</p>	<p>Has Council considered the need for supervision or increased security in its recreation areas?</p> <p>Guidance: This question is not intended to suggest that on-site personal supervision or increased security is required in all recreation areas. It may be that a Court considering a claim arising out of the use of a recreation area, would find that, given usage levels, Council should have provided personal supervision to users of that area. This is particularly the case where it is reasonably foreseeable that children as a class will use the area. Steps taken by way of supervision, inspection or maintenance need to be reasonable having regard to such issues as the inherent characteristics of children, including a lower capacity to appreciate and comprehend danger than adults. Supervision may be remote supervision in the form of appropriate signage.</p> <p>Verification Guidance: Council will need to produce documents evidencing the consideration of the need for supervision or increased security.</p>	<p>The need for supervision should be considered on a facility specific basis, and be responsive to underlying risk factors, for example where children as a class will use the area. Steps taken by way of supervision, inspection or maintenance need to be reasonable having regard to such issues as the factors relevant to each location, situation and related circumstances. Structural modifications and appropriate signage may be capable of providing a reasonable response in appropriate circumstances. Documentation should be capable of being produced as necessary. Further guidance is available in the LGM Recreational Areas and Facilities Guide LGM Signage (Public Places) Guide.</p>

<p>Q3.08</p>	<p>Does Council have a formal policy detailing its position on recreation areas?</p> <p>Guidance: Councils make policy decisions all the time, and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council, and the will of the ratepayers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, Councils should develop policies on which to base their decisions.</p> <p>Verification Guidance: Council will need to produce a copy of its policy on this subject.</p>	<p>Council makes policy decisions all the time and they are considered to be the reason why they do things and why they do not. They are generally based on the resources available to Council and the will of the rate payers. Therefore, in considering what Council will do in relation to matters affecting potential common law issues, it should develop policies on which to base its decisions. A copy of its written recreational areas and facilities policies should be capable of being produced as necessary. Further guidance is available in the LGM Recreational Areas and Facilities Guide.</p>
<p>Q3.09</p>	<p>Are claims statistics and outcomes actively considered and applied in the development and review of recreation area management policies, procedures, systems and processes?</p> <p>Guidance: Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to recreation assets and recreation asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls.</p> <p>Verification Guidance: Council will need to produce documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows.</p>	<p>Claims history and trends (both below and above deductible) can offer an important tool in the application of risk management principles to recreational areas and facilities assets and related asset management. Claim incidents and trends can also offer insight in evaluating the performance, efficiency and effectiveness of risk management controls and control systems, in addition to informing priorities for future development and investment in risk controls. Documentation capable of demonstrating that claims outcomes and trends have been considered in the development and review of relevant policies, procedures, systems, processes and workflows should be able to be produced as necessary.</p>
<p>Q6.06</p>	<p>Are contractors required to sign in prior to commencing work?</p>	<p>A process for recording entry and exit of all contractors should be established using a documented “sign in/sign out” process. Appropriate records should be kept and maintained within Council’s document management system</p>

Q6.07	Does Council have a system of Contractor Permits e.g. confined space, working at heights etc.?	Council should develop and implement a contractor permit system that is integrated with or incorporated within Council's Workplace Health and Safety Management System and procurement procedures. The permit system should comply with relevant Australian Standards. Records of all permits should be kept and maintained within Council's document management system.
Q7.06	Is there a fire system impairment management procedure for critical fire protection and detection systems in place?	A management procedure should be developed and implemented to respond to support and document Council's response to any impairment to any critical fire protection and detection systems. This procedure should be integrated or incorporated within Council's workplace health and safety management system and building/facility management plans as relevant. Records and any rectification should be kept and maintained within Council's document management system.

15.2 CONSULTATION – TWO PROPOSED BIOSECURITY PROGRAMS

Author: Director Corporate & Community
Attachments: DRAFT – 2025-26 Prevention and control program for invasive biosecurity matter
DRAFT – 2025-26 Surveillance program for invasive fish

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with a copy of the 2025 LGM Risk Self-Assessment report.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

General Manager Invasive Plants and Animals, Biosecurity Queensland, Dr Enrico Perotti has distributed information related to two draft biosecurity programs and activities which may occur within the Mornington Shire Council area.

These programs provide for specific measures to confirm the presence or absence of biosecurity matter or risks such as pests, diseases and weeds, monitor levels of biosecurity matter, monitor compliance and prevent or manage the entry, establishment and spread of biosecurity matter that poses a significant risk. Authorised officers may enter places identified in the programs to undertake the activities authorised under the program.

It is proposed that the draft documents will replace two existing Department of Primary Industries programs which will expire on 7 August 2025.

RECOMMENDATION

That Council receive and note the report related to the draft 2025-26 Prevention and control program for invasive biosecurity matter, as well as the draft 2025-26 Surveillance program for invasive fish Biosecurity Queensland documents, consultation and invitation seeking feedback.



2025/26 Prevention and Control Program for Invasive Biosecurity Matter under the *Biosecurity Act 2014*

Biosecurity Queensland

DRAFT



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1. Biosecurity program

1.1 Program name

The prevention and control program (biosecurity program) for invasive plants and animals that are prohibited or restricted matter will be known as the Prevention and Control Program for Invasive Biosecurity Matter (the Program).

The biosecurity matter to which the Program relates is the Invasive Biosecurity Matter listed in Table A and Table B.

2. Requirement for a prevention and control program

2.1 Purpose and rationale

Significant biosecurity risk

The *Biosecurity Act 2014* (the Act) provides for the establishment of prevention and control programs. Prevention and control programs are directed at any of the following—

- (a) preventing the entry, establishment or spread of biosecurity matter in an area that poses a significant biosecurity risk;
- (b) managing, reducing or eradicating any biosecurity matter in an area that could pose a significant biosecurity risk.

The objectives of the Program are:

- (a) to prevent the entry, establishment or spread of invasive biosecurity matter listed in Table A and Table B in the State of Queensland; and
- (b) to manage, reduce or eradicate the biosecurity matter listed in Table A and Table B in the State of Queensland, where the biosecurity matter could pose a significant biosecurity risk.

Invasive plants

Biosecurity Queensland leads 33 non-nationally cost-shared state-wide eradication projects in partnership with local governments. These high-risk invasive plants pose a significant risk to Queensland's economy, environment or social amenity.

In addition, this program is required for preparedness for response to any reoccurrences of another 45 high-risk invasive plant and animal species believed to have been successfully eradicated from Queensland.

Prevention and control programs for red witchweed and the tropical weeds have been authorised as separate biosecurity programs that commenced on 1 July 2016.

Ongoing surveillance for all invasive plants that are prohibited matter not yet present in Queensland is undertaken under the Surveillance Program for Invasive Biosecurity Matter.

Invasive animals

The Program is required so that appropriate action may be taken by the Department of Primary Industries to prevent the entry, establishment or spread of invasive animals that poses a significant biosecurity risk.

New incursions of invasive animals derive from the unlawful importation and possession of prohibited matter as pets or for other purposes. The taxa of prohibited matter included in the Program have been previously detected within Queensland; or are known to be kept as pets in New South Wales; or are common interceptions at the national border by Federal Government biosecurity agencies or are identified in the National Incursion Response Plan for Terrestrial Snakes.

