



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
WEDNESDAY 19 APRIL 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 19 April 2023

AGENDA AND TIMETABLE FOR ORDINARY MEETING
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Commencement of Meeting
Signing of Attendance Book
Reading of Official Prayer
Leave of Absence
Confirmation of Minutes
Declarations of Interest
Business arising from previous Meetings

- | | |
|--------|---|
| Item 1 | Reports for Consideration – Works |
| Item 2 | Reports for Consideration – Office of the Chief Executive Officer |
| Item 3 | Reports for Consideration – Corporate Services |
| Item 4 | Reports for Consideration – Community Services |
| Item 5 | Reports for Consideration – Tourism and Marketing |
| Item 6 | General Business |
| Item 7 | Close of Meeting |

Attachment "A" Unconfirmed Minutes from the General Meeting held Tuesday 21 March 2023.

Richmond Shire Council
Ordinary Meeting of Council 19 April 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 21 March 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 21 MARCH 2023

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Item 7	Close of Meeting

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PRESENT

Present when Mayor Wharton declared the meeting open at 9:45am were:

COUNCILLORS:

Cr Kuhl, Cr Fox, Cr Johnston, Cr Kennedy and Cr Buick.

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell and Minutes Secretaries – Tiana Grant and Adelaide Tritton.

PRAYER

Cr Kennedy read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230321.1

It was moved Cr Fox seconded Cr Buick and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 21 February 2023 be adopted as presented.

DECLARATIONS OF INTEREST

Mayor Cr Wharton called for Declarations of Interest in matters listed on the Agenda:

Nil

BUSINESS ARISING

Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Requests from the RMPC Supervisor

EXECUTIVE SUMMARY

The Works Department have asked that Council consider the following requests.

OFFICER'S RECOMMENDATION

That Council: Consider the following requests from the Works Department.

Council unanimously agreed that the request to keep the Twin Cab Toyota that is used for out of town road crew was operational and CEO Peter Bennett would follow up this request.

Council unanimously agreed that a mechanic on site for all out of town jobs would be beneficial.

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Council unanimously agreed to look into purchasing a drop deck trailer instead of a 40-foot flat top trailer to be used to transport the site office and smoko room.

Council unanimously agreed to consider the sieve bucket for the IT Loader as a budget consideration for 2023/2024 Financial Year.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.2 Systematic Inspection Program 2023 – Annual Animal Inspection Program

EXECUTIVE SUMMARY

The Works Department are seeking Council's approval to undertake an inspection program (systematic inspection program) under Section 134 of the Local Government Act 2009, with the purpose of monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008 and Council's Local Law No. 2 (Animal Management) 2012*.

OFFICER'S RECOMMENDATION

That Council: Approve the report for a Systematic Inspection Program across the Townships of Richmond and Maxwellton and that the program be for a 6-month period commencing 1 May 2023 and concluding 1 November 2023.

RESOLUTION 20230321.2

It was moved Cr Kuhl seconded Cr Kennedy and carried that the Inspection Program be carried out across the townships of Richmond and Maxwellton for a six month period commencing 1 May 2023 and concluding 1 November 2023.

REFERENCE DOCUMENT

- Report from LLO

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.1 Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft)

EXECUTIVE SUMMARY

Review the attached Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft) for Richmond and approve the draft regarding the Housing issues in the Richmond Shire.

OFFICER'S RECOMMENDATION

That Council: Approve the Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft) for Richmond as presented.

RESOLUTION 20230321.3

It was moved Cr Fox seconded Cr Johnston and carried that Council approve the Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft) for Richmond as presented.

REFERENCE DOCUMENT

- Draft plan

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.2 Consideration to change the April Council Meeting date

EXECUTIVE SUMMARY

The April General Council Meeting is scheduled for Tuesday 18 April 2023. It is recommended the meeting be moved to Wednesday 19 April 2023 to allow the MITEZ Vanadium Forum in Julia Creek and Richmond on 17 and 18 of April 2023.

OFFICER'S RECOMMENDATION

That Council: Reschedule the General Council Meeting from Tuesday 18 April 2023 to Wednesday 19 April 2023.

RESOLUTION 20230321.4

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council reschedule the General Council Meeting from Tuesday 18 April 2023 to Wednesday 19 April 2023.

REFERENCE DOCUMENT

- Nil

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.3 Higher Duties Policy

EXECUTIVE SUMMARY

Council to review and adopt the Higher Duties Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Higher Duties Policy with changes.

RESOLUTION 20230321.5

It was moved Cr Johnston seconded Cr Kuhl and carried that Council adopt the Higher Duties Policy with changes.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.4 Working Safely in Hot Conditions Policy

EXECUTIVE SUMMARY

Council to review and adopt the Working Safely in Hot Conditions Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Working Safely in Hot Conditions Policy with changes.

RESOLUTION 20230321.6

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Working Safely in Hot Conditions Policy with changes.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.5 Telecommunications Policy

EXECUTIVE SUMMARY

Council to review and adopt the Telecommunications Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Telecommunication Policy with changes.

Council discussed the request to remove the sign section of the Telecommunications Policy and asked for it to remain in the Policy with changes.

RESOLUTION 20230321.7

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Telecommunications Policy with changes.

REFERENCE DOCUMENT

- Policy

RESOLUTION 20230321.8

It was moved Cr Kuhl seconded Cr Fox and carried that Council adjourn the meeting for morning tea at 10:05am.

RESOLUTION 20230321.9

It was moved Cr Kuhl seconded Cr Buick and carried that Council resume the meeting at 10:31am.

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.6 Burial on Private Property Policy

EXECUTIVE SUMMARY

Council to review and adopt the Burial on Private Property Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Burial on Private Property Policy as presented.

RESOLUTION 20230321.10

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Burial on Private Property Policy as presented.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.7 Stable Hire Policy

EXECUTIVE SUMMARY

Council to review and adopt the Stable Hire Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Stable Hire Policy with changes.

RESOLUTION 20230321.11

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Stable Hire Policy with changes.

REFERENCE DOCUMENT

- Policy

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.8 Smoking in the Workplace Policy

EXECUTIVE SUMMARY

Council to review and adopt the Smoking in the Workplace Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Smoking in the Workplace Policy with changes.

RESOLUTION 20230321.12

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Smoking in the Workplace Policy with changes.

REFERENCE DOCUMENT

- Policy

Attendance

Cr Kennedy entered the room at 10:34am.

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.1 Community Drought Support Funding

EXECUTIVE SUMMARY

Request to call for expressions of interests to spend unallocated funding for Community Drought Support which expires 30 June 2023.

OFFICER'S RECOMMENDATION

That Council: Call for expressions of interest for funding open to Local Community Clubs and Organisations with a cap on the maximum amount that can be applied for.

RESOLUTION 20230321.13

It was moved Cr Johnston seconded Cr Fox and carried that Council distribute the left over funding in \$2,000.00 increments to any local clubs that apply for a community based event.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.2 Multi-Cultural Policy

EXECUTIVE SUMMARY

Council to review and adopt the Multi-Cultural Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Multi-Cultural Policy as presented.

RESOLUTION 20230321.14

It was moved Cr Johnston seconded Cr Buick and carried that Council adopt the Multi-Cultural Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.3 Children's Belongings Policy

EXECUTIVE SUMMARY

Council to review and adopt the Children's Belongings Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Children's Belongings Policy as presented.

RESOLUTION 20230321.15

It was moved Cr Kennedy seconded Cr Fox and carried that Council adopt the Children's Belongings Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.4 Dealing with Infectious Diseases Policy

EXECUTIVE SUMMARY

Council to review and adopt the Dealing with Infectious Diseases Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Dealing with Infectious Diseases Policy as presented.

RESOLUTION 20230321.16

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Dealing with Infectious Diseases Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.5 Immunisation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Immunisation Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Immunisation Policy as presented.

RESOLUTION 20230321.17

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Immunisation Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.6 Incident, Injury, Trauma & Illness Policy

EXECUTIVE SUMMARY

Council to review and adopt the Incident, Injury, Trauma & Illness Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Incident, Injury, Trauma & Illness Policy as presented.

RESOLUTION 20230321.18

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Incident, Injury, Trauma & Illness Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.7 Rest Time Policy

EXECUTIVE SUMMARY

Council to review and adopt the Rest Time Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Rest Time Policy as presented.

RESOLUTION 20230321.19

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Rest Time Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.8 Sick Children Policy

EXECUTIVE SUMMARY

Council to review and adopt the Sick Children Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Sick Children Policy as presented.

RESOLUTION 20230321.20

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Sick Children Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.9 Environmentally Responsible Policy

EXECUTIVE SUMMARY

Council to review and adopt the Environmentally Responsible Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Environmentally Responsible Policy as presented.

RESOLUTION 20230321.21

It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Environmentally Responsible Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.10 Physical Environment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Physical Environment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Physical Environment Policy as presented.

RESOLUTION 20230321.22

It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Environmentally Responsible Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.11 Bullying, Discrimination and Harassment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Bullying, Discrimination and Harassment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Bullying, Discrimination and Harassment Policy as presented.

RESOLUTION 20230321.23

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Bullying, Discrimination and Harassment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.12 Staffing Arrangements Policy

EXECUTIVE SUMMARY

Council to review and adopt the Staffing Arrangements Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Staffing Arrangements Policy as presented.

RESOLUTION 20230321.24

It was moved Cr Johnston seconded Cr Kuhl and carried that Council adopt the Staffing Arrangements Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.13 English as an Additional Language or Dialect (Eal/D) Policy

EXECUTIVE SUMMARY

Council to review and adopt the English as an Additional Language or Dialect Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the English as an Additional Language or Dialect Policy as presented.

RESOLUTION 20230321.25

It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the English as an Additional Language or Dialect Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.14 Enrolment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Enrolment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Enrolment Policy as presented.

RESOLUTION 20230321.26

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Enrolment Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.15 Privacy and Confidentiality Policy

EXECUTIVE SUMMARY

Council to review and adopt the Privacy and Confidentiality Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Privacy and Confidentiality Policy as presented.

RESOLUTION 20230321.27

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Privacy and Confidentiality Policy as presented.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Workshop requests from the Chief Executive Officer

EXECUTIVE SUMMARY

The Chief Executive Officer has asked that Council consider the following workshop requests.

OFFICER'S RECOMMENDATION

That Council: Consider and approve the following workshop requests from the Chief Executive Officer.

Council discussed the workshop requests and agreed to approve them as presented. However, Council requested that any machines that have tyres larger than a light vehicle are taken to a professional tyre service effective immediately.

RESOLUTION 20230321.28

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council approve the requests from the Chief Executive Officer as presented. However, Council requested that any machines that have tyres larger than a light vehicle are taken to a professional tyre service effective immediately.

Council unanimously agreed that the Workshop will commence when the Shire Office begins each new year to ensure all vehicles are serviced and ready for use before the Works Departments re-commence at the end of January each year. This will be effective as of 2024.

REFERENCE DOCUMENT

- Nil

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 28 February 2023.

OFFICER'S RECOMMENDATION

That Council: Receive the monthly financial report presenting the progress made as at 28 February 2023 in relation to the 2022/23 budget and including the:

- ***Statement of Financial Position***
 - ***Statement of Comprehensive Income***
 - ***Statement of Cash Flows***
-

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RESOLUTION 20230321.29

It was moved Cr Kuhl seconded Cr Buick and carried that Council Receive the monthly financial report presenting the progress made as at 28 February 2023 in relation to the 2022/23 budget and including the:

- *Statement of Financial Position*
- *Statement of Comprehensive Income*
- *Statement of Cash Flows*

REFERENCE DOCUMENT

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
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Item 3.2 Final Management Letter for 2021/2022

EXECUTIVE SUMMARY

Following the certification of the Financial Statements for the period ended 30 June 2022, the final management report was received from the Queensland Audit Office (signed by Pitcher Partners as delegate).

The Audit Committee meeting was held on Tuesday 14 March 2023 where the final management letter and annual financial statements were discussed.

OFFICER'S RECOMMENDATION

That Council: *Receive the Final Management Report for the 2021/22 financial audit.*

RESOLUTION 20230321.30

It was moved Cr Johnston seconded Cr Buick and carried that Council receive the Financial Management Report for the 2021/2022 financial audit.

REFERENCE DOCUMENT

- Richmond Shire Council 2022 Financial Management Letter

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES
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Item 3.3 Audit Committee Meeting

EXECUTIVE SUMMARY

An audit committee meeting was held 14 March 2023 to discuss the Final Management Letter and the Annual Financial Statements.

OFFICER'S RECOMMENDATION

That Council: *Receive the Minutes of the Audit Committee meeting held 14 March 2023 and that the recommendations contained within these minutes be adopted.*

Cr Kuhl requested Council to check the legislation for long service leave pay out options.

RESOLUTION 20230321.31

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council receive the minutes of the Audit Committee meeting.

REFERENCE DOCUMENT

- Minutes from the Audit Committee Meeting

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.4 Annual Report 2021/2022

EXECUTIVE SUMMARY

That Council review the Annual Report for the financial year 2021/2022 including the Financial Statements.

OFFICER'S RECOMMENDATION

That Council: Review the Annual Report for the financial year 2021/2022 including the Financial Statements.

RESOLUTION 20230321.32

It was moved Cr Fox seconded Cr Johnston and carried that Council apodt the Annual Report for 2021/2022 with changes.

REFERENCE DOCUMENT

- 2021/2022 Annual Report

CLOSED SESSION

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.9 Richmond Early Education Centre Building Agreement

RESOLUTION 20230321.33

It was moved Cr Buick, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

RESOLUTION 20230321.34

It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

The Richmond Early Education Centre (REEC) Building Agreement expires 30 June 2023. It is brought to Council to revise.

OFFICER'S RECOMMENDATION

That Council: Revise the Richmond Early Education Centre Building Agreement for renewal.

RESOLUTION 20230321.35

It was moved Cr Buick seconded Cr Kennedy and carried that Council increase the rent to \$250.00 a week to be paid every 14 days commencing 1 July 2023 under the Richmond Early Education Centre Building Agreement.

REFERENCE DOCUMENT

- Agreement

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.10 Richmond Saleyards Contract

RESOLUTION 20230321.36

It was moved Cr Buick, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

RESOLUTION 20230321.37

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

The Richmond Saleyards Contract expires 25 June 2023. It is brought to Council to revise.

OFFICER'S RECOMMENDATION

That Council: Revise the Richmond Saleyards Contract for renewal.

RESOLUTION 20230321.38

It was moved Cr Kuhl seconded Cr Buick and carried that Council extend the current Richmond Saleyards Contract to 31 December 2023 to allow Council time to discuss the Maxwellton Yards Contract.

REFERENCE DOCUMENT

- Contract

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.11 Crocodile Grains Pty Ltd

RESOLUTION 20230321.39

It was moved Cr Kennedy, seconded Cr Buick and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

RESOLUTION 20230321.40

It was moved Cr Buick, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a

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commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

Request to build a grain pad at Maxwellton.

OFFICER'S RECOMMENDATION

That Council: Consider the request to build a grain pad at Maxwellton.

RESOLUTION 20230321.41

It was moved Cr Fox seconded Cr Johnston and carried that Council hold the request over until the lease from the State Government for the land at Maxwellton has been approved.

REFERENCE DOCUMENT

Nil

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.12 Request for Council contribution for neighbouring fence line

RESOLUTION 20230321.42

It was moved Cr Kuhl, seconded Cr Johnston and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

RESOLUTION 20230321.43

It was moved Cr Johnston, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

EXECUTIVE SUMMARY

Request for Council to pay half of the quote attached plus any additional fees for a fence line joining Council land.

OFFICER'S RECOMMENDATION

That Council: Discuss the attached quote.

Council discussed the request and noted that residential properties with joining fence lines to Council land are not considered in the Rural Fence Subsidy Policy.

RESOLUTION 20230321.44

It was moved Cr Kuhl seconded Cr Buick and carried that Council decline the request for Council to pay half of the quote plus any additional fees for a fence joining Council land.

REFERENCE DOCUMENT

- Quote

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.13 Electric Vehicle Charging Station License Agreement

RESOLUTION 20230321.45

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

RESOLUTION 20230321.46

It was moved Cr Kuhl, seconded Cr Fox and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

Final licence agreement for the EV charging station is awaiting sign off. This for your information before Richmond Shire Council sign the agreement.

OFFICER'S RECOMMENDATION

That Council: Note the report.

RESOLUTION 20230321.47

It was moved Cr Kuhl seconded Cr Fox and carried that Council approve the agreement as presented.

REFERENCE DOCUMENT

- Agreement

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.5 Lakeview Caravan Park

RESOLUTION 20230321.48

It was moved Cr Kuhl, seconded Cr Johnston and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

RESOLUTION 20230321.49

It was moved Cr Fox, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

EXECUTIVE SUMMARY

Council to review the operating and maintenance expenses for the 2019/2020 – 2022/2023 of the Lakeview Caravan.

OFFICER'S RECOMMENDATION

That Council: Discuss the Lakeview Caravan Park and the figures.

RESOLUTION 20230321.50

It was moved Cr Fox seconded Cr Kennedy and carried that Council plan a workshop with the Finance Audit Committee, Mayor John Wharton, CEO Peter Bennett, Kronosaurus Korner Manager and the Lakeview Caravan Park Manager to discuss the finances of the Lakeview Caravan Park.

REFERENCE DOCUMENT

- Breakdown of expenses

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.6 Scripture Union Queensland

RESOLUTION 20230321.51

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

RESOLUTION 20230321.52

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget.

EXECUTIVE SUMMARY

Council has received a tax invoice from Scripture Union Queensland for the Richmond State School Chaplaincy for \$10,000.00. Council has contributed to the Chaplaincy program for many years.

OFFICER'S RECOMMENDATION

That Council: Discuss the Scripture Union Queensland invoice.

DCSD Angela Henry wished Council received more recognition when funding and donating to events or corporations. Council agreed and requested that the Richmond Shire Council logo be used on any advertising in the future.

RESOLUTION 20230321.53

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council continue to donate \$10,000.00 for 2023, however Council will revisit the donation for 2024.

REFERENCE DOCUMENT

- Tax Invoice from Scripture Union Queensland

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

3.7 Enterprise Bargaining Agreement Update

RESOLUTION 20230321.54

It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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RESOLUTION 20230321.55

It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

EXECUTIVE SUMMARY

Council's current EBA expired 31 August 2022. Council has engaged Peak Services to help complete the new EBA negotiations.

OFFICER'S RECOMMENDATION

That Council: Note the report.

Council discussed the requests from Peak Services and requested clarification on some of their points.

REFERENCE DOCUMENT

- RSC Statement of Claims, AWU – Log of Claims and SU – Log of Claims

GENERAL BUSINESS

Cr Fox asked if there had been a response given to the letter received in regards to Meals on Wheels. DCSD Angela Henry advised Council of the policies regarding aged care and noted that a letter would be sent.

Cr Kuhl asked if there had been a response given to the letter received in regards to a bad debtor. DCSD Angela Henry advised that the matter was operational and noted a letter would be sent.

Cr Kennedy advised Council that he had received sufficient quotes for the flood cameras and that he and CEO Peter Bennett would decide on a company and add it as a budget item for the next financial year.

CLOSE OF MEETING

RESOLUTION 20230321.56

It was moved Cr Kuhl, seconded Cr Buick, and carried that the information reports be received and noted.

Meeting closure

RESOLUTION 20230321.57

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 12:57pm.

Next Ordinary Meeting

19 April 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 March 2023.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 21 MARCH 2023

Mayor

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.1 Rural Fence Subsidy Policy

EXECUTIVE SUMMARY

Council to review and adopt the Rural Fence Subsidy Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Rural Fence Subsidy Policy with changes.

