



# Burdekin Shire Council

## AGENDA

### ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 08 September 2020**

**COMMENCING AT 9:00AM**

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# Burdekin Shire Council

TUESDAY 8 SEPTEMBER 2020

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# Burdekin Shire Council

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 25 August 2020**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 25 August 2020 be received as a true and correct record.





**Burdekin Shire Council**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 25 August 2020**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 25 AUGUST 2020

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Ordinary Council Meeting 25 August 2020



# Burdekin Shire Council

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## **ATTENDANCE**

Councillors L.A. McLaughlin (Mayor), S.P. Perry (Deputy Mayor), K.D. Boccalatte, J.T. Bonanno, M.J. Detenon, J.A.G. Furnell and M. Musumeci

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mr. W. Saldumbide – Manager Operations (Part)  
Mrs. K. Olsen - Manager Financial & Administrative Services (Part)

Minutes Clerk – Ms. G. Biffanti

## **1 PRAYER**

The meeting prayer was delivered by Pastor Gavin Henderson of the Presbyterian Church.

## **2 DECLARATIONS OF INTEREST**

The Mayor called for any declarations of interest.

Councillor McLaughlin declared a Perceived Conflict of Interest in relation to Item 9.2 - Request for Support – Community Clubs and Active Recreation – North Queensland Sports Foundation as she is a Life Member of the North Queensland Sports Foundation and advised of her intention to leave the meeting during this discussion.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 11 August 2020**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 11 August 2020 be received as a true and correct record.

#### **Resolution**

Moved Councillor Detenon, seconded Councillor Perry that the recommendation be adopted.

CARRIED

## **4 EXECUTIVE**

### **4.1 CEO**

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## **4.2 ECONOMIC DEVELOPMENT**

## **5 CORPORATE AND COMMUNITY SERVICES**

### **5.1 CLIENT SERVICES**

#### **5.1.1 Annual Staff Christmas Closedown Dates**

##### **Executive Summary**

Council approval is sought for the end of year close down period. It is traditional for Council to close during the Festive period. This closure ensures all staff access leave over the holiday period.

During this period there will be a roster of skeleton staff, including on call staff, available to respond to any issues that requires immediate attention.

##### **Recommendation**

It is recommended that Council approves the following 2020 Christmas close period as follows:

##### Outdoor Staff:

- Closedown from Monday 21 December 2020 to Friday 1 January 2021
- Return to work on Monday 4 January 2021

##### Indoor Staff:

- Finish at 1pm on Thursday 24 December 2020
- Closedown from Friday 25 December 2020 to Friday 1 January 2021
- Return to work on Monday 4 January 2021

##### **Resolution**

Moved Councillor Perry, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

## **5.2 COMMUNITY DEVELOPMENT**

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## **5.3 FINANCIAL AND ADMINISTRATIVE SERVICES**

### **5.3.1 Monthly Financial Report for Period Ending 31 July 2020**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 31 July 2020 be received.

#### **Resolution**

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

*9.14am Mr. Saldumbide entered the meeting.*

## **5.4 GOVERNANCE**

*9.18am Mrs. Olsen left the meeting.*

### **5.4.1 Request to Lease Lot 15 - Ayr Aerodrome**

#### **Executive Summary**

A request has been received from Mr. Andrew Kerans and Ms. Bridget Kerans for approval to lease Lot 15 at the Ayr Aerodrome.

#### **Recommendation**

That Council agree to enter into a standard Aerodrome Lease with Mr. Andrew Kerans and Ms. Bridget Kerans over Lot 15 at the Ayr Aerodrome described as Lease N in Lot 106 on RP898777 for a term of five (5) years with a five (5) year option, subject to the usual terms and conditions.

#### **Resolution**

Moved Councillor Perry, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

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#### **5.4.2 Nomination of Burdekin Show Holiday for 2021**

##### **Executive Summary**

Council has received correspondence from the Office of Industrial Relations inviting Council to make nomination for a show or special holiday for 2021.

##### **Recommendation**

That Council makes application to the Office of Industrial Relations for the appointment of the following public holiday in 2021:

Wednesday, 23 June 2021 – for the whole of the Burdekin Shire – Burdekin Annual Show Holiday.

##### **Resolution**

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted.

FOR: Councillors McLaughlin, Perry, Boccalatte, Detenon, Furnell and Musumeci

AGAINST: Councillor Bonanno

6/1

CARRIED

## **6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **6.1 ENVIRONMENTAL AND HEALTH SERVICES**

### **6.2 OPERATIONS**

#### **6.2.1 Adoption of Traffic Management for Community Events Policy**

##### **Executive Summary**

Traffic Management for pre-approved community events is provided by Council to ensure compliance with the Queensland Department of Transport Manual of Uniform Traffic Control Devices. The design and implementation of Traffic Management Plans and Traffic Guidance Schemes can only be conducted by suitably trained and qualified staff as described under the *Transport Operations (Road Use Management) Act 1995*.

Not for profit community organisations within the Burdekin Shire must first apply for in-kind support via the Burdekin Shire Council Community Assistance Policy. Once approved Council Officers will

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develop and implement Traffic Management Plans and Traffic Guidance Schemes required to conduct the community event.

Approval for road closures and traffic management as part of Anzac Day commemorations is not required.

### **Recommendation**

That Council adopt the Traffic Management for Community Events Policy as tabled.

### **Resolution**

Moved Councillor Detenon, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

## **6.2.2 Adoption of Water Security and Resilience Framework and Sewerage Resilience Framework**

### **Executive Summary**

The Director Infrastructure Planning and Environmental Services, Manager Operations and Manager Water Wastewater have developed Security and Resilience Framework Documents for the Burdekin Shire's Water Supply and Sewerage Schemes.

The Framework Documents articulate Council's short, medium and long - term priorities and planned actions to maintain operational compliance and improve the resilience and security of the water supply and sewerage networks.

The Framework Documents will be reviewed regularly to maintain relevance with regulatory change or emerging environmental and community issues.

### **Recommendation**

That Council adopt the Water Security and Resilience Framework and Sewerage Resilience Framework Documents as tabled.

### **Resolution**

Moved Councillor Furnell, seconded Councillor Perry that the recommendation be adopted.

CARRIED



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### **6.3 PLANNING AND DEVELOPMENT**

### **6.4 TECHNICAL SERVICES**

## **7 NOTICE OF MOTION**

## **8 RECEIPT OF PETITIONS**

## **9 CORRESPONDENCE FOR INFORMATION**

### **9.1 Request for Support and Participation - Community Advisory Network - Townsville Hospital and Health Services**

#### **Resolution**

Moved Councillor Perry, seconded Councillor Detenon that Council nominate Councillor McLaughlin as a representative for the Community Advisory Network for the Ayr and Home Hill Health Services which has been created under the auspices of the Townsville Hospital and Health Services and directly advises to the Townsville Hospital and Health Board.

CARRIED

### **9.2 Request for Support - Community Clubs and Active Recreation - North Queensland Sports Foundation**

*9.37am Councillor McLaughlin left the meeting at the commencement of this discussion as she declared a Perceived Conflict of Interest in relation to Item 9.2 Request for Support – Community Clubs and Active Recreation – North Queensland Sports Foundation, as she is a Life Member of the North Queensland Sports Foundation.*

Councillor Perry assumed the chair.

#### **Resolution**

Moved Councillor Furnell, seconded Councillor Bonanno that Council forward a letter of support for the North Queensland Sports Foundation (NQSF) in their request from the State and Federal Governments for much needed resources to expand the Movelt NQ Project and to also continue the development of community club support hub.

CARRIED

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9.39am Councillor McLaughlin returned to the meeting and assumed the chair.

## **10 GENERAL BUSINESS**

### **10.1 Councillor Furnell - Local Authority Waste Management Advisory Committee Workshop and Meeting**

#### **Resolution**

Moved Councillor Perry, seconded Councillor Musumeci that Council confirms the attendance of Councillor Furnell at the Local Authority Waste Management Advisory Committee (LAWMAC) Workshop and Meeting held in Mackay on 20 and 21 August 2020 with all expenses of Councillor Furnell's attendance at this occasion be met by Council.

CARRIED

### **10.2 Councillor McLaughlin - Take Townsville North Queensland to Brisbane Unlock the North, Progress the State**

Councillor McLaughlin provided a verbal report on her recent attendance as part of "Take Townsville North Queensland to Brisbane Unlock the North, Progress the State" delegation which travelled to Brisbane to brief on regional projects to the State Government, Opposition and Minor Parties.

## **11 CLOSED BUSINESS ITEMS**

### **Council Meeting closed to Public under *Section 275 of Local Government Regulation 2012***

#### **Resolution**

Moved Councillor Perry, seconded Councillor Detenon that the Council meeting be closed to the public under the following sections of the *Local Government Regulation 2012*:

275(1)(e) contracts proposed to be made by it

For the purpose of discussing:

1. Tender Received TBSC/20/008 - Mount Inkerman Walking Trail Extension
2. Tenders Received TBSC/20/009 - Hurricane Cliff Helipad

CARRIED

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## **Council Meeting opened to Public**

### **Resolution**

Moved Councillor Bonanno, seconded Councillor Boccalatte that the Council meeting be opened to the public.

CARRIED

## **11.1 Confidential Report - Tender Received TBSC/20/008 - Mount Inkerman Walking Trail Extension**

### **Executive Summary**

Contract TBSC/20/008 for the Design and Construction of the Mount Inkerman Walking Trail Extension and Maintenance Works closed Thursday 23 July 2020. At the time of closing Council received an offer of \$377,518.60 excluding GST to complete Part A – Walking Trail Extension and Disaster Recovery Funding Arrangements (DRFA) separately funded Part B – Maintenance Works.

As this original tender price for Part A to complete the project exceeds the remaining budget by \$166,063.60, Council Officers have undertaken value engineering and post tender discussions with the tenderer to provide a revised tender concept that would lower the price. Through minor changes to the proposed design and construction scope, the revised offer for both Part A and Part B Works is \$268,806 excluding GST.

Part B Works was within budget for the DRFA Category C Works.

### **Recommendation**

1. That Council accept the revised tender received for TBSC/20/008 for the Design and Construction of the Mount Inkerman Walking Trail Extension, to the value of \$175,365 excluding GST.
2. Council approves an additional budget allocation of \$94,365 to come from Works for Queensland Round 3 (W4Q3) reallocations to be formally recognised at the First Budget Revision of 2020/2021.
3. Council approves the Tender of \$93,441 for maintenance works under DRFA Category C Funding.

### **Resolution**

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

## **11.2 Confidential Report - Tenders Received TBSC/20/009 - Hurricane Cliff Renewal**

Contract TBSC/20/009 for the Hurricane Cliff Repeater Renewal closed Wednesday 29 July 2020. At the time of closing Council received tenders from two (2) bidders with a price of \$398,347 and \$651,858.33 respectively.

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Council has allocated \$250,000 Budget Funding from Works for Queensland Round 3 (W4Q3) to complete the project.

As the lowest tender price to complete the project exceeds remaining budget by \$148,347 without any contingencies, Council Officers have negotiated with the lowest tenderer and undertaken and value engineering redesign and specification for this project. This has reduced project costs by an approximate \$75,000 by modifying the landing area, substructure materials and catch platform area.

### **Recommendation**

1. That Council accept the revised tender received for TBSC/20/009 for the Hurricane Cliff Repeater Renewal, to the value of \$324,735 excluding GST.
2. Council approves an additional budget allocation of approximately \$125,000 to be formally recognised at the First Budget Revision of 2020/2021. Additional \$125,000 funded by \$60,000 from Council Reserves and \$65,000 from re-allocation of W4Q3 funding.

### **Resolution**

Moved Councillor Detenon, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

## **12 DELEGATIONS**

There being no further business the meeting closed at 10.28am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 8 September 2020.**

**MAYOR**

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### **3.2 Burdekin Shire Youth Council Minutes - 10 August 2020**

#### **Recommendation**

That the minutes of the Burdekin Shire Youth Council Meeting held on 10 August 2020 be received and adopted.

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## **Burdekin Shire Council**

### **Minutes – Burdekin Shire Youth Council Meeting held on 10 August 2020**

Held in the John Drysdale Chamber  
The meeting commenced at 3.30pm

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#### **CLAUSE 1 ATTENDANCE**

Mikayla McDonnell – Deputy Youth Mayor  
Sarah Di Guglielmo – Secretary  
Aiden Crossland – Ayr State High School  
Alexa Mann – Burdekin Catholic High School  
Chelsea O'Shea – Ayr State High School  
Eddie Jones – Ayr State High School  
Joshua Machin – Home Hill State High School  
Lexi Favero – Burdekin Catholic High School  
Lorenza Palombi – Working Youth Representative  
Layla Kelly – Ayr State High School  
Michael Lindley – Brandon State School  
Mia Power – Ayr State High School  
Ronin Kovacich – Clare State Primary School  
Sarah McDonnell – Youth Mayor  
Zavier Wood – Ayr State High School

Tammy Quagliata – Burdekin Shire Council  
Anna Perkins – Burdekin Library  
Nick O'Connor – Burdekin Shire Council  
David Cornwell – Burdekin Shire Council

#### **Apologies for absence**

Emily Holmes – Youth Mayor  
Alyssia Guy – Burdekin Catholic High School  
Brendan Kolb – Working Youth Representative  
Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council

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#### **CLAUSE 2 MINUTES RECEIVED**

Moved Michael Lindley, seconded Eddie Jones that the Minutes of the Burdekin Shire Youth Council Meeting held on 15<sup>th</sup> June 2020 be received.

CARRIED

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#### **CLAUSE 3 ADDRESS RE BURDEKIN LIBRARY ACTIVITIES**

Anna Perkins from the Burdekin Library addressed Youth Council regarding their possible involvement in the school holiday craft program – Maker Space. Anna advised that activities were going to be held at the PCYC during the school holidays, dates to be confirmed. Volunteers were needed to assist in running the activities. Tammy Quagliata undertook to liaise with members regarding dates and put together a volunteer roster at the next meeting.

In addition to this, members were asked if they would like to be involved to run a virtual kids club during Covid-19 restrictions. Members could put together videos which would be streamed through social media. Members were asked to come up with some ideas for virtual kid's club and discuss at the next meeting.

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## CLAUSE 4 CORRESPONDENCE

### Inward Correspondence

1. **Mental Health Foundation Australia** – Advising that applications for the 2020 Australian Youth Ambassador is now open to all members of the community, aged between 16 and 25 years, who are passionate about mental health to join the program. Information was forwarded to members via email.
2. **Jaye Christensen, Burdekin Library** – Invited Burdekin Youth Shire Council members to be involved in the Burdekin Library Virtual School Holiday Program STEAM sessions. The invitation was forwarded to members via email.
3. **Simone Tunbridge, Education Producer, Heywire** – Getting in touch regarding the ABC's Heywire Competition calling for true stories from young people aged 12-22 living in regional Australia and seeking some stories from young people in the Burdekin Shire.

### Outward Correspondence

1. NIL

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## CLAUSE 5 MOVIE NIGHT FOR MENTAL HEALTH WEEK

Following discussions at the previous meeting regarding an outdoor movie night, Tammy Quagliata advised the PCYC has obtained funding to host an outdoor movie night as part of Mental Health week. It had been proposed that the event take place in Plantation Park, however some concerns were raised regarding lighting in the area, power, and the location of toilets. Youth Council members suggested to hold the event against the wall at the PCYC on the grassed area. Youth Council members suggested that the movie night could be the night before the Mental Health Wellness Morning on either the 16<sup>th</sup> or 17<sup>th</sup> October. Tammy Quagliata undertook to forward these suggestions and feedback to Andrew at PCYC for consideration.

It was suggested that possibly two movies could be shown, an early children's movie and later a PG rated movie. Inside Out was suggested as a children's movie. Members were asked to brainstorm movie ideas to be discussed at the next meeting

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## CLAUSE 6 OTHER GENERAL BUSINESS

### Ross Romeo Feedback

Members gave feedback following guest speaker Ross Romeo from CORES who attended the last meeting. Members noted that they would like advice on how to help others in this situation. It was suggested that Ross could go around to the high schools and address the year 12 students.

### Share the Dignity Campaign

Sarah McDonnell addressed the Youth Council regarding the Speak Loud Stand Proud Campaign she is leading in our community as part of the Share the Dignity Campaign.

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The Speak Loud Stand Proud Campaign is dedicated to emphasising the importance of women's health and providing equitable opportunities for women and girls by eliminating the stigmas and embarrassment associated with being a woman.

Sarah advised that the Speak Loud Stand Proud Campaign is partnered with BCA, who have agreed to donate 50% of profits and donations to local schools. Sarah informed members of the Community Raffle she is running and showcased the prizes on offer. It was mentioned that there was a donations box at Woolworths for further contribution to the campaign.

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**CLAUSE 7      ADDRESS RE COUNCIL'S OUR TOWN OUR FUTURE COMMUNITY WELLBEING PROGRAM.**

Nick O'Connor addressed the Youth Council about the Our Town, Our Future program. Our Town, Our Future is an innovative new community wellbeing program being run by Council which will empower local communities and build capacity and social cohesion within the shire. The idea of the program will include Council going out into all the smaller towns within the district to determine what they love about their town and what would make it even better. It was noted that the first community workshop would take place in Giru on Sunday 11<sup>th</sup> of October from 3-5pm (TBC). Mr. O'Connor invited Youth Council members to be a part of this program as the young leaders within our community.

Members discussed where they lived, what they liked and gave feedback on what could make it better. Ideas included to plant trees, set up lights, murals, and sculptures in the main streets of each town to link them together, moving festivals to various locations in the shire and movie nights in different towns. Sarah McDonnell suggested that Nick could attend school student council meetings to further spread the word.

Tammy Quagliata undertook to liaise with Youth Council members regarding the upcoming public workshops and involve members in each of the various towns.

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**CLAUSE 8      VIRTUAL YOUTH FUTURE SUMMIT – 24-28 AUGUST 2020**

Tammy Quagliata provided information about the upcoming virtual Youth Future Summit being hosted from 24-28 August. Youth Council members were invited to attend, and it was advised that Youth Council would sponsor any students wanting to attend single sessions of the summit. A program of the summit was provided and included sessions on resume writing, job interviews, personal branding, social media, mental health, young entrepreneurs and many more. Members were to contact Tammy if they were interested in attending any sessions and would require permission from their principals to attend.

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**CLAUSE 9      PURCHASE OF ART/CRAFT MATERIAL FOR COMMUNITY EVENTS**

Moved Mia Power, seconded Aiden Crossland that Burdekin Shire Youth Council purchase a number of fabric frisbees to be used as a decorative craft activity at community events instead of badge making.

CARRIED

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**NEXT MEETING – 14<sup>th</sup> September 2020 at 3.30pm**

There being no further business, the meeting closed at 4:50pm

Sarah Di Guglielmo  
SECRETARY

*Meeting Minutes taken by Tammy Quagliata and Sarah Di Guglielmo.*

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### **3.3 Audit Committee Meeting Minutes - 19 August 2020**

#### **Recommendation**

That the minutes of the Audit Committee Meeting held on 19 August 2020 be received and adopted.

**Audit Committee Meeting**

<b>Location of Meeting:</b>	John Drysdale Chambers
<b>Date of Meeting:</b>	19 August 2020
<b>Commencing at:</b>	9:03am
<b>Minutes Clerk:</b>	Mrs. Kate Murray – Governance Support Officer

**Attendance**

<b>Attendees</b>	Mr. Ian Jessup (Independent Chairperson) Mr. Jim Fahey (Independent Professional Member) Mr. Jim Nuttall (Independent Community Member) Cr. Michael Detenon (Member) Cr. Sue Perry (Member) Mr. Terry Brennan (Chief Executive Officer) Mr. Nick O'Connor (Director Corporate and Community Services) Mrs. Kim Olsen (Manager Administrative and Financial Services) Mrs. Kathy Cortabitarte (Financial Accountant Systems) Ms. Hope Johnstone (Financial Accountant) Mrs. Rebecca Stockdale (Senior Governance Officer) Ms. Tracey Mayhew (External Audit - Crowe) Via telephone Ms. Donna Sinanian (External Audit - Crowe) Via telephone Ms. Cathy Blunt (Internal Audit - OCM) Via telephone Ms. Ashita Lal (Manager QAO)
<b>Apologies</b>	Cr. Lyn McLaughlin, Mr. Nick Wellwood (Director Infrastructure Planning and Environmental Services), Mr. Daniel Mulcahy (Manager Environmental and Health Services), Mr. Mitul Desai (Coordinator Waste Services)

**Minutes**
**1. Apologies**

Mr. Jessup acknowledged the apologies that were received for this meeting.

**2. Accept Minutes from Previous Meeting**

The minutes of the previous meeting were circulated via email to all members and were accepted via response email.

Moved Mr. Fahey, seconded Mr. Nuttall that the minutes from the previous meeting be formally adopted by the Audit Committee. Carried.

**3. External Audit**
**3.1 Results of audit and follow-up with management**

Ms. Mayhew provided an overview of the summary and key milestones of the Audit Committee Briefing Paper as circulated to attendees prior to the meeting.

In summary, Ms. Mayhew confirmed that the final phase of the audit process is due to commence week beginning Monday, 24 August 2020. Up until this point, all key milestones and deliverables have been met by Council. The status indicators of coverage in areas of audit significance are very well progressed and an efficient run into the final phase of the audit process is expected. At

this point in time there is no expectation of significant changes to what has been planned in the initial approach for next week's audit.

Mr. Jessup thanked Ms. Mayhew for her report.

### **3.2 Consider need for closed briefing session**

No closed briefing session was required.

## **4. QAO Advice**

### **4.1 QAO Briefing – emerging issues**

Ms. Lal provided an overview on emerging issues in the QAO Audit Committee Briefing Paper as circulated to attendees prior to the meeting.

There has been only one (1) report tabled to Parliament in relation to Evaluating Major Infrastructure Projects with key themes around business cases, project assurance and internal cost management. Ms. Lal advised a number of online blogs and publications were also available on QAO's website for review as well as slides from the presentation for the Audit Committee Chair Briefing which was held on 16 June 2020.

Mr. Jessup thanked Ms. Lal for her report.

Moved Mr. Jessup, seconded, Mr. Fahey that the Audit Committee Briefing Paper be noted by the Audit Committee. Carried.

## **5. Financial Reporting**

### **5.1 Position Papers**

#### **5.1.1 Impacts of COVID-19 on financial reporting**

Mrs. Olsen provided the Audit Committee with an overview of the position paper regarding Impacts of COVID-19 on Financial Reporting as circulated to attendees prior to the meeting.

Mrs. Olsen advised the paper was developed based on information which had been previously presented and discussed at audit committee meetings as well as capturing relevant information that arose while working through the current financial statements and undertaking assessments of impacts which may have an effect on Council's financial statements.

It is proposed that a Financial Statement Disclosure regarding the impact of COVID-19 be included at Note 1 - Significant accounting policies, as there hasn't been a material impact on Council at this point in time in the assessments undertaken.

Once Council's rates are due on 26 October 2020, Mrs. Olsen will undertake another cash flow analysis to confirm whether her expectation of the cash flow has changed or not.

### **5.2 Draft Financial Statements**

Mrs. Cortabitarte provided an overview of the Draft Financial Statements as circulated to the committee members ahead of the meeting.

Mrs. Cortabitarte acknowledged it had been a challenging year with the new accounting standards being introduced as well as COVID-19. As previously reported, disclosures are



included in Council's financial statements regarding the Ayr Industrial Estate as well as additional disclosures relating to COVID-19 and the new accounting standards.

### **5.3 Points of Note – 2020 Financial Statements**

Mrs. Cortabitarte provided an overview of the Points of Note – 2020 Financial Statements report as circulated to committee members ahead of the meeting.

Mrs Cortabitarte briefed the committee on the effects of the new accounting standards AASB 15 and AASB 1058 impacting on the timing of recognition of revenue in the financial statements.

Mrs. Cortabitarte advised the finance team had liaised with Mr. Jessup regarding the financial statements prior to this meeting. Mr. Jessup advised he had spent significant time working through the financial statements and was pleased with the quality of work produced by Mrs. Olsen, Mrs. Cortabitarte and Ms. Johnstone. Mr. Jessup noted that the discussions were in relation to Note 28 – Changes in accounting policy. Mr. Jessup advised he was confident with the remainder of the content in the financial statements and noted the proposed amendments to Note 28 appeared sound. Mr. Jessup noted as he had mentioned in the past, it is a credit to the accounts team in their experience and capacity to have the financials completed to this level.

Moved Mr. Nuttall, seconded Mr. Fahey that the Draft Financial Statements be commended to Council subject to the changes in Note 28 – Changes in accounting policy. Carried.

*Ms. Lal left the meeting at 9:22am.*

### **5.4 Review of management assurance and compliance representations**

Mr. Jessup advised the review of management assurance and compliance representations is effectively correspondence provided by the Directors to Council's Chief Executive Officer and Mayor confirming the overview of governance and review processes undertaken during the year and for preparation of the financial statements.

The correspondence 'Management Representations to Mayor and CEO for the Financial Statements for the year ended 30 June 2020 and events subsequent to that date' was noted by the committee.

### **5.5 Outstanding Audit Matter update**

Mrs. Cortabitarte provided an overview of the updated outstanding audit matter regarding the Waste Levy as circulated to the committee ahead of the meeting.

Mrs. Cortabitarte advised it was a QAO recommendation for Council from an interim audit that Council embeds an internal control framework. Mrs. Cortabitarte advised that a new waste management software solution is being installed with an action date of 31 December 2020.

Moved Mr. Fahey, seconded Cr. Detenon that the outstanding audit matter update in relation to the Waste Levy be noted by the Committee. Carried.

## **6. Internal Audit**

### **6.1 Internal Audit Report – progress report on audit schedule/recommendations**

**Audit Committee Meeting**

Ms. Blunt advised that all internal audit work for the 2019/2020 year has been completed and reports have been presented at previous Audit Committee meetings. The first internal audit for 2020/2021 is the Fraud and Corruption Control framework and this review is currently underway and progressing well.

Mr. Jessup noted he was happy with the quality of the reports being received and is impressed with Council's management in responding to the audit recommendations.

**7. Management Update****7.1 Risk Management update**

Mrs. Stockdale provided an overview of the Risk Management Briefing as circulated to the committee members ahead of the meeting.

Mr. Jessup queried if the Risk Management Committee had considered the spate of break and enters to Council last year. Mr. O'Connor confirmed that it had been discussed with the Risk Management Committee, Senior Leadership Group and Executive Leadership Group around the security regime and patrols which were increased after that period. Mr. Brennan confirmed that Council also improved security at the depot in terms of cameras. Mr. Brennan advised Council were able to recover the majority of the costs from Council's insurer after paying the associated insurance excesses.

Mr. Fahey raised a question in relation to the recent Court decision concerning the liability of road authorities in regard to road defects, which was discussed at the recent Risk Management Committee meeting, and asked what the court decision pertained to and what impact it would have on Council. Mr. Brennan provided the committee with an overview of the case history and explained the possible implications to Council operations.

Moved Cr. Detenon, seconded, Mr. Nuttall that the Risk Management Briefing be noted by the Committee. Carried.

**8. Other Business****8.1 Chief Executive Officer**

Mr. Brennan provided an update to the Audit Committee regarding an upcoming capital project to build a new 5 mega-litre reservoir in Home Hill to improve water security. Mr Brennan briefed the committee on some of the challenges arising from the project in relation to the tenders received to date and the proposed steps forward.

Mr. Brennan noted that it appears contractors' prices have significantly increased in the marketplace during recent tenders, potentially linked to COVID-19 implications.

Mr. Jessup thanked Mr. Brennan for this update.

**Meeting Closure**

<b>Meeting Closed at:</b>	9:40 am
<b>Date of Next Meeting:</b>	16 September 2020

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## **4 EXECUTIVE**

### **4.1 CEO**

#### **4.1.1 Council Workshops - August 2020**

##### **Document Information**

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	1394
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mr. Terry Brennan – Chief Executive Officer

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##### **Executive Summary**

The Council conducted two workshops during the previous month on 4 and 18 August 2020, with a range of policy and operational issues discussed by Councillors and staff.

A brief summary of the items discussed at the respective workshops is contained in the report.

##### **Recommendation**

That the report on the Council workshops held on 4 and 18 August 2020 be received and noted.

##### **Background Information**

The Council has adopted governance arrangements which are based on it holding Council meetings on a fortnightly basis each month, with the exception of December and January each year. In conjunction with these arrangements it holds workshops with Councillors on the alternate week to scheduled Council meetings.

During the past month workshops were held on 4 and 18 August 2020. The workshop covered a range of policy and operational issues. They also included presentations by external parties.

A brief summary of the issues discussed at the workshops is outlined below:

##### **4 August 2020**

- Q4 Operational Plan Report
- Risk Management Briefing
- Snap, Send, Solve App
- Giru Progress Association – Proposed Overnight Camping Ground/Motorhome Stop
- Edmund Rice Flexi School
- Intervention Levels on Road Maintenance
- Briefing on Reef Guardian Council's Program

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**18 August 2020**

- Home Hill Community Sports Club
- Proposed Advisory Committee Structure
- Possible amendments to Local Law No.3 and Subordinate Local Law
- Community Consultation Plan – Draft Dune Management Strategy
- Jerona Green Waste Disposal
- Ayr Aerodrome Fuel Facility
- North Queensland Sports Foundation Membership
- Traffic Management for Community Events Policy
- Briefing on North Queensland Regional Plan Implementation

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

5.3.1 Demonstrate open and transparent leadership

### **Consultation**

Consultation was undertaken with various parties in the presentation of the workshop topics.

### **Legal Authority or Implications**

N/A

### **Policy Implications**

Any policy proposals are subsequently referred to an Ordinary Council Meeting via a report for consideration and if approved adoption.

### **Financial and Resource Implications**

As highlighted in the workshop presentations.

### **Report Prepared By**

Mr. Terry Brennan – Chief Executive Officer

### **Report Authorised By**

Mr. Terry Brennan – Chief Executive Officer

### **Attachments**

1. N/A



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## **4.2 ECONOMIC DEVELOPMENT**

### **4.2.1 Burdekin Economic Advisory Group**

#### **Document Information**

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	1224
<b>Name of Applicant:</b>	Burdekin Shire Council
<b>Location:</b>	Burdekin Shire
<b>Author and Title:</b>	Mrs. Eliza Lovell – Economic Development Coordinator

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#### **Executive Summary**

Burdekin Shire Council has recently approved the establishment of an Economic Advisory Group. Expressions of interest for the group were open from the 29 July 2020 to 14 August 2020. The group was to consist of a maximum of ten (10) representatives from local business, industry and the community. Councillors Max Musumeci and Sue Perry were appointed as Council representatives on the group.

