



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

20 JANUARY, 2021

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NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Peter Wells	
Cr Craig Young	
Cr Amanda Scott	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

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- 1 OPENING OF MEETING**
- 2 RECORD OF ATTENDANCE**
- 3 CONDOLENCES**
- 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 25 December 2020 be confirmed.

- 5 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 6 RECEPTION OF PETITIONS & DEPUTATIONS**
- 7 MAYORAL MINUTES**

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8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

8.1 CEO REPORT

Attachments:	8.1.1. Research Prospectus 2020-2025 ↓
	8.1.2. 2019-2020 Annual Report ↓
	8.1.3. 2020-2021 Invoice ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	13 January 2021

Key Outcome:	1.5 – Council has high quality governance
Key Strategy:	1.5.3 Council has good decision making processes in place.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Chief Executive Officer's report; and
2. that those matters not covered by resolution be noted.

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
20 January 2021	9:00am	Ordinary Meeting of Council	Boardroom
21 January 2021	8:30am	Rating Workshop – Councillors, CEO and Directors	Boardroom
17 February 2021	9:00am	Ordinary Meeting of Council	Boardroom
18 February 2021	8:30am	Rating Workshop – Councillors, CEO and Directors	Boardroom
NWQROC, FNQROC and LGAQ			
5 February 2021	9:00am	Monthly NWQROC Zoom Teleconference	Teleconference
8 February 2021	10:00am	FNQROC Board Meeting	Cairns

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Date	Time	Event	Location
9 February 2021	9:00am	FNQROC Strategic Planning Day	Cairns
4-5 March 2021	9:00am	NWQROC Meeting	Julia Creek
Local Government Professionals Australia			
<p>My time as the National President has ended and I have moved to the role as Immediate Past President. I continue my attendance at Board meetings; however, these are still held via Zoom due to COVID-19 and travel restrictions for some States.</p>			

FINANCIAL REPORT

Governance Income and Expenditure to 31 December 2020

Hardcopies will be distributed at the meeting.

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Cemeteries Budget – Angeline Pascoe

Hardcopies will be distributed at the meeting.

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
June 20		Advised Preston Law of Council desire to conduct a session with Contractors.	Progressing	Working with Works Team to arrange a suitable date
October 20	010	Adoption of the Administrative Actions Complaints Policy and Procedure	Progressing	To be uploaded onto the website and website updated also.
October 20	011	Adoption of the Public Interest Disclosure Policy, Procedures and Management Program	Progressing	To be uploaded onto the website and website updated also.
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Progressing	Signage yet to be arranged.
December 20	007	Adoption of Asset Management Policy and Strategy	Complete	Distributed to staff
December 20	008	Proposal for Normanton Airport Kiosk Extension denied	Complete	Applicant advised
December 20	009	Proposal for Normanton Airport Advertising denied	Complete	Applicant advised
December 20	GB	Meeting with restocking group	Complete	Mayor and CEO met with Ben Day

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MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

A separate Report will be provided for all matters for Council consideration.

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Tropical Cyclone Imogen

On January 3, 2021 in the late hours TC Imogen crossed the Gulf Coast around Karumba and travelled over land and with damaging winds and significant rainfall caused some damage within the area.

A separate report has been provided to Councillors via email 12 January 2021 from the system Council purchased to manage such events for the information of Councillors. Happy to address any questions that Councillors may have in relation to the event and the work undertaken by Council consequently.

Recommendation: For information

3. Covid-19 Update

Following the lockdown of the Greater Brisbane area from the incident on 2 January 2021 we had a few staff that were returning from leave from Brisbane. Those staff were required to isolate at home until 6pm Monday 11 January 2021.

Two update teleconferences were conducted between all Queensland Mayors and CEO's and the Deputy Premier, Health Minister, State Disaster Coordinator and Chief Health Officer on Friday 8 January and Monday 11 January.

Recommendation: For information

4. Barge Ramp

At the request of Queensland Police and in consult with Mayor Bawden we opened the Barge Ramp to members of the public to create a safe area from which to put boats in the water for fishing.

As you would be aware the Barra season is closed, and I received a call from Fisheries in relation to Council opening the barge ramp and allowing fishermen to enter the river system, in flood.

Recommendation: For information

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5. DRFA Declaration

On Wednesday 6 January we received notification that DRFA Activation – Tropical Cyclone Imogen and Associated Low Pressure System 2 – 5 January 2021 was issued and approved by the Minister for Fire and Emergency Services for jointly funded Disaster Recovery Funding Arrangements.

The following relief measures were approved:

- Counter Disaster Operations; and
- Reconstruction of Essential Public Assets for:
 - Carpentaria Shire Council
 - Croydon Shire Council
 - Etheridge Shire Council
 - Mornington Shire Council

Recommendation: For information

6. Land Protection Fund Annual Payment

Council has received the invoice from the Department of Agriculture and Fisheries for the On-ground and Research for the 2020/2021 Weeds/Pest Animals as required under the *Biosecurity Act 2014*. Further information attached.

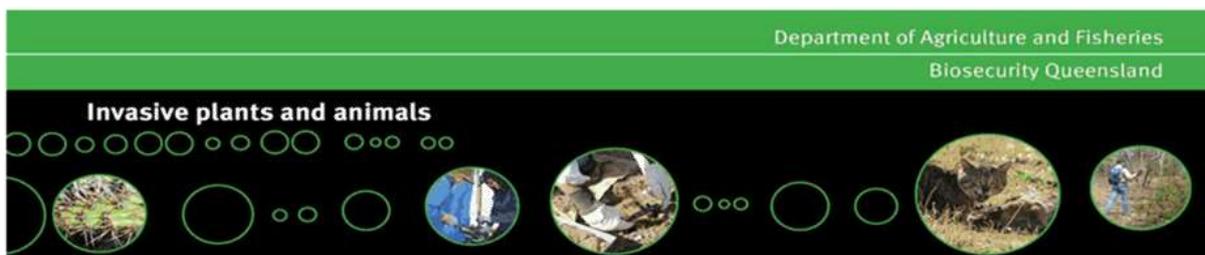
Recommendation: For information

7. Annual Valuation

Council has received advice from the Valuer General that an annual valuation for the Carpentaria local government area will not be undertaken in 2021. The most recent valuation continues to be used.

As I know the Valuer General I contacted him directly following the return to work to ascertain if it were possible to obtain a valuation as we were in the process of fully reviewing the rating categories and a valuation would have been beneficial to include in that work. He advised that while he understood that this would have been beneficial the decision to undertake a valuation would not be changed.

Recommendation: For information



Introducing the Queensland Invasive Plants and Animals Research Prospectus

Research priorities and outlook for the period 2020-25

The Invasive Plants and Animals (IP&A) Research group of Biosecurity Queensland undertakes applied research to support the management of Queensland’s weeds and pest animals, reducing their impacts on agriculture, the environment, and the community. Funding for the research program is provided by Biosecurity Queensland and local governments through payments to the Land Protection Fund as well as other external partners.

From a problem to a potential solution



The Research Prospectus gives an overview of the current research program, how it is managed and how new research projects are determined.

How to get involved

Where possible, research projects will involve partnering with local governments as well as other relevant stakeholders and research partners.

The prospectus runs for five years but is updated annually by the Research Review Committee (RRC), comprising the IP&A State-wide Oversight Group, IP&A managers and external stakeholders including AgForce, Queensland Conservation Council, Queensland Farmers Federation and the NRM Regions Queensland. The annual process outlined below shows when stakeholders can get involved.

Annual Research Process Timeline			
	July	December-January	May
Researchers	Annual reports	Mid-year reports	Project proposals
Regional biosecurity subcommittees Other stakeholders		Projects concepts provided to researchers and developed collaboratively	
Research Review Committee		Report assessments	Project assessments

Research ideas and management needs can be provided through your relevant Regional Biosecurity Subcommittee based on your Regional Organisation of Councils (ROC) grouping.

Department of Agriculture and Fisheries

Biosecurity Queensland

Invasive plants and animals



Research Prospectus

Invasive Plants and Animals Research

Research priorities and outlook for the period 2020-25

July 2020

Version 1.00



This publication has been compiled by Dr Tony Pople of Invasive Plants and Animals Research , Biosecurity Queensland, Department of Agriculture and Fisheries.

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Summary

The Invasive Plants and Animals (IP&A) Research group of Biosecurity Queensland undertakes applied research to better manage Queensland's weeds and pest animals, reducing their impacts on agriculture, the environment, and the community.

To guide prioritisation and decision making on where invasive species research investment from the land protection fund is directed is via the Research Review Committee. The Research Review Committee comprises representatives from the Council of Mayors South east Queensland, Darling Downs South West Queensland Council of Mayors Central Queensland, Far North Queensland, North Queensland, North West Queensland Wide Bay Burnett and Whitsunday Regional Organisation of Councils, Remote Area Planning and Development Board, Local Government Association of Queensland, Biosecurity Queensland, AgForce Queensland, Natural Resource Management Regions Queensland, Queensland Conservation Council and Queensland Farmers Federation. The committee developed the Research Prospectus and approved it on July 13, 2020.

The prospectus gives an overview of the current research program, how it is managed and how new research projects are determined. This prospectus identifies projects over a five-year timeframe, 2020-2025 with an annual review that adds new projects as projects are completed or funding allows.

The prospectus explains to local and state government executives how government funds are allocated to pest animal and weed research and who is responsible. In addition, the prospectus will enable potential partners in universities, other research bodies, industry and others to understand the process involved in setting pest research priorities in Biosecurity Queensland and the role of local government.

The prospectus covers projects that develop effective control strategies and methods (e.g. biological control and pesticides), as well as research that improves knowledge of pest species' biology and assessment of pest impacts. Templates are included to assist the development of future research proposals.

Purpose

The Research Prospectus gives an overview of the current research program, how it is managed and how new research projects are determined. This involves prioritising research areas and projects according to criteria such as feasibility, likely reduction in pest impact and capacity of the research group to undertake the research.

The Invasive Plants and Animals (IP&A) Research group of Biosecurity Queensland undertakes applied research to better manage Queensland's weeds and pest animals, reducing their impacts on agriculture, the environment and the community. Research covers the development of effective control strategies and methods (e.g. biological control and pesticides), as well as improved knowledge of pest species' biology and assessment of pest impact.

The group currently comprises approximately 40 scientific and technical staff. Their work is undertaken from five research centres across the state:

- Ecosciences Precinct, Dutton Park
- Health and Food Sciences Precinct, Coopers Plains
- Pest Animal Research Centre, Toowoomba
- Tropical Weeds Research Centre, Charters Towers
- Tropical Weeds Research Centre, South Johnstone.

Researchers collaborate with numerous Queensland, interstate and overseas organisations. Higher degree students are supported to work on several research projects in weed and pest animal management.

Core research funding comes from the Queensland state government and local government contributions via the Land Protection Fund. Additional funding comes from a range of external partners including AgriFutures Australia, Meat and Livestock Australia and the Centre for Invasive Species Solutions. In 2019-20, there were approximately equal amounts of state government, local government and external funding providing a combined budget of approximately \$6 million. The Queensland government also provides research infrastructure, support services and other overheads. Further in-kind support is provided by local government staff and Biosecurity Queensland operational staff.

Audience

This is primarily a guiding document for the Queensland Statewide Oversight Group (SOG), local government Regional Biosecurity Sub-committees and IP&A Research. It will be updated by the SOG and IP&A Research team as priorities are reviewed and projects are developed or completed.

The document explains to local and state government executives how government funds are allocated to pest animal and weed research and who is responsible. In addition, the prospectus will enable potential partners in universities, other research bodies, industry and others to understand the process involved in setting pest research priorities in Biosecurity Queensland and the role of local government.

Proposal development, assessment, and reporting

This prospectus contains both existing and recommended project targets (e.g. control tool needs, pest management for particular taxa, environments and land uses) set within an investment portfolio across a weeds program and a pest animals program.

These targets are initially identified through consultation and collaboration with industry and external agencies or at a grassroots level by Regional Biosecurity Sub-committees convened by local governments. These subcommittees have wide representation from local government, industry, conservation, NRM and catchment groups, Biosecurity Qld operational staff, utility providers and transport corridor authorities.

The management problems or species-related issues and knowledge gaps identified by these subcommittees are collated by the SOG. IP&A Research then designs and frames the necessary research requirements. In many cases, projects will be developed in partnership from the ground up through forums and conversations between pest managers and researchers.

Ultimately, researchers will be best placed to determine feasibility, past work and access to interstate and overseas collaborators and external funding as well as designing the research project and approach most fit for purpose.

Feedback will be provided on projects which are currently deemed unfeasible or unsuitable to either reframe the research question; or identify alternative means of addressing the management issue or knowledge gap.

Priority projects for research, development or engagement will be selected for inclusion in the prospectus by the Research Review Committee (RRC), comprising the SOG, IP&A managers and external stakeholders including AgForce, Queensland Conservation Council, Queensland Farmers Federation and the NRM Regions Queensland.

These will be the basis for project plans prepared by IP&A researchers. Where possible, research projects will involve teaming with local governments as well as other relevant

stakeholders and research partners. The overall pathway from management problem to research project is shown in Figure 1.

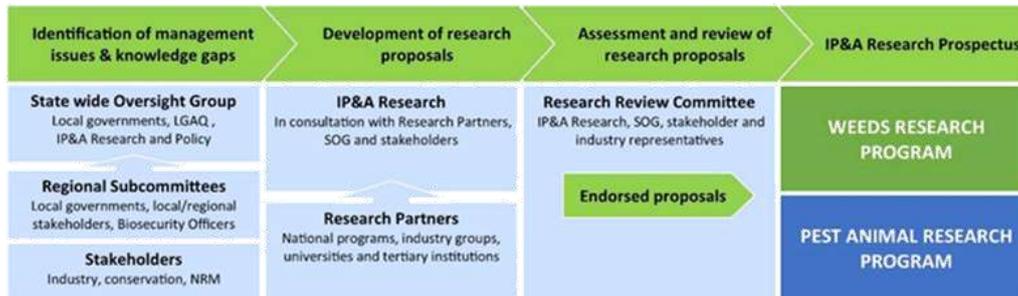


Figure 1. Pathway from management problem or knowledge gap to research project.

Timelines and process

The prospectus provides an outlook for the upcoming five years of investment. Projects are expected to have a timeline of ~2-5 years. Any extension of projects beyond that will require a submission for the revised timeline, particularly as extensions will often inhibit the ability to address new and emerging priorities. Longer-term projects, such as for biocontrol, should be undertaken in stages (e.g. exploration, host testing, release), each of which are distinct projects.

Summaries of new and emerging potential projects or recommended research targets will be provided annually to IP&A researchers by December-January via the prospectus to develop full proposals. Applications to external funding opportunities will often need to be made outside this timetable. The prospectus will be updated annually with a major review (and perhaps progress report) every 5 years.

Project proposals will be considered by May each year by the Research Review Committee. This is a stakeholder (rather than a technical) committee, overseeing the process and direction, and ensuring end-user needs are being met by the research program. IP&A Research may not have the capacity or expertise to undertake some of the proposed projects. These may be undertaken by others external to IP&A, if funding is available. This may particularly be the case where the project aims to address a planning and implementation need (e.g. marketing, social science).

Project reports will be provided biannually, with the mid-year report including the publication of Technical Highlights that provides a summary of the research in the past year. The Research Review Committee will consider those reports, suggesting any action.

2020-21 templates for project proposals are provided in Appendix 1.

Prioritisation of research

Progressing a research project is contingent on a range of internal and external factors which need to be considered in addition to identifying the research need and establishing the priority. The following three factors may influence the feasibility of a research proposal, as well the timing or scheduling of the project.

Technical capability – the required facilities, technical expertise in IP&A or skill sets in regional stakeholders may not be available for a research project. This may delay the proposed work, or the research may need to be undertaken by an external agency with the required capability.

Availability - the timing of a research project may be influenced by the current commitments of key research personnel; the availability of field sites, facilities or stakeholders supporting the project; or the budget required to initiate and complete the work.

Foundational work – sometimes work or supporting information will be required prior to research being undertaken. This foundational work may be a project in or of itself or might be delivered by research already underway. Examples might include taxonomy, herbicide development or life cycle research.

Within the prospectus, projects are not ranked; rather the current spread of agreed priorities are provided for consideration. Projects undertaken at any point in time will depend on availability of resources. Projects should be selected to achieve the greatest, cost-effective reduction in the impact of Queensland's pests. For example, money may be better spent on research on a pest with moderate impact with good prospects for control rather than a pest with high impact with little scope for further improving control. These key considerations and desired outcomes for research projects are outlined in Table 1. The criteria to be addressed to demonstrate these outcomes and assist IP&A Research and the RRC accept or reject research proposals are outlined in Table 2.

In addition to direct consultation and engagement with Regional Biosecurity Sub-committees and the SOG, there are four key influences on the research investment undertaken by IP&A Researchers and their partners.

1. External funding body priorities
2. Expert reviews and workshops (e.g. grazing weed research, weed biocontrol)
3. Consultation with stakeholders, such as:
 - i Centre for Invasive Species Solutions workshops
 - ii Stakeholder survey, although operational management needs to be distinguished from research
 - iii Regional local government workshops
4. Reference to strategic documents such as:
 - i State and National management plans
 - ii National Wild Dog Action Plan

Process to guide the development and selection of investment

A series of six selection criteria guide the development and selection of research proposals. The project templates (Appendix 1) provide the key questions for project proponents and researchers to address the criteria and desired outcomes below (Table 1).

Table 1. Assessment criteria for developing and selecting research proposals.

Assessment criteria	Should be able to demonstrate
1) Priority and scope	1) The research aligns with an agreed or established management priority at a regional, cross-regional, state-wide (or national level). 2) The research will address a regional, cross- regional or state-wide need. 3) The research outcomes could be applied at the scale or scope identified in #2.
2) Target impact/risk	1) The target species/issue is causing or could cause a significant impact/risk.
3) Outputs, impact and adoption	1) Why the research is required. 2) Research addresses a clearly identified knowledge or management capacity gap. 3) What the outputs or deliverables of the project will be.
4) Benefits/outcome	1) How the research will assist to reduce, mitigate, or manage the impact/risk. 2) Tangible outcomes
5) Methodology and timing	1) How the proposed research approach is the most effective means to deliver the outcome. 2) Why the project should be undertaken now. 3) Is the research project short term (1-2 years); or long term (2+ years)?
6) Funding and other support	1) Collaboration 2) Engagement with the relevant regional subcommittee/s 3) Co-contribution or leverage of funds/support?

For more information or assistance completing the project templates contact

Dr Tony Pople

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<https://www.daf.qld.gov.au/plants/weeds-pest-animals-ants/invasive-plant-and-animal-science>

Ecosciences Precinct, GPO Box 267, Brisbane Q 4001, Australia

Research portfolio

Projects fit into one of two programs, weeds or pest animal research. Within these programs, there are four themes with associated sub-themes:

1. **Incursion management and preparedness**
 - a. Prevention
 - b. Surveillance
 - c. Eradication
2. **Control technology**
 - a. Biocontrol
 - b. Conventional control
3. **Integrated landscape management**
 - a. Ecology
 - b. Impact
 - c. Strategy
4. **Planning and implementation**
 - a. Communication and engagement
 - b. Policy
 - c. Planning
 - d. Monitoring and evaluation

IP&A Research undertakes research under the first three themes, while planning and implementation is overseen by other sections of the IP&A program.

The portfolio below is presented as:

1. Potential projects for consideration
2. Current on-going projects.

Table 2. Weed research projects

WEEDS RESEARCH PROGRAM – POTENTIAL PROJECTS				
Theme	Sub-theme	Project area	Project target	Project
Incursion management	Prevention	Techniques & approaches		
	Surveillance	Techniques, detection probability		
Control technology	Eradication	Control, monitoring, strategy, feasibility	Local government prevention and control programs	Monitoring progress to eradication toolkit
		Prioritisation (start of pipeline)		
	Biocontrol	Host-specificity testing		
	Conventional control	Agent distribution & evaluation		
		Tool development	Leucaena	Foliar herbicides
Integrated landscape management	Ecology	Tool evaluation		
		Life history		
		Distribution		
	Impact	Population dynamics		
		Assessment		
	Strategy	Cost-benefit analyses		
		Field trials		
Planning & implementation	Communication & engagement	Modelling		
		Surveys & workshops	Face-to-face & online delivery of information	Communications officer providing detailed, up-to-date information on weed management
	Policy	Demonstration sites		
		Best-practice manuals, fact sheets	Siam weed	Management guide
		Legislation, regulation, compliance		
Monitoring & evaluation	Planning	Biosecurity planning tools		
		Data collection & management		

WEEDS RESEARCH PROGRAM – CURRENT PROJECTS			
Theme	Sub-theme	Project area	Project
Incursion management	Prevention	Techniques & approaches	
	Surveillance	Techniques, detection probability	
	Eradication	Control, monitoring, strategy, feasibility	Ecology and methods for eradication of weeds in north Qld
Control technology	Biocontrol	Prioritisation (start of pipeline) Host-specificity testing	Red witchweed seed depletion
			Bellyache bush biocontrol
			Prickly acacia biocontrol
			Cat's claw creeper biocontrol
			Parthenium biocontrol
			Navua sedge biocontrol
			Control of giant rat's tail grass using endemic pathogens
			Giant rat's tail grass biocontrol
			Clidemia biocontrol
			Biocontrol of pasture weeds in Vanuatu
			Integrated control of <i>Cylindropuntia</i> spp.
			Weed management in the Pacific (African tulip tree, Singapore daisy)
			Rearing and release of weed biocontrol agents in north Qld
			Parkinsonia biological control (UU2)
			Harrisia cactus
Mikania			
Non-target risk			
Integrated control of aquatic weeds			
Foliar herbicides for Aleman grass			
Tolerance of Gamba grass and native and exotic plant species to pre-emergent herbicides			
Sicklepod ecology and control			
Giant rat's tail grass management			
Flupropanate control of giant rat's tail grass			
Integrated control of parthenium in southern Qld			
Minor & emergency use permit applications for pesticides			
Encapsulated herbicide control of woody weeds			
Management of high biomass grasses			
Conventional control	Tool development		
	Tool evaluation		

WEEDS RESEARCH PROGRAM – CURRENT PROJECTS (continued)			
Theme	Sub-theme	Project area	Project
Integrated landscape management	Ecology	Life history	Weed seed dynamics
		Distribution	Aquatic weeds of northern Australia – ecology and control
	Impact	Population dynamics	Spatial and temporal dynamics of Qld pests (includes pest animals)
		Assessment	
		Cost-benefit analyses	Impact and management of Navua sedge
		Field trials	
Strategy	Modelling	Fireweed management	
	Surveys & workshops	Prioritising pest management at multiple scales	
	Demonstration sites		
Planning & implementation	Communication & engagement	Best-practice manuals, fact sheets	Best practice management of pests on peri-urban properties. Includes pest animals
		Legislation, regulation, compliance	
	Policy	Biosecurity planning tools	
	Monitoring & evaluation	Data collection & management	

Table 3. Pest animal research projects

PEST ANIMAL RESEARCH PROGRAM POTENTIAL PROJECTS				
Theme	Sub-theme	Project area	Project target	Project
Incursion management	Prevention	Techniques & approaches		
	Surveillance	Techniques, detection probability		
	Eradication	Control, monitoring, strategy, feasibility		
Control technology	Biocontrol	Prioritisation (start of pipeline)		
		Host-specificity testing		
		Agent distribution & evaluation		
	Conventional control	Tool development		
		Tool evaluation		
Integrated landscape management	Ecology	Life history		
		Distribution		
		Population dynamics		
	Impact	Assessment		
	Strategy	Cost-benefit analyses		
		Field trials		
		Modelling		
Planning & implementation	Communication & engagement	Surveys & workshops		
		Demonstration sites		
		Best-practice manuals, fact sheets		
	Policy	Legislation, regulation, compliance		
	Planning	Biosecurity planning tools		
	Monitoring & evaluation	Data collection & management		

PEST ANIMAL RESEARCH PROGRAM - CURRENT PROJECTS			
Theme	Sub-theme	Project area	Project
Incursion management	Prevention	Techniques & approaches	
	Surveillance	Techniques, detection probability	Optimising surveillance of Asian black-spined toads
	Eradication	Control, monitoring, strategy, feasibility	Detection and control of red-eared slider turtle
Control technology	Biocontrol	Prioritisation (start of pipeline)	
		Host-specificity testing	
	Agent distribution & evaluation		
	Conventional control	Tool development	Peri-urban wild dog management
		Tool evaluation	Peri-urban wild deer management
			Assessment of the biodiversity, economic and productivity gains from exclusion fencing
		Feral cat ecology and management	
		Non-target impact of 1080 pig baits	
Integrated landscape management	Ecology	Life history	
		Distribution	Ecology and management of chital deer in north Qld
	Impact	Population dynamics	Wild dog predation on cattle and wild herbivores in the Qld dry tropics
		Assessment	Improved rabbit management in horticulture and northern Qld
Planning & implementation	Strategy	Cost-benefit analyses	
		Field trials	
	Communication & engagement	Modelling	
		Surveys & workshops	
	Policy	Demonstration sites	
		Best-practice manuals, fact sheets	
Monitoring & evaluation	Legislation, regulation, compliance		
	Biosecurity planning tools		
		Data collection & management	

Appendix 1. Project proposal templates and more detailed assessment criteria.

IP&A Research new project proposal 2020-21 (template)	
Title:	
Dates: mm/yyyy- mm/yyyy <i>Not on-going. 3-5 years, followed by review then restart</i>	
Project summary including brief methods (up to 300 words)	
Project justification (up to 300 words) Proposal needs to address the six assessment criteria in Table 4. e.g. National, state or local government priority Pest impact X feasibility Collaboration (outside IP&A) Other funding and in-kind support	
Budget	Staff name & FTE, consultant (in the case of planning, M&E projects) Operating budget External \$? (internal = Qld state govt and LPF) (e.g. Vogler 0.5 FTE, operating \$35k)

Table 4. Detailed assessment criteria for developing and selecting research proposals.

Assessment criteria	Should be able to demonstrate	Examples
1) Priority and scope	<ol style="list-style-type: none"> 1) The research aligns with an agreed or established management priority at a regional, cross-regional, state-wide (or national level). 2) The research will address a regional, cross- regional or state-wide need. 3) The research outcomes could be applied at the scale or scope identified in #2. 	<p>PRIORITY</p> <ol style="list-style-type: none"> a. Highlight the plans in which the species/issue is a management priority. Eg. FNQROC Natural Asset Management Strategy <p>SCOPE</p> <ol style="list-style-type: none"> b. Outline the geographic scope of the research project. c. Outline the (anticipated) geographic scope of the application of the research outcome.
2) Target impact/risk	<ol style="list-style-type: none"> 1) The target species/issue is causing or could cause a significant impact/risk. 	<p>IMPACT/RISK → ACTUAL/POTENTIAL</p> <ol style="list-style-type: none"> a. Economic b. Environmental c. Social
3) Output, impacts and adoption	<ol style="list-style-type: none"> 1) Why the research is required. 2) Research addresses a clearly identified knowledge or management capacity gap. 3) What the outputs or deliverables of the project will be. 	<p>RESEARCH OUTPUTS, IMPACT & UPTAKE</p> <p>Short and medium-term outcomes</p> <ol style="list-style-type: none"> a. How will the uptake or adoption of the research take place? b. How will the adoption or uptake of the research address management need and knowledge gaps? c. Who will benefit from or use the research outcome? d. Identify the products/tools/knowledge which will result from the research
4) Benefits/outcomes	<ol style="list-style-type: none"> 1) How the research will assist to reduce, mitigate, or manage the impact/risk. 2) Tangible outcomes 	<p>IMPACT/RISK → ACTUAL/POTENTIAL (avoided/reduced/mitigated)</p> <p>Long term outcomes</p> <ol style="list-style-type: none"> a. Economic b. Environmental c. Social
5) Methodology and timing	<ol style="list-style-type: none"> 1) How the proposed research approach is the most effective means to deliver the outcome. 2) Why the project should be undertaken now. 3) Is the research project short term (1-2 years), or long term (2+ years)? 	<ol style="list-style-type: none"> a. Is the project new or an extension of existing work? b. Is there precedent to the proposed approach (i.e. is it adapting established tools/approaches or is it developing new tools/approaches)? c. Are there other steps which are required prior to this project commencing? d. For long term projects, outline the steps or stages and any decision points related to the project delivery. Particularly the points at which further research does not generate significant benefits.
6) Funding and other support	<ol style="list-style-type: none"> 1) Collaboration 2) Engagement with the relevant regional subcommittee/s 3) Co-contribution or leverage of funds/support? 	<ol style="list-style-type: none"> a. Identify proposed and potential collaboration? b. Identify regional biosecurity subcommittee/s engaged in the project? c. Identify co-contributions, financial, in-kind, other d. Is the project value for money?

IP&A Research full project proposal 2020-21 (template)	
Title:	
Dates: mm/yyyy- mm/yyyy <i>Not on-going. 3-5 years, followed by review then restart</i>	
Project summary: (up to 200 words)	
Aims: (criterion 4)	
Methods: (up to 300 words) (criterion 5)	
Collaborators: (criterion 6) (outside IP&A)	
Project justification (up to 300 words) (criteria 1, 2 & 4) Proposal needs to address the six assessment criteria in Table 4.. e.g. National, state or local government priority Pest impact X feasibility Collaboration (outside IP&A) Other funding and in-kind support	
Outputs (criterion 3) Products (papers, manuals, fact sheets) Ideally should identify pathway to adoption. Outputs (e.g. reports) are immediate & tangible and lead to longer-term 'outcomes' or benefits (e.g. reduced weed impact or herbicide use).	<ul style="list-style-type: none"> •
Milestones: 9/20 • 12/20 • 3/21 • 6/21 •	
Budget	Staff name & FTE Operating budget External \$? (internal = Qld state govt and LPF) (e.g. Vogler 0.5 FTE, operating \$35k) Full budget in DAF PARIS coster.

Local government annual payments

Invasive plant and animal management

2019-2020



This publication has been compiled by Invasive plants and animals, Biosecurity Queensland, Department of Agriculture and Fisheries

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Cover image: BQ officers and Longreach Regional Council conducting snake cactus surveillance for biological control release.

Department of Agriculture and Fisheries, 2019-20

Summary

Invasive plants and animals have significant impacts on the environment, agriculture, human health and social amenity. Managing invasive plants and animals requires all levels of government, industry and the community to take responsibility. Partnerships between local governments and the Department of Agriculture and Fisheries (DAF) are critical to managing and reducing these impacts.

DAF's invasive plant and animal program helps enable Queensland local governments and regional communities to fulfill their general biosecurity obligation (GBO) to prevent the entry, spread and establishment of new invasive species and to contain, control and manage established invasive plants and animals in their local area.

Local governments have a primary legislative function and responsibility to ensure that invasive plants and animals are managed in their local area. Partnerships between local governments and DAF are particularly important for effectively preventing and managing the impacts of invasive plants and animals. DAF supports local governments and their local communities through its investment in invasive plant and animal management policy, planning, research and regional services.

DAF allocates State government resources for invasive species research, strategic control operations and technical services. Funds are also collected as annual payments from local governments in accordance with the *Biosecurity Act 2014*.

Major achievements this year include:

- strategic control of high priority invasive plants supported in multiple shires
- pre-emptive surveillance activities and projects for early detection of high-risk species to prevent the establishment of new invasive species
- continued support for wild dog and feral pig management through provision of 1080, training and materials
- refinement and assessment of management techniques for wild dogs
- feral deer best practice management research in south east Queensland and northern Queensland
- delivery of training to local government officers in invasive animal management and in the *Biosecurity Act 2014*
- refinement of herbicide application rates and techniques to improve herbicide control options for a range of priority invasive plants
- pest management chemistry and chemical registration applications to the Australian Pesticides and Veterinary Medicines Authority
- assessment of new biological controls for multiple priority invasive plant species
- mass rearing and release of approved biocontrol agents for parkinsonia, parthenium and *Cylindropuntia cacti*
- biocontrol of bellyache bush, prickly acacia, cat's claw creeper, cactus species, parthenium, giant rat's tail grass and mother of millions

This report outlines the investment of the Land Protection Fund (LPF) for the 2019–20 financial year.

All currency in this report is in Australian dollars.

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Appendix A - Land Protection Fund component payments

Acronyms

Biosecurity Queensland	BQ
Burdekin Regional Pest Management Group	BRPMG
Canid Pest Ejectors	CPE
Darling Downs–Moreton Rabbit Board	DDMRB
Department of Agriculture and Fisheries	DAF
Department of Agriculture, Water and the Environment	DAWE
Department of Transport and Main Roads	DTMR
General biosecurity obligation	GBO
Giant rat's tail grass	GRT
Invasive Plants and Animals	IP&A
Land Protection Fund	LPF
Local Government Association of Queensland	LGAQ
Natural Resource Management	NRM
Northern Peninsula Area	NPA
Penalty Infringement Notices	PINs
Plague Locust Pest Contingency Fund	PLPCF
Remote Area Planning and Development Board	RAPAD
Queensland Parks and Wildlife Service	QPWS
Wild Dog Barrier Fence	WDBF

Introduction

Queensland's varied environmental and climatic conditions favours the establishment of many invasive species. Invasive plants and animals have the potential to adversely alter ecosystem function, reduce primary industry productivity and profitability, and threaten human and animal health and social amenity. Conservative estimates suggest that invasive animals cost the Australian economy between \$720 million and \$1 billion annually. Estimates of the annual cost of invasive plants to Queensland are around \$600 million. These costs stem from management and control efforts and lost agricultural production. Invasive plants and animals can affect our way of life, in urban and rural residential areas. They can disturb and reduce our enjoyment of natural areas. Invasive plants and animals can also cause health problems, some of which can be severe.

Effective management of invasive plants and animals requires the combined efforts of all levels of government, industry and the community. Cost-effective and efficient solutions that reduce the negative impacts of invasive plants and animals can be achieved through collaborative partnerships. Working together allows for effective and strategic control and containment of invasive species and offers the best protection against the introduction or establishment of new invasive species.

Legislation and state government policy focuses on working in partnership with others. DAF focuses on joint implementation of funding, research and operational projects in partnership with, and where possible, complementary investment from a variety of sources.

Investment in invasive plant and animal management has been clearly shown to generate a good return. Independent research has shown that for every state and local government dollar spent on invasive plant and animal management, a \$6.40 return in benefits is delivered and the public benefit of public expenditure outweighs the private benefit by 1.5 to 1.0.

Under current arrangements, funds from local governments are collected as annual payments and are deposited into the Land Protection Fund (LPF) in accordance with the *Biosecurity Act 2014*. These funds enable work to be undertaken at the State level that provides benefits to all local governments. In 2019–20, the total contribution to the LPF by local governments was \$6.24 million.

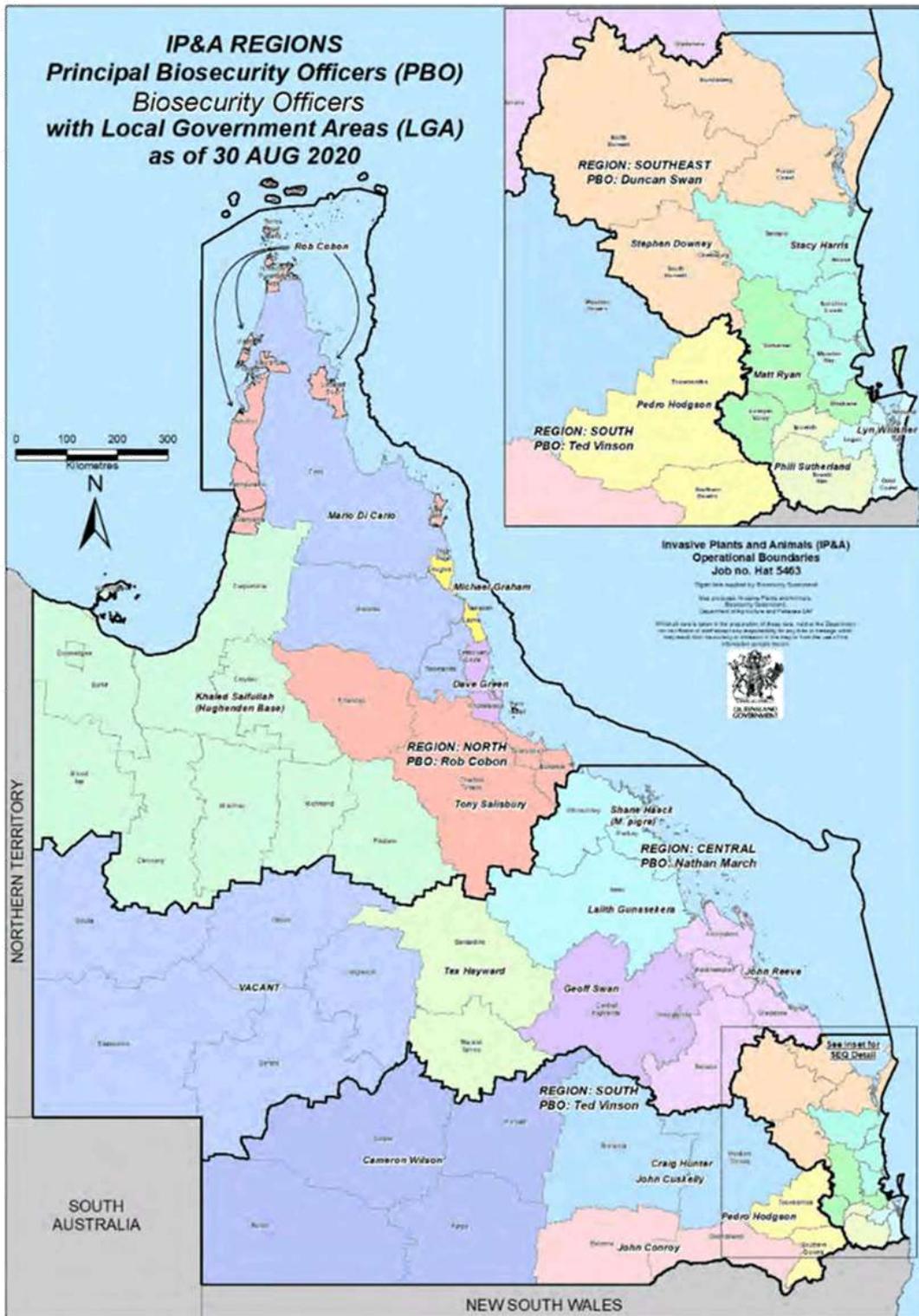


Image 1 Invasive Plants and Animal (IP&) Operational Boundaries

DAF also allocates significant funding through various invasive plant and animal management activities and programs. Figure 1 shows the total DAF core funding expenditure relative to the combined local government annual payment allocations for invasive biosecurity management activities in 2019–20. This graph does not include additional external funds.

The DAF funding figure does not include other external funding that is leveraged from partners such as Meat and Livestock Australia, the Centre for Invasive Species Solutions or the federal government to deliver on-ground and research projects that also support local governments and their communities to manage invasive plants and animals.

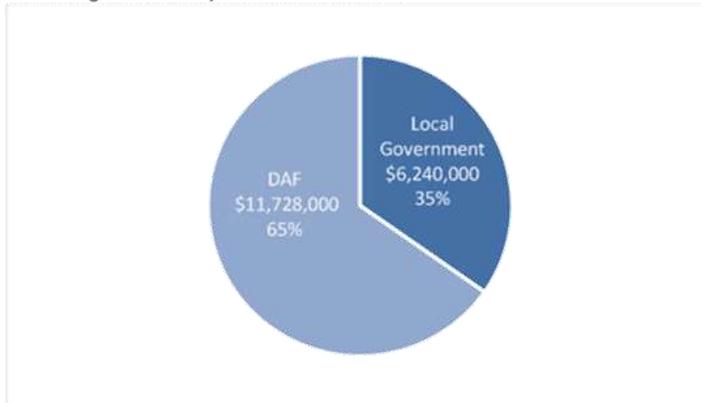


Figure 1 Total funding expenditure in Queensland on IP&A invasive plant and animal management activities and programs in 2019-20

Local governments and their communities' benefit from a wide range of projects and activities that are funded by the state government and/or other funding partners such as research and development organisations. External funding bodies for 2019-20 include the Australian Government, AgriFutures, Meat and Livestock Australia, New South Wales Government, Centre for Invasive Species Solutions.