Budget & Resource Implications

N/A

Background

The recent review identified one minor change to change the approval section in the Rural Fence Subsidy Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment B – Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	RURAL FENCY SUBSIDY SCHEME
POLICY NUMBER:	018
INFOPERT REF:	56154
DATE OF ADOPTION:	26 April 2006
TIME PERIOD OF REVIEW:	Annual
DATE OF NEXT REVIEW:	18 April 2023

OBJECTIVES:

To encourage rural property owners that adjoin town commons/crown reserves/designated road reserves, for which Council is trustee, to fence the boundary line.

RELEVANT LEGISLATION:

Local Government Act 2009
Neighbourhood Disputes Resolution Act 2011
Land Act 1994

ASSOCIATED POLICIES / FORMS:

- 044 – Grid Replacement Policy
- Grid Application
- 082 – Gates and Grids Policy

DEFINITIONS:

Adjoining owner	means the registered owner, lessee or trustee of rural land adjoining a crown reserve for which Council is the trustee.
Adjoining lands	refers any land adjoining a town common/crown reserves/designated road reserves for which Council is the trustee.
Dividing fence	means a fence separating the adjoining lands of different owners
Fence	means a structure of posts and rails, galvanised iron, metal, or wire, or a combination of any of these, enclosing or bounding land.

PROCEDURE:

1. An adjoining owner may apply in writing to the Council for a fence subsidy for the erection of new fencing along the boundary line adjoining a town common or crown reserve or enclosing a designated road reserve for which Council is the trustee. The application must specify the location of the fence and length. The claim may be for all or part of fencing along the boundary line.
2. The adjoining owner will be responsible for the removal or burial of any old fencing materials.
3. Upon satisfactory inspection Council will contribute a fence subsidy of \$1,000.00 per kilometre (inclusive of GST).
4. Council will grant approval of an application received where a road corridor is being fully fenced and grid removal on a local road by Council. This will only be backdated to 01 July 2018. This is only accepted on the below roads:
 - Richmond-Croydon Road
5. Council will approve up to 100km of fence subsidy per financial year within the Shire.
6. Specifications required:
 - A minimum of three barb fencing only, no more than 12mm spacings and there must not have been a fence before
 - Will be assessed by the Rural Lands Officer on completion for approval
 - Will need to meet Department of Transport and Main Roads standards
 - Needs to be 30m from the centre line of the road
 - The fence must be new and constructed from 2017 onwards. (Any fence prior to 2017 is not eligible)
7. Enclosing Road Corridor
 - Where the road is fenced on both sides of the road
 - Council will only pay for one side if it adjoins a property border
 - Where the road goes through the middle of a property Council will pay the subsidy on both sides of the road
8. Maintenance of the fencing will be of the landowner
9. If a landowner fences both sides of a road the grids within these sections will be removed by Council
10. Council may refuse payment of the subsidy if the site is not to Council's satisfaction.
11. An adjoining owner may not apply for the fence subsidy scheme where a claim for that part of fencing has already been made.
12. This subsidy is not available to urban landholders.

IMPLEMENTATION:

This Policy will commence from the Approval Date. This Policy replaces all other Rural Fence Subsidy Policies of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's Records Management System, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

APPROVAL:

Policy Reviewed: General Council Meeting 15 February 2022
Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.2 Nature Strip Policy

EXECUTIVE SUMMARY

At the March 2023 Council Meeting it was agreed to create and adopt a Nature Strip Policy.

OFFICER'S RECOMMENDATION

That Council: adopt the Nature Strip Policy as presented.

Budget & Resource Implications

N/A

Background

Council discussed creating a Nature Strip Policy to advise the community that it is not Council's responsibility to maintain and mow footpaths in the Richmond Shire. The policy outlines the responsibilities of Council and landowners.

Consultation (Internal/External)

Nil

Attachments

Attachment C – Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE: NATURE STRIP (FOOTPATH) MOWING POLICY

POLICY NUMBER: 085

INFOXPRT REF:

DATE OF ADOPTION: 18 April 2023

TIME PERIOD OF REVIEW 3 Years

DATE OF NEXT REVIEW: April 2026

1. OBJECTIVE

To ensure clear direction that nature strips across the Shire of Richmond are well maintained. Council now require residents and landowners to mow and maintain the nature strip adjacent to their house/land. This applies to private, commercial and industrial property.

2. SCOPE

The provisions of this policy apply to all council controlled grassed areas between yard boundaries and road edges.

3. RESPONSIBILITIES

Richmond Shire Council will mow and maintain nature strips in adjacent to any Council housing, infrastructure, parks and gardens. Council will not mow a grassed area within a private property.

Council will only mow and maintain the nature strip on a regular basis under the conditions listed in Item 4. Assistance.

Where there is an instance of an overgrown nature strip, Council will contact the landowners and direct them to tend to the nature strip as soon as possible and maintain it on a regular basis.

It is the responsibility of the residents of the land adjacent to the nature strip to maintain and mow them.

4. ASSISTANCE

Council may provide assistance with maintenance and mowing services to the nature strip adjacent to a residential house/land where a resident or a landowner can demonstrate hardship and meet one of the following criteria:

- a) **Permanent disability or medical evidence:** photocopy of DSP Pensioner card or medical evidence; provision of a medical certificate, which states the applicant is unable to maintain and mow the nature strip area due to medical reasons.
- b) **Financial constraint:** either a Statutory Declaration stating that the applicant does not have the financial capacity to employ a contractor to perform the mowing and in both circumstances there is no other person who officially registered at the property that could undertake mowing of the nature strip.

All applications should be mailed to PO Box 18, Richmond Q 4822 or emailed to enquiries@richmond.qld.gov.au.

Council will endeavour to notify the applicant within 24 hours that the application has been received, and then Council have fourteen (14) business days from the date of the application to approve or deny the request and notify the applicant.

5. LEGISLATION

N/A

6. APPROVAL

Policy Reviewed: General Council Meeting 19 April 2023
Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.3 Garbage Collection Policy

EXECUTIVE SUMMARY

Council to review and adopt the Garbage Collection Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Garbage Collection Policy with changes.

Budget & Resource Implications

N/A

Background

The recent review identified minor changes to the Garbage Collection Policy.

A request for confirmation that Council will provide a service of replacing damaged parts on bins including lids, pins, wheels and axles. Council's Garbage Truck Driver will service the bins automatically or damaged bins may be reported to the Shire Office as this is already stated in the policy or will that be removed from the policy.

Consultation (Internal/External)

Nil

Attachments

Attachment D – Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	GARBAGE COLLECTION POLICY
POLICY NUMBER:	008
INFOPERT REF:	81551
DATE OF ADOPTION:	17 November 2015
TIME PERIOD OF REVIEW:	2 Year
DATE OF NEXT REVIEW:	17 March 2025

1. OBJECTIVE

To provide quality waste collection services to the community of Richmond.

2. SCOPE

Council charges for the supply of all wheelie bins to new and existing households and therefore the bin becomes the property of the purchaser;

Residential allotments shall not put out for collection any more than two bins per collection day;

Commercial and industrial allotments shall not put out for collection any more bins than the number specified on their rates notice;

Council will collect residential and commercial bins twice per week (Monday and Thursday)

3. REPLACEMENT BINS

Council does not accept any responsibility for the replacement of damaged or stolen bins unless Council noticeably damaged the bin at time of collection, in that instance Council will replace the bin. Replacement bins may be purchased from Council as per Council's fees and charges.

Council will provide a service of replacing damaged parts on bins including lids, pins, wheels and axles. Council's Garbage Truck Driver will service the bins automatically or damaged bins may be reported to the Shire Office.

Bins that are damaged and are causing a nuisance, with cracks in the sides of the body or around the top of the bin that let rubbish fall out or flies to enter the bin, or the strut braces that hold the lid on are broken, shall be replaced at the owner's expense.

4. CONDITIONS FOR COLLECTION

Council may refuse collection if the following conditions are not complied with:

- Place the bin on the footpath next to the kerb, handle towards the house;
- Do not block pedestrian pathways or vehicle access;
- The lid must be effectively closed;
- Material not in the wheelie bin will not be collected;
- Do not overload the bin – maximum weight is 70kg;
- Bag all loose rubbish (e.g. dust or kitchen scraps)
- Ensure the collection truck has access to the bin, with no obstacles in the truck's way.

All households/premises are responsible for the cleanliness of their bin/s.

Bins will not be collected if they are deemed too heavy to lift.

Items that are not acceptable:

- Construction & demolition waste
- Paint
- Car motors or parts
- Hot ashes
- Liquid waste, chemicals or oil
- Large tree branches
- Smoke alarms
- Energy efficient light bulbs
- Bricks, rock, gravel, tiles, masonry or other heavy items
- Asbestos
- White goods
- Tyres
- Dead animals
- Tv's, furniture, mattresses etc
- Ammunition
- Items longer than 50cm

5. PROCEDURE FOR NON-COLLECTION

Council will stick a notice on the bin advising the household of non-compliance with this policy. Where possible the bin will still be collected in the first and second instance.

After two warnings have been issued a letter will be written to the household advising that failure to comply with the guidelines will result in Council refusing collection until compliance is achieved.

7. WASTE FACILITY

Residents may utilise Council's waste facility free of charge at any time.

Commercial waste will be charged in accordance with Council's fees and charges.

8. REFERENCES

Local Government Act 2009

9. IMPLEMENTATION

This Policy will commence from the Approval Date (see Section 10). This Policy replaces all other Garbage Collection Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

10. APPROVAL

Policy Reviewed: General Council Meeting 17 May 2022

Resolution Number: 20220517.6

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.4 Drug and Alcohol Policy

EXECUTIVE SUMMARY

Council to review and adopt the Drug and Alcohol Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy with changes.

Budget & Resource Implications

N/A

Background

The recent review identified minor changes to the Drug and Alcohol Policy.

It is to be noted that the percentage of blood-alcohol level has been added in as 0.00% for all employees of Richmond Shire Council.

Blood testing methods have been removed from the Policy as directed by Councils Solicitors. Council will now only test via breath analysis and/or urine sample.

Consultation (Internal/External)

Nil

Attachments

Attachment E – Policy

Report prepared by **Adelaide Tritton (Records Officer)**



POLICY TITLE: DRUG AND ALCOHOL

POLICY NUMBER: 039

INFOXPRT REF: 89965

DATE OF APPROVAL: 18 March 2020

TIME PERIOD OF REVIEW: 1 year

DATE OF NEXT REVIEW: December 2023

This Policy and its associated Procedure supersede the Drug and Alcohol Policy adopted 15 August 2017.

1. OBJECTIVE

The purpose of this Policy is to state the responsibilities of Richmond Shire Council (“Council”) employees and management for preventing and addressing drug and alcohol misuse in order to provide a healthy, safe and harmonious workplace. Council has zero tolerance for drug use and also expects its employees to present themselves to work with zero alcohol in their system.

2. SCOPE

This Policy applies to all employees, trainees, apprentices, volunteers and work experience students of Richmond Shire Council. It does not form part of any employee’s contract of employment. This Policy also applies to other persons performing work at the direction of, in connection with, or on behalf of Council (e.g. contractors, subcontractors, agents, consultants).

3. ROLES AND RESPONSIBILITIES

3.1 Employees

Council expects its employees to have zero drugs or alcohol in their system and as such must not present themselves for work, or remain at work, if:

- they have consumed alcohol or have taken a drug that could affect their ability to work safely; or
- they have taken an alcohol test or a drug test that day and returned a non-negative test result; or
- their ability to work safely is compromised by alcoholic hangover or the effects of a drug.

Employees must:

- not consume any alcohol on Council property unless prior approval is given as outlined in Section 9;
- not store any alcohol on Council property unless prior approval is given as outlined in Section 10;
- comply with this Policy and its associated Procedure;

- advise their supervisor if they are taking either prescription or non-prescription medication which may impact their performance at work, particularly if the employee is expected to operate plant or drive vehicles (as outlined in Section 3 of the Procedure); and
- immediately speak to their supervisor if they have concerns about working with another employee whose ability to work safely appears to be compromised by the influence of drugs or alcohol (or, in the case of concerns about their supervisor, speak to the Manager/Coordinator). Council encourages and it is a legislative requirement for employees to speak up about safety hazards in the workplace. Therefore employees have an obligation to contact their supervisor if they witness or have evidence that an employee is putting their own or another person's safety at risk due to drug or alcohol use.

Employees are also encouraged to access Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse. Other available programs are also listed in Section 11. Employees are also encouraged to speak to their supervisor if they have concerns or questions about the use of drugs or alcohol and how this may affect them at work.

Employees who are on-call for after-hours incidents and emergencies must:

- not consume alcohol or drugs which could affect their ability to work safely whilst on-call; and
- make alternative arrangements with management if they are unable or unfit to attend a call-out (which will result in the employee losing their payment entitlement for that period).

3.1.1 Contractors, Sub Contractors, Agents, Consultants

As Per item 2, Scope Council expects the employees of contractors, subcontractors, agents, consultants to have zero drugs or alcohol in their system and as such must not present themselves for work, or remain at work, if:

- That they consumed alcohol or have taken a drug that could affect their ability to work safely; or
- They have taken an alcohol test or a drug test that day and returned a non-negative test result; or
- Their ability to work safely is compromised by alcoholic hangover or the effects of a drug.
- Comply with this Policy and its associated Procedure.
- Advise their supervisor if they are taking either prescription or non – prescription medication which may impact their performance at work, particularly if the employee is expected to operate plant or drive vehicles (as outlined in Section 3 of the Procedure);
- Immediately speak to their supervisor if they have concerns about working with another contractor whose ability to work safely appears to be compromised by the influence of drugs or alcohol (or, in the case of concerns about their supervisor, speak to their Manager/ Coordinator). Council encourages and it is a legislative requirement for contractors to speak up about safety hazards in the workplace. Therefore employees have an obligation to contact their supervisor if the witness or have evidence that an employee is putting their own or another person's safety at risk due to drug or alcohol use.

3.2 Management

Management is responsible for:

- ensuring that all employees are made aware of this Policy and its associated Procedure, including making the Policy and Procedure and relevant information available to all staff on noticeboards, in work areas etc;
- ensuring prospective employees are made aware of this Policy and its associated Procedure through the recruitment and selection process;
- monitoring and managing the performance of persons working in their area of responsibility;
- ensuring that employees under their supervision or control do not put their own or another person's safety at risk due to the consumption of alcohol or drugs;
- encouraging employees to make use of Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse; and
- undertaking investigations as appropriate and in a confidential manner, as outlined in the Procedure (including offering employees the option to have a support person present during meetings and inviting employees to put their case forward in relation to non-negative test results).

3.3 Workplace Health and Safety Officer

The Workplace Health and Safety Officer is responsible for:

- delivering the employee induction that contains information on this Policy and its associated Procedure;
- assisting supervisors with incident investigations;
- providing advice to management, Health and Safety Representatives and employees regarding the misuse of alcohol or drugs; and
- compiling and tabling incident statistics to the Health and Safety Committee.

3.4 Human Resources Officer

The Human Resources Officer is responsible for:

- arranging pre-employment drug and alcohol testing.

4. RISKS OF DRUGS, ALCOHOL AND MEDICATION

Council recognises that if a person consumes alcohol or drugs or uses medication, they may be affected by poor physical coordination, poor judgement and decreased alertness, which increase the workplace health and safety risks for the affected person and others.

To control the risks associated with the use of alcohol and drugs in the workplace, Council will:

- ensure that employees and management are aware of and meet their responsibilities under this Policy;
- test for drug and alcohol use where:
 - an employee shows signs of being affected by a drug or alcohol. This will typically be upon a supervisor being suspicious that the employee is under the influence of drugs or alcohol, and following an interview with the employee (as per Section 7.5 and 7.6 of the Procedure);
 - following a workplace incident or near miss;
 - randomly as described in this Policy and its associated Procedure; and

- as part of a rehabilitation program after an employee has returned a confirmed non-negative test result;
- act to prevent employees endangering the safety of themselves or others through the misuse of alcohol or drugs;
- ensure prospective new employees undergo an appropriate pre-employment medical assessment, which includes drug and alcohol testing (the medical and testing to occur prior to the induction and the employee commencing work);
- provide information to employees on responsible alcohol and drug use;
- make available and encourage employees to use Council's Employee Assistance Program to assist them in coping with work-related and personal issues and concerns, which may include drug and alcohol misuse;
- liaise with employees as appropriate to control the risks arising from the effects of lawful medication use;
- foster an attitude amongst employees that it is not acceptable to attend or remain at work whilst affected by alcohol or drugs; and
- ensure that details regarding an employee's drug or alcohol problems, associated treatment or rehabilitation, will be kept confidential subject to the provisions of the law.

As another control measure, Council may implement an in-house testing program by training nominated employees to perform testing as outlined above.

5. POLICY/PROCEDURE BREACHES

5.1 Alcohol Breaches (anything other than 0.00%)

If an employee is found to have breached this Policy or the associated Procedure, the following may occur:

- a written reprimand or warning;
- the employee may lose their performance bonus as per the disciplinary procedure and corrective code;
- demotion, including a reduction in remuneration. This may be a reduction in the classification level of the employee's employment and a corresponding change in the employee's duties, or a reduction in the employee's level of remuneration within the classification level of the employee's employment;
- dismissal for multiple breaches.

5.2 Drug Breaches (positive results)

If an employee is found to have breached this Policy or the associated Procedure, the following will occur:

- the employee will be placed on paid time off until the official test results come back from the laboratory;
- if the test comes back as a negative, the employee shall return to work as soon as practical;
- if the test comes back as a non-negative the employee will be dismissed.

6. LIABILITY

Council does not accept liability for any damage to any machinery or vehicle, any injury to a person, or damage to any other property caused by an employee's performance of work and/or presence in the workplace while he/she is affected by drugs or alcohol. The employee is responsible for the consequences of their actions.

7. TESTING METHODS

Testing methods shall be as follows:

- where there is a suspicion of alcohol use, a breath analysis test using an Australian Standards approved Alcolmeter or alternative in accordance with the testing methods; and/or
- where there is a suspicion of drug use, a saliva or urine test using an Australian Standards approved testing device or alternative in accordance with the testing methods.

Council has an in-house testing program with nominated testers. If a non-negative result is received from an employee during in-house testing, then that employee will be required to visit the medical centre immediately and provide a secondary blood sample for laboratory testing.

8. AIRPORT DRUG AND ALCOHOL MANAGEMENT PROGRAM

All employees working in safety sensitive aviation activities (e.g. airside grass slashing, runway line painting, conducting runway inspections) must comply with the *Civil Aviation Safety Regulations 1998*.

The legislation allows Civil Aviation Safety Authority personnel to conduct random testing for drugs and alcohol on any person performing safety sensitive aviation activities at certified aerodromes.

The legislation also requires Council to have a *Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities* (DAMP). The DAMP allows for drug and alcohol testing by Council based on suspicion or following a workplace incident.

Where an employee working in a safety sensitive aviation activity is found to be unfit for work due to drugs or alcohol, Council's DAMP must be followed.

9. SOCIAL FUNCTIONS

The consumption of alcohol on Council property is prohibited unless approval is given.

The Chief Executive Officer may approve consumption of alcohol on Council property after working hours. The person who approved the consumption of alcohol will take on responsibility to ensure the safety of those involved. An example of such an occurrence would be a Road crew having a quick beer at the Depot or at their campsite after work. The alcohol, for such an occasion, will almost always be paid for privately by the employees, unless the Chief Executive Officer has authorised the purchase at Council's expense, or the alcohol has been provided as a gift (which may be declarable under legislation) (e.g. for Main Roads project completion).

Only the Chief Executive Officer may approve the consumption of alcohol on Council property during working hours. This would typically be for special functions such as the Christmas party.