#### **Recommendation**

That Council approves the following nominations and appoints members to the Economic Advisory Group:

Paul Giordani, Tracey Martin, Scott Morrison, Jim Fahey, Neil Williams, Eddie Smallwood, Neil Green, James Lewty and Matthew Oar.

#### **Background Information**

Burdekin Shire Council has recently adopted the Burdekin Economic Development Strategy. Within the strategy, it was recommended to Council that the Economic Focus Group be formalised as Council's Economic Advisory Group to enable business and industry to effectively engage and collaborate with Council on economic development matters which are relevant to the local government area.

Council approved the establishment of an Economic Advisory Group on 28 July 2020 with expressions of interest for the group open from the 29 July 2020 to 14 August 2020. The group was to consist of a maximum of ten (10) representatives from business, industry and the community. Nominations for the group were promoted to the Council business directory, Cane Grower organisations, Chambers of Commerce, print media, social media and to the Economic Development Strategy Focus Group. Councillors Max Musumeci and Sue Perry were appointed as Council representatives on the group.

The Burdekin Shire Council Economic Advisory Group will be an important mechanism for consultation, collaboration, advice and feedback to Council on the Burdekin Economic Development Strategy and Burdekin Tourism Strategy including implementation by providing input on matters relevant to both strategies.

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The group will consist of a maximum of ten (10) representatives from local business, industry and the community. Nine (9) nominations were received by Council. Nominations were submitted by Paul Giordani, Tracey Martin, Scott Morrison, Jim Fahey, Neil Williams, Eddie Smallwood, Neil Green, James Lewty and Matthew Oar.

The Council representatives on the group will be two (2) Councillors supported by the Economic Development Coordinator and the Tourism Officer.

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

2.4.1 Review and implement an Economic Development Strategy

### **Consultation**

Extensive promotion was undertaken including media (print and online), business directory, Chambers of Commerce, Cane Grower organisations and the Economic Development Strategy Focus Group.

### **Legal Authority or Implications**

N/A

### **Policy Implications**

N/A

### **Financial and Resource Implications**

N/A

### **Report Prepared By**

Mrs. Eliza Lovell – Economic Development Coordinator

### **Report Authorised By**

Mr. Terry Brennan – Chief Executive Officer

### **Attachments**

1. N/A

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## 5 CORPORATE AND COMMUNITY SERVICES

### 5.1 CLIENT SERVICES

### 5.2 COMMUNITY DEVELOPMENT

#### 5.2.1 Endorsement of the Townsville Area Palliative Care Plan 2020-2024 Nine Directions

##### Document Information

Referring Letter No:	N/A
File No:	395
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Mr. David Cornwell – Manager Community Services

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##### Executive Summary

Palliative Care Queensland (PCQ) is seeking Burdekin Shire Council's endorsement relating to the Nine (9) Directions as detailed in the *Townsville Area Palliative Care Plan: Situation Analysis 2020* (Attachment 1), which will form the basis for the Townsville Area Palliative Care Plan 2020-2024.

##### Recommendation

That Council endorse the attached 'Letter of Support' (Attachment 2) for the Townsville Area Palliative Care Plan 2020-2024 Nine Directions, to improve delivery of palliative care to the Shire and that a representative be nominated to participate on the Townsville Area Palliative Care Plan 2020-2024 Working Group ('TAPCPWG').

##### Background Information

Palliative care is a vital service which aims to improve end of life care not only for patients, but also family, as they navigate through the different stages of ageing, dying, loss and grief. Palliative care falls within the responsibility of the Northern Queensland Primary Health Network ('NQPHN') which encompasses the Townsville Area including Townsville, Palm Island, Burdekin, Hinchinbrook, Charters Towers, Flinders and Richmond Local Government Areas, as well as local care providers such as Blue Care.

Since 2017, PCQ and the NQPHN have partnered to improve palliative care. This partnership is called the Connecting End of Life Care ('CELC') Project. CELC, through the *Townsville Area Palliative Care Plan: Situation Analysis 2020* report, has identified nine key directions which will significantly improve delivery of palliative care to the Northern Queensland region and form the basis for a comprehensive Townsville Area Palliative Care Plan.

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CELC is seeking endorsement by Council for the nine directions as listed below and for a representative be nominated to participate on the Townsville Area Palliative Care Plan 2020-2024 Working Group.

**Nine Directions:**

- Direction 1: We can work together with communities in the Townsville Region to raise awareness about palliative care, and to activate people to help care for one another.
- Direction 2: We will help patients and their loved ones navigate the palliative care system.
- Direction 3: We can strengthen support to palliative care patients and families living in rural and remote areas in the Townsville Region.
- Direction 4: We will aim to provide equitable and appropriate palliative care for all Indigenous residents.
- Direction 5: We can initiate Advance Care Planning ('ACP') conversations where they haven't yet begun and continue ACP conversations where they have started.
- Direction 6: We will connect palliative care services, improving continuity and integration so that patients and families can more easily access the care they need.
- Direction 7: We can increase the capacity and capability of the Townsville Region area workforce to provide safe, high quality, person-centred palliative care.
- Direction 8: We can improve palliative care in the Townsville Region area through data monitoring, evaluation and research.
- Direction 9: We can strengthen support in disaster preparedness, management and recovery in relation to people experiencing ageing, dying, death and grief in the Townsville Region.

**Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

- 3.1 Safe, healthy, inclusive and socially engaged communities
- 3.5 Build a robust and resilient community

**Consultation**

Discussion with CELC representative, the Mayor and Council Staff.

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

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## **Financial and Resource Implications**

Nomination of a representative to participate on the Townsville Area Palliative Care Plan 2020-2024 Working Group.

### **Report Prepared By**

Mr. David Cornwell – Manager Community Services

### **Report Authorised By**

Mr. Nick O'Connor – Director Corporate and Community Services

## **Attachments**

1. Townsville Area Palliative Care Plan: Situation Analysis 2020
2. Endorsement of the Townsville Area Palliative Care Plan 2020-2024 Nine Directions

## Townsville Area Palliative Care Plan: Situation Analysis 2020



[palliativecareqld.org.au/celc](http://palliativecareqld.org.au/celc)



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QUEENSLAND  
[PALLIATIVECAREQLD.ORG.AU](http://PALLIATIVECAREQLD.ORG.AU)

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## Acknowledgements

Palliative Care Queensland (PCQ) acknowledges the Traditional Custodians of the lands and seas on which we live and work, and pay our respects to Elders past, present and emerging.

This publication is an initiative of the PCQ's Connecting End of Life Care in Townsville project. PCQ would like to recognise the contribution of everyone who participated in this *Townsville Area Palliative Care Plan: Situation Analysis*, including consumers, community members, health, social and community care providers as well as Northern Queensland Primary Health Network, Townsville Hospital and Health Service, Townsville City Council, Health Consumers Queensland, Young Futures and the CELC-T project team and steering committee.

PCQ wishes to thank all our stakeholders who have given their valuable time and provided their expertise to help guide the development of this publication. We greatly appreciate the contributions everyone has made in sharing experience, knowledge and time with us.

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[www.palliativecareqld.org.au](http://www.palliativecareqld.org.au)

PCQ acknowledges the generous support from the Northern Queensland PHN in funding this project through the Australian Government under the PHN Program.

Funded by:





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## About Palliative Care Queensland



Palliative Care Queensland (PCQ) is the peak body for palliative care in Queensland. PCQ has been operating for over 30 years, has over 300 members and is a founding member of Palliative Care Australia. PCQ members include health professionals across all sectors of health, specialist and generalist palliative care services, aged care, disability care, peak bodies, as well as consumers and interested members of the Queensland community. Collectively, the PCQ membership body holds tremendous knowledge and about the challenges the sector faces and the opportunities those challenges can bring.

Our organisational priorities are that all Queenslanders:

- are able to live every day until their last
- are able to have a dignified death, regardless of their illness, age, culture or location
- have access to a supportive social network at the end phase of life and have the choice of quality palliative care



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## About the Connecting End of Life Care in Townsville (CELC-T) Project



The Connecting End of Life Care in Townsville (CELC-T) project is a partnership between PCQ and the Northern Queensland PHN.

The Connecting End of Life Care (CELC) program is an initiative of PCQ that aims to improve end of life care throughout Queensland by working with local Palliative Care services (both specialist palliative care and generalist palliative care), Primary Health Networks (PHNs), community groups, councils and community members to build culture, improve systems and develop clinical practices.

## About Northern Queensland Primary Health Network (NQPHN)

Northern Queensland Primary Health Network (NQPHN) is an independent, not-for-profit organisation, funded by the Australian Government, to commission health care services to meet the needs and priorities for the population living in the north Queensland region.

The purpose of the NQPHN is to ensure that the population living in Northern Queensland access primary health care services that respond to their individual and community needs, and are relevant to their culture, informed by evidence, and delivered by an appropriately skilled, well-integrated workforce.

<https://www.nqphn.com.au/>



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## Executive Summary

Since 2017, Palliative Care Queensland (PCQ) and the Northern Queensland Primary Health Network (NQPHN) have partnered to improve palliative care in the Townsville Hospital and Health Service (THHS) area. This partnership is called the Connecting End of Life Care in Townsville (CELC-T) project.

In 2019-2020, the CELC-T project identified the need to develop a palliative care plan for the Townsville Area, which, for the purposes of this document, is hereafter referred to as the 'THHS area'. The work is imperative as the total demand for specialist palliative care in Queensland is projected to grow by approximately 5,000 separations by 2026, and modelling suggests that the THHS area will experience one of the greatest absolute growths in the number of specialist palliative care separations and volume of bed days in Queensland [1].

To develop a palliative care plan that meets the needs of those living in the THHS area, the CELC-T project conducted a *Townsville Area Palliative Care Plan: Situation Analysis*, which aims to understand the current state of palliative care in the THHS area, and points towards opportunities to improve and transform palliative care in THHS area.

To identify the current state and the improvement opportunities, this palliative care plan's situation analysis is comprised of three main sections. The first section of the analysis provides an overview of the CELC-T project, the rationale for development of the THHS area Palliative Care Plan and methodology. This is followed by a 'snapshot' of the THHS area and overview of the policy context.

The second section reviews key findings from consultations with consumers, healthcare providers, and key decision makers and leaders. The full consultation report findings are included in a separate document, entitled, *"Supplementary Report to the Townsville Area Palliative Care Plan: Situation Analysis 2020 - Findings from the Roundtables, Kitchen Table Discussions and Community Consultations."*

The final section provides a series of directions that THHS area stakeholders could take as they develop a palliative care plan. The Townsville Area Palliative Care Plan will target the Northern Queensland Primary Health Network's reach in the Townsville Hospital and Health Service (THHS) area, including the eight local councils of Townsville, Charters Towers, Flinders, Burdekin, Hinchinbrook, Palm Island, Flinders and Richmond, together with THHS area palliative care service and support providers, aged care providers and the region's community members.

When complete, the Townsville Area Palliative Care Plan will inform strategy, priorities, funding, and policies to improve palliative care for all residents in the THHS area, including vulnerable populations where services must expand to meet the need.



*We believe that the way we care for our dying is a significant indicator of the kind of society we are.*

*Palliative Care Queensland*

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#### **A Summary: Directions To Consider When Creating A Palliative Care Plan**

Direction 1: We can work together with communities in the THHS area to raise awareness about palliative care, and to activate people to help care for one another.

Direction 2: We will help patients and their loved ones navigate the palliative care system.

Direction 3: We can strengthen support to palliative care patients and families living in rural and remote areas in the THHS area.

Direction 4: We will aim to provide equitable and appropriate palliative care for all Indigenous residents.

Direction 5: We can initiate Advance Care Planning (ACP) conversations where they haven't yet begun, and continue ACP conversations where they have started.

Direction 6: We will connect palliative care services, improving continuity and integration so that patients and families can more easily access the care they need.

Direction 7: We can increase the capacity and capability of the THHS area workforce to provide safe, high quality, person-centered palliative care.

Direction 8: We can improve palliative care in the THHS area through data monitoring, evaluation and research.

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# Background



## About the CELC-T Project

The Connecting End of Life Care in Townsville (CELC-T) project is an initiative of Palliative Care Queensland's (PCQ) Connecting End of Life Care (CELC) Program. The CELC Program is a collection of localised collaborative projects administered by PCQ to support local improvements in palliative and end of life care.

The CELC program primarily aims to improve end of life care throughout Queensland by working with local palliative care services (both specialist palliative care and primary palliative care), Primary Health Networks (PHNs), community groups, councils, and community members to build culture, improve systems and develop clinical practices.

Commencing in 2017, Connecting End of Life Care in Townsville (CELC-T) was the first CELC project, funded by the Australian Government through NQPHN. This *Townsville Area Palliative Care Plan: Situation Analysis* builds on previous phases of CELC-T (Figure 1), and lays the foundation for development of the four-year palliative care plan for the THHS area into 2024. Additional information on the CELC-T Project can be found at [www.palliativecareqld.org.au/celc](http://www.palliativecareqld.org.au/celc)

### Phase 1: Explore

City of Townsville 2017-18.

Improve the capacity and capability of RACF and General Practice's provision of primary palliative care and end of life care, with a focus on after-hours need.

### Phase 2: Connect

City of Townsville 2018-19.

Connect systems to gain further understanding on key issues, interdisciplinary teams providing palliative care and organisations with education, support, and resources, and community to create awareness and understanding about palliative care services and support.

### Phase 3: Expand

Townsville Area 2019-20.

Collaboration with Townsville University Hospital and the Queensland Centre for Palliative Care Research and Education. Wider support including Aboriginal and Torres Strait Island Health Services, allied health, acute care, and rural communities. Development of a Situation Analysis.

### Phase 4: Build

Townsville Area 2020-24.

Develop a four-year palliative care plan, build partnerships and linkages with stakeholders, local, national, and federal projects and peak-bodies, deliver practice development and create networks of support and leadership opportunities with the palliative care workforce, and build community confidence to source information and services, and facilitate conversations about end of life.

Figure 1: CELC-T Project Phases

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## Rationale

### WHY A SITUATION ANALYSIS?

This *Townsville Area Palliative Care Plan: Situation Analysis* will review the current state of palliative care services in the Townsville Area, analysing both the services that are currently available and the ones that are needed to support people living in the region who have a life-limiting illness, their families, carers and the broader community in dealing with loss, ageing, dying and grief. The findings of the Townsville Area Palliative Care Plan: Situation Analysis result in a series of directions that will be used to develop a Townsville Area Palliative Care Plan in 2020. Hereafter, the region covered by this plan will be referred to as the THHS (Townsville Hospital and Health Service) area.

### WHAT IS PALLIATIVE CARE & WHY FOCUS ON IT?

Palliative care is holistic healthcare that focuses on improving the quality of life and quality of care for people with a life-limiting illness and their families, and helps people live as actively as possible until death. Palliative care is about preventing and relieving suffering, communicating goals of care, and identifying, assessing, and treating physical, psychological, emotional, social and spiritual symptoms as early as possible [2, 3].

Palliative care can begin as soon as a person is diagnosed with a life-limiting condition, whereas care at the end of life or 'end of life care' represents a specific time frame. The timeframe identified by 'end of life care' is inconsistently used within the health sector – it can be defined as the last twelve months, six months or sometimes only the last few days of life. Unfortunately, when the health sector focuses on 'end of life' care alone, the focus of care is narrowed to the dying phase, meaning that earlier support for patients and their loved ones may be missed.

While many assume that palliative care begins only once all treatment aimed at 'cure' has ended or when a person is dying, it is well accepted that there are benefits in providing palliative care in association with curative treatment, for longer periods, and earlier within a person's illness for non-malignant conditions such as respiratory disease, cardiovascular disease and dementia [4]. Palliative care is not 'one size fits all'. Rather, people who require palliative care may:

- Be at different stages, where differing illnesses (such as cardiovascular disease, dementia or renal disease) will have differing needs over various timeframes
- Be of all ages, where the needs of children and young people, and their parents and families are often quite different from those of people facing the end of life at an older age
- Have different cultural, social, emotional, relational and spiritual needs, and
- Need palliative care for a short period of time, intermittently, or consistently over months or years.

To care for their citizens, government and service providers have significant responsibilities to improve the availability of palliative care for all Queenslanders living with a life-limiting illness. Though estimates vary regarding the amount of people who could benefit from palliative care, it is estimated that between 80 000 and 140 000 Australians would benefit from palliative care each year [5, 4, 6].



## WHY IS IT IMPORTANT TO PLAN FOR PALLIATIVE CARE?

### *Palliative care needs change over time*

By optimising the quality of life for individuals, carers, family and friends, the THHS area promotes the vital role of palliative care at the end of life for many of its residents. However, planning for current and future palliative care needs is a complex task.

Palliative care and end of life care needs are changing as fewer people are dying suddenly or from illnesses with a predictable trajectory (such as cancer), and more Australians are experiencing a prolonged disability, frailty and illness before dying with varying illness trajectories from life-limiting chronic disease (such as heart disease, lung disease, neurodegenerative disease and dementia) [5, 4, 7, 1]. The types of palliative care and support that may be needed by an individual, their families and carers will vary and may include formal and informal supports.

As the THHS area plans for its future palliative care services, it must factor in the increase in chronic and non-malignant life-limiting illnesses that results in more people needing palliative care. The leading specific causes of death in Queensland in 2018 were coronary heart disease, stroke, lung cancer, dementia and COPD, noting the Indigenous death rate in Queensland is 49% higher than the non-Indigenous rate, with the main causes coronary heart disease, diabetes, lung cancer, COPD and suicide [12]. Within the THHS area, the leading causes of death were cancer (20.6%) and cardiovascular disease (15.5%) in 2017 [8].

### *There is a difference between where people want to die, and where they actually die*

Inconsistencies between the preferred place of care, preferred place of death and the places where death most commonly occurs is an issue that needs exploring through research, policy and engagement, noting these can change overtime. Most people receiving palliative care prefer to be cared for, and to die, at home or in the community, however, many people do not achieve this [5, 9, 4, 7, 6, 10, 1].

### *People need different services – some need generalist palliative care, others need specialist palliative care and many need both*

While PCQ believes that 'palliative care is everyone's business', when creating a plan for palliative care services, it is important for a plan to include actions that focus on both generalist and specialist palliative care services.

- Some people living with a life-limiting illness will require only generalist palliative care, which is provided by a wide-range of providers including GPs, oncologists, community nurses, allied health, pharmacists, aged care, and other community service providers.
- There is a clear rationale for consideration of primary palliative care needs which includes specific support to earlier referrals and integration with chronic disease management programs, especially for people aged under 65 years.

Others who have more complex needs will require specialist palliative care which is provided by multidisciplinary teams with specialised skills, competences, experience and training in palliative care [4].

Ideally, the plan will include a focus on both specialist and generalist health services, as well partnering with compassionate communities to provide care and support for residents. This focus is consistent with the Palliative Care New Essentials model:



Figure 2: Palliative Care New Essentials Model [11]

#### *Changes in demographics*

The older population in Queensland is growing at a rate greater than Australia overall (38.2%). Where in the ten years previous to June 2016, this population grew by 47.1% (228,637 persons) to total more than 712,000 persons aged 65 and over or 14.7% of Queensland's population [12]. This is projected to rise to 1.01 million (17.7%) by 2026, 1.35 million (20%) by 2036 [12] and 2 million (2%) by 2046.

When creating a palliative care plan for the THHS area, future population projections must be considered. The population of the THHS area is projected to increase at a rate of 1.52% each year to 348,311 by 2036, noting:

- The population of two regions is anticipated to decline - Hinchinbrook region by 4% (-1,092) and Northern Highlands region (which includes Flinders Shire Council and Richmond Shire Council) by 9% (-322), and
- The area of greatest population growth will be in the Townsville North Local Planning Region, which will grow annually at a rate of 2.75% over the time period. [4]

As Queensland continues to grow with an ageing population, it is necessary for services and organisations to overcome challenges in the provision of palliative care and end of life care. The population increase will impact services substantially, requiring increases in all aspects of service delivery, including capacity, capability and workforce.



## Methodology

To create the most appropriate plan possible, it is important to consider: the health status and demography of the THHS area and its placement within the context of Queensland and Australian health data and policies; best practices and findings from literature, and; the expressed palliative care needs of THHS area residents, health and care providers and key stakeholders.

To inform this analysis, three main activities were undertaken, as demonstrated by the following visual:



Figure 3: Situation Analysis Methodology

This *Townsville Area Palliative Care Plan: Situation Analysis* will provide the information needed to create a Townsville Area Palliative Care Plan, and was developed through a population-based approach, which recognises and responds to the growth of consumer or person-centred models that put individuals, their families and carers at the centre of planning, design and delivery of services [13]. Person-centred care models have shown that fully involving the individual with unique needs, concerns and preferences at all stages results in safe and high-quality care, and better outcomes for both the individual, the broader community and the health system [13]. This is underpinned by the Australian Charter of Healthcare Rights and National Safety and Quality Health Service Standards [13], and is also a key element of the National Palliative Care Strategy [6]. In Queensland, it is embedded in the work of the Queensland Clinical Senate on end of life care activities and the Patient Safety and Quality Improvement Service (PSQIS), the person-centred Healthy ageing: A strategy for older Queenslanders [12] and the THHS Clinician Engagement Strategy 2018-2022 [14].

The methodology also draws from the concept of public health palliative care, which aims to address the social determinants that impact on people's health and wellbeing at end of life and ensure equity of access to palliative care and other supports [15]. This happens through a focus on early intervention and a social approach to the issues and experiences of dying to respond to the 'medicalisation' of palliative care and end of life care and the loss of community skills and activities in supporting people at end of life [15].

### INFORMATION

Over 100 documents were reviewed during the literature and policy review, which is reflected throughout the analysis. The core points of reference for this analysis include:

- THHS Services Plan 2018-2020 and Background Paper [8]
- Northern Queensland PHN Health Needs Assessment – Brief Update 2019-2022 [16]
- Queensland Health 'Statewide Strategy for End of Life Care 2015' [17]

- Queensland Health 'Palliative Care Services Review – Key Findings' [1] and
- Australian Government National Palliative Care Strategy [6].

The literature and policy review was supplemented by desktop mapping to identify what services and supports could be found online by residents in regional and rural areas of Queensland. The mapping identified who was providing the service as well the type of service being provided, across both specialist and primary palliative care. The scope of this exercise was limited to:

- Common online directories of PalAssist, National Palliative Care Service Directory, HealthDirect, My Community Directory and Queensland Health's 'Find a health service'
- Queensland HHS websites for regional and remote locations
- Queensland Health state-wide palliative care project websites, and
- National Palliative Care Project websites.

A total of 312 support services including helplines and websites were included in the desktop mapping, the results of which were compiled to inform a community directory for THHS AREA residents.

### COMMUNITY ENGAGEMENT

To view the community as an equal partner in providing quality care at the end of life is essential to public health palliative care [9, 14]. This builds on work previously undertaken by PCQ during the Compassionate Communities Conversation Series conducted in 2019 across Queensland.

PCQ engaged Health Consumers Queensland to undertake the Kitchen Table Discussion method, as this process enables community members who may not normally have a say to have their voice heard in an informal, friendly and safe setting. Four Kitchen Table Discussions were held in the THHS area in 2020, and each host led consumers in a discussion by asking five questions:

1. What palliative care services and supports do you know that are available in our local region?
2. Of the Palliative Care services you know about, which ones do you think are working well and which are not?
3. What additional palliative care services and supports do you believe are needed in our region?
4. What do you think are opportunities for improvements in palliative care services and supports in our local region?
5. Based on everything we have discussed - what do you believe are the biggest priorities to improve palliative care in our region?

These same questions were asked in another community consultation held in February 2020 at the Notch Community Hub.

Full reports of the community engagement consultations can be found in the Supplementary Report to the Townsville Area Palliative Care Plan: Situation Analysis 2020 - Findings from the Roundtables, Kitchen Table Discussions, and Community Consultations.

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## SERVICE ENGAGEMENT

To gain the perspectives of healthcare providers, a series of roundtables and interviews were held from February – May 2020. These were undertaken with healthcare leaders, palliative care providers, allied health, and community representatives with a lived experience of palliative care in the THHS area. Consultations included:

- Two roundtables held with 37 key decision makers and leaders;
- Numerous roundtables held with a total of 73 frontline staff;
- One diversional therapist and pastoral carers roundtable discussion with 12 participants; and
- Four Key Informant interviews with six stakeholders representing perspectives of consumers, the Townsville Hospital and Health Services, the Northern Queensland Primary Health Network, and the Townsville City Council.

All service engagement activities followed the same question guide:

1. What palliative care services and supports are available in the THHS area?
2. Of these, which services and supports are working well and which are not?
3. What additional palliative care services and support are needed in the THHS area?
4. What are some opportunities for improvements in palliative care supports and services?
5. What are the recommended priorities to improve palliative care in the THHS area?

A common journey pathway mapping exercise was also held with the CELC-T Steering Committee, using these same five questions.

Full reports of the service engagement consultations can be found in the Supplementary Report to the Townsville Area Palliative Care Plan: Situation Analysis 2020 - Findings from the Roundtables, Kitchen Table Discussions, and Community Consultations.



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## Information Key Findings



## The THHS area - Snapshot

The THHS area is home to over 241,000 people or approximately 4.7% of Queensland's population, and covers 149,500 square kilometers (Figure 1) [8]. This area consists of the seven local planning regions and seven local councils:

- Townsville City (including Magnetic Island), Townsville North and Townsville South which are all within the City of Townsville Council,
- Charters Towers (Charters Towers Regional Council),
- Burdekin (Burdekin Shire Council)
- Hinchinbrook, including Palm Island (Hinchinbrook Shire Council and Palm Island Aboriginal Shire Council), and
- Northern Highlands (Flinders Shire Council and Richmond Shire Council)



Figure 4. Townsville region and geographic boundary: Townsville Hospital and Health Service with inpatient facilities [8]

The region has a rich diversity of traditional owners and custodians. This includes the Bindal and Wulgurukaba People in the THHS area [18], the Gudjal people around Charters Tower, the Nywaigi People at Mungalla Station, and the history of forced removal of Aboriginal people and Torres Strait Islanders from across Queensland to Palm Island between 1918 and 1972, where many of the community members being descendants of this process [19].

Considered the unofficial “Capital of North Queensland” by locals, the city of Townsville has 80% of the resident population of the region with around 12.5% of the population aged 65 years or older [8]. The city of Townsville is located on the north-east coast of Queensland, about 350 kilometers south of the Cairns and about 1,300 kilometers north of Brisbane. It is the largest city in regional Queensland, outside the southeast corner [8]. Townsville’s economy is primarily reliant upon retail trade, health and education services, government administration, defence, construction, mining, manufacturing as well as property and business services [18]. This includes the Port of Townsville which provides a transportation hub for Northern Queensland’s mining and agricultural industries, a Copper Refinery, Zinc Refinery, Queensland Sugar Corporation Distribution Centre, James Cook University, Lavarack Barracks, Townsville RAAF and is home to the Townsville Fire which compete in the Women’s National Basketball League and the North Queensland

Cowboys National Rugby League team [18]. Further, the region adjoins the Great Barrier Reef World Heritage Area and the Great Barrier Reef Marine Park [18]. More broadly, the region's main economy is agriculture, transport, and tourism.

The region is covered by the THHS, which is one of the most geographically dispersed hospital and health service catchments in the state of Queensland (figure 1 and 3). The THHS comprises 21 facilities across its catchment, including 19 hospitals and community health campuses, where 15% of total separations from THHS in 2014/15 were residents of other HHS's [8].

Townsville University Hospital (TUH), located in the city of Townsville, is the tertiary referral hospital for the THHS area, and the only tertiary referral centre in North Queensland, supporting a referral catchment of almost 700,000 people from remote communities – located as far as the Cape York Peninsula and the Torres Strait Islands in the north, and Mount Isa and the Gulf of Carpentaria in the west [8]. Aboriginal and Torres Strait Islander health services include the Townsville Aboriginal and Torres Strait Islander Corporation for Health Services, Indigenous Hospital Liaison Officers within THHS, and on Palm Island, the Joyce Palmer Health Service and Palm Island Primary Health Care Centre.

During development of the Townsville Area Palliative Care Plan, there is a need to consider social determinants and community development, as, within the region, there is variation between the health determinants and health status of residents, including:

- 10,738 (8%) of the population identify as Aboriginal or Torres Strait Islander, where the local region of Hinchinbrook has the highest number of Indigenous Australians (21%) [8, 20]
- 48.0% of dependent children in families with Aboriginal and/or Torres Strait Islander persons were from jobless families compared with 11.4% of dependent children in non-Indigenous families [20]
- 24.4% of people residing in THHS are considered most disadvantage on the index of relative socio-economic disadvantage quintiles, compared with 20% for Queensland [16]
- The region has an unemployment rate of 9% compared with 6% for Queensland and for those in employment, 27.9% earn an income of less than \$20,800 annually [16]
- Flinders and Richmond Local Government Area (LGA) have been drought declared since 2017, in addition to a large proportion (46%) of Charters Towers LGA [16], and
- Richmond and Hughenden inpatient facilities are located within areas classified according to the Australian Standard Geographical Classification (ASGC) as Remoteness Area (RA) 5 (very remote) [8].

The region also has higher rates of chronic diseases, such as diabetes, chronic obstructive pulmonary disease, coronary heart disease and stroke, than the rest of Queensland and Australia, with diabetes, cardiovascular, mental health and chronic kidney disease responsible for higher hospitalisation rates among the Aboriginal and Torres Strait Islander population, which make up approximately 8% of the population living in Townsville.<sup>6</sup> The appendix provides further detail with its inclusion of the 2018 THHS Area Health Snapshot, developed by the NQPHN.

Approximately 9% of the population is aged 70 years and over, which is predicted to increase at an annual growth rate of 4.1%, compared to total population growth of 1.5% [8]. The THHS area falls within the Northern Aged Care Planning Region (ACPR), noting this also includes locations outside of the THHS boundary [21]. With respect to aged care, the Northern ACPR:

- Had 3.8% of the Indigenous population aged over 50 years and 20.5% of those aged over 65 years were born outside of Australia (2016) [21]
- 25.9% of older people live alone, higher than Queensland and Australia overall (2016) [21]



- There were a total of 1,376 people on a Commonwealth Home Care Package<sup>1</sup> or 5.4% of packages in Queensland (at 30 December 2019), including 564 Level 4 'high-level care needs' packages (7.6% of Queensland) [22]
- 668 people in the region (7.6% of Queensland) were waiting on a package at their approved level at 31 December 2019, who had yet to be offered a lower level package, noting estimated wait times of 3-6 month up to 12+ months [22]
- Of those people using home support, 80.8% did not have a carer in 2017-18 [21]
- There were 74 places in residential care per 1,000 people aged over 70, compared with 74.4 in Queensland and 75.9 in Australia, where there was a 91.3% occupancy rate for residential aged care at 30 June 2018 [21]
- 56.2% of people within residential care had a diagnosis of dementia (2018) [21], and
- The average length of stay in residential care was 31 months before their death in 2017-18 [21]

Despite the crucial role of GPs in primary palliative care there is not nationally consistent, routinely collected data enables reporting on this [23].