Land Protection Fund

60 local governments contribute to the LPF each year. Local governments with minimal or no rates base are not required to contribute to the LPF. There are four components to the LPF:

- **On-ground and Research** – paid by all local governments. This contributes to pest management research, strategic pest control, strategic invasive plant control, pest management extension, local and regional technical services provided by DAF.
- **Wild dog barrier fence (WDBF)** – paid by nine local governments and with contributions matched by DAF. This pays for maintenance and repair of the WDBF.
- **Darling Downs Moreton Rabbit Board (DDMRB)** – paid by eight local governments within the board district. This pays for the operations of the DDMRB, including maintaining the rabbit fence and controlling rabbits inside the protected area
- **Plague Locust Pest Contingency Fund** – paid by 19 local governments and matched by DAF on a 50/50 basis. This provides for the control of locusts in key cropping areas of Queensland. The ceiling for this fund is \$500,000.00 and is only collected when the contingency fund is under this ceiling. In 2018–19 the fund reached the ceiling and therefore no funds were collected in 2019–20.

On-ground and Research Component

The On-ground and Research Component enables Biosecurity Queensland (BQ) to undertake invasive plant and animal management research, strategic invasive plant and animal control, and provide local and regional technical services that support local governments in the delivery of the invasive plant and animal management functions.

The On-ground and Research' component has applied since the 2017–18 financial year. The results of the review and a new calculation methodology were published in the report *Land Protection Fund Review: On-ground and Research Component*. The calculation methodology determines the proportion of contributions paid to the On-ground and Research component. As previously approved by the Statewide Oversight Group, the new methodology was to be phased in over three years with this year's financial year (2020-21 financial year) being the second year and the final year to be introduced next year.

The funding allocated to this component is used in part to provide:

- strategic on-ground invasive plant and animal management
- technical advice on key invasive plant and animal management issues
- invasive plant and animal management planning support
- extension and community engagement support
- training, capacity development and liaison support for local governments
- invasive plant and animal management research
- publications.

The BQ research group undertake research at five centres across Queensland, collaborate with many Queensland, interstate and international organisations, and support postgraduate students to work on research projects related to invasive species management.

In the 2019-20 financial year, the BQ research program received funding from a number of sources. Queensland Government base funds provided \$1.6 million; contributions from the LPF amounted to \$2.4 million; and funding under contracts with external partners totalled \$1.7 million.

The BQ research program for 2019-20 was endorsed by the Research Review Committee – a group of senior scientific, operations and policy staff from BQ and external stakeholders, including local government, AgForce, Queensland Farmers Federation, Queensland Conservation Council and Natural Resource Management (NRM) Regions Queensland. The committee critically reviews proposed project outcomes and allocated investments, making recommendations on strategic priorities, existing research gaps and projects due for scientific review.

In the 2019–20 financial year, BQ conducted a number of projects funded by the LPF to improve pest management through biological control research, best practice invasive animal research, invasive plant ecology and management techniques research and pest chemical and herbicide research. BQ research encompasses the development of effective control strategies and methods (e.g. biocontrol and herbicides), increases knowledge of the biology of invasive species' and assesses the impacts of invasive species.

Despite COVID-19 restrictions affecting fieldwork during 2020, BQ researchers found ways of continuing their research in the UK, Africa, South America and the Pacific Islands. BQ's international research collaborators collected biocontrol agents, undertook experimental testing of agents, and

mailed material to BQ researchers. BQ researchers also used remote cameras for pest animal research and radio telemetry.

In collaboration with field staff from local governments, BQ and other agencies have maintained a list of emerging weed threats since the early 1990s. There are currently 288 species on the list, all of which are in a relatively early stage of population development. All emerging weed threats are subject to 'pest risk assessment', an evidence-based process for prioritising targets for eradication. All current eradication targets, including cost-shared targets, are risk assessed and carefully selected as high-risk targets prior to investment being committed.

In 2019-20, invasive plant and animal researchers:

- assessed new biological control agents for prickly acacia, Navua sedge, bellyache bush, mikania, lantana, giant rat's tail grass and cat's claw creeper
- conducted host specificity tests of potential agents by collaborators in South Africa, Argentina, India and the UK
- mass reared and released approved biocontrol agents for Siam weed, parkinsonia, lantana, parthenium and *Cylindropuntia* cacti
- conducted research to support state and national eradication programs, such as red witchweed, miconia, mikania, limnocharis and white ball acacia
- sought approval to release a rust for mikania
- conducted ecological studies to determine seed bank persistence, age-to-maturity and develop control methods and techniques to monitor progress to eradication of some pest weeds
- conducted research to optimise herbicide control of high priority weeds, including refinement of splatter guns, herbicide management, and the use of endemic pathogens as bioherbicides
- examined integrated strategies for controlling weeds with multiple control options (e.g. biocontrol and herbicides) such as parthenium and *Cylindropuntia* cacti
- investigated delivery systems to improve efficacy of herbicide application (Flumioxazin) for aquatic weeds and investigate additional aquatic herbicides
- conducted research for the advanced understanding of the distribution, behaviour and ecology of chital deer in north Queensland
- monitored the effectiveness of ground shooting and trapping programs for feral deer in peri-urban areas of southeast and central Queensland
- evaluated the efficacy of rabbit biological control including verification of follow-up mechanical control to ensure sustained suppression of populations
- confirmed that 1080 has no population-level impacts of native fauna
- evaluated the production and environmental benefits of cluster fencing on rural communities
- assessed canid pest ejectors (CPE) for dogs and foxes and consultation of communities on acceptable management of wild dogs in their area.

The research services (chemistry group):

- produced 1080 solution for use in pig, dog and fox baits
- applied for minor-use permits from the Australian Pesticides and Veterinary Medicines Authority. Twelve minor or emergency use permits were obtained in 2019-20
- tested poisons to assess the cause of animal mortalities as reported by the public
- quantified how long certain chemicals last in the environment.

For further information visit the 'Invasive plants and animal research' page on www.biosecurity.qld.gov.au.

Wild Dog Barrier Fence

BQ governs the 2,500kms long WDBF that protects 26.5m ha of sheep and cattle grazing country. The Wild Dog Barrier Fence Panel assists BQ by overseeing management decisions relating to the WDBF operations, including the development of the annual maintenance budget for the WDBF. The shared contributions of BQ and participating local governments to the WDBF is 50/50. The contribution by local governments is apportioned based on total livestock numbers based on the 2016 Agricultural Census.

In the second half of 2019, capital works were undertaken across several local government areas, with 34km of upgraded fencing completed. Contractors engaged to work on the eastern end of the fence completed a new 19km section of fence that links up a number of previous capital works jobs in the area, resulting in a continual 50km stretch of high-quality fence. In 2020, capital works were undertaken to upgrade sections of fencing along the Quilpie and Bulloo Shire Councils and Blackall-Tambo and Western Downs Regional Council areas, with a total of 49km completed.

Following the extensive flooding in February 2020, WDBF staff focused on restoring fences that had been damaged by floodwaters. In some situations, a second wave of rain washed down sections that had been reinstated and repaired only the week before. All patrol areas across the entire 2400km of fence were affected in some way. Some of the greatest impact areas were around Jandowae, north of Miles, Roma and Mitchell. The western end of the fence was inundated with flood waters washing over the fence near Tambo, Adavale, Eromanga and possibly the worst hit would be south-west of Thargomindah, which was still inaccessible in March 2020.

Four patrols (Adavale, Tambo, Windorah and Thargomindah) conducted flood restoration work in the Quilpie, Barcoo and Bulloo Shire Council areas. North of Roma, officers undertook major erosion repair and upgraded floodways. The grader and dozer together moved hundreds of tonnes of soil through openings in the fence to fill in the erosion and rebuild drains and banks as preventative measures for the future.

In 2020, patrol officers focused on restoring sections of fence damaged from severe storm and flood activity. Falls of up to 300mm had destroyed floodgates across major channels. Along floodplains the surge had knocked over hundreds of metres of fence. Damage was widespread along the entire 2,500km of Barrier fence (all eight patrol areas). Many sections of the fence were inaccessible until mid-March with COVID-19 restrictions also impeding progress.

The Thargomindah patrol area was isolated due to flood waters and road closures for several weeks. Reports from landholders confirmed significant damage in the vicinity of all major water courses and access to several sections of fence was not possible until flood waters receded and the ground dried enough to carry the weight of a vehicle.



Image 2 Floodway damage at Thargomindah in 2020

Almost all floodways required lifting and removal of debris before resetting the fence to protect against further damage from subsequent flood events. Most patrol areas have between 800 to 1,200 floodways to maintain. Priority was given to repairing sections of fence where landholders had reported damage while inspecting their property boundaries. This immediate repair is crucial to reduce dog movements and contain livestock where the fence forms a boundary between neighbouring properties.

The polymer covered battens have been recently integrated into WDBF floodway construction. These battens are replacing the wooden battens that have been individually cut by staff with chainsaws. This has eliminated significant collection time and risks associated with chainsaw use.

The photo below shows the new battens across the Bulloo River on Milo station near Adavale and clearly displays the battens floating and holding up the netting apron they are tied to, allowing a much easier flow of debris. When the water recedes the battens simply lower back to the ground holding the netting apron in place to prevent incursions by undesirable pests. It is expected that the new battens will dramatically reduce maintenance by staff after rain events.



Image 3 The new poly battens are proving to be effective for use in floodways

Maintenance commenced once flood restoration activities were achieved and most breaches were repaired. Capital works were postponed until flood restoration was managed and patrol officers resumed regular inspections.



Image 4 BQ officers working on capital works fence upgrade

Materials for WDBF capital works that were purchased earlier this financial year are ready to be delivered to the Tambo cluster group. A contract between the Tambo cluster group and the WDBF have been established, with the Tambo Cluster group providing the labour and machinery to upgrade the WDBF bordering their cluster, and the department providing the materials. With rain came an increase in growth of Parthenium requiring treatment at two locations along the fence.

Table 1 Selected activities along the sections of the WDBF are provided in the table below.

Patrol	Activities
Thargomindah	In early 2020, the Thargomindah section sustained substantial damage from flooding. Officers worked on flood restoration with 655m of long logs cut and distributed across floodways, 700m netting was used to replace aprons on floodways, and trenching into the ground, 100 steel pickets replaced old posts, 13 strainer posts and 2 gates were installed. The new flood fence across the Bulloo River overflow area sustained no damage at all.
Windorah	Several sections that were most affected by the 2020 rain event had to be renewed along a 40km stretch. Patrol officers replaced 750m of damaged fence with new netting and trenched 41m into the ground where netting was rusted. The new poly batons are proving to be effective. Their buoyancy allows the aprons to lift with the water and allow debris to flow through, which reduces damage to the infrastructure.
Adavale	Maintenance caused by the heavy rain in March 2019 continued into August 2019 with considerable time spent along the fence. In 2020, several floodways were replaced. Some areas require dozer and grader work to repair scouring from the flooding. The polly battens were effective on the Bulloo River crossings. Minimal materials were required for the repairs due to the buoyancy of the battens.
Tambo	Tambo Patrol Officers replaced 48 floodways since November. A front-end loader was used to fill holes and repair the vehicle crossing on Caranna. A short section of the new contract fence was washed over on the Bardo/Boondoos fence. This could not have been avoided due to very heavy rainfall on a clay pan flat. There was also some major scouring in this area which required work by dozer and grader.
Morven	In the past six months, patrol officers trenched 580m into the ground, replaced 430m of floodway's requiring 400m of long logs and 13 batons, raised 140m of fence requiring 50 star pickets, 18 new strainer posts and seven new corner stayed assemblies. There is still a large pig presence at Swan Hill and the patrol officers encountered considerable cattle damage at Rainmoor and Drensmaine.

Injune	Patrol officers trenched 470m into the ground, replaced 740m of floodway. They raised 20m of fence. The patrol has seen a decrease in animal movement since the rain. The grader was used at Warndoo to repair major erosion on both sides of the fence. This patrol still repairs a large amount of cattle damage weekly.
Wallumbilla	The dozer has worked in conjunction with the grader to repair major erosion and have rebuilt several new floodways along the Brigadoon/Dalmuir fence. Patrol officers trenched 820m into the ground, replaced 470m of floodways. The dozer was used to repair major erosion in Burnside and the officers worked with the grader to trench 600m of netting into the ground at Niella.
Chinchilla	Since November 2019, patrol officers trenched 800m into the ground and replaced 340m of floodway. The officers cut 30 trees from the fence and continued to deal with feral pig activity around Bottle Tree Creek. This patrol was hardest hit in the eastern area by the February floods. The Chinchilla Patrol Officers took on a section of the Wallumbilla patrol due to the COVID-19 Western Protocol.

Darling Downs–Moreton Rabbit Board

The DDMRB services eight local governments with an operational area of 28,000km². The service is delivered primarily through the maintenance and renewal of 555km of rabbit proof fence and the provision of expertise and technical advice to landholders. The rabbit proof fence is maintained by permanent staff employed by the DDMRB who undertake general maintenance and renewal works.

The DDMRB reported a continued focus on rabbit control, fence maintenance and the continuation of surveys to identify rabbit populations. In 2019-20, rabbit numbers were generally low but widespread across more than half the DDMRB area. Surveys conducted over the last three years have identified key breeding sites along the northern and southern boundary and are informing future control programs to protect high value horticultural areas in the Lockyer Valley. A survey conducted in the Southern Downs Regional Council area identified properties with low to medium density infestations which required immediate control to suppress the breeding capacity to reduce environmental damage and grazing pressure. Future surveys are planned along the northern boundary of the Lockyer Valley.

Fence renewal work in 2019-20 included:

- 8km of new rabbit height fence at Karara
- replacement of Everleigh Gate
- 10km of top netting west of Karara with Goondiwindi Regional Council
- 19km of foot netting across the DDMRB area
- completion of Gateway and Floodway projects in the Rocky Creek area
- replacement of fence between White Swamp and Mt Clunie
- 0.3km section of rabbit height fence replaced at Mt Lindsay
- a section of fence from Red Tank Grid towards Cottonvale was replaced.

A planned visit to the Scenic Rim in 2020 to inspect bushfire damage was postponed due to adverse weather and COVID-19 travel restrictions. COVID-19 restrictions also delayed the start of fence replacement works in the area.



Image 5 Section of the DDMRB rabbit-proof fence in the Rathdowney area. (Photo: courtesy DDMRB)

The DDMRB conducted follow up inspections and implemented harbour removal on properties throughout the DDMRB area identified during surveys in 2018-19. More than 2,300 breeding sites were removed during 2019-20 reducing the productivity of rabbits by 13,400 offspring per month. This reduction has a direct benefit to the environment by reducing grazing pressure on native seedling germination, reduces soil erosion, improves the quality of pasture for livestock and helps to prevent damage to infrastructure and the horticultural industry.



Image 6 Warren destruction in progress (Photo: courtesy DDMRB)

Rabbit samples collected by DDMRB staff during 2019-20 were tested and returned positive for Rabbit haemorrhagic disease virus. A seasonal natural outbreak of Myxomatosis was observed in the Dalveen area during July 2019 and June 2020. Current research suggests only a 30-40% reduction in rabbit populations can be expected from Myxomatosis due to an increase in resistance in the wild rabbit population.

General compliance activities included responding to calls for assistance from landholders within the DDMRB operational area, providing advice and assistance to local and state government authorities, inspecting land surrounding known infestations of rabbits and attending properties reported to be keeping pet rabbits.

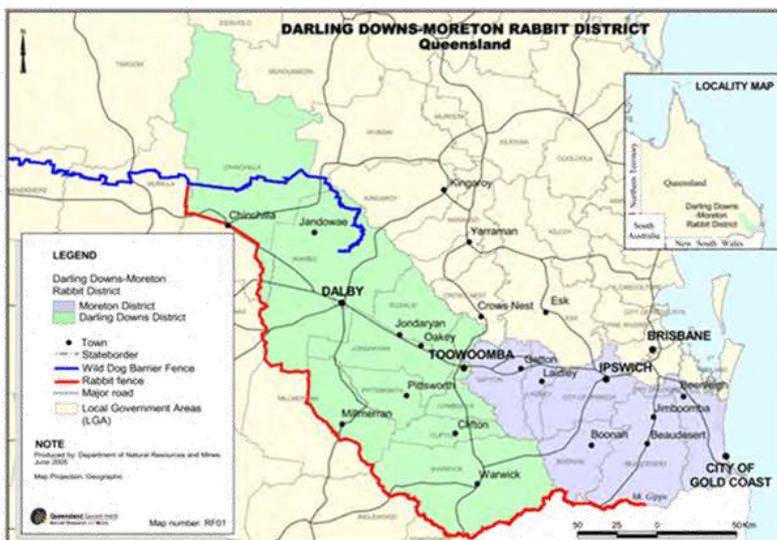


Image 7 DDMRB area showing rabbit fence, WDBF and local government areas

The DDMRB is funded primarily through the application of contributions of the local governments within the DDMRB area of operations. The contribution amount for each of the contributing local governments is calculated by BQ based on geographic and financial characteristics of each contributor.

Plague Locust Pest Contingency Fund

State Cabinet established the Plague Locust Pest Contingency Fund (PLPCF) for the emergency control of locusts and other plague pests in 1993 with the support of local government. The PLPCF receives contributions from local governments for situations where control is clearly beyond the capability of individual landholders and local communities. The PLPCF enables BQ to undertake strategic aerial control of locusts where there is a threat of locust migration to or within the local areas where local governments contribute. Funding is matched by the Queensland Government up to \$250,000.00 in any financial year.

Local governments with high agricultural production in locust prone regions have not contributed to the fund since 2013-14 because the Contingency Funds have remained above the ceiling amount of \$500,000.00. Contributions to plague pest control for the period 1993 to 30 June 2020 total \$6.955 million, with \$1.751 million having been made by local government. Expenditure to date is \$6.761 million.

The majority of this expenditure has occurred in central Queensland to prevent larger populations of locusts developing and potentially migrating to other agricultural areas of the State. DAF staff undertake surveillance for migratory locusts (*Locusta migratoria*) and spur-throated locusts (*Austracris guttulosa*) to determine the presence, location, stage and population of dense migrating groups. Monitoring is conducted throughout spring and summer with efforts tied to seasonal conditions.

Expenditure from the fund on the preventative management of rodent plagues has been very minor as a result of the department's development of property level control options. It is conservatively estimated that every State and local government dollar spent on plague pest management programs returns \$17.90 in benefits.

Policy, communication and engagement

This section describes the activities partly funded by the LPF and include communication, engagement, capacity building and training activities that benefit local governments.

The Queensland Invasive Plants and Animals Strategy 2019–24 was launched in late 2019. The Strategy was developed by the Queensland Invasive Plants and Animals Committee through consultation with relevant members of the public. The Strategy establishes a state-wide framework to address the impacts of invasive plants and animals in Queensland and to reduce the incidence of new exotic species entering Queensland. The framework builds on shared responsibility and all stakeholders working together to minimise impacts and support eradication efforts.

Communication and engagement activities are vital to fostering shared responsibility for invasive species amongst stakeholders. Communication and engagement are a vehicle for raising awareness and building understanding of the impacts of invasive plants and animals and how to reduce or prevent these impacts. IP&A program staff communicate and engage with a range of audiences and stakeholders through web content, publications, social media, videos and events. These services are provided to local government, NRM groups, industry and the wider community.

More than 100 000 publications were distributed to local governments in 2019-20. New publications were produced for Aaron's beard cactus, blind cactus, bunny ears, snake cactus, Hudson pear, jumping cholla, madras thorn, Peruvian primrose, tropical fire ants, browsing ants, tilapia FAQs and ornamental fish. New videos produced and added to the BQ YouTube channel included invasive cactus (*Opuntias*) and browsing ants. Photos were supplied to local governments for use in their awareness publications and websites.

The number of local governments accessing the online publications ordering system increased by 20% in 2019-20. The most popular publications ordered online were for giant rat's tail grass (GRT), invasive fish, mother-of-millions, wild dogs, cacti, the *Know your ferals* publication, and the *Weedbuster*, and *Pest patrol* activity books.

In 2019-20, social media items were posted weekly and targeted particular audiences through interest groups or geographic location. Responses to comments were undertaken rapidly.

IP&A staff participated at a range of events to raise awareness of particular invasive species issues and increase knowledge of their impacts. Invasive species displays at major state, national and international conferences and events took place in 2019 but were reduced due to COVID-19 restrictions in 2020.

In the next 12 months, BQ's community engagement will be redeveloped to meet the increasing demands in the public's use of social media, which saw rapid expansion in 2020. A new communication plan is being developed to help address this demand and allow for enhanced responsiveness to invasive species enquiries.

Training, capacity development and liaison support for local governments was provided through provision of secretariat support to the Local Government Biosecurity Act Reference Group.

In preparation for the introduction of the new *Medicines and Poisons Act 2019*, BQ coordinated the delivery of the national competency for the use of vertebrate pesticides to every local government 1080 operator in Queensland. More than 240 local governments, BQ and Queensland Parks and Wildlife Service (QPWS) from across Queensland undertook the training through a combination of face to face and remote training delivery. The project commenced in September 2019 and was completed in June 2020. In total, 250 officers received the training in 26 workshops run from Cloncurry to the Gold Coast.

A set of support tools focusing on risk assessment, measures and compliance were developed and delivered to local government through a series of pilot and training workshops, with more than 200 individuals involved in the training delivery. The resources were developed to support local governments with the biosecurity planning process and have been refined based on significant consultation with local government. The support tools are available on the Local Government Association of Queensland's (LGAQ) Biosecurity Portal.

The Weed Spotters Network is a partnership between BQ, the Queensland Herbarium and local governments. A targeted social media campaign launched in 2020 attracted 451 new Weed Spotter volunteers, which has increased the capacity to search for high-risk invasive plants in Queensland. The campaign focused on people with an interest in gardening and environmental protection resulting in a 34% increase in membership. The network has a total of 1820 members, including 22 regional coordinators who provide local training on detecting high-risk emerging weed species. In 2019-20, the network generated 42 notifications on 13 prohibited weed species. Detections included a range of high-risk cactus species and extreme risk non-native acacia species.

Non-native acacias have the potential to replicate the impact of prickly acacia, now one of Queensland's worst weeds on grazing land, costing more than \$10 million per annum.

South East Queensland

This section provides an overview of LPF activities of relevance to local governments in the south east Queensland region during 2019–20 and includes the following local governments¹:

- Brisbane City Council
- Bundaberg Regional Council
- Cherbourg Aboriginal Shire Council
- Fraser Coast Regional Council
- Council of the City of Gold Coast
- Gympie Regional Council
- Ipswich City Council
- Lockyer Valley Regional Council
- Logan City Council
- Moreton Bay Regional Council
- Noosa Shire Council
- North Burnett Regional Council
- Redland City Council
- Scenic Rim Regional Council
- Somerset Regional Council
- South Burnett Regional Council
- Sunshine Coast Council

Prevention

Cacti compliance project

The cacti compliance project has been active for three years. The project aims to stop the illegal supply (and spread) of invasive cacti that are regulated under the *Biosecurity Act 2014*, to gather information on the scale of the problem, and to identify the species being kept and traded. Over the three years of the project, a total of 2346 individual cacti have been seized. Preventing the illegal keeping and trade of regulated cacti is critical in preventing new cactus species becoming established in Queensland and threatening our social, agricultural and environmental systems.

Changes were made this year to improve the tracing of illegally kept cacti. Often, people who had purchased a regulated cactus were doing so without being aware it was illegal. Many people were keen to support investigations by providing information to establish the source of the cactus. This resulted in the detection of several people who were actively propagating regulated cacti in large quantities and selling either online or at local markets. The removal of these suppliers has been a significant achievement of the project, with 1673 cacti seized this financial year alone. This is a significant increase over the previous two years of the project.

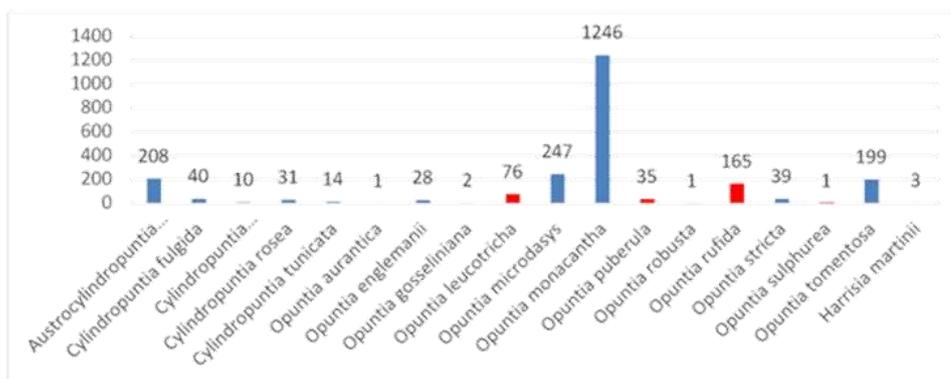


Figure 2 Number of cacti seized by species in south east Queensland, July 2017–June 2020

¹ LPF component payment by local governments in Appendix A

The other major development was the introduction of penalty infringement notices (PINs) for the illegal keeping of category five restricted matter. IP&A staff entered the BQ PINs trial in March 2020. Following training and the development of tools to support the use of PINs, the first PINs was issued in May 2020 for the illegal keeping of Hudson pear (*Cylindropuntia tunicata*). The introduction of PINs aims to further deter the illegal keeping of high-risk restricted biosecurity matter.

Transnational wildlife crime

Biosecurity Queensland is on the front line of combatting transnational wildlife crime by working to detect, investigate and prosecute offenders illegally importing and trading prohibited invasive biosecurity matter. Illegal wildlife crime poses an extreme biosecurity risk to Australia through the introduction of exotic invasive species and exotic animal diseases. The rapidly changing nature of the online illegal wildlife trade means that new species become highly desirable over time, leading to an international market growth. The illegal wildlife trade, which includes the trade in live vertebrate pets, is currently one of the largest and most prolific global black markets.



Image 8 A large American corn snake seized in Daisy Hill post euthanasia

During the 2019-20 financial year, eight exotic animals were seized in south east Queensland. This included three American corn snakes (*Pantherophis guttatus*) (a fourth was detected but has not been recovered to date). American corn snakes are the most frequently detected illegal exotic reptile in Queensland. The ongoing detections of dumped or escaped individuals poses a serious risk of the species becoming established in South East Queensland.

Accidental introductions of exotic wildlife are also a significant risk. This was demonstrated when a Laotian giant scorpion (*Heterometrus laoticus*) was detected within an emergency shipment of medical supplies that had been flown in from Vietnam at the start of the COVID-19 pandemic. With the assistance of staff from the business, the scorpion was able to be safely captured and removed.



Image 9 This Laotian giant scorpion was detected within medical supplies urgently needed for the COVID-19 response

Asian spined toad surveillance

Visually similar to the cane toad, Asian spined toads (*Bufo melanostictus*) are an adaptable species, able to survive within a wide variety of habitats. Asian spined toads are regularly intercepted at the border by quarantine authorities. They pose a risk of going unnoticed due to their similarity to cane toads and becoming established in Queensland. The early detection of any incursion is critical to preventing the establishment of this species in Queensland.

Post-border preventative surveillance has been undertaken for Asian spined toads with the deployment of acoustic toad traps at locations including the Port of Brisbane and Rocklea industrial area. These locations were determined to be potential points of entry as they associated with imported goods from the potential pest's native range.

Adapted from acoustic cane toad traps, the traps consist of a cage trap with a one-way door and utilise a speaker which plays the male Asian spined toad mating call to attract females and reduce the risk of non-target species capture. The traps are powered by a small solar panel. Traps are deployed for a period of four to five nights after rain events when frog and toad breeding activity is occurring.



Image 10 An acoustic toad trap installed near a wetlands area at the Port of Brisbane

The preventive surveillance program also aims to increase awareness of the species. The Port of Brisbane and volunteers from the Oxley Creek Catchment Association were engaged to support trapping activities. Four trap locations were established at the two sites and monitored periodically over summer after rain events. No Asian spined toads have been detected to date.

Work is underway with catchment groups to identify further locations in proximity to industrial areas which will be scheduled for preventative surveillance in the coming spring and summer months.

Browsing ant incident response

The exotic invasive browsing ant (*Lepisiota frauenfeldi*) was detected for the first time in Queensland at the Port of Brisbane in April 2019. Browsing ants are recognised as a nationally significant pest and a serious threat to Queensland's natural environments. Biosecurity Queensland deployed officers from across Queensland to support the incident response, with the aim of determining the spread of the infestation and eradicating browsing ants from Queensland.

Delimitation surveillance across the Port of Brisbane area and eight 'at risk' sites found that the ants were contained to a single location at the Port of Brisbane. Periodic treatments commenced using contact insecticide and insect growth regulator from June 2019 to March 2020.

Initial monitoring found clusters of deceased browsing ants at three locations within the treatment area and no detections of live ants. The National Red Imported Fire Ant Eradication Program odour detection dogs also surveyed the infested area, with no indications of browsing ants. The dogs validate the efficacy of the treatment and provide a high level of confidence in the surveillance and treatment methods used.

Periodic surveillance continues to ensure the eradication treatments remain effective. To date, browsing ants have not been detected beyond the initial delimitation area, or since treatment was completed. Post-treatment monitoring of the infested site is planned to continue into 2022.



Image 11 A sample being taken from a browsing ant brood detected under scrap steel during delimitation surveillance

Umbrella thorn and paperbark thorn detected for the first time in Australia

Biosecurity Queensland responded to detections of two new and potentially serious invasive plants. The first, umbrella thorn (*Vachellia tortilis*), was detected by a botanist from the Queensland Herbarium. Native to Africa, umbrella thorn is considered to pose a very high biosecurity risk, as it is weedy in its native range and could become worse than prickly acacia if it were to establish in Queensland. The plant was located on the approach into the Port of Brisbane; however, the origin of the plant is unknown. The plant was destroyed, and delimiting surveillance was undertaken within the area, with no further detections to date.



Images 12 and 13 Umbrella thorn detected adjacent to the Port of Brisbane Motorway (*left*) Details of the umbrella thorn plants detected at the Gold Coast prior to seizing them (*right*)

The second detection was made by a City of Gold Coast officer who had just completed Weed Spotter training. The officer alerted the Queensland Herbarium and BQ to the presence of the suspect plants. Biosecurity Queensland and City of Gold Coast officers responded, making the first detection of paperback thorn (*Vachellia sieberiana*) in Australia. In total 12 prohibited plants were seized from the property, including paperbark thorn, yellow fever tree and karroo thorn (*Vachellia karroo*). All of these species are native to Africa and are prohibited species under the *Biosecurity Act (2014)*. These detections highlight the ongoing success and importance of the Weed Spotter program. The early detection of these plants has prevented naturalisation and the need for a long-running and expensive response in the future.

American corn snake response

An exotic American corn snake (*Pantherophis guttatus*) was detected in Park Ridge by residents in February 2020. Biosecurity Queensland, Logan City Council officers and a local snake catcher quickly responded to the detection, attending the site to conduct a search of the area and a doorknock of the local area to raise awareness of the snake.

Extensive illegal dumping of rubbish in the area made detecting the snake very difficult. To address this challenge, traps lured using dead mice were trialled to try and catch the snake. This technique is used to remove venomous native snakes from around areas of infrastructure such as mining camps.

The trapping was conducted from March–May 2020. The snake has not been recovered and remains at large. An investigation into the circumstances of the detection determined that the snake had been an illegally kept pet.



Image 14 BQ officer makes note of evidence that the snake was dumped in bushland

Cha-om compliance project

Cha-om (*Senegalia insuavis*) is a highly invasive prickly shrub that is used as a vegetable in Asian cooking. The majority of detections in South East Queensland have been associated with cha-om being cultivated for use as a vegetable. The eradication project aims to detect illegal keeping of this plant to prevent it from becoming established in Queensland. A total of 309, cha-om plants have been detected, seized and destroyed in Queensland. Annual re-inspections of detection sites are conducted to check for any regrowth. In several cases, cha-om has regrown from stumps and has been retreated.



Image 15 Seizure of 93 cha-om plants that had been propagated and potted for sale at Gatton

Escaped capybara successfully recovered

Biosecurity Queensland partnered with Moreton Bay Regional Council to help recover a female capybara (*Hydrochoerus hydrochaeris*) that escaped from a private zoo near Caboolture.

Capybaras are native to South America and have been assessed as posing a high pest risk in Queensland. Capybaras are the largest rodent in the world, growing as large as 80kg. To add to the biosecurity risk, the animal was believed to be pregnant.



Images 16 and 17 A Moreton Bay Regional Council officer uses a thermal imager to try and detect the capybara (*left*) and a motion camera image of the capybara entering the trap (*right*).

The joint BQ and Moreton Bay Regional Council task force, working with the animal's owner, conducted extensive searches of the area. The complex terrain made this very difficult. In their native environment, capybara spend most of their time in water. The search area has numerous small and large dams and areas of dense swamp across dozens of properties between 2–10ha.

Officers deployed motion cameras and used thermal imagers to help with the search. After having been missing for 12 days and with several unconfirmed sightings, the animal was finally sighted on a property neighbouring the zoo. It was a combination of technology and the animal's behaviour which led to its successful recapture. The owner, with advice and assistance from BQ and Moreton Bay Regional Council, fitted a trap door to the animal's enclosure, along with a motion camera that could send images to the owner's phone in real time. When the animal returned to visit its mate, the owner was alerted by the camera and manually triggered the trap door, capturing the animal after 14 days on the run.



Image 18 The capybara reunited in their enclosure following the successful operation to recapture the female

Eradication

Bitou bush eradication project

The largest invasive plant eradication project being led by BQ in south east Queensland is the bitou bush eradication project. Bitou bush (*Chrysanthemoides monilifera* sub-species *rotundata*) threatens coastal ecosystems that are of high conservation and tourism value.

Biosecurity Queensland partners with many other organisations including local governments, other state agencies, Indigenous and community groups to deliver a multi-agency response which is aimed at eradicating bitou bush from Queensland. This response has been active for four decades and is now achieving significant success, as shown in Figure 3, in reducing both the number and density of bitou bush infestations along the Queensland coastline.

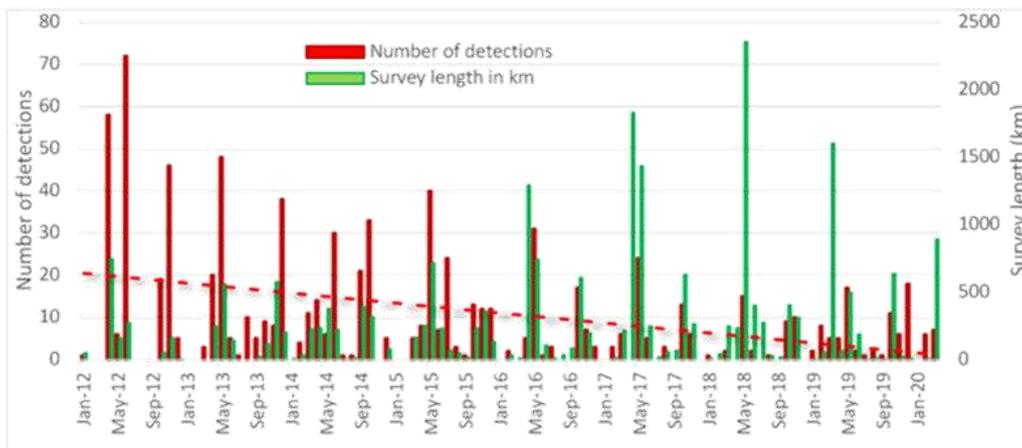


Figure 3 Decline in bitou bush detections over the period 2012–20

Surveillance and control of bitou bush was successfully completed across the project area in late 2019, with detections made at Minjerribah – North Stradbroke Island, Rainbow Beach and Moreton Island, as well as in the Gold Coast area. Surveillance of K’Gari – Fraser Island and the Sunshine Coast did not detect any bitou bush. The most significant areas of detection remain at North Stradbroke Island and Rainbow Beach.

Operations conducted along Gold Coast beaches and in surrounding suburbs detected several new sites of infestation that have now been treated. It is recognised that the Gold Coast will be under continued threat of re-invasion due its proximity to infestations in northern New South Wales.

Biosecurity Queensland engages regularly with authorities in New South Wales to enhance the northern containment zone. This is an area of northern New South Wales where bitou bush is targeted for control to protect Queensland from further re-infestation. Enhancing the containment zone and protecting Gold Coast beaches and South Stradbroke Island from reinvasion is critical to the success of the entire Queensland program.

Jointly funded by BQ and QPWS, the 2020 annual aerial surveillance operation focused on Minjerribah – North Stradbroke Island. Four new sites were detected outside known survey areas, which will be incorporated in the regular survey and control program. The aerial operation forms a vital component of the project, allowing officers to conduct broad-area surveillance outside of areas being regularly inspected from the ground.

Surveillance scheduled for autumn 2020 was not possible due to restrictions associated with the global COVID-19 pandemic. However, some limited survey and control work was completed, with BQ maintaining records of the control works.



Image 19 The Bell 206 Jet Ranger used for the aerial surveillance operation at Minjerribah – North Stradbroke Island

The multi-agency bitou bush eradication project continues to be successful in reducing the density, extent and impacts of bitou bush. Bitou bush, which was once common in these areas, is now only occasionally detected. The project remains on track to achieve eradication.

Red-eared slider turtle eradication project

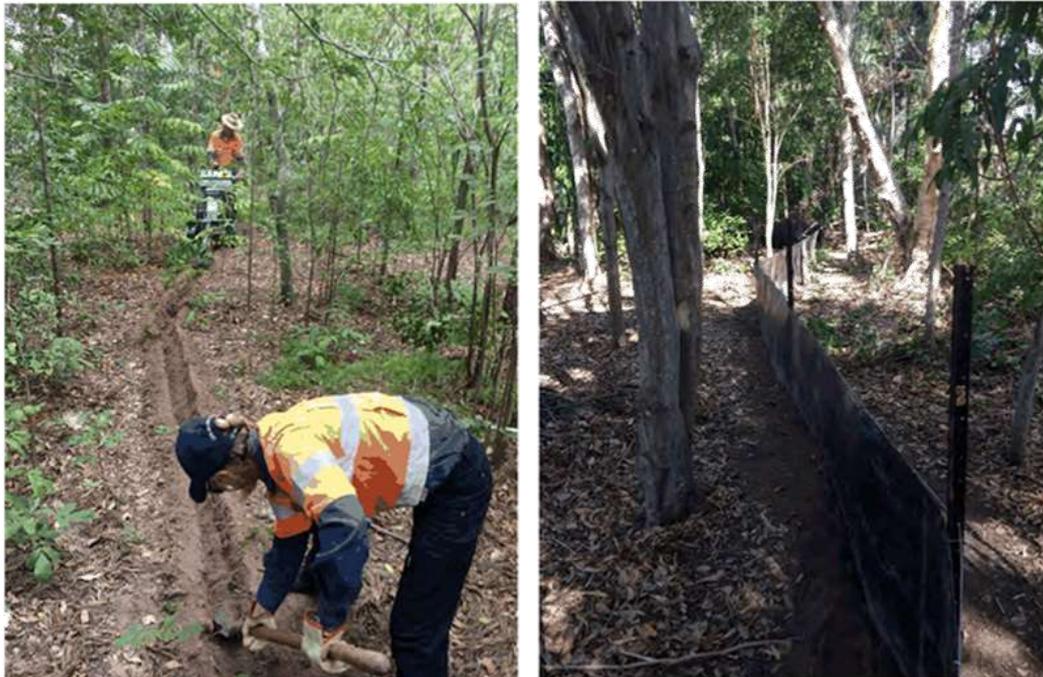
The joint Biosecurity Queensland – Moreton Bay Regional Council red-eared slider turtle eradication project expanded during 2019-2020, with five red-eared slider turtles successfully caught and euthanised. Along with ongoing monitoring, the control phase of the project commenced this year, trialling various control techniques to build knowledge on control technique efficacy.

Delimiting surveillance was completed of waterbodies around a 1,600m radius from the detection sites at Burpengary. Twelve sites were monitored, with surveillance platforms deployed for a minimum of six weeks at each site. No red-eared slider turtles were detected in any of these waterbodies.