Unless notified by a relevant person as outlined above, employees must assume that the alcohol prohibition has not been waived and still applies.

Even if Council waives the prohibition on consumption of alcohol, the following applies at all functions in the workplace:

- employees who consume alcohol should do so in a responsible manner;
- employees must not become inebriated or drunk;
- employees must uphold an appropriate standard of behaviour at all times. Inebriation will not be accepted as an 'excuse' for misconduct;

- employees must not operate any plant or drive any vehicle if they have consumed any alcohol or drug (being any drug that could impair the ability to safely operate the vehicle). Employees who do not have a means of transport to get home should advise their supervisor in order to arrange transport.

10. STORAGE AND PROMOTION OF ALCOHOL

The storage of alcohol (whether privately or publicly purchased) on Council property may be approved by the Chief Executive Officer. The alcohol is to be stored in a secure location away from general sight.

Promoting the consumption of alcohol or drugs by way of advertising in the workplace (e.g. posters, cardboard cut-outs) is not permitted. The advertising of local or regional events where the advertisement or event features reasonable alcohol consumption, is permitted (e.g. wine-tasting event).

11. ASSISTANCE PROGRAMS

Council recognises that there may be employees who have alcohol or drug dependency issues. These employees are encouraged to seek assistance available through programs/organisations that provide preventative, counselling and treatment services, including:

1. **OnBundock Counselling and Consulting Services:** Council's Employee Assistance Program provider. Each Council employee is entitled to up to four (4) x 50-minute free sessions of private counselling per calendar year. Telephone (07) 4722 9800. Email reception@onbundock.com.au. Website: <http://www.onbundock.com.au>
2. **Alcoholics Anonymous Australia:** this service can be used anonymously. Telephone 1300 22 22 22. Website: <http://www.aa.org.au>
3. **Queensland Health Alcohol and Drug Information Service:** telephone 1800 177 833. 24 hours a day, seven days a week. Website: [Alcohol, smoking and drugs | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au/Alcohol,smokinganddrugs/Healthandwellbeing)
4. **Counselling Online:** telephone 1800 177 833. Counselling Online is available 24 hours a day, 7 days a week. This service can be used anonymously or a person can register for ongoing assistance. Website: <http://www.counsellingonline.org.au/>
5. **Lifeline:** telephone 13 11 14. Website: <http://www.lifeline.org.au>. Providing information on substance abuse and addiction.

12. EDUCATION AND TRAINING

Employees will be advised of Council's drug and alcohol management program. This may occur through attending formal training sessions, receiving instruction from their supervisor during a team meeting, completing the induction process upon their commencement with Council, receiving newsletters, posters and pamphlets being placed around the workplace, and other such avenues.

13. CONFIDENTIALITY

Confidentiality of information must be maintained throughout the application of this Policy and its associated Procedure, subject to the provisions of the law. Confidential information and documentation will be restricted to the employee's Supervisor/ Director, Workplace Health and Safety Officer, Human Resources and the Chief Executive Officer, as well as other internal or external persons/agencies involved in the testing program.

Saliva and urine specimens collected will only be used for the specific purpose of alcohol and drug analysis and will not be used for deoxyribonucleic acid (DNA) testing or general health testing.

14. DOCUMENTATION

Records of discussions between supervisors and employees regarding the suspicion of drug and alcohol misuse, testing and searches will be maintained by the supervisor.

The results of a drug and alcohol test, whether non-negative or negative, will be placed on the employee's personnel file, as will any correspondence regarding non-negative or negative drug test results, and correspondence arising from the discipline process.

15. DEFINITIONS

Breath Alcohol Concentration (BAC) Levels –

Breath alcohol concentration (BAC) is the amount of alcohol in a person's body and is measured by the concentration of alcohol in the person's breath.

Employees on-call or responding to after-hours emergencies

- Employees who are rostered according to Council's on-call arrangements are required to have a breath alcohol concentration of 0.00% for activities covered by Queensland legislative breath alcohol concentration levels.
- In cases where an employee is requested to respond to an after-hours call, the employee is required to immediately notify their supervisor if he/she is unable to meet the expectations of this Drug and Alcohol Procedure, in which case the supervisor will make alternative arrangements.

Drugs - those drugs that are prohibited by the *Drugs Misuse Act 1986* and the *Drugs Misuse Regulation 1987*. Examples include amphetamine (ecstasy, speed), cannabis (marijuana), cocaine, opiates (morphine, heroin), methylamphetamine (ice, meth), and phencyclidine (PCP, Angel Dust).

Employee – for the purposes of this Policy, “employee” will refer to those persons covered by the Scope of this Policy.

Employee Unfit for Duty – a person who has their level of safety diminished due to a loss of their physical coordination, judgment or alertness which may be due to the effects of alcohol or drugs.

Failed Test – for the purpose of this Policy, a “failed test” is where a non-negative drug or alcohol test has been returned.

Health Care Professional – for the purpose of this Policy, “health care professional” refers to doctors (general practitioners and specialists), pharmacists, and other registered health care providers.

High Risk Work – for the purpose of this Procedure, “high risk work” will refer to any task/activity listed below and otherwise defined as high-risk work by the *Work Health and Safety Regulation 2011*.

The following tasks/activities are high risk work:

- a task/activity in which the employee is responsible for the health and safety of aged care clients;
- a task/activity in which the employee is responsible for the health and safety of children;
- any task/activity that involves, or is likely to involve:
 - operation of plant or a vehicle (including small plant such as mowers, whipper snippers, chainsaws);

- working on, in or adjacent to a road, railway or other traffic corridor that is in use by traffic other than pedestrians;
- working in an area at a workplace in which there is any movement of powered mobile plant;
- working at heights;
- working in or near a trench and/or confined space;
- using a hazardous substance;
- working with scaffolding, dogging or rigging;
- crane, hoist and elevating work platform operation;
- operation of a reach stacker;
- pressure equipment operation;
- the disturbance of asbestos;
- tilt-up or precast concrete;
- working with or near pressurised gas distribution mains or piping;
- working with or near chemical, fuel or refrigerant lines;
- working on or near energised electrical installations or services;
- work carried out in an area in which there are artificial extremes of temperature;
- work carried out in or near water or other liquid that involves a risk of drowning;
- working in an area that may have a contaminated or flammable atmosphere.

Work has been categorised as “high risk” based either on legislative requirements, or on the likely exposure to risk of injury/illness at a workplace due to the nature of the work being undertaken, the environment the work is typically performed in (e.g. public access), and the materials and plant used to perform the work.

Management – for the purpose of this Policy, “management” refers to all supervisory staff.

Medication – legal prescription and non-prescription drugs including legal herbal products.

Non-Negative Test Result – in the case of a drug or alcohol test, a non-negative test result indicates the current or recent presence of drugs or alcohol in the person’s physiological system.

Safety Sensitive Aviation Activities – any actions taken by a person in an aerodrome testing area (including the person’s presence in the area) other than as a passenger (e.g. airside grass slashing, runway line painting, conducting runway inspections).

Supervisor – a person in control of a workplace (e.g. Supervisor, Foreman, Works Coordinator, Manager or Director).

Workplace – a place where work is carried out for a business or undertaking and includes any place where an employee goes, or is likely to be, while at work (i.e. vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters).

Workplace Incident – for the purpose of this Policy, a ‘workplace incident’ is a workplace health and safety incident or near miss that occurred in a Council workplace and/or involving Council employees performing work for Council, and the incident resulted in or could have resulted in damage to Council, private or public property, or injury/illness to a person.

16. ASSOCIATED POLICIES / FORMS

- Drug and Alcohol Procedure
- Employee Code of Conduct

17. REFERENCES

- *Transport Operations (Road Use Management) Act 1995*
- *Work Health and Safety Act 2011*
- *Drugs Misuse Act 1986*
- *Drugs Misuse Regulation 1987*
- *Civil Aviation Act 1988*
- *Civil Aviation Safety Regulations 1998*
- *Australian Standard AS 3547 (Breath alcohol testing devices for personal use)*
- *Australian Standard AS4760 (Procedure for collection and detection and quantitation of drugs in oral fluid)*
- *Australian Standard AS/NZS 4308 (Procedure for the collection, detection and quantitation of drugs of abuse in urine).*

18. IMPLEMENTATION

This Policy will commence from the Approval Date (see Section 19). This Policy replaces all other drug and alcohol Policies and Procedures of Richmond Shire Council (whether written or not) apart from the associated Procedure adopted 03 June 2014.

This Policy will be made available to all corporate staff on Council’s intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed during an annual workplace health and safety audit, in the event of a serious drug or alcohol occurrence, if related Policies/Procedures or references change, or when legislative requirements change.

19. APPROVAL

Policy Reviewed: General Council Meeting 07 December 2023.

Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.5 Audit Committee Charter Policy

EXECUTIVE SUMMARY

Council to review and adopt the Audit Committee Charter Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Audit Committee Charter Policy with changes.

Budget & Resource Implications

N/A

Background

The recent review identified one minor change to change the approval section in the Audit Committee Charter Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment F – Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE: AUDIT COMMITTEE CHARTER

POLICY NUMBER: 027

INFOXPRT REF: 66483

DATE OF ADOPTION: 17 June 2014

TIME PERIOD OF REVIEW: 2 Year

DATE OF NEXT REVIEW: 19 July 2018

1. Committee Objectives

- to provide advice to Council on audit matters; and
- to provide oversight of the internal audit process.

2. Committee Responsibilities

The Committee will review the following and make recommendations to Council:

- Internal Audit Plan and how that plan relates to the risks identified in the Risk Register for enterprise and operational risks;
- progress on matters raised in the internal audit reports;
- matters raised by the Queensland Audit Office audit and resolution of those matters;
- the draft financial statements before adoption by Council;
- the financial implications of the Council's financial position;
- the trend indicated in the Financial Sustainability Statement;
- the Council's annual report before adoption by Council;
- implications of the budget on the long-term financial sustainability of the Council;
- the process for risk identification, assessment and treatment; and
- matters identified as being outside the scope of the current Internal Audit Plan that have or have the potential to create additional risk exposure for Council.

3. Committee Authority

The authority of the Committee is limited to making recommendations to Council on audit and risk related matters.

4. Committee Membership

The membership of the Committee is determined by Council in accordance with the requirements of the *Local Government Regulation 2012*.

5. Meetings

The Committee shall meet at least twice per year and shall endeavour to meet three (3) times per year. The timing of the meetings should align with the completion of the financial statements and the completion of the annual report. Additional meetings will be arranged if needed.

The Chief Executive Officer will arrange the meeting notice and agenda. These will be provided to the Committee members at least two (2) days before the meeting.

6. Committee Reporting Arrangements

The Committee reports its recommendations to the Council by providing a meeting report to the Chief Executive Officer, who presents the report to the next Council Meeting.

7. Committee Process for Performance Monitoring

The Committee will at least once per year undertake a self-assessment of the outcomes of the Committee including:

- meeting the objectives;
- undertaking the responsibilities;
- identifying and risk reduction; and
- value of advice to Council.

8. Approval

Policy Reviewed: General Council Meeting 19 July 2018
Resolution Number:

Policy Authorised: Peter Bennett
Chief Executive Officer

Item 2.6 North West Queensland Regional Biosecurity Plan 2022-2027

EXECUTIVE SUMMARY

Richmond Shire Council are to adopt the North West Queensland Regional Biosecurity Plan 2022-2027. Southern Gulf NRM has advised that the adoption of the Plan by all Councils will be a strong signal to governments at both state and federal levels of the commitment of the region to improved biosecurity outcomes.

OFFICER'S RECOMMENDATION

That Council: adopt the North West Queensland Regional Biosecurity Plan 2022-2027 as presented.

Budget & Resource Implications

N/A

Background

From: Geoff Penton <Geoff.Penton@southerngulf.com.au>
Sent: Saturday, December 3, 2022 12:30 PM
To: Mayor Carpentaria <mayor@carpentaria.qld.gov.au>; mayor@etheridge.qld.gov.au; 'Danielle Slade' <mayor@mountisa.qld.gov.au>; Mayor Cloncurry <mayor@cloncurry.qld.gov.au>; Mayor@doomadgee.qld.gov.au; mayor@burke.qld.gov.au; Mayor <Mayor@richmond.qld.gov.au>; mayor@croydon.qld.gov.au; Mayor Flinders <mayor@flinders.qld.gov.au>; mayor@mckinlay.qld.gov.au
Cc: CEO Croydon (ceo@croydon.qld.gov.au) <CEO@croydon.qld.gov.au>; ceo <ceo@cloncurry.qld.gov.au>; ceo@carpentaria.qld.gov.au; ceo@mountisa.qld.gov.au; 'ceo@doomadgee.qld.gov.au' <ceo@doomadgee.qld.gov.au>; Chief Executive Officer <CEO@burke.qld.gov.au>; CEO <CEO@richmond.qld.gov.au>; CEO <ceo@mckinlay.qld.gov.au>; ceo@flinders.qld.gov.au; ceo@ethridge.qld.gov.au; Robyn Young <Robyn.Young@southerngulf.com.au>; Pru Wharton <pru.wharton@southerngulf.com.au>; Greg Hoffman PSM <NWQROC@carpentaria.qld.gov.au>
Subject: NWQ Regional Biosecurity Plan

Please find attached the North West Queensland Regional Biosecurity Plan for council formal consideration and adoption.

Biosecurity Queensland requested that we include the Rusa Deer in the plan, which is the only addition made following consultation. Data for this addition was sourced directly from the Queensland Feral Deer Management Strategy 2022-2027.

Each of the 10 Councils can now adopt this as your own Biosecurity Plan.

Formally section s53 of the Queensland Biosecurity Act 2014 requires Local Governments to have a biosecurity plan for their LG area. s53 permits LG's to act concurrently to develop and share a biosecurity plan and this is what we have all done in the development of this joint, shared Biosecurity Plan.

I would like to thank all the Councils for their collaboration in the development of this Plan. Although it took a little longer than we thought, the final product is a comprehensive document that each of the 10 Councils and the region as a whole can use not only to satisfy the Biosecurity Act requirements, but to guide increased effort to reduce the impact of weeds and pest on the region.

Richmond Shire Council
Ordinary Meeting of Council 19 April 2023

The Plan clearly identifies the agreed approach for each weed and pest on a catchment and Council basis.

This level of planning can be used to help improve coordination across Councils on shared weed and pest species.

A clear direction from all Councils at the outset of this planning process was the ability to use the Plan to seek greater resources into the region focussed on Biosecurity. We are committed to help make this happen.

Adoption of the Plan by all Councils will be a strong signal to governments at both state and federal levels of the commitment of the region to improved biosecurity outcomes.

Thank you again on behalf of Southern Gulf NRM for the opportunity to work on this project.

Geoff Penton
Chief Executive Officer
Southern Gulf NRM

Consultation (Internal/External)

External - Southern Gulf NRM

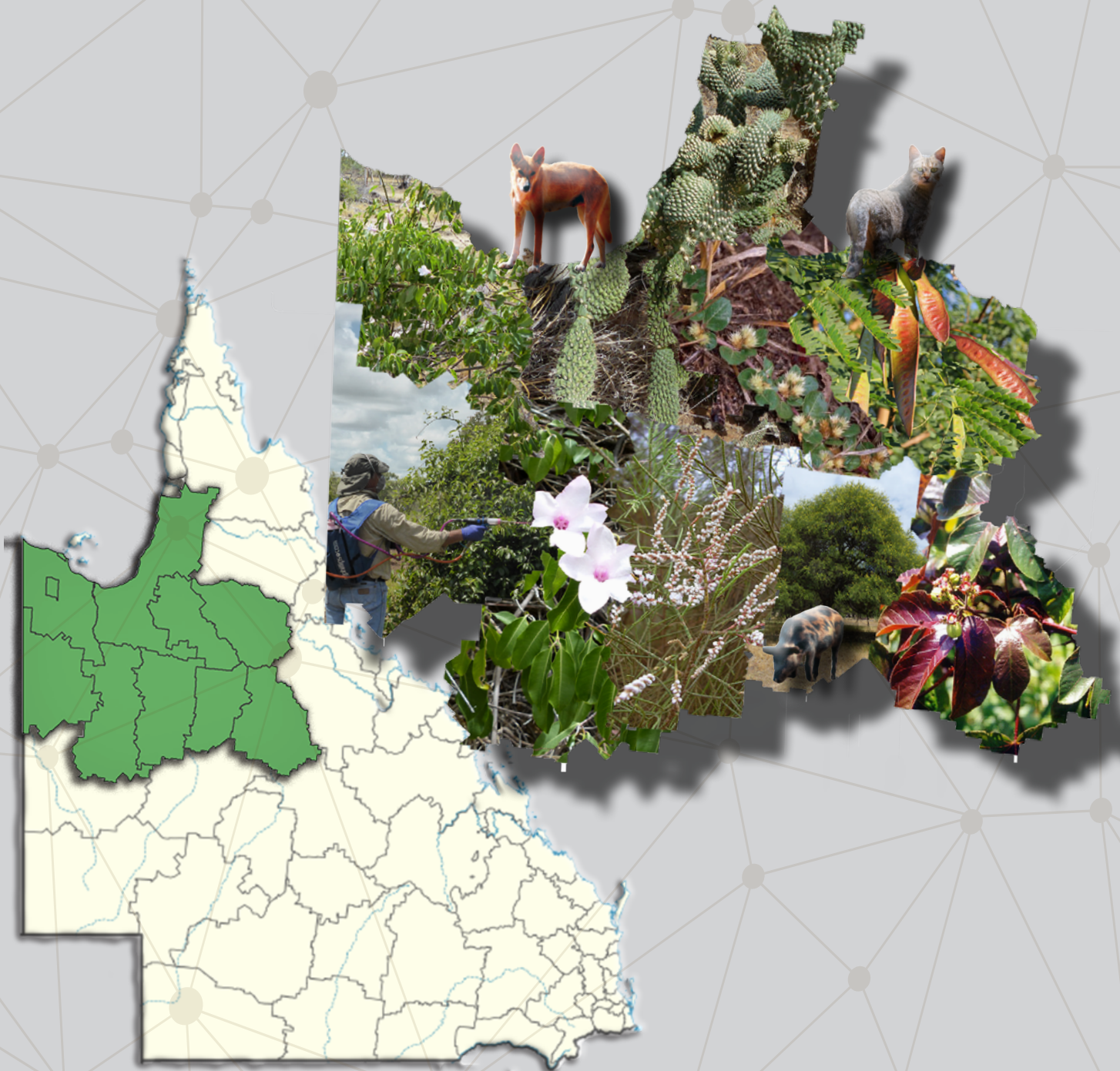
External - 10 collaborating Councils

Attachments

Attachment G – Biosecurity Plan

Report prepared by **Adelaide Tritton (Records Officer)**

North West Queensland Regional Biosecurity Plan 2022 – 2027



10 LOCAL GOVERNMENTS AND THEIR
STAKEHOLDERS WORKING TOGETHER
TO COLLECTIVELY MANAGE
INVASIVE PEST SPECIES

Acknowledgments

- The North West Queensland Regional Biosecurity Plan has been facilitated and compiled by Southern Gulf NRM and developed in partnership with the North West Queensland Regional Organisation of Councils (NWQROC) participating councils: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond Shire councils, as well as Croydon Shire Council, in consultation with regional stakeholders, and would like to acknowledge their invaluable contribution to the development of this document.

We also recognise that this plan relates to the country of the many Aboriginal communities of the region. We formally acknowledge the Traditional Owners of the Region and pay respect to Elders past, present and emerging.