The Program is required so that appropriate actions may be taken by the Department of Primary Industries to manage, reduce or eradicate invasive animals that are restricted biosecurity matter in areas where the invasive biosecurity matter could pose a significant biosecurity risk. This includes being able to respond to new populations of invasive animals or to escapes of invasive animals held under restricted matter permits in certain Local Government areas.

Ongoing surveillance for invasive animals that are prohibited matter and not yet present in Queensland is undertaken under the Surveillance Program for Invasive Biosecurity Matter.

2.2 Measures that are required to achieve the purpose

The key activities undertaken by the Program include but are not limited to the destruction of invasive biosecurity matter by methods including:

- Incineration, burning or deep burial of invasive plants
- Mechanical or manual felling, lopping or removal of invasive plants
- Ground or aerial distribution of agricultural chemicals to invasive plants
- Ground or aerial distribution of poisons to invasive animals
- Ground or aerial use of firearms
- Trapping of invasive animals
- Lethal administration or injection of poison to invasive animals
- Removal or destruction of habitat for an invasive animal, such as draining of dams and waterbodies, ripping warrens, or removing harbourage.

2.3 Authorised officers

The Act provides for the appointment¹ of authorised officers who may exercise powers under the Act for the purposes of the Act including:

- to investigate, monitor and enforce compliance with the Act;
- to investigate or monitor whether an occasion has arisen for the exercise of powers under the Act;
- to facilitate the exercise of powers under the Act;
- to help achieve the purposes of the Act by providing advice and information on how the purposes of the Act may be achieved;
- to exercise powers under an authorised Biosecurity Program.

¹ See Chapter 10 Appointment and powers of officers

2.4 Powers of authorised officers

Entry of place

The Act provides that authorised officers may, at reasonable times, enter a place situated in an area to which a biosecurity program applies, to take any measure authorised by the biosecurity program². The Program authorises entry into places to allow these measures to be undertaken.

In accordance with the Act a reasonable attempt will be made to locate an occupier³ and advise the occupier of the officer's intention to enter the place.

An authorised officer may enter the place⁴ if the authorised officer is unable to locate an occupier after making a reasonable attempt to do so.

If after entering a place an authorised officer finds an occupier present, an authorised officer will make reasonable attempts to:

- produce the authorised officer's identity card for the
- occupier's inspection; and
- inform the occupier of the reason for entering the place; and
- inform the occupier that the authorised officer is authorised under the Act to enter the place without the permission of the occupier; and
- to inform the occupier of any steps taken, or to be taken under the biosecurity program, and
- if steps have been taken or are to be taken, that it is an offence to do anything that interferes with a step taken or to be taken.

If the authorised officer does not find an occupier present at the place, the authorised officer must leave a notice in a conspicuous position and in a reasonably secure way. This notice must state the date and time of entry and information addressing the reason for entry, authorisation to enter a place and the steps undertaken by the authorised officer after entry.

Giving a direction under a prevention and control program

Section 237 of the Act provides that an authorised officer may, at a reasonable time and at a place within an area to which a prevention and control program applies:

- direct an owner or occupier of the place to take reasonable steps, within a stated and reasonable timeframe, to remove or eradicate the biosecurity matter listed in Table A and Table B as reasonably necessary to achieve the purposes of the Program: or,
- destroy the biosecurity matter listed in Table A and Table B and/or a carrier of the the biosecurity matter listed in Table A and Table B if the authorised officer believes on reasonable grounds that the biosecurity matter or carrier poses a significant biosecurity risk.

Failure to comply with a direction

Under section 238 of the Act, a person who is given a direction under section 237 of the Act must comply with the direction, unless the person has a reasonable excuse. Penalties may apply if a person fails to comply with a direction.

² See section 261 (Power to enter a place under biosecurity program) of the Act.

³ The Act defines an **occupier**, of a place, generally to include the person who apparently occupies the place (or, if more than 1 person apparently occupies the place, any of the persons); any person at the place who is apparently acting with the authority of a person who apparently occupies the place; or if no-one apparently occupies the place, any person who is an owner of the place.

⁴ See section 270 (Entry of place under sections 261 and 262) of the Act.

Power to carry out aerial controls measures

The power to carry out aerial control measures is authorised by a biosecurity program under the Act⁵. This means that an authorised officer may carry out, or direct another person to carry out, the aerial control measure for Invasive Biosecurity Matter in relation to a place in an area to which the Program relates.

Obligations

A person in possession of Invasive Biosecurity Matter to which this program relates must allow an authorised person under the Program to destroy the invasive biosecurity matter. In addition to Program specific obligations in the prevention and control program authorisation, under section 238 of the Act, owners or occupiers of a place are obligated to comply with an authorised officer's direction issued under section 237 of the Act.

General powers of authorised officers

The general powers of an authorised officer under Chapter 10 of the Act are not limited by a program authorisation.

2.5 Consultation

Consultation will be undertaken with each Local Government and invasive animal board in Queensland with responsibility for ensuring the management of invasive biosecurity matter in its area.

⁵ See section 294 (Power to carry out aerial control measures under biosecurity program) of the Act. Section 294(6) of the Act defines **aerial control measure**, for biosecurity matter, to mean an activity, done from the air by an airborne machine or a person in an aircraft, to achieve a purpose of a biosecurity program and includes the following—

- surveying and monitoring the biosecurity matter;
- distributing an agricultural chemical to control the biosecurity matter.

3. Authorisation of a prevention and control program in the State of Queensland

I, Graeme Bolton, the chief executive of the Department of Primary Industries acting pursuant to section 235 of the *Biosecurity Act 2014* (the Act), authorise the Prevention and Control Program for Invasive Biosecurity Matter (as described in sections 3.1 to 3.9 below) for the prohibited matter listed in Table A and the restricted matter listed in Table B, on the basis that I am satisfied that:

- there is or there is likely to be invasive biosecurity matter which is prohibited matter, listed in Table A in the State of Queensland; and
- measures are required to prevent the entry, establishment and spread of the invasive biosecurity matter listed in Table A which poses a significant biosecurity risk to Queensland.
- invasive biosecurity matter listed in Table B is present in the State of Queensland and this biosecurity matter poses or is likely to pose a significant biosecurity risk; and
- measures are required to manage, reduce or eradicate the invasive biosecurity matter listed in Table B which poses or is likely to pose a significant biosecurity risk to Queensland.

Graeme Bolton
Director-General
Department of Primary Industries

Authorised on XX / XX / 2025

3.1 Biosecurity matter

The Invasive Biosecurity Matter to which the Program relates is the prohibited matter listed in Table A and the restricted matter listed in Table B.

Table A. The prohibited matter to which the Program relates.