The region experiences a relatively high number of palliative care separations and bed days (Figure 5) [7], where the THHS demand for specialist palliative care as measured by separations is anticipated to grow by 42% between 2016-17 and 2026-27 [1]. The region has one of the highest number of specialist palliative care physicians in Queensland, after Metro North HHS, Metro South HHS and Gold Coast HHS [1].

Place of residence	Separations 2017-18	Bed days 2017-18
Caith and Hinterland	644	6,274
Central Queensland	364	2,565
Central West	16	72
Darling Downs	862	7,597
Gold Coast	1,014	8,822
Mackay	162	1,209
Metro North	2,175	22,131
Metro South	3,008	28,742
North West	58	820
South West	54	516
Sunshine Coast	1,020	5,562
Townsville	595	5,560
Wide Bay	662	4,978
Interstate/overseas/Unknown	52	378
Not stated	8	65
<b>Total in public and private facilities</b>	<b>11,438</b>	<b>101,832</b>
<b>Total in public facilities (includes public and privately funded care)</b>	<b>8,897</b> or 78% of all separations	<b>65,293</b> or 64% of bed days

Figure 5: Specialist palliative care separations for all ages, all facilities, all funding types by residence, 2017-18 [1]

<sup>1</sup> Home Care Packages provides different levels of aged care services for people in their own homes

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## The Policy and Fiscal Context

It is widely acknowledged that the policy, funding and service delivery of palliative care, end of life care and aged care is complex in Australia [5, 24, 7, 1]; however, the Queensland Health Palliative Care Service Review and outcomes of the Queensland Parliamentary *Inquiry into aged care, end of life and palliative care and voluntary assisted dying* provide a unique opportunity for both specialist palliative care and primary palliative care in Queensland. The provision of palliative care services in Queensland is guided by the *Statewide Strategy for End of Life Care 2015* [17], the *Queensland charter for care of adult patients at the end of life* [25], the *Clinical Services Capability Framework – Palliative Care* [26] and the *Care Plan for the Dying Person – Health Professional Guidelines* [27].

While Governments have recognised community concern about palliative care and end of life care, progress is being hindered by conflict over responsibilities and how service provision is coordinated across different settings, with the 2018 Productivity Commission Report highlighting reforms are needed to put consumers' needs and choices at the heart of palliative care and end of life care services and to ensure capacity to meet needs [5]. The states and territories have different approaches to planning and delivering publicly funded services, different local service delivery practices and differently structured health-care systems [23]. For palliative care, in crude terms:

- The Australian Government has funding and program responsibility for aged care (including RACFs and Home Care Packages), the National Disability Insurance Scheme (NDIS) and in-part general practice and community pharmacy through the Medicare Benefits Schedule (MBS) and the Pharmaceutical Benefits Scheme (PBS) [5, 1, 24, 28].
- States are responsible for the public hospital system, paramedic services and community health services (including community palliative care), which is jointly funded by the Australian Government.
- In Queensland, Hospital and Health Services (HHSs) provide specialist palliative care services, including in-patient care in a designated bed, consultation liaison and outpatient services in the acute hospital setting, and specialist palliative care advice and support to home and community-based care [1].
- Further, The Queensland Health Community Funding Branch provides funding for hospices and some private palliative care services in Queensland [1], none of which are located in the THHS area.

In 2017-18, the total amount spent across Queensland HHSs for palliative care services<sup>2</sup>, was approximately \$101,046 million [28]. The 2019-20 there was a state budget announcement of an additional \$17 million for community-based palliative care services, with a focus on rural and remote areas of Queensland [28]. Agreements made by Queensland Health with each individual HHS leads to a different model for funding, levels of care and service delivery, where each HHS determines how it distributes funding to each of the sub-acute specialised care types, including palliative care, and there are no specific activity outcomes or measurements tied to this funding [28]. The Service Agreement 2019/20 – 2021/22 for THHS includes funding for 'Palliative, Maintenance & Frail Elderly' of \$47,850,103 under the National Health Reform Agreement, and \$445,811 for a Specialist Palliative Care Telehealth Service under Care in the Right Setting (CaRS) funding for 2019-20 [29].

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<sup>2</sup> Include admitted patient allocation, non-admitted patients and community palliative care services to admitted patients.



There were a number of recent key policy documents and activities to consider in this *Townsville Area Palliative Care Plan: Situation Analysis*, however given the complexity of palliative care provision across setting and sectors, many more could be added at varying levels:

#### AUSTRALIAN GOVERNMENT

- National Palliative Care Strategy
- Royal Commission into Aged Care Quality and Safety
- Royal Commission into Violence, Abuse, Neglect and Exploitation of People with a Disability
- Exploratory Analysis of Barriers to Palliative Care Policy Papers
- National Safety and Quality Health Care Standards (2nd ed)
- National Aboriginal and Torres Strait Islander Health Plan 2013-2023
- National Strategic Framework for Chronic Conditions
- National Consensus Statement: Essential Elements for Safe and High Quality End of Life Care
- The National Framework for Rural and Remote Health
- Review of National Advance Care Directive Framework
- Introducing Competition and Informed User Choice into Human Services Report 2018
- National Carer Strategy
- Cancer Australia Strategic Plan 2014-2019
- Australian National Diabetes Strategy 2016-2020
- National Strategic Action Plan for Lung Conditions
- National Dementia Framework for Action 2015-2019

#### QUEENSLAND GOVERNMENT

- Queensland Statewide Strategy for End of Life Care
- Inquiry into aged care, palliative care, end of life care and voluntary assisted dying
- Healthy Ageing: A strategy for older Queenslanders
- Queensland Health Palliative Care Services Review
- Queensland Health Palliative Care Clinical Services Capability Framework
- My health, Queensland's future: Advancing health 2026
- Queensland Health System Outlook to 2026
- Advancing Kidney Care 2026
- Queensland Charter for Care of Adults at the End of Life

#### TOWNSVILLE HOSPITAL AND HEALTH SERVICE

- Strategic Plan 2018-2028
- Services Plan 2018-2020
- Palm Island Health Action Plan 2019-2020
- Reconciliation Action Plan 2019-2021
- Clinician Engagement Strategy 2018-2022

In addition, many of the local Councils have Community Plans which recognise that the greatest resource is their people, outlining strategies to 'build, preserve and enhance this asset' [30].

## Desktop Mapping

The key findings from the desktop mapping revealed a lack of consistency in mapping and inaccurate information on the internet and highlighted that there are no Australian standardised palliative care service navigation tools or directories available. This is likely to increase problems in accessing palliative care, due to consumer and clinician confusion. The key findings and opportunities of the desktop mapping were:

- Need for a directory of services online for THHS area users to find the correct type of service, structured in such a way to increase the likelihood of sourcing a service complementary for the THHS area user's need
- A telephone navigation system to be available 24/7 to enable THHS residents with limited computer literacy to access the right services at the right time
- The National Palliative Care Service Directory and PalAssist should be included in a statewide palliative care directory, e.g. My Community Directory
- Regular user testing of the directories should be reviewed by an organisation external to the provider to ensure user needs are being met
- Nurse navigators and social workers should be involved in a palliative care mapping steering committee/focus group to utilise expertise and experience in providing patient support

In addition, a services profile of the Palliative Care Centre at the Townsville University Hospital was compiled (Table 1) as a baseline for service development and the Townsville Area palliative care plan.

Table 1: Service Profile of the Townsville Specialist Palliative Care Centre

Townsville Palliative Care Centre (Townsville University Hospital)		
<p><i>TUH provides generalist and specialist inpatient and outpatient palliative care services for patients across Northern Queensland and also supports a referral catchment of almost 700,000 people from remote communities – located as far as the Cape York Peninsula and the Torres Strait Islands in the north, and Mount Isa and the Gulf of Carpentaria in the west.</i></p> <p><i>Capacity and capability: It is a level five (5) specialist service, training medical and nursing staff and also providing inpatient care for management of complex symptoms and provision of end of life care.</i></p>		
Current Resources Profile (as of June 2020)		Description / Further Comment
<b>Ward</b>	18 Beds	
<b>Nursing</b>	<ul style="list-style-type: none"> <li>Funded to 18 patients</li> <li>1.0 Nursing Unit Manager (overseeing both ward and outreach)</li> <li>1.0 Clinical Nurse Consultant</li> <li>3.0 FTE nursing for the outreach service</li> </ul>	Hours per Patient Day (HPPD) is 7.127 – 1/3.2 ratios on an early; 1/3 on a Late shift; and 1/6 on a night shift. At full capacity there are 56 hours AM; 48 hours PM and 24 hours Night shift.
<b>Medical Officers</b>	<ul style="list-style-type: none"> <li>3.0 FTE Consultants</li> <li>2.0 FTE Registrars</li> <li>1.0 FTE Resident</li> <li>1.0 FTE intern</li> <li>Staff Specialist (= 0.4 to 0.5 FTE)</li> </ul>	<p>Split across the whole service.</p> <p>Registrars include an advanced palliative care trainee.</p>
<b>Allied Health</b>	<ul style="list-style-type: none"> <li>2 x Social Workers</li> <li>1.0 FTE Senior Occupational Therapist</li> <li>1.0 FTE Junior Occupational Therapist</li> <li>1.0 Physiotherapist</li> <li>1.0 ILO (Indigenous Liaison Officer)</li> </ul>	<i>Indigenous Liaison Officers:</i> Respondents indicated that around 7% of Aboriginal and Torres Strait Islander peoples are referred to the Townsville Palliative Care Unit or Outreach Services, from Townsville Aboriginal and Island Health Services (TAIHS) alone. ILOs are instrumental in end of life care decision making and providing key assistance to



		keep First Nations people on country. ILOs link up appropriate Queensland Health inpatient and community services for First Nations people across Northern Queensland
<b>Administration</b>	<ul style="list-style-type: none"> <li>• 1 for Ward</li> <li>• 1 for Outreach</li> <li>• 1 Volunteer coordinator</li> </ul>	
<b>Palliative Care Outreach Services</b>	Services provide coordinated care (from Townsville) for patients, carers and families - as well as health care professionals - who are located in Townsville, Ingham, Ayr and Charters Towers. The Outreach team consists of medical, nursing, contracted domiciliary nursing services and allied health staff who are available for inpatient as well as in home visitations, where possible. Respondents stated that the Outreach team oversee contracted Non-Government Organisations (NGO) i.e. Anglicare, however they are not funded to provide direct service into the community.	
<b>Other Supporting Services</b>	<ul style="list-style-type: none"> <li>• Bereavement and counselling service (offered by social workers) are available as consultancy service for generalist palliative care/end of life patients in any department/ward at the Townsville University Hospital (TUH). This service is available 24/7 to all TUH hospital staff and also GPs and medical officers in rural and remote locations.</li> <li>• Consultation services with patients (as an inpatient or in outpatient clinics); as well as primary palliative care providers across the THHS area</li> <li>• Telehealth services for medical appointments, multidisciplinary team meetings and case conferencing particularly for patients that are unable to travel to Townsville.</li> <li>• Volunteers are specifically trained in the principles of palliative care and are available to support the Specialist Palliative Care Unit</li> </ul>	

Notes: FTE – Full Time Equivalent



#### KEY INFORMATION SOURCES FOR FURTHER READING:

Queensland Health *Palliative Care Services Review – Key Findings* [1].

Queensland Parliament *Inquiry into Aged care, end of life and palliative care Report (no. 33)* [28]

Queensland Health *Healthy ageing: A strategy for older Queenslanders* [12].

Queensland Health *Statewide Strategy for end of life care 2015* [17].

Queensland Health *Care Plan for the Dying Person Health Professional Guidelines* [27].

Townsville HHS *Health Service Plan Background Paper* [8]

Northern Queensland PHN *Health Needs Assessment Brief Update 2019-2022* [16]

ACSQHC *National Consensus Statement: essential elements for safe and high-quality end of life care*

PCA *Palliative Care Service Development Guidelines* [24, 4].

WHPA *Global Atlas of Palliative Care at the End of Life* [3].

AIHW *Palliative care services in Australia - Web Report* [23].

AIHW *Gen: Aged Care Data website* [21].

[Palliative Care Queensland website](#) [46].

[CareSearch Project](#) [42].

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# Consultation Key Findings

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## Findings: Community Engagement

### THHS area Consumer Kitchen Table Discussions

In February 2020, four Kitchen Table Discussions were conducted in Townsville, Charters Towers and Palm Island. Thirty-two consumers, including four hosts, were consulted.

For a full review of the consultation findings, please refer to the Supplementary Report for the *Townsville Area Palliative Care Plan: Situation Analysis*. The key findings under knowledge of palliative care services in the THHS area included:

- Varied knowledge of available palliative care services in the Townsville area outside of the Townsville Hospital Palliative Care Service, which appears to be highly regarded
- The Mater Hospital and three aged care facilities were also discussed, but it was not known if these facilities provided palliative care services
- Knowledge of palliative care services available in the home seems limited with many consumers indicating a non-awareness of available services in the home

Consumers considered that the most important element of care at the end of life is communication. Related to the question of what is not working well in palliative care support and services was that communication between care providers, patients and patients' family and friends was not always adequate or appropriate to the situation, leading to angst and longer-term impacts on family members. Frustration was voiced at not being kept informed by health clinicians of patients' conditions and choices at end of life.

Feedback from Aboriginal and Torres Strait Islander participants spoke of the need for health staff to have a better understanding of cultural needs and empathy towards indigenous patients and their family members. Other comments included the need for health staff to understand cultural ways, including wailing for their loved ones, why families bring in food, and having enough space for large family groups.

With regards to additional services and supports in palliative care, consumers raised the need for:

- Access to transport for elderly family members
- Reasoning for medication or food stoppage to patients
- Access and direction to financial and legal advice
- Provision of counselling
- Where and how palliative care is provided
- Introduction of a case manager for families
- Access to cultural liaison officers
- Awareness by health professionals on the spiritual needs of palliative patients

Improvements to services included more support for carers, availability of palliative care information (via brochures) in general practice clinics, health professionals supporting the upload of advanced care directives to health systems, recognise advanced care directives to support the end of life journey, and cultural competence training for all palliative care staff.

Priority areas were identified as:

- Increasing community awareness and education about palliative care, what it is, what it involves and what services and supports are available
- More conversations about dying and what is involved in end of life care
- Assessment officers and case managers for patients' families
- Less clinical palliative care service environment, e.g. more peaceful and calming areas
- Understanding culture and culturally sensitive staff in palliative care



- Person-centred care that is accommodating to the individual's need

### Community aged care family and friends

In this community café, held at the Notch Community Hub, family and friends of those in aged care residences and in the community shared their experiences of palliative care in the THHS area.

The key findings from this activity included:

- Most community members identified the Specialist Palliative Care Unit at the Townsville University Hospital as a place to receive palliative care or the Emergency Department after hours
- Other palliative care services were listed as General Practitioners (GPs), community nurses, community providers in the home, and nursing homes/residential aged care facilities
- Difficulty understanding what constitutes palliative care, respite and end of life – community members find the terms used by health professionals confusing
- Greater education is required to enable families to discuss dying wishes – community members felt that GPs and health providers do not prompt these issues and it was seen as important to make appointments with GPs to undertake such conversations
- Terminology used by health professionals is not considered easy to understand, with community members feeling that the use of simple terms would reduce angst and negative longer-term impacts on families

Opportunities for improvements in palliative care services and supports within the THHS area were highlighted as:

- Needing more conversations similar to this exercise being conducted, with targeted consideration of Torres Strait Islander people
- Hospital bedding arrangements for a family member to be with the palliative patient
- Greater opportunities for community volunteers with adequate support
- Policy changes to enable greater cultural understandings and support mechanism to be delivered by competent people
- Proper funding of programmes and services to enable continuance of trust

Recommendations for additional support and services included:

- Clear pathways (navigation tools) on how to negotiate palliative care available in the community and in aged care
- More aged care staff, social workers and community nurses
- Greater support for carers, with more community conversations and engagement
- Provision of greater support for those who are isolated, older, alone, have limited assistance, and reduced access to information and/or the means to seek assistance.

The largest priorities identified to improve palliative care in the THHS area included:

- Greater number of community conversations and education programmes
- Assistance to upload advance care documents online to the appropriate areas
- Sufficient funding to ensure all community members receive quality of care at the end of life

## Comments from Townsville Area Consumers

"Nurses were lovely with patient and family. They explained why food was being withheld and why they were no longer taking his blood pressure. Nurses were upset when family member died as well."

"What happens in palliative care? Where is it? Who do I contact if I need to go there? This knowledge all needs to be made available to people because we don't want to find out when we're dying and stressed."

"We need help with Advanced Care Directives. People are too scared to complete one. I tried to complete one and could not answer the questions now for what I would want."

"Focus on the living, not just the dying. The family need support and don't know where or how to get it."

"Why is death and dying still a 'taboo' subject in society? How can we change this?"

"I just found out that palliative care isn't just about the last few days. It is mostly monitoring patients from diagnosis to death, it can be long term or short term."

"One Indigenous family in Townsville was told off about taking a chair from a different room to sit near the bedside of their dying relative; this was traumatic for the extended family; the dying relative passed away in 2019 and since then one of the family members (the eldest son) who was traumatised by palliative care hospital staff present during their mother's illness has since suicided in early 2020."

"We are all going to die. We'd like to know where palliative care begins and ends."

"Educate families on discussing and talking about what the wishes are for the dying person. Families must often do this themselves as health care providers don't seem to prompt."



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## Findings: Service Engagement

### Roundtable on common journey pathway mapping

In November 2019, a round table was held with the CELC Townsville Steering Committee to gain insight into committee members' views on the palliative care services and supports availability, usefulness, requirements, opportunities for improvement, and targeting areas of priority.

This group included both consumers and healthcare providers.

The key findings under current palliative care support and services included:

- Health clinicians could readily identify community-based support and services and special care, including community outreach nurses with THHS
- Community members remain unsure what palliative care is, and the issues surrounding voluntary assisted dying is further confusing people
- Some community palliative care services are classifying themselves incorrectly as specialist care
- Within the community, services offering palliative care have 50% of staff with no palliative care training
- Primary palliative care providers cannot recognise suffering and/or lack the confidence to address the knowledge and practice gap

Within palliative care services and supports, the following were viewed as opportunities for improvement:

- Rebranding of palliative care services to "Supportive and Palliative Care Services" to better recognise that palliative care services should be considered at the diagnosis of a life-limiting illness
- Create a continuum of supportive services to end of life palliative care, and creating a pathway of care required, [28] recognizing deterioration and changes to individual health plans
- Strengthening general practitioners in palliative care skills
- Suitable training for assistants-in-nursing (AIN) and personal care workers in dementia and palliative care
- Training in multiculturally appropriate palliative care
- Advance learnings and change in organisations through the use of e.g. Reverse Program for Experience in the Palliative Approach (PEPA) - senior palliative care nurse from PEPA made available to RACFs to provide shadowing and training opportunities
- Use of champions to facilitate change in organisations, using a no-blame culture to maintain a learning culture
- Use of horizontal care from AINs to Registered Nurses in RACFs.

Cultural change is not achieved through education – it requires champions to lead cultural change whereby primary health palliative care workers are able to recognise when patients or residents require specialist palliative care and alert the appropriate persons to initiate the change.

Priority was given to those opportunities for improvement with relations to cultural change, recognition of suffering, capacity building in RACFs, and the provision of palliative care greater than in the community.

## Findings: Roundtable Discussions with Services and Key Informant Interviews

From February – May 2020, a series of roundtables and interviews were held with 128 healthcare leaders, palliative care providers, allied health professionals and civic leaders (including a few community representatives with a lived experience) in the THHS area to gain their insights on the current state of palliative care in the THHS area, and the opportunities for improvement.

### Palliative Care Services and Supports: What is available?

In addition to the specialist services provided by the THHS Palliative Care Centre, roundtable participants identified palliative care services and supports available across the THHS, including:

THHS Services that were identified as providing palliative care or help at end of life:		
Aged Care/Older Persons Services including community and acute/hospital services and supports i.e. advance care planning, dementia services, sub-acute units at TUH	Community care nurses and core 'in home' providers across THHS i.e. Anglicare, Blue Care, Salvation Army, Hospital In Your Home, Right at Home – where services include medication monitoring, nursing care, education, symptom assessment and management	Palliative Care Queensland and its CELC-T project, which offers resources, education, upskilling opportunities, and palliative care awareness to both the community and professionals
Aged Care Assessment Team (ACAT)	Care at Home Kit – offers education and resources for subcutaneous administration of common palliative/end of life medications	Funeral directors – promote end of life preplanning especially for palliative care patients. Respondents identified that funeral homes in Townville completed this service in private homes, on site, and in Palliative Care Unit
GPs and practice nurses – multiple practices and personnel identified	Canteen – providers of supportive service for palliative care children, adolescence and young adults	Mater Hospital – private hospital – provide inpatient care for palliative patients
TUH emergency medicine staff i.e. doctors, nurses, social workers	Community allied health i.e. physiotherapy	Cancer Council Queensland – offers financial assistance, telephone counselling services, transportation to treatment service, accommodation
Queensland Ambulance Services i.e. ambulance officers, paramedics, LARU (Lower Acuity Ambulance Unit) officers	Queensland Health Nurse Navigators/Discharge Planners	RACF staff i.e. nurses, personal care workers, diversional therapists

Roundtable participants also mentioned state and national palliative care resources that were available:

- End of Life Direction for Aged Care (ELDAC)
- Program of Experience in the Palliative Approach (PEPA)
- End of Life Care, Australian Commission on Safety and Quality in Health Care
- PalAssist (A Queensland-based online and telephone support that provides palliative care service and advice to palliative care patients and health professionals using a call back service)
- My Health Record, GP Portal – “the viewer”



### Palliative Care Services and Supports: What is working well in the THHS area?

In this section we look at palliative care through the Palliative Care New Essentials framework [11], considering three of the four elements: specialist palliative care services, generalist palliative care services, and compassionate communities.

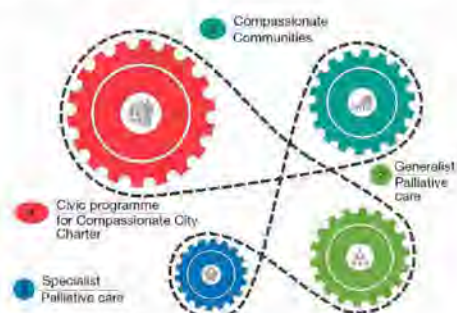


Figure 6: Palliative Care New Essentials Model [11]

#### *Specialist Palliative Care Services in the THHS area*

The THHS Specialist Palliative Care Service has a multidisciplinary team which provides specialist palliative care for patients in the TUH Palliative Care Unit, consultancy service throughout the Hospital and community based care through outreach an outreach specialist team based in the hospital and fund a domiciliary service to provide care to people in their home. This team has a group of trained volunteers to provide additional support to patients and their families.

In addition to providing care for patients with complex and persistent issues, THHS Specialist Palliative Care Service provides education and support to generalist services, including clinical placements, education and advice.

During the consultations, participants noted the following:

- Outreach Service: The supports and services provided by the Palliative Care Outreach Team were described by the community as 'exceptional', especially for patients with complex needs
- They have a roster of skilled medical and multidisciplinary team members who provide excellent care, consultation and outreach services. This includes allied health referrals, equipment aid loans, patient education and support and also nursing and medical care and support.
- Bereavement Care: The bereavement and counselling services provided by the specialist palliative care service were also described as excellent.
- Training: During consultation we noted that the THHS Specialist Palliative Care Service has also been a significant influencer to increase in palliative care content in undergraduate medical training.
- Volunteers: The palliative care volunteers were described as an invaluable supportive service for palliative care patients, carers and families
- Telehealth: The services expansion into telehealth was noted as a great initiative.

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#### *Generalist Palliative Care Services in the THHS area*

Generalist palliative care is provided by health services in hospital, clinics or at home (including Aged and Disability Care).

During the consultations, participants noted the following:

- A number of GPs in the region go above and beyond to provide high quality generalist palliative care that is person-centered and comprehensive in community (RACFs and in-home)
- Many nurses and allied health teams are highly skilled in providing compassionate palliative care
- Many community care service providers provide excellent generalist palliative care
- 24/7 capacity and capabilities of pastoral care outreach services available to and or associated with RACFs across the THHS area
- GPs and other health professionals are using Telehealth in regional and rural areas and it is proving beneficial for people requiring generalist palliative care management
- Queensland Ambulance Service (QAS): Lower Acuity Ambulance Unit (LARU) officers play a helpful role in the provision of palliative/end of life care services and supports:
  - LARU officers have the scope to spend more time in the community with the patient and can also be used as an interim measure to triage a patient before full ambulance arrives.
  - Capability and capacity to provide end of life care, including administration of prescribed medications (if relevant paperwork is available in the home) which means patients can remain at home to die and not present to hospital
- Residential Aged Care Facilities:
  - Many are providing excellent end of life care, providing residents with compassion a more peaceful death than they might experience if they were moved out of facility
  - The Frailty Intervention Team (FIT) has been helpful for RACFs that have used this service, as RACFs value the education and support offered by nursing and medical staff within the FIT
  - This service has been useful in the emergency department

#### *Compassionate communities and civic programs in the THHS area*

Compassionate Communities are networks of support around people experiencing loss, ageing, dying and grief. Significant work has occurred Townsville to build a death literate community and build community capacity in relation to this area. Local Councils play a important role in the civic programs which promote positive ageing and dying messaging and build compassionate neighborhoods.

During the consultations, participants noted the following:

- Initiatives of the Townsville City Council highlighted including: Death Cafes; contributing to Seniors Expos, the Good Life Good Death Expo, and events at retirement villages; delivering a Cultural Artwork Space within the Belgian Gardens Cemetery; and facilitating a Father's Day Memorial at Belgian Gardens Cemetery.
- Initiatives from the Connecting End of Life Care in Townsville (CELC-T) project included: information booths at shopping centres, university open days and retirement villages; community survey; Good Life Good death expo; and Compassionate Communities Conversation Series

## Directions: Opportunities for Action



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## Directions: Opportunities for Action

These opportunities for action are based on the findings from the information reviewed, as well as the many consultations that were held as a part of the *Townsville Area Palliative Care Plan: Situation Analysis*.

They are necessarily detailed so as to aid the development of the Townsville Area Palliative Care Plan.

*Direction 1: We can work together with communities in the THHS area to raise awareness about palliative care, and to activate people to help care for one another*

*As we plan, we can consider:*

1. Building relationships between organisations and community members to advance palliative care initiatives at all levels – including local council/s, the community, the healthcare system and its leadership
2. Developing a culturally sensitive awareness raising strategy aimed at community members by:
  - a. Providing a plain language explanation of concepts and terms in palliative care and end of life care
    - i. To further the community's understanding of the breadth of palliative care as relevant to anyone with a life-limiting illness, rather than primarily focusing on the last days and weeks of life
  - b. Holding public education on palliative care
    - i. To raise awareness regarding: what to expect in palliative care and what end of life care can look like; continuum of cares, with the difference between specialist palliative care vs generalist palliative care vs end of life care and also on symptom management
3. Continuing to advance Townsville's participation in the Compassionate Communities' movement, harnessing the goodwill demonstrated by the community through the COVID-19 pandemic, to advance the movement, including:
  - a. Partnering with the community to develop knowledge, skills and experience that allows them to advocate for health and social care for themselves and for others
  - b. Activating the role of volunteers to support patients, informal carers in palliative care and bereavement care
  - c. Creating opportunities to network with other organisations, consumers or peer networks and social supports
  - d. Bringing together generalist and specialist palliative care providers, policy makers and other key stakeholders to work together and improve the connectedness of services
  - e. Initiate discussions with local councils to consider the adoption of a Compassionate City Charter
  - f. Review models from other locations and consider implementing in the THHS area
4. Building community capacity and comfort with discussing dying, death grief and loss through:
  - a. Community awareness and education (knowledge and understanding) campaigns that aim to reduce stigma about discussing death and dying across all age groups
  - b. Death literacy initiatives
  - c. Community asset-based development activities

- d. Annual events – particularly during National Palliative Care Week, Seniors Week, Good Life Good Death expos and Compassionate Community Conversation Series

Direction 2: We will help patients and their loved ones navigate the palliative care system

As we plan, we can consider:

1. How to ensure equitable and appropriate palliative care for all residents in the THHS area, including Aboriginal and Torres Strait Islanders, those from Culturally and Linguistically Diverse backgrounds, new arrivals, including refugees, Children, and young Adults, including a transition to adult services, people living with a disability, and people who are LGBTIQ+
2. Developing a Northern Queensland directory on 'how to access palliative care services, supports and resources guide' that includes local, state and national literature and resources available across all organisations who provide care for people experiencing loss, dying and grief.

health professionals and patients (including carers and families) may not know where to start, information needs to be combined into a single document (online and hardcopy) for patients, carers and families in living in the THHS area.

- a. Include a primer on what palliative care is so that patients and carers can ask about different services
- b. Ensure that supports list palliative care services and supports including hospital services, community care services, GPs and pharmacy services, allied health, RACFs as well as pastoral care, chaplaincy and other support services.
- c. Ensure that this directory includes practical supports like accommodation for those coming to Townsville from other areas, access to transport, financial and legal advice
3. Enhancing the role of nurse navigators and case managers for palliative care patients and families
4. Reviewing supports and services available for carers along the palliative care continuum
5. Developing or identify existing education resources to improve communication between providers and patients, families and carers – including question and answer guides and handover resources for both specialist and generalist palliative care providers

Direction 3: We can strengthen support to palliative care patients and families living in rural and remote areas

As we plan, we can consider:

1. Increasing health services and improving access to primary palliative care particularly on Magnetic Island and Palm Island
  - a. Begin by increase access to health providers including nursing and medical staff to these areas
2. Improving palliative care support/services to Burdekin, Richmond, Hughenden, Charter Towers, Ingham and Cardwell



3. Funding an additional specialist palliative care provider position allocated to regular rural and remote outreach to be a 'face on the ground' to those who are not able to regularly travel to Townsville and/or who elect to die at home in a rural/remote community.
4. Developing accommodation options for clients from rural and remote areas coming to Townsville for palliative treatments
5. Promoting and/or facilitating the use of Palliative Care telehealth care to rural and regional sites between medical officers and/or GPs and or Palliative Care Outreach Team
6. Facilitating half yearly Palliative Care Roadshows visits to rural and regional areas namely Burdekin, Charters Towers and Ingham
7. Continue to promote and engage the Program for Experience in the Palliative Approach program (PEPA) for rural and regional clinicians with a special interest in palliative care.