Disclaimer

The North West Queensland Regional Biosecurity Plan – A plan to assist all stakeholders in the region to protect and restore the environment through best management practices. The reader/user accepts all risks and responsibilities for losses, damage, expenses, or consequences resulting from using or relying on information within this document.



While every effort is made to ensure the accuracy of this publication, Burke, Carpentaria, Cloncurry, Croydon, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond Shire councils accept no liability for any loss or damage that may result from reliance on it.

The 10 collaborating Local Governments:



Proudly supported by:



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1. Executive Summary

The North West Queensland Regional Biosecurity Plan (the plan), was agreed to be developed by the North West Queensland Regional Organisation of Councils (NWQROC) to establish a catchment approach to the management of invasive biosecurity matter. The plan sets out the strategic direction of all stakeholders in a cooperative and collaborative way so that all efforts are directed towards the same agreed priorities.

The General Biosecurity Obligation (GBO) is the principle obligation under the Act and requires a person to take action to minimise biosecurity risks. The management of invasive biosecurity matter is a shared responsibility of all land managers, industry, the community, and all levels of government. While primary responsibility rests with the land manager, collective action which engages all stakeholders is best practice, particularly for mobile species.

This plan delivers achievable objectives to ensure all landholders in the region actively undertake invasive biosecurity matter control, have agreed risk management strategies in place to ensure reduced movements of invasive biosecurity matter from their properties, which is supported by encouragement and incentives. Stakeholders will invest resources in a collaborative approach to ensure both shire and regional community priorities are addressed.

The Biosecurity Act 2014 (the Act) sets out a framework for the management of invasive biosecurity matter across Queensland. Section 53 of the Act mandates that Local Governments (LGs) must have a biosecurity plan for invasive biosecurity matter for its LG area. Section 55 allows for LGs to act concurrently for biosecurity planning, this plan sets priorities at the LG level, as well as the broader stakeholder level, of the combined nine (9) LGs of the NWQROC and Croydon shire Council, to meet their statutory requirement. Each LG has legislative power to ensure prohibited and restricted biosecurity matter are managed in their LG area. This document is supported by the broader North West Queensland Regional Weed and Pest Animal Strategy 2020-2024.

The development and implementation of this plan is based on the management principals of integration: public awareness, commitment, consultation and partnership, planning, prevention and early intervention, best practice, and improvement.

A copy of the act can be accessed at: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-007>

or

[Biosecurity Act 2014 | Department of Agriculture and Fisheries, Queensland](#)



2. Area Covered by the Plan

■ The NWQROC region is situated in the north west corner of Queensland with the Northern Territory and northern coastline forming part of its border. The NWQROC consists of the LG areas of Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond.

Although Croydon is not a NWQROC member council, they sought to be a participant in the plan which was welcomed by the members of NWQROC, as they share catchments with member LG's and their inclusion in the plan was desirable for all parties.

The NWQROC services an area covering 18% of Queensland or 350,000km² with approximately 29, 000 people calling our region their home.

North West Queensland is a remote region with unique natural resource values and significant Natural Resource Management (NRM) challenges. While the landscapes are largely intact, natural resource condition has been degraded by weeds, pest animals, fire, erosion, drought, flood and overgrazing.

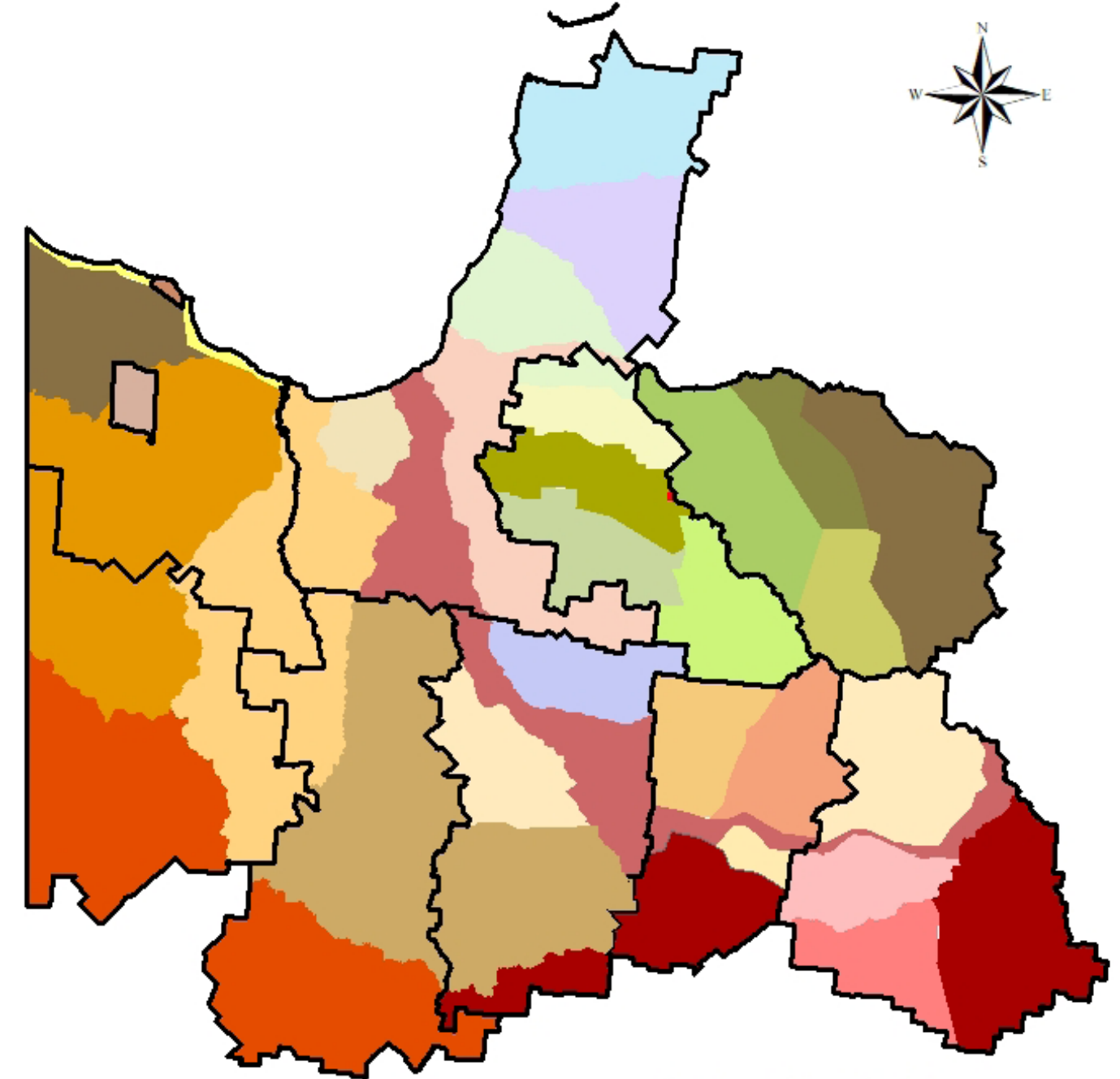
These issues need to be addressed to maintain and restore natural resource condition, and to provide the environment and natural resource-based enterprises with resilience to face further challenges, including climate change.

For these reasons, invasive species biosecurity awareness and management are important natural resource and regional economic issues. Pest management is vitally important environmentally, economically, socially and culturally, for the conservation of the region's natural resources, grazing and mining industries, and community and cultural values.

To ensure consistency with the Act (s48), the plan covers all the lands within the NWQROC participating LG areas regardless of tenure.



LOCAL GOVERNMENT AREAS AND THEIR CATCHMENTS



50 25 0 50 100 150 200 Kilometres

LEGEND

- | | | | | |
|---|---|---|--|--|
| <ul style="list-style-type: none"> ■ Burke Shire ■ Coastal ■ Leichhardt ■ Nicholson ■ Settlement ■ Carpentaria Shire ■ Mitchell ■ Staaten ■ Gilbert ■ Norman ■ Flinders ■ Morning Inlet | <ul style="list-style-type: none"> ■ Leichhardt ■ Cloncurry Shire ■ Cloncurry River ■ Georgina ■ Leichhardt ■ Croydon Shire ■ Belmore ■ Carron ■ Littleton National Park ■ Lower Norman ■ Upper Norman ■ Walker | <ul style="list-style-type: none"> ■ Doomadgee Aboriginal Council ■ Doomadgee ■ Old Doomadgee ■ Etheridge Shire ■ Einasleigh River ■ Etheridge River ■ Gilbert River ■ Gilbert River Headwaters ■ Flinders Shire ■ Porcupine ■ Flinders ■ Desert Waters | <ul style="list-style-type: none"> ■ Walker Group ■ Rockwood_Landsborough ■ McKinlay Shire ■ Norman ■ Flinders_Saxby ■ Lower Cloncurry ■ Eyre_Diamantina ■ Mount Isa City Council ■ Georgina ■ Leichhardt ■ Nicholson ■ Richmond Shire | <ul style="list-style-type: none"> ■ Alick_Rupert ■ O'Connell Catchment ■ Expressman_Saxby ■ Flinders Catchment ■ Woolgar Group |
|---|---|---|--|--|

3. Plan Compilation

- This plan supports each participating LG in meeting their statutory requirements per the act, and encourages LG's and their stakeholders to partake in catchment and regional planning. In developing this plan, consideration has been given to the integrated planning framework from the national level, to the individual owner level, as shown on page 19.

3.1 Purpose of the Plan

The plan provides guidance on how to reduce biosecurity risks associated with invasive plants and animals by:

- Identifying and documenting regional pest priorities.
- Identifying actions for early pest detection and intervention.
- Promoting and supporting stronger governance and leadership.
- Developing strong partnerships, strategic alignment and identifying opportunities for collaboration and alignment of effort.
- Facilitating resource allocation and prioritisation to achieve more efficient and effective utilisation of finite regional resources.
- Building knowledge, encouraging participation, and enhancing capacity of land managers.
- Identifying tools for monitoring and evaluation of progress, and assessing the success of the investment to ensure that lessons learnt are used to improve future plans; and
- Provides a framework and options for possible regulatory actions by LG.

The plan delivers or describes:

- The basis for coordination among delivery and regulatory organisations to ensure combined efforts are aimed at the highest biosecurity risks to the region.
- Priorities for knowledge and/or skills development among partner organisations.
- The basis for collaboration and mutual support between partners.
- Effective governance and coordination arrangements.
- Strategic alignment in management priorities and procedures to reduce biosecurity risks.

3.2 Vision

To foster collaboration and resource sharing between LG and stakeholders, and effectively advocate on agreed shire and regional positions and priorities.



3.3 Scope

The plan includes the management of invasive plants and animals (referred to as invasive biosecurity matter in the Act, plus any locally significant species) that are:

	Within Scope of local government biosecurity plans (Invasive Biosecurity Matter)	Outside of scope of local government Biosecurity Plans
Prohibited Matter	Schedule 1 Part 3 – Invasive Plants Part 4 – Invasive Animals	Schedule 1 Part 1 – Aquatic diseases, parasites and viruses Part 2 – Animal diseases, parasites and viruses Part 5 – Marine animals and plants Part 6 – Noxious fish Part 7 – Prohibited matter affecting plants Part 8 – Tramp ants
Restricted Matter	Schedule 2 Part 2 – Restricted matter – invasive biosecurity matter	Schedule 2 Part 1 – Restricted matter – other than invasive biosecurity matter
Local Laws	Species specifically targeted as a threat under individual councils' local laws.	

Out of scope items are covered by the Act, and as such, their exclusion from this plan does not negate the General Biosecurity Obligation (GBO) which applies to all persons. Although these items are managed by different agencies, local stakeholders may be well placed to provide valuable information and surveillance, and their assistance may be required for effective management.

A 'nil tenure' approach is taken in the plan, which means that people work together, across public and private land, to manage invasive biosecurity matter. This gives a better result than individual, uncoordinated efforts. The responsibility, actions and costs of biosecurity management are shared by all (shared responsibility). All land and waterways within the boundaries of the LG are included.



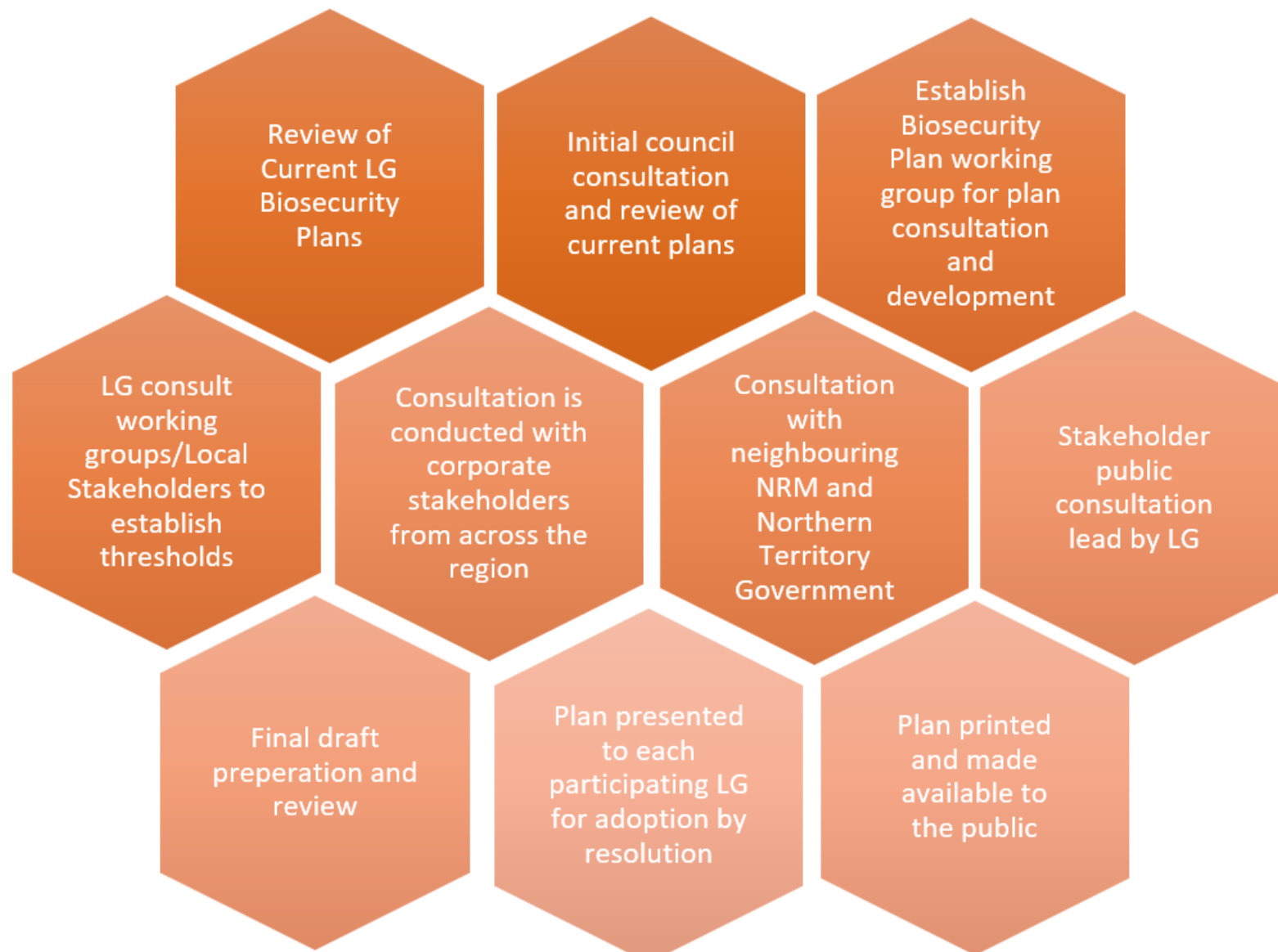
3.4 Plan Development, Implementation and Review

All stakeholders (including but not limited to: government agencies, industry groups, community groups and private landholders), have been invited to participate and contribute in the development of the plan by inclusion in stakeholder group meetings or the public submission/review process.

Although the plan is being developed concurrently, each LG will take ownership of the plan and their section of the plan by adoption through council. The plan is a five (5) year plan (2022-2027), that commences from the date of adoption by each participating council. The five (5) years will commence from the adoption date of the last LG.

Any amendments to the plan will require resubmission to council for approval, and replace the old plan on endorsement of the new plan. The plan will be reviewed annually by the RTAG to assess currency and accuracy.

Following adoption of the plan, LG's will have the freedom to work with any stakeholder in delivering the objectives of the plan and applying for funding. This plan meets the statutory requirements of the Act and fosters a collaborative approach to invasive biosecurity management.



4. Importance of Biosecurity Management

- The region supports significant biodiversity: water resource, community and residential, and agriculture and industry assets. A risk-based system underpinned by science that protects the regions people, environment, and economy from biosecurity threats of today and tomorrow is essential to long term sustainability. Understanding the importance of our assets provides a strong foundation to focus our collective efforts and supports a wide range of partnerships.

4.1 Biodiversity Assets

The variety of plants, animals, micro-organisms, and ecosystems that form a living environment, is constantly evolving. The key threats to native species are loss, degradation, and fragmentation of habitat; invasive species; and altered fire regimes. Invasive biosecurity matter can increase the impact of these key threats, making their management essential for the conservation of our endangered, threatened, and vulnerable species.

4.2 Water Resource Assets

Water is the source of life and protecting our water assets is essential to our community's sustainability and longevity. The region supports many water assets that encompass coastal, marine and freshwater systems, including coastlines, both ephemeral and permanent water courses, wetlands, lakes, springs and aquifers. Water quality is negatively impacted by invasive biosecurity matter and its management should be considered in any water resource management.

The region relies on our water resource assets to supply drinking water, provide for agriculture and industry development, support healthy ecosystems and nationally significant wetlands, and recreation and social amenity.

4.3 Community and Residential Assets

A unique natural landscape, world class fossil deposits, national parks and cultural heritage sites makes the region an attractive investment opportunity. Community and residential assets contribute significantly to the livability of the region. Often significant investment has been made to support the establishment of these assets. Ensuring invasive biosecurity matter is adequately managed helps ensure that the value of these assets is not negatively impacted.

4.4 Agricultural and Industry Assets

As highlighted in the 'North West Queensland Economic diversification strategy 2019' Resources (mining and mineral processing) contributes 67% of the region's economy, and an estimated \$215 million in royalties shared across Queensland (QLD). The gross value of agricultural production (beef cattle production, cropping and commercial fishing) in outback QLD is \$2.4 billion with 88% total value of agricultural production being produced on 82% land area. Tourism (predominantly drive tourism), with a strong focus on the outback experience contributes \$584.8 million spent from domestic overnight visitors and creates 2,000 jobs in outback QLD. Business and industry (small business/supply chain and emerging industry sectors) consists of 2,399 businesses, 31.5% of which are agricultural, forestry and fishing businesses with 96.8% employing less than 20 employees. These are the economic asset of our region, protecting it by managing invasive biosecurity matter is vital for sustainability.



5. Regional Governance and Coordination

- Ensuring that the ten (10) participating LGs and their stakeholders have a structure for coordination and communication is imperative to the success of the plan. We must learn from the past experiences, to respond faster and more comprehensively and to make the best use of the knowledge and resources we have. Clear process that facilitates information sharing and data collection ensures that LG annual work planning and budgeting is sufficient to address the



5.1 Regional Technical Advisory Group

The Regional Technical Advisory Group (RTAG) facilitates communication and feedback: makes recommendations, provides advice, and supports the GCPTF and NWQROC. The group provides oversight and facilitates a regional approach to pest and weed management in the region.

Membership of the group consists of two (2) NWQROC representatives, one (1) Gulf Savannah representative, one (1) DAF Biosecurity Queensland officer, two (2) SGNRM representatives with SGNRM also facilitating and providing a secretariat.