Common Name (<i>Scientific name</i>)	
Invasive animals	
<p>African rock python (<i>Python sebae</i>) African spurred tortoise (<i>Centrochelys sulcata</i>) Aldabra giant tortoise (<i>Aldabrachelys gigantea</i>) Alligator snapping turtle (<i>Macrochelys temminckii</i>) American corn snake (<i>Pantherophis guttatus</i>) Asian spined toad (<i>Duttaphrynus melanostictus</i>) Ball python (<i>Python regius</i>) Blood python (<i>Python curtus</i>) Boa constrictor (<i>Boa constrictor</i>) Burmese python (<i>Python molarus bivittatus</i>) Californian kingsnake (<i>Lampropeltis getula californiae</i>) Chameleons in the family Chamaeleonidae Chinchilla (<i>Chinchilla lanigera</i>) Chinese pond turtle (<i>Mauremys reevesii</i>) Chinese stripe neck turtle (<i>Mauremys sinensis</i>) Common snapping turtle (<i>Chelydra serpentina</i>) Diamondback terrapin (<i>Malaclemys terrapin</i>) Dumeril's boa (<i>Acrantophis dumerili</i>) Eastern Herman's tortoise (<i>Testudo hermanni</i>) Emerald tree boa (<i>Corallus caninus</i>) Ferret (<i>Mustela putorius furo</i>) Gaboon viper (<i>Bitis gabonica</i>) Green (common) Iguana (<i>Iguana iguana</i>) Hedgehogs in the family Erinaceidae Hermann's tortoise (<i>Testudo hermanni</i>) Hognose snakes in the genus <i>Heterodon</i> Horned vipers (<i>Cerastes</i> spp.)</p>	<p>Indian palm squirrels (<i>Funambulus</i> spp.) Indian python (<i>Python molurus</i>) Java pipistrelle (<i>Pipistrellus javanicus</i>) King cobra (<i>Ophiophagus Hannah</i>) Kukri snakes (<i>Oligodon</i> spp.) Leopard gecko (<i>Eublepharis macularius</i>) Marmoset (<i>Callithrix jacchus</i>) New Guinea tree boa (<i>Candoia carinata</i>) Nose-horned viper (<i>Vipera ammodytes</i>) Puff adder (<i>Bitis arietans</i>) Rainbow boa (<i>Epicrates cenchria</i>) Reticulated python (<i>Broghammerus reticulatus</i>) Rosy boa (<i>Lichanura trivirgata</i>) Russel's viper (<i>Daboia russelii</i>) Russian tortoise (<i>Agrionemys horsfieldii</i>) Sand boas (<i>Eryx</i> spp.) Sand boas (<i>Gongylophis</i> spp.) Saw-scaled viper (<i>Echis carinatus</i>) Southeast Asian box turtle (<i>Cuora amboinensis</i>) Spotted pond turtle (<i>Geoclemys hamiltonii</i>) Star tortoise (<i>Geochelone elegans</i>) Uracoan rattlesnake (<i>Crotalus vegrandis</i>) White lipped pit viper (<i>Trimeresurus albolabris</i>) Yellow anaconda (<i>Eunectes notaeus</i>)</p>
Prohibited matter (not listed above) held under the <i>Exhibited Animals Act 2016</i> authorities, permits or licences.	
Invasive plants	
<p>Ana tree (<i>Faidherbia albida</i>) Anchored water hyacinth (<i>Eichhornia azurea</i>) Bitter weed (<i>Helenium amarum</i>) Catechu (<i>Senegalia catechu</i>) Cha-om (<i>Senegalia insuavis</i>) Grey-haired acacia (<i>Vachellia gerrardii</i>) Horsetails (<i>Equisetum</i> spp.) Karoo thorn (<i>Vachellia karroo</i>) Knobthorn (<i>Senegalia nigrescens</i>) Mexican bean trees (<i>Cecropia</i> spp. other than those listed as restricted matter in Table B.) Monkey thorn (<i>Senegalia galpinii</i>) Paperbark thorn (<i>Vachellia sieberiana</i>) Pencil cactus (<i>Cylindropuntia leptocaulis</i>) Peruvian primrose (<i>Ludwigia peruviana</i>)</p>	<p>Prickly pears:</p> <ul style="list-style-type: none"> • Aaron's beard cactus (<i>Opuntia leucotricha</i>) • blind cactus (<i>Opuntia rufida</i>) • Cochineal nopal cactus (<i>Opuntia cochenillifera</i>) • Engelmann's prickly pear (<i>Opuntia engelmannii</i>) • Florida beach prickly pear (<i>Opuntia keyensis</i>) • puberula cactus (<i>Opuntia puberula</i>) • purple prickly pear (<i>Opuntia macrocentra</i>) • violet prickly pear (<i>Opuntia gosseliniana</i>) • red-flowered prickly pear (<i>Opuntia elatior</i>) • sulphur cactus (<i>Opuntia sulphurea</i>) • wheel cactus (<i>Opuntia robusta</i>) <p>Red sesbania (<i>Sesbania punicea</i>) Red wood (<i>Acaciella glauca</i>) Splendid thorn (<i>Vachellia robusta</i>) Smooth mesquite (<i>Prosopis laevigata</i>) Soap pod (<i>Senegalia rugata</i>) Tropical soda apple (<i>Solanum viarum</i>) Umbrella thorn (<i>Vachellia tortilis</i>) White ball acacia (<i>Acaciella angustissima</i>) White witchweed (<i>Striga angustifolia</i>) Yellow fever tree (<i>Vachellia xanthophloea</i>)</p>

Table B. The restricted matter to which the Program relates.

Common Name (<i>Scientific name</i>)	
Invasive plants	
Badhara bush (<i>Gmelina elliptica</i>)	Madras thorn (<i>Pithecellobium dulce</i>)
Bitou bush (<i>Chrysanthemoides monilifera</i>)	Mexican bean trees (<i>Cecropia pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>)
Black willow (<i>Salix nigra</i>)	Mexican feather grass (<i>Nassella tenuissima</i>)
Bunny ears cactus (<i>Opuntia microdasys</i>)	Mimosa pigra (<i>Mimosa pigra</i>)
Eve’s pin cactus (<i>Austrocylindropuntia subulata</i>)	Riverina pear (<i>Opuntia elata</i> syn <i>O. bonaerensis</i>)
Gorse (<i>Ulex europaeus</i>)	Snake cactus (<i>Cylindropuntia spinosior</i>)
Grey willow (<i>Salix cinerea</i>)	Squalida (<i>Chromolaena squalida</i>)
Honey locust tree (<i>Gleditsia triacanthos</i>)	Water mimosa (<i>Neptunia oleracea</i> and <i>N. plena</i>)
Hudson pear (<i>Cylindropuntia rosea</i> syn <i>C. pallida</i> and <i>C. tunicata</i>)	White willow (<i>Salix alba</i>)
Jumping cholla (<i>Cylindropuntia prolifera</i>)	
Restricted matter held under <i>Exhibited Animals Act 2016</i> authorities, permits or licences	

3.2 Purpose of the Program

The purpose of the Program is:

- (a) to prevent the entry, establishment or spread of biosecurity matter listed in Table A and Table B, where the biosecurity matter poses a significant biosecurity risk; and
- (b) to manage, reduce or eradicate the biosecurity matter listed in Table A and Table B, where the biosecurity matter could pose a significant biosecurity risk.

3.3 Area affected by the Program

The Program will apply to the State of Queensland.