To complement the surveillance using the monitoring platforms, environmental DNA (eDNA) testing was conducted at three sites. These three sites all had red-eared slider turtles detected in 2006 and now have returned a negative result from eDNA testing.

Following completion of the delimiting surveillance, the project moved to the control phase. Modified American basking traps were deployed, as all freshwater turtles must bask in the sun to maintain body temperature. Basking traps take advantage of this behaviour. Each round of trapping was conducted over a five-day period and each trap was checked at least once every 24 hours by BQ or a Moreton Bay Regional Council officer. One red-eared slider turtle was successfully trapped in July 2019.

In order to contain the majority of the known population, a containment fence was constructed by BQ over several days in October 2019. The fence was constructed using materials sourced from the removal of an old red-eared slider turtle barrier fence at Mango Hill to minimise costs.



Images 20 and 21 Trench construction to bury the bottom of the fence (*left*) and the completed fence as it runs through scrub around the dam (*right*)

Pitfall traps were installed on the inside and outside of the barrier fence to capture any red-eared slider turtles attempting to leave the dam. Pitfall traps were constructed with a lid so that the traps can be opened and closed as required. To date no red-eared slider turtles have been captured in a pitfall trap.

A single red-eared slider turtle was detected crossing a driveway between the two infested waterbodies and captured by the landowner in December 2019. The red-eared slider turtle was collected by a Moreton Bay Regional Council officer and euthanised.

In early 2020, a three-year research project commenced, led by a Senior Scientist with the Pest Animal Research Centre. This project seeks to improve our understanding of the behaviour and ecology of red-eared slider turtle in support of the eradication project.

In February 2020, BQ and Moreton Bay Regional Council officers used a 50 x 5m seine net to net the dam. Six native turtles were caught and released, along with 20 tilapia, which were euthanised. No red-eared slider turtles were captured. The use of a set net was trialled in August 2019; however, no red-eared slider turtles were captured.

A single hatchling red-eared slider turtle was surrendered to Australia Zoo Wildlife Hospital in March 2020. The turtle was seized and euthanised. An investigation was unable to determine the origin of the animal.



Image 22 BQ and Moreton Bay Regional Council officers using the seine net

Due to the limited success with the basking traps, another method of trapping was sought. Cathedral traps are used for capture of freshwater turtle species with good success. Cathedral traps were deployed for 11 consecutive days in both waterways in May 2020. This resulted in the capture of two mature female red-eared slider turtles. Several native turtles, eels and 76 tilapia were also trapped, the natives were safely released and the tilapia humanely euthanised.



Image 23 One of two red-eared slider turtles caught in a cathedral trap

Tropical soda apple eradication project

Tropical soda apple (*Solanum viarum*) is native to Argentina, Brazil, Paraguay and Uruguay and has naturalised as an invasive plant in Florida, Africa, India, West Indies, Nepal, Mexico and Honduras. Tropical soda apple has been described as 'the plant from hell', having recorded an increase in infestation size to 500 000ha in just five years in the United States of America.

Tropical soda apple has become a significant pest in northern New South Wales. The first detection of tropical soda apple in Queensland was at an abattoir at Coominya in 2010. In 2012, a further infestation was detected on a private property at Ebenezer. This property was used for the dumping of paunch (stomach contents of cattle from abattoirs) for soil improvement. Both these infestations are believed to have originated from livestock from New South Wales.

Both sites are subject to surveillance and control operations by BQ. Significantly, no tropical soda apple was detected in 2019-20. Although these areas were drought declared during 2019 and conditions at the time were not favourable for the germination of tropical soda apple, there was a return to more favourable growing conditions in 2020.



Image 24 Property conditions at Coominya taken during an inspection in late 2019

Biosecurity Queensland has continued to participate with the tropical soda apple taskforce, led by New South Wales Department of Primary Industries, which promotes information sharing and coordination of management activities. Reports by New South Wales local government organisations continue to include the management of small, isolated roadside infestations which are believed to be associated with the escape of waste from livestock transport vehicles.

In response to these observations, surveillance of road transport corridors along the Queensland border have been undertaken. A total of 710km of roads within the border area were surveyed over late summer and autumn with no tropical soda apple detected. In addition to the surveillance of known sites, BQ has also undertaken proactive surveillance of other abattoirs and saleyards to detect the presence of tropical soda apple. This project remains on track for eradication.

Strategic management

Prickly acacia and mesquite surveillance and control

Biosecurity Queensland and North Burnett Regional Council conducted inspections of properties in the Gayndah area for prickly acacia (*Vachellia farnesiana*) and mesquite (*Mesquite spp.*). Both plants are restricted invasive species that invade native vegetation, reduce pasture and stock movement. These species are widely established in north west Queensland and could become widely established in south east Queensland if left unmanaged. Over a hundred prickly acacia plants were detected and controlled, including several flowering plants. A significant amount of work has occurred on the small mesquite infestation in the area. There is only a small population and it is assessed that this infestation can be eradicated.

Parkinsonia surveillance and control

Biosecurity Queensland conducted surveillance of a former parkinsonia (*Parkinsonia aculeate*) site in the Mundubbera area. The parkinsonia was found on two properties and this infestation is classed as a high priority for management owing to the small infestation size and its dislocation from the core areas. Parkinsonia is widespread in central and northern Queensland but known at only four sites in south east Queensland. No plants were detected, and continual monitoring will be required owing to the longevity of the seeds. These species can have significant impacts on primary production, and it is important to continue monitoring and treat any plants as soon as possible so the soil seed bank can be reduced.

Parthenium biocontrol

Parthenium (*Parthenium hysterophorus*) is recognised as a Weed of National Significance and will readily colonise stressed pastures and disturbed areas, as well as causing a range of health issues. To support ongoing management of parthenium, BQ have released biocontrol agents at several sites around the South Burnett Regional Council area.



Image 25 Signs of stem borer damage in a parthenium plant at Cherbourg

This work is a collaborative project being conducted with the Cherbourg Aboriginal Shire Council, North Burnett, South Burnett and Bundaberg Regional Councils. Biosecurity Scientists from the Ecosciences Precinct in Brisbane have supplied biological control agents for the releases.

Release sites were selected by the amount of the plant present and the ease of access for regular monitoring. The aim of the project is to establish biological controls in a number of locations as a source for further distribution of the agents.

Awareness and education

South East Queensland Pest Advisory Forum

Biosecurity Queensland coordinated and chaired the 2019 South East Queensland Pest Advisory Forum, hosted by Logan City Council. The event saw 90 delegates attend from around South East Queensland. The forum was opened by the Director of Community Services, Logan City Council. There were presentations on African swine fever, Mexican bean tree (*Cecropia*) dispersal and genetics, the Wide Bay Burnett Better Partnerships pilot project and Peruvian primrose.

This forum had a focus on local government compliance, with Brisbane City Council presenting on their successful prosecutions for feeding non-domestic cats and Somerset Regional Council presenting on their enforcement actions for invasive plant control which had been reviewed and fully supported by the Queensland Ombudsman.

Biosecurity Queensland also updated members on current invasive plant biological control research.



Images 26 and 27 The recipients of the Jenny Reeve Quiet Achiever Award were the City of Gold Coast Pest Management Team (group award) (*left*), and Fraser Coast Regional Council (individual award) (*right*)

Cacti identification workshops

Biosecurity Queensland have partnered with the Queensland Herbarium to deliver a series of cacti masterclasses to local government officers regulating the *Biosecurity Act (2014)*. One of the fundamental requirements when undertaking compliance for invasive plants is being able to accurately identify regulated species. This can be challenging when dealing with cacti, as there are many visually similar species which are not regulated. The masterclass is designed to equip participants with detailed knowledge about the biology and ecology of cacti, which assists in accurate species identification and improves the confidence of officers in undertaking regulatory actions. Fifty-six local government officers have completed the cacti masterclasses to date.



Image 28 Dr Paul Forster from the Queensland Herbarium (holding cactus) with local government officers during the Kingaroy cacti masterclass

Queensland Garden Expo

Biosecurity Queensland attended the 2019 Queensland Garden Expo held at Nambour to raise awareness of biosecurity issues relevant to urban and peri-urban gardeners. Biosecurity Queensland addressed enquiries about invasive species, with significant interest in the display of regulated cacti and red-eared slider turtles. Biosecurity Queensland also gave a lecture on the live stage about recognising and managing high-risk invasive plants in gardens. As a result of the expo, 15 compliance cases were generated which have resulted in the surrender or seizure of 13 regulated plants, including six prohibited cacti. With more than 40 000 people attending the event, this was an excellent opportunity to engage with the community on biosecurity issues and managing biosecurity risks.



Image 29 2019 Queensland Garden Expo

South Queensland

This section provides an overview of LPF activities of relevance to local governments in the South Queensland region during 2019–20 and includes the following local governments²:

- Balonne Shire Council
- Bulloo Shire Council
- Goondiwindi Regional Council
- Maranoa Regional Council
- Murweh Shire Council
- Paroo Shire Council
- Quilpie Shire Council
- Southern Downs Regional Council
- Toowoomba Regional Council
- Western Downs Regional Council

The south region operational area is unique as there are sections with a reasonably well populated ratepayer base with significant resources and other areas that are remote with comparatively small ratepayer base and limited resources. In addition, occurrences of prohibited and restricted biosecurity matter are limited because of the proximity to other infestations on the east coast and interaction with those areas. Operationally, BQ officers' partner with local government jurisdictions on many pest management issues, assisting in service provision for ongoing management and education and awareness with limited opportunities for eradication and compliance for biosecurity officers.

Prevention

South region conducted a number of activities to help prevent the establishment of new plant and animal species within the region. Due to the remote locations and extreme weather conditions in the region, the likelihood of establishment of many species is low. However, the region settled on a goal to improve the probability of early detection of extreme risk species., This included high-risk cacti species, tropical soda apple (*Solanum viarum*), acacia species, mesquite (*Prosopis spp.*) species and exotic reptiles and pets.

Bunny ears cactus surveillance and compliance

Biosecurity Queensland completed bunny ears cactus (*Opuntia microdasys*) surveys which included foot surveillance and mail-outs to residents (town and rural) in the shires of Paroo, Quilpie, Bulloo and Murweh (towns of Augathella and Morven only) Shire Councils areas. Ongoing surveillance to detect any non-reported restricted plants in other towns in western Queensland will be ongoing

- Two bunny ears cacti were reported to the BQ Customer Service Centre as a result of the mail-out and were subsequently surrendered to the department.
- A snake cactus (*Cylindropuntia spinosior*) was also surrendered after it was identified by Murweh Shire's officer, when he arrived to collect a reported bunny ears cactus. No restricted invasive plants were identified by foot surveillance.
- Another bunny ears cactus was detected incidentally at a private residence by a BQ officer while driving to an unrelated operational activity. The resident had not yet received a letter when the plant was detected.

² Land Protection Fund component payment in Appendix A



Image 30 Bunny ears cactus (*Opuntia microdasys*)

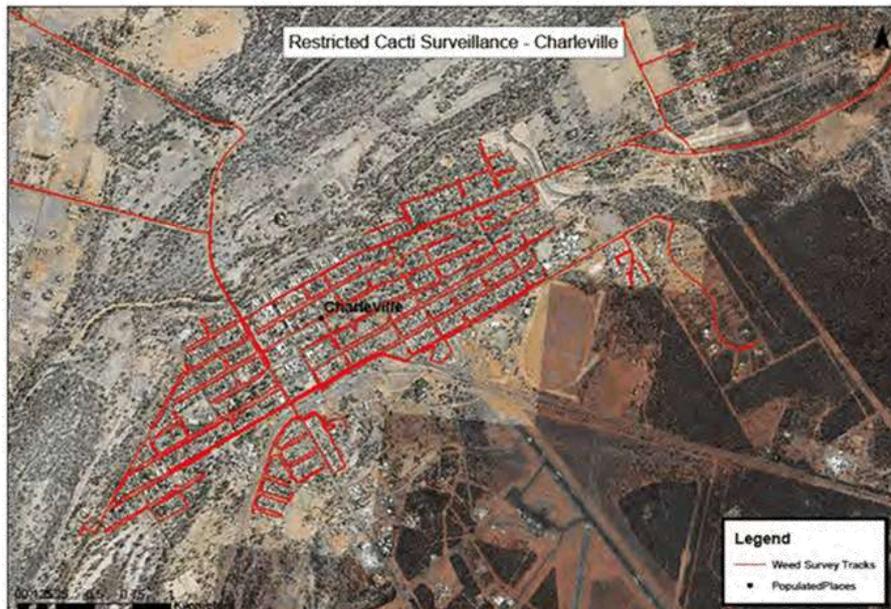


Image 31 Surveillance map for bunny ears in Charleville

High risk pathway surveillance

Biosecurity Queensland completed surveillance for prohibited and restricted matter and for regionally significant invasive plants along pathways considered to have a high likelihood of incursion in Charleville. Areas included hay drop locations, caravan/camping sites, livestock saleyards, wash down bays, showgrounds, town commons and reserves. Historic detections of restricted matter on the Australian Virtual Herbarium were downloaded to investigate for eradication, with three snake cacti (*Cylindropuntia spinosior*) being detected at an old site on a reserve. A large amount of green waste was dumped on the town common and reserves surrounding outback towns, so these have been a primary target for surveillance.



Images 32 and 33 Snake cactus (*Cylindropuntia spinosior*) (left) and Dumped agave (*Agave* spp.) in Charleville town common (right)

Biosecurity Queensland has also undertaken strategic surveillance across Maranoa Regional Council area to support council with the early detection of new invasive plant incursions. Surveillance was concentrated on pathway endpoints and key incursion areas such as town commons, waterways, stock route facilities, towns and roadsides. Samples were also collected for herbarium records.

Historic record points confirmed a prickly pear (*Opuntia elata*) infestation at Mitchell, blind cactus (*Opuntia rufida*) in Mitchell, bunny ears cactus (*Opuntia microdasys*) in Amby, Aaron's beard cactus (*Opuntia leucotricha*) in Roma and an Eve's needle cactus (*Austrocylindropuntia subulata*) in Wallumbilla.

Biosecurity Queensland has commenced a series of inspections for outlying harrisia cactus (*Harrisia martini*) with the Goondiwindi Regional Council to establish areas that can be controlled and contained. Areas inspected include government reserves and State Forests where identified areas will undergo management with herbicide and biological control. If left untreated in these areas, this species could spread further in the Goondiwindi Regional Council area and compound the problem. Together Goondiwindi Regional Council and BQ have coordinated and mounted a program to identify and treat these infestations to prevent further establishment.



Image 34 Harrisia cactus (*Harrisia* spp.)

Tropical soda apple

Biosecurity Queensland discussed the historic but eradicated tropical soda apple (*Solanum viarum*) infestation near Wandoan with landholders. Landholders and council continue to monitor the site and no tropical soda apple plants have been detected since the initial detection. Biosecurity Queensland will maintain a regular reinspection process.



Image 35 Tropical soda apple (*Solanum viarum*) infestation near Wandoan

Electric ant surveillance training

Biosecurity Queensland attended an electric ant surveillance training day at Smiths Creek in northern New South Wales. The day was organised and coordinated by the National Electric Ant Eradication Program within BQ.

The opportunity came about after a resident who had relocated from an electric ant restricted area in northern Queensland to northern New South Wales and had transported a number of pot plants to the new location. Movement approval had been granted via a permit on the condition that the resident complied with the permit conditions. Conditions included that prior to the moving the plants, that they are sprayed with Cyfluthrin (permitted for use against electric ant) then surveyed with no electric ants found. As part of the permit conditions, BQ conducted further surveillance at the new address before the plants could be removed from their pots.

A joint surveillance exercise was undertaken with New South Wales and Queensland to gain experience in electric ant surveillance with follow up work to be done in six months. This training also provided valuable assistance to local government who are preparing for tramp ant surveillance.



Image 36 Inspecting pot plants for electric ants

Eradication

Biosecurity Queensland identified several species of invasive plants that if detected early in the invasion curve, efforts may be made to eradicate within the region. Biosecurity Queensland lead and contributed to a range of early detection and response, proof-of-freedom surveillance, eradication and strategic control (containment) actions in south Queensland.

Gorse eradication project

Biosecurity Queensland confirmed the presence of gorse (*Ulex europaeus*), a restricted category 3 invasive plant after following up a 2018 herbarium record at Mt Lofty. The area inspected was in dense vegetation, but a single plant with its distinctive yellow flowers was found beside a walking track. Germination of the plant was most likely from dormant seeds being disturbed in the soil. There are no known wild populations of gorse currently in Queensland. However, gorse is occasionally grown mistakenly as a garden ornamental and could become a serious invasive plant in cooler parts of southern Queensland.

Biosecurity Queensland and Toowoomba Regional Council and have continued the gorse eradication program using delimitation surveillance techniques with sites being inspected every 12 months. A 2019 inspection resulted in no further plants being detected.



Image 37 Gorse (*Ulex europaeus*) detected at Mt Lofty

Suspected carp detection

Biosecurity Queensland travelled to a property in northern Quilpie Shire Council following reports from a concerned landholder that they had found carp (*Cyprinus carpio*) in a dam. If this detection was confirmed it would have been the first detection of carp in the Barcoo River system and the Lake Eyre Basin. Make-shift rods were baited, and gill nets borrowed from Charleville QPWS were dragged through the shallows to collect fish for identification. Fortunately, after multiple attempts no carp were detected.



Image 38 Netting in the Barcoo River

Karoo thorn

Biosecurity Queensland and Toowoomba Regional Council inspected a property near Millmerran with a historic infestation of karroo thorn (*Vachellia karroo*). Delimitation surveys were undertaken in the area surrounding the infestation with no plants detected. This is an eradication program and no germinating plants have been detected at this site since 2014. No seeding plants have been detected since 2008 with regular inspections, the latest being 2019.



Image 39 BQ officer inspecting karroo thorn at Millmerran

Browsing ant response

Browsing ant (*Lepisiota frauenfeldi*) was detected at the Port of Brisbane by the Department of Agriculture and National Border Surveillance in 2019. This detection was confirmed by BQ on 26 April 2019 and is the first detection of this ant in Queensland. Exotic invasive ants, as a group, have been identified nationally as the seventh most important National Priority Plant Pest. Browsing ant is a nationally significant pest under the National Environmental Biosecurity Response Agreement and is subject to national eradication programs in the Northern Territory and Western Australia.

Biosecurity Queensland has been working on the response with the aim to eradicate browsing ant from Queensland. Eradication will be achieved through completion of the following:

- delimiting the infested area and preventing further spread through the application of legislative tools and community awareness initiatives
- eradication of all colonies using nationally accepted destruction techniques
- movement tracing of commodities (prior to the detection) transported from the infected area to other parts of Queensland including the Sunshine Coast and sections of the Darling Downs.

These properties were inspected and undertook surveillance with no detections.



Image 40 BQ officers inspecting lures for presence of browsing ants

Strategic management

Risk-based strategic directions have been developed that maximise stakeholder responsibility in managing invasive plants and animals such as advanced local government area biosecurity plans that are supported by the community, the state government, land managers and NRM groups.

Local government biosecurity plans workshop

Biosecurity Queensland assisted in the delivery of a workshop with local governments on the development of biosecurity plans in Gatton. Local governments in attendance included Toowoomba, Southern Downs and Scenic Rim Regional Councils, Gympie Shire Council, Ipswich and Brisbane City Councils, and Lockyer Valley Regional Council who hosted the event.

This workshop was one of several conducted around the state in response to requests from LGAQ. Biosecurity Queensland engaged a consultancy firm Wild Matters to deliver a project designed to develop tools to support the local government biosecurity planning process.



Image 41 Local government biosecurity planning workshop in Gatton

Riverina pear survey

Biosecurity Queensland and QPWS conducted a successful survey for Riverina pear (*Opuntia elata*) at Tregole National Park. This survey was initiated following a report to BQ of a number of plants detected in the park. Over 25km of survey tracks were recorded by both vehicle and foot surveillance and 27 plants were detected and controlled. The plants all appeared to be clustered in one corner of the park with a few outliers detected. Historical surveillance has recorded plants in many locations around Morven, but past efforts have substantially reduced the range and spread of this invasive plant. Continued partnerships with QPWS and Murweh Shire Council will ensure containment is achieved and that eradication remains a viable target.



Image 42 Spot spraying riverina pear in Tregole National Park

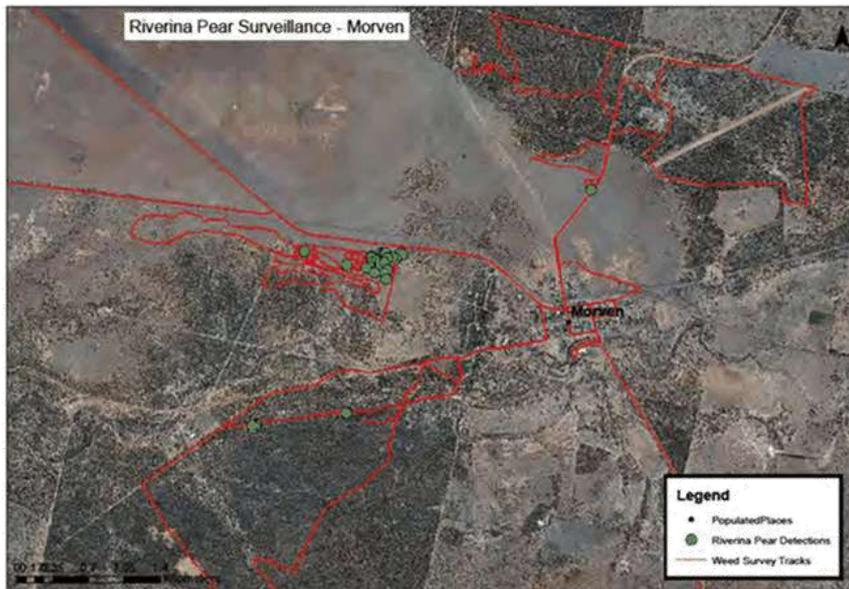


Image 43 Surveillance map for riverina pear in Morven

Local government NRM workshop

Biosecurity Queensland attended an LGAQ coordinated NRM forum in Dalby which highlighted the management of water, land and biodiversity for the future. This workshop was part of a series conducted across the State including Rockhampton, Townsville and Brisbane, where councils came together to deliver practical on ground solutions that work to protect communities, economies and the environment.

The workshop provided a great opportunity for local governments to network and partner with other State agencies and NRM professionals working together on resource management projects. Topics covered at the Dalby forum included:

- pest monitoring at a landscape scale
- emerging trends and considerations with NRM
- flying fox roost management
- impact of catchment management activities on drinking water supplies
- feral cat and feral pig research update.



Image 44 South Region NRM workshop in Dalby

Giant rat's tail grass

Biosecurity Queensland assisted with the discovery of a giant rat's tail grass (*Sporobolus spp.*) (GRT) infestation near Millmerran. This resulted in a number of stakeholders getting together to manage the problem. GRT is a restricted 3 invasive plant and not present in any known naturalised infestations in the Queensland Murray Darling Basin so it is critical to implement control strategies as soon as possible.

Millmerran Landcare and SQ Landscapes identified the suspect plants and samples were sent to the herbarium for confirmation. A delimitation survey of the infestation was conducted which included Toowoomba Regional Council, the Queensland Murray Darling Basin, landholders, BQ, Landcare and SQ Landscapes. This joint collaboration resulted in a successful biosecurity outcome.



Images 45 and 46 Inspecting GRT in Millmerran (*left*) and GRT (*right*)

Advanced Indigenous development approaches workshop

Biosecurity Queensland attended a workshop aimed at increasing the development of methods to support effective collaboration with governance and indigenous culture. The workshop was attended by various organisations from children's services, Indigenous local governments, not-for-profit health social services organisations, NRM indigenous ranger groups and BQ. The University of Queensland facilitated the workshop and taught many useful skills and techniques for groups to collaborate more effectively with Indigenous organisations to help deliver better land management outcomes.



Image 47 University of Queensland facilitated workshop

Exclusion fencing

Biosecurity Queensland supports wild dog management such as the construction of exclusion fencing in south and south west Queensland. Some activities included:

- partnering with other agencies at field days where exclusion fencing was displayed and discussed, and collating case studies of the first fenced properties
- mapping exclusion fencing over the local government areas of Bulloo, Quilpie, Murweh, Paroo and Balonne Shire Councils, and Maranoa, Western Downs, Goondiwindi and Southern Downs Regional Councils areas
- facilitating discussions at local government Wild Dog Management Advisory Committee meetings
- presenting a paper on the holistic benefits of exclusion fencing at the 2019 Queensland Pest and Weed Symposium at the Gold Coast which hosted 250 attendees from all Australian states
- providing support to agencies and groups writing submissions for exclusion fencing funding as part of the Queensland Feral Pest Initiative
- including and contributing to local government committees making assessments on applications for state and federal government funding
- introducing and sharing technical expertise from manufacturers, researchers, fencing contractors and WDBF management to local government and landholders.



Image 48 Inspection of an exclusion fence

Awareness and education

The south region objective and strategic action is to increase the number of stakeholders who understand their role in, best practice of, and the management of invasive plants and animals.

Biosecurity compliance opportunities workshop

Biosecurity Queensland compliance services delivered a one-off refresher course on compliance procedures to the DDMRB and Toowoomba Regional Council

Strategies were provided to assist with local biosecurity compliance challenges. The workshop covered how to minimise biosecurity risk, acting in a timely manner, aligning with state and national obligations, and being flexible. Also discussed was the concept of risk-based decision making, the application of the GBO, and shared responsibility.

Participants were allocated real-life scenarios to work through. This type of learning environment allowed for open discussion within the group, team building and shared solutions.

The compliance services provided much needed comprehensive technical advice as well as excellent tutelage in navigating through the *Biosecurity Act (2014)*. This workshop provided the opportunity to create a compliance network and partnership across the region.



Image 49 Compliance workshop held in Toowoomba

Invasive pest workshop

Biosecurity Queensland assisted in an invasive pest workshop in Toowoomba. The workshop was part of the annual schools' plant science competition coordinated by Hermitage Research Facility. The workshop was part of the nation-wide 2019 'pest invaders' Hermitage Research Facility schools plant science competition, designed to encourage children to be more aware of the impacts of invasive plants and pests on agriculture.

The workshop was informative, interactive, and it expanded students' knowledge and understanding of invasive pests and their impact on agriculture. Topics included 'what does biosecurity mean to you?' what is a cactus? weed seed spread, insect pests, and red imported fire ants which included a demonstration by one of the program's fire ant detection dogs.

Students from prep through to 12 were able to interact with the workshop presenters by using microscopes to look at insect as well as seeing live invasive plants



Images 50 and 51 Pest invaders Hermitage Research Facility schools plant science competition workshops (*left and right*)

Harissia cactus workshops across Southern Queensland

Harissia cactus (*Harissia spp.*) workshops held across southern Queensland and northern New South Wales were attended by approximately 200 landholders.

The workshops were a partnership between New South Wales Local Land Services, BQ, Landcare, local governments and SQ Landscapes NRM. Topics covered included:

- current research on climatic or environmental limitations with the harrisia biological control in southern Queensland.
- history of biological control in Australia
- local southern Queensland situation and what management strategies work and what needs to be refined.



Image 52 Harissia cactus workshop

Farmers' community connect project

Biosecurity Queensland and DAF supported the Rapid Relief Team to deliver information and support to the rural sector. Landholders from both Queensland and New South Wales borders converged at the Goondiwindi showground to be a part of the farmer's community connect program. There were numerous inquiries relating to drought relief, animal welfare and weed seed spread concerns from fodder and hay interstate deliveries. With recent rain throughout the district, planting and subsoil moisture were also topics of discussion.



Image 53 Farmer's community connect program display

Tour of University of Queensland St Lucia biological sciences faculty

Biosecurity Queensland officers were given a tour of the biological sciences laboratory in Brisbane that supports DNA sequencing work from all over the world on many different species. One project is currently undertaking the DNA sequencing of noogoora burr (*Xanthium pungens*) which will help clarify the current recognised morphological distinctions between the complex and hybrids found in Australia. The project is funded by New South Wales Department of Primary Industries and seeks to develop a bioherbicide for the species. Bioherbicide development is currently constrained by taxonomic confusion within the complex so this DNA work is critical to the project's success. Facilities such as these are critical in supporting the management of invasive species and will allow for better and more exact diagnostic tools and development of species-specific bio herbicides.



Image 54 University of Queensland St Lucia biological sciences laboratory

Central Queensland

This section provides an overview of the LPF activities of relevance to local governments in the central Queensland region during 2019–20 and includes the following local governments³:

- Banana Shire Council
- Barcaldine Regional Council
- Barcoo Shire Council
- Blackall–Tambo Regional Council
- Boulia Shire Council
- Central Highlands Regional Council
- Diamantina Shire Council
- Gladstone Regional Council
- Isaac Regional Council
- Livingstone Shire Council
- Longreach Regional Council
- Mackay Regional Council
- Rockhampton Regional Council
- Whitsunday Regional Council
- Winton Shire Council
- Woorabinda Aboriginal Shire Council

Prevention

Operations conducted by Biosecurity Queensland aim to prevent the establishment of new invasive plants and animals. The scope of this prevention effort in central Queensland includes pre-emptive surveillance, locust surveillance, marine pest surveillance and pest fish monitoring.

Pre-emptive surveillance planning

During 2019–20 Biosecurity Queensland undertook a major examination of potential new invasive plant and animal threats to central Queensland, by using a pest risk assessment methodology to prioritise species (predominantly prohibited matter) which are not currently naturalised in Queensland. Through this process, six pre-emptive surveillance targets were determined:

- spiked pepper
- purple witchweed
- prohibited priority invasive cacti (collective grouping of several species)
- Asian spined toad
- Indian palm squirrel and
- American corn snake.

These are major pests in other countries and pose high risks to central Queensland due to similar climate and habitat.

Detailed plans were developed for these six invasive species that considered the species biology, threat and impacts, feasibility of detection and eradication, spread pathways, identification of surveillance sites, survey methodology and a schedule of activities. Both active and passive surveillance activities were documented. High priority sentinel sites were determined and include seaports, flying fox colonies, dams and water bodies, roadside rest areas, camping areas and off-road tracks depending on the target and its spread pathways.

Complementary to the planning process, BQ is developing partnerships with local government and other collaborators to increase capacity to detect new incursions and contribute to surveillance outcomes. Briefing on individual plans has occurred with the Department of Transport and Main Roads (DTMR), QPWS, Reef Catchments NRM and several regional councils. Implementation of the plans and associated activities will occur during 2020-21.

³ LPF component payment by local governments in Appendix A

Locust surveillance

Biosecurity Queensland monitor locust populations in high-risk areas of central Queensland and may undertake strategic aerial control of locusts where there is a significant threat to agriculture from locust migration. Large locust populations can cause significant economic damage to agriculture, with crops, pasture and trees being affected. Nymph bands can extend for several kilometres and swarms can consist of millions of locusts capable of consuming several tonnes of plant material every day.

Operations are conducted to protect those local government areas that contribute to the PLPCF component of the LPF. Biosecurity Queensland provides technical advice and information to local governments and landholders on control of nymphs and low-density adult locust populations.

During the 2019-2020 summer, widespread rain created suitable conditions for locust development across the Central Highlands Regional Council area. Surveillance is conducted for the three economically important species:

- Australian plague locusts (*Chortoicetes terminifera*)
- migratory locusts (*Locusta migratoria*)
- spur-throated locusts (*Austracris guttulosa*).



Image 55 BQ officer catching locusts to confirm identification in the Central Highlands Regional Council area

A number of high-risk areas were targeted for surveillance – Arcadia Valley, Bucklands, Willows, Lochington and the Middlemount-Dysart areas. Low numbers of locusts were found throughout the survey zone along with higher numbers of grasshoppers. Toward the end of the season as conditions in the grasslands dried out, locusts moved into some crops and several farmers conducted insecticide control to prevent any damage. During these surveys the opportunity was taken to engage with Central Highlands Regional Council and develop their skills in locust identification, surveillance methodologies and general locust response activities.

Biosecurity Queensland also monitored for locusts in the Barcaldine and Blackall-Tambo Regional Councils in western Queensland with only scattered to low densities found. High grasshopper numbers and associated pasture impacts were reported from the Winton and Muttaborra areas, but few locusts were present.

Marine pests

Marine pests may be introduced to central Queensland inshore coastal waters through a number of primary entry points, particularly the seaports at Abbot Point, Mackay, Hay Point, Port Alma and Gladstone. Biosecurity Queensland has continued to build marine pest surveillance and preparedness through improving working relationships with major ports.

Within central Queensland, BQ has contributed to the Queensland Seaports eDNA surveillance pilot project at Mackay and Gladstone Ports. This incorporated an early-warning screening tool to monitor high-risk environments, providing the best chance of early detection and to facilitate early intervention and preparedness.

At the Mackay Port, deployment and collection of settlement arrays and shoreline surveys was completed. These activities contributed to the detection of white colonial sea squirt (*Didemnum perlucidum*), a new incursion for Queensland. The white colonial sea squirt was not considered feasible to eradicate due to the pest's high reproductive capacity and inability to effectively treat established populations or control its further spread.

In March 2020, a marine pest emergency response exercise was also held at the Port of Mackay. Coordinated by BQ in collaboration with North Queensland Bulk Ports and training consultant from Turning Point Crisis Management, the event aimed to improve awareness and preparedness to respond to a real-world marine biosecurity emergency.

A range of agency representatives and port-based participants spent 1½ days learning about marine pests, courtesy of presentations from subject matter experts Biofouling Solutions, and undertook a presentation of a fictitious marine pest incursion scenario. Participants had to develop a response plan to deal with the incursion and the potential impacts it could have to business, the environment and the community.

The complexities of a marine pest response at the port were explored and further highlighted through a site visit to the ports of Hay Point and Mackay and Mackay Marina. Participants gained an appreciation of the scale of the fictitious incursion scenario, what structures marine pests may affect, how they might be treated and the impacts this could have to local industry and the environment.

Participants gained an appreciation of the inherent challenges in attempting to control an incursion, and that preventing these marine pests from arriving and establishing is far more effective. This type of training is effective in building the capacity for all stakeholders to respond to marine pest threats quickly, if and when they occur.



Image 56 BQ officer inspects collection of settlement plate arrays at Mackay Port

Pest fish monitoring

Biosecurity Queensland monitors reports of pest fish occurrences in both coastal and inland catchment areas. Following reports of restricted category 3, 5, 6 and 7 common and koi carp (*Cyprinus carpio*) in the upper Nogoia catchment near Emerald, BQ undertook surveillance along Medway Creek and a number of livestock dams to determine their presence. Operating under DAF's general fisheries permit, a number of survey tools were deployed in the search including cast nets, set lines, traps and drag nets. While no target species were caught, landholders in the area were able to provide photographs of both carp, so ongoing surveillance will need to occur.

In Mackay, BQ officers have also provided legislative and GBO advice in relation to peacock bass (*Cichla ocellaris*) and jaguar cichlids (*Parachromis managuensis*) that may have established in a lower section of the Pioneer River. Biosecurity Queensland continues to provide advice to Sunwater, Mackay Regional Council and regional stakeholders on the GBO relating to this issue.



Image 57 Netting of Medway Creek as part of pest fish surveillance

Eradication

If detected early in the invasion curve, efforts may be made to eradicate priority invasive plants and animals. Biosecurity Queensland lead or contribute to a range of early detection and response, proof-of-freedom surveillance, eradication and strategic control (containment) actions in central Queensland.

***Opuntia puberula* and wheel cactus surveillance**

Two prohibited invasive plant species were identified in Central Queensland during 2019-2020. These were the invasive cacti *Opuntia puberula* and wheel cactus (*Opuntia robusta*). Central Queensland's only known *Opuntia puberula* infestation was detected at Blacks Beach Spit Reserve near Mackay after a report by a keen weed spotter. The infestation was inspected by BQ and Mackay Regional Council who treated it with a foliar spray. Initial control provided high kill rates, but some regrowth required re-treatment. The site will continue to be regularly monitored until an eradication goal is achieved. As the infestation is most likely to have originated from garden waste dumping, surveillance will continue in the vicinity for possible sources with council complementing these efforts with community awareness.

The second prohibited invasive plant detection involved wheel cactus at a private property at Mount Charlton. All plants were seized and destroyed, and the site will undergo regular monitoring. Information regarding this species was referred to Mackay Regional Council for their awareness.

Prohibited invasive animals

There were two suspected sightings of prohibited invasive animals in the region during 2019-20. Both were in the Whitsunday Regional Council area, one being a boa constrictor (*Boa constrictor*) on an acreage property near Cannonvale and the second a ferret (*Mustela putorius furo*) at Mount Carlton Mine near Collinsville. Until sightings are confirmed, no further investigation will occur as these species are easily misidentified by the general public.

Proof-of-freedom surveillance

There are two proof-of-freedom surveillance targets in central Queensland.

- Mexican feather grass (*Nassella tenuissima*) - Mexican feather grass, native to North America and South America, is a densely tufted perennial tussock grass with no grazing value. In 2008, Mexican feather grass was mislabelled and sold through Queensland nursery and landscape outlets as *Stipa capriccio*. Landscapers planted the grass in gardens and other areas as part of landscaping projects. Awareness efforts have continued for this plant in Central Queensland in case it occurs within the region.
- Wheel cactus (*Opuntia robusta*) – This cactus originally believed to not be present in the region was subsequently found at Mount Charlton near Mackay.

***Mimosa pigra* surveillance and eradication**

Surveillance continues for *Mimosa pigra* as part of a long-term eradication program that commenced in 2001 at Peter Faust Dam. The dam perimeter has been divided into five operational sections with all sections surveyed three to six times each year. After having no *Mimosa pigra* seedlings found for 2½ years, nine plants were found and destroyed during 2019-20 period. All plants were found where *Mimosa pigra* had been detected in the past.

Ongoing surveillance at Peter Faust Dam will increasingly focus on areas where highest expected soil seed load occurs and there will be a reduced search effort where there has either never been a

detection and where detections are rare. Feedback has been provided for the draft Whitsunday Regional Council pest management plan for Lake Proserpine camping reserve to ensure spread risks are managed.

To complement eradication objectives for *Mimosa pigra*, a regional surveillance plan has been developed that identifies other at-risk sites in central Queensland. Twenty-five sentinel sites have been identified for periodic surveillance, including many of the region's dams as well as several accessible wetlands and river margins. Biosecurity Queensland is collaborating with various local government officers and other stakeholders regarding implementation of the plan and its surveillance activities.



Image 58 BQ officer undertaking *Mimosa pigra* surveillance at Peter Faust Dam

Redwood eradication

Redwood (*Acaciella glauca*) is a shrub native to Central America that was originally planted in Queensland as experimental plots to assess its value as cattle forage. It is now a prohibited invasive plant under the *Biosecurity Act 2014* due to the potential impact it poses to the environment and agriculture.

The one redwood infestation in the region occurs at Cannonvale in the Whitsundays, this site is now a housing estate. Whitsunday Regional Council worked with the developer to reduce ongoing biosecurity risks associated with redwood reinfestation. In particular, the topsoil (containing redwood seed) from the development block has been removed and placed on a dedicated section of the undeveloped road reserve adjacent to the development. This site is being monitored by Whitsunday Regional Council staff with treatment occurring when new seedlings are found. Biosecurity Queensland has provided technical advice on containment, monitoring and control of seedlings. Surveillance is also being conducted for redwood and other target species in the Cannonvale area with no further plants found in 2019-20.

Strategic control - containment

Where eradication is not feasible, containment is a key part of strategic control of certain species in central Queensland. In 2019-20, BQ officers worked with local government officers to conduct strategic control on Badhara bush (*Gmelina elliptica*), jumping cholla (*Cylindropuntia prolifera*), Hudson pear (*Cylindropuntia pallida* and *C. tunicata*), Riverina pear (*Opuntia elata*) and Siam weed (*Chromolaena odorata*) to contain and reduce range extensions of these restricted species.

Badhara bush

Badhara bush (*Gmelina elliptica*), a shrub native to south-east Asia, is a category 3 restricted invasive plant under the *Biosecurity Act 2014*. There are currently only two known infestations, both within the Livingstone Shire Council area, at Stanage Bay (1000ha) and Cawarral (200ha).