Four (4) meetings are held annually, with more scheduled on an as needed basis. The RTAG provides oversight and strategic direction on the implementation of the North West Queensland Regional Weed and Pest Animal Strategy 2020-2024 and the development and implementation of region wide actions stemming from the Regional Biosecurity Plan.

Stakeholder representatives may be invited to attend the RTAG meeting by group members on an as needed basis to provide updates and advice to the group.

Recommendations from the RTAG will be presented to either GCPTF or NWQROC, updates of the groups progress will be reported to both groups.

5.2 Gulf Catchments Pest Taskforce

The purpose of the Gulf Catchments Pest Task Force (GCPTF) is to enhance pest plant and animal control within North West Queensland and the Gulf region and reduce their current and potential impacts.

It provides a forum of leadership and participation by major stakeholders in pest plant and animal management. It facilitates networking, information sharing, feedback, advice, integration and support to members and the broader groups they represent on pest management issues and responses of relevance at the LG and regional levels. The group assists to identify, prioritise and address invasive biosecurity issues within the region. It also provides opportunity for addressing operational issues of LG's Rural Lands Officers or Rangers, as well as providing a platform for capacity building to support their roles and responsibilities within LG.

Operational issues and recommendations are presented to the RTAG for consideration. Issues are considered and addressed by the RTAG where possible. If issues need to be addressed by LG's, recommendations and supporting information is presented to the NWQROC.

5.3 Local Government Work Planning

Following the delivery of the NWQROC Regional Biosecurity Plan, each participating LG will be required to develop an annual work plan, working toward the agreed outcomes of the plan.

Each LG will report against their workplan at the GCPTF meeting to demonstrate contribution towards the regionally agreed outcomes.

Work planning needs to be developed in collaboration with portfolio councillors, to ensure that invasive biosecurity budgets are adequate to deliver the agreed work plan. Work plans will need to be delivered prior to the LG budgeting period to ensure inclusion in the budget for approval. The workplans will be discussed at the GCPTF meeting at the April/May meeting to ensure collaboration and efficiencies can be identified and capitalised on as well as potential funding projects identified, and application made for appropriate funding.

5.4 Data Sharing Arrangements

A key action towards building stronger biosecurity system is to evolve how we work together. Regional data sharing arrangements are necessary, and a consistent, standardised, data capture system that facilitate sharing between agencies is vital to support well informed decision making at LG area and regional levels. Regional data sharing will enable the establishment of regional infestation maps; treatment areas; efficiencies in resourcing; and targeted control ensuring value for money; protect and capitalise on past investment.

This would also provide a data supported platform to quantify regional targets, recognize and celebrate success' and provide for legacy monitoring.



6. Guiding Principles

■ This plan embodies the six fundamental principles that underpin effective management of invasive biosecurity matter. They provide a common basis for all of QLD.

These principles are most effective when they are used by all partners in the biosecurity system to guide planning an investment, and when they are incorporated into strategies, plans and actions across all management levels (Queensland Invasive Plants and Animals' Strategy 2019-2024).



Prevention and Early Intervention

Prevention and early intervention is generally the most cost-effective management strategy. It is usually impossible to eradicate an established invasive species—impacts and/or management costs for these species often become perpetual.

Government generally has a greater involvement in the earlier stages of prevention and eradication than in later stages of management. However, everybody has a role in preventing the introduction and spread of invasive species.

An invasive species may present different levels of risk and hazard in different regions and productive systems. We need to determine these levels before deciding on priorities for prevention and management.

Preventing the spread of current invasive species will greatly reduce the risk of further negative impacts.



Monitoring and Assessment

We need reliable data from monitoring to ensure that invasive species are managed holistically and for the long term. This data will inform progress and investment.

To control invasive species, we need a balance between prevention, surveillance, and preparedness.

An increasing amount of information is available on the distribution, abundance and impacts of invasive species. However, this data could be better organised and analysed through existing and new technologies, leading to improved decision-making.



Awareness and Education

Effective management of an invasive species relies on broad stakeholder knowledge of the problem and the management issues. However, people are often not aware of the impacts that invasive species have on the environment or primary production, or that their own actions may be contributing to a problem.

In fact, many such problems are increased through lack of community knowledge. For example, people may not realise that they assist the spread of invasive species if they allow domestic dogs to breed with wild dogs, release domestic deer or unintentionally move seeds of invasive plants (via contaminated soil or equipment).

The level of knowledge on invasive species is increasing, but more targeted public education and a higher public profile are needed. Different stakeholders need different information and support to raise their awareness of problems and increase their willingness to help with management.

Overall community awareness may improve when stakeholders have accessible, science-based information on invasive species, their characteristics, their impacts and control actions. When people have this knowledge, they may also be enabled to take ownership of the issue with increased confidence and be more likely to act.



Effective Management Systems

It is widely accepted that, for invasive species, integrated management systems are the most effective. That is, best practice for effective control often involves multiple control methods, and successful long-term management relies on cooperation with neighbours and the coordination of control activities. Therefore, to ensure the best possible outcomes, we will call upon all stakeholders to advocate and adopt best practice for all management activities.

Legislation on the management of invasive species is backed by suitable enforcement measures, but enforcement is best used as a targeted catchment based measure integrated with education, planning and incentives for control.



Strategic Planning and Management framework

Through strategic planning, we can prioritise actions and ensure that resources are used for maximum effect.

However, a strategic approach can only achieve common goals and priorities if there is effective communication and cooperation between all parties within the system. Biosecurity planning offers a 'partnership' mechanism to achieve this level of coordination and efficiency and the regulatory bottom line.

The Biosecurity Act facilitates a risk-based approach to the management of invasive species; this approach promotes the efficient use of resources.



Commitment to Roles and Responsibilities

To successfully control invasive species in the long term, we need clearly defined and accepted roles and responsibilities.

When planning and implementing management programs, stakeholders should recognise each other's capacity to deliver the desired outcomes. The broad scope and nature of problems demands a long-term commitment by all stakeholders, they need to recognise the effort, time and cost required for effective management.

LG planning is crucial to the success of invasive species management and provides an opportunity to foster community commitment to roles and responsibilities. NRM groups facilitate planning and management at a regional level, while state government agencies have a responsibility to manage invasive species on lands and water bodies under their control. Community and LG planning must include all stakeholders (such as managers of state land) early in the process.

7. Biosecurity Responsibilities

- Biosecurity is about ensuring there is a system in place that is resilient, while at the same time being flexible to meet a diverse range of needs. We are faced with an expanding number of future threats, while at the same time having to manage pests and diseases that are already here. Understanding our biosecurity responsibilities is critical to biosecurity management as a whole.

7.1 The Biosecurity Act

The Biosecurity Act 2014 (the Act) aims to protect QLD from the impacts of invasive plants and animals, animal and plant diseases, and biological, chemical and physical contaminants. It promotes proactive management of biosecurity risks using timely and effective biosecurity responses to protect human health, the economy, the environment and social amenity.

The Act is built around the following concepts:

- Shared responsibility - everyone (governments, industries and individuals) who deals with something that may pose a biosecurity risk to Queensland has an obligation to manage the risk effectively.
- Risk-based decision making - the Act requires that the response to a biosecurity risk is reasonable and practical and risk-based decision making is used to ensure that the response is proportionate to the level of risk. This allows flexibility in the application of the legislation and balances the interests of the community with those of the individual.
- The precautionary principle - allows action to be taken to manage biosecurity incursions where serious or irreversible damage is possible but the scientific knowledge is incomplete. It considers that on-balance, the cost of not taking action to minimise a risk is more significant than the cost of taking early and definitive action which subsequently proves to be unnecessary.

These principles are designed to provide a responsive and equitable system for the management of biosecurity risks in QLD.

7.2 Invasive Biosecurity Matter

The plan deals with the management of biosecurity risks associated with invasive plants and animals (invasive biosecurity matter). For LGs this includes:

1. Prohibited Matter - invasive plants and animals listed in Schedule 1 of the Act
2. Restricted Matter - invasive plants and animals listed in Schedule 2 of the Act

The significant obligations that are relevant to this work are the general biosecurity obligation (GBO), prohibited matter obligations and restricted matter obligations.

7.3 General Biosecurity Obligations (GBO)

The General Biosecurity Obligation (GBO) is the principle obligation under the Act and requires a person to take action to minimise biosecurity risks.

To fulfill their GBO, a person must:

1. Meet the prescribed requirements of any of the other 5 significant obligations that are relevant (see prohibited and restricted matter details below), and
2. Undertake any other actions that are required in the circumstances to minimise the biosecurity risk. This may include active management of priority invasive plants and animals risk (outcome-based elements).

The second aspect of the GBO provides the flexibility required to ensure all risks can be effectively and efficiently managed. In practical terms this is achieved by an individual taking reasonable and practical measures to prevent or minimise the biosecurity risk.

Prohibited matter obligations

Prohibited matter is biosecurity matter that is not currently established in the State, but if it entered, could have serious impacts. Prohibited biosecurity matter must not be dealt with without a permit, the risks it poses must not be exacerbated, and if found, it must be reported to an inspector as soon as practical (and within 24 hours). This can be achieved by reporting the prohibited matter to the Department of Agriculture and Fisheries on 13 25 23.

Restricted matter obligations

Restricted matter is biosecurity matter that is already having a social, environmental, or economic impact in the State and must be managed when it is found. Restricted matter is assigned category numbers from 1-7 based on its characteristics and the risks it poses.

Unless restricted matter is held under permit, it must be dealt with according to the category(s) it has been assigned.

Further information on categories can be found in Appendix 2. Prohibited and restricted matter lists can be found in Appendix 3.

8. Stakeholder Roles and Responsibilities

- Ensuring stakeholders understand and meet their GBO, greatly reduces the risk of new introductions and further spread of existing invasive species. Clearly defined roles and responsibilities leads to greater cooperation between government, industry and the community.

8.1 Role of Local Government

The role of LG in relation to the Act includes:

1. An administrative function- enforced through authorised officers.

LG officers authorised under the Act have functions and powers to ensure invasive biosecurity matter found within the LGs area of operation is managed in compliance with the Plan under authority provided by the Act.

The plan and associated operational and compliance plans guide the way LGs will do this by providing direction on the priorities for the region and how the LGs will encourage and/or enforce compliance.

2. The actions the LG and its officers must take to meet their general biosecurity obligation.

Like any other person or organisation, LGs and their employees have an obligation to report notifiable incidents, minimise the risks associated with any biosecurity matter they are dealing with, and refer obvious biosecurity risks that do not relate to invasive biosecurity matter on to Biosecurity Queensland inspectors (via the 13 25 23 Business Information Centre number).

A 'nil tenure' approach is taken in the plan, which means that people work together, across public and private land, to manage invasive biosecurity matter. This gives a better result than individual, uncoordinated efforts. The responsibility, actions and costs of biosecurity management are shared by all (shared responsibility). All land and waterways within the boundaries of the LG are included.

To be clear, a property status or use does not negate a landholders GBO. Where production prevents the use of traditional methods of control, alternative actions must be taken to ensure the landholder is meeting their GBO.



8.2 Other Stakeholder Roles

Responsibilities	
Agency	<p>Australian Government</p> <ul style="list-style-type: none"> Provide the framework for pest management in Australia. Provide leadership and coordination for emergency responses to pests of national significance. Manage pests on their area of responsibility.
	<p>Queensland Government</p> <p>Biosecurity Queensland</p> <ul style="list-style-type: none"> Develop and implement pest management policy through legislation, research and extension education programs. Coordinate state response to priority pests. Guide, encourage and assist local government, regional NRM groups, landholders and land managers in invasive pest management. <p>Other Queensland Government Agencies</p> <ul style="list-style-type: none"> Manage pests on state-managed land in accordance with agreed local/regional priorities. Prevent the spread of high priority species.
	<p>Agriculture and Production Industries</p> <ul style="list-style-type: none"> Follow best practice for pest management on land they have responsibility for in line with relevant legislation, policy, guidelines, management plans and codes of practice. Be involved in the development of LG Biosecurity Plans. Cooperate with, and participate in, local area pest and weed management programs. Develop on-property biosecurity plans.
	<p>Shire Residents and Visitors</p> <ul style="list-style-type: none"> Report unusual plants and animals. Dispose of green waste and aquarium plants/animals properly. Reduce the density or distribution of priority weeds. Meet GBO.
	<p>Tourists</p> <ul style="list-style-type: none"> Ensure vehicles and equipment are pest free. Report unusual plants and animals. Be biosecurity aware and ensure that invasive material is not moved from site to site.
	<p>Community Groups</p> <ul style="list-style-type: none"> Promote awareness of pest issues with the wider community. Seek funding when available.

Responsibilities	
Agency	<p>NRM Groups</p> <ul style="list-style-type: none"> Promote and facilitate pest management on agreed local priorities. Enable continued improvement in the management of pests on priority projects. Conduct education and awareness activities. Coordinate weed and pest control implementation. Coordinate the delivery of incentives. Map weed and pest distributions and assist in regional data management. Coordinate regional planning.
	<p>Mines and Quarries</p> <ul style="list-style-type: none"> Ensure machinery and equipment hygiene. Practice on site biosecurity. Ensure best practice rehabilitation is carried out on exhausted sites. Weed hygiene on quarry material to prevent movement of invasive matter.
	<p>Utility Managers</p> <ul style="list-style-type: none"> Ensure vehicles and equipment is pest free. Report unusual plants and animals. Advise landholder of presence on property.
	<p>Contractors and Industry Developers</p> <ul style="list-style-type: none"> Ensure vehicles and equipment is pest free. Report unusual plants and animals.
	<p>Traditional Owners and the broader Aboriginal and Torres Strait Islander Community</p> <ul style="list-style-type: none"> Distribute information and facilitate the securing of resources for management. Participate in on-ground activities. Record and report on local issues and projects. Report unusual plants and animals. Collaborate with management agencies where possible.
	<p>Garden Supply Industry</p> <ul style="list-style-type: none"> Research new lines of stock before introducing them. Do not stock or trade invasive species or known environmental weeds. Manually remove weeds and bag seed heads Erect property and site-specific signs.
	<p>Commercial and Recreational Fishing Industry</p> <ul style="list-style-type: none"> Boat and Equipment Hygiene. Coastline surveillance and reporting. Collaborate and assist in emergency response where necessary.
	<p>Charitable Organisations</p> <ul style="list-style-type: none"> Ensure supply is from reliable source Provide weed hygiene declarations on supplied products.

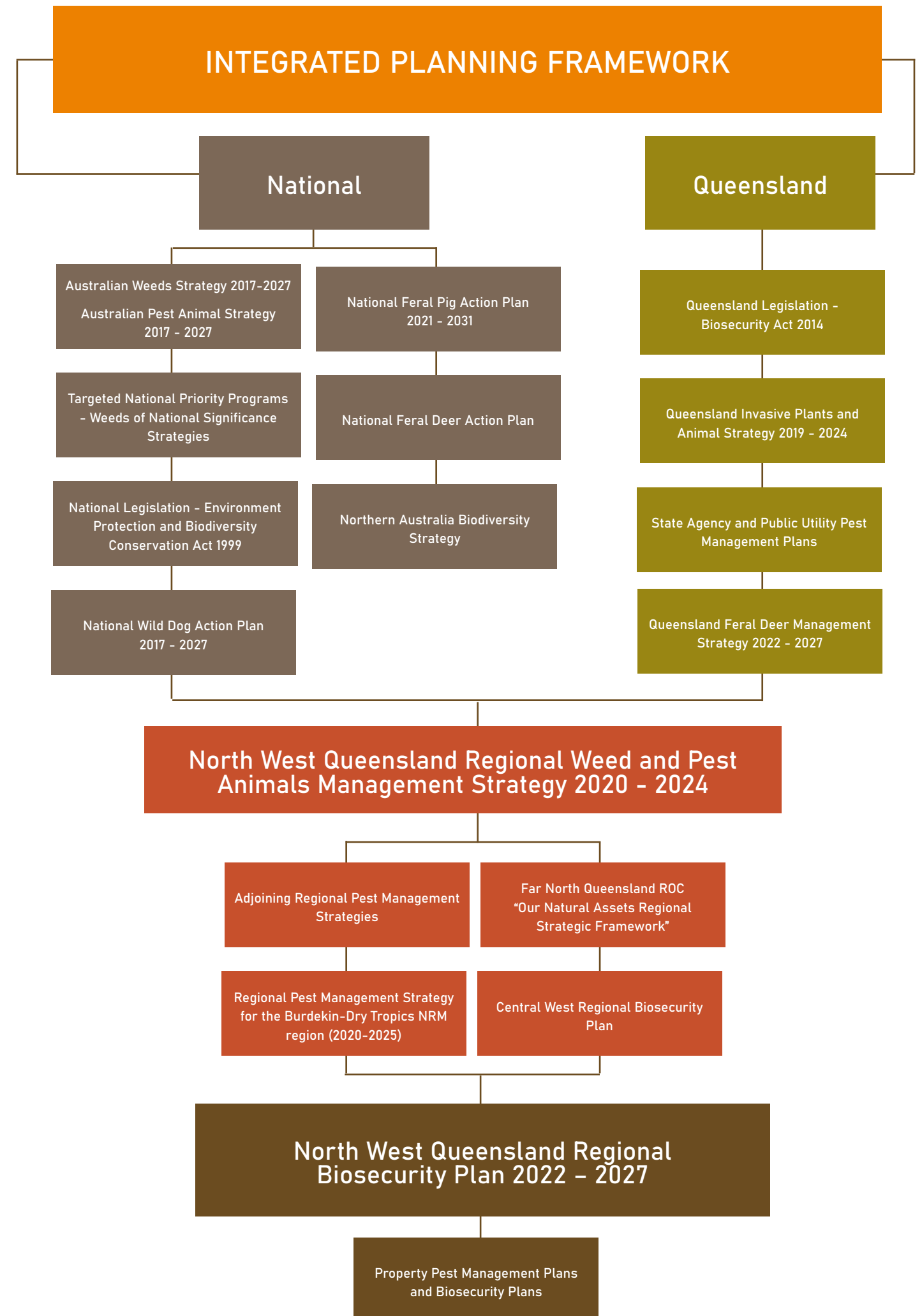
9. Integrated Planning Framework

■ A regional Biosecurity Plan needs to be consistent with the overarching Federal and State strategies. This plan has been developed with this consistency in mind.

The Act sets out the legal framework for the management of invasive biosecurity matter across the state of QLD and was developed to ensure it encompassed the provisions contained in other supporting legislation.

The overarching frameworks are linked throughout the plan to support strategic links to obligations and available funding from these agencies.

The management focus for any particular invasive species may vary across spatial scale. For example, the management strategy for a certain invasive plant may be asset protection at the state level, but for some regions it may be containment and within that region, at a local level, it may be eradication. Therefore, the management of invasive plants and animals requires planning and coordination at federal, state, regional, local and even property levels. The integrated planning framework presents stakeholders with a strategic and holistic approach to the containment, control and eradication of invasive biosecurity matter based on risk, impact, and liability within each of the 10 participating LG areas.



10. Biosecurity Management

■ Making decisions about the level of risk the invasive biosecurity matter presents is a critical part of biosecurity planning. A risk-based decision making process will help determine the way risks are managed.

The level of impact of the invasive biosecurity matter (including existing species and species not yet present) on the local community and the potential for successful control measures are an important consideration as part of assessing risk and prioritisation of risk.

The risk of each species entering and becoming established is assessed, with the highest risk species given highest priority. There are four key types of action in managing invasive plants and animals; prevention, eradication, containment and public interest asset-based protection.