**Direction 4: We will aim to provide equitable and appropriate palliative care for Indigenous residents**

*As we plan, we can consider:*

The specific needs of Aboriginal & Torres Strait Islanders:

- a. Developing services that enable Aboriginal and Torres Strait Islander people to die on Country.
- b. Helping develop an Aboriginal and Torres Strait Islander palliative care workforce
- c. Locating interpreters both male and female
- d. Work with Indigenous Liaison Officers to understand the palliative care for the indigenous population in the region
- e. Examining how to create services that allow for family accommodation and extended family cultural protocols where services cannot be provided on Country

**Direction 5: We can initiate Advance Care Planning (ACP) conversations where they haven't yet begun, and continue ACP conversations where they have started**

*As we plan, we can consider:*

1. Targeting the wider community as well as those in hospitals and RACFs, we can create ACP initiatives for all ages along the entire spectrum, from when people are healthy, when they are diagnosed with a life-limiting condition, and along the trajectory of their condition. Include carers and families, and educate the community to plan for all stages of life.
  - a. Providing public education courses on Enduring Power of Attorney (EPOA), Advance Health Directives (AHD), Statement of Choices, Acute Resuscitation Plans (ARPs) and advance care planning
    - i. Communicate the purpose of the conversations and documents, provide instruction on how to fill them out, and help the community understand the utility of having their documents uploaded to the 'My Health Record' and/or the viewer so that they can be used in an emergency to guide care that respects a patient's wishes
  - b. Promoting community awareness that GPs can help community members complete early advance care planning, community Acute Resuscitation Plans and chronic care plan management

- c. Creating an ACP initiative for people with dementia as part of their care pathway
- 2. Ways to increase the knowledge, tools and confidence of healthcare providers in the region as they initiate and continue ACP discussions by:
  - a. Using the GP training program to provide GP targeted palliative/end of life care education – on end of life matters, Advance Care Planning, Enduring Power of Attorney, ARP, Statement of Choices and facilitating difficult conversations
  - b. Improving GP and other non-hospital services' access to 'the viewer'
  - c. Providing education for all healthcare providers on goals of care, and how to initiate discussions on implementing goals of care and managing when there are significant differences in the views of patients, carer/families, and care teams
  - d. host special interest groups to maintain interest in the support, grow networks and increase knowledge

Direction 6: We will aim to connect palliative care services, improving continuity and integration so that patients and families can more easily access the care they need

As we plan, we can consider:

1. Advocating for systematic consideration of generalist and specialist palliative care when relevant new HHS & PHN initiatives are introduced (e.g. NQPHN initiatives such as Integrated Team Care, GP Support, Afterhours Support, and Primary Mental Health)
2. How to establish models of shared care, which includes the who palliative care pathway from diagnosis to bereavement
3. Initiatives to increase early referrals to specialist palliative care
4. Improving access and referral through Townsville HealthPathways to assist in the management of palliative care/end of life symptoms. Review relevant disease and chronic condition pathways to ensure palliative care referrals are appropriately identified
5. Reviewing locally effective models of shared care and consider how they could be adapted to palliative care (i.e. THHS pain clinic: where the pain team attends local general practice to provide clinics, and provision of in-reach to residential aged care facilities by gerontology services)
6. Creating a continuum of supportive services for palliative care, and creating a pathway of care which recognises deterioration and changes to individual health plans
  - a. Include input from RACFs, older persons/gerontology, chronic care coordinators, nurse navigators, medical and nursing palliative care specialists, QAS, emergency medicine, TUH inpatient and outpatient palliative care, and community care agencies to avoid unnecessary hospital admissions.
7. Strengthening the linkages between curative services and palliative care
  - a. Make it clear that health providers and patients will be supported to access both curative services and palliative care simultaneously
    - i. Ensure the pathway lays out guidance for deterioration and changes to individual health plan



8. Consider a step-down palliative care unit, with an aim to reduce inappropriate use of interim beds and addressing the problem of hospital readmission for the patient and/or inappropriate transfer back to RACFs
9. Increasing referrals to multidisciplinary care
  - a. Promote referrals to social workers, through GP initiated Chronic Care Planning, for residents in RACF's
    - i. Utilise social workers in helping families in community/RACF to help with conversations on Advance Care Planning, Goals of Care, and holding family consultations
  - b. Engage nurse navigators and various allied health providers
10. Handover between services: Investigate and pilot models to assist in the documentation and communication of palliative management plan between service providers.
  - a. For example: the aged care yellow envelope project

We can redesign how we support palliative care patients and carers in the community and RACFs by:

1. Identifying mechanisms for resolving challenges experienced at the interface between different parts of the health system
  - a. For example: Building on the successes of locally used models, such as the Queensland Health Frailty Intervention Team that has been warmly received by THHS RACFs and TUH ED
2. Undertaking a mapping exercise of current programs that connect with palliative care. Map the patient journey, and then conduct systematic mapping of both the capacity and capability requirements to fulfill plans the plans of care created.
3. Improving MBS rebates for GPs providing palliative care services
4. Advocating for the development of flexible packages of care administered by specialist palliative care teams
5. Increasing the number of specialist and generalist palliative care services in the community such as:
  - a. Specialist palliative care medical providers
  - b. Nursing and Nurse Practitioners
  - c. Chaplaincy and pastoral care
  - d. Carer-focused support
  - e. Bereavement Support
  - f. Create a mobile palliative care multidisciplinary health team that is linked to specialist services to support those patients who wish to die at home or in their community
6. Developing a palliative care service that can support home-based care options where families have capacity:
  - a. Review the Hospital in the Home program
  - b. Improve systems to facilitate preferred place of death for all patients, especially First Nations people



- c. Inform the community about the services provided by the Specialist Palliative Care Outreach Team, including allied health referrals, equipment aid loans, patient education and support, as well as nursing and medical care and support
7. Improving the support and advice to RACF healthcare and staff when residents are:
    - a. Experiencing complex palliative care needs but are unlikely to benefit from admission to Emergency Department or Hospital
    - b. Flagging all RACF residents who are admitted to hospital for a review of the ACP, to ensure discussions can be initiated, if relevant
  8. Improving the support to those living with dementia, as well as those who are caring for them, both in the community and in RACFs.
    - a. Create a pathway for advanced dementia patients from home to RACF, ensuring appropriate care and documentation is in place including an advance care plan, and also create a carer pathway to help their families navigate the systems and supports
    - b. Liaise with GPs, geriatricians, older persons community health, Frailty Intervention Team to ensure palliative care patients living with dementia and their carers are supported in regard to end of life care
  9. Creating formalised linkages with relevant services, particularly new services are being developed in the region
    - a. For example: Mater Cancer Centre and Icon Care
  10. Ensure formalised links and positive relationships between public and private palliative care services across the THHS area

Direction 7: We can increase the capacity and capability of the THHS area workforce to provide safe, high quality, person-centered palliative care

As we plan, we can consider:

1. Conducting regular palliative care training analysis of healthcare providers to ensure identify needs and track improvements
2. Creating education and training sessions to THHS area healthcare providers that:
  - a. Make clear the difference between specialist and generalist palliative care
  - b. Particularly focus on pain management in palliative care, including: assessment, medications, dosages, administration methods, documentation, and communicating continued pain management education plans between service providers and families
  - c. Implement palliative care education and resources targeted towards primary palliative care service providers, particularly RACFs and GPs
  - d. Continue to promote local, state and national palliative initiatives, resources, education material and funding opportunities
  - e. Involve people with a lived experience of palliative care in training including young adults
  - f. Increase cultural competence and awareness of cultural practices associated with death, dying, grief and loss for people who are Aboriginal, Torres Strait Islander, CALD (including refugees) and LGBTIQ+ individuals
  - g. Provide training and opportunities for reflective practice including self-compassion and self-care

3. Supporting initiatives that review certificate, undergraduate and postgraduate education programs to ensure core content (not elective content) includes palliative care by:
  - a. Establishing formal relationships with James Cook University, College of Medicine and Dentistry, College of Nursing and Health Sciences, TAFE QLD and other RTOs who provide Certificate III in Aged Care education
4. Creating palliative care learning exchanges with:
  - a. Ongoing clinical placements/exchanges for THHS staff
  - b. Promote PEPA placements and Reverse PEPA
5. Encouraging collaboration and networking by:
  - a. Participate in statewide palliative care networks
  - b. Joining and working with local collaborative projects to enhance QAS, ED, RACF and Older Person/Geriatric initiatives – i.e. Frailty and GEDI projects, LARU

We can also encourage specialist consultation services to generalist palliative care providers by:

1. Increasing the use of Telehealth and digital technologies where possible (and enhance the Telehealth gains made during COVID-19)
  - a. Promote the effective use of telehealth to facilitate delivery of care close to home or at home (RACFs, communities, GP settings and HHS)
    - i. Examples include providing mechanisms for: professionals to seek and share clinical advice, for clients to access clinical consultations from home, for vital signs to be relayed in real time, and to share other relevant clinical information
2. Encouraging the use of relevant existing services, such as PallConsult and Care in the Right Setting project (CaRS) models
3. Establish a THHS area 24-hour nurse palliative care triage line

Direction 8: We can improve palliative care in the THHS area through data monitoring, evaluation and research

As we plan, we can consider:

1. Reviewing our systems for capturing generalist and specialist palliative care data, ensuring that we are consistently tracking the data necessary to improve quality of care and to advocate for system improvements where service supply and structures do not meet the needs, working with state and national palliative care data collaboratives where possible. We can monitor the data and conduct evaluations to see which of our services are working well and which services need improvement.
2. Reviewing our research activities to continue advocating for the needs of Queenslanders living in the THHS area and Australians living in rural and remote regions who will need palliative care



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# Appendix

## Appendix: THHS Area 2018 Health Snapshot

# Townsville Hospital and Health Service (THHS) Area

## » HEALTH SNAPSHOT

**phn**  
NORTHERN QUEENSLAND  
An Australian Government Initiative







www.nqphn.com.au

### POPULATION

Estimated population (June 2017) **238,004** 

Increase from 2011 to 2017  **4.7%**      Projected population from 2016 to 2036 **237,406**  $\Rightarrow$  **306,296**

### AGE

0-14 yrs old	15-24 yrs old	25-44 yrs old	45-64 yrs old	65+ yrs old
<b>20.1%</b>	<b>15.1%</b>	<b>27.0%</b>	<b>24.3%</b>	<b>13.6%</b>

### ETHNICITY

**7.8%** identified as Aboriginal and/or Torres Strait Islander      **85.0%** identified as non-Aboriginal and/or Torres Strait Islander      **7.2%** not stated

### SOCIO-ECONOMIC DETERMINANTS OF HEALTH



### UNEMPLOYMENT



### EDUCATION



### LOW INCOME EARNERS



Sources (1) Australian Bureau of Statistics (ABS), database, Canberra, viewed 16/11/2018, [www.abs.gov.au](http://www.abs.gov.au) (2) Department Health, Queensland Survey Analytics System (QSAS) Regional Detailed Data, Queensland Government, Brisbane, 2018. Viewed 16/11/2018, <http://www.health.qld.gov.au/phsurvey> (3) Queensland Health, The health of Queenslanders 2016 & 2018-data, Report of the Chief Health Officer Queensland, Queensland Government, Brisbane 2018. (4) Queensland Government Statistician's Office, Queensland Treasury, Brisbane, 2018. Viewed 21/09/17, <http://www.qgso.qld.gov.au> (5) Potts, B., Kólvcs, K., O'Gorman, J., & De Leo, D. (2016). Suicide in Queensland, 2011-2013: Mortality Rates and Related Data.

Current as at November 2018. | For more information, visit [nqphn.com.au](http://nqphn.com.au)



## Health risk factors » THHS AREA

### DAILY SMOKERS

THHS

12.1%

NQPHN

13.8%

### OVERWEIGHT AND OBESE

THHS

62.8%



NQPHN

61.6%

### ALCOHOL CONSUMPTION

Aged 18+, life time risky drinking.

THHS

24.2%



NQPHN

27.1%

### PHYSICAL ACTIVITY

Those who do sufficient physical activity at least five days a week.

THHS

61.5%



NQPHN

60.7%

### HEALTHY EATING

People eating sufficient fruits.

THHS

51.7%



NQPHN

52.8%

People eating sufficient vegetables.

THHS

9.2%



NQPHN

8.5%

### MENTAL HEALTH AND SUICIDE - TOWNSVILLE HHS AREA 2016-17

3,100 / 100,000



persons report mental and behavioural disorders in 2016

Suicide rates (per 100,000):

14.3

THHS

16.4

NQPHN

14.0

QLD

12.4

Australia

### TOP 10 POTENTIALLY PREVENTABLE HOSPITALISATION (PPH) - THHS AREA 2016-17

29.0% Diabetes complications

10.9% Cellulitis

9.2% Urinary tract infections

8.7% Chronic Obstructive Pulmonary Disease

7.9% Dental conditions

5.1% Congestive cardiac failure

5.1% Iron deficiency

4.9% Convulsion and epilepsy

4.4% Ear, nose, and throat infections

3.4% Angina

Total PPH: 9,297

### CHILD IMMUNISATION\*

95.0%

immunisation national target



1YR OLDS THHS 93.3%

2YR OLDS THHS 93.0%

5YR OLDS THHS 96.2%

### PERSONS WITH SEVERE DISABILITY

THHS

5.1%



NQPHN

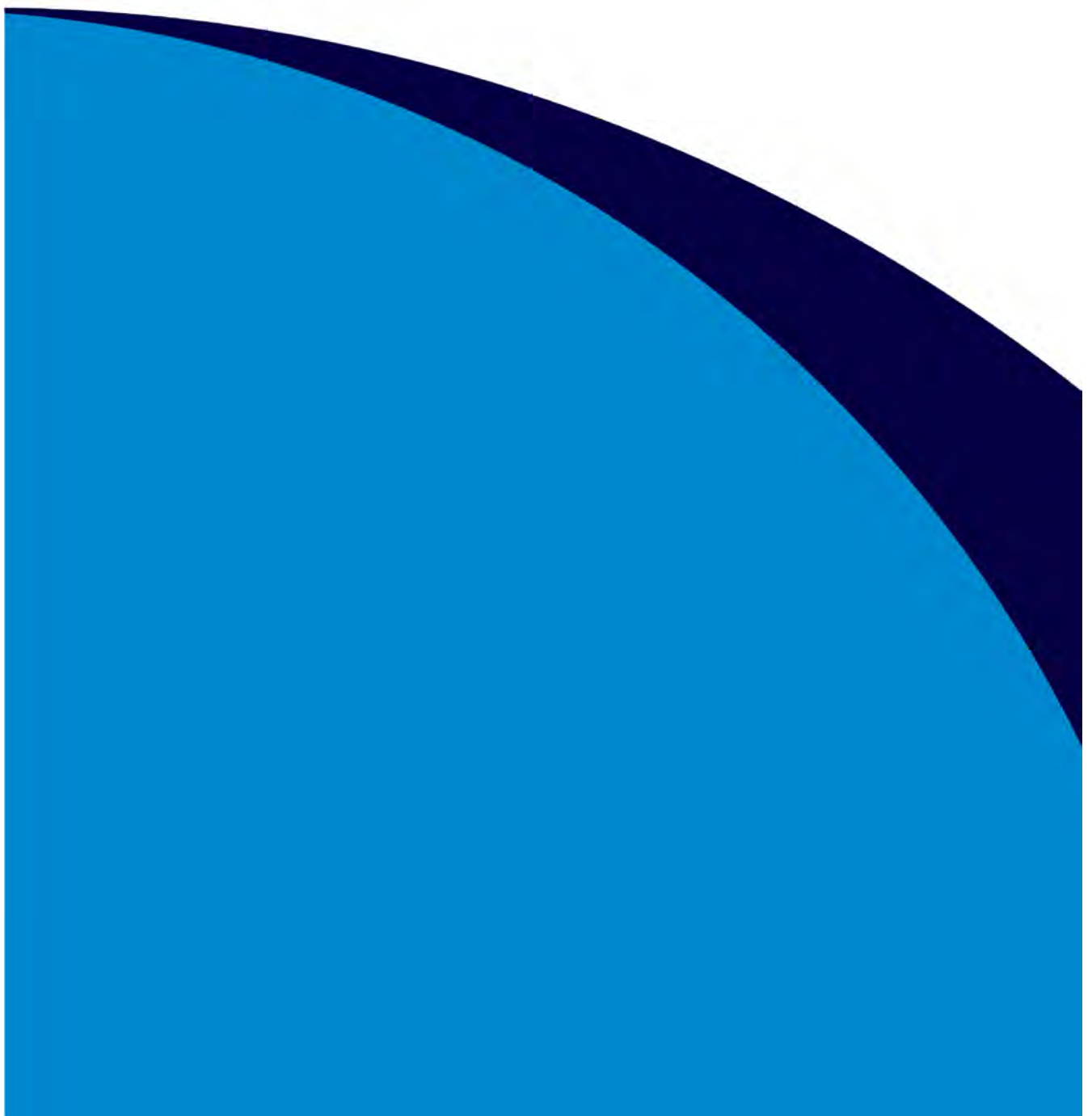
4.6%

QLD

5.2%

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## Notes



Enquiries to: David Cornwell  
Your reference: [Customers Reference \(if applicable\)](#)  
Our reference: 395:DC

2 September 2020

Ms. Shyla Mills  
Palliative Care Queensland  
Level 8, 135 Wickham Terrace  
SPRING HILL QLD 4000

Dear Ms. Mills,

**Re: Endorsement of the Townsville Area Palliative Care Plan 2020-2024 Nine Directions**

The Burdekin Shire Council welcomes the opportunity to endorse *The Townsville Area Palliative Care Plan 2020-2024 Nine Directions (TAPCP Directions)* as specified below and discussed with us at a recent briefing meeting. The Burdekin Shire Council agrees that these *TAPCP Directions* will form a solid framework for the improving palliative care within our area and provide strategic direction of all organisations within the area who provide care for people experiencing dying, death and grief to receive quality health, social and community care.

**The Townsville Area Palliative Care Plan 2020-2024 Nine Directions**

- Direction 1: We can work together with communities in the Townsville Hospital and Health Service Region to raise awareness about palliative care, and to activate people to help care for one another.
- Direction 2: We will help patients and their loved ones navigate the palliative care system in a culturally appropriate way.
- Direction 3: We can strengthen support to palliative care patients and families living in rural and remote areas in the Townsville Region.
- Direction 4: We will aim to provide equitable, appropriate, and culturally sensitive palliative care for all Indigenous residents.
- Direction 5: We can initiate Advance Care Planning (ACP) conversations where they have not yet begun and continue ACP conversations where they have started.
- Direction 6: We will connect palliative care services, improving continuity and integration so that patients and families can more easily access the care they need.
- Direction 7: We can increase the capacity and capability of the Townsville Region workforce to provide safe, high quality, person-centred and culturally appropriate palliative care.
- Direction 8: We can improve palliative care in the Townsville Region through data monitoring, evaluation, and research.
- Direction 9: We can strengthen support in disaster planning, response, and recovery in relation to people experiencing ageing, dying, death and grief in the THHS area.



We are aware that a Townsville Area Palliative Care Plan 2020-2024 (TAPC Plan) is also being developed, which includes timelines and guidance to operationalising these *TAPCP Directions* based on discussions with relevant key stakeholders within the region.

We look forward to receiving a copy of the completed Plan and understand the significance of the need for TAPC Plan's long-term sustainability and as such we are happy to nominate a representative to actively participate on the Townsville Area Palliative Care Plan 2020-2024 Working Group (TAPCPWG). We are aware that this TAPCPWG will have representation from each of the Directions endorsing organisations.

We look forward to continuing to collaborate with your team on this TAPC Plan and with relevant aspects of the Connecting End of Life Care in Townsville (CELC-T) project which covers the Townsville Area including the Townsville, Palm Island, Burdekin, Hinchinbrook, Charters Towers, Flinders and Richmond Local Government Areas.

Yours faithfully,

Lyn McLaughlin  
**Mayor**

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## 5.2.2 North Queensland Sports Foundation Three-Year Agreement

### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	853
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mr. David Cornwell – Manager Community Services

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### Executive Summary

The North Queensland Sports Foundation ('NQS') provides North Queensland communities with the opportunity to promote and enhance sport and its associated social and economic benefits to the region. The North Queensland Games bring significant economic and competitive benefit and recognition to our emerging and established sport talent. Council has a long-standing membership with this organisation.

The purpose of this report is to seek Council's endorsement for a three-year agreement with the North Queensland Sports Foundation.

### Recommendation

That Council endorse a three-year agreement with the North Queensland Sports Foundation with a total cost of \$13,561.29 and that Council allocate \$4,387.49 for the cost of the first year of the agreement.

### Background Information

At the Council workshop of 18 August 2020, the North Queensland Sport Foundation 2020/21 Contribution and Agreement was discussed.

The NQS was established in 1983 to develop a sporting event to meet a significant community need. The inaugural North Queensland Games was hosted in Townsville in 1984 and has continued to develop into the largest regularly run multi-sport event in regional Australia.

Currently, twenty-five North Queensland Local Government authorities, including the Burdekin Shire Council, have membership in the organisation.

Under the renewed agreement, the Foundation will provide the following services:

- North Queensland Games;
- North Queensland Sportstar Awards;
- Great Western Games;
- NQS High Performance Sports Scholarship;
- Three-year Business Plan;
- Annual Budget; and
- Quarterly Reporting of business conducted.

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The Foundation is requesting Council enter into a three-year agreement at the following subscription rates:

- Year 1 – \$4,387.49 (ex GST)
- Year 2 – \$4,519.11 (ex GST)
- Year 3 – \$4,654.69 (ex GST)

The NQSF will be invited to give a presentation to Council on their three-year business plan.

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

3.1 Safe, healthy, inclusive and socially engaged communities

3.4 Provision of public space

### **Consultation**

Councillors and Council Staff.

### **Legal Authority or Implications**

N/A

### **Policy Implications**

N/A

### **Financial and Resource Implications**

As part of the adoption of the 2020/21 Budget, Council included \$4,387.49 for the first year of the three-year agreement with the North Queensland Sports Foundation.

### **Report Prepared By**

Mr. David Cornwell – Manager Community Services

### **Report Authorised By**

Mr. Nick O'Connor – Director Corporate and Community Services

### **Attachments**

1. N/A

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## 5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

### 5.4 GOVERNANCE

#### 5.4.1 Advisory Committee Structure Review

##### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	2230
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mrs. Rebecca Stockdale – Senior Governance Officer

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##### Executive Summary

Council has a number of Advisory Committees that contribute to Council's decision-making and community engagement processes. Advisory Committees can be a useful means to bring together people with expertise and experience for the purpose of providing meaningful feedback and advice to Council regarding initiatives, projects and policies. A review of Council's Advisory Committee Structure was included as an activity within Council's adopted 2019/2020 Operational Plan. The report attached outlines the approach taken to carry out the review and details the relevant findings.

##### Recommendation

It is recommended that Council:

1. Conduct a regular advisory committee structure review within the first year of the Council term following each local government election to ensure the structure supports the needs identified by Council and the community;
2. Adopt the proposed Advisory Committee Structure in Appendix B of the attached report;
3. Agree to the implementation of a standardised Committee Charter Template for all advisory committees and groups over the course of a 12-month period;
4. Agree that all Advisory Committee Documents be presented to Council for formal adoption upon their review annually;
5. Agree to the implementation of standardised Agenda and Minute templates for all advisory committees;
6. Agree to the implementation of an updated Meeting Minutes Report Template for the presentation of committee minutes to Council;



- 
7. Agree that training be provided to all support officers on the use of the newly developed template documents;
  8. Agree that the roles of support officers be better defined in the charter for each advisory committee;
  9. Agree that each committee conduct an annual self-assessment of their performance;
  10. Agree that each committee charter include details about the timeliness of preparation and presentation of committee meeting minutes to Council;
  11. Agree that relevant advisory committees will be routinely asked for feedback on major projects, programs, initiatives and strategies;
  12. Agree that each charter will detail the composition of membership and eligibility requirements for members;
  13. Agree that each charter document will outline a recruitment process and method;
  14. Agree that each committee charter document will include details of the induction process to be provided to new members;
  15. Agree that each committee charter include provisions relating to meeting attendance with a standard clause that three consecutive unexplained absences will result in automatic removal from the relevant committee;
  16. Agree that each committee charter detail the term of appointment or tenure of each serving member;
  17. Agree that all committee charters include a standard clause that recognises the Mayor as an ex officio member.

## **Background Information**

Advisory Committees can be formed to respond to identified needs within the community, draw on expert opinion and specialist advice and engage with members of the community that Council serves. Effective community engagement is achieved through balanced and fair representation, diversity and inclusion and through facilitating collaboration, cooperation and partnerships. Advisory Committees are more effective when good governance measures are implemented. Performance of Advisory Committees is optimised when clear objectives and roles are defined, conflicts of interest are appropriately identified and managed, agenda and minutes are prepared and distributed in a timely manner and the communication channels between Council and the Advisory Committees are clear. The review of the Advisory Committee Structure was carried out with consideration to the principles of effective community engagement and the principles of good governance.

## **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

3.1 Safe, healthy, inclusive and socially engaged communities

Burdekin Shire Council Operational Plan 2020/2021:

CG1 Commence review of Council's Advisory Committee Structure to optimise community input into council decision making.

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## **Consultation**

The project team coordinated an extensive consultation process throughout the review process. Council workshopped the proposed approach to the review on 17 September 2019. All current Advisory Committee members, including Councillors and support staff, were invited to participate in an online survey to provide feedback about the effectiveness of each of the existing advisory committees. Further, Council discussed the survey results and findings of the document review at a workshop on 23 July 2020. Council further discussed the recommendations of the review at a workshop on 18 August 2020.

## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Existing resources will be utilised to implement the recommendations of this report. There are no foreseen additional financial costs associated with implementing the proposed recommendations.

## **Report Prepared By**

Mrs. Rebecca Stockdale – Senior Governance Officer

## **Report Authorised By**

Mr. Nick O'Connor – Director Corporate and Community Services

## **Attachments**

1. Advisory Committee Structure Review

---

# Advisory Committee Structure Review

Findings & Recommendations 2020

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## Prepared By

Rebecca Stockdale & David Cornwell

## Authorised By

Nick O'Connor

## Date Prepared

August 2020

## Background and Purpose

Burdekin Shire Council values strong engagement with the community and utilises several advisory committees to provide specialist opinion and advice on a range of topics, Council projects and activities. Advisory committees serve an important role to provide input and insight from relevant constituencies as well as acting as an important communication channel to feed information about Council activities back to the community which it serves.

Advisory committees are usually established to meet some kind of identified need, and can be established as a statutory requirement, to support a particular policy position of Council (such as the Community Grants Committee) or may be established at Council's discretion to meet other identified needs.

There are benefits and costs of engaging with and supporting advisory committees. Council's advisory committees are supported by Council officers for the purpose of preparing charters, meeting agendas and meeting minutes. Some staff are also requested to participate in advisory committee meetings to provide specialist opinion and advice. As a custodian of public funds, it is important that Council demonstrates value from any cost associated with supporting each of its advisory committees.

From the perspective of good governance, the composition, tenure, and mandate of each advisory committee are important elements to consider and should be reflected clearly in a documented Terms of Reference (TOR) or Committee Charter document. Other elements to include in these documents include information about how conflicts of interest will be managed, confidentiality around agenda items, frequency and duration of meetings, attendance at meetings, roles and responsibilities of members and support officers, evaluation of committee activities and regular review of the TOR or Charter document.

The purpose of this review is to examine the overall effectiveness and efficiency of the current advisory committee structure and to make recommendations for improvement. This review focussed on the principles of good governance and effective community engagement and was aimed at analysing the current advisory committee structure to identify areas for improvement.

## Review Approach

This review has followed a comprehensive process of analysing the existing advisory committee structure and reviewing supporting documents.

Officers undertook an extensive analysis of committee documentation including current committee charters and terms of reference documentation as well as recent agenda and minutes for each advisory committee.

Additionally, feedback was sought from advisory committee members, Councillors, and support officers via invitation to participate in an online survey. Ninety people were invited to participate in the survey. Responses were received from twenty-nine people representing thirty-three positions on eight of the nine<sup>1</sup> current Council advisory committees. Members who serve on more than one committee were able to submit feedback on two of the committees they serve on. Some respondents are on more than two committees; however, these respondents were asked to choose the committee they wanted their responses to relate to.

The survey gathered opinions and feedback across each of the following areas:

- Committee documents

<sup>1</sup> Note: The only committee not to be represented in the survey responses is the Economic Advisory Group (formally the Economic Development Strategic Advisory Group). There are already agreed plans in place to establish this committee and for completeness the new committee has been included in the review recommendations.



- Minutes and Agendas
- Committee Effectiveness/Performance Reviews
- Reporting (Communication with Council)
- Membership, Tenure, Performance and Effectiveness

The document review and survey results were considered and evaluated against Governance and Community Engagement Best Practice Principles including:

- Response to need
- Links to strategic direction of Council (key strategic areas)
- Clear definition of purpose
- Fair and balanced representation
- Inclusion and diversity
- Clear communication channels
- Accountability and transparency
- Sustainability (i.e. Administrative Effort/Expense vs Overall benefit to community)

The below table provides information about the number of responses received from each current advisory committee.

Committee	Number of Respondents	Councillor	Employee	Member
Aerodrome Advisory Committee	5	1	2	2
Audit Committee	3	1	-	2
Burdekin Cultural Advisory Committee	3	2	-	1
Burdekin Road Safety Advisory Committee	7	1	2	4
Burdekin Seniors Advisory Committee	8	1	2	5
Community Grants Panel	3	1	2	
RADF Committee	3	1	1	1
Youth Council	1	-	1	-
Economic Development Advisory Committee	0	-	-	-

Not all survey questions were answered by all respondents. Some respondents may have skipped over or been directed past certain questions (based on their answer to a previous question).