During 2019-20, BQ led control activities at Stanage Bay and supported Livingstone Shire Council with monitoring and control at Cawarral. In August 2019, a major taskforce involving five BQ officers treated 150ha of infestation at Stanage Bay. Two small-scale herbicide trials were also conducted with Stinger Herbicide and Vigilant II Herbicide Gel with only the latter showing any effectiveness.

While control operations have significantly reduced the area and density of badhara bush, a revised containment, rather than eradication, objective has been determined. This is due to having only partially effective herbicide options available, the inability to delimit infestations in thick vegetation and difficult terrain and limited resources to undertake more effective mechanical treatments. Biosecurity Queensland will continue working alongside Livingstone Shire Council to ensure past efforts and outcomes are protected through containment.



Image 59 Trialling an herbicide treatment on badhara bush (*Gmelina elliptica*) at Stanage Bay

Jumping cholla

Jumping cholla (*Cylindropuntia prolifera*) is a category 3 restricted invasive plant native to California and Mexico. The only recorded naturalised population of jumping cholla in Queensland occurs near Longreach. Biosecurity Queensland has continued to support Longreach Regional Council's strategic control program through involvement in a joint taskforce in August 2019. This included a search and destroy activity to control the cactus in areas not accessible by vehicles. The cactus was herbicide treated by foliar spraying to every single part of the plant. To complement this activity, the biocontrol cochineal insect (*Dactylopius tomentosus*) was released in other infestations. Although the biocontrol is slow to establish it is hoped a combination of spraying and biocontrol will eventually bring jumping cholla under control.

Hudson pear

Infestations of Hudson pear (*Cylindropuntia pallida* and *C. tunicata*) occurred at Cracow in Banana Shire Council and in the Central Highlands Regional Council.

The Cracow infestation was inspected in October 2019 and continued delimitation and control activities across 150ha of the mine lease, Unallocated State Land and three private properties. This work has been complemented by the control activities of landholders.

Joint management of the Hudson pear infestation on the Gemfields by BQ and Central Highlands Regional Council continued through the 2019-20 period. The core infestation, encompassing approximately 2ha, is being managed successfully, but increased surveillance has located isolated plants further afield than originally thought. The total surveillance area for the site has expanded to around 10ha. The challenging terrain continues to be a major obstacle for control activities and multiple rubbish dumps often conceal plants across the site. Old mine shafts also pose a risk to officer safety.

Riverina pear

The only known occurrence of Riverina pear (*Opuntia elata*) in the region occurs on a property about 30km north-west of Blackall. Control activities in previous years have contained the 2½ha infestation. In October 2019, continued progressive reduction with support from the property manager has seen a medium density infestation reduced, only requiring the treatment of scattered plants.

Siam weed surveillance and containment

The only known infestation of Siam weed (*Chromolaena odorata*) in the region occurs at the Shoalwater Bay Military Training Area in Livingstone Shire Council. This small infestation is under an eradication program with no plants observed for over 12 months.

The greatest threat of Siam weed to central Queensland emanates from seed spread from increasingly widespread infestations in the Townsville City Council and Burdekin Shire Council areas. The closest known infestation is about 70km north of the Whitsunday Regional Council area, but long-distance spread may occur through vehicles, machinery, livestock and other pathways.

Due to the high risk of invasion, a Siam weed regional surveillance plan was developed in May 2020. Forty-one sites have been identified for periodic surveillance between BQ, Mackay and Whitsunday Regional Councils.

Implementation of the surveillance plan commenced in June 2020 with no plants found to date. An identification poster has also been developed by BQ and distributed to aid detection by agencies, local governments, community groups and Weed Spotters.

Ongoing management

Established invasive plants and animals are a significant problem throughout Central Queensland. Biosecurity Queensland provide specialist technical advice and undertake a range of actions to reduce their impact, improve management, facilitate best practice adoption and increase the capacity of stakeholders to address them. Some of the key areas of BQ involvement include 1080 vertebrate pesticide support, wild dog control coordination and, regional stakeholder group coordination, biosecurity planning, assistance with regionally significant invasive plants, distribution and monitoring biological control agents, Good Neighbour Program participation and compliance through disrupting online sales.

1080 vertebrate pesticide support

Support for wild dog and feral pig management programs continued across the entire region through BQ's provision of 1080 solution, materials and training support. In particular, BQ conducted monthly inspections of stock control sheets of local government 1080 stores and coordinated the delivery of 1080 solution, bags, deed poll books, stock control books and signs.

Wild dog control coordination

Biosecurity Queensland attended the Barcaldine Wild Dog and Pest Weed Management Committee meetings in August 2019 and May 2020, providing technical advice on best practice bait distribution, bait size, GBO and permit application processes for strychnine and CPE through Queensland Health. Biosecurity Queensland also worked with Barcaldine Regional Council and landholders to deliver the coordinated baiting program in April– May 2020, whilst providing technical advice to landholders regarding coordinating control, 1080 management and best practice laying of baits.

Biosecurity Queensland assisted Barcoo Shire Council in their wild dog baiting campaign in the Stonehenge area and Longreach Regional Council with their campaign at Isisford and Yaraka.

Biosecurity Queensland attended two meetings of the Gracemere Wild Dog Committee in August 2019 and May 2020 and the Longreach Land and Pest Management Advisory Committee Meeting in November 2019.

Regional stakeholder coordination

Various regional pest management-focussed groups operate across central Queensland and contribute to improve invasive plant and pest animal management. They also provide a forum for improving coordination and collaboration, discussion of common issues, disseminating research and other key information, driving joint projects and providing opportunities for peer support.

Western Queensland Rural Lands Officers Group

The Western Queensland Rural Lands Officers Group has been active with meetings in November 2019 at Charters Towers and March 2020 at Biloela. Topics and presentations have included local government updates, research findings, wild dog coordinator role, biological control agents and NRM project updates. The Charters Towers meeting also included a tour of the Tropical Weeds Research Centre.

Central West Regional Pest Management Group

Biosecurity Queensland attended Central West Regional Pest Management Group meetings in September 2019 at Barcaldine, November 2019 and May 2020 at Longreach and February 2020 in Winton. The group has discussed a range of issues and topics including: 1080 training and transition, mapping and spatial information and wild dog bounty consistency across councils. The affiliated Remote Area Planning and Development Board (RAPAD) and Central West Regional Pest

Partnership Advisory Group met at Longreach in August 2019, and at Barcaldine in September 2019, and in association with Southern Queensland Rural Lands Officers Group meetings in Charters Towers in November 2019 and Biloela in March 2020. Biosecurity Queensland have also contributed to a regional invasive plant mapping project led by RAPAD.

Mackay Regional Pest Management Group

The Mackay Regional Pest Management Group encompasses the Mackay, Isaac and Whitsunday Regional Council areas. Biosecurity Queensland participated in two meetings of the group in August 2019 and February 2020 and provided *Mimosa pigra* eradication, GRT, pest fish, and pre-emptive surveillance updates.

Capricorn Pest Management Group

The Capricorn Pest Management Group aims to reduce the impacts of invasive plants and pest animals using contemporary methods and innovative strategies, it involves Rockhampton and Gladstone Regional Councils and Livingstone and Banana Shire Council areas. Biosecurity Queensland attended the November 2019 meeting in Rockhampton and provided an update on the African lovegrass (*Eragrostis curvula*) trial project.

Burdekin Regional Pest Management Group

The Burdekin Regional Pest Management Group assists in coordinating a regional approach to pest management in the NQ Dry Tropics region which includes parts of Whitsunday, Mackay, Isaac and Barcaldine Regional Council areas. Biosecurity Queensland contributed to the group's strategy review and general meeting in June 2020.

Biosecurity planning

Biosecurity Queensland works with local governments across the region to review and update biosecurity plans and advise on prioritisation processes and implementation. Officers also assisted in the facilitation of biosecurity tools workshops at Longreach in August 2019 and online training delivered through Wild Matters in June 2020.

Support for strategic management

Biosecurity Queensland provides specialist technical advice and best practice management information to assist local governments and others to better manage priority invasive plants, primarily restricted species, including:

- Water mimosa (*Neptunia plena*) – the first detection of this invasive water weed in the Mackay Region was an infestation under 1ha on a farm at Kuttabul. The site was visited with Mackay Regional Council officers, identification was confirmed, and control methods advised.
- Arrowhead (*Sagittaria platyphylla*) – two infestations were inspected, the first being a 2km long section of sugar cane irrigation canal at Eton and the second was scattered plants in a newly constructed wetland at Rural View, both in the Mackay Region. Identification was confirmed – these were the first detections of this invasive plant in the area.
- Blue thunbergia (*Thunbergia grandiflora*) – at the request of Mackay Regional Council, an inspection found and confirmed one large and two small infestation sites in the Pioneer Valley, recommended herbicide control options were provided.
- Bellyache bush (*Jatropha gossypifolia*) – surveillance and strategic control of the infestation continued at Sapphire and Rubyvale on the Gemfields in the Central Highlands Regional Council area. Two new sites have also been reported and subsequently controlled.

- Coral cactus (*Cylindropuntia fulgida* var. *mamillata*) – a new coral cactus site was reported at Sapphire off Rockhound Road and surveillance and control activities have been conducted. This site covers 1½ha and was traced back to a cacti garden on a nearby mining claim.
- On-ground support has been provided to Blackall-Tambo Regional Council for managing restricted matter through collaborative control activities including: bellyache bush, rubber vine (*Cryptostegia grandiflora*), parthenium (*Parthenium hysterophorus*), prickly acacia (*Vachellia nilotica*), parkinsonia (*Parkinsonia aculeata*), snake cactus (*Cylindropuntia spinosior*), coral cactus, florestina (*Florestina tripteris*), tiger pear (*Opuntia aurantiaca*), and mother-of-millions (*Bryophyllum x houghtonii*).
- Assistance was provided to Longreach and Barcaldine Regional Councils and affected landholders for control of coral cactus and snake cactus.



Image 60 Blue thunbergia (*Thunbergia grandiflora*) infestation at Pioneer Valley

Monitoring and distribution of biological control agents

Within the region BQ work alongside local governments facilitating the distribution and monitoring of biological control agents. Biosecurity Queensland provided advice on introduction, monitoring and potential benefits of biological control agents for the management of target weeds, activities included:

- Tiger pear (*Opuntia aurantiaca*) – monitoring tiger pear biocontrol release sites on Barcaldine's town common. The release of cochineal has had a significant impact on this infestation, saving council significant resources for control.
- Coral cactus (*Cylindropuntia fulgida* var. *mamillata*) – monitoring coral cactus biocontrol sites occurs at Barcaldine Clay Target Club, a Blackall property and town commons of Jericho, Alpha and Tambo. Biocontrol agents have persisted and are active at all infested sites.
- Drooping tree pear (*Opuntia monacantha*) - cochineal (*Dactylopius ceylonicus*) insects were provided to NQ Dry Tropics group for a project at Bowen.

- *Parkinsonia* (*Parkinsonia aculeata*) – monitoring of biocontrol agents “UU” and “UU2” at release sites on two properties in the Blackall area. Both agents have persisted and continued to spread throughout the infestations.

Harrisia cactus and willows cactus

Harrisia cactus (*Harrisia spp.*) and willows cactus (*Cereus uruguayanus*) are endemic weeds in the Central Highlands Regional Council area. Their widespread distribution and density mean herbicide control is both costly and time consuming for many landholders. In an effort to support the herbicide control being undertaken by the various stakeholders across the region, BQ has been actively cultivating and distributing the biological control agents in key infestation sites.

This work is supported by IP&A researchers who provided the initial samples of biological control agents for the nursery established in Emerald. Regional officers also provided material for the research teams various biological control projects and in doing so, a stem boring beetle thought to be no longer active in Queensland was identified and efforts are being made to breed and release this rediscovered agent.

There has also been increased distribution of the biological control agents for Harrisia cactus at Sapphire adjacent to the Fairy Shrimp Reserve. The agents have proved highly successful in the Belmah Reserve and are reducing the vigour of the Sapphire infestation.



Image 61 Distributing cochineal biological control agents on harrisia cactus (*Harrisia spp.*) near Alpha

Good Neighbour Program

The Good Neighbour Program is a community-based project adopted by Barcaldine Regional Council and BQ to help reduce the spread of invasive plants. In August 2019, Longreach and Barcaldine Regional Councils attended Barcaldine’s Good Neighbour Program meetings in Muttaborra and Alpha to discuss the GBO, herbicide selection and application methods to participating landholders.

Additionally, BQ assisted Barcaldine Regional Council officers and adjoining landholders with control of rubber vine (*Cryptostegia grandiflora*), parthenium (*Parthenium hysterophorus*), parkinsonia (*Parkinsonia aculeata*), tiger pear (*Opuntia aurantiaca*) and coral cactus (*Cylindropuntia fulgida var. mamillata*) along Alpha creek.

Yellow crazy ants

Supporting Whitsunday Regional Council, BQ have contributed to the refinement and implementation of an action plan to address a Yellow crazy ant (*Anoplolepis gracilipes*) incursion at Shute Harbour. Biosecurity Queensland have attended council led Yellow Crazy Ant Infestation Management Committee meetings in August and September 2019 as well as, delimitation exercises in August 2019 and reviewed management plans.

Yellow crazy ants specimens were also collected in ethanol gel solution for awareness raising and identification reference for other central Queensland local governments. Suspect ants found in Mackay were collected and dispatched for identification and were not Yellow crazy ants.

Disrupting and preventing illegal plant sales

A spike in attempted social media sales of restricted invasive plants: drooping tree pear (*Opuntia monacantha*), water lettuce (*Pistia stratiotes*) and salvinia (*Salvinia molesta*), in the Mackay area was noted by BQ in November 2019. These sellers were notified that their actions contravened the *Biosecurity Act 2014* and sale posts were promptly removed. Biosecurity Queensland has continued to work with the Mackay Regional Council to determine appropriate procedures, including prompt reporting of attempted sales and follow-up where possible. Through coordination with council, follow-up with one seller led to the removal and disposal of several drooping tree pear plants as well as helpful information regarding their original source – a previously unknown infestation on a reserve. The disruption of online sales of restricted and prohibited invasive plants prevents potential incursions in new areas.

Awareness and education

Biosecurity Queensland coordinates and participates in a variety of forums, workshops and events to increase awareness of invasive plants and animals and foster best practice management knowledge and adoption. While COVID-19 restrictions limited group activities in the latter half of the reporting period, BQ were able to adapt and continue activities through alternate processes.

Vertebrate pesticide training support

Through BQ support, local governments from across central Queensland attended four vertebrate pesticide training courses conducted by Ballistic Training Solutions at Longreach, Emerald, Rockhampton and Mirani during February–March 2020. These courses provided theoretical knowledge and skills associated with:

- pesticide safety and risk assessment
- protection of non-target species
- invasive animal management planning
- state legislative requirements for use
- completion of Deed Poll and Stock Control Sheets
- practical demonstrations focussing on 1080 dilution, calibration of equipment in the field, bait size and injection of meat baits.

A total of 46 officers, 44 from local government and two from BQ attended the events. Biosecurity Queensland have subsequently supported local government with post-course work requirements to aid their 1080 accreditation requirements.



Image 62 Vertebrate pesticide training at Emerald

Trapping skills training in the central west and Central Highlands

Biosecurity Queensland within the region have subject matter expertise and extensive experience to provide training in wild dog ecology and management, signs of dog activity, predation and hands-on trapping skills to local government. During the reporting period, BQ provided technical advice and practical demonstrations on the use of leg hold traps and lures to Blackall-Tambo Regional Council and local landholders.

To assist with a wild dog issue on a stock route reserve, in April 2020 BQ provided a hands-on training for Central Highlands Regional Council. The exercise focussed on the use of leg hold traps and provided an alternative pest animal control option where 1080 poison could not be used due to public access.

Weed Spotter workshop

In conjunction with Mackay Regional Council and the Queensland Herbarium, BQ coordinated a Weed Spotter workshop in Mackay in November 2019, focusing on emerging weed threats to the local region. The event attracted 38 participants from local government, community and industry.

To complement workshop objectives, BQ (also a regional Weed Spotter coordinator), assisted with identification of over 30 weed specimens including restricted biosecurity matter in Mackay and Whitsunday Regional Council areas. Some of the identified category 3 restricted invasive plants were:

- elephant ear vine (*Argyrea nervosa*),
- small leaf privet (*Legustrum lucidum*),
- drooping pear (*Opuntia monacantha*),
- blue thunbergia (*Thunbergia grandiflora*),
- yellow oleander (*Cascabela thevetia*),
- gamba grass (*Andropogon gayanus*) and
- harrisia cactus (*Harrisia martini*).

There were many emerging invasive plants species also identified in the region as a result of specimens from regional councils such as Zornia (*Zornia latifolia*), phalsa (*Grewia asiatica*), fat-hen (*Chenopodium album*), logwood (*Haematoxylum campechianum*), silver cock's comb (*Celosia argentea*), caltrop (*Tribulus terrestris*), salvia (*Salvia misella*) and candle bush (*Senna alata*). These latter species are not declared under the *Biosecurity Act 2014* but may cause environmental or other unwanted impacts in certain situations.



Image 63 Participants showed strong interest in the Weed Spotters workshop in Mackay

Prickly acacia economic review and specialist support

Biosecurity Queensland contributed to an economic analysis of prickly acacia (*Vachellia nilotica*) impacts, control costs and population modelling led by the department. Analysis relied largely on trial results from the 2013-18 War on Western Weeds project and research. The findings were published in the Northern Downs beef production systems - Preparing for, responding to, and recovering from drought report (*June 2020*). Best practice management advice for prickly acacia was also provided regularly to local government, regional NRM groups and industry groups.

Driving change for improved giant rat's tail grass management

As part of the NQ Dry Tropics Landholders Driving Change project, more than 20 landholders attended a GRT management workshop at Eungella, west of Mackay in July 2019. The workshop was facilitated by NQ Dry Tropics with BQ as the subject matter expert presenting information on management options for increasing soil health and showing a profit from fertilizer use while reducing the impacts of GRT on productivity and the environment.

Biosecurity Queensland also contributed advice on GRT and other invasive plant management at the small landholder's workshop in Rockhampton and Bundaberg in October 2019.

Four GRT case studies were collated by BQ and published on the FutureBeef website, they were also distributed via email within central Queensland local government and NRM group networks.

North Queensland

This section provides an overview of LPF activities of relevance to local governments in the north Queensland region during 2019–2020 and includes the following local governments⁴

- Aurukun Shire Council
- Burke Shire Council
- Burdekin Shire Council
- Cairns Regional Council
- Carpentaria Shire Council
- Cassowary Coast Regional Council
- Charters Towers Regional Council
- Cloncurry Shire Council
- Cook Shire Council
- Croydon Shire Council
- Douglas Shire Council
- Doomadgee Aboriginal Shire Council
- Etheridge Shire Council
- Flinders Shire Council
- Hinchinbrook Shire Council
- Hope Vale Aboriginal Shire Council
- Kowanyama Aboriginal Shire Council
- Lockhart River Aboriginal Shire Council
- Mapoon Aboriginal Shire Council
- Mareeba Shire Council
- McKinlay Shire Council
- Mornington Island Shire Council
- Mount Isa City Council
- Napranum Aboriginal Shire Council
- Northern Peninsula Area Regional Council
- Palm Island Aboriginal Shire Council
- Pormpuraaw Aboriginal Shire Council
- Richmond Shire Council
- Tablelands Regional Council
- Torres Shire Council
- Torres Strait Island Regional Council
- Townsville City Council
- Weipa Town Authority
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

Prevention

The scope of the prevention effort includes pre-emptive surveillance, emergency response preparedness and continued technical support for both Indigenous rangers and ports marine pest monitoring programs.

Spiked pepper

Biosecurity Queensland provides representation on the Torres Strait North Peninsula Area Biosecurity Working Group and the Torres Strait Invasive Species Advisory Group which acknowledges both south to north and north to south risk pathways. Spiked pepper (*Piper aduncum*) was identified for pre-emptive surveillance and is a high risk of incursion into Australia from Papua New Guinea.

Asian spine toads

During 2019-20, BQ progressed surveillance of Asian spined toads (*Duttaphrynus melanostictus*) which is prohibited matter. Acoustic cage traps were purchased, and consultation was undertaken with key stakeholders including the Australian Defence Force, North Ports and Cairns Regional Council to identify suitable high-risk locations for deployment.

White witchweed

Monitoring for white witchweed (*Striga angustifolia*) a prohibited matter, continued at a site south of Charters Towers where seeds were collected and germinated from soil samples as part of a long-term grazing trial. No subsequent detections were found at the site and monitoring of this high risk striga species will continue in accordance with prevention/eradication aims for purple and red witchweed.

⁴ LPF component payment by local governments in Appendix A

Red-eared slider turtle

The red-eared slider turtle (*Trachemys scripta elegans*) project, restricted category 2,3,4,5,6 under the *Biosecurity Act 2014*, identified the need to construct and deploy two turtle surveillance platforms. Consultation with Townsville City Council, Cairns Regional Council and other stakeholders provided advice on the most suitable sites at risk for detection and support for maintenance of the platforms.

Invasive ants

In 2019-20 both restricted matter and non-declared invasive ants continue to spread and impact communities across north Queensland. Partnerships continue for eradication projects for electric ants (*Wasmannia auropunctata*) restricted category 1 and local eradication of yellow crazy ants (*Anoplolepis gracilipes*), restricted category 3 under the *Biosecurity Act 2014*, (World Heritage rainforest, Cairns) which aim to prevent spread and establishment of these species.

To help stop the spread of invasive ants, BQ officers are utilising their regular travel into remote areas to undertake and train others in sentinel ant surveillance. This has been extremely successful to date with none of the target species detected at more than 30 locations in far north Queensland.

As part of the identification process, other tramp ant species like Singapore ants (*Trichomyrmex destructor*) continue to impact residential areas. Awareness material has been developed and technical advice provided to assist with management.



Images 64 and 65 Carpentaria Land Council Aboriginal Corporation rangers tramp ant luring (*left*) and sampling at Burketown (*right*)

Emergency response preparedness

Exotic disease threats from feral pigs

The threat of African Swine Fever (ASF) has led to the promotion of feral pig (*Sus scrofa*) best management practices. Possible incursion pathways for ASF are through the Torres Strait Islands, although this is considered lower risk than an incursion via illegal meat product imports.

Feral pigs have also been identified as a possible vector for the spread of Panama disease (PaTR4) in bananas. Biosecurity Queensland provides best management practice advice to key stakeholders and promotes collaborative management and reduce populations to acceptable threshold level around PaTR4 infected properties.

Biosecurity response training

Biosecurity officers from IP&A collaborated with other BQ programs, Plant Biosecurity and Product Integrity and Animal Biosecurity and Welfare to deliver biosecurity response training to 60 rangers and environmental health workers from across far north Queensland. Hosted on Horn Island the participants contribute real life response experiences, shared learning through a range of response scenarios all whilst building partnerships through networking.



Images 66 and 67 Attendees at the biosecurity response training Horn Island (left and right)

Marine pest management

Marine pest incursion into north Queensland ports is identified a risk primarily where international trade is conducted, including ports at Karumba, Weipa, Horn Island, Cairns, Lucinda and Townsville. Biosecurity Queensland has been active with surveillance and monitoring of inshore coastal water/infrastructure and building in collaboration with port stakeholders to enhance preparedness.

Port of Townsville awareness program

In July 2019, BQ collaborated with the Port of Townsville and completed an awareness program on seven prohibited invasive species with the highest chance of arriving and establishing in Queensland waters. These species are Asian green mussel (*Perna viridis*), black striped false mussel (*Mytilopsis sallei*), Asian bag mussel (*Arcuatula senhousia*), brown mussel (*Perna perna*), Harris mud crab (*Rhithropanopeus harrisii*), Chinese mitten crab (*Eriocheir sinensis*) and Japanese seaweed/Wakame (*Undaria pinnatifida*).

Two introduced marine invasive species are established in Queensland waters, black scar oyster (*Magallana bilineata*) and white colonial sea squirt (*Didemnum perlucidum*). A number of monitoring arrays were placed at port berths and port staff will continue to assist with periodical inspections.



Images 68 and 69 Monitoring array deployment at Port of Townsville (left) and close up of monitoring array (right)

Indigenous rangers' marine awareness

Biosecurity Queensland continued the roll out the milestones of the Aquatic Biosecurity Settlement Array Grant through delivery of the second stage of the Marine Pest Surveillance Project Plan 2018-19. The second stage involved supervising and assisting Indigenous rangers with the retrieval of the arrays, species identification, data collection, reporting and redeployment. A comprehensive ranger training manual and presentation package was developed building on stage one of the training.

Participants included rangers representing NPA, Carpentaria Land Council Aboriginal Corporation, Mornington Island and environmental health officers from Torres Shire Council.

20 rangers and two environmental health officers were trained during the capacity building exercise with the goal to enhance marine pest surveillance and early detection capacity in Queensland. Monitoring in 2020 has been limited due to COVID-19, a global shortage of perspex and polycarbonate for replacement settlement plates.



Images 70 and 71 Carpentaria Land Council Aboriginal Corporation rangers inspecting settlement array (left) and BQ and Carpentaria Land Council Aboriginal Corporation rangers undertake settlement array retrieval at Burketown (right)

Asian Green Mussel

Asian green mussel (*Perna viridis*) was detected in August 2019 at Turtlehead Island, Cape York. Inspections of wharf structures, floatation drums, pearl long lines found no further Asian green mussel. Incursion is difficult to pinpoint as it includes infestations in ballast water released from international vessels and dynamic ocean currents patterns. The impacts of marine pest establishment to pearl and other industries, additional to the breakdown of mangrove ecosystem would be immense.



Images 72 and 73 Marine pest surveillance in response to Asian green mussel detection at Turtlehead Island (left) and Asian green mussel (right)

Black scar oyster

Black scar oyster (*Magallana bilineata* also known as *Crassostrea bilineata*) was detected in north Queensland in May 2020 at Cairns, Port Douglas and Cooktown. This tropical oyster had not been previously detected in Australia. The black scar oyster is found abundantly in the western Pacific Ocean from the Philippines to Tonga and Fiji. Little is known about this oyster and its potential impacts, but it is important to minimise its spread throughout Queensland's waterways.

Eradication

Biosecurity Queensland continues to implement the strategic plan for north region that identifies the following species as eradication targets long-term based on prioritisation at a state level (policy of operational priorities), distribution, feasibility, best management practice and past effort/investment by a range of stakeholders. These are listed in approximate order of priority and all these species have individual operational plans.

Cha-om

Cha-om (*Senegalia insuavis*) is prohibited matter under the *Biosecurity Act (2014)* with 17 locations that remain active, the majority in Cairns, Mareeba and Burdekin Regional Council areas, as well as Townsville City Council. They require annual monitoring, with a small number being the subject of compliance activities, due to re-acquisition from an unknown source.

One new location discovered in 2019-20 in the Cassowary Coast Regional Council area was surveyed and controlled.



Images 73 and 74 BQ undertakes surveillance and control of Cha-om (*Senegalia insuavis*) (*left*) and Cha-om (*right*)

Mexican bean tree

Three species and one hybrid of *Cecropia* commonly known as Mexican bean tree have been identified in far north Queensland (*Cecropia pachystachya*, *Cecropia palemaecropiata* and *Cecropia peltata*). All three species are listed as species feasible to eradicate from Queensland. All *Cecropia* species are prohibited invasive plants except *Cecropia pachystachya*, *Cecropia palamata* and *Cecropia peltata*, which are restricted.

In addition, *Cecropia* species are listed in the Douglas Shire Council, Cairns and Cassowary Coast Regional Councils biosecurity plans as high priority species. With more than 60 species in the genus *Cecropia* plants are capable of occupying and impacting all wet tropical areas of the north region.

There are currently nine infestations sites for Mexican bean tree in the Wet Tropics at Whyanbeel, Clifton Beach, Yorkey's Knob, Cairns City, Garradunga, South Innisfail, El Arish, Bingil Bay and South Mission. In 2019-20, all were surveyed except for Whyanbeel, El Arish, Bingil Bay and South Mission.

- First detected in 2010, Clifton Beach has seen no new mature plants since 2017. In 2019-20, only six plants were detected, four of which were regrowth from plants that had been previously controlled and two immature plants. This project remains on track to achieve local eradication.
- The Yorkey's Knob was first detected in September 2019 and consisted of a single mature plant. Biosecurity Queensland with assistance from Cairns Regional Council surveyed residential properties and suitable habitat within 500m and no further detections were recorded.
- The Cairns infestation was first detected in 2009 and as of 2019-20 all known sites were revisited with no new detections recorded.
- Detected in 2011, Garradunga quickly expanded to be the largest infestation of Mexican bean tree in Queensland, challenging terrain has made it difficult to survey the full site, however, the site was fully delimited in 2015 during aerial operations. In 2019-20, BQ initiated a round of surveillance with the aim of completing the round during 2020-21. Further plants detected have all been from within known sites.
- Detected in August 2019, the South Innisfail infestation comprised of a single mature plant. This site is 9km from another known site, triggering surveillance of high-risk areas between the two sites to determine if there is an unknown infestation.

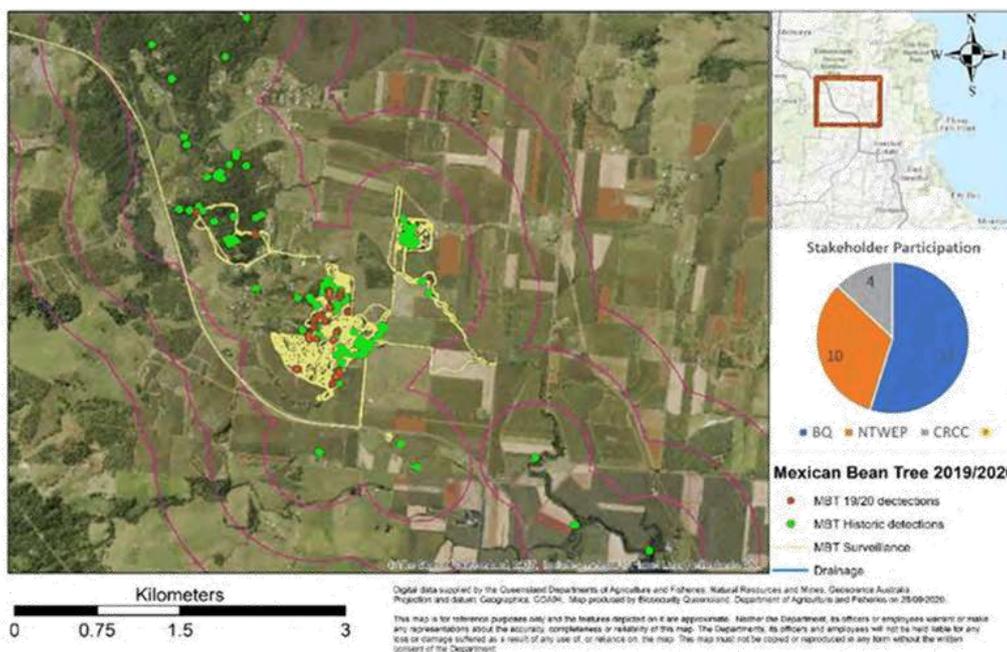


Image 75 Mexican bean tree (*Cecropia peltat*) surveillance at Garradunga 2019-20

Madras thorn

Madras thorn (*Pithecellobium dulce*) restricted category 2,3,4,5 under the *Biosecurity Act (2014)*, was first introduced into Queensland by the nursery industry in the 1980s. It is a fast-growing tree that has generally been planted as an ornamental. Uncontrolled populations can form dense thickets and out compete native vegetation and pasture.

Eradication of Madras thorn from Queensland is considered feasible. In January 2020, BQ notified 25 properties owners across the Townsville City Council and Mareeba and Cairns Regional Council areas, that their property contained a historic Madras thorn site and that BQ would be attending the property to undertake proof of freedom surveillance. Of the 25 sites visited, Madras thorn was identified at seven, with a total of 17 plants detected. To date, all but one infestation, has been removed.



Images 76 and 77 Madras thorn (*Pithecellobium dulce*) felled by tree loppers organised by the property owner (*left*) and Madras thorn (*Pithecellobium dulce*) at the same property (*right*)

Redwood acacia

Biosecurity Queensland collaborated with Hinchinbrook Shire Council, DTMR and the Rural Fire Service to undertake a controlled burn of a redwood acacia (*Acaciella glauca*) site adjacent to the highway. The burn would increase germination of this target species by reducing grass competition and improving germination through the impact of smoke and fire on the seed. Discussions with BQ science on the behaviour of similar species suggest that this approach could assist in driving down the remaining soil seed bank and progressing the site towards eradication.

Siam weed

Siam weed (*Chromolaena squalida*) a restricted category 3 under the *Biosecurity Act (2014)* was thought to have been eradicated from Queensland in 2012. However, after checking herbarium records, BQ led a proof of freedom survey at a property between the Murray and Tully Rivers and found approximately 12 plants over a limited distribution of 10m² that appeared to have a combination of mature seeds and immature flowers. Biosecurity Queensland with Cassowary Coast Regional Council undertook an extended survey of suitable habitat over 500m from the detections with no further plants detected.

Surveillance will continue annually for at least seven years, based on the longevity of Siam weed seed.



Image 78 BQ applying herbicide at the Siam weed (*Chromolaena squalida*) at the Murray River site

White ball acacia

It is considered feasible to eradicate the prohibited invasive plant, White ball acacia (*Acaciella angustissima*) from north Queensland because of its limited distribution and abundance. BQ leads the response with assistance from partners with a transition to management by stakeholders. White ball acacia was planted at agricultural trial sites throughout Queensland in the 1970s and 1980s to investigate its potential as a forage legume.

- At Walkamin research station, a delimitation survey in 2019-20 showed that small infestations were scattered over most of the property. Management was undertaken on all detections and BQ will continue to assist the research station with the management towards eradication on this property.
- In 2019-20, a delimitation survey at Southedge Region (10km north of Mareeba) identified two small infestations which equated to an area of less than 2ha. A direction was served on the landholder to ensure collaborative long-term commitment.
- An infestation in Charters Towers at the location of a field trial site by CSIRO was surveyed by landholders, BQ and Charters Towers Regional Council. No new plants have been detected on the site since 2014. BQ and Charters Towers Regional Council were pleased to report no detections in 2019-20.
- The most significant white ball acacia infestation is at Calcium, located approximately 55km south of Townsville, around the CSIRO Lansdown research station. In 2019-20, BQ Townsville City Council and land managers conducted delimitation surveys across five land parcels, covering approximately 500ha, resulting in more than 15 000 plants being recorded and controlled.



Image 79 White ball acacia (*Acaciella angustissima*)

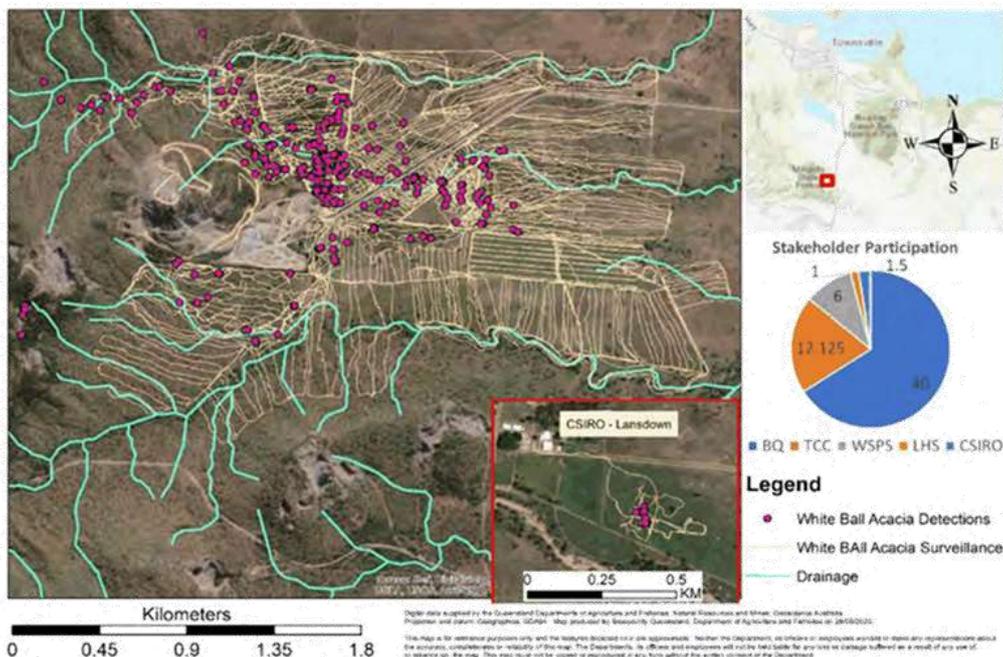


Image 79 White Ball Acacia operations 2019-20 at Calcium

Cacti surveillance

Biosecurity Queensland has been monitoring a number of detections linked to online trading platforms, plant buy, swap and sell groups and community markets. The majority of specimens are potted and sold as hardy, low maintenance indoor plants. Species seized included blind cactus (*Opuntia rufida*) (prohibited), bunny ears cactus (*Opuntia microdasys*) and coral cactus (*Cylindropuntia fulgida*) (restricted). Fortunately, early detection has meant none of these invasive cacti have naturalised in north Queensland.

Paper mulberry

Paper mulberry (*Broussonetia papyrifera*) was first detected in the Cassowary Coast Regional Council area in July 2011. Paper mulberry is not a prohibited or restricted invasive plant under the *Biosecurity Act 2014*, however as this is the only known infestation outside of south east Queensland, BQ is leading this project to protect the Cassowary Coast Regional Council and Wet Tropics World Heritage Authority areas targeting local eradication, in partnership with Cassowary Coast Regional Council and the landholder. The infestation threatens the surrounding environment, which is a mosaic of world heritage rainforest, water courses and agricultural land. No mature plants have been detected since 2016. In 2019-20, eight immature plants were detected and controlled at known sites, these plants are believed to have coppiced from previously treated plants, justifying the twice-annual survey.



Image 80 Paper mulberry is targeted for local eradication led by BQ in partnership with Cassowary Coast Regional Council

Chinese lantern

As part of an ongoing eradication goal following detection in 2013, BQ assisted Townsville City Council with a survey of a residential site for Chinese lantern (*Dichrostrachys cinerea*). This resulted in adaptive management and best management practice awareness outcomes that enabled Townsville City Council to develop an updated management plan.

Strategic management

A large proportion of north Queensland consists of rangeland areas that encompass multiple large catchment areas. The stakeholders of these landscapes deal with a range of invasive plants and animal issues that contribute to land degradation. Impacts are compounded by on-going drought interspersed with monsoonal flood events with many woody weed species having the ability to persist, and invasive animals maintaining population levels. Rangeland shires take in vast areas where pest management must be strategic, timely and well planned to meet long-term goals.

Biosecurity Queensland has undertaken many local and regional planning and training activities with key stakeholders including:

- providing feedback on draft plans ranging from the Southern Gulf Catchments NRM regional pest management strategy, Richmond Shire Council biosecurity plan and participated in Flinders Shire Council pest management working group and the wild dog management plan review.
- consulting with Indigenous rangers and local governments on a range of issues including pest training, legislation, marine pest monitoring, tramp ant monitoring and general biosecurity principles.
- supporting the Far North Queensland Regional Organisation of Council's regional Natural Asset Management Advisory Committee meetings
- developing better partnerships with Burdekin Regional Pest Management Group based on shires of the Burdekin catchment and NQ Dry Tropics. Biosecurity Queensland assisted with the regional strategy completion in association with the Queensland University of Technology presentation on Better Partnership Pilot Project evaluation on region planning benefits.
- participating in information sharing sessions with Gulf Catchment Pest Taskforce Group on topics of land management, incorporating both invasive species and stock route management matters.

Koster's curse

A taskforce including QPWS, Cassowary Coast Regional Council, Wet Tropics Management Authority, Tableland Regional Council, BQ and MaMu Indigenous rangers at Wooroonooran National Park, supported activity targeting the suppression of Koster's curse (*Clidemia hirta*) in a single

location within the Wooroonooran National Park. This taskforce was contracted to undertake ongoing management, including surveying and control.