10.1 Priority Invasive Plants and Animals

The risk prioritisation process allows for the identification of species of highest risk to the region and identify management objectives to reduce this risk. The risk-based decision-making process used for this document is based on the reasonable and practical measures for priority invasive plants and animals that were set with the guidance of the Biosecurity Queensland (2020), LG Biosecurity Planning Support Tools – Risk Prioritisation Tool, The Department of Agriculture and Fisheries, Brisbane. Each participating LG has completed a risk-based process to support the thresholds that appear in table 2. The six (6) steps that were considered when appointing these thresholds are included below.



Management thresholds have been identified for each priority invasive biosecurity matter listed in table 2. The Queensland Weed and Pest Animal Strategy (QW&PAS 2019-2024) assigns management objectives for specific invasive biosecurity matter listed under the act, as described below, with the addition of a watch list.

<p>PREVENTION AND EARLY INTERVENTION Maintain QLD's pest-free status</p>	<ul style="list-style-type: none"> • Prevent the introduction of the pest species. • Remove the pest species from trade. • Isolate any known incursion of the pest species and eradicate immediately. • Monitor any reported sightings of the pest species.
<p>ERADICATION Return QLD to pest-free status</p>	<ul style="list-style-type: none"> • Remove all pest plants and exhaust the seed bank. • Remove all pest animals. • Prevent the spread of pest species reproductive material. • Prevent reintroduction of pest species. • Remove the pest species from trade.
<p>CONTAINMENT A Create an exclusion zone with prevention and eradication objectives, and actively reduce infestation inside containment area</p>	<ul style="list-style-type: none"> • Remove/treat all pest plant and exhaust seed bank. • Remove all pest animals. • Prevent the spread of pest species reproductive material. • Prevent reintroduction of pest species to containment area. • Remove the pest species from trade. • Take all reasonable actions to prevent the spread and remove pest animal populations.
<p>CONTAINMENT B Create an exclusion zone with prevention and eradication objectives, and manage species as per best practice to reduce impacts on priority assets within the containment area</p>	<ul style="list-style-type: none"> • Ensure actions are taken to prevent pest entry into other areas. • Prevent the spread of pest species reproductive material out of containment area. • Minimise the spread of pest species reproductive material into areas under active control. • Remove the pest species from trade. • Take all reasonable actions to control, prevent or limit spread of pest animals.
<p>ASSET PROTECTION Reduce the overall economic, environmental, and/or social impacts of the species, including targetted management to protect key sites/assets</p>	<ul style="list-style-type: none"> • Reduce impacts of pest species on assets. • Minimise the spread of pest species reproductive material into uninfested areas or into areas under active control. • Remove the pest species from trade.
<p>WATCH LIST Unlikely to establish in area</p>	<ul style="list-style-type: none"> • Pest species risk has been considered and currently does not pose a biosecurity threat. • Ongoing periodic monitoring of pest species to confirm status. • The pest species is unlikely to be targetted for coordinated control unless its impacts increase and pose a threat.

CAUTION

It is important to remember that there is a legislative obligation for individuals and organisations to meet the prescribed prohibited and restricted matter obligations, regardless of the risk-rating that is identified for your LG area or region.

PREVENTION & EARLY INTERVENTION	ERADICATION	CONTAINMENT A	CONTAINMENT B	ASSET PROTECTION	WATCH LIST

 Birks Shire	 Carpentaria Shire	 Cloncurry Shire	 Croydon Shire	 Doomadgee Shire	 Ingham Shire	 McKerrow Shire	 Mount Isa City Council	 Shire of Flinders	 Tully Shire
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Aick_Rupert	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
O'Connell	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Flinders	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Woolgar Group	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Saxby_Expressman	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Flinders	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Porcupine	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Walker Group	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Rockwood_Landsborough	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Desert Waters	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Nicholson	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Leichhardt	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Georgina	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Upper Cloncurry	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Diamantina_Eyre	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Lower Cloncurry	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Flinders_Saxby	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Norman	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Old Doomadgee	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Doomadgee	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Mitchell	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Einassleigh	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Etheridge	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Gilbert	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Gilbert Headwaters	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Walker	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Upper Norman	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Lower Norman	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Littleton National Park	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Carron	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Belmore	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Leichhardt	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Cloncurry	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Georgina	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Staaten	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Norman	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Morning Inlet	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Mitchell	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Flinders	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Gilbert	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Urban	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Settlement	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Nicholson	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Leichhardt	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban
Coastal	Urban	Georgina	Urban	Gilbert	Urban	Norman	Urban	Urban	Urban

Invasive Plants																			
Khaki Weed <i>Alternanthera pungens</i>																			
Leucaena <i>Leucaena leucocephala</i>																			
Lantana <i>Lantana camara</i>																			
Mesquite <i>Prosopis pallida, Prosopis spp. hybrid</i>																			
Milk Weed <i>Euphorbia heterophylla</i>																			
Mimosa Bush <i>Vachellia farnesiana</i>																			
Mother of Millions <i>Bryophyllum spp.</i>																			
Navua Sedge <i>Cyperus aromaticus</i>																			
Neem Tree <i>Azadirachta indica</i>																			
Noogoora Burr <i>Xanthium pungens</i>																			

12. Reasonable and Practical Measures

Reasonable and practical measures describe the action(s) needed to minimise the biosecurity risk associated with invasive plants and animals. Determined by the situation, stakeholders within the LG area may be required to discharge the GBO and take reasonable and practical measures to reduce the biosecurity risk.

Examples of measures include:

- Following hygiene procedures, such as washing vehicles/machinery, to prevent the spread of an invasive plant
- Checking that the plant or animal you are acquiring is not listed in the biosecurity plan
- Reporting the presence of eradication targets to the LG biosecurity officer
- Managing invasive plants or animals in accordance with best practice control methods
- Getting involved in a pest animal baiting or fencing program.

A full list of reasonable and practical measures for the priority invasive plants and animals listed in this plan see (table 2) can be found in Appendix 4.

Make yourself familiar with the reasonable and practical measures associated with the invasive plants and animals listed in this plan.



i. Appendix 1 - Definitions

Biosecurity considerations	Include human health, social amenity, the economy and the environment i.e. things which may be negatively impacted by biosecurity matter.
Biosecurity event	An event or potential event that has been, or is likely to be caused by biosecurity matter, and which has had, or may have a significant adverse effect on a biosecurity consideration (s14). These are usually high-risk events such as an outbreak of disease which may have widespread impacts on an industry.
Biosecurity matter	(Referred to in the plan as invasive plants and animals). A living thing (other than a human or part of a human), a disease, a pathogenic agent that can cause disease in a living thing other than a human or in a human via transmission of the pathogenic agent from an animal, or a contaminant (biological, chemical and physical) (s15).
Biosecurity risk	Any risk (real or potential) of an adverse effect on a biosecurity consideration caused by: biosecurity matter, dealing with biosecurity matter or a carrier, or carrying out an activity relating to biosecurity matter or a carrier (s16).
Carrier	Can be any 'thing', dead or alive, biological or inanimate, that is carrying or has the potential to carry biosecurity matter (s17). A 'thing' includes a human.
Contaminant	Anything that may be harmful to animal or plant health or pose the risk of an adverse effect on a biosecurity consideration (s18). Examples include pathogenic bacteria in irrigation water, environmental contaminants including dioxins and residual organochlorine pesticides, heavy metals in fertilisers and animal feed and weed seeds.
General Biosecurity Obligation	Everyone is responsible for managing biosecurity risks that are: <ul style="list-style-type: none"> • under their control; and • that they know about or should reasonably be expected to know about. Under the GBO, individuals and organisations whose activities pose a biosecurity risk must take all reasonable and practical steps to prevent or minimise each biosecurity risk by: <ul style="list-style-type: none"> • minimising the likelihood of causing a 'biosecurity event', and limit the consequences if such an event is caused; and • preventing or minimise the harmful effects a risk could have, and not do anything that might make any harmful effects worse.
Invasive biosecurity matter	Invasive plants and animals (weeds and pest animals) listed as: <ul style="list-style-type: none"> • prohibited matter in schedule 1, parts 3 and 4; • restricted matter in schedule 2, part 2; or • listed in a regulation or emergency prohibited matter declaration (a temporary measure prior to listing as restricted or prohibited matter in the Act).
Prohibited matter	Biosecurity matter that is not currently present in Queensland and is prohibited because there are reasonable grounds to believe that it may have a significant adverse effect on a biosecurity consideration if it did enter Queensland (ss19 and 20). Prohibited matter is listed in schedule 1 of the Act and schedule 1, part 1 of the Regulation.
Reasonable and practical measures	The term 'reasonable and practical measures' is used throughout the legislation to include all the mitigation measures (actions or inactions) that a person would reasonably be expected to undertake to prevent or minimise a biosecurity risk in a particular circumstance.
Restricted matter	Biosecurity matter that is already present in Queensland and may have an adverse effect on a biosecurity consideration if restrictions are not imposed (ss21 and 22). Restricted matter is listed in schedule 2 of the Act and schedule 1, part 2 of the Regulation. Restricted matter is assigned category numbers from 1-7 based on its characteristics and the risks it poses.

ii. Appendix 2 - Biosecurity Act Categories

- Categories 1 and 2 have specific urgent reporting requirements, whether or not they are in a person's possession.

Categories 3, 4, 5 and 7 relate to the requirements for restricted matter that is in a person's possession.

Category	Description
Category 1 Must be reported to an inspector	Category 1 restricted matter requires immediate containment or eradication to minimise the risk of spread. It must be reported to an inspector within 24 hours of an individual becoming aware of its presence (s42).
Category 2 Must be reported to an authorised officer	Category 2 restricted matter includes a range of plant and fish species that pose a significant biosecurity risk and require management. Category 2 restricted matter must be reported to an authorised officer (i.e., an inspector or an authorised person) within 24 hours of an individual becoming aware of its presence (s42).
Category 3 Not to be distributed or disposed	Category 3 restricted matter includes all invasive animals and plants where deliberate distribution or disposal is a key source of spread. These species must not be given as a gift, sold, traded or released into the environment while still 'alive' unless the distribution or disposal is provided for in a regulation or under a permit (s43 of the Act and chapter 2, part 3 of the Regulation). Note: 'alive' includes viable propagules (seeds or spores) or vegetative material from which the plant could grow.
Category 4 Not to be moved	Category 4 restricted matter includes specific invasive plants and animals that must not be moved from their site of origin to ensure they are not spread into other areas of the State (s45 (a)). This includes viable propagules or vegetative material from which the plant could re-grow.
Category 5 Not to be kept	Category 5 restricted matter cannot be possessed or kept under a person's control. This restricted matter category includes invasive species that have a high pest potential and capacity to impact heavily on the environment. There are exemptions for seized items, where the restricted matter is being held for identification purposes or under permit (s45 (b)).
Category 6 Not to be fed	Category 6 restricted matter cannot be fed unless held under a restricted matter permit or for the purposes of poison baiting. This includes invasive animals and noxious fish which are not owned by a person. The intention of this prohibition is to discourage population growth (s45 (c)).
Category 7 Must be killed	Category 7 restricted matter must be killed as soon as practicable and disposed of in a way described under a regulation. This is currently intended for the management of noxious fish (s44 of the Act and chapter 2, part 3 of the Regulation).

iii. Appendix 3 - Prohibited and Restricted Matter

- Prohibited Matter - Schedule 1, Part 3 & Part 4

Invasive Plants
acacias non-indigenous to Australia (Acaciella spp., Mariosousa spp., Senegalia spp. and Vachellia spp. other than Vachellia nilotica, Vachellia farnesiana)
anchored water hyacinth (Eichhornia azurea)
annual thunbergia (Thunbergia annua)
bitterweed (Helenium amarum)
candleberry myrtle (Morella faya)
cholla cactus (Cylindropuntia spp. and hybrids other than C. fulgida, C. imbricata, C. prolifera, C. rosea, C. spinosior and C. tunicata)
Christ's thorn (Ziziphus spina-christi)
Eurasian water milfoil (Myriophyllum spicatum)
fanworts (Cabomba spp. other than C. caroliniana)
floating water chestnuts (Trapa spp.)
harrisia cactus (Harrisia spp. syn. Eriocereus spp. other than H. martinii, H. tortuosa and H. pomanensis syn. Cereus pomanensis)
honey locust (Gleditsia spp. other than G. triacanthos)
horsetails (Equisetum spp.)
kochia (Bassia scoparia syn. Kochia scoparia)
lagarosiphon (Lagarosiphon major)
mesquites (all Prosopis spp. and hybrids other than P. glandulosa, P. pallida and P. velutina)
Mexican bean tree (all Cecropia spp. other than C. pachystachya, C. palmata and C. peltata)
miconia (Miconia spp. other than M. calvescens, M. cionotricha, M. nervosa and M. racemosa)
mikania (Mikania spp. other than M. micrantha)
Peruvian primrose bush (Ludwigia peruviana)
prickly pear (Opuntia spp. other than O. aurantiaca, O. elata, O. ficus-indica, O. microdasys, O. monacantha, O. stricta, O. streptacantha and O. tomentosa)
red sesbania (Sesbania punicea)
salvinias (Salvinia spp. other than S. molesta)
serrated tussock (Nassella trichotoma)
Siam weed (Chromolaena spp. other than C. odorata and C. squalida)
spiked pepper (Piper aduncum)
tropical soda apple (Solanum viarum)
water soldiers (Stratiotes aloides)
witch weeds (Striga spp. other than native species)

■ All amphibians, mammals and reptiles other than the following

Invasive Animals
amphibians, mammals and reptiles that are restricted matter
amphibians, mammals and reptiles indigenous to Australia, including marine mammals of the orders Cetacea, Pinnipedia, Sirenia
alpaca (<i>Lama pacos</i>)
asian house gecko (<i>Hemidactylus frenatus</i>)
axolotl (<i>Ambystoma mexicanum</i>)
bison or American buffalo (<i>Bison bison</i>)
black rat (<i>Rattus rattus</i>)
camel (<i>Camelus dromedarius</i>)
cane toad (<i>Rhinella marina</i> syn. <i>Bufo marinus</i>)
cat (<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i>)
cattle (<i>Bos</i> spp.)
chital (axis) deer (<i>Axis axis</i>)
dog (<i>Canis lupus familiaris</i>)
donkey (<i>Equus asinus</i>)
European hare (<i>Lepus europaeus</i>)
fallow deer (<i>Dama dama</i>)
goat (<i>Capra hircus</i>)
guanicoe (<i>Lama guanicoe</i>)
guinea pig (<i>Cavia porcellus</i>)
horse (<i>Equus caballus</i>)
house mouse (<i>Mus musculus</i>)
llama (<i>Lama glama</i>)
mule (<i>Equus caballus</i> x <i>Equus asinus</i>)
pig (<i>Sus scrofa</i>)
rabbit (<i>Oryctolagus cuniculus</i>)
red deer (<i>Cervus elaphus</i>)
rusa deer (<i>Rusa timorensis</i> syn. <i>Cervus timorensis</i>)
sewer rat (<i>Rattus norvegicus</i>)
sheep (<i>Ovis aries</i>)
water buffalo (<i>Bubalus bubalis</i>)

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
African boxthorn (<i>Lycium ferocissimum</i>)	3
African fountain grass (<i>Cenchrus setaceum</i>)	3
African tulip tree (<i>Spathodea campanulata</i>)	3
alligator weed (<i>Alternanthera philoxeroides</i>)	3
annual ragweed (<i>Ambrosia artemisiifolia</i>)	3
asparagus fern (<i>Asparagus aethiopicus</i> , <i>A. africanus</i> and <i>A. plumosus</i>)	3
asparagus fern (<i>Asparagus scandens</i>)	3
athel pine (<i>Tamarix aphylla</i>)	3
badhara bush (<i>Gmelina elliptica</i>)	3
balloon vine (<i>Cardiospermum grandiflorum</i>)	3
belly-ache bush (<i>Jatropha gossypifolia</i> and hybrids)	3
bitou bush (<i>Chrysanthemoides monilifera</i> ssp. <i>rotundifolia</i>)	2,3,4,5
blackberry (<i>Rubus anglocandicans</i> , <i>Rubus fruticosus</i> aggregate)	3
boneseed (<i>Chrysanthemoides monilifera</i> ssp. <i>monilifera</i>)	2,3,4,5
bridal creeper (<i>Asparagus asparagoides</i>)	2,3,4,5
bridal veil (<i>Asparagus declinatus</i>)	3
broad-leaved pepper tree (<i>Schinus terebinthifolius</i>)	3
cabomba (<i>Cabomba caroliniana</i>)	3
camphor laurel (<i>Cinnamomum camphora</i>)	3
candyleaf (<i>Stevia ovata</i>)	3
cane cactus (<i>Austrocylindropuntia cylindrica</i>)	3
cat's claw creeper (<i>Dolichandra unguis-cati</i>)	3
Chilean needle grass (<i>Nassella neesiana</i>)	3
chinee apple (<i>Ziziphus mauritiana</i>)	3
Chinese celtis (<i>Celtis sinensis</i>)	3
cholla cacti with the following names—	3
• coral cactus (<i>Cylindropuntia fulgida</i>)	3
• devil's rope pear (<i>C. imbricata</i>)	3
• Hudson pear (<i>Cylindropuntia rosea</i> and <i>C. tunicata</i>)	2,3,4,5
• jumping cholla (<i>C. prolifera</i>)	2,3,4,5
• snake cactus (<i>C. spinosior</i>)	3
Dutchman's pipe (<i>Aristolochia</i> spp. other than native species)	3

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
elephant ear vine (<i>Argyrea nervosa</i>)	3
Eve's pin cactus (<i>Austrocylindropuntia subulata</i>)	3
fireweed (<i>Senecio madagascariensis</i>)	3
flax-leaf broom (<i>Genista linifolia</i>)	3
gamba grass (<i>Andropogon gayanus</i>)	3
giant sensitive plant (<i>Mimosa diplotricha</i> var. <i>diplotricha</i>)	3
gorse (<i>Ulex europaeus</i>)	3
groundsel bush (<i>Baccharis halimifolia</i>)	3
harrisia cactus (<i>Harrisia martinii</i> , <i>H. tortuosa</i> and <i>H. pomanensis</i> syn. <i>Cereus pomanensis</i>)	3
harungana (<i>Harungana madagascariensis</i>)	3
honey locust (<i>Gleditsia triacanthos</i> including cultivars and varieties)	3
hygrophila (<i>Hygrophila costata</i>)	3
hymenachne or olive hymenachne (<i>Hymenachne amplexicaulis</i> and hybrids)	3
Koster's curse (<i>Clidemia hirta</i>)	2,3,4,5
kudzu (<i>Pueraria montana</i> var. <i>lobata</i> syn. <i>P. lobata</i> , <i>P. triloba</i> other than in the Torres Strait Islands)	3
lantanas—	3
• creeping lantana (<i>Lantana montevidensis</i>)	3
• lantana, common lantana (<i>Lantana camara</i>)	3
limnocharis, yellow burrhead (<i>Limnocharis flava</i>)	2,3,4,5
Madeira vine (<i>Anredera cordifolia</i>)	3
Madras thorn (<i>Pithecellobium dulce</i>)	2,3,4,5
mesquites—	3
• honey mesquite (<i>Prosopis glandulosa</i>)	3
• mesquite or algarroba (<i>Prosopis pallida</i>)	3
• Quilpie mesquite (<i>Prosopis velutina</i>)	3
Mexican bean tree (<i>Cecropia pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>)	2,3,4,5
Mexican feather grass (<i>Nassella tenuissima</i>)	2,3,4,5
miconia with the following names—	
• <i>Miconia calvescens</i>	2,3,4,5
• <i>M. cionotricha</i>	2,3,4,5
• <i>M. nervosa</i>	2,3,4,5
• <i>M. racemosa</i>	2,3,4,5