Council also participates on a number of external committees and working groups. This review has only focussed on Council-run advisory groups, however for completeness, a list of the external committees and working groups is appended to this report.

## Key Findings and Recommendations

The key findings of the review are detailed below. The findings are separated into each of the areas of the review and show whether the findings are from the document review or the survey responses. The implications of these findings and the associated recommendations are also included under each area covered in the review.

## 1. Current Committee Structure

### Findings from document review:

- Council's current advisory committee structure is outlined in **Appendix A**.
- From reviewing the existing Charter documents, it is evident the current structure has evolved over time- there is currently a combination of long-standing committees such as the Youth Council and newer committees such as the Burdekin Cultural Advisory Committee (established when the theatre board folded and operations were passed over to Council).
- The document review, along with feedback from some staff and benchmarking against other Council's advisory committee structures, revealed some gaps in the current structure. Some sectors of the community appear to be under-represented in the current advisory committee structure (e.g. sport and recreation, community development).
- Most charter documents clearly outline the purpose of the committee. It was difficult to determine a clear purpose in instances where the committees had no charter and in some charters the purpose was not clearly defined.
- Current structure includes Statutory committees, discretionary committees and committees formed to deliver Council Policy.
- Some previous committees which have now dissolved are Burdekin Be Active and the Economic Development Strategic Advisory Group (EDSAG).

### Feedback from survey respondents:

- Twenty-one respondents provided feedback about the number of members on their committee. The majority (90%) indicated that there was currently an adequate number of members on their committee.
- Thirty respondents provided feedback about the level of understanding amongst committee members of the role of the committee. Whilst 73% of respondents indicated that members understood the role of the committee, that leaves a substantial percentage of respondents (27%) who did not feel members of their committee adequately understood the role of the committee.
- When asked about the appropriateness of the level of administrative support provided by Council, the majority respondents, 86%, indicated that the committee they serve on is well-supported. Thirty respondents answered this question.
- Sixteen respondents provided feedback regarding the composition of the advisory committee they serve on. Ten respondents (62%) indicated an adequate level of diversity amongst members, whilst six respondents (38%) felt the level of diversity of members was not appropriate to the functions of the committee. Respondents from the Burdekin Senior's Advisory Group represented the majority respondents who believe the level of diversity amongst members was not appropriate. Seventeen respondents did not provide feedback regarding the level of diversity amongst members.

### Implications

To ensure Council is receiving the optimum benefit from advisory committees, the Advisory Committee Structure should reflect identified needs within the community and ideally should link closely with the objectives and key strategic areas set out in the adopted Corporate Plan. To optimise the Advisory Committee Structure, Council must consider the number of committees, their composition, and the defined roles they play to ensure the structure supports Council in meeting its objectives. Advisory committees can be established for a particular purpose and timeframe and this should be clearly identified at the time of establishment. Similarly, disbanding of advisory committees can be viewed as a



positive when the goals and objectives of the committee have been met or when Council's strategic objectives move in a different direction in response to community need.

## Recommendations

### 1.1. Regular Advisory Committee Structure Reviews

It is recommended that Council consider the advisory committee structure within the first year of the term of Council following each local government election to ensure the structure supports the needs identified by Council and the community.

### 1.2. Consider adoption of the proposed Advisory Committee Structure outlined in **Appendix B**

To ensure Council is achieving optimum efficiency and effectiveness from its advisory committees, it is recommended that Council consider the adoption of the proposed Advisory Committee Structure outlined in Appendix B. The proposed structure introduces an opportunity for Council to transform some of the existing committees and establish a new Community Development Advisory Committee leading to greater cross- pollination of ideas, diversification of representation and a more efficient delivery model.

## 2. Charter Documents

Findings from document review:

- Six of Council's advisory committees have a written Charter or Terms of Reference; however, some have not been reviewed or updated for some time. Two of the current advisory committees had no known Charter Document and one was under development at the time of this review (Economic Development Advisory Group).
- Key inclusions such as Membership, Recruitment and Tenure, Conflict of Interest Management, Attendance Requirements, Roles and Responsibilities, and Reporting Requirements could not be found in some of the existing charter documents for each advisory committee- there is a lack of consistency in the format and content of Charter documents.

Feedback from survey respondents:

- When asked about the existence of a Charter or Terms of Reference document for their committee, out of thirty-three respondents, only eighteen (just over 54%) were aware a charter existed.
- Of those respondents who were aware of a Charter document, only 66% agreed that it was reviewed annually.

## Implications

As each Advisory Committee plays a unique role in providing advice to Council it is important to ensure that roles, responsibilities and performance objectives are set out within an agreed charter or terms of reference document. A Committee Charter is a founding document that helps committees to deliver and uphold effective governance. It usually provides clear direction regarding committee composition, membership requirements, membership recruitment and selection as well as tenure. The Charter may also include details about reporting protocols, frequency and duration of meetings, and the preparation and approval of meeting agendas and minutes. Other key inclusions of any committee charter are statements regarding how conflicts of interest will be addressed, how confidentiality will be maintained and how any dispute within the committee may be resolved. As a "cornerstone" document, it is vital that members are aware of the committee charter and are involved in reviewing and reaffirming the charter at regular intervals.

## Recommendations

### 2.1. Standardised Charter Template

It is recommended that a standard charter template be used for all advisory committees. Further it is recommended that each charter be reviewed annually and reaffirmed by committee members. It is also recommended that whenever a new advisory committee is established, a clear Terms of Reference or Charter document is created.

### 2.2. Council to adopt all charters upon review.

It is recommended that it be standard practice for all Advisory Committee Charter documents to be presented to Council for formal adoption upon their review annually.

## 3. Minutes and Agendas

Findings from document review:

- All committees prepared agendas for meetings.
- It was observed that a greater level of officer oversight may be required regarding the relevancy of some agenda items.
- Minutes are formatted differently for each committee.
- It is not always clear from the minutes what recommendations each advisory group is making to Council.
- Some committees receive a large quantity of reports and briefing papers ahead of each meeting.

Feedback from survey respondents:

- 100% of survey respondents indicated that agendas and minutes were produced in a timely manner.
- 91% of respondents indicated that agenda items were relevant to the function of the committee whilst 9% of respondents neither agreed nor disagreed that agenda items were relevant to the committee functions.
- 100% of respondents indicated that minutes were recorded for each meeting with 100% also indicating that minutes were accurate (this includes 12% who responded "mostly/almost always" accurate).
- 100% of respondents felt that agreed recommendations or action items were clearly documented in the minutes of each meeting.
- 6% of respondents felt that the format of the minutes and agenda is not clear, whilst 94% disagreed, indicating that the format is clear and easy to understand.

## Implications

Agenda and minute documents are an important element of good governance practices for all advisory committees. Having a clear outline of appropriate subject matters to be discussed allows all participants to come to the meetings prepared. Support officers play an important role to oversee and cross-check agenda items for relevancy. Minutes that capture the purpose of the meeting and its agreed outcomes are a record that can be referred back to and can be used for follow-up purposes. As the minutes for each advisory committee are presented in different formats to Council it may be difficult to clearly identify the recommendations Council are adopting or the actions Council is agreeing to undertake.



## Recommendations

### 3.1. Standardised Agenda and Minute Templates

To allow for consistency, all advisory committees should utilise the same meeting agenda and meeting minute template. The template should include standard information to be included in all agendas and minutes (information such as location, time, attendees, etc).

### 3.2. Updated Meeting Minutes Report Template

To ensure that all advisory committee recommendations are presented to Council in a clear and concise format, it is recommended that the Meeting Minutes Report Template be updated so that the recommendations are outlined in the covering report for all advisory committee minutes that are presented to Council for adoption.

### 3.3. Training to be provided to support officers

It is recommended that training be provided to all support officers on the new agenda, minute and meeting report templates and the associated processes and timelines. This will ensure that there is consistency in the approach across all advisory groups.

### 3.4. Greater oversight by support officers

To ensure that agenda topics are relevant, and minutes are presented to Council in a timely manner, it is recommended that the support officer role be clearly defined within each Charter document for each advisory committee. It is recommended that officers be given the responsibility to liaise with the Chair and monitor agenda items to ensure appropriateness.

## 4. Committee Effectiveness / Performance Reviews

Findings from document review:

- A small number of the advisory groups include self-assessment of performance in their Charter document.
- The minutes reviewed seem to indicate that each committee maintains a focus on relevant topics and that the functions of the committee are being adequately met. Two exceptions were noted - the Seniors Advisory Group and the Cultural Advisory Group.
- Minutes from the Seniors Advisory Group meeting tend to evidence multiple agenda items which raise matters better resolved through Council's customer request system and very few agenda items with a strategic focus on Seniors' issues. This may be a reflection of the lack of a formalised charter for this committee. This may also be a reflection of having an insufficient mix of representatives in the committee.
- Likewise, the minutes for the Cultural Advisory Group evidence a strong focus on operational matters and reports from the Cultural Venues Manager that are duplicated in the quarterly report on Council's Operational Plan. A stronger strategic focus for this committee would result in better outcomes for Council and less double-up in reporting. Broadening the scope of the Cultural Advisory Group may also assist in ensuring the committee is performing effectively at a strategic level, rather than focussing on operational matters.

## Feedback from survey respondents:

- Thirty survey participants provided their opinion about committee effectiveness and performance. Twenty-one survey respondents (70%) felt that meetings were effective and 76% felt that overall, the committee was able to achieve outcomes.
- 61% of respondents felt that the committee they served on added value to Council's decision making.
- Thirty-two respondents provided feedback about participation at meetings. 90% of respondents indicated that members always have an opportunity to speak openly at meetings with 10% indicating that members often have the opportunity to speak openly at meetings. There was no indication that members of any of the committees felt they could rarely or never contribute at meetings.
- Enthusiasm of participants was rated highly by respondents - 37% of respondents said that members always participate enthusiastically in meetings, 56% said that members often participated enthusiastically in meetings and 7% indicated that participants were enthusiastic some of the time.
- Relevance of agenda items was also rated highly by respondents with thirty-one respondents out of thirty-four (91%) indicating that agenda items are relevant to the function of the committee. On first view this response seems positive, however upon review, given the broad lack of awareness of committee charters, it is difficult for respondents to fairly make this representation.

**Implications**

Adopted Charter documents help to set out the roles, responsibilities and functions of each advisory committee. Measuring the effectiveness of committees and conducting regular performance reviews or self-assessments provides an opportunity to identify areas of improvement in the operation of all advisory committees. Assessing performance against the key objectives set out in the committee charter allows the committee to reflect on achievements and set new goals. Annual "check-ins" can help to identify areas where a committee may improve their effectiveness.

**Recommendations****4.1. Annual self-assessments / performance reviews for all Advisory Committees**

It is recommended that an annual self-assessment survey be completed by all members of each advisory committee annually. The feedback from these surveys should be provided to the committee and general results should be discussed with the aim of identifying any areas for improvement. The survey should be customised for each advisory committee and should relate to the specific objectives set out in the adopted Charter document.

**4.2. Regular review of committee structure.**

As per recommendation 1.1, performance of each committee should be used when reviewing the committee structure within the first year of each Council term. It is recommended that Council be provided with an overview of each of the performance reviews from each committee to help inform the decision-making process when reviewing the overall advisory committee structure.

**5. Reporting and communication**

## Findings from document review:

- All advisory committees provide meeting minutes to Council for adoption.



- It was observed that not all minutes are provided to Council in a timely manner- some minutes are presented to Council months after the meeting occurs.
- It was difficult to ascertain from the document review if appropriate information was being communicated to each advisory committee by Council.
- There was evidence that some of the committees are furnished with adequate reports and briefing papers.
- Some evidence in minutes that key officers attend some meetings to provide advice and information.

#### Feedback from survey respondents:

- Thirty-three survey participants provided a response when asked about reporting from Council to Advisory Committees. Most respondents (72 %) indicated that there was an appropriate amount of reporting from Council to the advisory committee they serve on. Only one respondent indicated that reporting from Council could be improved through the provision of written reports and briefing papers relevant to the committee.
- Regarding reporting from committees to Council, 90% of respondents believed that the committee they serve on was able to decide upon recommendations to put forward to Council for consideration either always or often. 7% of respondents indicated that the committee was only sometimes able to decide on recommendations to present to Council. 3% selected "not applicable" indicating they did not feel the committee had a responsibility to report to or make recommendations to Council.

#### Implications

Effective two-way communication between Council and its advisory committees can lead to improved outcomes for the community. The establishment of formal processes of reporting and communication between Council and its advisory committees will contribute to effective communication. Effective communication practices can also help to alleviate any perceived imbalance between administrative effort or expense and overall community benefit. Where advisory committees are empowered to be fully engaged in the consultation process, and are provided with adequate advice and information, the overall quality of outcomes for the community are improved. Further, where reports are provided to Council from each committee in a timely manner, this assists Council in the decision-making process.

#### Recommendations

##### 5.1. Routine and timely preparation and presentation of minutes to Council

It is a good governance practice to produce meeting minutes of all Council advisory committee meetings. The minutes serve not only as a record of proceedings at each meeting but can be used as a communication tool to report relevant matters to Council. To achieve the maximum effectiveness, minutes should be prepared and presented to Council in a timely matter. It is recommended that each advisory committee uses a standard minute's template and details the expected timeframe and routine process for reporting to Council within the adopted charter.

##### 5.2. Advisory committee feedback sought on major projects, programs, initiatives, and strategies

A key role that advisory committees perform is to provide feedback to Council on major projects, programs, initiatives, and key strategies to improve the decision-making process for Council. With a mature advisory committee model in place, Council should routinely utilise relevant advisory committees to be a sounding-board as part of regular community consultation for major initiatives.



### 5.3. Continued involvement of key officers

To ensure the ongoing effectiveness of advisory committees it is recommended that Council affirms the role that staff perform in each of the advisory committees by including a description in each Charter document. Clearly defined roles and responsibilities of support officers, minutes clerks, and experienced officers detailed within each Charter will establish and maintain working relationships between advisory committees and Council officers.

## 6. Recruitment/Selection/Meeting Attendance/Performance Reviews

Findings from document review:

- Only select advisory groups have a formal process for recruitment and selection of members
- A variety of recruitment and selection models are utilised including formal advertising, panel interviews, invitation to participate by existing members and selection by Council officers.
- Only one advisory committee included provisions for induction of new members in its charter. There was no observable structured process for induction for any of the other committees.
- Some committees include meeting attendance requirements in their charter.
- Not all advisory committees have a clear process to review performance.
- Some committees conduct annual self-assessments of performance.

Feedback from survey respondents:

- Whilst the majority of respondents felt that the current make-up of the advisory committee included an adequate number of members and represented the appropriate level of diversity relevant to the function of the committee, 18% of respondents disagreed, indicating that they felt more diversity in membership was required to align with the function of the committee.
- The survey gathered feedback regarding recruitment of new members and responses generally reflected current practices for each committee, though some respondents were unsure about the recruitment process used.
- The survey asked questions regarding the performance of the Chairperson of each committee as well as the general performance of each committee including participation at meetings, level of member preparedness, and member conduct in and out of meeting. This provided the review panel with a snapshot of current performance; however regular reviews of performance are not conducted by the majority of committees.

### Implications

Advisory groups are most effective when the right mix of people are involved. Committees can become toxic or "stale" where membership is stagnated or adversely, committees can lose momentum when turnover of membership is high. Similarly, it is important that members are committed to attending and participating in meetings to ensure optimal outcomes are achieved. To achieve the objectives of the committee, it is important to ensure the composition of the committee invites the participation of the appropriate representatives. As a good governance practice, the recruitment and selection process for members should be as transparent and fair as possible.

### Recommendations

#### 6.1. Charter documents to detail composition of membership and eligibility requirements.

It is recommended that a standard Charter template be developed and implemented for all advisory committees. It is also recommended that each charter document includes relevant details about the



composition and eligibility requirements for membership to ensure that appropriate representation is achieved.

6.2. Recruitment process and method to be outlined in Charter documents.

An element recommended to be included in the standard Charter template is details regarding the appropriate recruitment process for each advisory committee. Given the wide-ranging specialty areas covered by the advisory groups, it is important to recognise formally a suitable recruitment method and process for each committee.

6.3. Induction processes to be detailed in each Charter document.

Induction into a committee allows each participant to be brought "up to speed" with other members. Providing new members with a copy of the current charter and some instructions about standard committee meeting proceedings, reporting protocol and standards of behaviour is a common good governance practice usually included in an induction process.

6.4. Meeting attendance to be detailed in Charter documents.

It is recommended that as a standard inclusion in all advisory group charter documents, a standard clause be included to ensure attendance by members at meetings is appropriate. The standard clause is to indicate that members must advise of any planned absence ahead of the meeting and that three consecutive unexplained absences will result in automatic removal from the relevant committee.

6.5. Tenure of membership to be detailed in Charter documents.

A further component to be included in all Charter documents is details of the term of appointment or tenure of each serving member. It is recommended that Tenure of membership be a standard inclusion in all advisory committee charters.

6.6. Mayor ex officio member of all committees.

It is recommended that all advisory committee charters list the Mayor as an ex officio member of each committee.

**APPENDIX A****Council's Current Advisory Committees**

<b>Committee</b>	<b>Establishment</b>	<b>Agendas</b>	<b>Minutes</b>	<b>Minutes Presented to Council</b>	<b>Terms of Reference/ Charter</b>	<b>Meeting Frequency</b>	<b>Councillor/s Appointed</b>
Aerodrome Advisory Committee	Discretionary	✓	✓	✓	×	Twice per year	Cr Kaylee Boccalatte
Audit Committee	Statutory	✓	✓	✓	✓	Five to six meetings per year	Cr Michael Detenon Cr Sue Perry
Burdekin Cultural Advisory Committee	Discretionary	✓	✓	✓	✓	Once per quarter	Not yet appointed
Burdekin Road Safety Advisory Committee	QLD Road Safety Action Plan	✓	✓	✓	✓	The fourth Friday every three months	Chair - Cr Max Musumeci
Burdekin Seniors Advisory Group	Discretionary	✓	✓	✓	×	Once per month (currently on hold)	Not yet appointed
Community Grants Panel	Council Policy	✓	✓	✓	✓	Three times per year (three rounds)	Cr Max Musumeci Cr Sue Perry
Economic Development Action Group (To be re-established)	Discretionary	N/A	N/A	N/A	N/A	TBA	Not yet appointed
Regional Arts Development Fund (RADF) Committee	Council Policy	✓	✓	✓	✓	Every two to three months	Chair – Cr Sue Perry Cr John Bonanno
Youth Council	Discretionary	✓	✓	✓	✓	Once per month	No appointed Councillor- Mayor sometimes attends meetings

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**APPENDIX B****Proposed Advisory Committee Restructure**

<b>Committee</b>	<b>Dissolve, Maintain, Transform or Establish</b>	<b>Proposed Change</b>	<b>Rationale</b>
Aerodrome Advisory Committee	Dissolve	Consider inclusion of aerodrome rep on Economic Development Action Group	Committee has very specific objectives and only meets twice per year. Although the committee was established to consider strategic matters, the majority of meetings focus on operational issues which may be better suited to discussion at a focus group or task force. The aerodrome does present some economic development opportunities and consideration of a representative from this sector on the Economic Development Action Group is recommended.
Audit Committee	Maintain	Utilization of template Agenda, Minutes and Meeting Reports	Committee currently operating according to best practice. Consistency with agendas, minutes, and meeting reports. Charter to be updated at next review point to align with adopted standard.



Advisory Committee Structure Review- Report

Burdekin Shire Council

Burdekin Cultural Advisory Committee	Transform	Expand focus of committee to include other areas of cultural significance- not just theatre and memorial hall. Revise and update charter using new template charter. Review membership and recruit new committee members.	The terms of reference for the cultural advisory group have not been reviewed or updated for some time. There is scope for this committee to add greater value to the community and to enhance Council's decision-making processes Opportunities exist for cross-pollination of ideas and cooperation and/or collaboration with other community sectors. There has been a heavy focus on the operation of the Theatre, Memorial Hall and Showgrounds facilities, however there is scope for the Cultural Advisory Group to focus more on the cultural community and less on the facilities.
Burdekin Road Safety Advisory Committee	Maintain	Review and update of Charter by committee to conform with new standard template. Utilization of template Agenda, Minutes and Meeting Reports	Committee currently operating according to best practice. Consistency with agendas, minutes, and meeting reports. Charter to be updated at next review point to align with adopted standard.
Burdekin Seniors Advisory Group	Dissolve	Recommend dissolution of existing committee and invite seniors' representatives to be included on the Community Development Advisory Group.	As an efficiency measure, matters discussed at the seniors' advisory group could be better managed via Council's customer request system. With an aging population, it is vital that seniors are adequately represented in the advisory committee structure. To maintain a strategic focus, and to enhance liveability and inclusiveness it is important that seniors are represented on the Community Development Advisory Group.

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Advisory Committee Structure Review- Report

Burdekin Shire Council

Community Development Advisory Group (New)	Establish	Recommend establishment of new Community Development Advisory Group. Group to include representation from the following areas: Seniors, Youth, Families, Sport & Recreation, Arts & Culture, Disability, Education and Employment, Environment and Safety.	There is an identified need for an advisory group to provide advice to Council in relation to key community development strategies, projects and initiatives aimed at improving liveability, building capacity and increasing participation and social inclusion within the Burdekin Shire Community. Council has also developed a number of strategic plans which council benefit from advisory group feedback, input and oversight.
Community Grants Panel	Maintain	Community Grants Panel Charter to be reviewed and updated in line with new template. Committee to utilize template minutes, agenda and meeting report documents. It is recommended that a representative from the Community Grants Panel is invited to participate in the Community Development Advisory Group to provide feedback to this group about grants.	The community grants panel has a specific focus to make recommendations to Council in response to grant applications received under Council's Community Grants Program. It would be worthwhile reviewing the charter to ensure that appropriate governance measures are included. The use of the standardised agenda, minute and meeting report templates will also ensure that recommendations from the committee are presented to Council in a clear and concise format.
Economic Development Action Group (To be re-established)	Maintain	Committee to develop charter in line with template. Utilization of template Agenda, Minutes and Meeting Reports. Membership to include representative from Aerodrome Advisory Committee	There is a critical need for economic development initiatives due to the impacts of COVID-19. Council had previously discussed re-establishing this advisory group. A new Charter document should be developed in line with the standard template.
Regional Arts Development Fund (RADF) Committee	Maintain	Utilization of template Agenda, Minutes and Meeting Reports. Revision and update of Charter document when next due for review- utilizing the standard template.	Committee currently operating according to best practice. Consistency with agendas, minutes, and meeting reports. Charter to be updated at next review point to align with adopted standard.

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Youth Council	Maintain	Utilization of template Agenda, Minutes and Meeting Reports Consider inviting the Youth Mayor to attend the Community Development Advisory Committee to give twice annual updates.	Opportunity to connect Youth with other sections of the community for mutually beneficial projects.
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## Proposed Community Development Advisory Group

### Scope

The purpose of the Community Development Advisory Group is to bring together representatives from various community sectors to discuss the needs of the community and make recommendations to Council based on the specialist feedback from the representatives. The committee would provide a forum for representatives to identify and discuss:

- barriers and solutions regarding community development within the Burdekin Shire Council Region
- opportunities for communication, collaboration, and cooperation between the represented sectors.
- Provide advice and feedback on community development policies and programs including but not limited to the *Our Town, Our Future* project, the *10-year Sport and Recreation Plan*, and other strategic plans which may be developed in the future.

### Composition:

Composition of group may include representatives from the following sectors:

- Seniors
- Youth
- Families
- Sport and Rec
- Environment

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Advisory Committee Structure Review- Report

Burdekin Shire Council

- Health
- Accessibility/Inclusion
- Arts
- Heritage & Culture
- Employment
- Safety
- Education

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It is proposed that Council invites expressions of interest for membership of the Community Development Advisory Group and considers membership based on the below matrix of areas of expertise.

Person	Role	Seniors	Youth	Families	Sport and Rec	Environment	Health	Accessibility/ inclusiveness	Arts	Heritage & Culture	Employment	Safety	Education
1	Member	✓						✓					
2	Member			✓		✓							✓
3	Member								✓	✓			
4	Member					✓					✓		
5	Member												
6	Member		✓		✓		✓						
7	Member		✓								✓		✓
8	Advisor/ Guest	✓					✓						
9	Advisor/ Guest		✓										✓
10	Advisor/ Guest											✓	

## APPENDIX C

### Other Working Groups and External Organisations with Councillor Representatives

Committee/Organisation	Council Representative
Ayr Chamber of Commerce	Councillor Michael Detenon
Biosecurity Plan Working Group	Councillor John Bonanno
Burdekin Bowen Integrated Flood Plain Management Advisory Committee (BBIFMAC)	Councillor Max Musumeci
Burdekin Bowen Local Marine Advisory Committee	Councillor Michael Detenon
Burdekin Community Association	Councillor John Furnell
Burdekin Landcare Group	Councillor Max Musumeci
Burdekin Local Disaster Management Group	Chair – Mayor Cr Lyn McLaughlin Deputy Mayor Cr Sue Perry Councillor Cr John Furnell
Burdekin Neighbourhood Centre Association	Councillor John Furnell
Burdekin Shire Rivers Improvement Trust	Mayor Cr Lyn McLaughlin Councillor Kaylee Boccalatte
Burdekin Water Futures	Mayor Cr Lyn McLaughlin
District Disaster Management Group	Mayor Cr Lyn McLaughlin (Chair of LDMG)
Home Hill Chamber of Commerce	Councillor John Bonanno
Local Authority Waste Management Advisory Committee	Councillor John Furnell
Lower Burdekin Water Board (including Finance Committee and Focus Group)	Councillor Kaylee Boccalatte
North Queensland Regional Organisation of Councils (NQ ROC)	Mayor Cr Lyn McLaughlin Chief Executive Officer
North Queensland Sports Foundation	Councillor John Bonanno
Reef Guardian Councils	Mayor Cr Lyn McLaughlin Councillor Michael Detenon
Regional Roads Transport Group (NQRRTG)	Mayor Cr Lyn McLaughlin Director of Infrastructure, Planning and Environmental Services

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## 5.4.2 Declaration of Gifts Benefits and Prizes Policy

### Document Information

Referring Letter No:	N/A
File No:	1656
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Mrs. Rebecca Stockdale – Senior Governance Officer

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### Executive Summary

From time-to-time, Councillors and Council employees may, in the course of fulfilling their official duties, be offered gifts, benefits or prizes. It is important for Council to establish and maintain an appropriate standard for the identification and declaration of gifts, benefits and prizes to ensure transparency, impartiality and good decision-making is maintained. There are some circumstances where accepting a gift, benefit or prize offered in the course of performing official duties is reasonable and appropriate. In other circumstances, accepting a gift, benefit or prize may give rise to an actual or perceived conflict of interest. The revised Declaration of Gifts, Benefits and Prizes Policy details the circumstances where gifts, benefits and prizes should be refused or may be accepted, and also outlines the relevant disposal and utilisation options available. This policy replaces the previous *Receipt of Gifts, Benefits and Prizes Policy*.

### Recommendation

That Council adopt the Declaration of Gifts, Benefits and Prizes Policy as attached to this report.

### Background Information

Council first adopted the *Receipt of Gifts, Benefits and Prizes Policy* in November 2016. The policy was due for review in September 2019. The previous policy only applied to gifts, benefits and prizes over a value of \$100 and required officers and Councillors to seek approval prior to accepting the gift, benefit or prize and complete a declaration form. The Governance Unit undertook a comprehensive review of the policy and benchmarked it against other Council's policies. A gap analysis identified that Councillors and Officers often receive or are offered gifts, benefits or prizes with much lower values than \$100. Under the existing policy, disclosure of these items was not required which may potentially lead to conflicts of interest not being properly identified, declared and managed. The revised policy sets three (3) tiers of gifts, benefits and prizes and outlines a number of examples relating to each tier. The policy also expands on the appropriate options for disposal and utilisation of gifts, benefits and prizes and places a stronger emphasis on appropriate declaration.

### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022:

5.3.1 Demonstrate open and transparent leadership

5.3.3 Adhere to the governance framework and public reporting systems



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## **Consultation**

Council discussed this policy at a Council Workshop on 1 September 2020.

## **Legal Authority or Implications**

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Crime and Corruption Act 2001* (Qld)

## **Policy Implications**

This policy will replace the existing *Receipt of Gifts, Benefits and Prizes Policy*.

## **Financial and Resource Implications**

N/A

## **Report Prepared By**

Mrs. Rebecca Stockdale – Senior Governance Officer

## **Report Authorised By**

Mr. Nick O'Connor – Director Corporate and Community Services

## **Attachments**

1. Declaration of Gifts Benefits and Prizes Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Senior Governance Officer
Effective Date	<a href="#">Click here to select the date the policy is effective from</a>

## Purpose

This Policy outlines the disclosure requirements for all Burdekin Shire Council Councillors and Employees when responding to offers of benefits, gifts and prizes, including tangible (of lasting value) and intangible (of no lasting value), items in accordance with legislative requirements.

## Scope

This policy applies to benefits, gifts and prizes offered to, or received by Councillors and Council employees of Burdekin Shire Council in the course of their duties. This policy does not apply to gifts, benefits or prizes received by a Councillor or an employee in their private capacity as a private citizen. Due consideration should be given to whether or not the gift, benefit or prize has been offered in the course of the Councillor

## Objectives

The objectives of this policy are to ensure:

- all Councillors and Council employees carry out their official duties to the highest ethical standard in the public interest;
- appropriate records of all gifts and benefits and the disposal of same are maintained;
- the risk of Councillors and/or Council employees being exposed to an actual or perceived, prescribed or declarable conflict of interest are minimised;
- a framework to assist in transparent decision-making where gifts and/or benefits are involved is provided.

## Principles

Disclosure of offers or receipt of gifts and benefits are guided by the following principles:

- No gift or benefit should be accepted that could influence, or be perceived to influence, a Councillor or Council employee in the performance of their public and professional duties - now or in the future.
- Transparency, good decision-making and public trust are fundamental to good governance.
- Gifts and personal benefits are not an entitlement or a right and are, in general, not to be accepted.
- All offers of gifts and benefits and the related decisions are to be documented appropriately to ensure transparency.

## Policy Statement

### Offers of Gifts, Benefits or Prizes

Council employees and Councillors must not encourage or solicit gifts or benefits or use their position of authority in any way so as to generate or solicit an offer of a gift or benefit. A Councillor or employee must not accept any gift or benefit, personal or otherwise, where there may be a real or potential conflict of interest or risk of compromise which may bring the Council's reputation, integrity or impartiality into question.