Local government leadership collaboration

BQ has partnered with Far North Queensland Regional Organisation of Councils to develop a compliance workshop. The workshop will support local governments develop and implement processes to undertake compliance actions to enforce the *Biosecurity Act 2014*. Both experienced and new officers would benefit from an update and refresher in legislation however, COVID-19 caused delays to the training in 2020, which is expected to be delivered during the wet season in 2021.

Strategic invasive plant management

Fireweed

Biosecurity Queensland assisted with the development of on-farm property pest management plans to help guide the control and eradication of fireweed (*Senecio madagascariensis*) from the Tablelands. Management assistance was provided in the form of on-ground and extension of GBO advice to landholders.

Bellyache Bush

Biosecurity Queensland attended a Mareeba Shire Council Bellyache bush (*Jatropha gossypifolia*) taskforce meeting. A 60km stretch of bushland was walked over a three-day period creating a buffer zone between the Mitchell River and Staaten River catchments.

Pond apple

Control of an isolated infestation of pond apple (*Annoa glabra*) was conducted by BQ, Torres Shire rangers and Department of Agriculture, Water and the Environment (DAWE) in September 2019 with approximately 60 pond apple trees up to 20m tall in rainforest adjacent to the Horn Island wharf were controlled.

This infestation was previously detected by DAWE and is the legacy of historical custard apple plantations or incursion probably resulting from fruit floating on ocean currents. Further shoreline and harbour derelict boat inspections were included in this strategic control work. The pond apple site will be monitored by rangers for seedling regrowth.

Vertebrate pesticide service contribution

Biosecurity Queensland facilitated the provision of the new vertebrate pesticide competency training to local governments. This included support to local governments in relation to the new authorisation process and following up on post course requirements. A total of 60 local government officers across north Queensland were trained.

Awareness and education

Carpentaria Land Council Aboriginal Corporation, in conjunction with Wellesley Island Land Sea Social Economic Pty Ltd invited BQ to participate in open days at Normanton, Burketown and Mornington Island in 2019. The open days provided an opportunity to raise awareness of the work of the rangers in the Southern Gulf of Carpentaria and highlight the relationship between the ranger programs and other agencies. The open days were facilitated by the Gangalidda Garawa rangers at Burketown, the Normanton rangers at Normanton and the Wellesley Island rangers at Mornington Island.

Weed hygiene protocols

Weed hygiene protocols and promoting a preventive approach to invasive species management has been and remains a key consideration for BQ. A generic biosecurity declaration weed hygiene form was developed for the 2019 monsoonal flood. The form was supplied to Torres Strait Island Regional Council and further adapted to meet the needs to bolster island quarantine capabilities. The bulk movement of freight from the mainland is considered a key threat to pest introductions such as cane toads. Protocols like weed hygiene declaration (to meet the GBO) will be added to contractor agreements to help improve biosecurity for all Torres Strait Islands.

Appendix A - Land Protection Fund component payments

South East Queensland

Council	On-ground and Research	Wild Dog Barrier Fence	Darling Downs Moreton Rabbit Board	Plague Locust Pest Contingency Fund	Total
Brisbane City Council	\$155,637.00	\$0.00	\$0.00	\$0.00	\$155,637.00
Bundaberg Regional Council	\$98,895.00	\$0.00	\$0.00	\$0.00	\$98,895.00
Cherbourg Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fraser Coast Regional Council	\$63,920.00	\$0.00	\$0.00	\$0.00	\$63,920.00
Council of the City of Gold Coast	\$94,475.00	\$0.00	\$124,388.00	\$0.00	\$218,863.00
Gympie Regional Council	\$57,504.00	\$0.00	\$0.00	\$0.00	\$57,504.00
Ipswich City Council	\$46,119.00	\$0.00	\$93,157.00	\$0.00	\$139,277.00
Lockyer Valley Regional Council	\$52,369.00	\$0.00	\$126,172.00	\$0.00	\$178,541.00
Logan City Council	\$54,709.00	\$0.00	\$91,908.00	\$0.00	\$146,617.00
Moreton Bay Regional Council	\$95,834.00	\$0.00	\$0.00	\$0.00	\$95,834.00
Noosa Shire Council	\$24,684.00	\$0.00	\$0.00	\$0.00	\$24,684.00
North Burnett Regional Council	\$95,030.00	\$0.00	\$0.00	\$0.00	\$95,030.00
Redland City Council	\$40,380.00	\$0.00	\$0.00	\$0.00	\$40,380.00
Scenic Rim Regional Council	\$49,722.00	\$0.00	\$258,591.00	\$0.00	\$308,313.00
Somerset Regional Council	\$36,587.00	\$0.00	\$0.00	\$0.00	\$36,587.00
South Burnett Regional Council	\$70,150.00	\$0.00	\$0.00	\$0.00	\$70,150.00
Sunshine Coast Regional Council	\$86,607.00	\$0.00	\$0.00	\$0.00	\$86,607.00

South Queensland

Council	On-ground and Research	Wild Dog Barrier Fence	Darling Downs Moreton Rabbit Board	Plague Locust Pest Contingency Fund	Total
Balonne Shire Council	\$39,992.00	\$215,738.00	\$0.00	\$0.00	\$255,730.00
Bulloo Shire Council	\$25,009.00	\$53,570.00	\$0.00	\$0.00	\$78,578.00
Goondiwindi Regional Council	\$119,347.00	\$0.00	\$0.00	\$0.00	\$119,347.00
Maranoa Regional Council	\$120,445.00	\$312,961.00	\$0.00	\$0.00	\$433,406.00
Murweh Shire Council	\$33,806.00	\$187,282.00	\$0.00	\$0.00	\$221,087.00
Paroo Shire Council	\$29,454.00	\$150,956.00	\$0.00	\$0.00	\$180,410.00
Quilpie Shire Council	\$21,026.00	\$94,750.00	\$0.00	\$0.00	\$115,776.00
Southern Downs Regional Council	\$101,331.00	\$0.00	\$303,206.00	\$0.00	\$404,537.00
Toowoomba Regional Council	\$191,375.00	\$0.00	\$580,714.00	\$0.00	\$772,089.00
Western Downs Regional Council	\$148,366.00	\$99,871.00	\$206,658.00	\$0.00	\$454,896.00

Central Queensland

Council	On-ground and Research	Wild Dog Barrier Fence	Darling Downs Moreton Rabbit Board	Plague Locust Pest Contingency Fund	Total
Banana Shire Council	\$67,019.00	\$0.00	\$0.00	\$0.00	\$67,019.00
Barcaldine Regional Council	\$46,468.00	\$0.00	\$0.00	\$0.00	\$46,468.00
Barcoo Shire Council	\$20,592.00	\$19,903.00	\$0.00	\$0.00	\$40,495.00
Blackall-Tambo Regional Council	\$32,042.00	\$57,340.00	\$0.00	\$0.00	\$89,382.00
Boulia Shire Council	\$13,745.00	\$0.00	\$0.00	\$0.00	\$13,745.00
Central Highlands Regional Council	\$106,533.00	\$0.00	\$0.00	\$0.00	\$106,533.00
Diamantina Shire Council	\$18,892.00	\$0.00	\$0.00	\$0.00	\$18,892.00
Gladstone Regional Council	\$55,097.00	\$0.00	\$0.00	\$0.00	\$55,097.00
Isaac Regional Council	\$63,012.00	\$0.00	\$0.00	\$0.00	\$63,012.00

Department of Agriculture and Fisheries, 2019-20

Livingstone Shire Council	\$30,314.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,314.00
Longreach Regional Council	\$37,989.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,989.00
Mackay Regional Council	\$96,478.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,478.00
Rockhampton Regional Council	\$49,704.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,704.00
Whitsunday Regional Council	\$63,852.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,852.00
Winton Shire Council	\$16,907.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,907.00
Woorabinda Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

North Queensland

Council	On-ground and Research	Wild Dog Barrier Fence	Darling Downs Moreton Rabbit Board	Plague Locust Pest Contingency Fund	Total
Aurukun Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Burdekin Shire Council	\$55,744.00	\$0.00	\$0.00	\$0.00	\$55,744.00
Burke Shire Council	\$10,683.00	\$0.00	\$0.00	\$0.00	\$10,683.00
Cairns Regional Council	\$51,981.00	\$0.00	\$0.00	\$0.00	\$51,981.00
Carpentaria Shire Council	\$17,562.00	\$0.00	\$0.00	\$0.00	\$17,562.00
Cassowary Coast Regional Council	\$69,531.00	\$0.00	\$0.00	\$0.00	\$69,531.00
Charters Towers Regional Council	\$29,768.00	\$0.00	\$0.00	\$0.00	\$29,768.00
Cloncurry Shire Council	\$21,444.00	\$0.00	\$0.00	\$0.00	\$21,444.00
Cook Shire Council	\$15,843.00	\$0.00	\$0.00	\$0.00	\$15,843.00
Croydon Shire Council	\$7,621.00	\$0.00	\$0.00	\$0.00	\$7,621.00
Douglas Shire Council	\$19,987.00	\$0.00	\$0.00	\$0.00	\$19,987.00
Etheridge Shire Council	\$15,453.00	\$0.00	\$0.00	\$0.00	\$15,453.00
Flinders Shire Council	\$20,633.00	\$0.00	\$0.00	\$0.00	\$20,633.00
Hinchinbrook Shire Council	\$36,195.00	\$0.00	\$0.00	\$0.00	\$36,195.00
Hope Vale Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kowanyama Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Department of Agriculture and Fisheries, 2019-20

Lockhart River Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mapoon Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mareeba Shire Council	\$48,578.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,578.00	\$0.00
Mackinlay Shire Council	\$17,785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,785.00	\$0.00
Mornington Island Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mount Isa City Council	\$18,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,825.00	\$0.00
Napranum Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Northern Peninsula Area Regional Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Palm Island Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pormpuraaw Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Richmond Shire Council	\$13,287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,287.00	\$0.00
Tablelands Regional Council	\$55,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,927.00	\$0.00
Torres Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Torres Strait Island Regional Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Townsville City Council	\$64,582.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,582.00	\$0.00
Weipa Town Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wujal Wujal Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Yarrabah Aboriginal Shire Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Department of Agriculture and Fisheries, 2019-20



Biosecurity Queensland
 Department of Agriculture and
 Fisheries
 41 George Street, Brisbane
 GPO BOX 46
 BRISBANE, QLD, 4001
 ABN: 66934348189

TAX INVOICE

Invoice Date 17.12.2020
 Invoice No. 1800110202
 Customer No. 20000722
 Due Date 16.01.2021
 Amount Due \$17,961.00
 Customer Ref 20000722

CARPENTARIA SHIRE COUNCIL
 PO BOX 31
 NORMANTON QLD 4890

Contact Details

Contact Receiving Officer
 Phone 1300 146 370
 Email AR.Receipting@hpw.qld.gov.au

Additional Information:

Attn: Environmental Pest Control Officer ENQ: SHARYN ADIE PH: 30878074

Payment Terms: within 30 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	On-ground and Research 20/21 Weeds/Pest Animals Annual Payment as required by the Biosecurity Act 2014	17,961.00	0.00	17,961.00
TOTAL		17,961.00	0.00	17,961.00

Total Amount Payable excl GST \$ 17,961.00
 GST Amount Payable \$ 0.00
 Total Amount Payable incl GST \$ 17,961.00

Payment Options



Billers Code: 136945
Ref: 0000 0180 0110 2021 0813

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au
© Registered to BPAY Pty Ltd
ABN 69 079 137 518



Payment via BPOINT

Billers Code: 136945
Ref: 0000 0180 0110 2021 0813

Credit/debit card payments can be made by telephone or internet.
Phone: 1300 276468
Website: www.bpoint.com.au



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided.

Deposit details are to be forwarded to:
Email AR.Receipting@hpw.qld.gov.au
BSB/Account 064-013 10007512
Reference Number 1800110202



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Dept of Agriculture and Fisheries
GPO Box 46
BRISBANE QLD 4001

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <https://www.forgov.qld.gov.au> and search for 'information privacy'.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Dept of Agriculture and Fisheries
3PO Box 46
BRISBANE QLD 4001

Payment Slip

Office Use Only
Bank Key/Bank Acc: 064-013 10007512

CARPENTARIA SHIRE COUNCIL

Customer Number 20000722
Invoice Number/Reference 1800110202 1081

Due Date 16.01.2021
Amount Due \$17,961.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

BUSINESS PAPERS

8.2 SUPPORT FOR PROPOSAL - CEMC

Attachments:	8.2.1. CEMC Capability Statement ↓
	8.2.2. Queensland Presentation - CEMC ↓
	8.2.3. Profile of Gour Choudhuri ↓
	8.2.4. Profile Tim Duignan ↓
	8.2.5. Profile Gita Das ↓

Author: Mark Crawley - Chief Executive Officer

Date: 13 January 2021

Key Outcome: 2.3 - A safe, sustainable and resilient community

Key Strategy: 2.3.4 Enhance disaster management preparedness and capability in collaboration with the community.

Executive Summary:

Proposal received via email for support from Council for CEMC to submit an application under the Australian Government Initiative – Regional and Remote Communities Reliability Fund Microgrids 2020-2021.

RECOMMENDATION:

That Council confirm and endorse the actions of the Chief Executive Officer in providing support for the lodgment of an application.

Background:

CEMC is keen to undertake a microgrid feasibility study for Normanton encompassing existing generation including grid connection, augmented by increase of renewable generation from solar or non-solar sources supplemented with Battery Energy Storage System (BESS).

This is an Australian Government initiative to improve the reliability of power supply system for off-grid and fringe-of-grid regional communities.

We are partnering with University of Queensland in this application and keenly interested to also partner with Carpentaria Shire Council.

Relevant capability statement including professional profile of key personnel are attached for your ready reference. Also, a presentation copy of the overall study profile is attached.

Look forward to hearing from you soon. The deadline for the application is 27 January 2021.

From the information provided the support sought for the application was a letter of support from Carpentaria Shire, which I have provided for inclusion in the application.

Consultation (Internal/External):

- Mayor Jack Bawden
- NWQROC EO Greg Hoffman

Legal Implications:

- Not applicable
-

BUSINESS PAPERS

Financial and Resource Implications:

- Non identified

Risk Management Implications:

- Workplace Health and Safety Risk assessed as low
- Financial Risk assessed as low
- Public Perception and Reputation Risk assessed as low



CEMC has wider experience in all kinds of traditional and evolving technologies which makes it an unique organisation to have a full breadth of understanding of competing fuels and energy conversion processes such as:

- ◆ Solar Thermal and Solar PV
- ◆ Wind Power (small to large units)
- ◆ Battery Energy Storage Systems (BESS)
- ◆ Reciprocating gensets using natural gas, waste coal mine gas, landfill gas, biogas, distillate etc.
- ◆ Hybrid Power Generation
- ◆ Large to small hydro electricity generation including large pump-storage units
- ◆ Open cycle, combined cycle and co-generation application of small to large gas turbines using distillate or gas
- ◆ Sub-critical and super-critical boilers and steam turbines using brown and black coal, biomass etc.



Established in 2014, Choudhuri Engineering & Management Consultants Pty Ltd (CEMC) is providing value adding services to its clientele active in electricity and gas sectors.

The core competencies of CEMC are:

- ◆ Concept studies i.e. giving shape of ideas to words and drawing board including fatal flaw assessments, risk assessments and economic viability of project .
- ◆ Pre-feasibility and Feasibility studies
- ◆ Project Development and Implementation
- ◆ Asset Management i.e. operation and maintenance review and audits, life cycle cost estimates, decommissioning and rehabilitation cost estimates, program and systems
- ◆ Due-diligence services for mergers and acquisitions
- ◆ Project reviews and auditing
- ◆ Trouble shooting services



CEMC's major clients are industry flag bearers such as:

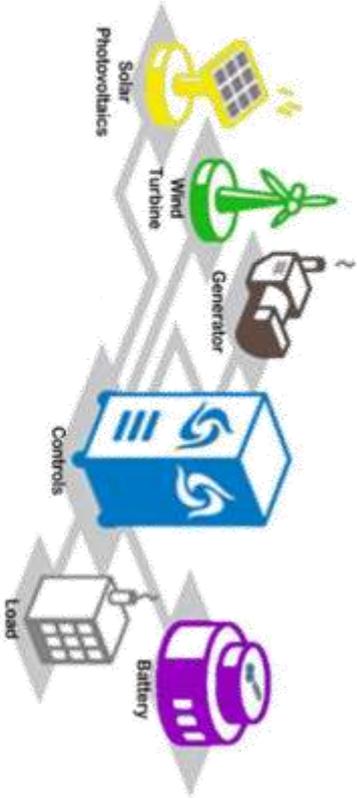
- ◆ Energy Developments Ltd (EDL)
- ◆ Energy Power Systems Australia (EPSA)
- ◆ Wafi-Golpu Joint Venture
- ◆ CS Energy
- ◆ Rio Tinto
- ◆ ERM Power
- ◆ University of Queensland
- ◆ Glencore Technology
- ◆ Solar Systems Pty Ltd

For more information contact: Gour Choudhuri, +61 (0) 40714280, Gour.Choudhuri@cemc.com.au



Regional and Remote Communities Reliability Fund Microgrids 2020-21

An Australian Government Initiative



Lead Applicant:

Choudhuri Engineering & Management Consultants Pty Ltd
Principal & Director: Gour Choudhuri
Mob: 0407 142 840, email: Gour.Choudhuri@cemc.com.au

Team members:

Tim Duignan – Senior Associate
Dr Gita Das – Associate
University of Queensland (Potential)



Fund for Microgrid Feasibility Study

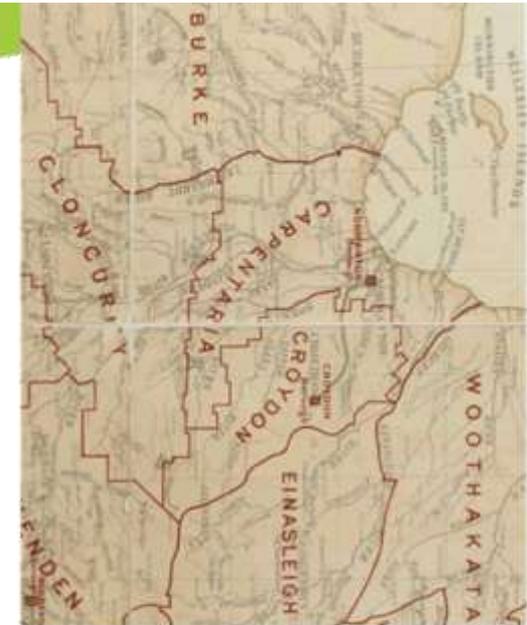
Off-Grid and Fringe-of-Grid
communities in Regional
and Remote areas of
Australia

Fund for feasibility studies is looking at microgrid technologies to replace, upgrade or supplement existing electricity supply arrangements in off-grid and fringe-of-grid communities located in regional and remote areas. Program objectives will be achieved through:

- ▶ Improved regional business, community services and emergency resilience through innovative microgrid solutions
- ▶ Scaled-up and improved microgrid systems in regional and remote communities
- ▶ Increased human capital (skills/knowledge) in the design and deployment of microgrids
- ▶ Demonstrated commerciality and/or reliability and security benefits of deploying and upgrading microgrids
- ▶ Reduced barriers to microgrid uptake in remote and regional communities
- ▶ Increased dissemination of technology and/or project knowledge regarding the deployment and upgrading of microgrids



Proposed Project Location – Shire of Carpentaria



- ▶ The Shire of Carpentaria is located in North Western Queensland of Australia, and has a population of about 2,200. Its economy is based on fishing, agriculture, tourism and government administration
- ▶ Ergon Energy is the local energy distributor
- ▶ Electricity generated from Rockhampton is transmitted over long distances to feed this area, and thus suffers significant losses on the way
- ▶ A local generation is desirable instead of fringe-of-grid that causes issues in delivering a secured & stable power supply



Queensland's Roadmap to Renewables

50% renewable energy target by 2030

Our pathways



PATHWAY 1
Create an environment
for investment shift
and innovation

Response 1—Facilitate the zero net emissions industries of the future
Response 2—Lead by example



PATHWAY 2
Facilitate existing
Queensland industries to
transition

Response 3—Understand the risks and opportunities that a zero net emissions future presents for Queensland
Response 4—Encourage innovation and transition to low and zero carbon technologies



PATHWAY 3
Work with Queensland's
regional communities
to transition

Response 5—Work with Queensland's regional communities to transition
Response 6—Skill Queenslanders for new economy jobs

Source: Pathways to a clean growth economy,
Queensland Government



Emerging Technologies & Energy Transition

Pathway for Queensland's 50% Renewable Energy Target (MWh not MW)



- ▶ Emerging technologies are transforming markets. The rise of the Internet of Things with smart meters, grids and energy efficiency management are creating new, sought after value propositions - demand response, solar, energy storage. The imperative for the industry to adapt and evolve is unnegotiable.
- ▶ Energy transition is occurring across Australia with a shift towards renewable energy, which is impacting traditional generation sources (coal, gas, diesel) and providing challenges for the ongoing reliability and security of power networks.
- ▶ Facilitating the increase in renewable energy in line with Queensland Government's objective of 50% renewables by 2030 requires a considered approach to avoid compromising the security and reliability of the power systems, whilst continuing to meet the growing expectations of customers and the community.



Project Scope Microgrid Feasibility Study for Shire of Carpentaria



Compliance with the Generator Performance Standards (GPS)

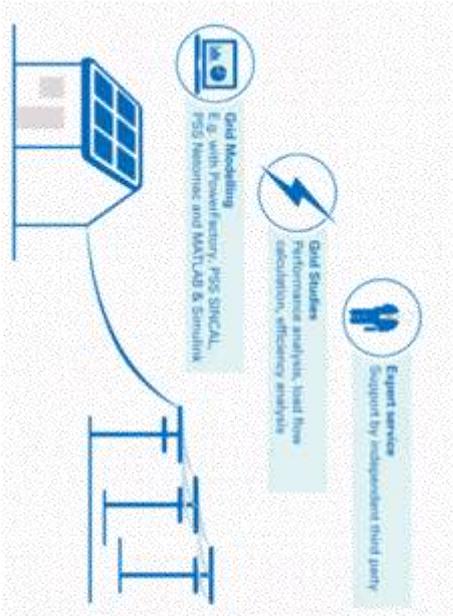
Study considerations:

- ▶ The availability of solar irradiance resources i.e the geographical location and local weather which contributes to use of Solar PV.
- ▶ Assess the current amount of annual electricity generation and the demand to identify the gap, if any. What is the guideline regarding the amount of generation from renewables, and what would be the required installed solar PV capacity to meet this target.
- ▶ Once the required solar PV capacity is identified, the system must have capability to ride through the variability of the solar radiation input by having Battery Energy Storage System (BESS); failure of which may lead to micro-grid instability which in worst case may lead to system collapse and power failure.



Project Scope

... continued



Project will potentially transition to implementation path following the feasibility study

Study Key Features:

- The study will explore availability of solar (including rooftop and home battery systems), non-solar renewable energy sources, demand side management and energy storage devices to offer competitively priced reliable electricity to the community.
- Use of BESS (Battery Energy Storage System) with intelligent controls so as to have an uninterrupted 24 hours of electricity supply.
- Power system modelling – Simulation of microgrid system at the University of Queensland's Renewable Energy Laboratory.
- Sizing of generation and BESS for optimum cost over the life cycle.



Why has CEMC taken this initiative?

40+ years of experience in energy sector with a passion for sustainable energy solution

- ▶ CEMC is a specialist consultancy firm providing value adding services in the electricity & gas sectors since its inception in 2014.
- ▶ CEMC realises that the issue of Climate Change and maximising the use of renewable energy are the two interconnected priorities in the mind of all Australians.
- ▶ CEMC appreciates and supports government initiative towards a cleaner environment and sustainable energy solution.



Stake Holders

- ▶ **Queensland Government** : “Our state is rich in renewable energy resources—solar, geothermal, biomass, wind, hydro—and now we’ve created a raft of new actions and a broad policy platform to expand the sector and accelerate our economy towards a clean energy future.”
- ▶ **Ergon Energy**: “We are all about safely delivering secure, affordable and sustainable energy solutions with our communities and customers.”
- ▶ **Carpentaria Shire Council**: “strives for open, transparent and accountable governance for the community.”



Timeline & Application Requirements

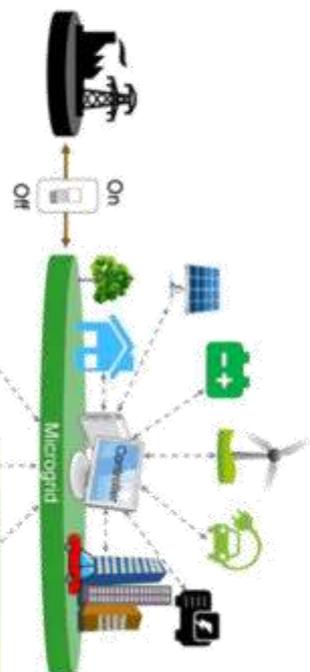
Project Timetable

- ▶ Application submission date – 27 January 2021
- ▶ Project Approval – June 2021
- ▶ Project Completion – December 2022

What we are asking now from Project Participants/Supporters?

- ▶ Carpentaria Shire Council – Letter of support for the project on behalf of the local community
- ▶ Ergon Energy – Letter of support to actively participate in design/development of the Microgrid
- ▶ Queensland Government – Letter of support for the Feasibility Study

Thank You!





Choudhuri Engineering & Management Consultants

Choudhuri Engineering & Management Consultants is a provider of engineering and management services in electricity sector particularly specialising in distributed electricity generation technologies facilitating higher economic renewable energy penetration for remote and isolated electrical system

**CHOUDHURI
ENGINEERING &
MANAGEMENT
CONSULTANTS**

**Director and Principal
Gour Choudhuri**

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Gour Choudhuri

**BE (Mechanical), ME (Project Engineering),
MBA (Finance), CPEng, RPEQ, NPER**

Director and Principal

Mob: +61 407 142 840

Gour has over 40 years of experience in the electricity sector specialising in renewable and non-renewable electricity generation technologies including storage systems. Gour brings extensive experience in power generation projects (concept through to construction and operations) throughout Australia, Asia and South America.

Gour commenced his career in Australia with Ewbank Preece Connell Wagner (now part of Aurecon) in 1995 as a Senior Power Engineer and has been involved as the Study engineer for preparation of Design Development Document for Tennant Creek Solar Thermal Plant.

In 1997, Gour joined NRG Asia-Pacific as Director Engineering responsible for portfolio management of large power generation projects across Australia and Asian region and held positions at Board level in a number of independent power projects.

In 2003, Gour joined Alstom Power as Director – O&M Services for Asia-Pacific region and was based in Kuala Lumpur, Malaysia.

In 2004, Gour joined GHD as global head of power and provided major consultancy services in a range of power projects across Australia, Asia and South America.

In 2014, Gour founded Choudhuri Engineering & Management Consultants (CEMC) to provide independent engineering and management consultancy services across various parts of the world.

Gour's areas of expertise include specialist generation technology assessments, techno-economic studies, feasibility studies and project executions.

CEMC's major clients have been:

- Solar Systems Pty Ltd
- Geodynamics Ltd
- UQ Geothermal Energy Center of Excellence
- Energy Developments Ltd
- Territory Generation
- CS Energy
- Energy Power Systems Australia

Gour is an Australian national and registered with Board of Professional Engineers Queensland in engineering and management disciplines.



Choudhuri Engineering & Management Consultants

Choudhuri Engineering & Management Consultants is a provider of engineering and management services in electricity sector particularly specialising in distributed electricity generation technologies facilitating higher economic renewable energy penetration for remote and isolated electrical system

**CHOUHURI
ENGINEERING &
MANAGENET
CONSULTANTS**

**Director and Principal
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Tim Duignan

Senior Associate

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Tim has accumulated a wealth of experience with over 35 years in the energy industry. Tim brings extensive experience in project development (concept through construction to operations), mergers, acquisitions, energy trading and retailing in the electricity and gas sectors throughout Australia and South East Asia.

Tim commenced his career in the electricity distribution sector in 1985 and moved from distribution to electricity retail with NorthPower in 1998. During his time at NorthPower he held the positions of Qld State Manager and National Sales Manager. Tim moved to Enertrade in 2002, a Qld Government owned corporation trading over 2600MW of generation capacity into the NEM. During his time with Enertrade Tim held the positions of General Manager Business Development and Chief Executive Officer. Whilst with Enertrade, Tim led the bid team for the AES owned Mt Stuart Power Station sale process and was significantly involved with the delivery of the NQ gas pipeline which included the negotiation of major gas commodity and transportation contracts.

In 2008 Tim co-founded ARC Developments International, a specialist Energy Development and Advisory Consultancy working across Australia and Asia.

In 2014 Tim took up the position of CEO of Territory Generation, the largest electricity generator in the NT. During this time he undertook the transformation of the operational model as well as the successful development and implementation of over \$100M of new generation fleet including the installation of a Utility scale Battery Energy Storage System in Alice Springs.

Tim's areas of expertise include business transformation, electricity infrastructure development, project management, mergers, acquisitions and project structuring and financing. He has also been extensively involved in the gas sector including gas sales, processing and pipelines, and reserves delineation and extraction techniques.

The major projects that Tim has led or been significantly involved in include the CopperString transmission project linking Mt Isa to the National Electricity Grid; the 450MW CHP5 combined heat and power project on behalf of the Government of Mongolia and the Asian Development Bank; the 425MW Power plant and transmission line for the Xstrata Tampakan project in the Philippines; development of a 450MW Generation project for Sun Metals in Townsville; power supply arrangements for the Sepon mine in North Sumatra, Indonesia on behalf of OZ Minerals; and 60MW Generation project in the NT on behalf of Macquarie Bank and GE Capital.

Tim is an Australian national and holds qualifications in Electrical Engineering and Business Marketing from the Queensland University of Technology.



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Gita Das

PhD (Computer Vision), MTech and BTech
(Electronics and Communication)

Associate

Mob: +61 0425 409 765

Gita is an accomplished Electronics engineer with a focus on applications of computer science and cutting-edge technology. Over the years she has acquired qualifications and experience in areas of computing, data analysis and modelling. The common thread of her professional journey across projects in defence, medicine, teaching and research has been the passion for problem solving, learning and building things - be it an automatic testing system for avionics, semi-automatic tools for medical diagnosis, computer vision algorithms, or software applications in Robotics.

Gita commenced her career in Australia with Harris Australia in 1995 as Test and Integration Engineer for design and development of Test Program Sets for automatic testing of the Royal Australian Air Force's F111C avionics suite.

In 2004, Gita joined Monash University for post-graduate research in Computer Vision, and later engaged into a medical research project developing computer models.

In 2012, Gita moved to Deakin University, and supported academic and research projects in developing software applications.

Gita is an experienced programmer, and developed code in many languages. In recent years she has worked in a number of data projects that involved processing, analysis and modelling of data to extract insight.

Core areas and interests:

- ◆ Data processing, analysis, modelling & forecasting, visualisation
- ◆ Machine Learning and Deep Learning
- ◆ Image processing, analysis, and retrieval
- ◆ Research and technical feasibility study, writing technical documents, reports, and articles

Gita is an Australian Citizen. She is committed to sustainable technology and cleaner environment.

BUSINESS PAPERS

8.3 HUMAN RESOURCES REPORT

Attachments: NIL
Author: Lisa Ruyg - Manager Human Resources
Date: 14 January 2021

Key Outcome: 1.1 – Responsive and effective service delivery
Key Strategy: 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

1. Work, Health and Safety Report

- Safeplan Progress Report November 2020

KPI	Average Group B Councils	CSC YTD Nov 2019	CSC YTD Nov 2020	Safe Plan Target Annual
Lost Time Injuries	10.28	3	3	5
Lost Time Days per Injury	14.69	7	14	112 total days
Hazard Inspections	-	100%	58%	90%
Take 5's Completed	-	84.55%	82%	85%

Mechanism of Injury for Claims Submitted FYTD

i) Being hit by a moving object	0
ii) Hitting stationary objects	0
iii) Muscular stress while handling objects	0
iv) Muscular stress with no objects being handled	1
v) Muscular stress while lifting	1
vi) Being stuck between static objects	1
vii) Being hit by a falling object	0

BUSINESS PAPERS

viii) Work related harassment and stress 0

2. Update – Certified Agreement 2020

Negotiations re-commencing 21 January 2021.

3. Staff Achievements

Bodean Busch

Completion of Plumbing Apprenticeship.

Peta Leigh Murrhy

Completion of Diploma of Early Childhood Education and Care.

4. Recruitment Update – Director of Corporate Services

First round interviews completed. An update will be provided at the Council meeting.

Consultation (Internal/External):

- Executive Leadership Team
- TAFE North Qld
- WHS Advisor

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.

BUSINESS PAPERS

8.4 CODE OF CONDUCT

Attachments:	8.4.1. Code of Conduct for Employees ↓
Author:	Lisa Ruyg - Manager Human Resources
Date:	14 January 2021
Key Outcome:	1.1 – Responsive and effective service delivery
Key Strategy:	1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

Executive Summary:

In delivering local government services to the community, Council conducts its business with integrity, honesty and fairness whilst complying with all relevant laws, regulations, codes and corporate standards. The Code of Conduct for Employees defines the standards and behaviours expected of staff when undertaking their Council duties. In doing so, it places a responsibility on each and every staff member to use sound judgement in every aspect of their Council work.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities to proactively contribute to the successful achievement of corporate goals and objectives.

A review of the Code of Conduct for Employees has been undertaken which incorporated significant opportunity for staff to provide feedback and the finalised Code of Conduct for Employees is presented to Council for adoption.

RECOMMENDATION:

That Council adopts the Code of Conduct for Employees as presented.

Background:

The Code of Conduct for Employees has been established based on the principles contained within the *Local Government Act 2009* and the *Public Sector Ethics Act 1994*, as well as Council's values contained within the Corporate Plan 2017 – 2022. In general terms the four key ethical principles promoted within the document are:

Integrity and Impartiality

Aims to build community trust and confidence in the public sector by operating to the highest ethical standards. Includes things like declaring conflicts of interest, ensuring all decisions are fair and transparent, proper conduct when being offered gifts or benefits and contributing to a discrimination and harassment-free workplace.

Promoting the Public Good

Recognises that local government is the mechanism by which elected representatives deliver programs and services for the benefit of the community. This principle promotes excellence in customer service, fair and consistent treatment of suppliers, high standards of accountability for the use of public money and the lawful use of intellectual property.

BUSINESS PAPERS

Commitment to the System of Government This principle recognises our duty to uphold the system of government and associated laws. This includes acting within the law, acting in accordance with delegations and complying with the required privacy standards.

Accountability and Transparency This principle promotes a high standard of public administration through the proper use of Council assets, diligence, care and attention in day-to-day work duties and individual commitment to working arrangements, continual professional development and workplace health and safety.

The Code of Conduct for Employees delineates the expected behaviours to be followed when undertaking official Council duties and applies to all Council employees regardless of employment status, role or position.

Consultation (Internal/External):

- Extensive employee consultation has been undertaken with the review of the Code of Conduct for Employees and a summary of this consultation follows:

<u>Date/Timeframe</u>	<u>Description</u>
29 November 2019	Staff advised that a review of all Human Resources Policies, including the Code of Conduct, was being undertaken in 2020 and their feedback would be sought.
10 to 21 August 2020	Consultation period for Code of Conduct. All staff provided with access to a copy of the Code of Conduct. Feedback was received.
6 to 20 October 2020	Second consultation period for Code of Conduct with feedback incorporated. No further feedback was received.

Legal Implications:

- In accordance with the *Industrial Relations Act 2016*, Council is required to consult employees prior to making a decision which is likely to be of significance to employees. Details of the consultation process undertaken is outlined above, therefore Council has complied with all necessary statutory obligations.

Financial and Resource Implications:

- There are no financial and/or resource implications with Council formally adopting the Code of Conduct for Employees.

Risk Management Implications:

- As an organisation, that consistently applies the standards defined within the Code of Conduct the public is enabled to develop greater trust and confidence in Council acting in the best interests of the communities that it serves.

CODE OF CONDUCT FOR EMPLOYEES

Version	Date	Author	Change Description
1.0	21/10/2009		Initial Code of Conduct Adopted. Council Resolution: 1009/011
1.1	23/06/2010	Jodie Kennedy	Inclusion of mention to Social Media. Council Resolution: 0610/006
2.0	19/09/2012	Lindsay Robinson	Rewrite of Code of Conduct to refer to new Local Government Act 2009 Council Resolution: 0912/008



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DRAFT

INTRODUCTION

Council is committed to engendering an organisational culture that reflects its corporate values and guiding principles which will enable the community to maintain trust and confidence in Council's operations.

Modern workplaces demand greater customer focus, better risk management and increased emphasis on individual responsibility and the highest levels of accountability. By valuing the differences that our employees contribute to the workplace, Council is able to increase the effectiveness and efficiencies of the services provided to the community.

The Code of Conduct provides a guide to the minimum behaviour standards expected of all employees regardless of employment status, role or position. It is important to ensure the highest standards of integrity underpin Council operations in its entirety. Council's reputation depends upon the conduct of all employees in carrying out their duties and every employee should strive for excellence at all times to enhance Council's public image and business reputation.

It is an expectation that all employees will treat their colleagues, customers and community members in a professional, respectful and courteous manner. Personal feelings should not be allowed to influence our workplace behaviour and by respecting each other, all employees can contribute towards improving work performance and Council's workplace environment.

This Code of Conduct provides advice and guidance for employees in making wise and ethical decisions, especially in circumstances where the 'correct' or 'best' course of action may not be clear. It is a part of Council's official policy. Without exception, all employees are required to adhere to the standards of conduct which the Code outlines.

I encourage all employees to read the Code of Conduct and develop a clear understanding of the ethical principles; obligations and standards that support our daily work our Council.

Mark Crawley
Chief Executive Officer

Jack Bawden
Mayor

OBJECTIVE

The Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgment while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act honestly and in good faith, and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your team leader/supervisor/manager and by Council.

A 'Guide for ethical decision-making' is included at Appendix B to help you in situations not covered by the Code.

COUNCIL STATEMENT

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers and with each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

OUR VISION

Outback by the Sea – It's a great place to work, live and play.

MISSION STATEMENT

Carpentaria Shire Council – "Working for our Community"

CORE VALUES

- ✓ **Strong leadership** – our community has every right to expect leadership that has integrity, unity and consistency.
- ✓ **Respect and teamwork** – we know that we can only achieve great outcomes for our region by working together as a team.
- ✓ **Good governance** - we need to deliver good governance for our region which is based on honesty, openness and transparency of local government.
- ✓ **Pride in our work** - we aim to do the best for our community all the time, every time.
- ✓ **Positive and professional** - we are not interested in blame but we want to find the best solutions to problems.
- ✓ **Informed decision making** - we need to make sure that we have the best information available when making decisions.
- ✓ **Realistic goals** - we believe in dreaming with our eyes open and focusing on what is achievable.

LEGISLATIVE PRINCIPLES & CORPORATE VALUES

The *Public Sector Ethics Act 1994* identifies four ethics principles fundamental to good public administration that guides our behaviour as Public Officials and form the basis for a local government Code of Conduct. The four principles are:

- *integrity and impartiality;*
- *promoting the public good;*
- *commitment to the system of government; and*
- *accountability and transparency.*

The *Local Government Act 2009* sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires Council's actions are consistent with the following local government principles:

- *transparent and effective processes, and decision-making in the public interest; and*
- *sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- *democratic representation, social inclusion and meaningful community engagement; and*
- *good governance of, and by, local government; and*
- *ethical and legal behaviour of councillors and local government employees.*

These legislated principles, together with Council's core values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making.

TO WHOM DOES THE CODE APPLY?

All Council employees (regardless of their employment status, role or position – e.g. permanent, temporary/fixed-term, casual or part-time employees, managers, supervisors, team leaders, team members or individuals), contractors and volunteers must be familiar with and follow the spirit and content of the Code of Conduct.

WHEN DOES THE CODE APPLY?

The Code is concerned with our conduct as Public Officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of Council.

ETHICAL PRINCIPLES, VALUES, AND CONDUCT

The First Principle – Integrity and impartiality

Public Sector Ethics Act 1994 section 6 states:

“In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and—

- *are committed to the highest ethical standards; and*
- *accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and*
- *show respect towards all persons, including employees, clients and the general public; and*
- *acknowledge the primacy of the public interest and undertake that any Conflict of Interest issue will be resolved or appropriately managed in favour of the public interest; and*
- *are committed to honest, fair and respectful engagement with the community.”*

Conflicts of Interest

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties.