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
mikania vine (<i>Mikania micrantha</i>)	2,3,4,5
mimosa pigra (<i>Mimosa pigra</i>)	2,3,4,5
Montpellier broom (<i>Genista monspessulana</i>)	3
mother of millions (<i>Bryophyllum delagoense</i> syn. <i>B. tubiflorum</i> , <i>Kalanchoe delagoensis</i>)	3
mother of millions hybrid (<i>Bryophyllum</i> x <i>houghtonii</i>)	3
ornamental gingers—	3
• Kahili ginger (<i>Hedychium gardnerianum</i>)	3
• white ginger (<i>H. coronarium</i>)	3
• yellow ginger (<i>H. flavescens</i>)	3
parkinsonia (<i>Parkinsonia aculeata</i>)	3
parthenium (<i>Parthenium hysterophorus</i>)	3
pond apple (<i>Annona glabra</i>)	3
prickly acacia (<i>Vachellia nilotica</i>)	3
prickly pears—	3
• bunny ears (<i>Opuntia microdasys</i>)	2,3,4,5
• common pest pear, spiny pest pear (<i>O. stricta</i> syn. <i>O. inermis</i>)	3
• drooping tree pear (<i>O. monacantha</i> syn. <i>O. vulgaris</i>)	3
• prickly pear (<i>O. elata</i>)	2,3,4,5
• tiger pear (<i>O. aurantiaca</i>)	3
• velvety tree pear (<i>O. tomentosa</i>)	3
• Westwood pear (<i>O. streptacantha</i>)	3
privets—	3
• broad-leaf privet, tree privet (<i>Ligustrum lucidum</i>)	3
• small-leaf privet, Chinese privet (<i>L. sinense</i>)	3
rat's tail grasses—	3
• American rat's tail grass (<i>Sporobolus jacquemontii</i>)	3
• giant Parramatta grass (<i>S. fertilis</i>)	3
• giant rat's tail grass (<i>S. pyramidalis</i> and <i>S. natalensis</i>)	3
rubber vines—	3
• ornamental rubber vine (<i>Cryptostegia madagascariensis</i>)	3
• rubber vine (<i>C. grandiflora</i>)	3
sagittaria (<i>Sagittaria platyphylla</i>)	3

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
salvinia (<i>Salvinia molesta</i>)	3
Scotch broom (<i>Cytisus scoparius</i>)	3
Senegal tea (<i>Gymnocoronis spilanthoides</i>)	3
Siam weed with the following names—	3
• <i>Chromolaena odorata</i>	3
• <i>C. squalida</i>	3
sicklepods—	3
• foetid cassia (<i>Senna tora</i>)	3
• hairy cassia (<i>S. hirsuta</i>)	3
• sicklepod (<i>S. obtusifolia</i>)	3
silver-leaf nightshade (<i>Solanum elaeagnifolium</i>)	3
Singapore daisy (<i>Sphagneticola trilobata</i> syn. <i>Wedelia trilobata</i>)	3
telegraph weed (<i>Heterotheca grandiflora</i>)	3
thunbergia (<i>Thunbergia grandiflora</i> syn. <i>T. laurifolia</i>)	3
tobacco weed (<i>Elephantopus mollis</i>)	3
water hyacinth (<i>Eichhornia crassipes</i>)	3
water lettuce (<i>Pistia stratiotes</i>)	3
water mimosa (<i>Neptunia oleracea</i> and <i>N. Plena</i>)	2,3,4,5
willows (all <i>Salix</i> spp. other than <i>S. babylonica</i> , <i>S. x calodendron</i> and <i>S. x reichardtii</i>)	3
yellow bells (<i>Tecoma stans</i>)	3
yellow oleander, Captain Cook tree (<i>Cascabela thevetia</i> syn. <i>Thevetia peruviana</i>)	3

■ Restricted Matter - Schedule 2, Part 2

Invasive Animals	Category
barbary sheep (<i>Ammotragus lervia</i>)	2,3,4,5,6
blackbuck antelope (<i>Antilope cervicapra</i>)	2,3,4,5,6
cat (<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i>), other than a domestic cat	3,4,6
dingo (<i>Canis lupus dingo</i>)	3,4,5,6
dog (<i>Canis lupus familiaris</i>), other than a domestic dog	3,4,6
European fox (<i>Vulpes vulpes</i>)	3,4,5,6
European rabbit (<i>Oryctolagus cuniculus</i>)	3,4,5,6
feral chital (axis) deer (<i>Axis axis</i>)	3,4,6
feral fallow deer (<i>Dama dama</i>)	3,4,6
feral goat (<i>Capra hircus</i>)	3,4,6
feral pig (<i>Sus scrofa</i>)	3,4,6
feral red deer (<i>Cervus elaphus</i>)	3,4,6
hog deer (<i>Axis porcinus</i>)	2,3,4,5,6
red-eared slider turtle (<i>Trachemys scripta elegans</i>)	2,3,4,5,6
feral rusa deer (<i>Rusa timorensis</i> , syn. <i>Cervus timorensis</i>)	3,4,6
sambar deer (<i>Rusa unicolor</i> , syn. <i>Cervus unicolor</i>)	2,3,4,5,6

Tramp Ants	Category
yellow crazy ant (<i>Anoplolepis gracilipes</i>)	3

iv. Appendix 4 - Reasonable and Practical Measures for Priority Invasive Plants and Animals

Prevention and Early Intervention – Preventing introduction or intervening early is generally the most cost-effective management of invasive species.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders are aware of risks and prevent the introduction of new invasive species to the region. New invasive species incursions are detected early and managed to minimise further spread. Invasive species are managed to prevent their movement into new areas/catchments within the region 	Identify, prioritise, and promote prohibited, emerging, and isolated high risk invasive biosecurity matter for prevention, surveillance, reporting and early intervention activities.	BQ, RTAG, LG	Pest alert list and reporting mechanism is established, and high priority prohibited, emerging and isolated invasive biosecurity matter prevention actions are actively promoted.
	Conduct surveillance activities for early detection of new incursions.	BQ, RTAG, LG	Detections are actively shared among stakeholders. Regional pest prevention measures are promoted at GCPTF, RTAG and other forums.
	Inspect local suppliers and markets for restricted invasive biosecurity matter.	LG	Local markets are informed of GBO regarding invasive biosecurity matter.
	Promote and utilise hygiene protocols and local wash down facilities.	LG, NRM	Information is being actively shared on hygiene and availability of washdown facilities.
	Adopt biosecurity and weed hygiene protocols to minimising spread by carriers.	All Stakeholders	Spread prevention is actively promoted and adopted.
	New pests and spread of isolated pest incursions are prevented across all land tenure within LG's.	All Stakeholders	High priority emerging and isolated invasive biosecurity matter eradication and containment actions are actively promoted and adopted.
	Support stakeholders' adoption of prevention, eradication and containment activities through agreements, incentives, or compliance.	BQ, LG, NRM	High impact IBM containment/impact reduction actions are actively promoted and adopted.
	Establish on-property biosecurity plan.	All Landholders	Landholders establish and implement on property biosecurity plans.
	Implement 'Best Practice' management actions.	All Stakeholders	Recognised best practice utilised in on ground activities.
	Report any incursions or seek assistance for suspicious material.	All Stakeholders	Pest alert list and reporting mechanism is established and utilised.
	Implement hygiene protocols and practices to minimise spread.	All Stakeholders	Landholders are using hygiene declarations to assess risk, restricting property access, and including signage. All available washdown facilities are being utilised.
	Establish GNP buffers as minimum requirement.	All Landholders	Boundary buffer containment concept is supported.
	Work with LG and NRM groups in programs and incentive schemes.	LG, NRM, All Landholders	Actively engage in invasive biosecurity management in local area.
	Ensure compliance with GBO.	All Stakeholders	Understand GBO and what that means to activities being carried out.

Monitoring and Assessments – Established pests are monitored to allow for reliable and timely information to be reported for effective decision making.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Coordinate and assist surveillance and monitoring programs to support prevention and early intervention activities. Collect, collate, utilise, and make available data relevant to invasive species management. 	Promote information sharing by key stakeholders to ensure that information is kept current and accurate across the region for better decision making and resource allocation.	NWQROC, RTAG, GCPTF, LG, SGNRM	Information is actively shared throughout this governance structure.
	Maintain lines of communication between agencies so that pests can be reported to relevant authorities.	RTAG, GCPTF, NRM	High risk Invasive Biosecurity matter is promoted to ensure identification and reporting when encountered.
	Promote prohibited, emerging, and isolated high-risk Invasive Biosecurity Matter for surveillance, prevention, and reporting.	BQ, RTAG, GCPTF	Biosecurity surveillance completed and any recognised activities completed.
	Stakeholders are to undertake surveillance for new pests and monitor and report possible biosecurity risk.	All Stakeholders	Number of key stakeholders actively conducting surveillance and reporting recognised invasive biosecurity risk.
	Support stakeholder surveillance, monitoring, and identification activities.	LG, BQ, NRM	Stakeholders are mapping data on all biosecurity matter, and it is included in on-property biosecurity plans.
	Assist mapping and data capture amongst stakeholders.	LG, NRM	No. of stakeholders participating in data capture and sharing for distribution mapping.
	Collate all invasive pest presence, distribution, and control data available into a mapping system and support monitoring and assessments.	LG, NRM	Data collected is collated into informative regional mapping documents.
	Develop pest data sharing program amongst stakeholders.	NRM, NWQROC, RTAG, GCPTF, LG	No. of regional pest distribution maps available to stakeholders.
	Support the Biosecurity Queensland Annual Pest Distribution Survey.	BQ, NRM, LG	No. of LG participating in Annual Pest Distribution survey.
Encourage and support the development of individual property plans to a scale that meets standards to activate access to NRM plans, permits and funding.	LG, NRM	No. of landholders completing compliant plans.	

Awareness and Education – Stakeholders are informed and knowledgeable with the capability and capacity to take ownership of invasive species management. Consultation and partnership arrangements between land managers, community, industry, state, and LG must be established to achieve a collaborative and coordinated approach to management.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders are informed and knowledgeable, with the capability and capacity to take ownership of pest management. Stakeholders have a clear understanding of the biology, ecology and impacts of invasive biosecurity matter they are managing. Stakeholders are actively participating in invasive species groups for understanding and information sharing. 	Regional Biosecurity plan developed in consultation with stakeholders and made available for public consultation and submissions.	SGNRM, NWQROC, LG	Draft developed in consultation with stakeholders. Public notice advertised for public consultation and submissions.
	Adopted NWQRBP made available via all 10 participating councils' websites and available at LG main office and public information centres.	LG	All participating LG make the plan available electronically, and hard copy at public office and Library.
	Invasive Biosecurity matter information is made available to stakeholders.	BQ, NRM, LG	No. communications distributed to stakeholders. No. of communication pathways expanded.
	Weed hygiene protocols and practices promoted and enforced among potential carriers.	LG	No. of stakeholders using washdown facilities. Information shared amongst stakeholders of the importance of movement hygiene.
	Promote adoption of surveillance, prevention and reporting activities for high risk, new incursions, isolated incursions or prohibited biosecurity matter among stakeholders.	LG, BQ, NRM	Number of landholders, groups or representatives which information was provided.
	Information is shared amongst key stakeholders for good decision making.	LG, GCPTF, SGNRM	Information is shared amongst key stakeholders so that information is kept current and accurate.
	Assist stakeholders with species identification and planning activities.	BQ, NRM	Number of landholders assisted, pests identified, and property plans developed.
	Work with NRM groups and Government Departments to provide training and information relating to invasive biosecurity matter.	LG, BQ, NRM	Number of stakeholders who attend workshops or received training.

Effective Management System – Invasive species management must be based on ecologically and socially responsible practices that protect the environment and productive capacity of natural resources while minimising impacts to the community. There should be a balance between feasibility; cost-effectiveness; sustainability; humaneness; community perceptions and safety; and emergency response.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> • Plan to minimise the impacts of invasive species by developing and implementing an integrated strategic plan. • Adopt and promote best practice amongst all landholders. • Offer incentives to stakeholders for priority invasive species management activities. 	Plans are established in compliance with the act and linking frameworks to ensure consideration in funding programs.	SGNRM, LG	NWQRBP is compiled in consideration with integrated planning framework.
	Agreed programs support control actions from invasive biosecurity matter in compliance with the Act and linking frameworks.	LG, NRM	Planning framework is established linking programs and actions which recognised as best practice and actively adopted.
	Make case studies available with cost benefit analysis so that Land Managers are better informed for decision making.	BQ, NRM	Research and development is targeted at high priority species. Outcomes of research is made available to the public.
	Schedule management activities to coincide with natural population fluctuations and seasonal conditions.	All Landholders	On-property biosecurity plans schedule activities to coincide with population fluctuations and seasonal conditions and appoint a budget and resources to meet these objectives.
	Programs and actions agreed to among a stakeholder collective should be consistent with stakeholder responsibilities under the Act.	All Stakeholders	Programs are developed in consideration of legislated responsibilities under the act and all stakeholders affected by the program are consulted.
	GNP buffer zones are adopted as minimum requirement.	All Landholders	GNP boundary buffer containment concept is supported.
	On ground works for pest programs and actions should align with best practice for timing, control technique used and cost benefit.	All Landholders	Best practice procedures are actively promoted and adopted.
	Ensure that the execution of pest programs aligns with other legislation and practices (i.e., Baiting programs/ Animals Welfare/Medicines and Poisons Act).	All Stakeholders	Consideration is given to duty of care and programs and protocols do not contradict other relevant legislation.
	Promote and support release of state government biological controls as a tool in the arsenal.	BQ, NRM, LG	Uptake and use of biological control to support on ground activities.
	Support stakeholder implementation of best practice programs and actions through incentives, agreements, or biosecurity instruments.	BQ, NRM, LG	Programs and incentives are developed in consultation with stakeholders. Biosecurity instruments are developed to support compliance where required.

Strategic Planning and Management framework – Planning for invasive species management should be based on risk management to ensure that resources are targeted at the priorities identified at local, regional, state and federal levels.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> • Priorities are established to give direction to planning and policy. • Environmentally significant areas are protected from invasive species. • Invasive species management is integrated with other operation planning processes. • Invasive species management is adequately resourced to complete on ground works. 	Prioritise invasive species and implement plans based on risk analysis and achievable outcomes.	LG/SGNRM	NWQRBP is developed on sound risk-based decision-making processes and priorities are established based on achievable outcomes.
	Establish a catchment-based program to ensure the effort downstream is supported upstream.	LG, NRM	Catchment representation, communication, planning and assessment are adopted.
	Establish an integrated planning framework which ensures stakeholder programs and actions are creating an overall uniform/strategic approach to planning and management.	BQ/LG/NRM	NWQRBP and guiding framework is effective in facilitating stakeholder planning and resourcing.
	Pest programs and actions should aim to align with overarching framework obligations and available funding streams to strategically direct finite resources.	All Stakeholders	Programs and actions are receiving funding or achieving outcomes from investment.
	GNP buffer zones are adopted as minimum requirement.	All Landholders	GNP boundary buffer containment concept is supported.
	LG is incorporating programs and actions into all relevant departmental planning, policy and operation works (i.e., roads, waste, water, and park maintenance).	LG	Work plans, policies and projects are developed in each department with consideration GBO responsibilities and to encourage holistic management across the entire LG workforce.
	All stakeholders incorporate identified, agreed programs and actions into operation activities.	All Landholders	Landholders are planning and resourcing priority invasive species management into their annual workplans.
	Participate in local catchment group planning and projects with NRM and neighbours to align obligated commitments with Commonwealth WONS that increases likelihood of securing funding.	All Stakeholders	No. of funded projects established to target pests of national significance.
	Seek out and source funding opportunities to support catchment groups targeting priorities of national significance identified through integrated pest planning framework.	LG, NRM	No. of landholders collaboratively working together as a catchment group to address priorities.
	Conduct coordinated programs that support invasive species priority management. i.e., 1080 Baiting program.	LG	No. of landholders participating in coordinated programs
	Support stakeholder adoption and implementation of programs and actions through incentives, agreements and biosecurity instruments and compliance procedures.	LG, NRM	Agreed programs and actions are being adopted by key stakeholders.
Conduct annual review to evaluate the effectiveness of programs and actions to support ongoing improvements.	RTAG, GCPTF, SGNRM	Review is conducted and outcomes are communicated with stakeholders.	

Commitment to Roles and Responsibilities – Effective invasive species management requires shared responsibility, capability, capacity and long-term commitment by landholders/mangers, the community, industry groups and government. Those who create the risk associated with pest species introduction or spread and those that benefit from their management should help to minimise the impacts of invasive species and contribute to the cost of management.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders understand and are committed to their roles and responsibilities under the Act. All stakeholders are committed to, and undertake, coordinated management. Stakeholder roles and responsibilities are established in consultation with all stakeholders. Offer incentives to stakeholders for priority invasive species management activities. 	Stakeholders are aware of their obligations under the Act through agreed awareness and education actions.	BQ, LG, NRM	GBO material is actively disseminated.
	Develop and maintain a Local Government Area Pest Advisory Group, to establish commitment to the development of the plan, its actions and inform pest management generally.	LG, SGNRM, All Stakeholders	Pest Advisory Groups and contact list is established and used to communicate invasive species updates.
	Provide an opportunity for the entire community to provide input by circulating the plan for public consultation and submissions.	LG, SGNRM	NWQRBP is made available to the public for submissions to be considered prior to finalisation.
	The plan is adopted by all participating councils and subsequent work plans are derived from this plan.	LG	NWQRBP is presented and adopted by all 10 participating councils by resolution at their respective LG Meetings.
	Participate and contribute to regional planning, advisory groups, and forums such as the GCPTF and RTAG.	BQ, LG, NRM, Advisory Stakeholders	Forums are represented by LG and key stakeholders from the region.
	Liaise with government and industry and ensure that state wide oversight representation is well informed of regional priorities for research consideration.	NWQROC, NRM	NWQROC appointee represents the regions priorities for research investments and programs.
	Catchment surveillance, monitoring, and assessment to evaluate commitment to actions.	All stakeholders	Invasive species communication is maintained through the pest advisory groups. Monitoring data collection and shared.
	Support commitment to local laws relevant to invasive biosecurity matter.	LG	LG's local laws supports management of locally declared biosecurity risk.
	Support stakeholder commitment to the plan and compliance with their GBO, through incentives, agreements, biosecurity instruments or compliance procedures.	LG	An implementation agreement is developed to support adoption of identified priorities and actions. Biosecurity instruments are developed to support compliance where required.

v. Appendix 5 - References

- Many thanks to the following experts in their fields for compiling valuable data that was vital to the implementation of this plan.
 - Biosecurity Queensland (2020), Local Government Biosecurity Planning Support Tools – Risk Prioritisation Tool, The Department of Agriculture and Fisheries, Brisbane.
 - CSIRO PUBLISHING | The Rangeland Journal
 - Central West Biosecurity Plan V5 at 3 February 2015_Final Endorsed (rapad.com.au)
 - Carpentaria Shire Biosecurity Plan 2019
 - Cloncurry Shire Area Biosecurity Plan 2019-2023
 - Croydon Shire Biosecurity Plan 2019
 - DNRM (2014) Area Management Plan for the Control of Pest Plants in the Dry Tropics Region 2014-2024; Department of Natural Resources and Mines.
 - Feral Horse | Business Queensland
 - Flinders Shire Local Government Biosecurity Plan 2017-2021
 - McKinlay Shire Biosecurity Plan 2019
 - Mount Isa City Council Biosecurity Plan 2018
 - Namadgi National Park Feral Horse Management Plan 2020 (act.gov.au)
 - North West Queensland Diversification Strategy 2019
 - Richmond Shire Area Biosecurity Plan 2020 – 2024
 - S Csurhes et al. (2009) Invasive Animal Risk Assessment: Feral Horses Equus Caballus: Queensland Government Feral Horse Risk Assessment (daf.qld.gov.au)
 - State of Queensland (2021) Regional Collaborative Framework, Enhancing Queensland's Local Government Biosecurity Capacity, Biosecurity Queensland, Invasive Plants and Animals Unit
 - The Queensland Invasive Plants and Animals' Strategy 2019-2024
 - The Queensland Weed and Pest Animal Strategy (QW&PAS 2019-2024)

vi. Appendix 6 - Table of Acronyms

Invasive Plants	Category
BQ	Biosecurity Queensland
GBO	General Biosecurity Obligation
GCPTF	Gulf Catchments Pest Taskforce
GNP	Good Neighbour Program
LG	Local Government
NRM	Natural Resource Management
NWQROC	North West Queensland Regional Organisation of Council
QLD	Queensland
RTAG	Regional Technical Advisory Group
SGNRM	Southern Gulf NRM
The Act	Biosecurity Act 2014
The Plan/NWQRBP	North West Queensland Regional Biosecurity Plan
WONS	Weeds of National Significance

vii. Appendix 7 - Photo Credits

- We would like to acknowledge the talented individuals who have successfully captured the elements of North West Queensland.