Officers and Councillors may enter competitions that offer prizes awarded on merit or by chance, where there is no cost to Council for entering the competition or prize draw. (e.g. lucky door prize). At no time are Council employees permitted to utilise Council funds to purchase tickets in raffles or other kinds of random prize draws.

### Declaring and reporting of benefits, gifts and prizes

Where a benefit, gift or prize has been given to a Councillor or a Council employee, it must firstly be declared, using the appropriate form, so that an appropriate assessment can be made by the Mayor, CEO or the appropriate Director or Manager. Councillors and Council employees are to complete a Declaration of Gift, Benefit or Prize form and submit it to the appropriate supervisor or more senior officer.

The form is to detail the nature of the gift, benefit or prize, whether the gift, benefit or prize has been accepted or declined and the reasons it has been accepted or declined.

Council's Gifts, Benefits and Prizes Register and the Councillor Registers of Interest are centrally maintained by Council's Governance Unit. The completed form is to be provided to the Senior Governance Officer so that details can be added to the central register.

Councillors and employees should consider both the value, frequency and the purpose of the gift and/or benefit which is being offered and must also consider the range of perceptions that might apply to a situation regarding acceptance of the gift or benefit.

### Nominal Benefits, Gifts and Prizes- retail value less than \$25

From time to time, Councillors and employees may in the course of their duties be presented with or exchange gifts of a nominal value. Declining such token gifts would be inappropriate and therefore Councillors and Council employees are permitted to accept nominal gifts under the value of \$25 without seeking prior approval from the Mayor, CEO, Director or Manager (as appropriate) where no conflict of interest exists. For these nominal gifts, benefits, or prizes, where the value is likely to be less than \$25, a declaration form is not required to be completed.

Nominal gifts include items such as caps, keychains, card holders, mousepads, USB sticks, calendars, lanyards, desk clocks, stress balls and snow domes.

#### *Examples:*

##### *Example 1*

*A Council officer receives a promotional keychain from a supplier when attending a work conference. This item is of nominal value and the officer does not need to seek permission before accepting the gift. A declaration form does not have to be completed for this kind of gift.*

##### *Example 2*

*A delegate from a large company delivers a presentation to Council at a Council Workshop. Following the presentation, the delegate gifts each of the attending Councillors with a computer mousepad with the company logo. This is a nominal gift, creates no conflict of interest and is customary as a means of promotion. This item can be accepted, and the Councillors are not required to complete a declaration form.*

##### *Example 3*

*The Mayor is invited to present badges to students at a school's induction ceremony and is gifted a bunch of flowers for her time. This is a nominal gift, creates no conflict of interest and is customary for these occasions therefore this item can be accepted, and the Mayor is not required to complete a declaration form.*



### Benefits, Gifts and Prizes- retail value greater than \$25 but less than \$100

Where no conflict of interest arises through the acceptance of a gift, benefit or prize with a retail value between \$25 and \$100, acceptance by Councillors and Council employees is permitted without seeking prior approval from the Mayor, CEO, Director or Manager (as appropriate). A declaration form must be completed by the person in receipt of the gift, benefit or prize. Where the acceptance of a gift, benefit or prize with a retail value between \$25 and \$100 would cause a conflict of interest, the gift, benefit or prize must be respectfully declined by the Councillor or Council employee. For complete transparency, if a gift, benefit or prize is declined because of a real or potential conflict of interest a declaration form must be completed, detailing that the gift, benefit or prize was offered and declined.

#### *Examples:*

##### *Example 1*

*A Councillor attends a function as a representative of Council and wins the lucky door prize - a \$50 meat tray. As the prize is less than \$100 but more than \$25 the Councillor can accept the gift, without seeking approval from the Mayor or CEO, however, they must complete a declaration form.*

##### *Example 2*

*An employee assists a member of the public who has tripped on the sidewalk. A few days later, a box of chocolates, a bottle of wine and a thank-you card are delivered to the Council chambers attention to the employee. As the gift is below \$100 in value and does not create a conflict of interest, the employee can accept the gift, without seeking approval from their Manager, however, they must complete a declaration form.*

##### *Example 3*

*An officer is the decision-maker for accommodation licenses. A local accommodation provider sends the officer a "thank-you" card with a voucher for \$50 to spend at the hotel. The officer cannot accept this gift. Accepting the gift creates a conflict of interest. The gift should be declared and returned to the provider and it should be explained why gifts of this kind can not be accepted by council officers.*

### Benefits, Gifts and Prizes- retail value greater than \$100

The CEO, Director, Manager or the Mayor (as appropriate) may approve for the Councillor or Employee to retain a gift, benefit or prize over \$100 retail value with due consideration of the following:

#### Accepting the gift, benefit or prize:

- does not influence, or have the potential to influence, the recipient in such a way as to compromise or appear to compromise the recipient's integrity and impartiality or to create a conflict of interest or perception of conflict of interest;
- is not a bribe and/or cannot be perceived to be a bribe;
- is not related to advice or decisions about (but not limited to) granting licences, inspecting and regulating businesses or giving approvals for such things as tenders and contracts;
- presents no obligation or implied obligation to reciprocate in any way;
- would provide a benefit to the community or it is normal in the gift giver's culture and not accepting a gift or benefit could cause offence.

The CEO, Director, Manager or the Mayor (as appropriate) must not approve the gift, benefit or prize if acceptance would cause a conflict of interest or is outside of the criteria listed above.

#### *Examples:*

##### *Example 1*



*The North Queensland Cowboys offer to host the Mayor and a partner at a Townsville football game in a corporate box. Council do not do business directly with the North Queensland Cowboys and are not in a decision-making role that involve the football club. As the benefit does not create a conflict of interest, the Mayor could accept this gift, with permission from the CEO and would complete a declaration form. As the gift is greater than \$100 the permission of the CEO should be sought before formally accepting the benefit.*

#### *Example 2*

*An employee attends a conference for work purposes and wins an iPad because they threw their work business card into the prize barrel. As the prize does not create a conflict of interest, is over \$100 in value and was won while the officer was performing official duties, the employee must declare the prize and surrender it to Council as Council property. The CEO has discretion as to how this prize is utilized by Council.*

#### *Example 3*

*An employee responsible for overseeing a large contract is offered an all expenses paid trip to a concert in Brisbane, paid for by one of the companies who is tendering for the contract. The officer must refuse this offer as it could be seen as an attempt at bribery. The officer must also inform their Supervisor and/or Manager along with the relevant Director of this offer and the decision to refuse. A declaration form need not be completed, however, for transparency and accountability the matter should be documented by the officer.*

#### *Example 4*

*An Employee is offered free subscription to an industry forum conducted by a large law firm that supplies services to local government. The forum is dedicated to topics of interest for the employee. This benefit should first be discussed with the employee's direct Supervisor, Manager and/or Director. Where attendance at the forum would be beneficial to the organisation and would assist the employee to develop further in their role the attendance may be approved. If it could be perceived that the subscription has been offered in an attempt to influence the employee, the offer should be declined, and the subscription fee can be paid by Council.*

#### *Example 5*

*A Councillor is travelling on Council business and upon checking in at the airport is offered a free upgrade to business class. The upgrade is worth around \$250 and has been offered as the economy seats have been oversubscribed but there are still seats available in business class. The Councillor did not request the upgrade and the upgrade does not cause any conflict of interest. The Councillor may accept the upgrade and immediately upon return should complete a declaration form. In this scenario, seeking prior permission to accept the upgrade is not an option.*

### Official Gifts - value unknown

Official gifts are sometimes presented at business, cultural or community events or functions to Councillors or Council Employees. Gifts that would generally be considered official might include dedicated plaques, vases, trophies, clocks, flags, banners or books. Official gifts can be accepted where no conflict of interest is present. A declaration form should be completed for each official gift including an estimate of what the gift may be worth. Official gifts are the property of Council and may be displayed appropriately in the Council administration building, the Mayor's Office, the Chief Executive Officer's office, or any of Council's cultural venues.

### Surrender, Disposal and Utilization of gifts and prizes

Disposal of all gifts and prizes must be in the public interest and pay due respect to the wishes and expectations of the donor (if known). Gifts or prizes over the value of \$100 that have been accepted by an



Officer or Councillor are considered to be the property of Council and as such should be surrendered by the receiving Officer or Councillor. The CEO will have the discretion as to how gifts and prizes are disposed of or utilised. The following options may be considered:

- donate to a local charity, hospital, school, community or non-profit organisation;
- donate to social club to be raffled or given away through random name draw;
- approval granted for gift to be retained by relevant officer where it would represent a benefit to the organisation and not the individual;
- disposal of gifts to individuals is not preferred unless there is a demonstrable overall benefit to the organisation;
- gift or prize redistributed to an appropriate area of Council (e.g. prize is a computer monitor- distribute the prize to ICT to be used where needed.).

The disposal or utilization of a gift, benefit or prize must be documented on the approved declaration form.

Gifts or benefits should not involve time away from official duties

Offers of tickets or corporate hospitality at sporting events, the theatre or other major recreation attractions are to be treated in the same manner as all other gifts or benefits. Any Council employee attending such events must ensure that this occurs outside of the employee's normal working hours or on approved leave (include TOIL taken).

## Exceptions

As outlined above, there are limited circumstances where a gift or benefit may be accepted without prior approval. Councillors and employees should consider the principles of transparency and good decision-making prior to deciding to accept a gift without prior approval.

## Risk Management

This policy has been developed to mitigate some of the risks of corrupt conduct by Councillors and/or employees in relation to accepting gifts or benefits in return for favourable decision-making. The policy aims to improve Council's processes around transparency in relation to the declaration of all gifts, benefits and prizes offered or obtained within the course of fulfilling official duties. Through effective implementation of this policy, Council reduces its risk exposure in relation to reputation damage, corrupt conduct and poor decision-making.

## Legislation

*Crime and Corruption Act 2001*

*Local Government Act 2009*

*Local Government Regulation 2012*

## Definitions and Abbreviations

<b>Gift</b>	A gift is something given voluntarily without payment in return. For the purpose of this policy, gifts also include those required under the <i>Local Government Regulation 2012</i> to be disclosed in a register of interest. Gifts also include bonus items (such as promotional items) or cash-back received during the procurement process.
<b>Benefit</b>	Benefits include, but are not limited to, hospitality and other advantages such as ticket upgrades, premium or priority seating and complimentary subscriptions. Benefits might also include complimentary drinks packages, meals, flights and accommodation



provided at no cost. Benefits also covers free use of facilities or equipment such as gyms, holiday homes and vehicles.

**Prize** Prizes include items won in random draws and prizes awarded based on merit. Prizes include lucky door prizes.

### Related Documents

	Document Title
	Code of Conduct for Workers
	Councillor Code of Conduct
	Fraud and Corruption Control Policy

### Document History and Version Control

<b>Title of Document</b>	Declaration of Gifts, Benefits and Prizes Policy
<b>Document Reference Number</b>	[Document Number] Rev 0
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	Insert the date of the Council meeting this policy went to
<b>Council Resolution Number</b>	Enter the resolution number assigned from the Council meeting

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### 5.4.3 Revised Public Interest Disclosure Policy

#### Document Information

Referring Letter No:	N/A
File No:	1200
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Mrs. Rebecca Stockdale – Senior Governance Officer

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#### Executive Summary

In accordance with the *Public Interest Disclosure Act 2010* ('PID Act'), Council is required to adopt a Public Interest Disclosure Policy ('the Policy'). The Policy details Council's commitment to dealing appropriately with disclosures made in accordance with the *PID Act*. The policy has been recently reviewed and updated by Council's Governance Unit to include new sections on Human Rights Considerations, Review Rights, Disclosure to Journalists and Risk Management.

#### Recommendation

That Council adopts the Public Interest Disclosure Policy as attached to this report.

#### Background Information

Council last reviewed and adopted the Public Interest Disclosure Policy in 2018. The Policy has a two-year review schedule and has been benchmarked against other Council's PID policies. New requirements under the *Human Rights Act 2019* have come into effect since the policy was last updated.

#### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022:

5.3.3 Adhere to the governance framework and public reporting systems.

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

#### Consultation

Council discussed the revised policy at a Council Workshop on 1 September 2020.

#### Legal Authority or Implications

*Public Interest Disclosures Act 2010* (Qld) sections 28-29:

#### 28 Reasonable procedures to deal with public interest disclosures

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(1) The chief executive officer of a public sector entity must establish reasonable procedures to ensure that—

- (a) public officers of the entity who make public interest disclosures are given appropriate support; and
- (b) public interest disclosures made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure made to the entity; and
- (d) a management program for public interest disclosures made to the entity, consistent with any standard made under section 60, is developed and implemented; and
- (e) public officers of the entity are offered protection from reprisals by the entity or other public officers of the entity.

(2) The chief executive officer of a public sector entity must ensure the procedures are published, as soon as practicable after the procedures are made, on a website that is maintained by the public sector entity and readily accessible to the public.

## **29 Record of disclosure**

(1) The chief executive officer of a public sector entity to which a public interest disclosure is made must keep a proper record of the disclosure, including—

- (a) the name of the person making the disclosure, if known; and
- (b) the information disclosed; and
- (c) any action taken on the disclosure; and
- (d) any other information required under a standard made under section 60.

(2) The chief executive officer of a public sector entity to which a public interest disclosure is referred under section 31 or 34 must keep a proper record of the disclosure, including—

- (a) the name of the person making the disclosure, if known;  
and
- (b) the information disclosed; and
  - (c) the name of the public sector entity, or member of the Legislative Assembly, that referred the disclosure; and
- (d) any action taken on the disclosure; and
- (e) any other information required under a standard made under section 60.

(3) In this section—

public interest disclosure includes a purported public interest disclosure. public sector entity does not include—

- (a) a court or tribunal; or
- (b) the Executive Council.

## **Policy Implications**

This is a revised policy and will be published to Council's webpage and updated in Council's Policy Register.

## **Financial and Resource Implications**

N/A

## **Report Prepared By**

Mrs. Rebecca Stockdale – Senior Governance Officer



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**Report Authorised By**

Mr. Nick O'Connor – Director Corporate and Community Services

**Attachments**

1. Public Interest Disclosure Policy

Policy Type	Statutory
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Senior Governance Officer
Effective Date	8 September 2020

## Purpose

A Public Interest Disclosure (PID) is a disclosure in the public interest, of information about alleged wrongdoing in the public sector. The purpose of this policy is to support persons in making public interest disclosures in an appropriate way and to provide guidelines on how public interest disclosures are managed by Burdekin Shire Council. This policy supports Council's commitment to an ethical culture by detailing how Council will manage PIDs.

## Scope

This policy applies to Public Interest Disclosures (PIDs) made by councillors, employees and members of the public.

A disclosure can be made under this policy if:

- the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

## Definitions

### Public Interest Disclosure (PID)

A PID is a disclosure of perceived wrongdoing by one or more persons within Council (a **public officer**) concerning an action or activity that the discloser reasonably believes constitutes:

- corrupt conduct;
- maladministration;
- a substantial misuse of public resources;
- a substantial and specific danger to public health and safety;
- a substantial and specific danger to the health or safety of a person with a disability;
- a substantial and specific danger to the environment; or
- any reprisal action (in relation to a previously made PID).

**Any person** may disclose information about:

- a substantial and specific danger to the health or safety of a person with a disability;
- a substantial and specific danger to the environment; or
- any reprisal action (in relation to a previously made PID).

<b>Discloser</b>	The person who makes a PID.
<b>Proper authority</b>	A public sector entity or a member of the Legislative Assembly.
<b>Public officer</b>	An employee of Council or a Councillor.
<b>Subject officer/s</b>	The person/s about whom a PID is made.

## Policy Statement

Burdekin Shire Council is committed to ensuring appropriate avenues are provided for the disclosure of information about suspected wrongdoing within the organisation. Council aims to ensure practical and effective procedures are developed and embedded in the complaints framework and broader integrity functions of the organisation.

Burdekin Shire Council will facilitate:

- Good public administration promoting the public interest by encouraging the disclosure of wrongdoing.
- The proper assessment and, where appropriate, proper investigation and management of PIDs.
- The appropriate and timely referral of PIDs to external agencies (for example the Crime and Corruption Commission or the Queensland Police).
- Processes that ensure appropriate consideration is given to the interests of person/s who are the subject of a PID (subject officers).
- Adequate protections from reprisal action for all disclosers.

## Roles and Responsibilities

The power to receive Public Interest Disclosures and to investigate or deal with them is delegated by Council to the Chief Executive Officer. The Chief Executive Officer, whilst retaining this power, has also sub-delegated this power to the Director Corporate and Community Services and the Senior Governance Officer. All public officers have a responsibility to be aware of Council's Public Interest Disclosure framework. Further details about roles and responsibilities in identifying and dealing with PIDs are outlined below:

Role	Responsibilities
<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• appoint a PID Officer to be responsible for issues related to the management of PIDs,</li> <li>• receive and assess PIDs,</li> <li>• monitor the investigation and resolution of PIDs</li> </ul>
<b>Mayor</b>	<ul style="list-style-type: none"> <li>• receive and assess PIDs, and</li> <li>• liaise with the CEO and the PID Coordinator in relation to the management of PIDs.</li> </ul>
<b>Directors and Managers</b>	<ul style="list-style-type: none"> <li>• identify and receive possible PIDs, and</li> <li>• refer all identified PIDs to the CEO or the SGO in a timely manner</li> </ul>
<b>Senior Governance Officer (SGO) (PID Coordinator)</b>	<ul style="list-style-type: none"> <li>• implement and maintain Council's management program for PIDs,</li> <li>• raise awareness of PID policy and procedures,</li> <li>• provide clear guidance to Council employees about how to make a PID,</li> <li>• facilitate PID training,</li> <li>• implement a consistent and appropriate assessment procedure,</li> <li>• manage and coordinates support and protection for disclosers,</li> <li>• report and review data about PIDs received,</li> </ul>



- refer PIDs to other entities and members of the Legislative Assembly, as appropriate;
- coordinate investigation and resolution of PIDs.

- Human Resources Coordinator (HRC)**
- identify any HR matters that may also be PIDs, and
  - refer all identified PIDs to the CEO or the SGO in a timely manner

### How PIDs can be made

Disclosures should be made and dealt with in accordance with Council's PID Procedure. All complaints made through Council's complaints management system will be assessed against the PID criteria and may be identified as a PID. All Human Resources matters will be assessed against the PID criteria and may be identified as a PID.

Disclosures may be made in person, in writing, via phone and anonymously. Anonymous disclosures will be received and managed in the same way as identified disclosures and will not be rejected because they are anonymous.

Disclosures may be made to:

- Council's PID Coordinator (the Senior Governance Officer);
- the Chief Executive Officer;
- a Director;
- any Councillor (including the Mayor);
- for public officers – their direct supervisor or manager; or
- an officer who has the function of receiving or taking action on the type of information being disclosed. For example, an Environmental Health Officer where the information being disclosed is regarding a substantial and specific danger to public health or safety (PID Act s13(1)(c)).

From time-to-time, PIDs may be identified through other processes such as investigations (of Human Resources Issues for example) or via Internal Audit. These PIDs should be referred to the Chief Executive Officer, Director Corporate and Community Services or the Senior Governance Officer in a timely manner.

### Investigation and Management of PIDs

Actions that Council may take as the result of a PID include:

- internal investigation of PID;
- referral of PID to another entity (e.g. Crime and Corruption Commission);
- provide an explanation to the discloser (e.g. where the discloser was not aware of all circumstances surrounding an action which appeared to them to be improper);
- resolving the matter managerially;
- take action to address issues through the implementation of new procedures or practices, or the development of new policies;
- internal audit of a particular unit.

Investigations of PIDs where carried out internally, will be conducted under the principles of natural justice, transparency of process, confidentiality, and procedural fairness.

Any disclosures that are required to be referred to another entity will be referred in accordance with legislative and administrative requirements in a timely manner. Disclosers will be advised of any such referral.

Where possible, Council will provide disclosers, with feedback regarding the status of their disclosure and its investigation. If Council decides not to investigate or deal with a PID, written reasons for this decision will be provided to the discloser.

All PIDs will be kept confidential, where possible. A person who recklessly breaches confidentiality requirements may be committing a criminal offence.

Any public officer providing false or misleading information may face disciplinary action in accordance with Burdekin Shire Council's Code of Conduct for Workers.

### Dealing with reprisals

The risk of reprisal to the discloser will be assessed and reasonable steps will be taken to protect the discloser from reprisals.

Allegations of reprisal will be investigated. Any public officer found to have made a reprisal will face disciplinary action in accordance with Burdekin Shire Council's Code of Conduct for Workers.

The subject officer will be given the opportunity to respond to any allegations made in a PID. No action will be taken against the subject officer until and unless allegations are confirmed. Details of the subject officer will be kept confidential at all times.

### Human Rights Considerations

Council will ensure that throughout all stages of the PID management process, proper consideration is given to the rights of disclosers and subject officers under the *Human Rights Act 2019*. Where any decision is made that may impact on a person's Human Rights, reasons for the decision will be provided to that person.

### Recording and Reporting

Details of all PIDs will be entered into the State-wide PID reporting database, in accordance with the requirements of the Queensland Ombudsman's Office. PID data for Burdekin Shire Council will only be available to the PID Coordinator, Director Corporate and Community Services and the Chief Executive Officer.

### Exceptions

In accordance with section 30 of the PID Act, Council may decide **not** to investigate or deal with a public interest disclosure if:

- the substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- the age of the information that is the subject of the disclosure makes it impracticable to investigate; or
- Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert Council resources; or
- another entity that has jurisdiction to investigate the disclosure has notified Council that investigation of the disclosure is not warranted.

Matters involving alleged corruption of the Chief Executive Officer should be handled under Council's *Complaints Regarding Corrupt Conduct by the CEO Policy* though matters may be initially raised as a Public Interest Disclosure.



## Review Rights

Disclosers have the right to request a formal review of a decision not to investigate or deal with a PID.

Disclosers and subject officers have the right to request a review of the PID management process if they are unhappy with how a PID has been managed.

Requests for review should be in writing and be addressed to the Chief Executive Officer.

## Disclosures to Journalists

In accordance with the *Public Interests Disclosures Act 2012*, a discloser may make a disclosure to a journalist if they have already made the same disclosure to Council as a proper authority and:

- Council have advised the discloser that the matter will not be investigated or dealt with;
- Council have investigated the disclosure and have advised the discloser that they intend not to take any action;
- Council have failed to notify the discloser within six (6) months of the disclosure being made whether or not the matter was to be investigated or dealt with.

## Risk Management

This policy assists Council to mitigate the risks of wrongdoing within the organisation by stating its commitment to the proper handling of all PIDs. In accordance with Council's Enterprise Risk Management Framework, risk assessments will be carried out for all PID matters taking into consideration the risks to the discloser, the subject officer and to the organisation.

## Legislation

*Human Rights Act 2019*

*Public Sector Ethics Act 1994 (PSE Act)*

*Public Interest Disclosure Act 2010 (PID Act)*

*Local Government Act 2009*

*Crime and Corruption Act 2001*

## Procedure

Public Interest Disclosure Procedure.

## Related Documents

Document Title
Burdekin Shire Council Code of Conduct for Workers
Complaints Regarding Corrupt Conduct of the CEO Policy
Burdekin Shire Council Fraud and Corruption Control Policy and Plan
Acceptable Request Guidelines for Councillors



**Document History and Version Control**

<b>Title of Document</b>	Public Interest Disclosure Policy
<b>Document Reference Number</b>	[Document Number] Rev 0
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	24 April 2018
<b>Council Resolution Number</b>	<a href="#">Click or tap here to enter text.</a>

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## 6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

### 6.1 ENVIRONMENTAL AND HEALTH SERVICES

#### 6.1.1 Burdekin Shire Biosecurity Plan 2020-2025

##### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	332
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	Burdekin Shire
<b>Author and Title:</b>	Mr. Dan Mulcahy – Manager Environmental Health Services

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##### Executive Summary

The Burdekin Shire Biosecurity Plan 2020-2025 ('the Plan') provides a strategic direction for the management of invasive biosecurity matter (plants and animals) in the Burdekin Shire.

The Council previously adopted the Burdekin Shire Biosecurity Plan 2016-2019 on 8 March 2016.

The new Plan builds upon the old plan and will remain current for a period of five (5) years. Preparation of the Plan involved a number of stakeholders including landowners. The Plan includes actions and obligations for all stakeholders as well as Council. Stakeholder and community consultation were a key part of the development of the updated Biosecurity Plan.

Relevant invasive plants and animals have been assessed under a recently introduced Risk Assessment Process promoted by the Local Government Association of Queensland.

##### Recommendation

That Council adopts the Burdekin Shire Biosecurity Plan 2020-2025.

##### Background Information

The management of invasive plants and animals is undertaken by all levels of government in Australia and is supported by legislation and various strategies. Local governments and their communities continue to be best placed to control locally significant invasive plants and animals, hence it is good practice to develop a biosecurity plan in conjunction with input from relevant and active stakeholders.

The Burdekin Shire Biosecurity Plan 2020-2025 sets out the strategic direction for Council's management of invasive biosecurity matter (plants and animals) within the Shire.

The Plan establishes local priorities and sets out actions that aim to achieve the vision of minimising the environmental, economic, social and human health impacts of invasive biosecurity matter in the Shire.

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The Plan has been developed by engaging stakeholders and community to achieve greater acceptance and understanding of the issue of pest management.

The Plan has identified six (6) strategies for Council and the stakeholders participating in the Plan as follows:

1. Awareness and education;
2. Informed decision making;
3. Prevention, early detection, containment and eradication;
4. Strategic planning framework and management;
5. Effective integrated management systems; and
6. Commitment and partnership.

The Plan is an informative reference for land managers and provides information to the wider community on Council's commitment to protecting the natural environment from invasive plants and animals.

An information and awareness briefing on the draft Plan was undertaken at the Council Workshop on 7 July 2020. A copy of the draft Plan was made available for Councillors for perusal.

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

4.1.3 Protect and enhance the natural environment

4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas

4.2.2 Partner with and consult key stakeholder groups and government departments for a sustainable environment

### **Consultation**

Initial workshop and consultation with selected stakeholders including government departments, neighbouring Councils, Natural Resource Management groups and community groups to produce a draft Plan. Community consultation seeking feedback on the draft Plan was then undertaken by way of public advertisement.

### **Legal Authority or Implications**

Council is responsible for the administration and enforcement of a range of State legislation and Local Laws within the Shire. The legal framework includes:

- *Biosecurity Act 2014* (Qld)
- *Local Government Act 2009* (Qld)
- Local Law No. 1 (Administration) 2012
- Local Law No. 3 (Community and Environmental Management) 2012
- Subordinate Local Law No. 3 (Community and Environmental Management) 2012

### **Policy Implications**

N/A



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## **Financial and Resource Implications**

Funds are available within the existing Budget for Council's role and contribution to the Plan.

### **Report Prepared By**

Mr. Dan Mulcahy – Manager Environmental Health Services

### **Report Authorised By**

Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

## **Attachments**

1. Burdekin Shire Biosecurity Plan 2020-2025



**Burdekin**  
Shire Council

# Burdekin Shire Biosecurity Plan 2020-2025



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**Acronyms**

BSC	Burdekin Shire Council
WoNS	Weed of National Significance
ESA	Environmentally Significant Areas
DAF	Department of Agriculture and Fisheries
DES	Department of Environment and Science
DNRM	Department of Natural Resource Management
NQDT	NQ Dry Tropics
QPWS	Queensland Parks and Wildlife Service
RPMG	Regional Pest Management Group
TMR	Department of Transport and Main Roads
BBIFMAC	Burdekin Bowen Integrated Floodplain Management Advisory Committee
BPS	Burdekin Productivity Services
WRC	Whitsunday Regional Council
CRC	Charters Towers Regional Council
TCC	Townsville city Council

## **Executive Summary**

Burdekin Shire Council Biosecurity Plan 2020-2025 (the Plan) provides a strategic direction for the management of invasive biosecurity matter (plants and animals) in the Burdekin Shire. The plan establishes local priorities and sets out actions that aim to minimise the environmental, economic, social and human health impacts of invasive biosecurity matter and brings all sectors of a local community together to manage invasive biosecurity matter in the shire.

This plan will replace the previous Burdekin Shire Biosecurity Plan 2016-2019. This plan is now aligned with the operational and financial cycle from July 1, 2020 to June 30, 2025.

The Plan has been developed by engaging stakeholders and community to achieve greater acceptance and understanding of the issue of pest management.

The Plan has identified six strategies for Council and the stakeholders participating in the Plan:

1. Awareness and education,
2. Informed decision making,
3. Prevention, early detection, containment, and eradication,
4. Strategic planning framework and management,
5. Effective integrated management systems,
6. Commitment and partnership.

The role of Council within the Plan is to appropriate actions that are consistent with its Corporate Plan, key strategic areas and strategies.

The roles of Stakeholders' within the Plan are to encourage community ownership of pest management throughout the Shire by contributing towards prevention and early intervention, community awareness, and knowledge of pest plants and animals.

The Plan is an informative reference for land managers and provides information to the wider community on Council's commitment to protecting the natural environment.

## **1.0 Purpose**

The purpose of the Plan is to provide a strategic direction for the management of invasive biosecurity matter (plants and animals) in the Burdekin Shire. The plan establishes local priorities and sets out actions that aim to minimise the environmental, economic, social and human health impacts of invasive biosecurity matter and brings all sectors of a local community together to manage invasive biosecurity matter in the shire.

## **2.0 Scope**

To manage risks associated with invasive biosecurity matter on all land and waterways within the boundaries of the Burdekin Shire Council. This includes all land owned or controlled by the State, Council, utilities, private companies and individuals.

The Plan will remain current for 5 years from the date of adoption. Whilst there is no mandatory requirement to review the Plan under the *Biosecurity Act 2014*, the progress of the Plan will be reviewed formally every 12 months by the Council and updates provided to all stakeholders

The Council will consider:

- Program goals and objectives
- Outputs and outcomes in key areas
- Monitoring changes against a baseline
- Stakeholder commitments and roles.

The Council may amend, replace, or approve minor revisions of the Plan at any time, if required in accordance with relevant requirements of the *Biosecurity Act 2014* and subject to formal Council endorsement.





### **3.0 Links to Council's Corporate Plan 2017-2022**

Burdekin Shire Council's Corporate Plan 2017-2022 sets the strategic direction and priorities for our organisation for the next five financial years.