A Conflict of Interest involves a conflict between your official duties and responsibilities in serving the public interest and your private interests. A Conflict of Interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise. This includes advantages to relatives and friends.

If you believe you have a Conflict of Interest, whether real, potential or perceived, you must tell your team leader/supervisor/manager promptly. Your team leader/supervisor/manager will then provide further direction on how to resolve the matter giving rise to the Conflict of Interest.

Until the matter is resolved, you must make sure you are not part of any decision-making processes related to the matter.

If you feel you have a Conflict of Interest between professional and corporate values, discuss it with your team leader/supervisor/manager.

Where required by Section 292 of the *Local Government Regulation 2012* you may be required to supply details of interests to the CEO or Mayor to be included in a Register of Interests and to ensure particulars contained in a Register of Interests remain correct.

Influences on decision-making

You must not influence any person in an improper way with the aim to obtain personal advantage or favours.

All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions were made.

You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Appendix B has more information about how to undertake ethical decision making: see ‘A guide to ethical decision-making’.

You must ensure that any contact with lobbyists complies with any policy of Council and the requirements of the *Integrity Act 2009* (as outlined at Appendix C).

Accepting Gifts and Benefits

Occasionally you may be offered gifts or benefits from people with whom you do business.

Pursuant to section 199(3) of the *Local Government Act 2009*, it is an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. However, section 199(3) does not apply to remuneration paid by Council or a benefit that has only a nominal value.

The acceptance of gifts or benefits of a nominal value may be permitted in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a real, potential or perceived Conflict of Interest or be seen to be receiving a bribe.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced.

For example, ask yourself if accepting the gift or benefit could suggest that the giver may/would receive favourable treatment.

Where required by Section 292 of the *Local Government Regulation 2012* senior staff (including the CEO and Councillors) must ensure that gifts are recorded in their Register of Interests.

For further information refer to Council's Gifts and Benefits Policy.

Employment outside Council

It is not Council's intention to stop people from holding secondary employment over and above your official duties as a Council employee. Approval for secondary employment is automatically granted for you to undertake private employment outside of your normal working hours as long as the following requirements are met:

- That no Conflict of Interest exists or develops, between private employment and your official Council duties.
- That your private employment has no effect on the performance of your official Council duties. This includes effects from a safety/fatigue management perspective.
- That your private employment does not involve use of Council resources (physical, technological or intellectual); and
- You must ensure that your work outside Council continues to meet the requirements stated in the Conflict of Interest, Influences on decision-making, and Accepting Gifts and Benefits clauses above; and
- Pursuant to section 198 of the *Local Government Act 2009*, where you seek to be employed by more than 1 local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.
- Although you do not need written approval if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your team leader/supervisor/manager.

Public Comments on Council Business

As a general rule, Councillors' comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

If you are asked to comment on any Council matter via the media or other public relations firms, you should first consult with the CEO. As a general rule of thumb, the Mayor is Council's first point of contact with the media and is responsible for statements to the media on behalf of Council.

You must also ensure that to the extent you collect, handle or give access to personal information, you comply with the Privacy Principles outlined under the *Information Privacy Act 2009*. A copy of the Privacy Principles as applying to Council is outlined at Appendix D.

Advice given to Elected Officials

Communication between Councillors and employees must be in accordance with the CEO's Guidelines on requests to employees for advice to help a Councillor make a decision. Council employees must give elected members (Councillors) advice that is thorough, responsive, objective, independent, apolitical and impartial so that Councillors can make decisions and carry out their community responsibilities.

If you believe there is conflict between a request from an elected official and Council policies, you must discuss this with your team leader/supervisor/manager who will refer the matter to the CEO through the relevant director.

For further information refer to Council's Acceptable Request Guidelines.

External Activities

Council supports and is committed to ensuring all staff are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause a Conflict of Interest, and/or unduly restricts the performance of your official duties with Council or adversely impacts on Council's reputation and standing in the community.

You must not allow your involvement in any external organisation to intrude upon your duty as a Council employee to give sound advice to Council that is objective, independent, apolitical and impartial.

You are not to take part in political affairs whilst on duty. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals or groups.

If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.

You must not use your role in Council, Council information or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation. You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation you need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give rise to a perception of Conflict of Interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with this Code of Conduct.

Social Media

You must not use social media and networking sites to discuss Council issues. Social networking sites are public forums and use of these mediums to display negative comments about Council and other employees will not be tolerated.

Consider these examples of improper conduct:

- A Council employee has an argument with a fellow employee and then uses their Facebook page to insult this individual.
- An employee is not happy with a decision made by Council so they post comments on social media or a personal blog complaining about this decision.
- An employee is on sick leave and they post status updates about how they are pulling a "sickie"
- An employee posts a photo of another employee at a Council function displaying inappropriate behaviour in Council uniform.

Behaviour towards Each Other

We must all treat others with trust, respect, honesty, fairness, sensitivity and dignity and this responsibility extends to work related activities outside normal working hours. Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Council values diversity, and expects all its employees, contractors or volunteers to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature.

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities (e.g. meetings).

Behaviour towards Children and Young People

For employees who work with children and young people particularly in regulated areas of employment and for those who may be required to work directly with children or young people during the course of their employment with council, the following standards of behaviour towards children and young people need to be adhered to which include:

Language

- Use encouraging and/or positive words and in a pleasant tone of voice;
- Be open and honest when communicating; and
- For example, it is not appropriate to; insult, criticise or name call; bully, swear or yell at a child or young person; and make sexually suggestive comments and/or jokes.

Relationships

- Be a positive role model;
- Build relationships based on trust;
- Empower children to share in decision making; and
- For example it is not appropriate to; show favouritism or gift giving; spend excessive amounts of time alone with children; bully or harass; or act in a way which would give a reasonable person cause for concern that any meeting with the child or young person arising from the conduct would be for unlawful purposes.

Physical contact

- Allow for personal space;
- It is permissible to touch due to medical emergency or to protect from physical harm;
- Should be non-threatening; and
- For example, it is not appropriate to; use violent or aggressive behaviour including hitting, kicking, slapping or pushing; and kiss or touch in a sexual nature.

Other Behaviours

- Wear appropriate attire/clothing for your role;
- Use the internet and/or mobile phone for work related purposes only.

Non-discriminatory workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:-

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference/lawful sexual activity;
- age;
- disability/impairment, including infectious disease;
- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction;
- breast feeding; or
- gender identity.

As an employee of Council, you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with other employees, residents, ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your supervisor or manager, or if such action involves your supervisor or manager, another senior officer. Proven cases of unlawful discrimination may lead to disciplinary action taken against offending employees.

Sexual and other forms of Workplace Harassment

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

As an employee of Council, it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. You have a joint responsibility to respect the rights

Code of Conduct for Employees

of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Some examples of behaviour which may constitute either sexual harassment or workplace bullying includes:-

- Acting towards, or speaking to a person in a manner which threatens or vilifies that person;
- Deliberately excluding a particular individual from relevant work related activities or functions;
- Making jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or a personal appearance;
- Distribution or display of sexually explicit material (including through email) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons;
- Persistent questions about a person's private life;
- Personal comments about appearance, size, clothing;
- Demands for sexual favours, either directly or by implication;
- Unwanted and deliberate physical contact;
- Indecent assault, rape and other criminal offences.

For further information refer to Council's Workplace Anti Bullying and Harassment and Equal Employment Opportunity Policies.

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The Second Principle – Promoting the Public Good

Public Sector Ethics Act 1994 section 7 states:

“In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –

- *accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- *accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- *accept and value their duty to manage public resources effectively, efficiently and economically; and*
- *value and seek to achieve excellence in service delivery; and*
- *value and seek to achieve enhanced integration of services to better service clients.”*

Customer Service

As a Council employee it is expected that you will strive to provide excellent customer service regardless of your position in Council. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

All Council employees serve ratepayers directly or indirectly. If your role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.

You are expected to treat complaints from customers, ratepayers, and the community or fellow employees seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to complain or criticise Council. Council expects its employees to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw from the situation. If in doubt, ask for assistance from a more experienced colleague, or a team leader/supervisor/manager. Council will support any employee who believes they are under threat from a member of the public.

Council's image can be impacted by the presentation of staff. Council requires its employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your manager or consult Councils' Corporate Clothing Policy. Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration (other than alterations designed to ensure a proper fit) and ensure that uniforms are clean and tidy. If you are a manager you are expected to ensure that staff are appropriately presented at all times.

Fairness to suppliers

Council's contracting activities are regulated pursuant to Chapter 6 of the *Local Government Regulation 2012*. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect the provisions of the *Local Government Regulation 2012*. You must comply with the *Local Government Regulation 2012*, Council's Procurement Policy and Council procedures when seeking suppliers for goods or services.

If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

You also need to ensure that you do not incur any liability or enter into any contract on behalf of Council, or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

Public money

You must maintain high standards of accountability if you are responsible for the collection and/or safe custody of public money.

You are not to borrow or use Council money for private purposes. This also applies to items such as corporate cards or vouchers.

Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's Entertainment and Hospitality Policy.

Intellectual property

Council expects its employees to ensure that their actions do not breach or infringe the *Copyright Act 1968*, by unlawfully using the intellectual property of any individual or organisation.

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it. Similarly, you must not store or copy audio, video or image files, printed media and software on Council assets without an appropriate license or approval. Where this is unclear you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your supervisor/manager.

Concern for the environment and cultural heritage

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions (e.g. taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and, where applicable, your duty to notify of environmental harm: Refer to Chapter 7, Part 1 of the *Environmental Protection Act 1994*.

As part of every employee's duty of care to the community there exists a responsibility to recognise and minimise damage to cultural heritage sites both recognised and potential. Employees must follow Council policies and procedures to avoid any damage to any potential cultural heritage site.

The Third Principle – Commitment to the system of government

Public Sector Ethics Act 1994 section 8 states: *In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public officials -*

- *accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*
- *are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
- *accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*

Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official

Acting within the law

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your manager. Such disclosure will be treated confidentially.

Acting in accordance with delegations and signing documents on behalf of Council

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the CEO you must ensure there exists an appropriate delegation pursuant to State of Federal legislation that allows you to exercise the power.

Raising concerns

You have the right to comment on or raise concerns with your team leader/supervisor/manager about Council policies, practices or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's Disciplinary Policy.

Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Code of Conduct for Employees

Employees must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*. A copy of the Privacy Principles is outlined at Appendix D.

As a general rule you can maintain privacy by:

- not discussing work matters with persons not entitled to know such information; and
- not disclosing system passwords to others; and
- taking responsibility to safeguard confidential files and information; and
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- ensuring that you complying with Council policy in relation maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g. in seminars or training programs). However, in sharing your experiences, you must ensure that where personal information is involved, you don't breach Council's privacy obligations. You may breach this obligation even if comments are made or personal information other than your own is shared in your personal life, including via social media outlets.

In addition to the *Information Privacy Act 2009*, section 200 of the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that:-

- is confidential to Council; and
- Council wishes to keep confidential.

Personal and other information may on occasion be sought from Council by an employee or other members of the public pursuant to the *Right to Information Act 2009*. If such a request is made of you, you must ensure that you refer such requests to the CEO to be properly considered.

The Fourth Principle – Accountability and transparency

Public Sector Ethics Act 1994 section 9 states:

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials -

- are committed to exercising proper diligence, care and attention; and
- are committed to using public resources in an effective and accountable way; and
- are committed to managing information as openly as practicable within the legal framework; and
- value and seek to achieve high standards of public administration; and
- value and seek to innovate and continuously improve performance; and
- value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.

Using Council assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All employees share the responsibility for looking after them.

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your manager.

You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.

You can use telephones on a limited basis for local calls that you cannot make conveniently outside working hours.

If you use Council vehicles or a Council issued mobile telephone for non-official purposes, you must ensure that your use is in accordance with Council policy.

Council allows limited personal use of email and internet browsing. Limited personal use means use that is infrequent and brief, and is performed during your non-paid time, that is, before and after work or during meal breaks.

Upon your employment terminating with Council, you must return all Council property and work-related documents immediately.

Diligence, care and attention

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:

- maintaining punctuality and not being absent from your work station/location during work time without reason;
- giving priority to official duties over personal activities during work time;

Code of Conduct for Employees

- ensuring you do not undertake personal work during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any employee you supervise or manage;
- your work and the work of those you supervise contribute to the achievement of Council's goals;
- employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
- wherever possible, employees are given training opportunities to assist them in developing their careers;
- employees are provided with information that is vital for effective work performance;
- the opinions of employees are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- employees who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on time sheets, leave sheets and pay summary reports;
- appropriate action is taken if breaches of this Code occur.

Attendance at and absence from duty

You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your work location. If you are unavoidably detained please advise your team leader/supervisor/manager as soon as reasonably possible before your expected start time.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

Employees who are absent from work in breach of the above requirements may be subject to disciplinary action.

Self-development

All local government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance: refer to section 13 of the *Local Government Act 2009*. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer

service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training.

Workplace health and safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

Council will endeavour to ensure that persons are free from:-

- death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow employees and members of the public. As a worker you have the following obligations at the workplace:-

- to comply with the instructions given for workplace health and safety at the workplace by Council;
- to use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
- not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- not to wilfully place at risk the workplace health and safety of any person at the workplace;
- not to wilfully injure yourself.

You also have a duty to:

- identify hazards and manage risks to health and safety;
- perform all work safely and follow safe work practices;
- report any incidents or hazards immediately and support investigations;
- take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements;
- participate in rehabilitation and return to work programs if required.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety.

As such you must not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or illegal drugs;
- consume alcohol while on duty;
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- undermine Council's service to customers by leaving your work location in order to smoke. Smoking is only permissible during meal breaks;

Code of Conduct for Employees

- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site, within 4m of any part of an entrance to an enclosed place or at park benches adjacent to Council buildings.

For more information refer to Council's Drug and Alcohol Policy.

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BREACHES OF THE CODE

Council expects all employees, whilst engaged in official duties, to demonstrate the basic standards of acceptable conduct as set out in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, the public perception of Council and interpersonal work relationships. Any act or omission by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, which may include dismissal. All suspected breaches will be dealt with on a case by case basis.

Suspected Official Misconduct must be referred to Council's Chief Executive Officer. The Chief Executive Officer has a lawful duty to notify the Crime and Corruption Commission of any suspected Official Misconduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for breaches of this Code will be in accordance with Council's Disciplinary Policy and in compliance with Council's obligations pursuant to Chapter 8, Part 3, Division 1 of the *Local Government Regulation 2012*.

IF YOU HAVE A CONCERN

The *Public Interest Disclosure Act 2010* and the *Public Sector Ethics Act 1994* aim to create a work environment where public sector employees understand and maintain appropriate standards of conduct.

Where you honestly believe on reasonable grounds that you possess information about another Council officer's conduct that relates to:

- Official Misconduct; or
- maladministration that adversely affects a person's interests; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment

you have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010*.

Should you wish to make such a disclosure, please contact:

- internally - Chief Executive Officer; or
- externally – A relevant government agency such as the Crime and Misconduct Commission, Anti-Discrimination Commission, Workplace Health and Safety Queensland, Queensland Office of Industrial Relations etc.

REVIEW

This Code will be reviewed as required.

PUBLICATION

In accordance with the requirements of section 20 of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep a printed copy of the Code available for inspection in Council's public office and Council will publish the Code to ensure that all employees have access.

TRAINING

Education and training about public sector ethics will be offered at induction and as frequently as the Chief Executive Officer determines.

AUTHORITY

In accordance with Section 16 of the *Public Sector Ethics Act 1994*, the following consultation process was followed in development of this Code:

- Chief Executive Officer
- Executive Leadership Team
- Unions of Employees
- Council Employees

This Code was approved by the Chief Executive Officer in accordance with Section 17 of the *Public Sector Ethics Act 1994*.

FURTHER ASSISTANCE

If you read the Code and are still unsure of how it applies to you, it is important that you discuss this with your manager, team leader or supervisor. In most cases, they will be able to answer your enquiries.

If you have concerns about approaching any of these people, contact the next most senior person in your area.

Alternatively, you might wish to contact the Human Resources Department

RELATED INFORMATION

- Confidentiality Agreement for Employees
- Disciplinary Policy

APPENDIX A - DEFINITIONS

Benefit – means something that is similar to a Gift in that it is of value to the recipient, but it is less tangible in nature (e.g. a new job or promotion, preferential treatment, or access to confidential information).

Conflict of Interest – means a conflict between a Council employee's work responsibilities and their personal or private interests. A Conflict of Interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

- A real Conflict of Interest is a conflict between the employee's duties and their private interests. For example, Ron is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel.
- A perceived Conflict of Interest arises where a person is likely to believe an employee's private interests could improperly influence them at work. Such a perception is judged having regard to what a fair and reasonable member of the public could be expected to believe. For example, Frida works for Council as a community grants funding program manager. On the weekend she plays tennis with the director of a community organisation applying for funding through the funding program Frida is managing. A reasonable person is likely to believe that Frida could be improperly influenced by the relationship she has developed with the director at tennis.

Types of interests – interests can be financial, non-financial, personal, private, family or business.

- A financial interest is when the employee could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel. For example, Kim's partner owns a company which is tendering for work with Council.
- Some examples of non-financial interests are below.
- You work in the strategic procurement area and one of your regular fishing friends asks you to keep an eye on his tender application.
- You work in the funding application area and you are also president of a local group applying for funding from Council.
- You work in the development applications area and your children's school will be affected by a new development and the development proposal has been submitted to Council for approval.

Gift – means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

Impaired by the effects of alcohol or drugs means:

- Test above the Maximum Acceptable Levels of Drugs and Alcohol as defined in Section 7 of Council's Drug & Alcohol Policy.

Indictable offence – means a crime or misdemeanour for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment.

Indictable offence conviction – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an Indictable offence.

Limited Personal Use (Electronic Mail and World Wide Web) – means the following:

- Use that is infrequent and brief and is performed during the employee's non-paid time. That is, before and after work or during meal breaks.
- Use that does not breach this Code of Conduct, Council policy, *Public Sector Ethics Act 1994 (Qld)*, *Local Government Act 2009 (including Regulations) (Qld)*, *Crime and Corruption Act 2001 (Qld)* or related State and Federal legislation and regulations.
- Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development.
- Personal use refers to personal related activities which do not interfere with the operations of the Council.
- Examples of permitted limited personal use of the internet include:
 - internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;
 - participation in approved online training or personal development programs;
 - sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.
- Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include:
 - gambling (including gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping);
 - games (including traditional board games, card games and role-playing games, for example, Solitaire and World of Warcraft);
 - participation in online auctions (including eBay);
 - dating (including the use of online dating services);
 - downloading and storage of music, video files and pictures (including the use of YouTube, iTunes, Napster, BitTorrent and similar sites/programs);
 - accessing social networking sites (including Facebook, Twitter, MySpace and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/supervisor/manager;
 - accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

Official Misconduct – means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:

- dishonesty or lack of impartiality;
- a breach of the trust put in a person by virtue of their position; or
- a misuse of officially obtained information.

It must also be a criminal offence or serious enough to justify dismissal of the person from their position.

Public official – means an employee of Council.

Summary conviction – means a summary conviction of an indictable offence by a Magistrates Court.

APPENDIX B - A GUIDE TO ETHICAL DECISION-MAKING

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: assess the situation.

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Step 2: look at the situation from Council's viewpoint.

- As a Public official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3: how would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny?

Step 4: consider the options.

- Ask your team leader/supervisor/manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Step 5: choose your course of action.

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists, if this is appropriate.

APPENDIX C – CONTACT WITH LOBBYISTS

The following guide is designed to help you deal with lobbyists appropriately and in compliance with provisions of the *Integrity Act 2009*.

1. Contact by Registered Lobbyists

Councillors and Council employees who receive contact from a lobbyist must establish whether the lobbyist is registered. The Lobbyist Register may be viewed at:

<http://lobbyists.integrity.qld.gov.au/who-is-on-the-register.aspx>

Councillors and Council employees who receive contact by a registered lobbyist must create a record of that contact and forward the following core information to the Chief Executive Officer:

- Date of Contact
- Name and title of Councillors and Council employees present
- Name and title of Lobbyist/s present
- Name and title of Lobbyist's clients/s present
- Method of contact (e.g. telephone call)
- Purpose of contact (e.g. follow up of progress with application)
- Brief description of issue
- Outcome of contact

2. Contact by Unregistered Lobbyists

Councillors and Council employees must not engage in lobbying activity with unregistered lobbyists. If you reasonably believe someone is an unregistered lobbyist and undertaking a lobbying activity, please follow the below steps:

- Advise the person (in a professional manner) that you believe that:-
- This contact may be a "lobbying activity" under the *Integrity Act 2009*;
- You are required under that Act to seek some clarification as to the person's standing as an unregistered lobbyist under the *Integrity Act 2009*;
- You can no longer discuss with this person any lobbying activity matters, but you can assist with any "unrelated lobbying activity" discussions.
- Make a note of the person's details and circumstances of the lobbying activity (i.e. time, date and place of incident, who were the people involved in the incident and how you believe this was a "lobbying activity");
- Report the matter (including a copy of your notes of the incident) to your Manager or Director; and
- Discontinue contact with the person on any "lobbying activity", until the matter is resolved. This does not mean you cannot assist the person with other "unrelated lobbying activity" matters.

APPENDIX D – INFORMATION PRIVACY PRINCIPALS

Collection of personal information (lawful and fair)

(1) An agency must not collect personal information for inclusion in a document or generally available publication unless--

- the information is collected for a lawful purpose directly related to a function or activity of the agency; and
- the collection of the information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.

(2) An agency must not collect personal information in a way that is unfair or unlawful.

2 IPP 2--Collection of personal information (requested from individual)

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies only if the agency asks the individual the subject of the personal information for either--

(a) the personal information; or

(b) information of a type that would include the personal information.

(3) The agency must take all reasonable steps to ensure that the individual is generally aware of--

(a) the purpose of the collection; and

(b) if the collection of the personal information is authorised or required under a law—

(i) the fact that the collection of the information is authorised or required under a law; and

(ii) the law authorising or requiring the collection; and

(c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity)--the identity of the first entity; and

(d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)--the identity of the second entity.

(4) The agency must take the reasonable steps required under subsection (3)--

(a) if practicable--before the personal information is collected; or

(b) otherwise--as soon as practicable after the personal information is collected.

(5) However, the agency is not required to act under subsection (3) if--

(a) the personal information is collected in the context of the delivery of an emergency service; and

Example--

personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service

(b) the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and

(c) the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

3 IPP 3—Collection of personal information (relevance etc.)

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies to personal information only if the agency asks for the personal information from any person.

(3) The agency must take all reasonable steps to ensure that--

(a) the personal information collected is--

(i) relevant to the purpose for which it is collected; and

(ii) complete and up to date; and

(b) the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

4 IPP 4—Storage and security of personal information

(1) An agency having control of a document containing personal information must ensure that--

(a) the document is protected against--

(i) loss; and

(ii) unauthorised access, use, modification or disclosure; and

(iii) any other misuse; and

(b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.

(2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

5 IPP 5—Providing information about documents containing personal information

(1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out--

(a) whether the agency has control of any documents containing personal information; and

(b) the type of personal information contained in the documents; and

(c) the main purposes for which personal information included in the documents is used; and

(d) what an individual should do to obtain access to a document containing personal information about the individual.

(2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

6 IPP 6—Access to documents containing personal information

(1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.

(2) An agency is not required to give an individual access to a document under subsection (1) if--

(a) the agency is authorised or required under an access law to refuse to give the access to the individual; or

(b) the document is expressly excluded from the operation of an access law.

7 IPP 7—Amendment of documents containing personal information

(1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information--

(a) is accurate; and

(b) having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.

(2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.

(3) Subsection (4) applies if--

(a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and

(b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).

(4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

8 IPP 8—Checking of accuracy etc. of personal information before use by agency

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, complete and up to date.

9 IPP 9—Use of personal information only for relevant purpose

(1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.

(2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

10 IPP 10—Limits on use of personal information

Code of Conduct for Employees

(1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless--

(a) the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or

(b) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or

(c) use of the information for the other purpose is authorised or required under a law; or

(d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency--

(i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;

(ii) the enforcement of laws relating to the confiscation of the proceeds of crime;

(iii) the protection of the public revenue;

(iv) the prevention, detection, investigation or remedying of seriously improper conduct;

(v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or

(e) the other purpose is directly related to the purpose for which the information was obtained; or

Examples for paragraph (e)—

1 An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.

2 An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

(f) all of the following apply--

(i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;

(ii) the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;

(iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.

(2) If the agency uses the personal information under subsection (1)(d), the agency must include with the document a note of the use.

11 IPP 11--Limits on disclosure

(1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless--

(a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or

(b) the individual has expressly or impliedly agreed to the disclosure; or

(c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or

(d) the disclosure is authorised or required under a law; or

(e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency--

(i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;

(ii) the enforcement of laws relating to the confiscation of the proceeds of crime;

(iii) the protection of the public revenue;

(iv) the prevention, detection, investigation or remedying of seriously improper conduct;

(v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or

(f) all of the following apply--

(i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;

(ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;

(iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;

(iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.

(2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.

(3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.

(4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that--

Code of Conduct for Employees

- (a) it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
- (b) the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
- (c) the individual has not made a request mentioned in paragraph (b); and
- (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
- (e) each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.

DRAFT

BUSINESS PAPERS

8.5 TOURISM REPORT - DECEMBER 2020

Attachments: 8.5.1. Visitation and revenue [↓](#)
8.5.2. Cyclone damage report [↓](#)

Author: Verena Olesch - General Manager - Tourism

Date: 13 January 2021

Key Outcome: 6.1 - A strong and diverse economy

Key Strategy: 6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and visitor numbers, as well as activities in relation to the Visitor Information Centres.

RECOMMENDATION:

That Council:

1. receive the Tourism Report; and
2. that those matters not covered by resolution be noted.

1.1 Actions Outstanding from Previous Meetings

Reference	Action	Status
	Nil	

1.2 Visitor Information Centres:

- October tourism numbers:
 - Normanton VIC: tba
 - Karumba LWBDC & VIC: 408 (402 last December)
- Guided Tours and feeding: 169 / \$2830
30 / \$0 in December 2019
- Other Revenue
 - Normanton: \$ (tba November 19)
 - Karumba: \$ 6797.12 (merchandise)
\$ 4402.09 in December 2019
- Donation Box \$ not counted

BUSINESS PAPERS

1.3 LW Barramundi Discovery Centre:

Merchandise and tours:

- Visitation continued throughout December, with around 100 locals and the majority of the rest from Queensland

Visitor Information Centre

- Slow as expected
- Roads now closed until further notice

Budget

Detailed visitor numbers, tours and merchandise attached.

Grants:

- Signage grant of \$50k (unmatched) – finally approved and documented
- Outback Queensland Icons Grant of \$125k plus GST (unmatched) approved – still covering expenditure, we have until the end of 2020 to allocate funds.
- Stock workers YOOTEK Grant acquittal done and awaiting comments
- Festival acquittal grant pending
- BoR05 Entertainment area acquitted and approved
- ZandA's Round 4 Jan-Mar open

1.4 Outback-by-the-Sea Festival

- Dates booked in for 2021 (25 Sep – 04 Oct 2021), Adam Harvey re-contracted as headline act

1.5 Tourism

- RTBS booking system has new owner, currently evaluating options with Rezdy vs RTBS
- Implemented QR code check-in at NTN and KBA VIC's
- Cairns Show booked for May
- Brisbane 4x4 show with OQTA in March

1.6 Hatchery Operations

- Fingerlings growing well, on pellets now, constantly eating and being graded
- We have more than we had the last few years...
- Have contacted re-stocking groups to check on numbers for paid fingerlings

BUSINESS PAPERS

- GBRA 96,000 allocation for Norman imminent

1.7 Digital Platforms

- Continue strong results across platforms
- Already has around 5k reach on Facebook for the new CSC promo clip (done with the help of the A4A videographer)
- New Barra Centre promo video distributed through A4A EDM and already had 1.1k views on YouTube, another 5K reach via our won FB page

1.8 Other activities

- Cyclone Imogen went through Karumba and caused a fair bit of damage to council property – see attached report
- 2 subsequent facebook posts from the Barra Centre so far reached nearly 500,000 people, an absolute record!! Also 44k engagement.
- Wild Australia Exhibition: UQ want \$2k from us for keeping the displays, what is council's view on this? I have offered \$1.5k as it fits really well into the gallery area, but also happy just to send it back.

LWBDC Performance 2020-21

	ACTUAL 2019-20				BUDGET 2020-21				ACTUAL 2020-21			
	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours #	Tours \$	Merchandise \$
JULY	4320	1673	\$ 22,731.82	\$ 15,292.34	4000	1600	\$ 24,000.00	\$ 40,000.00	3321	820	\$ 14,445.44	\$ 25,597.29
AUG	3469	1242	\$ 16,586.36	\$ 13,034.35	3400	1360	\$ 20,400.00	\$ 34,000.00	4278	1102	\$ 20,738.18	\$ 37,590.28
SEPT	2126	842	\$ 11,554.55	\$ 12,734.52	800	320	\$ 4,800.00	\$ 8,000.00	4010	1417	\$ 21,253.63	\$ 38,489.47
OCT	1098	398	\$ 5,222.73	\$ 9,611.68	800	320	\$ 4,800.00	\$ 8,000.00	2001	915	\$ 19,205.46	\$ 22,773.48
NOV	419	79	\$ 1,136.36	\$ 4,042.74	400	160	\$ 2,400.00	\$ 4,000.00	625	252	\$ 4,752.71	\$ 9,263.05
DEC	402	30	\$ -	\$ 4,402.09	400	160	\$ 2,400.00	\$ 4,000.00	408	169	\$ 2,830.00	\$ 6,797.12
JAN	202	0	\$ -	\$ 1,346.46	400	160	\$ 2,400.00	\$ 4,000.00				
FEB	173	0	\$ -	\$ 487.84	200	80	\$ 1,200.00	\$ 2,000.00				
MAR	235	74	\$ 236.36	\$ 1,788.25	200	80	\$ 1,200.00	\$ 2,000.00				
APR	0	0	\$ -	\$ -	2400	960	\$ 14,400.00	\$ 24,000.00				
MAY	99	0	\$ -	\$ 1,729.08	3200	1280	\$ 19,200.00	\$ 32,000.00				
JUN	1107	279	\$ 5,473.39	\$ 12,064.15	3800	1520	\$ 22,800.00	\$ 36,000.00				
TOTAL	13650	4617	\$ 63,041.57	\$ 76,533.49	20000	8000	\$ 120,000.00	\$ 200,000.00	14643	4675	\$ 83,275.42	\$ 140,510.69

COVID-19 impacted months

	% CHANGE TO ACTUAL LAST YEAR				% CHANGE TO BUDGET			
	Visitors	Tours #	Tours \$	Merchandise	Visitors	Tours #	Tours \$	Merchandise
JULY	77%	49%	64%	167%	83%	51%	60%	64%
AUG	123%	89%	125%	288%	126%	81%	102%	111%
SEPT	189%	168%	184%	302%	501%	443%	443%	481%
OCT	182%	230%	361%	237%	250%	286%	400%	285%
NOV	149%	319%	418%	229%	156%	158%	198%	232%
DEC	101%	563%	0%	154%	102%	108%	118%	170%
JAN	0%	0%	0%	0%	0%	0%	0%	0%
FEB	0%	0%	0%	0%	0%	0%	0%	0%
MAR	0%	0%	0%	0%	0%	0%	0%	0%
APR	0%	0%	0%	0%	0%	0%	0%	0%
MAY	0%	0%	0%	0%	0%	0%	0%	0%
JUN	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	107%	101%	132%	184%	73%	58%	69%	70%

All revenue figures are net - excluding GST

Rapid Damage Assessment

Event: Cyclone Imogen

Date inspected: 04/01/2021

Performed by: Verena Olesch, Manager of Tourism, Carpentaria Shire Council

Photos of the damage will be saved to I drive, under 'LWBDC – Cyclone Imogen'

Location: Barramundi Discovery Centre, 149 Yappar Street, Karumba, QLD 4891

Key findings:

- Damage to structure
- Water ingress to building
- Damage to assets
- Fallen trees in grounds

Damage to structure:

- Sheets missing and torn from the 'lantern' (entry point)
- Gutter torn and bent (café)
- Foam eave seals missing and torn from building (throughout)

Water ingress:

- Water ingress via ceiling & fittings (interpretive centre, bathroom, café, art gallery and conference room)
- Various ceiling mounted lights not working (throughout centre)
- Water ingress via various windows and doors (throughout)
- Damage to linoleum floor covering due to water ingress (throughout)
- Carpet soaked but does not appear damaged (conference room)

Damage to assets:

- Floodlight post leaning (car park)

Fallen trees:

- Several trees fallen (throughout)

Location: Hatchery, 149 Yappar Street, Karumba, QLD 4891

Key findings:

- Damage to structure

Damage to structure:

- Shed wall missing (pump shed)
- Air-conditioning unit damaged (mounted next to pump shed)

Location: Old hatchery, 148 Yappar Street, Karumba, QLD 4891

Key findings:

- Damage to structure
- Damage to assets
- Water ingress to building
- Fallen trees

Damage to structures:

- Wall sheeting missing and broken (demountable building)
- Whirly bird torn from roof (small shed)

Damage to assets:

- One water tank damaged
- Two stock tanks damaged

Water ingress to building:

- Water ingress through various windows and doors (throughout)

Fallen trees:

- Numerous fallen trees

BUSINESS PAPERS

9 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

9.1 MONTHLY FINANCIAL REPORT - DECEMBER 2020

Attachments:	9.1.1. Monthly Financial Statements December 2020 ↓ 9.1.2. Capital Expenditures ↓ 9.1.3. Cash ↓ 9.1.4. Monthly Local Spend ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	14 January 2021
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 December 2020.

RECOMMENDATION:

That Council:

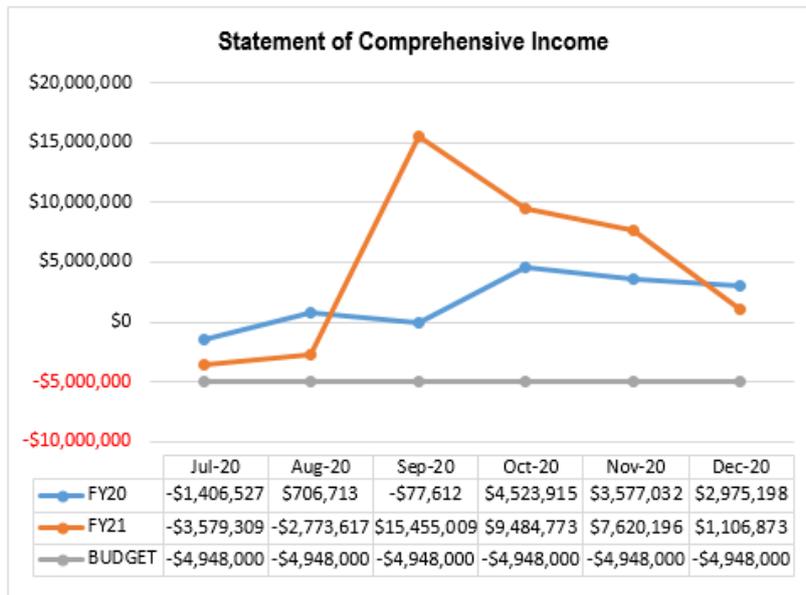
1. accepts the Monthly Financial Report for the period ending 31 December 2020 as presented; and
2. that those matters not covered by resolution be noted.

FINANCIAL REPORT

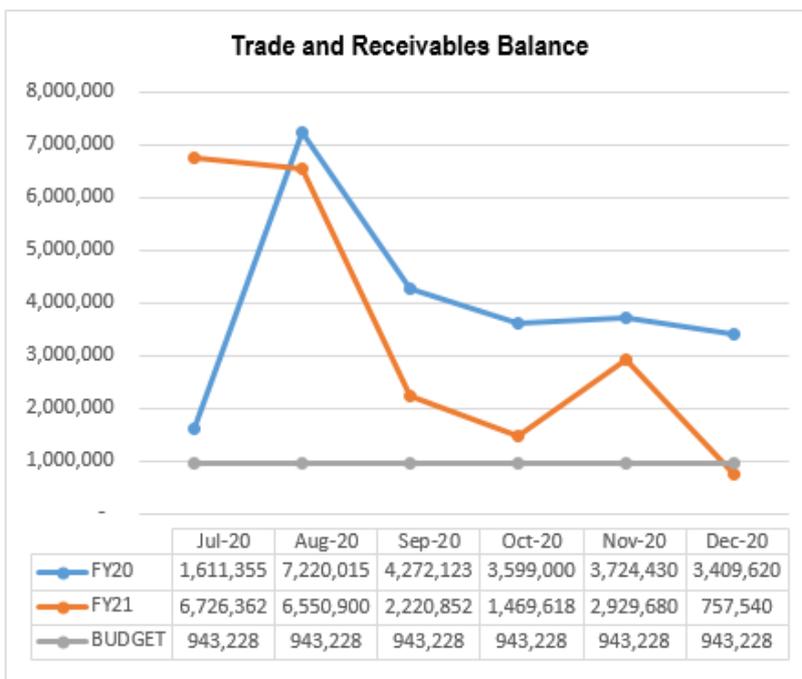
The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

The Comprehensive Income Statement indicates a *Net Operating Surplus* result of \$1,106,873, for the sixth month of the current financial year.

BUSINESS PAPERS



Council has *Trade and Receivables* of \$ 757,540 as of 31 December 2020. This balance is made up of \$ 459,410 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc.)



Rates and Service Charges

Month	Jun-20	Jul-20	Aug-20	Sept 20	Oct-20	Nov-20	Dec-20
Current Year	-	-	4,328,088.24	1,455,376.83	319,587.05	301,110.13	200,352.07
1 Year Arrears	1,128,673.14	292,675.36	284,704.17	185,898.83	156,746.85	151,670.36	147,914.15
2 Year Arrears	79,535.25	75,705.59	70,532.08	71,134.95	64,492.47	63,424.25	63,022.87
3+ Year Arrears	168,146.77	166,896.77	165,071.49	164,271.49	159,542.67	158,642.67	157,392.67

BUSINESS PAPERS

Interest	181,222.30	178,051.94	175,318.03	167,844.88	161,813.42	160,507.36	158,380.53
Credits	-115,185.62	-147,188.25	- 52,254.21	- 100,397.23	-235,675.47	-252,687.65	-267,552.10
Balance	\$1,442,391.84	\$566,141.41	\$ 4,971,459.80	\$ 1,944,129.75	\$626,506.99	582,667.12	\$459,510.19

Procurement

Local Spend

In accordance with Council Procurement Policy, all procurement activities were carried out in a manner which ensure a regard for the sound contracting principle when entering a contract for either the supply of goods and/or services.

One of the five principles is the development of competitive local business and industry. Please refer to the attachments of this report, the table shows the monthly local spend on Council procurement activities since April 2019.

Capital Expenditures 2020-2021

Please see attachments for Council Capital Expenditures as of 31 December 2020.

Consultation (Internal/External):

- Westpac Banking Corporation
- Queensland Treasury Corporation

Legal Implications:

- Failure to meet regulatory reporting requirements is a breach of the *Local Government Act 2009*.

Financial and Resource Implications:

- As provided for in current adopted 2020/2021 Annual Budget.

Risk Management Implications:

- Risk is considered low and Council will be advised if major items deviate from the adopted budget and forecasts.