3.4 Authorised officers

An Authorised Officer of the Program is an Inspector or Authorised Person appointed under the *Biosecurity Act 2014* by the Chief Executive of the Department of Primary Industries.

3.5 Powers of authorised officers

An authorised officer of the Program may enter a place—other than a residence⁶—without a warrant and without the occupier’s consent within the State of Queensland under the Program⁷.

An authorised officer may exercise the powers of an authorised officer under the Act in relation to the Program, if the authorised officer is appointed by the chief executive⁸. An authorised officer may exercise general powers after entering a place to do any of the following⁹:

General powers in the Act	Measures an authorised officer may take under the Program
Search any part of the place	

⁶ The Act defines a **residence** to mean a premises or a part of a premises that is a residence with the meaning of section 259(2) and 259(3).

⁷ See section 261 (Power to enter a place under biosecurity program) of the Act.

⁸ See section 255 (3) (Powers of particular authorised officers limited) of the Act.

⁹ See section 296 (General powers) of the Act.

General powers in the Act	Measures an authorised officer may take under the Program
Inspect ¹⁰ , examine ¹¹ or film ¹² any part of the place or anything at the place	<p><i>Destroy the biosecurity matter to which the Program relates or a carrier of the biosecurity matter to which the Program relates if the authorised officer believes on reasonable grounds the biosecurity matter or carrier poses a significant biosecurity risk including by</i></p> <ul style="list-style-type: none"> • <i>incineration, burning or deep burial of invasive plants</i> • <i>mechanical or manual felling, lopping or removal of invasive plants</i> • <i>ground or aerial distribution of agricultural chemicals to invasive plants</i> • <i>ground or aerial distribution of poisons to invasive animals</i> • <i>ground or aerial use of firearms</i> • <i>trapping of invasive animals</i> • <i>lethal injection of poison to invasive animals.</i> • <i>Removal or destruction of habitat for an invasive animal, such as draining of dams and waterbodies, ripping warrens, or removing harbourage.</i> <p><i>Direct an occupier of the place to take reasonable steps within a reasonable time to remove or eradicate the biosecurity matter to which the Program relates.</i></p> <p><i>Searching a place to check for the presence or absence of the Invasive Biosecurity Matter to which the Program relates.</i></p> <p><i>Inspect, examine and film to assist with tracing of carriers to and from a place.</i></p> <p><i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of the Invasive Biosecurity Matter</i></p> <p><i>Identify locations of and carriers of the biosecurity matter to which the Program relates, such as with tags, notices, flags or signs for any purpose consistent with the Program.</i></p>
Take for examination a thing, or a sample of or from a thing, at the place	
Place an identifying mark in or on anything at the place	
Place a sign or notice at the place	
Produce an image or writing at the place from an electronic document or, to the extent it is not practicable, take a thing containing an electronic document to another place to produce an image or writing	
Take to, into or onto the place and use any person, detection animal, equipment and materials the authorised officer reasonably requires for exercising the authorised officer's powers under this division	
Destroy biosecurity matter or a carrier if the authorised officer believes on reasonable grounds the biosecurity matter or carrier presents a significant biosecurity risk; and the owner of the biosecurity matter or carrier consents to its destruction	
Remain at the place for the time necessary to achieve the purpose of the entry	
The authorised officer may take a necessary step to allow the exercise of a general power	
If the authorised officer takes a document from the place to copy it, the authorised officer must copy and return the document to the place as soon as practicable	
If the authorised officer takes from the place an article or device reasonably capable of producing a document from an electronic document to produce the document, the authorised officer must produce the document and return the article or device to the place as soon as practicable.	

¹⁰ Section 296(5) defines **inspect**, a thing, to include open the thing and examine its contents.

¹¹ Section 296(5) defines **examine** to include analyse, test, account, measure, weigh, grade, gauge and identify.

¹² Section 296(5) defines **film** to include photograph, videotape and record an image in another way.

General powers in the Act	Measures an authorised officer may take under the Program
	<p><i>Producing a written and/or electronic note(s) to support the Program activities.</i></p> <p><i>Taking GPS coordinates to ensure accuracy of location of the Invasive Biosecurity Matter and carriers of the Invasive Biosecurity Matter.</i></p> <p><i>Undertake preventative treatments such as using, applying or distributing agricultural chemicals that is consistent with the objectives of the Program.</i></p> <p><i>Take a document that is relevant to the objectives of the Program.</i></p>

Section 237 of the Act provides that an authorised officer may, at a reasonable time and at a place within an area to which a prevention and control program applies:

- direct an owner or occupier of the place to take reasonable steps, within a stated and reasonable timeframe, to remove or eradicate the biosecurity matter listed in Table A and Table B as reasonably necessary to achieve the purposes of the Program: or,
- destroy the biosecurity matter listed in Table A and Table B and/or a carrier of the the biosecurity matter listed in Table A and Table B and Invasive Biosecurity Matter if the authorised officer believes on reasonable grounds that the biosecurity matter or carrier poses a significant biosecurity risk.

A penalty may apply to a person who fails to comply with a direction issued under this section.

An authorised officer may make a requirement (a **help requirement**) of an occupier of the place or a person at the place to give the authorised officer reasonable help to exercise a general power¹³.

An authorised officer may carry out, or direct another person to carry out, aerial control measures for the biosecurity matter listed in Table A and Table B in relation to a place in an area to which the Program applies. Under the Program, these aerial control measures may include the use of firearms and distributing an agricultural chemical to destroy the invasive biosecurity matter.

3.6 Obligations imposed on a person under the Program

The following obligations are imposed on a person who is an owner or occupier of a place in an area to which the Program relates:

A person in possession of invasive biosecurity matter to which this Program relates must allow an authorised person under the Program to destroy the invasive biosecurity matter.

3.7 Commencement and duration of the Program

The Program will begin on 8 August 2025 and will continue until 7 August 2026. The duration of the Program is considered to be reasonably necessary to achieve the Program's purpose.

¹³ See section 297 (Power to require reasonable help) of the Act.

3.8 Consultation with relevant parties

As required by the Act¹⁴, I have consulted, prior to the authorisation of the Program, with all Queensland Local Governments and the Darling Downs Moreton Rabbit Board (an invasive animal board under the Act), which are within the areas to which the Program applies.

3.9 Notification of relevant parties of requirements

As required by the Act¹⁵, I will give public notice of the Program 14 days before the Program starts by:

- giving the notice, by way of letter, to each government department or government owned corporation responsible for land in the area to which the Program relates; and
- publishing the notice on the Department of Primary Industries' website.

A copy of this Program Authorisation is available for inspection at the Department of Primary Industries head office at 275 George Street Brisbane and regional offices. A copy of the Program is also available to view and print at no cost on the Department of Primary Industries' website at www.dpi.qld.gov.au. A copy of the Program Authorisation will be provided on request by contacting the Department of Primary Industries Customer Service Centre on 13 25 23.

¹⁴ See section 239 (Consultation about proposed biosecurity program) of the Act.

¹⁵ See section 240 (Notice of proposed biosecurity program) of the Act.