#### **Strategic Areas – Environment**

4.1 Balancing the needs of the community and the environment

4.2 A sustainable environment

#### **Strategies:**

4.1.2 Support community education programs that contribute to improves environmental and community outcomes

4.1.3 Protect and enhance the natural environment

4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas

4.2.2 Partner with and consult key stakeholders' groups and government departments for a sustainable environment

**Evaluation measures:**

Adoption and implementation of environmental best practice

Compliance with statutory obligations

Delivery of community education programs

## **4.0 Invasive species management in Burdekin Shire**

The Burdekin Shire Council (BSC) covers an area of approximately 5,053 square kilometres and encompasses a diverse range of agricultural and grazing land, wetlands, rivers, estuaries and national park areas to the north.

The management of invasive plants and animals is undertaken by all levels of government in Australia and is supported by legislation and strategies. Local governments and their communities continue to be best placed to control locally significant invasive plants and animals. Together they can develop practical and appropriate solutions to deal with the risks posed by invasive species.

DRAFT

Table 1 demonstrates how invasive plants and animals can have a range of significant impacts on our valued environments, lifestyles and livelihoods in the Burdekin shire.

Table 1.

	Terrestrial biodiversity and conservation environments	Agriculture and production areas	Community and residential areas
What are these?	Vegetated areas across the Burdekin shire managed for conservation	Agriculture, horticulture, tourism and other production areas of the Burdekin shire	Areas where the community lives, works and plays in the Burdekin shire
Invasive plant impacts	Smother and transform ecosystems Outcompetes native species Reduce the ecological values of natural areas	Reduce productivity by outcompeting desirable pasture species Increase costs of production Contribute to loss of production/income	Reduce access to, amenity and scenic values of natural areas Cause health issues Reduce function and values of community open space areas
Invasive animal impacts	Displace and prey on native species Degrade natural bushlands and ecosystems	Outcompete livestock Contribute to loss of production Prey on and threaten livestock Carry diseases and parasites that can impact on livestock	Destroy infrastructure Cause traffic hazards Prey on native and domestic animal species

Source: (adapted from Sunshine Coast Council Local Government Area Biosecurity Plan 2017)



## 4.1 Vision and Strategy

Vision					
To minimise the impact of invasive biosecurity matter on the environment, the economy, human safety and social amenity.					
Strategy					
Awareness and education	Informed decision making	Prevention, early detection, containment and eradication	Strategic planning framework and management	Effective integrated management systems	Commitment and partnership
Objectives					
<p>To provide accurate, accessible and timely information on invasive biosecurity matter.</p> <p>To increase stakeholder's awareness of invasive biosecurity matter and their impacts and individuals capacity to identify and manage them.</p> <p>To have appropriately skilled and knowledgeable officers</p>	<p>To collect, use and make available reliable data relevant to invasive biosecurity matter management.</p> <p>To further the understanding of the biology, ecology and impacts of invasive biosecurity matter.</p>	<p>To prevent the introduction of new invasive biosecurity matter.</p> <p>To minimise the spread of invasive biosecurity matter to new areas.</p> <p>To contain invasive biosecurity matter within containment areas.</p>	<p>To maintain and enhance a planning framework for invasive biosecurity matter management.</p> <p>To implement, evaluate and review integrated invasive biosecurity matter management programs.</p> <p>To efficiently and adequately resource invasive biosecurity</p>	<p>To adopt and develop new, and improve existing, invasive biosecurity matter management practices.</p> <p>To reduce populations and impacts of invasive biosecurity matter.</p> <p>To protect environmental significant areas from invasive biosecurity</p>	<p>To establish and maintain long term stakeholder commitment to invasive biosecurity matter management.</p> <p>To establish roles and responsibilities for invasive biosecurity</p>

able to respond effectively to invasive biosecurity matter.		To detect and eradicate new and specific invasive biosecurity matter.	matter management programs.	matter management activities.	matter management.  To ensure compliance with the <i>Biosecurity Act 2014</i> .
<b>Outcomes</b>					
Stakeholders are informed, knowledgeable and have ownership of invasive biosecurity matter management.	Reliable information is the basis for decision making.	Introduction, spread and establishment of invasive biosecurity matter is prevented.	Strategic directions are developed and maintained.	Effective and integrated management systems are developed and widely implemented.	All stakeholders are committed to and undertake coordinated management of invasive biosecurity matter.

## 4.2 Invasive species assessment framework

An Invasive Species Assessment Framework is used to assess impact, analyse risk and determine realistic management targets for invasive species within the Burdekin Shire area.

In the preparation of this plan, a prioritisation process commissioned by LGAQ for the management of invasive plants and animals legislated for management under the Act and invasive plants and animals deemed to pose a significant local threat was undertaken. The process is defined in Appendix 2.

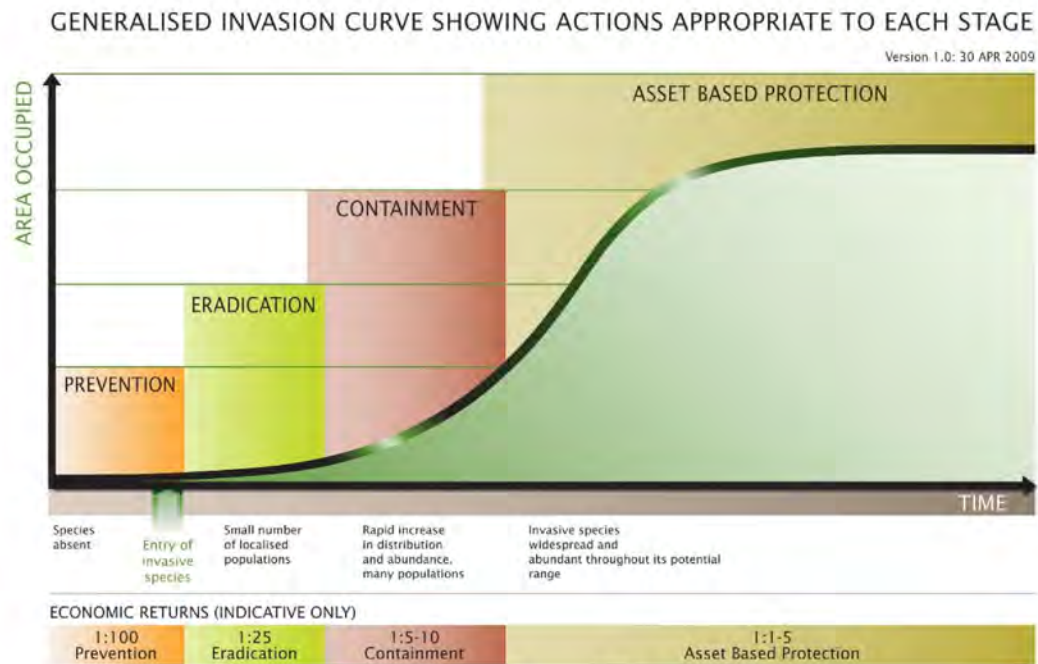
The prioritisation assessment consisted of a comparative risk assessment determined by assessing the invasiveness, impacts and potential distribution for each species and an assessment on the feasibility of control which was determined based on control costs, current distribution and effectiveness of control options.

The below risk matrix was used to identify a management objective after reviewing the objective to be realistic

RISK	FEASIBILITY OF CONTROL				
	Negligible (>23)	Low (>15)	Medium (>9)	High (>5)	Very high (<5)
Negligible (<5)	No/limited action	No/limited action	No/limited action	No/limited action	No/limited action
Low (>5)	No/limited action	No/limited action?	Asset Protection	Asset Protection	Asset Protection
Medium (>9)	Asset Protection	Asset Protection	Asset Protection	Containment	Containment
High (>15)	Asset Protection	Asset Protection	Containment	Containment	Eradication
Very high (>23)	Asset Protection	Asset Protection	Containment	Eradication	Eradication



Management objectives describe appropriate strategic weed and pest animal management outcomes for a species and are based on the generalised invasion curve as per the figure below. - the invasion curve describes the four stages of invasive species invasion and the most appropriate management objective for each stage (Agriculture Victoria 2020).



The management objectives are defined in detail in Table below.

Management objective	Description
<b>Limited action</b>	<p>The species has low feasibility for control and targeted action is not likely to reduce the risk.</p> <p>The species would only be targeted for coordinated control in the management area if its local presence makes it likely to spread to areas where it ranks as a higher priority.</p> <p>Landowners/managers and people carrying out activities must still meet their General Biosecurity Obligation for these species. This includes meeting the prescribed prohibited or restricted matter obligations and reducing the likelihood of spread outside of the property.</p>
<b>Asset Protection</b>	<p>Aims to reduce the overall economic, environmental, and/or social impacts of the species. It may include targeted management that aims to prevent spread of the species to key sites/assets of high economic, environmental, and/or social value.</p>
<b>Containment</b>	<p>Aims to prevent the ongoing spread of the species in the management area. For containment, both the core infestations where species occurs (core infestation) and the area where it is absent but could spread (exclusion zone), should be identified.</p> <p>Within an <b>exclusion zones</b> actions may include:</p> <ul style="list-style-type: none"> <li>- Manage species as per eradication objective.</li> </ul> <p>Within a <b>core infestation</b> actions may include:</p> <ul style="list-style-type: none"> <li>- managing species as per best practice to reduce impacts on priority assets (similar to as you would in an asset protection zone)</li> <li>- practice good hygiene to prevent spread outside of core infestation</li> <li>- aim for significant reduction in density through high level initial control and sustained management.</li> </ul>
<b>Eradication</b>	<p>Aims to completely remove the species from the management area. Actions may include preventing movement of species into eradication zones, surveillance/mapping to identify all populations/individuals and destroying all populations/individuals (e.g. seeds, spores, eggs etc.).</p>
<b>Prevention</b>	<p>Species are not present in the area. Aims to prevent the species arriving and establishing. Actions may include preventing entry into area, ongoing surveillance (including nursery inspections), training and awareness activities for the community to enable early detection.</p>

This process allows an objective assessment to be made on an invasive plant and animal threat rather than simply react to its presence and appearance



## **5. Stakeholders**

A number of stakeholders have interests in pest management in the shire. Effective engagement of all relevant parties is critical to the success of invasive biosecurity matter management programs. Responsibilities of each identified stake holder has been specified in Appendix 4.

### **5.1 Australian Government**

The Australian Government provides the framework for weeds and pest animals management in Australia and coordinates, facilitates and promotes national weeds and pest animal management policies and programs.

The Australian Government also provides leadership and coordination for emergency responses to invasive biosecurity matter of national significance.

### **5.2 Queensland Government**

#### **Biosecurity Queensland**

Biosecurity Queensland is responsible for the development and implementation of invasive biosecurity matter management policy through legislation, research and extension education programs.

The Department of Agriculture and Fisheries coordinate State responses to invasive biosecurity matter and guide, encourage and assist local governments, Natural Resource Management (NRM) groups, land holders and land managers in invasive plant and animal management.

#### **Other Queensland Government agencies: DES, DNRM, TMR, QPWS, QR**

Other Queensland Government agencies are responsible for managing invasive biosecurity matter on state-managed land and waterways in accordance with agreed local shire priorities.

### **5.3 Local Government: WRC,TCC,CRC**

Local government has the responsibility to:

Administer and enforce the *Biosecurity Act 2014*,

Develop and enforce local government area biosecurity plans,

Guide, encourage and assist regional NRM groups, community groups, land holders and land managers in invasive biosecurity matter management,

Coordinate community invasive plant and animal management programs.

Local government are also required to manage invasive biosecurity matter on land controlled by local government.



#### **5.4 Tertiary and other education research facilities: JCU, Biosecurity**

Undertake research on invasive biosecurity matter and train and educate people in best practice in the management of invasive plants and animals.

#### **5.5 NRM groups: BBIFMAC, NQ Dry Tropics**

Promote and facilitate invasive plant and animal management on agreed local shire priorities.

#### **5.6 Community groups: Landcare, Gudjuda Reference Group Aboriginal Corporation, Burdekin Cane growers association**

Promote awareness of invasive plant and animal issues within the wider community and their members.

#### **5.7 Land managers (public and private): Sunwater, LBW, Wilmar, landholders, BPS**

Follow best practice for invasive plant and animal management on land they have responsibility for in line with relevant legislation, policy, guidelines, management plans and codes of practice.

#### **5.8 Residents**

Residents have a general biosecurity obligation under the Act

### **6.0 Burdekin Shire Responsibility**

#### **6.1 Awareness and education**

Effective management of invasive biosecurity matter relies on broad stakeholder knowledge of the problem and management issues. Often people are not aware of the impacts that invasive biosecurity matter has on the natural environment or primary production, or that their own actions may be contributing to the problem. Many invasive plant and animal problems are increased through lack of community knowledge and awareness.

The level of education on invasive biosecurity matter is increasing, but more targeted public education and a higher public profile are needed. Different stakeholders require different information and support to raise their awareness and their willingness to help manage invasive biosecurity matter.

Council's website contains a significant amount of information on invasive plant and animal management and provides promotional material in several formats.

Council also undertakes invasive plant and animal awareness programs at relevant events.

Council will during the lifespan of this plan:

- Provide accurate, accessible and timely information material and undertake awareness programs
- Encourage land managers to use a nil-tolerance approach to invasive plant and animal management
- Provide warnings where human activities create favourable conditions for invasive plants and animals including signage at boat ramps
- Alert the public on any incursion of exotic invasive plants and animals
- Establish an awareness campaign aimed at preventing the human assisted spread of invasive plant and animal
- Investigate invasive plant and animal awareness program for schools
- Provide training to Council officers working on Council land on invasive plant awareness
- Ensure the provision of appropriately qualified and trained personnel
- Provide ongoing professional development
- Conduct educational/informative workshops on pest management

## 6.2 Informed decision making

Reliable data is needed to ensure that invasive biosecurity matter is managed holistically and for the long term. Invasive plant and animal control require an appropriate balance between prevention, surveillance and preparedness. An increasing amount of information is available on the distribution, abundance and impact of invasive plants and animals and Council needs to keep abreast of this information so informed decisions are made.

Management practices are regularly reassessed and updated, based on the best information available, to enable the most effective and efficient application of the control options.

Council currently researches and utilises information and updates from legislation, State Government, research groups, invasive plant and animal management groups and industry to inform the program.

Council will during the lifespan of this plan:

- Collect, utilise and make available relevant data on invasive plant and animal management
- Consider invasive plant and animal behaviour (biology and ecology), impacts (social, economic and environmental) and control costs in the prioritisation of invasive plant and animal species



- Enhance spatial data relating to pest distribution and management activities on platform provided by State and NRM
- Investigate and introduce mobile technology

### 6.3 Prevention, early detection, containment and eradication

Prevention and early intervention are generally the most cost-effective management strategy.

Once an invasive species is introduced and becomes established, it is often very difficult or even impossible to eradicate and costly to control. Everyone has a role in preventing the introduction and spread of invasive plants and animals into and around our shire.

Invasive plants and animals present different levels of risk and hazard in different areas within the shire.

Determining risk and hazard is essential in defining priorities for prevention and management.

Preventing the expansion of current invasive plant and animal distributions and populations will greatly reduce the risk of further negative impacts.

Council is currently using biocontrol for aquatic invasive plant *Salvinia*, Water hyacinth, Chinese apple, *Parkinsonia*.

Council will during the lifespan of this plan:

- Develop and implement a management plan for Council land
- Develop and implement a management plan for nine lagoons in Shire
- Develop and implement an invasive plant hygiene plan for Council's equipment to prevent and reduce the movement of invasive plants along road corridors by Council operations
- Maintain the 1080 baiting program
- Provide free pig traps and quick spray units at minimum cost to landholders
- Investigate funding opportunities for the construction and maintenance of wash-down facilities at strategic locations within the shire
- Maintain Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance policy.
- Work with local nurseries to raise awareness of potential invasive plants and suitable alternatives
- Develop a rapid response procedure for handling and reporting new infestations of high priority invasive plant and animal
- Strive to Eradicate new incursions of identified high-risk species on Council land
- Enforce legislative provisions where reasonably practical
- Investigate incentive programs



## 6.4 Strategic planning framework and management

A system of setting priorities for the management of invasive plants and animals is critical to ensuring that resources are used as efficiently as possible.

A strategic approach can only achieve common goals and priorities if there is effective communication and cooperation between land managers, NRM groups, industry, local governments, and State government departments. The plan offers a 'partnership' mechanism to achieve this level of coordination and efficiency, and the Act facilitates a risk-based approach to invasive plant and animal management.

Council has undertaken a risk assessment to determine the level of risk from invasive biosecurity matter to assist in setting priorities. The prioritisation is critical to ensuring resources are used as efficiently as possible.

Council will during the lifespan of this plan:

- Develop and implement an Exotic Incursion Response Plan
- Develop and implement a Deer Management Plan and a Pig Management Plan
- Integrate pest management planning with other processes
- Develop individual and/or multi-species invasive plant and animal management plans
- Ensure plans are consistent with nationally recognised codes of practice
- Investigate funding opportunities and apply for funding to support Councils programs

## 6.5 Effective integrated management systems

It is widely accepted that integrated pest management systems are the most effective. That is, best practice for effective control of invasive species often involves multiple control methods.

Successful long-term management of invasive biosecurity matter relies on cooperation with neighbours and the coordination of control activities.

To ensure the best possible outcomes, Council advocates and adopts best practice management for all invasive plant and animal management activities.

Council will during the lifespan of this plan:

- Develop new and improve existing management practices reflecting best practice
- Develop work instructions
- Investigate additional, improved and alternative methods of control including fire
- Discourage actions that contribute to or maintain invasive plant and animal impacts in and around urban areas

- Schedule management activities to coincide with natural population fluctuations and seasonal conditions

## 6.6 Commitment and partnership

Management of invasive biosecurity matter is the shared responsibility of everyone, land managers, owners and occupiers, industry and all levels of government. Clearly defined and accepted roles and responsibilities are crucial to the success of long-term management. There is often a degree of confusion within the community about the exact responsibilities of stakeholders in invasive plant and animal management which will be addressed.

The broad scope and nature of invasive plant and animal problems demands a long-term commitment by all stakeholders. Council's Biosecurity Plan is crucial to the success of invasive plant and animal management and provides an opportunity to foster community commitment to roles and responsibilities.

Council partners with NRM and community groups, industry, local governments and State government, when appropriate, to undertake coordinated invasive plant and animal management and educational activities.

Under the *Biosecurity Act 2014* everyone has an obligation to take all reasonable and practical measures to prevent or minimise a biosecurity risk. The legislation is backed by suitable enforcement measures which are only used when other approaches have failed.

Council will during the lifespan of this plan:

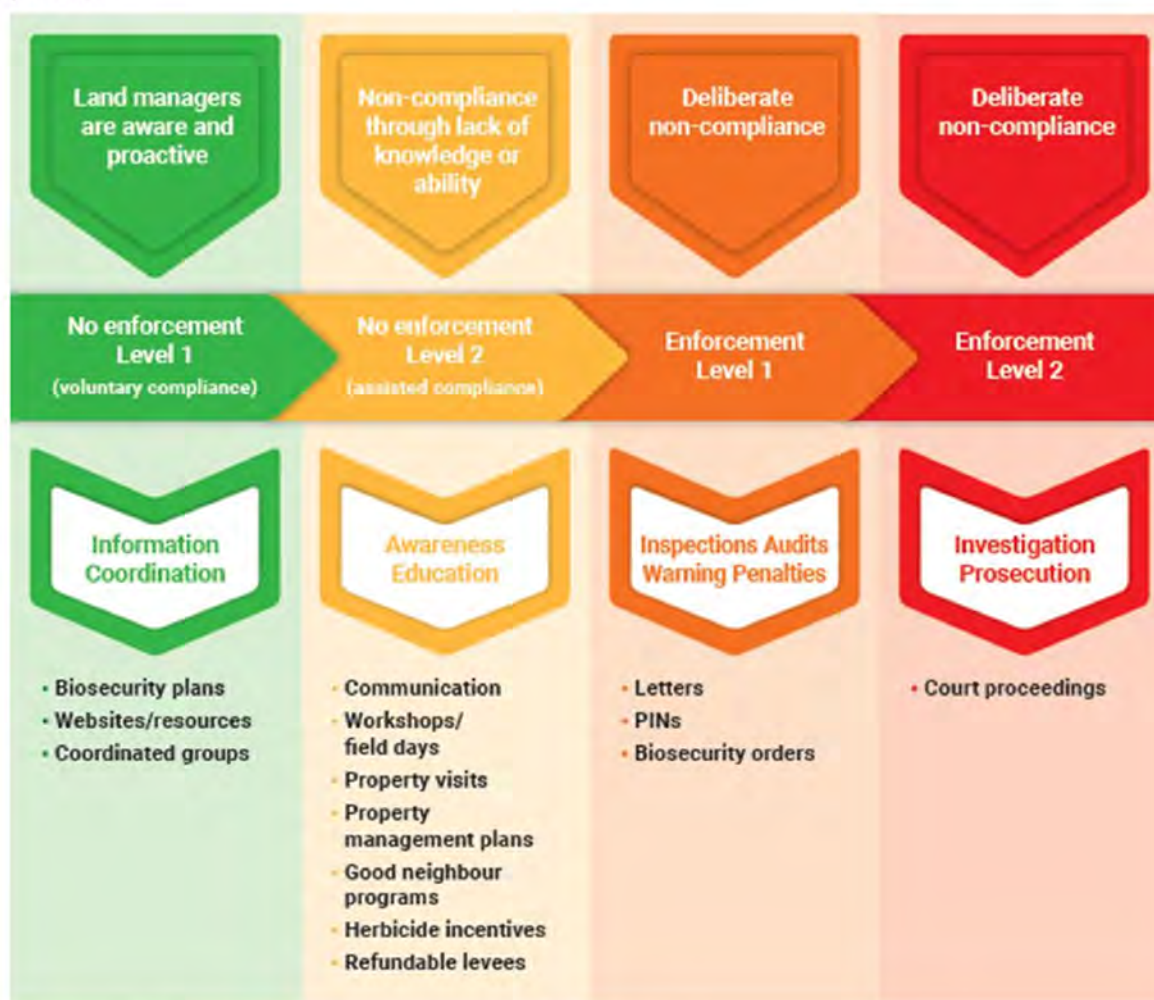
- Maintain working partnerships between stakeholders to generate a holistic approach to invasive plant and animal management and a sense of community ownership of the problem
- Communicate roles and responsibilities for invasive plant and animal management
- Identify common objectives and opportunities for sharing resources
- Liaise with neighbouring Local Councils to work collaboratively on common issues
- Support research where appropriate
- Participate in regional and State forums
- Enforce the *Biosecurity Act 2014* and relevant local laws in line with Councils enforcement policy
- Ensure compliance with legislative requirements placed on local government and pest management officers
- Commit to resourcing invasive plant and animal management actions on a priority basis including funding, staff and equipment



## 6.7 Compliance and Enforcement

Compliance is a suite of activities carried out to encourage (or sometimes enforce) land managers to take reasonable and practical measures to reduce biosecurity risk. There are many ways compliance can be supported, encouraged, or enforced as shown in figure below

Many people will comply voluntarily with regulations, which can be supported by providing information and education. Alternatively, there are people that continuously break the law, refusing to comply with regulations. Responses at this end of the spectrum include prosecution. People who sit between these extremes may need help to comply, including incentives, warnings, and penalties



Source: LGAQ commissioned tool report by Wild Matters



Wherever possible and considering the urgency and priority of pest issues, education is considered the first response. Parties should reasonably be given opportunity to discharge their GBO and meet legislative obligations.

The key questions (Appendix 5) will be asked by the Pest Management Officers when undertaking the compliance to ensure consistency and a fair decision process.

#### 6.7.1 Biosecurity Orders

A biosecurity order is the main enforcement tool that may be given to a person if an authorised officer reasonably believes that a person has failed, or may fail, to discharge their GBO (s373) or other biosecurity obligations.

A person fails to discharge their GBO if they do not take 'all reasonable and practical measures' to mitigate a biosecurity risk.

A biosecurity order can direct a person to treat, control, eradicate, destroy or dispose of biosecurity matter or a carrier in a particular way, clean or disinfect something, stop using the place or remove something from the place.

A biosecurity order must be directed at ensuring the recipient discharges their GBO at the place; and may relate to a specific biosecurity matter. In addition, the biosecurity order may propose stated times or intervals for re-entry to the place, a vehicle or another place, to check compliance with the order; or state how the recipient may show that the stated action has been taken.

#### 6.7.2 Biosecurity Programs

Biosecurity programs (surveillance or prevention and control programs) have been implemented by the Department of Agriculture and Fisheries to enable proactive management of weeds and pest animals.

A Burdekin Shire Council surveillance program is intended to provide a mechanism for undertaking proactive surveillance to determine the presence or absence of stated invasive biosecurity matter, monitoring compliance with the Act or the effect of measures taken in response to a biosecurity risk, or levels of biosecurity matter in a carrier – within Burdekin Shire Council local government area.

A Burdekin Shire Council's prevention and control program/s are aimed at strategically managing, reducing or eradicating a limited number of high priority pests that currently pose a significant risk to the biosecurity considerations in the shire.

A copy of all Biosecurity Programs can be obtained on request from those agencies that have implemented them.

## 6.8 Invasive biosecurity matter considered in the Burdekin Shire Biosecurity plan *See Appendix 2 for risk scoring matrix*

**Note: Links to Information /Fact sheets on the pest animals and plants are provided in Appendix 3**

Name of the animal/plant	Risk Assessment	Management option
Alligator weed ( <i>Alternanthera philoxeroides</i> )	Very High - 64	Prevention
Arrowhead ( <i>Sagittaria platyphylla</i> )	Very High - 64	Prevention
Limnocharis ( <i>Limnocharis flava</i> )	Very High - 36	Prevention
Thunbergia ( <i>Thunbergia laurifolia</i> , <i>T. grandiflora</i> )	Very High - 24	Prevention
Cabomba ( <i>Cabomba spp.</i> )	Very High - 48	Prevention
Cha-Om ( <i>Senegalia pennata sp. insuavis</i> )	Medium-12	Containment
Siam Weed ( <i>Chromolaena odorata</i> )	High -18	Containment
Water Mimosa ( <i>Neptunia oleracea</i> )	Very High - 36	Containment
Harrisia Cactus ( <i>Harrisia sp</i> )	Very High - 24	Containment
Gamba Grass ( <i>Andropogon gayanus</i> )	Very High - 48	Containment
Singapore Daisy ( <i>Sphagneticola trilobata</i> )	Medium - 12	Containment
Asparagus fern ( <i>A. aethiopicus 'Sprengeri'</i> , <i>A. africanus</i> , <i>A. plumosus</i> )	High-16	Containment
Itch Grass ( <i>Rottboellia cochinchinensis</i> )	Very High - 27	Containment
Cats Claw Creeper ( <i>Macfadyena unguis-cati</i> (L.) A.H.Gentry)	Very High - 27	Containment
Giant Rats Tail Grass ( <i>Sporobolus pyramidalis</i> , <i>S. natalensis</i> )	Very High - 48	Containment
Captain Cook Tree/Yellow Oleander ( <i>Thevetia peruviana</i> )	Very High - 36	Containment
African tulip tree ( <i>Spathodea campanulate</i> )	High - 18	Containment
Sicklepod ( <i>Senna obtusifolia</i> , <i>S. hirsuta</i> , <i>S. tora</i> )	Very High - 36	Asset Protection
Water Hyacinth ( <i>Eichhornia crassipes</i> )	Very High - 64	Asset Protection



*Burdekin Shire Council Biosecurity Plan Draft v 2.0 2020-2025*

Parkinsonia ( <i>Parkinsonia aculeata</i> )	Very High - 36	Asset Protection
Leucaena ( <i>Leucaena leucocephala</i> )	Very High - 36	Asset Protection
Water Lettuce ( <i>Pistia stratiotes</i> )	Very High - 64	Asset Protection
Bellyache Bush ( <i>Jatropha gossypifolia</i> )	Very High - 64	Asset Protection
Lantana ( <i>Lantana camara</i> )	Very High - 36	Asset Protection
Grader Grass ( <i>Themeda quadrivalvis</i> )	Very High - 64	Asset Protection
Aleman Grass ( <i>Echinochloa polystachya</i> )	Very High - 48	Asset Protection
Rubbervine ( <i>Cryptostegia grandiflora</i> )	Very High - 64	Asset Protection
Hymenachne ( <i>Hymenachne amplexicaulis</i> )	Very High - 48	Asset Protection
Prickly Acacia ( <i>Acacia nilotica</i> )	Very High - 64	Asset Protection
Salvinia ( <i>Salvinia molesta</i> )	Very High - 64	Asset Protection
Parthenium Weed ( <i>Parthenium hysterophorus</i> )	Very High - 36	Asset Protection
Chinee Apple ( <i>Ziziphus mauritiana</i> )	Very High - 64	Asset Protection
<b>Pest Animal</b>	<b>Risk Assessment</b>	<b>Management Option</b>
Rusa deer ( <i>Cervus timorensis</i> )	Very High - 27	Prevention
Exotic snakes – various	Very High - 27	Prevention
Yellow crazy ants ( <i>Anoplolepis gracilipes</i> )	Very High - 27	Prevention
Myna birds ( <i>Acridotheres tristis</i> )	Medium - 12	Asset Protection
Feral cat ( <i>Felis catus</i> )	Very High - 36	Asset Protection
Feral pigs ( <i>Sus scrofa</i> )	Very High - 48	Asset Protection
Fox ( <i>Vulpus vulpus</i> )	Very High - 36	Asset Protection
Wild dog ( <i>Canis familiaris</i> , <i>C.familiaris dingo</i> , <i>C.lupus familiaris</i> , <i>C.lupus dingo</i> )	Very High - 36	Asset Protection
Chital deer ( <i>Axis axis</i> )	Very High - 36	Asset Protection



## **6.9 Plan implementation, review and performance reporting**

To monitor and measure the effectiveness of the implementation of this plan, Council will prepare and maintain work plans incorporating operational requirements aimed at successfully progressing the responses. The operational actions will be assigned appropriate indicators so that performance against the outcomes can be regularly assessed. Appropriate reporting frameworks will be put in place to ensure management can monitor performance and adjust operational effort according to circumstances.

The Plan will be reviewed annually to ensure that it identifies and reflects changing priorities, operational capacity and the legislative framework and has been afforded adequate financial and staffing resources.

Monitoring involves the collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning. It is an on-going process of methodical collection of data to provide indications of progress and achievement of objectives. As lead agent in the implementation of the Plan, Burdekin Shire Council has a responsibility to demonstrate to its customers, stakeholders and the community that the Plan is sound and effective. Monitoring, evaluation and reporting on performance will underpin the plan and associated programs and systems.