Statement of Comprehensive Income by Category
 for the period ended 31 December 2020

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	3,578,289	-	-	3,578,289	7,867,000
Fees and charges	173,043	-	297,428	470,471	608,000
Rental income	32,672	-	237,438	270,110	531,000
Interest received	90,632	-	-	90,632	200,000
Sales revenue	9,583,872	-	927	9,584,799	10,061,000
Other income	123,816	-	-	123,816	7,000
Grants, subsidies, contributions and donations	3,092,059	28,505,402	370,486	31,967,947	60,698,000
	16,674,383	28,505,402	906,279	46,086,064	79,972,000
Capital revenue					
Grants, subsidies, contributions and donations	2,041,570	-	213,029	2,254,599	11,768,000
Total revenue	18,715,953	28,505,402	1,119,308	48,340,664	91,740,000
Capital income	14,727	-	-	14,727	-
Total income	18,730,680	28,505,402	1,119,308	48,355,391	91,740,000
Expenses					
Recurrent expenses					
Employee benefits	(3,980,393)	(1,118,937)	(699,664)	(5,798,995)	(11,720,000)
Materials and services	(7,864,790)	(25,416,261)	(863,682)	(34,144,733)	(70,340,000)
Finance costs	(213,437)	-	-	(213,437)	(399,000)
Depreciation	(6,626,863)	-	(464,491)	(7,091,354)	(14,229,000)
	(18,685,484)	(26,535,198)	(2,027,836)	(47,248,518)	(96,688,000)
Capital expenses	0	0	0	0	-
Total expenses	(18,685,484)	(26,535,198)	(2,027,836)	(47,248,518)	(96,688,000)
Net result	45,196	1,970,204	(908,528)	1,106,873	(4,948,000)
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	-	-	-	-	-
Total comprehensive income for the year	45,196	1,970,204	(908,528)	1,106,873	(4,948,000)



Statement of Comprehensive Income
 for the period ended 31 December 2020

	31 December 2020	2020.2021
	Actual	Adopted Budget
	\$	\$
Income		
Recurrent Revenue		
Rates and Charges	3,578,289	7,867,000
Fees and Charges	470,471	608,000
Rental Income	270,110	531,000
Interest Received	90,632	200,000
Sales & Recoverable Works Revenue	9,584,799	10,061,000
Other Recurrent Income	123,816	7,000
Grants, Subsidies and Contributions	31,967,947	60,698,000
Total Recurrent Revenue	46,086,064	79,972,000
Capital Revenue		
Grants, Subsidies and Contributions	2,254,599	11,768,000
Capital Income	14,727	0
Total Income	48,355,391	91,740,000
Expenses		
Recurrent Expenses		
Administration and Governance	(4,662,287)	(9,036,500)
Community	(1,419,504)	(3,494,500)
Engineering	(9,516,446)	(14,054,000)
Fleet and Plant	4,709,244	2,548,000
Environment	(673,360)	(1,889,000)
DRFA	(26,535,198)	(52,500,000)
Tourism	(961,041)	(1,376,000)
Water and Sewerage	(885,135)	(2,258,000)
Finance Costs	(213,437)	(399,000)
Depreciation	(7,091,354)	(14,229,000)
Total Expenses	(47,248,518)	(96,688,000)
Capital Expenses		
	-	-
Total Expenses	(47,248,518)	(96,688,000)
Net Operating Surplus / (Deficit)	1,106,873	(4,948,000)



Statement of Financial Position
 as at 31 December 2020

	31 December 2020 Actual \$	2020.2021 Adopted Budget \$
Current Assets		
Cash and Equivalents	32,701,782	11,865,705
Trade and Other Receivables	598,006	943,228
Inventories	902,232	535,632
Other Financial Assets	463,982	478,207
ATO Receivable	0	360,000
Investments	0	1,000,000
Contract Assets	14,435,566	0
Total Current Assets	49,101,569	15,182,772
Non-Current Assets		
Receivables	159,534	159,534
Property, Plant and Equipment	350,125,908	346,984,156
Capital Works in Progress	8,312,123	18,016,000
Total Non-Current Assets	358,597,565	365,159,690
TOTAL ASSETS	407,699,134	380,342,462
Current Liabilities		
Trade and Other Payables	1,146,789	3,981,672
ATO Payable	369,190	0
Interest Bearing Liabilities	479,017	539,998
Provisions	1,173,220	919,872
Other Accounts Payable	100,000	100,000
Contract Liabilities	20,415,906	0
Total Current Liabilities	23,684,122	5,541,542
Non-Current Liabilities		
Interest Bearing Liabilities	7,202,366	7,057,920
Provisions	1,793,486	2,060,847
Other Accounts Payable	200,000	200,000
Total Non-Current Liabilities	9,195,851	9,318,767
TOTAL LIABILITIES	32,879,973	14,860,308
NET COMMUNITY ASSETS	374,819,161	365,482,153
Community Equity		
Asset Revaluation Reserve	269,621,280	268,161,543
Retained Surplus	105,197,881	97,320,610
TOTAL COMMUNITY EQUITY	374,819,161	365,482,153



Cash Flow Statement
 for the period ended 31 December 2020

	31 December 2020	2020.2021
	Actual	Adopted Budget
	\$	\$
Cash Flows From Operating Activities:		
Receipts From Customers	13,755,421	26,666,954
Payments to Suppliers and Employees	(32,887,560)	(82,160,000)
	<u>(19,132,139)</u>	<u>(55,493,046)</u>
Interest Received	90,632	200,000
Rental Income	270,110	531,000
Non Capital Grant and Contributions	31,967,947	53,091,790
Borrowing Costs	(213,437)	(399,000)
Net Cash Flows From Operating Activities	<u>12,983,113</u>	<u>(2,069,256)</u>
Cash Flows From Investing Activities:		
Payments for Property, Plant and Equipment	(2,396,952)	(17,540,868)
Proceeds From Sale of Property, Plant and Equipment	0	276,000
Grants, Subsidies and Contributions	2,254,599	11,768,000
Net Cash Flows From Investing Activities	<u>(142,353)</u>	<u>(5,496,868)</u>
Cash Flows From Financing Activities		
Repayment of Borrowings	(81,147)	(463,212)
Net Cash Flows From Financing Activities	<u>(81,147)</u>	<u>(463,212)</u>
Net Increase (Decrease) in Cash Held	12,759,612	(8,029,336)
Cash at Beginning of Reporting Period	19,942,170	19,895,041
Cash at End of Reporting Period	<u>32,701,782</u>	<u>11,865,705</u>



Accounts Summary

	31 December 2020	30 November 2020
	\$	\$
General Accounts		
Queensland Treasury Corporation	27,763,645	28,931,643
AMP Term Deposit	0	0
Westpac General Operating Accounts	4,933,388	-366,932
Total balance held in banks	32,697,032	28,564,711
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	35,570	35,290
Total balance held in trust	126,948	126,668
Other Balances		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,966,705	3,332,920
Total balance reserves and provisions	14,036,940	14,403,155
QTC Borrowings		
Karumba Sewerage	1,878,013	1,928,743
Normanton Water Upgrade	1,027,818	1,061,363
Raise Glenore Weir	4,775,552	4,869,366
Total balance QTC borrowings	7,681,382	7,859,473
Net Council Position	10,978,710	6,302,083

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 31 December 2020

WIP - Depots and Workshop	Responsible Officer	Type	Cat	Capital Budget	Brought Forward	2020/2021 CapEx	TOTAL Spent	Funds Available	Status
Trades Shed	Director of Engineering	N	Buildings	200,000.00	197,211.91	10,173.55	207,385.46	-7,385.46	overspent
WIP - Fleet and Plant				1,395,000.00	0.00	0.00	0.00	1,395,000.00	
P4138 - Graco LineLazer IV 250SPS (linemarker)	Director of Engineering	N	Plant	30,000.00	-	-	-	30,000.00	
CATERPILLAR 140M MOTOR GRADEK (Sell P3018)	Director of Engineering	R	Plant	440,000.00	-	-	-	440,000.00	
P1673 - Toyota Landcruiser Prado GXL Wagon	Director of Engineering	R	Plant	65,000.00	-	-	-	65,000.00	
P1680 - Toyota Hilux SR Dual Cab 4x4 Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1685 - Toyota Landcruiser Single Cab Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1770 - Ford Ranger Extra Cab 4x4 Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1604 - Toyota Hilux SR Dual Cab 4x4 Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
Job Truck (Sell P1664 - Toyota Landcruiser Dual Cab	Director of Engineering	R	Plant	130,000.00	-	-	-	130,000.00	
P1605 - Toyota Hilux SR 4x4 Single Cab Utility	Director of Engineering	R	Plant	45,000.00	-	-	-	45,000.00	
P1568 - Toyota Hilux SR DC Sideside Ute	Director of Engineering	R	Plant	35,000.00	-	-	-	35,000.00	
P1608 - Toyota Landcruiser Workmate Utility	Director of Engineering	R	Plant	35,000.00	-	-	-	35,000.00	
P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1789 - Toyota Hilux SR TD 4x4 Dual Cab Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1750 - Toyota Hilux SR 4x4 Dual Cab Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility	Director of Engineering	R	Plant	55,000.00	-	-	-	55,000.00	
P4016 - Jacobsen R-311T Wide area Mower	Director of Engineering	R	Plant	60,000.00	-	-	-	60,000.00	
P4013 - Kubota F3680 Front Deck Mower	Director of Engineering	R	Plant	60,000.00	-	-	-	60,000.00	
WIP - Airports				113,500.00	53,005.44	54,000.00	107,005.44	6,494.56	
Karumba Airport Upgrade	Director of Engineering	R	Other	53,500.00	53,005.44	-	53,005.44	494.56	to capitalise
Normanton Aerodrome Line Marking	Director of Engineering	R	Other	35,000.00	-	29,000.00	29,000.00	6,000.00	
Karumba Aerodrome Line Marking	Director of Engineering	R	Other	25,000.00	-	25,000.00	25,000.00	0.00	
WIP - Parks and Garden				1,048,000.00	36,902.34	449,166.42	486,068.76	561,931.24	
Normanton Barge Ramp	Director of Engineering	N	Other	943,000.00	6,799.25	449,166.42	455,965.67	487,034.33	
Toilets - Karumba Boat Ramp	Director of Engineering	R	Other	105,000.00	30,103.09	-	30,103.09	74,896.91	
WIP - Public Conveniences				1,290,000.00	0.00	0.00	0.00	1,290,000.00	
Gilbert Steer Portico Repairs	Director of Engineering	R	Other	15,000.00	-	-	-	15,000.00	
John Henry Oval Upgrade (Active Community Infrastrn	Manager of Economic and Commu	R	Other	1,000,000.00	-	-	-	1,000,000.00	
LRCP - John Henry Oval Playground	Director of Engineering	R	Other	275,000.00	-	-	-	275,000.00	

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 31 December 2020

Project Name	Responsible Officer	Type	Cat	Capital Budget	Brought Forward	2020/2021 CapEx	TOTAL Spent	Funds Available	Status
WIP - Rural Shire Roads				4,750,000.00	130,560.31	81,754.74	212,315.05	4,537,684.95	
Dunbah-Kowaryamah Floodway	Director of Engineering Engineer Works Manager	R	Roads	925,000.00	-	68,605.74	68,605.74	856,394.26	
Little Byrnoe Approaches	Director of Engineering / Engine Engineer	R	Roads	209,000.00	128,160.31	-	128,160.31	80,839.69	
Old Croydon Grid	Works Manager Director of Engineering Engineer	N	Roads	35,000.00	-	-	-	35,000.00	
Shire Grid Installations	Director of Engineering Engineer Works Manager	N	Roads	40,000.00	-	-	-	40,000.00	
NDRP Burke & Willis Monument Road	Director of Engineering Engineer Works Manager	U	Roads	138,000.00	-	-	-	138,000.00	
Normanton-Burketown Seal Project 11/12 CSC.0017	Director of Engineering Esccon	U	Roads	2,658,000.00	-	10,260.00	10,260.00	2,647,740.00	
Normanton-Burketown Seal Project 13 CSC.0016.181	Director of Engineering Esccon	U	Roads	745,000.00	2,400.00	2,889.00	5,289.00	739,711.00	
WIP - Normanton Town Streets				460,000.00	0.00	25,000.00	25,000.00	435,000.00	
Disability Access Normanton - Footpaths	Director of Engineering Engineer	U	Roads	60,000.00	-	-	-	60,000.00	
Drainage Easement Maintenance And Improvement	Director of Engineering Engineer	N	Roads	25,000.00	-	25,000.00	25,000.00	0.00	
Cemetery - Rodeo Grounds Footpath	Director of Engineering Engineer	N	Roads	375,000.00	-	-	-	375,000.00	
WIP - Karumba Town Streets				45,000.00	0.00	0.00	0.00	45,000.00	
Disability Access Karumba - Footpaths	Director of Engineering Engineer	U	Roads	45,000.00	-	-	-	45,000.00	
WIP - Roads to Recovery				1,820,000.00	0.00	466,094.66	466,094.66	1,353,905.34	
Normanton-Burketown Rd 2020 2021	Director of Engineering Engineer	R	Roads	1,820,000.00	-	466,094.66	466,094.66	1,353,905.34	

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 31 December 2020

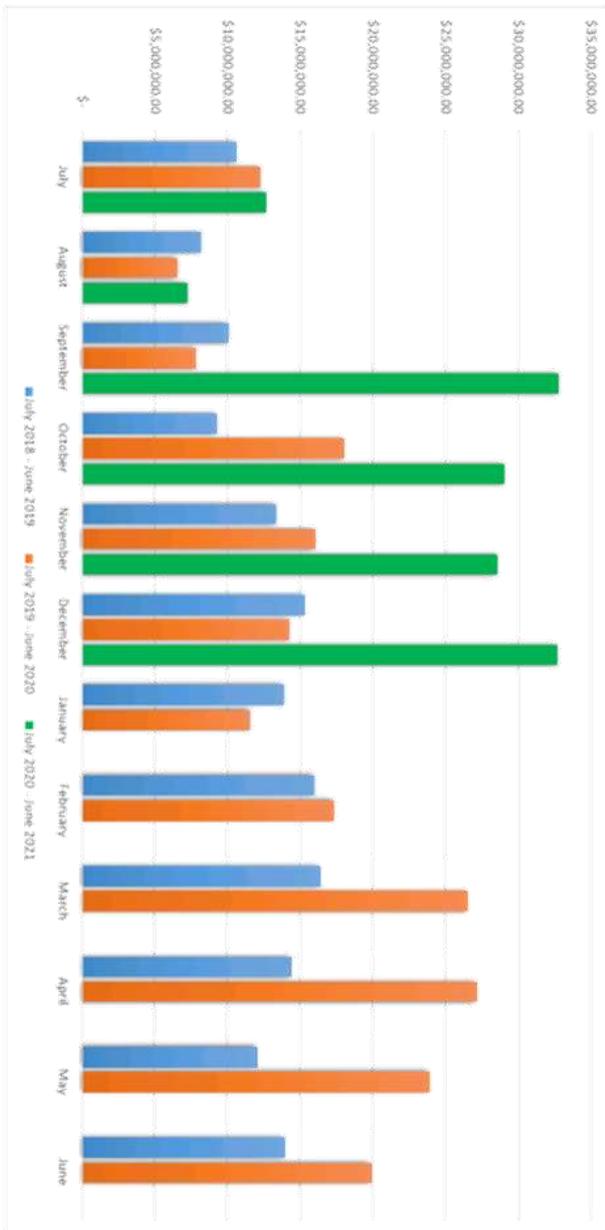
	Responsible Officer	Type	Cat	Capital Budget	Brought Forward	2020/2021 CapEx	TOTAL Spent	Funds Available	Status
WIP - Water Maintenance				6,387,000.00	1,221,649.82	649,256.88	1,870,906.70	4,516,093.30	
Normanton Water Treatment Plant Upgrade	Manager of Water Waste and Sewe	U	Water	1,000,000.00	-	367,236.70	367,236.70	632,763.30	
W4Q COVID - Yappari Street Valve Replacement	Manager of Water Waste and Sewe	R	Water	80,000	-	-	-	80,000.00	
W4Q COVID - Normanton Water Filter Refurbishment	Manager of Water Waste and Sewe	R	Water	200,000	-	-	-	200,000.00	
W4Q COVID - Recasting of Reservoir	Manager of Water Waste and Sewe	R	Water	120,000	-	-	-	120,000.00	
Glencore Weir Scouring	Director of Engineering	R	Water	-	-	35,150.00	35,150.00	-35,150.00	funding available to be included in budget amendment
Glencore Weir Rectification	Project Manager	R	Water	3,917,000.00	1,162,761.23	107,977.68	1,270,738.91	2,646,261.09	
Raw Water Irrigation	Manager of Water Waste and Sewe	R	Water	945,000.00	44,033.12	38,856.53	82,889.65	862,110.35	
School Dam Water / Family Precinct	Director of Engineering	R	Water	-	12,330.00	-	12,330.00	-12,330.00	
Office - Normanton WTP	Manager of Water Waste and Sewe	R	Buildings	125,000.00	2,525.47	100,035.97	102,561.44	22,438.56	
WIP - Sewerage Maintenance				822,000.00	49,480.00	141,871.47	191,351.47	559,459.56	
Nin Sewerage Treatment Plant Effluent Irrigation	Manager of Water Waste and Sewe	R	Sewerage	-	-	34,482.27	34,482.27	-34,482.27	
Sewerage QRA Belterment Program	Manager of Water Waste and Sewe	U	Sewerage	735,000.00	-	-	-	735,000.00	
De-sludging of Sewerage Lagoon (NDRP)	Manager of Water Waste and Sewe	R	Sewerage	20,000.00	15,752.00	8,628.79	15,752.00	-11,371.21	
Normanton STP effluent irrigation replacement	Manager of Water Waste and Sewe	R	Sewerage	-	33,728.00	-	33,728.00	-33,728.00	
Replace Screw Screen	Manager of Water Waste and Sewe	R	Buildings	67,000.00	-	73,190.97	106,918.97	-39,918.97	
Office - Karumba STP	Manager of Water Waste and Sewe	N	Sewerage	-	-	25,589.44	25,589.44	-25,589.44	
Inlet Screen Karumba	Manager of Water Waste and Sewe	N	Sewerage	-	-	-	-	-	
WIP - Les Wilson Barra Discovery Centre				1,335,000.00	1,152,945.60	252,643.37	1,405,588.97	-71,188.97	overspent to capitalise
Entertainment Area	General Manager of Tourism	N	Buildings	260,000.00	49,661.40	213,028.83	262,690.23	-2,690.23	overspent to capitalise
Barra Hatchery Upgrade - Phase 2	Director of Engineering	N	Other	175,000.00	164,275.27	38,233.89	202,509.16	-27,509.16	overspent to capitalise
Feasibility Study - Pontoons and Shade	General Manager of Tourism	N	Other	-	1,500.00	-	1,500.00	-1,500.00	
Hatchery Upgrade	General Manager of Tourism	N	Other	900,000.00	935,047.64	-	935,047.64	-35,047.64	overspent to capitalise
Feeding Facility Shade	Director of Engineering	N	Other	-	2,461.29	1,380.65	3,841.94	-3,841.94	overspent to capitalise
WIP - Hatchery				31,000.00	0.00	31,600.00	31,600.00	-600.00	overspent
LRCP Hatchery Fence	General Manager of Tourism	N	Other	31,000.00	-	31,600.00	31,600.00	-600.00	overspent
WIP - Governance				689,000.00	105,790.02	77,575.90	183,365.92	505,634.08	
Solar PV Systems	Director of Corporate Services	N	Other	-	9,000.00	7,694.09	16,694.09	-16,694.09	
Administration Office Upgrade	Director of Corporate Services	R	Buildings	150,000.00	96,790.02	60,619.58	157,409.60	-7,409.60	
Installation of Solar PV Sites	Director of Corporate Services	N	Other	539,000.00	-	9,262.23	9,262.23	529,737.77	
WIP - Communications				85,000.00	0.00	0.00	0.00	337,235.03	
Norman River - Telecommunications Towers - Flexible	Director of Corporate Services	N	Other	85,000.00	-	-	-	85,000.00	
WIP - Child Care				30,000.00	0.00	0.00	0.00	137,192.41	
LRCP - NCC Soft Fall	Manager of Economic and Comm D	N	Other	30,000.00	-	-	-	30,000.00	

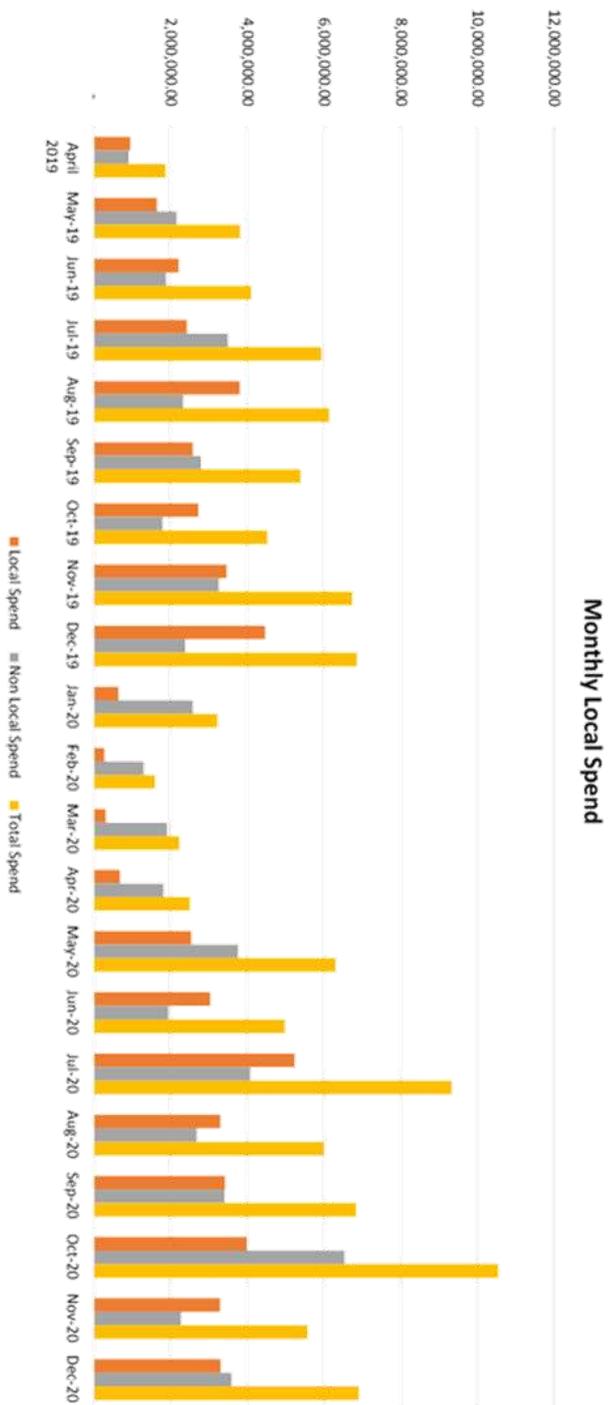
CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 31 December 2020

	Responsible Officer	Type	Cat	Capital Budget	Brought Forward	2020/2021 CapEx	TOTAL Spent	Funds Available	Status
WIP - Sport and Recreation									
Showgrounds Transformer Upgrade	Director of Corporate Services / Elec	R	Other	40,000.00	21,978.69	20,000.00	41,978.69	45,021.31	
Town Hall PA System	Manager of Economic and Comm D	N	Plant	22,000.00	1,600.00	-	1,600.00	38,400.00	
Carpentaria Keeps It Cool - Nln Sports Centre	Manager of Economic and Comm D	N	Plant	25,000.00	20,378.69	-	20,378.69	1,621.31	
WIP - Staff Housing - Normanton									
38 Woodward St	Director of Engineering	R	Buildings	35,000.00	0.00	17,850.21	17,850.21	17,149.79	to capitalise
36 Woodward St	Director of Engineering	R	Buildings	14,000.00	-	17,068.81	17,068.81	-3,068.81	to capitalise
23 Woodward St	Director of Engineering	R	Buildings	8,000.00	-	85.45	85.45	7,914.55	to capitalise
2 Norman St	Director of Engineering	R	Buildings	-	-	695.95	695.95	-695.95	to capitalise
				13,000.00	-	-	-	13,000.00	
WIP - Staff Housing - Karumba									
140 Yappari St	Director of Engineering	R	Buildings	0.00	0.00	0.00	0.00	0.00	to capitalise
WIP - Landfill / Waste Transfer Station									
CCTV Tower - Karumba Transfer Station	Manager of Water Waste and Sewer	N	Other	0.00	52,924.73	490.60	53,415.33	-53,415.33	funding available to be included in budget amendment

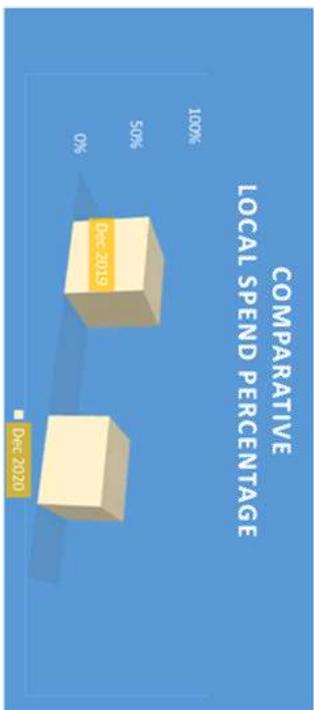
CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,896,829.00	\$16,094,746.00	\$16,406,721.00	\$14,428,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,285.00	\$7,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,148,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,868,703.00	\$7,287,828.00	\$32,799,197.00	\$29,061,031.00	\$28,599,461.00	\$32,701,782.00						





Suppliers	Dec-19	Dec-20
Local Spend	4,475,434.01	3,308,866.40
Non Local Spend	2,392,138.80	3,594,223.59
Total Spend	6,867,572.81	6,903,089.99
Local Spend %age	65%	48%



BUSINESS PAPERS

9.2 2019/2020 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT REPORT

Attachments: 9.2.1. 2019.2020 Final Management Letter [↓](#)
Author: Jade Nacario - Manager Finance and Administration
Date: 13 January 2021

Key Outcome: 7.3 - Strategic management of Council
Key Strategy: 7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

In accordance with the Local Government Regulation 2012 s213(3), the Mayor must present a copy of the Auditor-General's observation report. This report is about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

The Queensland Audit Office had completed their 2020 financial audit for Carpentaria Shire Council and the Auditor-General issued an unmodified audit opinion on Council's financial statements.

RECOMMENDATION:

That Council receive the Auditor-General's Final Management Report for the financial year 2019-2020, pursuant to and in accordance with the Local Government Regulation 2012 s213.

Background:

This report is prepared on behalf of the Mayor, pursuant to Section 213 of the Local Government Regulation 2012, to present a copy of the Auditor-General's observation report about the audit of the local government's financial statements.

The report states that QAO had issued an unmodified audit opinion, it includes the result of the audit and other matters. The final management report was issued on the 13 November 2020. Since the initial presentation of the report to management on 30 October 2020, there were no identified significant issues since the presentation of the closing report.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Corporate Services – Justin Hancock
- Director of Engineering – Michael Wanrooy
- Managers
- External – Crowe Horwath (QAO Appointed Auditors)

BUSINESS PAPERS

Legal Implications:

- Failure to meet regulatory reporting requirements is a breach of the *Local Government Regulation 2012*.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Nil.



Your ref: MA:SH

13 November 2020

Cr. Jack Bawden
Mayor
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Cr. Bawden

Final Management Report for Carpentaria Shire Council

We have completed our 2020 financial audit for Carpentaria Shire Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to Management on 30 October 2020.

Reporting on issues identified after the closing report

I can confirm that we have not identified significant issues since the presentation of our closing report. Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter.

Report to parliament

Each year we report the results of all financial audits and significant issues to Parliament. This year we intend to include the results of our audit of Carpentaria Shire Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your Director Corporate Services and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

Audit fee

The final audit fee for this year is 58,500 exclusive of GST (2019: 60,500). This fee is in line with the estimated fee in our external audit plan.

Financial reporting maturity level

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim we will commence working with management to understand their expected / desired positioning of maturity.

We would like to thank you and your staff for their engagement in the audit this year, and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 4722 9566 or Engagement Leader, Sarah Hooper on 07 4722 9750.

Yours sincerely

Mark Andrejic
Partner

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

Appendix A1—Internal control issues



Significant deficiencies, deficiencies and other matters

The following table details control deficiencies and other matters identified since our last report dated 31 July 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Other matters



Significant deficiencies

20CR-1 Asset Management Plans

Control Environment

At the time of our final attendance, it was identified that the Asset Management Plans appear to be significantly out of date (last issued – February 2013).

Implication

The Asset Management Plan is a cornerstone in the pursuit of operational efficiencies and more effective infrastructure maintenance and renewal processes. By not having adequate processes in place to ensure the plan is regularly updated and adhered to could result in inefficiencies and overruns in the future.

QAO recommendation

It is recommended that Council look to ensure that adequate plans are regularly updated and maintained and reported to Council frequently.

Management response

Council is currently in the process of adopting the Asset Management Policy and Asset Management Strategy 2020-2024. Council has recently acquired membership with the IPWEAQ NAMS program to utilise their templates to complete Asset Management Plans for Carpentaria Shire Council in house, refresher training is being organised. Council has also introduced the Reflect Asset Management program to assist in inspection and maintenance management. Road Assets have been formally collected via an external consultant and quotes have been obtained to outsource the initial pickup of Council Buildings. These datasets will be used to compile the Asset Management Plans in house as well as previous revaluations using the IPWEAQ NAMS program.

Responsible officer:	Director of Engineering / Director of Corporate Services
Status:	Work in progress
Action date:	30 June 2022

20CR-2 Fraud Risk Frameworks and Assessments

Risk Assessment

Through discussion with management, Council has not formally documented identified fraud risks that may lead to material misstatement of the financial statements. Council also have not identified nor documented classes of transactions, account balances or disclosures for which a risk of fraud is likely to exist. This issue was reported to management in conjunction with our 2019, 2018 and 2017 audits.

Implication

An effective fraud and corruption management approach prevents instances of fraud and misconduct from happening and assists in the detection of instances of fraud and misconduct when they occur. Having documented identified fraud risks and classes of transactions, account balances and disclosures where a fraud risk may exist ensures that Council can respond appropriately and take corrective action when integrity breakdowns arise.

QAO recommendation

It is suggested that the existing framework and documentation is updated appropriately to take into consideration and outline these risks to mitigate instances of fraud. Fraud risk assessments should also be performed to ensure that Council's processes protect them from opportunities of fraud.

Management response

Recommendation accepted. As part of the Fraud and Risk Framework Assessment, Council had commenced reviewing policies as well as reviewed the systems in place and work procedures.

Responsible officer:	Director of Corporate Services
Status:	Work in progress
Action date:	31 December 2021

20CR-3 ICT Governance

Information and Communication

Our review of Council's IT general and access controls identified there is currently no formal process for onboarding and offboarding of employees, meaning there is limited monitoring of current server access rights, nor a formal process for the removal of access rights for terminated staff or contractors. In the absence of a formal process, reliance is placed on word of mouth with regards to employee movements, and without formal notification of required access levels, there is an increased risk of inappropriate access levels being granted.

As a result of the above, a number of terminated employees still have access to modules within Synergy Soft. Furthermore, it was found that multiple employees have duplicate access rights which are old accounts from the original set up and thus the access should be deactivated. From the review of employees with access it was also found that generic accounts currently exist (i.e. TBA, ICT Support Officer, Stores Support etc.) which should also be deactivated.

Our review also identified some inconsistencies in the access rights granted to employees in Synergy Soft, in particular, where access rights are inconsistent with the employees' role and provides the user with access to sensitive information such as payroll, creditor masterfiles and general journal processing.

Implication

Having systems and processes to preserve the integrity of the IT network and control environment is a critical element to achieve reliable financial reporting and to minimise Council's fraud risk exposure.

QAO recommendation

It is recommended Council review access to all financial modules and server locations to ensure user access profiles are appropriate. Furthermore, a periodic review of user access rights is recommended to ensure they remain current based on staff movements. Council should consider implementing a formal onboarding and offboarding process (for example the use of a new/terminated employee notification form) which includes the approval of access levels required for an employees' role.

Management response

Recommendation accepted. Council is currently reviewing on boarding and off boarding process for new and terminated employees. This process will incorporate requirements from HR, Payroll, WHS, Finance, Records and IT and other requirements.

Responsible officer:	Manager of Human Resource / Manager of Finance and Admin
Status:	Work in progress
Action date:	30 June 2021

 **Deficiencies**

20CR-4 Risk Management
Risk Assessment

The following was noted during a review of Risk Management Policies, Procedures and Risk Registers:

- Whilst Council has developed a risk register and risk matrix, Council's risk appetite or tolerance of the identified risks is not clearly documented (e.g. acceptance of the risk, plans to be implemented to further reduce risk etc.);
- The assessment of controls is not documented in the Risk Register; and
- Implementation dates and/or timeframes are not specifically documented/defined in treatment plans/the risk register.

Currently the Risk Registers/Exception Reports are not provided formally in Council Meeting papers nor is evidence of formal monitoring of identified risk available. This issue was reported to management in conjunction with our 2019, 2018, 2017 and 2016 audits.

Implication
An effective fraud and corruption management approach prevents instances of fraud and misconduct from happening and detects instances of fraud and misconduct when they occur. Having documented identified fraud risks and classes of transactions, account balances and disclosures where a fraud risk may exist ensures that Council can respond appropriately and take corrective action when the need arises.

QAO recommendation
It is suggested that the existing framework and documentation is updated appropriately to take into consideration and outline these risks to mitigate instances of fraud. Fraud risk assessments should also be performed to ensure that Council's processes protect them from opportunities of fraud.

Management response
Recommendation accepted. Council had commenced reviewing Risk Management Policies including the review of council registers.

Responsible officer:	Director of Corporate Services
Status:	Work in progress
Action date:	31 December 2021

20CR-5 Policies and Processes Out of Date or Not Adopted
Control Environment

A number of policies required under the *Local Government Regulation 2012* and *Local Government Act 2009* are out of date or have not been adopted by Council.

Policies overdue for review:

- Standing Orders for Council Meetings – due for review 3 December 2019
- Complaints Policy – due to review 30 June 2014

Policies not yet adopted:

- Acceptable Request Guidelines – Requests by Councillors for Information – has not yet been adopted by Council (currently in draft form)
- Currently Council do not have an adopted process for resolving competitive neutrality complaints
- Currently Council do not have a local law-making process consistent with Chapter 3, Part 1 of the Local Government Act 2009

Furthermore, Council do not currently have a process to assess compliance with the internal audit plan each financial year.

Implication
Council policies do not reflect the contemporary environment, and this may result in poor or inappropriate behaviour.

QAO recommendation
We recommend Council continue to review and update their policies and procedures on an ongoing basis to ensure compliance with applicable policies, laws and regulations. Council should establish a schedule for reviewing policies and procedures to be regularly reported against to the Council.

Management response
Agree with the recommendation. Council has engaged with a governance officer to assist with the review process of policies and procedures. Council has been progressively reviewing all policies this includes the items listed above.

Responsible officer:	Director of Corporate Services / Chief Executive Officer
Status:	Work in progress
Action date:	30 June 2021

20CR-6 Review of Trust Account Balances

Monitoring Activities

Council's trust account includes a significant number of old balances that have been in the trust account for longer than 12 months. Our enquiries indicate there is no consistent review process performed over the balances in the trust account.

Implication

In the absence of regular review, Council may be retaining monies for purposes that are no longer relevant or have been fulfilled, meaning the balances should have been refunded to the depositor.

QAO recommendation

We recommend the balances that make up the trust account be reviewed and any balances that should no longer be held in trust cleared as appropriate.

Management response

Recommendation accepted. In the future, Council will review regularly the balances in Trust to ensure funds no longer required to be held in trust, are refunded or cleared.

Responsible officer:	Senior Finance Officer
Status:	Work in progress
Action date:	30 June 2021



Other matters

20OM-1 Excessive Employee Leave Entitlement Balances

Monitoring Activities

Our review of employee entitlements has identified a number of excessive leave balances:

- Annual leave: 10 employees with more than 10 weeks entitlement;
- Long service leave: 6 employees with more than 13 weeks entitlement

Implication

The existence of excessive leave balances presents the following risks to Council:

- as employee salaries increase, Council will incur additional costs as employees will have to be paid their accrued leave entitlements at the higher rate of pay;
- fraud risks are associated with an employee's reluctance to take leave; and
- possible workplace health and safety issues with employees not taking their leave and a consequent increased risk of stress related illness.

QAO recommendation

We recommend that management continue to review balances on a regular basis and encourage staff to take annual leave and long service leave in the year accrued.

Management response

Agree with the recommendation. Excess leave balances had reduced since the end of the financial year. Leave balances will also reduce to another two weeks this coming Christmas break. Staff were also provided an option to have convert into cash their leave balances in excess of 150 hours for indoor staff and 180 hours for outdoor staff.

Responsible officer:	Manager of Human Resources / All Managers
Status:	Work in progress
Action date:	30 June 2021

Appendix A2—Financial reporting issues

The following tables detail financial reporting issues identified through our audit since our last report dated 31 July 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

 High  Medium  Low

High risk issues

20FR-1 Application of New Accounting Standards

Observation

AASB 15 Revenue from Contracts with Customers, and AASB 1058 Income of Not-for-profit Entities, were applicable for the first time in 2020. Despite coming into effect from 1 July 2019, these standards have been reported on as significant accounting matters requiring attention over the last 18 months. Council did not undertake sufficiently precise assessment of the impacts of applying these standards, including correct opening balance date implications for all funding agreements and contracts for works. Furthermore, draft financial statements provided to audit on 31 August 2020 did not include all required disclosures relating to these new accounting standards.

Implication

Additional audit resources were required to undertake this assessment with Council for each contract applicable. We noted that material quantitative and qualitative adjustments were required to be processed as a result of the assessment undertaken by audit.

In the absence of adequate internal processes and general understanding of the impact of these standards, Council risks material misstatement of annual and interim financial reports.

QAO recommendation

Management should familiarise themselves with the requirements of the above standards to ensure any future impacts are reflected in the financial statements. A considerable effort should be made to ensure interim financial reports provided to Council are prepared in accordance with these standards.

Management response

Recommendation accepted. Council has taken steps in assessing the application of AASB 15 and 1058, such as finance review procedure in place to be done on quarterly basis, fortnightly catch up with Managers in regards to project completion, a new electronic platform to assist in monitoring the Grant Register and projects associated to it and a designated electronic folder for all grants contracts, agreements, correspondence and claims.

Responsible officer:	Manager of Finance and Admin / All Managers
Status:	Work in progress
Action date:	31 August 2021

 Medium risk issues	
20FR-2 Provision for Landfill Restoration	
Observation	
Council has a provision for landfill restoration of the Normanton Landfill site. Audit testing noted that Council has performed the calculation based on 46 years, however, consideration should have been given to the individual timeline for each open and closed site. This resulted in additional audit testing to ensure the provision was materially correct and consistent with the anticipated costs to rehabilitate. The closed site should have 29 years remaining for maintenance and monitoring, whereas the open site is to remain operational for 16 years and once closed 30 years of maintenance and monitoring.	
Implication	
The measurement of the provision for landfill rehabilitation is not in accordance with Australian Accounting Standards or Councils adopted accounting policy. An estimate of the error has been included in the schedule of unadjusted errors.	
QAO recommendation	
We recommend Council review the current accounting treatment of the landfill rehabilitation provision, considering the requirements of Australian Accounting Standards and the timelines of each individual component of the site.	
Management response	
Recommendation accepted. Council had recently engaged with a surveyor for the landfill, this will provide updated data to be used for the calculation of the landfill rehabilitation provision.	
Responsible officer:	Manager of Finance and Admin / Manager of Water waste and Sewerage
Status:	Work in progress
Action date:	30 June 2021
20FR-3 Related Party Disclosures	
Observation	
Our review and testing over the related party disclosures presented in the draft financial statements noted the following:	
<ul style="list-style-type: none">• Related party transactions identified by audit were omitted from the disclosure;• Correct date ranges were not applied to the entities controlled by key management personnel and therefore multiple financial years were included in the original disclosure;• Outstanding balances at the end of the reporting period in relation to transactions with related parties were not disclosed;• Year to date Council superannuation was omitted from one key management personnel;• Where a new Councillor had been elected, replacing a Councillor, their start and end dates were not taken into consideration when calculating purchases of materials and services from entities controlled by key management personnel or employee expenses for close family members of key management personnel;• Employee expenses for close family members of key management personnel were incorrectly calculated as they did not include annual leave and long service leave movements; and• Gross salaries were incorrectly recorded as superannuation salary sacrifice deductions were omitted from this calculation.• The above was updated in the final financial statements provided to audit after our review had been completed.	
Implication	
The absence of clearly defined criteria for reporting related party information, and lack of early preparation and review, has impacted the accuracy and reliability of related party disclosures made available for audit. Additional time and resources were required to ensure the related party disclosure in Councils certified financial statements is considered accurate and complete. Limiting the time available to thoroughly review and assess related party transactions heightens the risk of incomplete or incorrect financial statement disclosures.	
QAO recommendation	
We recommend related party disclosures are drafted with the "shell" financial statements. The disclosures can include all related party transactions captured at that date and can be reviewed by audit for feedback prior to drafting annual financial statements.	
Management response	
Recommendation accepted. Council will regularly update the workpaper throughout the financial year.	
Responsible officer:	Manager of Finance and Admin
Status:	Work in progress
Action date:	30 June 2021

20FR-4 End of Year Cut-Off Procedures

Observation

Testing performed over the payables cycle identified 79 instances where an expense related to the 2020 financial year had not been recorded within the correct period. Of the 79 instances, 77 of the invoices were in relation to freight transactions with one supplier. The total value of these invoices was \$241,089 which was not considered material; however, an uncorrected misstatement has been raised accordingly.