2025/26 Surveillance Program for Invasive Fish under the *Biosecurity Act 2014*

Biosecurity Queensland



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1 Biosecurity program

1.1 Program name

The surveillance program (biosecurity program) includes invasive fish that are restricted matter or prohibited matter and non-native invasive ornamental fish and also includes other invasive aquatic vertebrates and invertebrates will be known as the Surveillance Program for Invasive Fish (the Program).

The biosecurity matter to which the Program relates includes the noxious fish listed as restricted matter in Schedule 2 Part 1 of the *Biosecurity Act 2014*, noxious fish listed as prohibited matter in Schedule 1 Part 6 of the *Biosecurity Act 2014* and non-native invasive ornamental fish listed in Schedule 5 of the Biosecurity Regulation 2016.

The Program also relates to other aquatic biosecurity matter, which are any potentially invasive or high-risk vertebrate and invertebrate species (in addition to fish) that are in circulation in the Australian ornamental aquarium trade. These species may be translocated from aquaria into Queensland's natural waterways, resulting in significant impacts to industry and environment.

2 Requirement for a surveillance program

2.1 Purpose and rationale

The *Biosecurity Act 2014* (the Act) provides for the establishment of surveillance programs. Surveillance programs may be directed at any of the following—

- (a) monitoring compliance with the Act in relation to a particular matter to which the Act applies;
- (b) confirming the presence, or finding out the extent of the presence, in the State or the parts of the State to which the Program applies, of the biosecurity matter to which the Program relates;
- (c) confirming the absence, in the State or the parts of the State to which the Program applies, of the biosecurity matter to which the Program relates;
- (d) monitoring the effects of measures taken in response to a biosecurity risk;
- (e) monitoring compliance with requirements about prohibited matter or restricted matter;
- (f) monitoring levels of biosecurity matter or levels of biosecurity matter in a carrier.

The objectives of this Program are to:

- (a) confirm the presence, and find out the extent of the presence in Queensland, of the biosecurity matter to which the Program relates;
- (b) confirm the absence in Queensland, of the prohibited matter to which the Program relates;
- (c) monitor the effects of measures taken in response to a biosecurity risk posed by the biosecurity matter to which the Program relates.

2.2 Measures that are required to achieve the purpose

The key activities undertaken by the Program include but are not limited to:

- Surveillance activities to check for the absence, presence, or find out the extent of the presence in Queensland, of the biosecurity matter to which the Program relates. This surveillance will mainly be conducted by entry of ground teams onto a place to conduct visual inspections, establish fixed underwater camera or monitoring devices and use traps and nets. Boat or back-pack mounted electro-fishers may be utilised. Water or fish samples may be taken for DNA analysis to confirm presence and species identification. Surveillance using remotely piloted craft (aerial and submerged), to capture photographs and video or live stream data, for manual analysis or AI-assisted review.
- Monitor the effects of measures taken in response to a biosecurity risk posed by the biosecurity matter to which the Program relates, including water sampling, baiting, netting, electrofishing, and use of piscicides.

2.3 Authorised officers

The Act provides for the appointment¹ of authorised officers who may exercise powers under the Act for the purposes of the Act including:

- to investigate, monitor and enforce compliance with the Act;
- to investigate or monitor whether an occasion has arisen for the exercise of powers under the Act;
- to facilitate the exercise of powers under the Act;
- to help achieve the purposes of the Act by providing advice and information on how the purposes of the Act may be achieved;
- to exercise powers under an authorised Biosecurity Program.

2.4 Powers of authorised officers

Entry of place

The Act provides that authorised officers may, at reasonable times, enter a place situated in an area to which a biosecurity program applies, to take any action authorised by the biosecurity program². These activities must be done in a timely and efficient manner to ensure that the measures are as effective as possible. The Program will authorise entry into places to allow these measures to be undertaken.

In accordance with the Act a reasonable attempt will be made to locate an occupier³ and advise the occupier of the officer's intention to enter the place.

An authorised officer may enter the place⁴ if the authorised officer is unable to locate an occupier after making a reasonable attempt to do so.

If after entering a place an authorised officer finds an occupier present—an authorised officer will make reasonable attempts to:

- produce an identity card for inspection and inform the occupier of the reason for entering and the authorisation under the Act to enter without the permission of the occupier.
- to inform the occupier of any steps taken, or to be taken, and if steps have been taken or are to be taken, that it is an offence to do anything that interferes with a step taken or to be taken.

An authorised officer will leave a notice in a conspicuous position and in a reasonably secure way if they fail to find an occupier at the place. This notice must state the date and time of entry and information

¹ See Chapter 10 Appointment and powers of officers

² See section 261 (Power to enter a place under biosecurity program) of the Act.

³ The Act defines an **occupier**, of a place, generally to include the person who apparently occupies the place (or, if more than 1 person apparently occupies the place, any of the persons); any person at the place who is apparently acting with the authority of a person who apparently occupies the place; or if no-one apparently occupies the place, any person who is an owner of the place.

⁴ See section 270 (Entry of place under sections 261 and 262) of the Act.

addressing the reason for entry, authorisation to enter a place and the steps undertaken by the authorised officer after entry.

Power to carry out aerial controls measures

The power to carry out aerial control measures is authorised by a biosecurity program under the Act⁵. This means that an authorised officer may carry out or direct another person to carry out aerial surveillance measures for biosecurity matter to which the Program relates in relation to a place to which the Program relates.

Obligations

A person must not interfere with cameras, traps, nets or water sampling devices placed to the biosecurity matter to which the Program relates.

General powers of authorised officers

The general powers of an authorised officer under Chapter 10 of the Act are not limited by a program authorisation.

2.5 Consultation

Consultation will be undertaken with each Local Government and invasive animal board in Queensland with responsibility for ensuring the management of invasive biosecurity matter in its area.

⁵ See section 294 (Power to carry out aerial control measures under biosecurity program) of the Act. Section 294(6) of the Act defines **aerial control measure**, for biosecurity matter, to mean an activity, done from the air by an airborne machine or a person in an aircraft, to achieve a purpose of a biosecurity program and includes the following—

- surveying and monitoring the biosecurity matter;
- distributing an agricultural chemical to control the biosecurity matter.

3 Authorisation of a surveillance program in the State of Queensland

I, Graeme Bolton, the chief executive of the Department of Primary Industries, acting pursuant to section 235 of the *Biosecurity Act 2014* (the Act), authorise a Surveillance Program for Invasive Fish under the Act (as detailed in paragraphs 3.1 to 3.9 below) in all of the State of Queensland on the basis that I am satisfied that:

- Invasive fish pose a significant biosecurity risk to biosecurity considerations in the State of Queensland;
- Surveillance activities are required to determine the presence or absence of invasive fish in the State of Queensland;
- Surveillance activities are required to determine the extent of the presence of invasive fish in the State of Queensland;
- Surveillance activities are required to monitor the effects of measures taken previously in response to the biosecurity risk posed by invasive fish.

Graeme Bolton
Director-General
Department of Primary Industries

Authorised on XX / XX / 2025

3.1 Biosecurity matter

The biosecurity matter to which the Program relates are noxious fish listed as restricted matter in Schedule 2 Part 1 of the Act and noxious fish listed as prohibited matter in Schedule 1 Part 6 of the Act and non-native invasive ornamental fish listed in Schedule 5 of the Biosecurity Regulation 2016.