Athel Pine Flowers - Forest & Kim Starr Creative	Cover
Belly Ache Bush - Nathan March DAF QLD	Cover
Coral Cactus - SGNRM	Cover
Feral Cat - DAF QLD	Cover
Feral Pig - DAF QLD	Cover
Gas Gun Spraying - Nathan March DAF QLD	Cover
Khaki Weed - D Sharp DES QLD	Cover
Leucaena Seed Pods - DAF QLD	Cover
Prickly Acacia - SGNRM	Cover
Rubbervine - SGNRM	Cover
Wild Dog - DAF QLD	Cover
Lake Moondara - SGNRM	5
Mount Isa Rockface - SGNRM	6
Lantana Flowers - DAF QLD	8
Calotrope Flowers - Nathan March DAF QLD	9
Gamba Flowers & Seeds - Nathan March DAF QLD	9
Candlebush Flowers - Kenpei Creative Commons	9
Fountain Springs - Isaeagle Photography	11
Tech in Agrobusiness - SGNRM	13
Gas Gun Spraying - Nathan March DAF QLD	15
Innovation Day - Kelsey Hosking DAF QLD	17
Collaboration Meeting - GCPTF	20
Field Day - SGNRM	40
Cloncurry Mustering - Riki Fulton	63
Station Gate - SGNRM	Rear



Shutting the gate on invasive pest species



Each year biosecurity threats increase as we welcome more visitors, parcels, and cargo to our region. It is imperative that we are all biosecurity aware to protect our unique natural resources, agriculture and industry, community and residential assets, for the region's long term sustainability and growth.

**Southern Gulf
NRM**



Plan prepared by Southern Gulf NRM on behalf of the NWQROC and 10 Local Governments
112 Camooweal Street, Mount Isa QLD 4825
Phone: 07 4743 1888
E-mail: admin@southerngulf.com.au
www.southerngulf.com.au

Item 3 Reports for Consideration – Corporate Services

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/2023 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 March 2023.

OFFICER'S RECOMMENDATION

That Council: *receive the monthly financial report presenting the progress made as at 31 March 2023 in relation to the 2022/2023 budget and including the:*

- ***Statement of Financial Position***
- ***Statement of Comprehensive Income***
- ***Statement of Cash Flows***

Budget & Resource Implications

N/A

Background

Council's monthly financial report in relation to the 2022/2023 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 March 2023.

Consultation (Internal/External)

Nil

Attachments

Attachment H –

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

Report prepared by **Peta Mitchell (Director of Corporate Services)**

Richmond Shire Council
Statement of Comprehensive Income
as at 31st March 2023

	2023	2023 Budget	2022
	\$	\$	\$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	1,451,415	1,914,890	1,363,994
Less Pensioner & Write Off		(7,100)	
Fees and charges	730,197	881,000	612,387
Sales revenue	4,077,647	9,905,000	6,861,419
Grants, subsidies, contributions and donations	2,134,227	1,889,238	2,255,848
	<u>8,393,486</u>	<u>14,583,028</u>	<u>11,093,648</u>
Capital revenue			
Grants, subsidies, contributions and donations	6,103,964	16,714,000	3,490,825
Total capital revenue	<u>6,103,964</u>	<u>16,714,000</u>	<u>3,490,825</u>
Rental income	132,724	179,000	128,757
Interest received	140,230	70,000	49,408
Other income	151,732	87,000	112,228
	<u>424,685</u>	<u>336,000</u>	<u>290,392</u>
Total income	<u>14,922,136</u>	<u>31,633,028</u>	<u>14,874,865</u>
Expenses			
Recurrent expenses			
Employee benefits	(4,437,233)	(6,600,000)	(4,597,877)
Materials and services	(7,136,646)	(12,225,000)	(8,037,279)
Finance costs	(68,482)	(120,840)	(91,981)
Depreciation and amortisation			
Property, Plant and Equipment	(3,428,665)	(4,987,000)	(3,728,046)
	<u>(15,071,027)</u>	<u>(23,932,840)</u>	<u>(16,455,183)</u>
Capital expenses			
Loss on disposal of non-current assets	116,109		50,000
Write off of flood damaged roads			-
	<u>116,109</u>	<u>-</u>	<u>50,000</u>
Total expenses	<u>(14,954,918)</u>	<u>(23,932,840)</u>	<u>(16,405,183)</u>
Net result	<u>(32,782)</u>	<u>7,700,188</u>	<u>(1,530,318)</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase in asset revaluation surplus			-
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>(32,782)</u>	<u>7,700,188</u>	<u>(1,530,318)</u>

Richmond Shire Council
Statement of Financial Position
as at 31st March 2023

	2023	2023	2022
	\$	Budget	\$
	\$	\$	\$
Current assets			
Cash and cash equivalents	4,488,459	1,592,000	6,908,018
Restricted Cash			
Trade and other receivables	597,934	1,217,000	587,429
Inventories	464,745	497,000	346,954
Land for Resale	126,000	-	126,000
Contract assets	1,192,593	-	354,708
Other assets	59,981	-	113,386
Total current assets	6,929,712	3,306,000	8,436,494
Non-current assets			
Property, plant and equipment	229,158,153	230,154,000	196,552,212
Intangible assets	-	112,000	112,619
Capital Work in Progress	10,790,373		16,685,133
Total non-current assets	239,948,525	230,266,000	213,349,964
Total assets	246,878,237	233,572,000	221,786,458
Current liabilities			
Trade and other payables	594,384	1,714,000	306,277
Contract liabilities	1,939,232	-	2,578,805
Borrowings	144,984	581,000	141,543
Provisions	1,381,668	1,368,000	1,353,731
Total current liabilities	4,060,269	3,663,000	4,380,355
Non-current liabilities			
Provisions	237,602	201,000	201,108
Borrowings	2,253,608	1,673,000	2,813,854
Total non-current liabilities	2,491,210	1,874,000	3,014,962
Total liabilities	6,551,479	5,537,000	7,395,317
Net community assets	240,326,757	228,035,000	214,391,142
Community equity			
Asset revaluation surplus	126,221,696	103,429,000	103,428,227
Operating surplus	(32,782)	-	(1,530,318)
Retained surplus	114,137,843	124,606,000	112,493,232
Total community equity	240,326,757	228,035,000	214,391,142

**Richmond Shire Council
Statement of Cash Flows
as at 31st March 2023**

	2023	2023 Budget	2022
	\$	\$	\$
Cash flows from operating activities			
Receipts from customers	6,410,991	11,888,000	8,291,565
Payments to suppliers and employees	(11,642,362)	(17,658,000)	(12,635,155)
	(5,231,371)	(5,770,000)	(4,343,590)
Interest received	140,230	70,000	49,408
Rental income	132,724	179,000	128,757
Grants, subsidies, contributions and donations - non-capital	2,134,227	1,889,238	2,255,848
Finance/Borrowing costs	(68,482)	(120,840)	(91,981)
Net cash inflow (outflow) from operating activities	(2,892,672)	(3,752,602)	(2,001,558)
Cash flows from investing activities			
Payments for property, plant and equipment	(9,503,660)	(21,055,000)	(7,372,402)
Net movement in loans and advances		-	-
Proceeds from sale of property plant and equipment		-	-
Grants, subsidies, contributions and donations - capital	6,103,964	16,714,000	3,490,825
Net cash inflow (outflow) from investing activities	(3,399,695)	(4,341,000)	(3,881,577)
Cash flows from financing activities			
Proceeds from borrowings		-	-
Repayment of borrowings	(418,640)	(665,000)	(406,534)
Net cash (outflow) from financing activities	(418,640)	(665,000)	(406,534)
Net increase in cash and cash equivalent held	(6,711,007)	(8,758,602)	(6,289,669)
Cash and cash equivalents at the beginning of the financial year	11,199,466	10,113,602	13,197,688
Cash and cash equivalents at end of the financial year	4,488,459	1,355,000	6,908,018

**Richmond Shire Council
Operating Statement by Function
as at 31st March 2023**

Function	Income \$	Expense \$	Surplus \$
10 Administration	1,530,628	(1,445,498)	85,130
11 Finance	1,816,277	(4,156,951)	(2,340,673)
12 Community Services	662,578	(950,257)	(287,678)
13 Engineering	10,366,534	(7,443,983)	2,922,551
14 Sewerage	274,425	(203,737)	70,688
15 Water	313,340	(627,045)	(313,705)
16 Cleansing	73,549	(228,835)	(155,286)
Environmental Services	-	(8,106)	(8,106)
18 Planning & Building	914	(6,825)	(5,911)
Net result	15,038,245	(15,071,235)	(32,990)

Item 3.2 Operational Plan 2022-2023

EXECUTIVE SUMMARY

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the March quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: *receive and note the Quarter 3 progress report of Richmond Shire Council 2022/2023 Operational Plan for the March 2023 reporting period.*

Budget & Resource Implications

N/A

Background

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the March quarter is tabled for Council's consideration.

Consultation (Internal/External)

Nil

Attachments

Attachment I – Operational Plan

Report prepared by **Peta Mitchell (Director of Corporate Services)**



2022-2023

March 2023

Operational Plan



OPERATIONAL PLAN 2022-2023

Finance and Administration

Activity Identified:	Upgrade Staff Housing
Budget Implication:	\$140,000
Activity Objectives:	Upgrade to 1 Carter Street and 82 Simpson Street
Corporate Plan Objective:	Property Management
Amount Spent:	\$131,770 including committed purchase orders
Objective Update:	1 Carter St – Contractor has been engaged 82 Simpson St – Bathroom upgraded 2/90 Crawford St – Decking Repairs

Activity Identified:	Upgrade to Council Buildings
Budget Implication:	\$25,000
Activity Objectives:	Maintenance issues such as painting and minor repairs
Corporate Plan Objective:	Property Management
Amount Spent:	\$14,000
Objective Spent:	Ongoing maintenance of Council Buildings

Activity Identified:	Depot Upgrade
Budget Implication:	\$50,000
Activity Objectives:	Upgrade at the Crawford Street Depot
Corporate Plan Objective:	Asset Management
Amount Spent:	\$0.00
Objective Update:	Work has not started

OPERATIONAL PLAN 2022-2023

Activity Identified:	Land Purchase
Budget Implication:	\$250,000
Activity Objectives:	Purchase of Land
Corporate Plan Objective:	Corporate Governance
Amount Spent:	\$116,000.00
Objective Update:	Deposits have been paid to Department of Natural Resources

OPERATIONAL PLAN 2022-2023

Works and Services

Activity Identified:	Town Streets and Rural Roads Maintenance
Budget Implication:	\$900,000
Activity Objectives:	Maintenance grading, pothole patching, other stormwater and sealing as required.
Corporate Plan Objective:	Roads
Amount Spent:	\$575,400 including committed purchase orders
Objective Update:	Ongoing maintenance of Council roads

Activity Identified:	Croydon Road New Seal
Budget Implication:	\$300,000
Activity Objectives:	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
Corporate Plan Objective:	Roads
Amount Spent:	\$162,760
Objective Update:	Work started on Croydon Road

Activity Identified:	Crawford Street Upgrade
Budget Implication:	\$900,000
Activity Objectives:	Full reconstruction of Crawford Street
Corporate Plan Objective:	Roads
Amount Spent:	\$781,682
Objective Update:	Completed

OPERATIONAL PLAN 2022-2023

Activity Identified:	QRA betterment projects
Budget Implication:	\$5,494,284
Activity Objectives:	Burleigh Crossing
Corporate Plan Objective:	Roads
Amount Spent:	\$4,954,640 including committed purchase orders
Objective Update:	Work is ongoing

Activity Identified:	QRA betterment project
Budget Implication:	\$548,046
Activity Objectives:	Mountain Creek Crossing
Corporate Plan Objective:	Roads
Amount Spent:	\$1,114,355 including committed purchase orders
Objective Update:	Work is ongoing

Activity Identified:	Croydon Road Reseal
Budget Implication:	\$200,000
Activity Objectives:	Continue to reseal various sections of the Croydon Road
Corporate Plan Objective:	Roads
Amount Spent:	\$427,972
Objective Update:	Work started on Croydon Road

OPERATIONAL PLAN 2022-2023

Activity Identified:	Stormwater Upgrade
Budget Implication:	\$1,114,416
Activity Objectives:	To reinstate stormwater drainage at 16 sites identified
Corporate Plan Objective:	Roads
Amount Spent:	\$62,200 including committed purchase orders
Objective Update:	Tenders closed 12 th April 2023

Activity Identified:	Rural Addressing
Budget Implication:	\$51,200
Activity Objectives:	To Place Rural Address for all Rural Properties
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Ongoing issue

Activity Identified:	Flood Damage – Local Roads
Budget Implication:	\$5,819,030
Activity Objectives:	To work through and repair all flood damage from 2022 flooding events.
Corporate Plan Objective:	Roads
Amount Spent:	\$2,017,952 including committed purchase orders
Objective Update:	Works has started on flood damaged roads

OPERATIONAL PLAN 2022-2023

Activity Identified:	Grid Replacement Program
Budget Implication:	\$50,000
Activity Objectives:	Continuous Replacement of Old Grids
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Work as needed

Activity Identified:	Continuous upgrade of Council Plant
Budget Implication:	\$2,247,380
Activity Objectives:	Upgrade plant and equipment in accordance with Council’s replacement program to maintain a quality fleet.
Corporate Plan Objective:	Asset Management
Amount Spent:	\$1,479,595 including committed purchase orders
Objective Update:	Plant continues to arrive

Activity Identified:	Bulk kerbside waste collections
Budget Implication:	\$10,000
Activity Objectives:	Provide a bulk kerbside waste collection annually to help maintain a tidy town.
Corporate Plan Objective:	Cleansing
Amount Spent:	\$10,000
Objective Update:	Completed – December 2022

OPERATIONAL PLAN 2022-2023

Activity Identified:	Water Treatment Plant – Replace Filter Medium
Budget Implication:	\$445,000
Activity Objectives:	Replace Filter Medium to Ensure Water Quality.
Corporate Plan Objective:	Water
Amount Spent:	\$144,355
Objective Update:	Planning has started

Activity Identified:	Digital Water Meters
Budget Implication:	\$60,000
Activity Objectives:	Install digital water meters on all water meters in Richmond to provide up-to-date readings for water billing.
Corporate Plan Objective:	Water
Amount Spent:	\$10,00
Objective Update:	Ongoing

Activity Identified:	Refuse Tip – Clean up
Budget Implication:	\$75,000
Activity Objectives:	Clean up and organisation of refuse tip
Corporate Plan Objective:	Cleansing
Amount Spent:	\$14,000
Objective Update:	Ongoing part of contractor's obligations

OPERATIONAL PLAN 2022-2023

Activity Identified:	Richmond Airport Runway Upgrade
Budget Implication:	\$1,750,000
Activity Objectives:	Install a new runway
Corporate Plan Objective:	Aerodrome
Amount Spent:	\$0.00
Objective Update:	Planning

Activity Identified:	Maxwelton Saleyards
Budget Implication:	\$10,000
Activity Objectives:	To upgrade troughs and pens
Corporate Plan Objective:	Saleyards
Amount Spent:	\$14,500
Objective Update:	Planning and ordering of work required

Activity Identified:	Footpaths
Budget Implication:	\$160,000
Activity Objectives:	To improve the footpath access in town
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Not started

OPERATIONAL PLAN 2022-2023

Community Development and Services

Activity Identified:	Caravan Park Upgrades
Budget Implication:	\$70,000
Activity Objectives:	Landscape, fencing work and laundry building at Caravan Park
Corporate Plan Objective:	Lakeview Caravan Park
Amount Spent:	\$46,541
Objective Update:	Work has started on Laundry Upgrade

Activity Identified:	Community Gym Entry Upgrade
Budget Implication:	\$5,000
Activity Objectives:	Upgrade gym facilities
Corporate Plan Objective:	Asset Management
Amount Spent:	\$4,190.00
Objective Update:	New entry installed and completed

Activity Identified:	Provide support to local community events
Budget Implication:	\$45,000
Activity Objectives:	Continue to provide support to community clubs and organisations
Corporate Plan Objective:	Community Events
Amount Spent:	\$17,210
Objective Update:	Support to Richmond Campdraft, Richmond Rodeo Association and Richmond Turf Club, Richmond State School

OPERATIONAL PLAN 2022-2023

Activity Identified:	BMX Track
Budget Implication:	\$10,000
Activity Objectives:	Construct a BMX Track at the Skate Park
Corporate Plan Objective:	Sport and Rec
Amount Spent:	\$0.00
Objective Update:	Planning stages

Item 4. Reports for Consideration – Community Services

Item 4.1 Community Drought Support Funding

EXECUTIVE SUMMARY

Applications for Community Drought Support were received before Expressions of Interest were called – two were for over the agreed \$2,000.00 cap. To keep it fair and equitable to all clubs the Expressions of Interest were called for without the agreed \$2,000.00 cap due to these early applications.

OFFICER'S RECOMMENDATION

That Council: determine an allocation to each of the clubs.

Budget & Resource Implications

\$18,288.71

Background

Applications Received:

Bush Sprints *	\$4,000.00 Kids Amusement Rides, Ambulance & Insurance**
Kronosaurus Korner *	\$5,000.00 Community Caravan Park Dinners expenses
Pony Club *	\$2,000.00 Advertising, Insurance, Prizes **
Rodeo *	\$2,000.00 Advertising, Insurance, Prizes
Golf Club	\$1,000.00 Community Morning Tea with activities aimed at Seniors but opened to everyone.
Maxi Races	\$5,500.00 Windy Wizard Entertainment & Disco
Tennis Club	\$3,500.00 Tennis coaching
Swim Club	\$1,000.00 Subsidise Official Travel and Accommodation
Richmond Turf Club	\$2,000.00 Diggers Race Day – Childrens entertainment/Children fashions etc

* Received prior to advertising

** Currently not compliant – no current public liability insurance

Consultation (Internal/External)

Nil

Attachments

Nil

Report prepared by **Angela Henry (Director of Community Services & Development)**

Item 6. General Business

DATE OF NEXT MEETING

16 May 2023

CONCLUSION

Peter Bennett
Chief Executive Officer