Implication

The above errors highlight issues with Council's end of year cut-off process. We understand Council's current practice is to have a cut-off date in July of the next financial year for the receipt of late invoices, however, limited consideration is given to accrued expenditure past this point.

QAO recommendation

We recommend Council give consideration to invoices paid after year end to ensure they are being recorded within the correct accounting period.

Management response

Recommendation accepted. Council will include the review of year-end invoices procedure as part of the ongoing Finance and Admin Process and Procedure Project.

Responsible officer: Senior Procurement Officer
Status: Work in progress
Action date: 30 August 2021

Low risk issues

20FR-5 Provision for Employee Entitlements

Observation

Our review of the assumptions and inputs utilised in computing the provision for employee entitlements has noted the following:

- Incorrect distinction between the current and non-current classifications of long service leave. Council assessed 0-9 years of service as non-current, however, employees with more than seven years of service should be classified as current;
- One employee was excluded from both the annual leave and long service leave schedules as they were terminated after the financial year end but before the schedules were extracted from the finance system.

Implication

Although not materially misstated, the balance of employee entitlements in the financial statements is not an accurate representation of the liability in accordance with Australian Accounting Standards. Inaccurate estimates can result in a material misstatement of the provision balance for employee benefits.

QAO recommendation

We recommend all inputs, assumptions and on costs related to employee entitlements are thoroughly reviewed in the 2021 financial year. All key inputs should be supported by documented rationale.

Management response

Recommendation accepted. Council has now started accruing accrued leave balances on fortnightly basis including the review of the current and non-current provision for Annual Leave and Long Service Leave.

Responsible officer: Payroll Officer / Manager of Finance and Admin
Status: Work in progress
Action date: 30 June 2021

Appendix A3—Matters previously reported

Status

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

Internal control issues

Financial reporting issues

Internal control issues			Financial reporting issues		
Significant deficiency	Deficiency	Other matters	High	Medium	Low
Reference	Rating	Issue	Status / Comment Action Date		
Internal control issues					
19IR-5		Asset Management Plans	Resolved – Re-raised at 20CR-1		
19IR-6		Fraud Risk Frameworks and Assessments	Resolved - Re-raised 20CR-2		
20IR-1		Rates Levied in Accordance with the Revenue Statement	Work in progress On track for resolution by agreed date Action date: 30 June 2021		
20IR-2		Rating Practices	Work in progress On track for resolution by agreed date Action date: 31 December 2020		
20IR-3		Masterfile Change Reports	Resolved pending audit clearance		
19IR-11		Risk Management	Resolved - Re-raised 20CR-4		
20IR-4		Procurement Cycle Deficiencies	Resolved pending audit clearance		
20IR-5		Audit Management Reports Not Tabled	Resolved		
Financial reporting issues					
19FR-1		GST on Grant Revenue Received	Resolved		
19FR-2		Superannuation on Annual Leave Loading	Work in progress Action date: 31 January 2021		
Other matters					
19OM-2		Excessive annual leave	Resolved - Re-raised 20OM-1		
20OM-1		Local Government Website Publications	Work in progress Action date: 30 June 2021		

Appendix B—Our rating definitions



Internal rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action. Also, we increase the rating from a deficiency to a significant deficiency based on: <ul style="list-style-type: none"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	This requires immediate management action to resolve.
Deficiency 	A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.	We expect management action will be taken in a timely manner to resolve deficiencies.
Other matter 	An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.	Our recommendation may be implemented at management's discretion.

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High 	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
Medium 	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.	We expect management action will be taken in a timely manner.
Low 	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.

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9.3 COMMUNITY DEVELOPMENT

Attachments:	9.3.1. Monthly pool report ↓ 9.3.2. Library monthly report ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	13 January 2021
Key Outcome:	2.1 - A creative, educated community
Key Strategy:	2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

RECOMMENDATION:

That Council:

1. receive the Community Development Report; and
2. that those matters not covered by resolution be noted.

1. MATTERS FOR INFORMATION:

1.1 Normanton Sports Centre

- The Normanton Sports Centre was closed for two weeks over the Christmas period. The first week back showed very low attendance as kids chose to use the pool due to the heat.
- The Big Ass Fan is expected to be installed by mid-February. The installation is expected to reduce the temperature in the Sports centre by a few degrees.
- In consultation with Bynoe around the possibility of taking over the running of the Normanton Sports Centre.

1.2 Karumba and Normanton Swimming Pool Precinct

- Statistics have been provided on the stats and general information for the Normanton and Karumba Pools for the month of December (attached).
- Statistics have shown that the pool is not well utilised from 10am to 12.30pm when the hours have been extended for school holidays for the past 5 weeks. There is a slight

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improvement over the weekends during this period however Monday to Friday morning sessions are quiet.

1.3 Normanton and Karumba Library Statistics

- Statistics have been provided on the stats and general information for the Normanton and Karumba Libraries for the month of December (attached).

1.4 Normanton Childcare

- There has been extensive damage done to 90% of the shade sails at the Childcare Centre – resulting on these needing to be fully replaced.
- Ten children are leaving Childcare to join school on the 27th January 2021. With the children on the waiting lists to move into these positions there will still be babies on the waiting list.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Justin Hancock

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are relatively low - supports Council's aim of engaging with the community as well as providing key activities and facilities.

Normanton and Karumba Pool Monthly Report – December 2020

Normanton

Statistics

Patrons	November 2020	December 2020
Adults	285	66
Children	1405	408
Water Park	522	391
Total Attendance	2212	865

Karumba

Statistics

Patrons	November 2020	December 2020
Adults	257	204
Children	225	135
Water Park	82	104
Total Attendance	564	443

Normanton and Karumba opening hours:

During this period the pools were open 7 days a week accept public holidays from 10am to 6pm due to school holidays.

It is noted from the stats that the pools were not well attended during the morning periods, attendance picked up after lunch. This is something that should be reviewed before the next school holidays as to if Council offers longer opening hours.



CARPENTARIA SHIRE
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Library Services Monthly Report December 2020

<u>Statistics</u>	Normanton			Karumba		
	Dec-18	Dec-19	Dec-20	Dec-18	Dec-19	Dec-20
Monthly Walk-Ins	106	71	47	181	119	66
Number of library loans	68	43	35	138	60	101
Number of people utilising the internet	29	37	6	17	5	3
Number of new members	1	0	2	5	1	2
Total Hours Public Internet Usage	14.5	Wifi users only	3	8.5	2.5 plus wifi users	1 hour plus wifi users
Total hours open to the public	56	45	57	56	60	56

Activities

Normanton Library

Walk-in numbers dropped to about three (3) adults a day on average for general borrowing & returning of library books, assistance with photocopying and printing and to use wifi. We had zero (0) attendance for the First 5 Forever Reading Sessions this month, I think because of the hot weather.

Karumba Library

Both libraries are having our carpets cleaned, hopefully while we are on leave. New company.

Looking at keeping our incoming library items cleaned to Covid standard, this will help stop the spread of other virus as well and make the items keep the new look for longer.

Summer Reading Club has started for the Christmas holidays, children can join through the library and SLQ online.

Regular users have come in and stocked up with library items as we will be closed for the Christmas brake.

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10 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

10.1 DOE REPORT

Attachments: 10.1.1. Capital Works Program [↓](#)
Author: Michael Wanrooy - Director of Engineering
Date: 14 January 2021

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Engineering's portfolio.

RECOMMENDATION:

That Council:

1. receive the Director of Engineering Report; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Reference	Action	Status
A0318-18	Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop <ul style="list-style-type: none"> ➤ The assessment is currently in progress with TMR's team in Brisbane through the Targeted Road Safety Program (TRSP) and the Queensland Safer Roads Sooner Program. 	In Progress
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration. <ul style="list-style-type: none"> ➤ Put on Works Program 	In Progress
	Look at the line marking at Karumba business district <ul style="list-style-type: none"> ➤ Works Completed. 	Completed
9/12/20	Install no boat trailer signs along Massey Drive to Carina Street	Not Started
9/12/20	Install Columbarium at the Normanton Cemetery <ul style="list-style-type: none"> ➤ Site location determined with the assistance of Angeline. Looking to complete as wet weather works. Granite columbarium pieces 	In Progress

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Reference	Action	Status
	already delivered to the Normanton Depot.	

2. Miscellaneous Projects

2.1. Skeleton Crew over Christmas comprised of Mick Sceresini, Nathan Holness, Ryan Rainbow in Normanton and Craig Lee (Jockey) and Rodney Galvin in Karumba. Part of the permanent workforce returned 4 January in time to participate in the clean-up caused by Cyclone Imogen.

- Work crews cleaned up downed trees in Normanton and Karumba;
- Council was picking up green waste debris left on the footpath in both towns;
- Back up garbage truck was left in Karumba and has been operating with no issues so far;
- Monitored flood levels and placed signage, road closed signs and VMS boards;
- Placed traffic lights and signage to keep single lane open at two washouts on the Cloncurry Road (89A) located at approximately 105km and 150km from Normanton. This works will be fixed under emergent works to return to a two-lane road once the Norman River is crossable on 92A at Glenore to access rock from the quarry. The emergent work repair methodology for the two washouts have been provided by TMR.

2.2. Shelton Turner's Stabiliser Crew:

- Shelton's crew have completed 2.1km of new sealed TID's pavement works at Inverleigh on the Burketown Road prior to close of Christmas. They also completed a small sealing job for TMR at the second Shady Lagoon turnoff intersection with 89B.

2.3. SPA have completed a 2km seal prior to Christmas on 89B

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Table: TMR Projects progress report for 2020 – 2021

Projects	Value	Claimed	Progress
89B TMR 2020 DRFA Emergent Works	\$ 200,000.00	\$ 195,552.70	Completed
CN-12531 89B TMR 2019 DRFA Betterment Works	\$ 5,817,621.05	\$ 5,817,621.05	Completed
2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A	\$ 2,146,085.20	\$ 1,284,804.70	60% completed. Sealed road damages and some of 89B unsealed remaining.
2019 TMR DRFA REPA 92A Variation (Separate Contract)	\$ 363,073.95	\$ 363,073.95	Completed
Grid Replacement at the Flinders River 89A	\$ 84,515.00	\$ 84,515.00	Completed
2020-2021 RMPC	\$ 1,965,500.00	\$ 1,404,924.00	57%
2020-2021 RMPC Variation	\$ 480,000.00		
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$ 925,000.00	\$ 157,430.12	Design completed and culverts ordered
TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road	\$ 910,000.00	\$ 186,278.29	2km sealed prior to Christmas break
Rehabilitation Works on 89A and Various Other Works	\$ 1,124,805.40	\$ 1,124,805.40	Completed
89B Aus. Government Stimulus - Ch. 30680 - Ch. 35800	\$ 2,215,489.68	\$ 1,082,731.84	2km pavement and seal completed prior to Christmas break
Total	\$ 16,232,090.28	\$11,701,737.05	72%

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Photo: Proposed columbarium location at the Normanton cemetery



Photo: 2.1km sealed section on the Burketown Road near Inverleigh

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Photo: 2.1km sealed section on the Burketown Road near Inverleigh



Photo: 2.0km sealed section on 89B.

3. Update on Shire Flood Damage Works

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3.1. All camps are in the Depot and a new works program will be finalized for 2021 after the closure of the Prequalified Suppliers for Wet Plant Hire Tender.

4. Trades Report

4.1. Moving Camps

4.2. Standard housing, electrical and plumbing maintenance.

5. New Projects/Grant Applications

5.1. Nil

6. Reports

6.1. Capital Works program progress as attached.

ID	Task Mode	Task Name	Start	Finish	% Complete	Manual Summary	Start only	Finish only	External Milestone	Deadline
1	Mode	Carpentaria Shire Council Capital Projects	Fri 28/06/19	Thu 30/09/21	53%					
2	Mode	Buildings								
3	Mode	W4Q - Administration Office Upgrades	Mon 12/08/19	Mon 16/11/20	64%					
4	Mode	W4Q - Office - Normanton Water Treatment Plant	Wed 2/10/19	Tue 30/03/20	90%					
5	Mode	W4Q - Office - Karumba Sewerage Treatment Plant	Wed 2/10/19	Mon 30/03/20	90%					
6	Mode									
7	Mode									
8	Mode									
9	Mode									
10	Mode	Housing	Fri 28/06/19	Fri 30/10/20	100%					
11	Mode	W4Q 19.20 - 38 Woodward St Normanton	Wed 4/09/19	Fri 30/10/20	100%					
12	Mode	W4Q 19.20 - 36 Woodward St Normanton	Fri 2/08/19	Wed 30/09/20	100%					
13	Mode	W4Q 19.20 - 23 Woodward St Normanton	Mon 2/09/19	Wed 2/09/20	100%					
14	Mode	W4Q 19.20 - 2 Norman St Normanton	Fri 28/06/19	Tue 30/06/20	100%					
15	Mode	W4Q 19.20 - 140 Yappar Street Karumba	Mon 13/04/19	Fri 29/05/20	100%					
16	Mode	W4Q 19.20 - 62 Landsborough St Normanton	Tue 25/08/19	Fri 18/09/20	100%					
17	Mode	W4Q COVID - Greenway Street - Drainage Improvements	Tue 20/10/19	Wed 28/10/20	100%					
18	Mode									
19	Mode									
20	Mode									
21	Mode	Other Infrastructure	Mon 6/01/20	Wed 30/06/21	43%					
22	Mode	NTN Resupply Barge Ramp (NDRP)	Tue 14/07/19	Wed 30/09/20	100%					
23	Mode	LRCP - Cemetery - Rodeo Grounds Footpath	Tue 2/02/21	Wed 30/06/20	20%					
24	Mode	LRCP - John Henry Oval Playground	Tue 2/02/21	Wed 30/06/20	20%					
25	Mode	LRCP - LWBDC Hatchery Fence	Tue 14/07/19	Mon 28/09/20	100%					
26	Mode	LRCP - NCC Soft Fall	Tue 2/03/21	Tue 15/06/20	100%					
27	Mode	W4Q - Trades Shed - Refurbishment	Mon 17/02/21	Fri 28/08/20	100%					
28	Mode	W4Q - Showgrounds, Racecourse & Rodeo Grounds - Transformer Upgrade	Wed 17/02/21	Mon 28/06/21	0%					
29	Mode	W4Q - Ablution Block - Karumba Boat Ramp	Mon 1/02/21	Tue 15/06/20	100%					
30	Mode	W4Q COVID - Normanton Water Treatment Filter Shed Ref.	Thu 6/08/20	Tue 30/03/21	20%					
31	Mode	John Henry Oval Upgrade (Active Community Infrastructure)	Tue 24/11/19	Mon 28/06/20	20%					
32	Mode	Normanton Aerodrome Line Marking	Wed 18/11/19	Fri 16/04/21	95%					
33	Mode	Karumba Aerodrome Line Marking	Fri 4/12/20	Fri 16/04/21	100%					
34	Mode	Gilbert Street Pontoon Repairs	Tue 2/02/21	Mon 14/06/20	20%					
35	Mode	W4Q - Installation of Solar PV Sites	Tue 1/09/20	Wed 30/06/20	25%					
36	Mode	Norman River - Telecommunications Towers - Flexible Fund	Mon 15/06/20	Thu 1/10/20	100%					
37	Mode	BOR LWBDC Entertainment Area	Mon 6/01/20	Tue 24/11/20	100%					
38	Mode	Barra Hatchery Upgrade Phase 2	Mon 6/01/20	Tue 24/11/20	100%					
39	Mode	W4Q LWBDS Shade Facility	Fri 28/08/20	Fri 28/08/20	100%					
40	Mode	W4Q - Normanton Town Hall PA System			0%					

ID	Task Mode	Task Name	Start	Finish	% Complete	Chart
41	Task Mode					
42	Task Mode					
43	Task Mode	Roads				
44	Task Mode	NDRP Little Brnoe Approaches to causeway	Mon 12/08/19	Mon 29/06/20	100%	
45	Task Mode	TIDS/R2R -Normanton to Burketown 2019-20	Tue 24/09/19	Thu 30/04/20	100%	
46	Task Mode	TIDS/R2R -Normanton to Burketown 2020-21	Mon 16/11/20	Fri 18/06/21	25%	
47	Task Mode	NDRP Burke & Willis Monument Road	Mon 5/04/21	Thu 24/06/21	0%	
48	Task Mode	Normanton-Burketown Seal Project 11/12 CSC.0017.1819E	Thu 4/03/21	Tue 29/06/21	0%	
49	Task Mode	Normanton-Burketown Seal Project 13 CSC.0016.1819E	Thu 4/03/21	Tue 29/06/21	0%	
50	Task Mode	Old Crolydon Road Grid	Thu 4/03/21	Fri 28/05/21	0%	
51	Task Mode	Disability Access Normanton - Footpaths	Mon 29/03/20	Mon 28/06/20	20%	
52	Task Mode	Disability Access Karumba - Footpaths	Mon 29/03/20	Mon 28/06/20	20%	
53	Task Mode	Shire Grid Installations - If required			0%	
54	Task Mode	U ATSI TIDS Dunbar Kowanyama Road Floodway	Thu 26/09/19	Fri 5/06/20	6%	
55	Task Mode					
56	Task Mode	Water Infrastructure				
57	Task Mode	Glenore Weir Rectification Stage 2 (LGGSP) U	Tue 9/07/19	Wed 30/06/20	44%	
58	Task Mode	BBRF - Raw Water Irrigation	Thu 2/07/20	Thu 15/04/21	35%	
59	Task Mode	W4Q COVID - Normanton Water Treatment Plant Clarifier	Mon 3/08/20	Wed 30/06/21	15%	
60	Task Mode	W4Q COVID - Yappar Street Valve Replacement	Mon 30/11/20	Tue 30/03/21	2%	
61	Task Mode	W4Q COVID - Normanton Water Filter Refurbishment Phase 3	Thu 2/07/20	Fri 30/04/21	25%	
62	Task Mode	W4Q COVID - Recoating of Reservoir	Fri 2/10/20	Mon 14/12/20	100%	
63	Task Mode	ORA - csc.0018.1819E.Dws Glenore Weir Scouring	Tue 9/07/19	Tue 9/07/19	100%	
64	Task Mode					
65	Task Mode	Sewerage Infrastructure				
66	Task Mode	Inlet Screen - Kba	Mon 2/03/20	Sun 30/05/21	10%	
67	Task Mode	De-sludging of Sewerage Lagoon (NDRP)	Fri 14/08/20	Thu 30/09/21	18%	
68	Task Mode	Replace Screw Screen (NDRP)	Fri 14/08/20	Thu 12/11/20	100%	
69	Task Mode	Replace Damaged Manholes	Fri 14/08/20	Mon 31/05/21	22%	
70	Task Mode	Purchase and Install Amenities Block (NDRP)	Fri 14/08/20	Thu 12/11/20	100%	
71	Task Mode	W4Q COVID - Normanton STP effluent irrigation replacement	Fri 14/08/20	Wed 30/06/21	50%	

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10.2 NDRRA/QDRF REPORT

Attachments:	NIL
Author:	John Martin - Consultant Engineering
Date:	13 January 2021
Key Outcome:	5.2 - A safe and sustainable road network
Key Strategy:	5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA18: The QRA18 project is in the acquittal process and assurance and compliance audits are being prioritised to expediate the acquittal process.

QRA19: REPA funding has been approved with a total RV of \$73 million and construction budget of \$59 million. Six crews have completed approximately \$36.2million (77.6%) of the reconstruction works at an Expenditure Ratio of 0.97. Approximately 41% of gravel has been delivered to Dunbar – Kowanyama Road and is currently tracking within budget requirements.

QRA have currently approved seven (7) betterment projects.

QRA20: REPA submissions have all been approved with a total RV of \$52.8million. Council has received the 30% pre-payment of \$15.8million.

QRA have approved approx. \$375k of funding to construct a new Disaster Coordination Shed through the 2019/20 QRRRF program.

Pre-qualified Suppliers for 2021 Construction Season: The tenders for pre-qualified suppliers of wet hire plant, dry hire plant and civil construction material will be released in December and will close in mid-January.

RECOMMENDATION:

That Council:

1. accepts the NDRRA/QDRF Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

2018 QRA Restoration

1. The QRA18 REPA closeouts have been submitted. Audits are progressively being received from QRA to finalise the acquittal. Four (4) of the closeout submissions have reached the final approval phase and are now subject to final QRA endorsement before the outstanding value is paid to Council.

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2019 QRA Event

1. QRA19 REPA submissions have been approved with a total RV of approx. \$73million (construction budget of \$59million).
2. The 30% prepayment has been exceeded and progress claims are now being submitted fortnightly to assist with Council's cash flow.
3. Six (6) crews are currently constructing QRA19 projects. The construction programme is currently 77.6% complete with a forecast final construction cost of \$45.2million and estimated Expenditure Ratio of 0.97. Refer Appendix A and B for construction progress.
4. Construction crews will continue working into December with camps being demobilised from late November until mid-December. Several crews will continue working from Normanton on roads close to town until the end of year shutdown or until wet weather prevents any additional work.
5. The Gravel Haulage for the Dunbar to Kowanyama Road has been completed for the year and expenditure is aligning closely to the forecast budget. The project is currently 36% complete and 41% of the total gravel has been delivered (approximately 35,000t).
6. QRA has approved the following betterment projects for construction in 2020/21:
 - Normanton to Burketown Pavement Improvements and Sealing CH37.458 – 43.185 – Project RV \$3.1million, Construction value \$2.5million.
 - Normanton to Burketown Pavement Improvements and Sealing CH53.218 – 55.742 – Project RV \$0.96million, Construction value \$0.76million.
 - Burke and Wills Monument Road pavement improvements (\$138,000).
 - Monsoon Trough Flood Impact Study (\$60,000).
 - Desludging of the Normanton Sewerage Lagoon (\$974,558)
 - Glenore Weir Scouring Rectification (\$66,487).
7. Extensions of time have been approved on five (5) QRA19 REPA submissions and three (3) QRA betterment projects. The full list of projects is detailed in Appendix C. Notably the following projects have been approved within the EOT to 30 September 2021:
 - Dunbar to Kowanyama Road.
 - Dunbar to Koolatah Road.
 - Rutland Plains Access.

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2020 QRA Event

1. Due to significant rainfall and flooding from the Queensland Monsoonal Flooding event (23 January to 3 February 2020), Carpentaria Shire has been “activated” for Counter Disaster Operations (CDO), Emergency Works (EW) and Reconstruction of Essential Public Assets (REPA).
2. Four (4) REPA submissions have been approved with a total RV of \$52.8 million (construction budget of \$41.2million).
 - Submission 1 – Southwest Roads – RV \$16.8million, construction \$13.1million
 - Submission 2 – Southeast Roads – RV \$19.2million, construction \$15million
 - Submission 3 – Northern Roads – RV \$10.3million, construction \$8.1million
 - Submission 4 – Far Northern Roads – RV \$6.5million, construction \$5million
3. Council has received the 30% pre-payment of \$15.8million.
4. Emergency work on all Shire roads has been completed, with approximately \$335k expended and all works deemed eligible by QRA and paid to Council.
5. Funding for construction of a new Disaster Coordination Shed has been approved by QRA through the 2019/20 QRRRF program. Approximately \$376k has been approved with construction to be complete by 30 June 2022.
6. QRA have met with Council to review benchmarking rates for the 2020 project. The approved QRA20 rates are approximately 10% higher than the QRA19 rates. It is noted that QRA are investigating costs associated with establishment and disestablishment of camps.

Pre-qualified Suppliers for 2021 Construction Season

The tenders for pre-qualified suppliers of wet hire plant, dry hire plant and civil construction material will be released in December and will close in mid-January to be assessed and a report put to Council before the start of the 2021 construction season.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 19 Trigger Point contribution - \$32,408
-

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- QRA 19 10% Council contribution to day labour - \$166,061.29
- QRA 20 Trigger Point contribution - \$29,363

Risk Management Implications:

- Low – QRA19 – An extension of time has been granted for requested submissions due to productivity losses from COVID-19.
- Moderate – QRA19 – Camp costs for the QRA19 project have been queried if eligible by QRA. Discussions with QRA are ongoing to clarify why this has been raised after final approval has been granted and how it can be resolved without affecting the project.
- Low – QRA20 – Construction to commence in early 2021.

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10.3 WATER AND WASTE REPORT - DECEMBER 2020

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 13 January 2021

Key Outcome: 5.3 - A safe and sustainable water network
Key Strategy: 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

Executive Summary:

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Water levels at Glenore Weir are approximately 1.71m (AHD).
- Total treated water was 84.8ML for the month.
- The coating has cured, been washed, flushed and brought back online.
- Actiflo Clarifier being manufactured in Shanghai factory.
- Courtesy mid-year water meter reads commencing January 12.
- Karumba STP inlet screen currently being by-passed.
- Karumba STP membrane blower #2 has failed.
- Fourteen E-one pumps were replaced in Karumba during the month.
- The tyre recycling project has wrapped up for the year with additional volumes to be removed after the wet season.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31st December 2020; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

The DNRME level gauge at Glenore Weir recorded a level of 6.01m on the 31st of December (1.71m AHD). The Bureau of Meteorology recorded 85.2mm of rainfall at Normanton Airport during the month.

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Normanton Water Treatment Plant

For the month, 80.4ML was pumped from Glenore Weir and 4.4ML from the Normanton bore for a total of 84.8ML of raw water. As can be seen in Figure 1, water consumption has decrease slightly since last month due to local rainfall, this has significantly eased pressure on the pumping infrastructure.

Normanton consumed 46.4ML (54.7%) and 30.2ML (35.6%) was pumped to Karumba, 8.0ML (9.4%) was used for backwashing and bulk water supply/storage. The remaining 0.3% was recorded as systems losses.

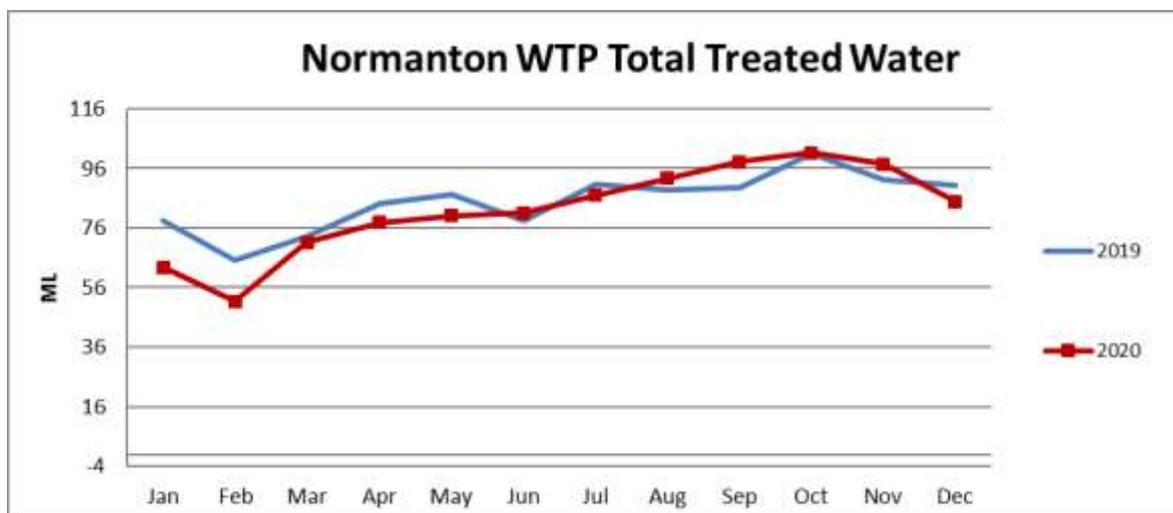


Figure 1: Total raw water treated

Maintenance and Upgrades

Recent rainfall has eased the pressures on the water supply network, however the issue of the raw water delivery line and pumps struggling to keep up with the additional flow rates has become an annual issue. Further investigation continues on upgrading the raw water line to enable better water security for the Shire. Additional works will be carried out by contractors as part of the raw water irrigation project to alleviate some of the issues at the water plant end.

Courtesy mid-year water meter readings are scheduled for January, with ERSCON staff to complete the task. During the last round of reads, they proved be very cost effective and provided all documentation and photos of each meter. A public notice has gone out to inform the public of the readings, however, due to flooding the readings may not be able to be completed.

The ground reservoir recoating was completed and has finished its curing timeframe. The tank was cleaned, flushed and has been brought back into full operation. The Actiflo clarifier has now commenced construction in the Veolia factory and is due on site on May 8, 2021. Preliminary civil and construction work will be undertaken to ensure that the job will be completed within the required timeframes. The equipment is relatively quick to commission and is expected to be in operation by the end of May. A tender will be out shortly for the civil and construction work associated with the project.

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Further works on the raw water irrigation project and the office buildings will be undertaken once the region becomes accessible again and clean up from TC Imogen has been completed. A leak on the water delivery line has also occurred, unfortunately, it is currently inaccessible and will not be able to be repaired until the road dries up.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 15.0ML (see Figure 2) of wastewater in December which was used for irrigation in the surrounding area.

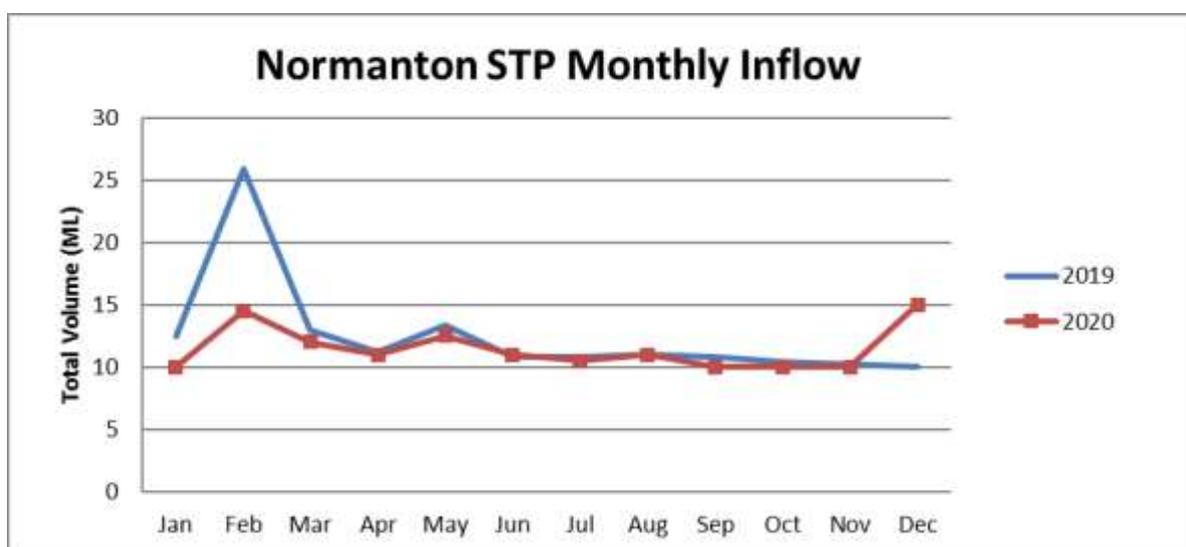


Figure 2: Total volume treated at Normanton STP

Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Repairs to the effluent irrigation pipework are being carried out and additional works are scheduled throughout the next few months such as replacing valves, fittings and damaged irrigation flumes. Works have been hampered by the loss of operations staff in recent months.

Thermotolerant coliform levels are back within normal range and irrigation has recommenced.

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 3.4ML (see Figure 3) for December.

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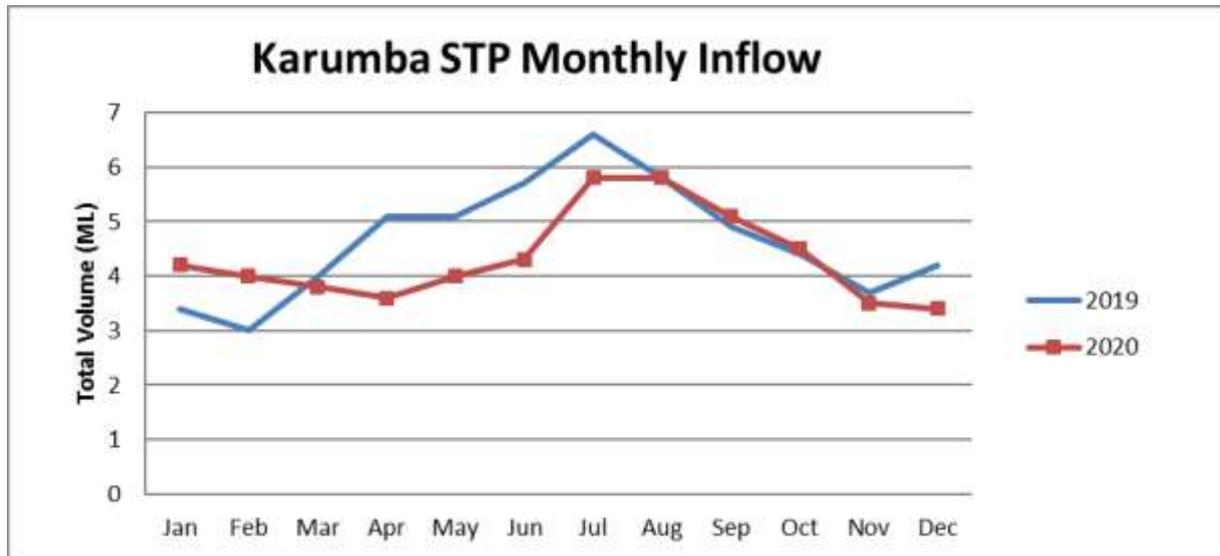


Figure 3: Total Monthly inlet flow for Karumba STP.

Compliance

Samples from the treatment plant were analysed and found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. The issue with the low pressure pumps continues, with fourteen pumps replaced and repaired for the month. Investigations into servicing and funding opportunities need to be undertaken to see if there is a suitable alternative, as the current system is proving too costly and time consuming for operations staff.

The inlet screen continues to be by-passed while repairs are carried out and a new system is manufactured. Staff and suppliers are continuing to try and speed up manufacture and delivery with minimal success. Membrane train #2 has also had a blower motor short to earth which required replacing, the spare that was kept on hand was installed promptly, however, it has now also failed and will be sent away for warranty inspection/repairs. For the time being, Membrane Train #1 will operate in duty mode until #2 can be brought back online. The new blower is currently in Normanton waiting for transport to Karumba.

Karumba Waste Transfer and Normanton Landfill

Normanton Landfill continues to operate as usual, additional works need to be undertaken by the operator to get the facility cleaned back up. The active cell has become quite wet and is becoming messy and will be in need of remediation when the weather allows. Additional material has been received from the pre-cyclone clean up (and TC Imogen which will be covered in next month's report).

At this stage, the fulltime operator has not returned to the landfill and it is still being looked after by the seconded operator. Investigations will take place into the advantages and disadvantages of contracting out landfill operations as part of the service review currently being undertaken. The Karumba Transfer station is currently stockpiling rubbish while the

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roads are closed, once they reopen, rubbish will be collected and taken to the landfill at Normanton.

Projects/Budgets

The following Table is a brief overview/summary of the ongoing projects in the Water and Waste department.

Table 1: Project summary for Water and Waste

Area	Description	Funding body	Budget	Status
W a t e r	Yappar Street valve replacement	W4Q	\$ 40,000.00	Planning - to be completed in small sections (reduced from \$80k)
	Recoat Reservoir #3 at Ntn WTP	W4Q	\$ 100,000.00	Project completed - (original budget of \$120k)
	Office/control building at Ntn WTP	W4Q	\$ 125,000.00	On site and installed - awaiting fit out
	Installation of second clarifier	W4Q	\$ 950,000.00	clarifier being manufactured off site. Tender proceeding for civil/installation/commissioning
	Conversion/upgrade of PLC	W4Q	\$ 50,000.00	Technician engaged to undertake the required works
	Filter upgrade at Ntn WTP	W4Q	\$ 200,000.00	media on site, contractors engaged (scheduled for completion February/March 21)
	Repair and upgrade Ntn WTP shed	W4Q	\$ 10,000.00	Reduced scope - only going to perform repairs. Remaining funds to be put to upgraded raw water line (reduced from \$145k)
	Repair scouring on left hand weir embankment	QRA	\$ 60,000.00	completed
	Raw water irrigation project	BBRF	\$712,000/ \$238,000	Underway - Being managed by Erscon/Mike Pickering - flooding may cause delays to mobilising underborers to site
	Raw water line upgrade	W4Q	\$ 205,000.00	New job - accessing unused budget from other Covid W4Q jobs to undertake required works
S e w a g e	Ntn STP de-silting project	QRA	\$ 734,000.00	Tender has been awarded to Dredging Solutions - department has granted an extension of time due to COVID restrictions. Additional \$240k unmatched funding to complete additional works.
	Ntn STP irrigation repairs	QRA	\$ 10,000.00	Materials have arrived on site, works under way (Reduced from \$10k)
	Kba STP inlet screen replacement	CSC	\$ 60,000.00	ordered in 19/20 FY - COVID delayed delivery from Europe. After discussion, the manufacturer has agreed to fabricate a new system in Australia. Scheduled for delivery in the new year
	Kba STP Office/control building	W4Q	\$ 100,000.00	On site - awaiting tradie install and fit out
W a s t e	Tyre recycling project	DES	\$200,000/ \$130,000	S and J Australian Scrap Tyre Disposal have commenced - approximately 33% complete - may get additional tyres removed
	Karumba CCTV tower	DES	\$ 60,000.00	tower complete, additional electronics/monitoring equipment purchased. Additional materials to be purchased under funding.
	Illegal dumping compliance officer	DES	\$ 123,182.00	Issuing warnings as required.

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Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.

Legal Implications:

- Low – within normal operational parameters.

Financial and Resource Implications:

- Medium – upgrades required for 2020/21 financial year to remain compliant.

Risk Management Implications:

- Nil.

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10.4 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	13 January 2021
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of December 2020.

RECOMMENDATION:

That Council note and accept the content of the Building and Planning Report as presented.

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2016	Russell Saunders & Janelle Whatly (C/- Gilvear Planning Pty Ltd)	12 Beard Crescent, Normanton QLD 4890	MCU – Industry (Vehicle Workshop and Storage) & Accommodation building	Pending Public Notification

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/2017	D Wren Pty Ltd & F Wren Pty Ltd C/- RPS Group C/- Ian Dust	132-138 Yappar Street, Karumba QLD 4891	MCU – Industry (Construct a new Shed)	Approved

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2018	Westpac Banking Corporation (Angelo Sgangarella)	88 Landsborough Street, Normanton QLD 4890	Alterations to Existing Bank (Ramp)	

Building Permits Issued by Building Certifier

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DA No.	Applicant	Address	Application Type	Value
I/2018	Westpac Banking Corporation (Angelo Sgangarella)	88 Landsborough Street, Normanton QLD 4890	Alterations to Existing Bank (Ramp)	

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received

Consultation (internal/external)

- Baker Building Certification
- Gilvear Planning Pty Ltd
- Emergent Building Approvals
- Elizabeth Taylor
- Michael Pickering

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters

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- 11 GENERAL BUSINESS**
- 12 CLOSURE OF MEETING**