The Program also relates to other aquatic biosecurity matter, which are any potentially invasive or high-risk vertebrate and invertebrate species (in addition to fish) that are in circulation in the Australian ornamental aquarium trade. These species may be translocated from aquaria into Queensland's natural waterways, resulting in significant impacts to industry and environment.

3.2 Purpose of the Program

The purpose of the Program is to:

- (a) determine the presence or absence in Queensland, of the invasive fish and other aquatic biosecurity matter to which the Program relates;
- (b) determine the extent of the presence in Queensland, of the invasive fish and other aquatic biosecurity matter to which the Program relates;
- (c) monitor the effects of measures taken previously in response to a biosecurity risk posed by invasive fish and other aquatic biosecurity matter to which the Program relates.

3.3 Area affected by the Program

The Program will apply to the whole of the State of Queensland.

3.4 Authorised officers

An Authorised Officer of the Program is an Inspector or Authorised Person appointed under the Act by the Chief Executive of the Department of Primary Industries.

3.5 Powers of authorised officers

An authorised officer of the Program appointed under the Act, may enter a place—other than a residence⁶—without a warrant and without the occupier’s consent within the State of Queensland under the Program^{7 8}.

An authorised officer may exercise the powers of an authorised officer under the Act in relation to the Program, if the authorised officer is appointed by the chief executive⁹. An authorised officer has general powers after entering a place to do any of the following¹⁰:

General powers in the Act	Measures an authorised officer may take under the Program
Search any part of the place	<i>Searching a place to check for the presence or absence of the biosecurity matter to which the Program relates.</i>
Inspect ¹¹ , examine ¹² or film ¹³ any part of the place or anything at the place	<i>Inspect, examine, photograph and film to assist with tracing of carriers to and from a place.</i>
Take for examination a thing, or a sample of or from a thing, at the place	<i>Establish fixed camera sites and traps or nets or water sampling devices.</i>
Place an identifying mark in or on anything at the place	<i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of the biosecurity matter to which the Program relates.</i>
Place a sign or notice at the place	<i>Producing a written and/or electronic note(s) to support the Program activities.</i>
Produce an image or writing at the place from an electronic document or, to the extent it is not practicable, take a thing containing an electronic document to another place to produce an image or writing	<i>Taking GPS coordinates to ensure accuracy of location details of the biosecurity matter to which the Program relates.</i>
Take to, into or onto the place and use any person, detection animal, equipment and materials the authorised officer reasonably requires for exercising the authorised officer’s powers under this division	
Destroy biosecurity matter or a carrier if the authorised officer believes on reasonable grounds the biosecurity matter or carrier presents a significant biosecurity risk; and the owner of the biosecurity matter or carrier consents to its destruction	
Remain at the place for the time necessary to achieve the purpose of the entry	
The authorised officer may take a necessary step to allow the exercise of a general power	

⁶ The Act defines a **residence** to mean a premises or a part of a premises that is a residence with the meaning of section 259(2) and 259(3).

⁷ See section 259 (General powers to enter places) of the Act.

⁸ See section 261 (Power to enter a place under biosecurity program) of the Act.

⁹ See section 255 (3) (Powers of particular authorised officers limited) of the Act.

¹⁰ See section 296 (General powers) of the Act.

¹¹ Section 296(5) defines **inspect**, a thing, to include open the thing and examine its contents.

¹² Section 296(5) defines **examine** to include analyse, test, account, measure, weigh, grade, gauge and identify.

¹³ Section 296(5) defines **film** to include photograph, videotape and record an image in another way.

General powers in the Act	Measures an authorised officer may take under the Program
If the authorised officer takes a document from the place to copy it, the authorised officer must copy and return the document to the place as soon as practicable.	
If the authorised officer takes from the place an article or device reasonably capable of producing a document from an electronic document to produce the document, the authorised officer must produce the document and return the article or device to the place as soon as practicable.	

An authorised officer may make a requirement (a **help requirement**) of an occupier of the place or a person at the place to give the authorised officer reasonable help to exercise a general power¹⁴.

An authorised officer may carry out, or direct another person to carry out, aerial surveillance measures in relation to a place. Under the Program these measures include surveillance by visual, photographic or electronic observations of the place. This surveillance may be undertaken by manned aeroplanes or helicopters or un-manned aerial and submerged vehicles.

3.6 Obligations imposed on a person under the Program

A person must not interfere with cameras, traps or water sampling devices at a place used to detect or monitor the biosecurity matter to which the Program relates.

3.7 Commencement and duration of the Program

The Program will begin on 8 August 2025 and will continue until 7 August 2026. The duration of the Program is considered to be reasonably necessary to achieve the Program's purpose.

3.8 Consultation with relevant parties

As required by the Act¹⁵, I have consulted, prior to the authorisation of the Program, with all Local Governments in Queensland and the Darling Downs Moreton Rabbit Board (an invasive animal board under the Act).

3.9 Notification of relevant parties of requirements

As required by the Act¹⁶, I will give public notice of the Program 14 days before the Program starts by:

- giving the notice, by way of letter, to each government department or government owned corporation responsible for land in the area to which the Program relates; and
- publishing the notice on the department's website.

A copy of this Program Authorisation is available for inspection at the Department of Primary Industries head office at 275 George Street Brisbane and regional offices. A copy of the Program is also available to view and print at no cost on the Department of Primary Industries' website at www.dpi.qld.gov.au. A copy of the Program Authorisation will be provided on request by contacting the Department of Primary Industries Customer Service Centre on 13 25 23.

¹⁴ See section 297 (Power to require reasonable help) of the Act.

¹⁵ See section 239 (Consultation about proposed biosecurity program) of the Act.

¹⁶ See section 240 (Notice of proposed biosecurity program) of the Act.

15.3 LOCAL GOVERNMENT RED TAPE REDUCTION TASKFORCE

Author: Director Corporate & Community
Attachments: Letter – Local Government Red Tape Reduction Taskforce update – July 2025

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with advice related to outcomes related to the Local Government Red Tape Reduction Taskforce.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Correspondence was sent to the chief executive officer, dated 16 July 2025 related to the Local Government Red Tape Reduction Taskforce from Mr Joshua Hannan, Acting Director General, Department of Local Government, Water and Volunteers.

The letter indicated that the taskforce lead, Mr Andrew Chesterman has delivered his final report to the Honourable Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers.

The taskforce consultation and engagement with the local government sector resulted in 1,200 ideas and suggestions, including contributions from sixty-one councils.

It is intended for the Minister to write to all Mayors advising of the delivery of the taskforce's final report and next steps related to taskforce recommendations.

RECOMMENDATION

That Council receive and note the report related to the Local Government Red Tape Reduction Taskforce.

Our ref: D25/6001



Department of
**Local Government,
Water and Volunteers**

RE: Red Tape Reduction Taskforce

Dear Chief Executive Officer,

I trust you are well, recognising the impact some significant weather events are having on many councils at this time.

The Queensland Government has established the *Local Government Red Tape Reduction Taskforce* (the Taskforce) to look at opportunities to empower councils by streamlining approvals and removing barriers for local government projects.

I am pleased to let you know that I have been asked to lead the Taskforce, with the support of the Department of Local Government, Water and Volunteers, to engage with the local government sector to identify opportunities to reduce red tape for councils.

The Taskforce will engage widely with councils, state agencies and the local government sector about red tape reduction opportunities across short, medium and long-term timeframes, and will deliver a final report to the Minister for Local Government, Water and Volunteers in June 2025.

As the Taskforce Lead, it is important that I hear from all councils. I am particularly interested in hearing directly from your expert officers and have made this an easy task which doesn't require a formal submission process.

I will be looking to make recommendations that make improvements with the largest impact. The Taskforce will be particularly focused on laws, rules, regulations, procedures, repetition and inefficiencies in the way state and federal departments interact with councils. Its brief is intentionally broad.

Initially, I'm seeking a senior contact person from every council who is equipped to participate in engagement activities held between February and May and who has the authority to work within your organisation to assist in specifically identifying changes that may be requested.

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ABN 51 242 471 577

I'd appreciate it if you can send me the relevant contact information, including position, email and a phone number to lgrtr@localgovernment.qld.gov.au by COB Friday, 14 February, 2025.

Consultation with councils and the sector (which will include the Local Government Association of Queensland and Local Government Managers Australia (Queensland)) has commenced and there are several ways to provide feedback, including:

- complete the [online survey](#)
- [subscribe](#) for Taskforce updates to stay informed on upcoming engagement events.
- attend the LGAQ webinar briefing on Thursday 13 February, at 9.30am using the below log-in information:
 - [Join the meeting](#)
Meeting ID: 480 239 609 679
Passcode: Gd7oA7XG

As ideas and information is collected, the Taskforce will be sharing this with the LGAQ, LGMA and State agency representatives via an Engagement Forum which will meet several times throughout the project.

More information about the Taskforce, its objectives and scope are available on the [department's website](#).

If you require any further information, please contact me via email at lgrtr@localgovernment.qld.gov.au

Yours sincerely



Andrew Chesterman
Taskforce Lead
Local Government Red Tape Reduction Taskforce

16 PLANNING AND COMMUNITIES**16.1 ACCOMMODATION AND HOSPITALITY REPORT****Author:** Director Accommodation and Hospitality**Attachments:** NIL**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide an update related to accommodation and hospitality activities for the month of July 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION***Carriage limit performance statistics*****Carriage Limit**

For the month ended	31/05/2025	30/06/2025
Total People (# Sales)	2,648	2,134
Total Sales \$	210,977	167,583
Trading days	31	30
Average Price Per Person	80	79

Carriage Limit Update

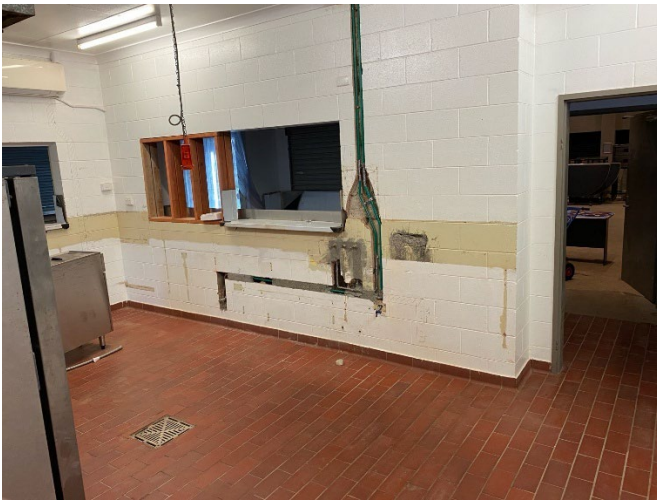
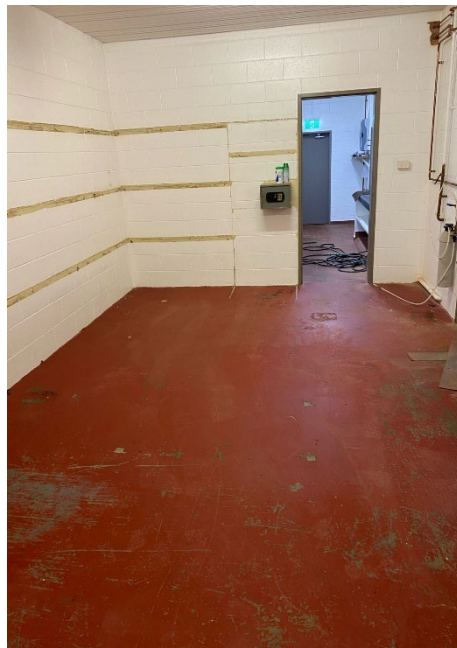
In June, the Carriage recorded a notable decline in both customer numbers and sales revenue. Compared to May, there was a decrease 514 customers and a corresponding decrease total sales revenue by \$43,394. This decrease can be partly attributed to one less day in the month and perhaps the cooler weather is a possible reason also. State of Origin Day however had a record sales amount with 220 sales for game 2 and 241 sales for game 3. These events consistently drives higher patronage on match days.

We have 4 staff members who have recently completed their approved manager course and are just waiting on the last of their licenses to be issues from department of Liquor Licensing.

Tavern – State of Origin Night

Significant work and preparation went into the State of Origin function for game 2. We provided a free BBQ with Chef Marcel on board and the fridges were well stocked for the night. The Laundry team put in a stellar effort helping to decorate for the night and did a fantastic job with the balloons. We had 11 staff as dictated by our license and only 40 attendees. This was broken up into about 20 residents and 20 non-locals. The night was a success, but numbers were extremely disappointing for the effort the team put into the preparation. That said it was a well-executed event and those that attended had a great evening. The Carriage however had a record number of sales for that afternoon with 225 cartons sold in 2hours. This was subsequently beaten with the sales from Carriage on Game 3 where 241 cartons were sold in 2 hours.

We have had some positive traction with 3 new tenders under way with the Tavern refurbishment. Once we have all of these back we will be able to set a time line for the full project. There have been many hurdles over the past few months with trying to engage other contractors but we are confident we will be using one of the 3 groups we are currently engaging with. In the mean time we have begun works in the Tavern. It has now been cleared out and plumbing works are underway in the interim. Some pictures are attached of the cleaned out area.



Laundry

Plumbing works are now underway with the new machines. The concrete plinths are being extended to fit the new machines and in the coming weeks they are looking to be ready to fully install.

Team attendance has been an issue again of late and we are working tirelessly with the team to accommodate their needs. We really need them to take their jobs seriously and put in the effort to be part of the team. We are in the process of employing some more staff but this is not the solution. We can not continue to train and develop staff when they are not in attendance for large periods of time often without notice and this is not only junior staff but at a supervisory level also.

FINANCIAL & RESOURCE IMPLICATIONS

Council's Accommodation and Hospitality functions are operating within allocated 2025/26 provisional budgets.

RECOMMENDATION

That Council receive and note the report related to accommodation and hospitality for July 2025.

17 HOUSING DEPARTMENT**17.1 HOUSING & FACILITIES REPORT**

Author: Director Housing and Facilities

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an update of Housing department activities for the month of July 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Q BUILD**

SUMMARY 2024/25 financial year

455 - total jobs received via Q Build portal

757 - total jobs invoiced via Q Build portal

18 - upgrades Invoiced to Q Build for 2024/25 FY

18 - solar Hot Water System replacements for 2024/25 FY

40 - total repaints for 2024/25 FY

Q BUILD- WORKS PROGRAMS***QBuild Do & Charge Program for June***

95 – May work orders carried over **QBuild Do & Charge Program**

44 – May work orders received into portal

113 – Do & Charge jobs invoiced to QBuild in the month of May

24/25 FY QBuild Purchase Orders Program for June

0 - bathroom upgrades to Q Build

0 - Solar Hot Water System replacements

0 - repaints were completed and invoiced

3 - Kitchen upgrade

0 - major refurbishments

QBuild maintenance requests

- 1) The Blue Phone will be relocated from the Mission Road Council offices to the Rural Transaction Centre, out the front of the Housing Office.

Funded programs

\$2.35 million interim capital works program

The scope of this project is to deliver one duplex and one plug-in and is funded by the Department of Community, Housing and Digital Economy (DCHDE). This project is nearly complete, approximately one month to completion – as per an updated project timeline received from James Construction.

Duplex 152 Lardil Street

Significant delays are being experienced across all projects due to a shortage in manpower and management capability of James Constructions. James Constructions through their carpenter Dan have re-mobilised to site, currently looking at start of August completion date. Stormwater works have commenced, with the plumbers laying pipes and connecting to the mains (see picture below). Internal plumbing fit off has also been completed (see pictures below).



Plug-in 30 Lardil Street

The solar hot water system panels on the roof have been installed (see picture below), still waiting on robe door installation, and the minor defects list to be completed. Solution for wheelchair access on walkway between house and plug-in has been discussed between MSC and James Construction. Waiting for the main contact from Department of Housing to return to work, for final sign off and Certificate of Occupancy. Issue of laundry variation still to be finalised by Department of Housing, updated drawings with the laundry included to be requested.



Indigenous Knowledge Centre (IKC)

The Indigenous Knowledge Centre is funded under the Local Government Grants and Subsidies Program (LGGSP). Carpentaria Electrical have commenced installing additional GPOs (powerpoints) as requested by Council.

A separate quote has been requested from Carpentaria Electrical to install an additional GPO for the dishwasher, to be invoiced to HC Constructions. Zip Boil tap is an ongoing issue, discussion has occurred with the manufacturer.

**Forward Remote Capital Programme \$7,328,042**

Survey pegs for Lot 926 have been located in the ground, according to the surveyors drawings (see pictures below). A meeting was had a CA Architect's office regarding the architectural drawings and if they are all up to required building standards. A Scope of Works has been written and sent to CA Architects, along with a Purchase Order for their involvement in the Tender phase.

**Gulf Trust Grant – Salvation Army Op Shop Refurbishment**

Funding has been approved and works have commenced for the Op Shop refurbishment including a front balcony renovation, toilet and shower conversion complete, flooring and painting works as well as a disability ramp installation. Orange Sky mobile laundry unit is now operational.

Motel**expansion**

Council has received confirmation that the motel expansion is a Class 3 development, hence only one accessible unit is required. A Scope of Works has been prepared and sent to the architect along with a request to quote, for the drawings of an additional accessible unit. A list of tender documents required for the tender process, has been created.

Financial & Resource Implications

All housing and facilities projects are operating within designated 2025/26 provisional budget parameters.

RECOMMENDATION

That Council receive and note the housing report for July 2025.

18 ENGINEERING**18.1 ENGINEERING REPORT**

Author: Director Engineering

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of the Engineering division activities for July 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Airport**

Airport Reporting Officer training is being assessed. Airport Aviation consultant will be arriving in August to conduct the ARO course. Council will begin advertising for a new permanent ARO officer to assist with daily responsibilities.

Town Amenities / Parks and Gardens

The team have been undertaking ongoing maintenance and clean-up efforts. The town is looking significantly tidier. A major clean-up is also underway with upcoming dignitaries visiting.

Fencing

Support has been extended to the Building Department with QBuild work orders and general tasks around town. This includes fencing work as needed.

Roads & Civil

The Civil team is currently working under the 2025 QRA Road Works Program. Erscon visited this week to inspect the completed works and expressed satisfaction with the progress made.

Batching Plant

The team is preparing for the installation of a new shed slab scheduled for late July. This will involve approximately 60m² of concrete.

Workshop

The workshop is undertaking routine maintenance, servicing, and repairs of council vehicles and machinery. The team is also in the process setting up a heavy machinery maintenance schedule and a fleet maintenance schedule for light vehicles.

Personnel updates

An experienced mechanic will be starting 28 July 2025.

Adam will transition to the workshop office to oversee daily operations.

Mark will move to the front office to manage overall coordination.

Shed update

- Ground has been levelled
- Piers bored and footings excavated
- Sand has been spread and levelled in preparation for plastic and steel reinforcement
- Concrete pour scheduled
- Slab preparation completed



Water & Waste

Staff continue water testing and maintenance of the water plant. Staff attended a Drinking Water Symposium in Weipa, which was a valuable professional development opportunity.

Dump & Recycling

Review of the design for the new waste management facility layout is scheduled for late July 2025 with Queensland Government representatives.

Health & Animal Management

Veterinary services have been onsite during July. Seventeen dogs and several cats were desexed during the program.

Other activities have included:

- Responses to reports of dogs around school areas
- Reunited lost dogs with owners where possible
- Rehomed four surrendered animals
- Administered medications and treatments to various animals



Upcoming Projects

- **Water Plant Upgrades:** Designs and specifications are being finalised; awaiting Council approval before proceeding to tender
- **Dump & Recycling Precinct Upgrades:** Awaiting feedback from the Department of Environment and Science (D.E.S.)

- **Football Oval Upgrade:** Compiling necessary materials, machinery, and chemicals to support the grant
- **New Shed (60m x 15m):** Groundworks completed
- **Pathways & Housing Access Works:** Scheduled to commence in 2–3 weeks
- **Shed Slab & Erection (10m x 10m):** Slab to be completed within the next 2 weeks
- **Causeways:** Awaiting final approvals

FINANCIAL & RESOURCE IMPLICATIONS

All Engineering projects are operating within allocated 2025/2026 provisional budgets.

RECOMMENDATION

That Council receive and note the Engineering division report for July 2025.

19 GENERAL BUSINESS***Special Council meeting – Budget adoption***

The special council meeting for adoption of the 2025/2026 budget is formally scheduled for Wednesday 30 July 2025. The special council meeting date needs to be changed because sorry business is now tentatively scheduled for that day.

Recommendation

That Council reschedule the special council meeting for adoption of the 2025/2026 budget to Tuesday 29 July 2025.

20 CONFIDENTIAL REPORTS

Nil

21 NEXT MEETING

Wednesday 27 August 2025

22 CLOSURE