## **7.0 Legislative framework**

Council is responsible for the administration and enforcement of a range of State legislation and a local law within the Shire. The legal framework includes:

*Biosecurity Act 2014,*

*Local Government Act 2009,*

*Local Law No. 1 (Administration) 2011,*

*Local Law No. 3 (Community and Environmental Management) 2012,*

*Subordinate Local Law No. 3 (Community and Environmental Management) 2012.*

### **7.1 Biosecurity Act 2014 and Regulations 2016**

The purposes of the *Biosecurity Act 2014* are to:

- Provide a framework for an effective biosecurity system for Queensland that helps to minimise biosecurity risks and facilitates responding to impacts on a biosecurity consideration, including responding to biosecurity events, in a timely and effective way,
- Ensure the safety and quality of animal feed, fertilisers and other agricultural inputs,

- Help align responses to biosecurity risks in the State with national and international obligations and requirements for accessing markets for animal and plant produce, including live animal and plants,
- Manage risks associated with
  - emerging, endemic and exotic pests and diseases that impact on plant and animal industries, the built environment, companion or leisure animals, biodiversity and the natural environment, tourism, lifestyle and pleasure industries; or infrastructure and service industries,
  - the transfer of diseases from animals to humans and from humans to animals,
  - biological, chemical and physical contaminants in carriers.

The Act provides a consistent regulatory approach for the management of invasive biosecurity matter across Queensland. The Act specifically requires the local governments to have a biosecurity plan for invasive biosecurity matter for its local government area and to pay an amount each financial year to the Land Protection Fund when requested.

Under the Act everyone has a 'general biosecurity obligation'. This means everyone is responsible for managing biosecurity risks that are under their control and that they know about or should reasonably be expected to know about.

Under the general biosecurity obligation, individuals and organisations whose activities pose a biosecurity risk must:

- Take all reasonable and practical steps to prevent or minimise each biosecurity risk,
- Minimise the likelihood of causing a biosecurity event and limit the consequences if such an event is caused,
- Prevent or minimise the harmful effects a risk could have, and not do anything that might make any harmful effects worse.

### ***7.2 Local Government Act 2009***

Although not specifically relating to invasive matter management the Local Government Act 2009 provides the framework on which Council operates and includes the requirement to develop local laws.

### ***7.3 Local Law No. 3 (Community and Environmental Management) 2012***

The purpose of Local Law No. 3 and its subordinate local law is to protect the environment and public health, safety and amenity within the Burdekin Shire.



The purpose is in part achieved by providing for the elimination or reduction of risks and threats from inadequate protection against animal and plant pests and allows for the declaration of an animal or plant of a specified species to be a local pest.

#### 7.4 Strategic links to other legislation

Local governments must ensure that the Plan does not breach the requirements of other legislation including:

- *Nature Conservation Act 1992,*
- *Water Act 2000,*
- *Environmental Protection Act 1994,*
- *Transport Infrastructure Act 1994,*
- *Plant Protection Act 2002 and Regulation 2002*
- *Animal Care and Protection Act 2001,*
- *Agricultural and Veterinary Chemicals (Queensland) Act 1994.*
- *Health (Drug and Poisons) Regulations 1996*

Strategic policies local governments need to consider include:

- *Queensland Biosecurity Strategy 2017-2021*
- *Queensland Government, Queensland Weed and Pest Animal Strategy 2016-20,*
- *Queensland Government, Wild dog management strategy 2011-16,*
- *Queensland Government, Feral deer management strategy 2013-2018*



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## Appendix 1: Key terms and definitions – *Biosecurity Act 2014*

### **General Biosecurity Obligation**

The general biosecurity obligation applies to a person who deals with biosecurity matter or a carrier, or carries out an activity, if the person knows or ought reasonably to know that the biosecurity matter, carrier or activity poses or is likely to pose a biosecurity risk. The person has an obligation (a general biosecurity obligation) to take all reasonable and practical measures to prevent or minimise the biosecurity risk. Also, the person has an obligation (general biosecurity obligation) to prevent or minimise adverse effects on a biosecurity consideration of the person's dealing with the biosecurity matter or carrier or carrying out the activity; and to minimise the likelihood of causing a biosecurity event, or to limit the consequences of a biosecurity event caused, by dealing with the biosecurity matter or carrier or carrying out the activity; and not to do or omit to do something if the person knows or ought reasonably to know that doing or omitting to do the thing may exacerbate the adverse effects, or potential adverse effects, of the biosecurity matter, carrier or activity on a biosecurity consideration.

### **Biosecurity Matter**

Biosecurity matter is a living thing, other than a human or part of a human; or a pathogenic agent that can cause disease in a living thing, other than a human; or in

a human, by the transmission of the pathogenic agent from an animal to the human; or a disease; or a contaminant.

### **Biosecurity Risk**

A biosecurity risk is a risk of any adverse effect on a biosecurity consideration caused by, or likely to be caused by biosecurity matter; or dealing with biosecurity matter or a carrier; or carrying out an activity relating to biosecurity matter or a carrier.

### **Biosecurity Event**

A biosecurity event is an event comprising something that has happened, is happening or may happen; and has had, is having or may have a significant adverse effect on a biosecurity consideration and was or is being caused by, or may be or may have been caused by, biosecurity matter.

### **Biosecurity Consideration**

A biosecurity consideration is defined as being human health, social amenity, the economy or the environment.

### **Carrier**

A carrier is any animal or plant, or part of any animal or plant, or any other thing capable of moving biosecurity matter attached to, or contained in, the animal, plant or other thing from a place to another place. Or containing biosecurity matter that may attach to or enter another animal or plant, or part of another animal or plant, or another thing.

## Appendix 2: Invasive Species Assessment Framework(Commissioned by LGAQ)

The risk of a species is assessed against three criteria, or areas of interest.

**Step 1: 1.1 Impact :** This section looks at the potential impacts of the species, including whether it reduces agricultural output; increases the cost of running an agricultural enterprise; the level of disruption it causes; its ability to outcompete other species; whether it can make people sick; its ability to change natural areas etc.

Impact scores are given across four areas: Economic, Social amenity, Human health, Environment

Impact level	Impact Area – Economic <i>This relates to how weeds and pest animals directly impact on business enterprises, particularly primary industries, including losses to production and costs of control. It also considers land management costs to governments and utilities.</i>	Score
Major	Significant reduction in regional agricultural output and increased control expenses. Control is a significant addition to existing routine weed/pest management practices. Major disruption to government land and infrastructure management. Major disruption to regional business or industry.	4
Moderate	Moderate threat to regional agricultural enterprises. Increased maintenance including drainage lines and creeks. Weed/pest threat to crop/pasture can be abated as part of routine management practices. Moderate disruption to government land and infrastructure management. Moderate disruption to regional business or industry, or localised major disruption.	3
Minor	Minor threat to farm assets throughout the property. Minor disruption to government land and infrastructure management. Minor disruption to regional business or industry, or localised moderate impacts.	2
Insignificant	Not of particular concern to agriculture under good land management practices. No or negligible disruption to government land and infrastructure management. No or negligible disruption to business or industry.	1
Don't know	Insufficient knowledge or information to identify an impact category.	2*
Impact level	Impact Area – Social Amenity <i>This relates to how weeds and pest animals directly impact on people's use of town and peri-urban landscapes for access, recreation, cultural use and aesthetics.</i>	Score
Major	Potential to form solid stands of weeds or dense populations of pest animals across the region. Can out-compete or destroy gardens/pets and native plants/animals and impact on community natural area and nearby creeks, rivers and bushland. Could impact amenity values or damage infrastructure. May provide shelter for vermin and pest animals or reduce recruitment of native species overtime.	4
Moderate	Potential to move into degraded areas in and around townships/communities including into riparian areas, bushland and gardens. May affect access, appearance, or increase management requirements. High potential for pest to be replaced with other pests or weeds after treatment. Requires targeted management but threat to community areas can be responded to as part of regular management.	3
Minor	Likely to affect appearance or bring about complaints from residents or neighbours. May impact the function, use or appearance of community and residential areas or require a low- level management response.	2
Insignificant	Unlikely to affect community use and enjoyment of areas. May exist in isolated areas due to dumping or urban escapes but is not likely to spread or dominate vegetation and gardens in the community.	1
Don't know	Insufficient knowledge or information to identify an impact category.	2*



Impact level	Impact Area – Human Health <i>This relates to how weeds and pest animals may have direct health and safety impacts on people, including injury and infection risks.</i>	Score
Major	Medical treatment requiring long term hospitalisation e.g. serious dog bite, serious respiratory problems. May result in human fatality/ fatalities e.g. deer on road causing car accident, wild dog killing a child, serious allergic (anaphylactic) reaction; drowning due to Salvinia.	4
Moderate	Medical treatment requiring short term hospitalisation e.g. allergic response to airborne or contact allergen.	3
Minor	Medical treatment required. Minor adverse reaction/irritation.	2
Insignificant	Not of particular concern to agriculture under good land management practices. No or negligible disruption to government land and infrastructure management. No or negligible disruption to business or industry.	1
Don't know	No or extremely insignificant injuries or discomfort.	2*
Impact level	Impact Area – Environmental <i>This relates to how weeds and pest animals impact on biodiversity and the health of natural ecosystems.</i>	Score
Major	Potential to drastically out-compete native species, transform ecosystems and impact on biodiversity in a broad range of natural areas, including areas of intact high value vegetation.	4
Moderate	Potential to invade disturbed systems and impact on ecosystems that may be already degraded.	3
Minor	Potential to develop a presence in natural areas however will not out-compete native species or alter ecosystems.	2
Insignificant	Unlikely to establish in natural areas other than in isolated infestations e.g. dumping or urban escapes. Unlikely to spread or penetrate undisturbed areas.	1
Don't know	Insufficient knowledge or information to identify an impact category.	2*



**1.2 Invasiveness:** This section looks at the natural ability of a species to spread and establish. This is scored by thinking about the species' ability to: **Establish** – is disturbance needed for a weed to establish, or can it establish in intact native vegetation or well managed production systems? **Reproduce** – does the species have a high reproduction rate? **Spread** – how does a species disperse? Can it spread long distances? Does it spread by more than one way?

Spread level	Ability to spread	Score
Very high	<p><b>Weeds:</b></p> <ul style="list-style-type: none"> <li>Can easily establish within dense vegetation, or amongst thick infestations of other weeds.</li> <li>Weeds may: <ul style="list-style-type: none"> <li>produce seeds within one year or less</li> <li>produce high amounts of seeds</li> <li>spread by vegetative means including fragments, runners or bulbs</li> </ul> </li> <li>Weeds are commonly dispersed &gt;100m by natural means (e.g. birds, other animals, water, wind).</li> <li>Weeds are commonly dispersed by people (e.g. fodder contaminant, hitchhiker, garden plant)</li> </ul> <p><b>Animals:</b> Very high potential for dispersal (highly mobile species whose dispersal is not impeded by geographic or climatically unfavourable conditions, or where there is very high likelihood of deliberate or accidental human aided movement).</p>	4
High	<p><b>Weeds:</b></p> <ul style="list-style-type: none"> <li>Easily establish within more open vegetation, or amongst average infestations of other weeds.</li> <li>Weeds may: <ul style="list-style-type: none"> <li>produce seeds between 1-3 years</li> <li>produce moderate amounts of seeds</li> <li>spread moderately/frequently from plant parts</li> </ul> </li> <li>Can be frequently dispersed by more than 1 dispersal methods (e.g. birds, other animals, water, wind).</li> </ul> <p><b>Animals:</b> High potential for dispersal (highly mobile species whose dispersal is not impeded by geographic or climatically unfavourable conditions, or where there is high likelihood of deliberate or accidental human aided movement).</p>	3
Medium	<p><b>Weeds:</b></p> <ul style="list-style-type: none"> <li>Mainly establish when there has been moderate disturbance to existing vegetation, which substantially reduces competition. This could include intensive grazing, mowing, raking, clearing of trees, temporary floods or summer droughts.</li> <li>Weeds may: <ul style="list-style-type: none"> <li>produce seeds after 3 years</li> <li>Produce low amounts of seeds</li> <li>Spread slowly/infrequently by plant parts</li> </ul> </li> <li>Are occasionally dispersed &gt;100m by at least 1 dispersal methods (e.g. birds, other animals, water, wind)</li> </ul> <p><b>Animals:</b> Moderate potential for dispersal (species can disperse to a limited area of localised and ecologically suitable habitat).</p>	2
Low	<p><b>Weeds:</b></p> <ul style="list-style-type: none"> <li>Mainly need bare ground to establish, including removal of stubble/leaf litter. This will occur after major disturbances such as cultivation, overgrazing, hot fires, grading, long-term floods or long droughts.</li> <li>Plants: <ul style="list-style-type: none"> <li>Don't produce seeds</li> <li>are spread by plant parts</li> <li>are not usually dispersed &gt;100m.</li> </ul> </li> </ul> <p><b>Animals:</b> Low potential for dispersal (species requires specific and uncommon means of dispersal and/or is sedentary).</p>	1
Don't know	Insufficient knowledge or information to identify an impact category.	2*

**1.3 Potential distribution:** It looks at the proportion of the area that is at risk from the species. This may depend on the: Climate and soil preferences of the weed. For example, some weeds may only be suited to sandy well-drained soils. and Climate and habitat preferences of the pest animal. For example, some pest animals may only be suited to higher rainfall areas.

Potential distribution level	Score
The species has the potential to spread to more than 70% of suitable habitat within the area	4
The species has the potential to spread to between 30-70% of suitable habitat within the area	3
The species has the potential to spread to between 10-30% of suitable habitat within the area	2
The species has the potential to spread to between < 10% of suitable habitat within the area	1
Insufficient knowledge or information to identify a potential distribution category	2*

The total score for risk is determined by multiplying the scores for each of the three criteria. The excel spreadsheet will automatically calculate the total score.



Use the score to identify the overall risk category in the following table.

Risk Score	Risk Category	Score
>23	Very high	A <b>feasibility assessment</b> should be performed (as per step 3) to determine the most appropriate management objective.
>15	High	A <b>feasibility assessment</b> should be performed (as per step 3) to determine the most appropriate management objective.
>9	Medium	A <b>feasibility assessment</b> should be performed (as per step 3) to determine the most appropriate management objective.
<9	Low	These species do not need to be assessed using the feasibility tool (refer figure 1 and text below). It is a good idea to keep a mindful watch on these species. If they begin to show invasive characteristics, they may need to be reassessed.
<5	Negligible	These species do not need to be assessed using the feasibility tool (refer figure 1 and text below). It is a good idea to keep a mindful watch on these species. If they begin to show invasive characteristics, they may need to be reassessed.

**2.0 Assess Feasibility:** The management feasibility of a species is assessed against three criteria, or areas of interest. These are: **Current distribution** – how large is the infestation/population? **Cost of control** – what is the cost of control





activities? **Effectiveness of control options** – how effective are management options and what is the risk of the species being reintroduced to areas under management?

**2.1 Current distribution** This section assesses at how widespread the species in in the area. It looks at the overall area that is occupied, plus the pattern of distribution (e.g. widespread, scattered).

Rating	Current Distribution	Score
None	The species is not present in the area but has the potential to occur.	0
Low	Infestations or populations only occur in a small part of the area. Plants or animals occur as isolated outbreaks or individuals.	1
Moderate	Infestations or populations occur in less than half of the management areas. Plants or animals occur scattered or clumped in small populations.	2
High	Infestations or populations occur in more than half of the area. Plants or animals form dense infestations or populations.	3
Very high	Infestations or populations occur in most of the area. Plants or animals form dense infestations or populations.	4
Don't know	Insufficient knowledge or information to identify a category.	2*

(Categories adapted from the SA Weed Risk Management Guide and the SA Pest Animal Risk Management Guide).

**2.2 Cost of control:** The cost of control will influence how feasible it is to manage a weed or pest animal species. **When answering this question assume the species has reached its maximum density in the area. The cost should be for initial control of activities targeted at the species.** Initial control costs are likely to be the most expensive. Costs can vary quite a bit depending on the species, the control method and other factors (see box below). Because of this you may need to take the average control cost for the species when scoring. This question excludes the cost of travelling to a location and assumes you have ready access to water on site, meaning there is no lengthy travel time to fill up for chemical applications. There are other factors that will influence control costs.

Category	Cost of control	Score
4	Where costs (including chemicals, labour and equipment if necessary) are greater than \$3000 per hectare.	4
3	Where costs (including chemicals, labour and equipment if necessary) are between \$1500 and \$3000 per hectare.	3
2	Where costs (including chemicals, labour and equipment if necessary) are between \$250 and \$1500 per hectare.	2
1	Where costs (including chemicals, labour and equipment if necessary) are below \$250 per hectare.	1
Don't know	Insufficient knowledge or information to identify a category.	2*

**2.3 Effectiveness of control options:** The ability to manage a weed or pest animal depends, in part, on having control options that are effective and readily available. This will give a greater chance of successfully managing the species. Control success can be affected by:

- The species' ability to tolerate or recover from treatment (what percentage of individuals survive treatment?)
- Treatments suitable for multiple situations (e.g. difficult to access areas, widespread weed infestations)
- Incomplete application of a treatment (e.g. not spraying enough herbicide onto a plant, or animals receiving a sub-lethal dose of a vertebrate pesticide or avoiding baits)



- Inappropriate timing of treatment (e.g. annual weeds germinating before or after treatment). Control success is also influenced by whether a species can re-colonise an area after control has already happened. This can happen when:

- Weeds reproduce quickly and spread long distances by multiple mechanisms. These species will have a higher score.
- Pest animals are continuously or seasonally dispersing or escaping and can disperse medium-long distances. These species will have a greater chance of re-establishing than those than are sedentary and are not able to disperse (or only short distances).

Rating	Effectiveness of control	Score
Very high	Control options are available and are highly effective. Very low to no likelihood of the weed or pest being reintroduced into the area under management.	1
High	Control options are available and are effective. Low likelihood of the weed or pest being reintroduced into the area under management.	2
Moderate	Control options are available and are moderately effective. Some likelihood of the weed or pest being reintroduced into the area under management.	3
Low	Control options are ineffective or non-existent. High likelihood of the weed or pest being reintroduced into the area under management.	4
Don't know	Insufficient knowledge or information to identify a category.	2*

The total score for feasibility is determined by multiplying the scores for each of the three criteria



Feasibility Score	Feasibility Category
<5	Very high
>5	High
>9	Medium
>15	Low
>23	Negligible



**3. Identify and confirm management objective:** Use the risk matrix to identify a management objective and review the objective to confirm if it's realistic

RISK	FEASIBILITY OF CONTROL				
	Negligible (>23)	Low (>15)	Medium (>9)	High (>5)	Very high (<5)
Negligible (<5)	No/limited action	No/limited action	No/limited action	No/limited action	No/limited action
Low (>5)	No/limited action	No/limited action?	Asset Protection	Asset Protection	Asset Protection
Medium (>9)	Asset Protection	Asset Protection	Asset Protection	Containment	Containment
High (>15)	Asset Protection	Asset Protection	Containment	Containment	Eradication
Very high (>23)	Asset Protection	Asset Protection	Containment	Eradication	Eradication



### Appendix 3 Links to information sheets -Pest plants and animals

Weed	Link
Alligator weed ( <i>Alternanthera philoxeroides</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/alligator-weed">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/alligator-weed</a>
Arrowhead ( <i>Sagittaria platyphylla</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/arrowhead">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/arrowhead</a>
Limncharis ( <i>Limncharis flava</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/limncharis">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/limncharis</a>
Thunbergia ( <i>Thunbergia laurifolia</i> , <i>T. grandiflora</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/prohibited/annual-thunbergia">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/prohibited/annual-thunbergia</a>
Cabomba ( <i>Cabomba spp.</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/cabomba">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/cabomba</a>
Cha-Om ( <i>Senegalia pennata sp. insuavis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/prohibited/cha-om">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/prohibited/cha-om</a>
Siam Weed ( <i>Chromolaena odorata</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/siam-weed">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/siam-weed</a>
Water Mimosa ( <i>Neptunia oleracea</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-mimosa">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-mimosa</a>
Gamba Grass ( <i>Andropogon gayanus</i> )	<a href="https://www.daf.qld.gov.au/_data/assets/pdf_file/0011/67466/IPA-Gamba-Grass-PP147.pdf">https://www.daf.qld.gov.au/_data/assets/pdf_file/0011/67466/IPA-Gamba-Grass-PP147.pdf</a>
Singapore Daisy ( <i>Sphagneticola trilobata</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/singapore-daisy">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/singapore-daisy</a>
Asparagus fern ( <i>A. aethiopicus</i> 'Sprengeri', <i>A. africanus</i> and <i>A. plumosus</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/asparagus-fern">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/asparagus-fern</a>
Cats Claw Creeper ( <i>Macfadyena unguis-cati</i> (L.) A.H.Gentry)	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/cats-claw-creeper">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/cats-claw-creeper</a>
Itch Grass ( <i>Rottboellia cochinchinensis</i> )	<a href="https://www.cabi.org/isc/datasheet/47782">https://www.cabi.org/isc/datasheet/47782</a>
Harrisia Cactus ( <i>Harrisia sp</i> )	<a href="https://www.daf.qld.gov.au/_data/assets/pdf_file/0003/49179/IPA-Harrisia-Cactus-PP22.pdf">https://www.daf.qld.gov.au/_data/assets/pdf_file/0003/49179/IPA-Harrisia-Cactus-PP22.pdf</a>
Giant Rats Tail Grass ( <i>Sporobolus pyramidalis</i> , <i>S. natalensis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/giant-rats-tail-grass">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/giant-rats-tail-grass</a>
Captain Cook Tree/Yellow Oleander ( <i>Thevetia peruviana</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/captain-cook-tree">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/captain-cook-tree</a>
African tulip tree ( <i>Spathodea campanulate</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/african-tulip-tree">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/african-tulip-tree</a>



Sicklepod ( <i>Senna obtusifolia</i> , <i>S. hirsuta</i> , <i>S. tora</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/sicklepod">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/sicklepod</a>
Water Hyacinth ( <i>Eichhornia crassipes</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-hyacinth">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-hyacinth</a>
Parkinsonia ( <i>Parkinsonia aculeata</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/parkinsonia">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/parkinsonia</a>
Lantana ( <i>Lantana camara</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/lantana">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/lantana</a>
Bellyache Bush ( <i>Jatropha gossypifolia</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/bellyache-bush">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/bellyache-bush</a>
Water Lettuce ( <i>Pistia stratiotes</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-lettuce">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/water-lettuce</a>
Leucaena ( <i>Leucaena leucocephala</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/leucaena">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/leucaena</a>
Grader Grass ( <i>Themeda quadrivalvis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/grader-grass">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/grader-grass</a>
Aleman Grass ( <i>Echinochloa polystachya</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/aleman-grass">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/other/aleman-grass</a>
Rubbervine ( <i>Cryptostegia grandiflora</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/rubber-vine">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/rubber-vine</a>
Hymenachne ( <i>Hymenachne amplexicaulis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/hymenachne">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/hymenachne</a>
Prickly Acacia ( <i>Acacia nilotica</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/prickly-acacia">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/prickly-acacia</a>
Salvinia ( <i>Salvinia molesta</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/salvinia">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/salvinia</a>
Parthenium Weed ( <i>Parthenium hysterophorus</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/parthenium">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/parthenium</a>
Chinee Apple ( <i>Ziziphus mauritiana</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/chinee-apple">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/weeds-diseases/invasive-plants/restricted/chinee-apple</a>

Pest Animal	
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Rusa deer ( <i>Cervus timorensis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/rusa-deer">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/rusa-deer</a>
Exotic snakes – various	<a href="https://www.daf.qld.gov.au/_data/assets/pdf_file/0003/65712/PA-Prohibited-invasive-animals.pdf">https://www.daf.qld.gov.au/_data/assets/pdf_file/0003/65712/PA-Prohibited-invasive-animals.pdf</a>
Yellow crazy ants ( <i>Anoplolepis gracillipes</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/yellow-crazy-ant">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/yellow-crazy-ant</a>
Myna birds ( <i>Acridotheres tristis</i> )	
Feral cat ( <i>Felis catus</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/feral-cat">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/feral-cat</a>
Feral pigs ( <i>Sus scrofa</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/feral-pig">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/feral-pig</a>
Fox ( <i>Vulpus vulpus</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/fox">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/fox</a>
Wild dog ( <i>Canis familiaris</i> , <i>C.familiaris</i> dingo, <i>C.lupus familiaris</i> , <i>C.lupus</i> dingo)	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/wild-dog">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/wild-dog</a>
Chital deer ( <i>Axis axis</i> )	<a href="https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/chital-deer">https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/land-management/health-pests-weeds-diseases/pests/invasive-animals/restricted/chital-deer</a>



#### Appendix 4: Stakeholders Responsibilities

Agencies/NGO's	Actions	Obligation
<b>Biosecurity Working Group (Regional Pest Management Group)</b>	Maintain collaborative partnerships, advocacy and coordination across local stakeholders Seek internal/external resources Participate in risk assessment Liaise with research organisations and programs Cost and develop long term operational works programmes as required Deploy coordinated early intervention to new outbreaks as required Deliver extension and communication Deliver disaster weed spread prevention protocols when required Monitor effectiveness of BQ plan	Disseminate information to represented groups Deploy early intervention to new outbreaks Deliver extension and communication Deliver disaster weed spread prevention protocols when required Report on progress Maintain operational works programs
<b>Local Government</b>	Education Awareness Risk assessment Pest surveillance Vehicle/ equipment hygiene Visitor/user management Data collection Monitoring	Develop strategic pest plans for managed properties and procedures Fire planning & management Pest management treatment in line with pest risk on Council land
<b>Biosecurity Queensland (DAF)</b>	Education Awareness Risk assessment Aerial/ ground surveys Vehicle/ equipment hygiene Capacity building Data collection Monitoring Legislative advice and compliance Research Chemical registration	Invasive biology and management research Release and monitor biocontrol Conduct control and impact research
<b>Corridor and infrastructure managers (Power and Communications, Water and Sewage Network) Ergon, Powerlink</b>	Ensure best management practice from operations. Allocate appropriate resource, Report any outbreaks immediately Risk assessment Aerial/ ground surveys Ensure clean equipment enters clean zones, weed hygiene	Engage contractors and stakeholders to minimise spread on easements Engage all landowners, including community stakeholders in joint management programs Allocate resources to support management activities



	Adjust maintenance and design practices Signage in high risk areas	Maintain GIS data for operational and design activities Monitoring
<b>Department of Transport and Main Roads</b>	Ensure best management practice from operations. Allocate appropriate resource, Report any outbreaks immediately Risk assessment Aerial/ ground surveys Ensure clean equipment enters clean zones. Adjust maintenance and design practices Allocate resources to prevention activities Vehicle/ equipment hygiene Signage in high risk areas	Maintain road reserves in accordance with <i>Biosecurity Act 2014</i> and prevent spread of invasive plants and animals within the road network or into neighbouring properties. Coordination with adjacent landholders, Councils and other State government agencies in regional pest management.
<b>Queensland Parks &amp; Wildlife</b>	Education Awareness Risk assessment Aerial/ ground surveys Vehicle/ equipment hygiene Visitor/user management Data collection Monitoring	Engage with neighbouring landowners in joint management programs Maintain GIS data Maintain operational works programs Fire planning & management Engage with neighbouring landowners in joint management programs
<b>Unallocated State Land</b>	Education Awareness Risk assessment Aerial/ ground surveys Vehicle/ equipment hygiene Visitor/user management Data collection Monitoring	Engage with neighbouring landowners in joint management programs Maintain GIS data Maintain operational works programs Fire planning & management Engage with neighbouring landowners in joint management programs

<b>Queensland Rail</b>	<p>Ensure best management practice from operations.</p> <p>Allocate appropriate resource,</p> <p>Report any outbreaks immediately</p> <p>Risk assessment</p> <p>Aerial/ ground surveys</p> <p>Ensure clean equipment enters clean zones.</p> <p>Adjust maintenance and design practices</p> <p>Allocate resources to prevention activities</p> <p>Vehicle/ equipment hygiene</p> <p>Signage in high risk areas</p>	<p>Maintain rail corridors in accordance with Biosecurity Act 2014 and prevent spread of invasive plants and animals within the rail network or into neighbouring properties. Coordination with adjacent landholders, Councils and other State government agencies in regional pest management.</p>
<b>Lower Burdekin Water</b>		<p>Maintain relevant lands in accordance with Biosecurity Act 2014 and prevent spread of invasive plants and animals to neighbouring properties. Coordination with adjacent landholders, Councils and other State government agencies in regional pest management.</p>
<b>Sunwater</b>		<p>Ensure best management practice from operations.</p> <p>Allocate appropriate resource,</p> <p>Report any outbreaks immediately</p> <p>Risk assessment</p> <p>Aerial/ ground surveys</p> <p>Ensure clean equipment enters clean zones.</p> <p>Adjust maintenance and design practices</p> <p>Allocate resources to prevention activities</p> <p>Vehicle/ equipment hygiene</p>
<b>NQ Dry Tropics</b>	<p>Regional pest management group</p> <p>Education and awareness</p> <p>Distribute information and facilitate the securing of resources for management</p> <p>Promote management targets and activities across stakeholder networks</p> <p>Capacity building integration into management programs</p>	<p>Co-ordinate local projects with pest management priorities</p>

<b>Natural Resource Management Bodies (BBIFMAC, Landcare)</b>	Education and awareness Capacity building Distribute information and facilitate the securing of resources for management Promote prevention targets and activities across stakeholder networks Capacity building integration into management programs	Align landscape restoration targets with pest management priorities Facilitate education and awareness programs for tourists and recreational users Engage with stakeholders Liaise with local, state and commonwealth government
<b>Indigenous, Catchment &amp; Community groups (Gudjuda Reference Group Aboriginal Corporation)</b>	Distribute information and facilitate the securing of resources for management Participate in on-ground activities Record and report on local issues and projects Actively search to make sure the area is free of target pests Report any outbreaks immediately Ensure clean equipment enters clean zones. Collaborate with management agencies where possible Report any outbreaks immediately Collaborate with pest management staff on management programs	Align landscape restoration targets with pest management priorities Implement on-ground works Facilitate education and awareness programs for tourists and recreational users Liaise with local, state and commonwealth government



### Primary Producers and community members

Sector	Actions	Obligation (GBO)
<b>Primary producers sugar cane (Canegrowers Association)</b>	Headland and crop/risk area checks Survey for weeds/animals during routine maintenance Vehicle/machinery hygiene protocols Weed declarations when moving plant material or machinery Spot spraying, Manual removal, Bagging seed heads, use of fire or other control methods to reduce weed infestations and pest animal harbourage Property and site-specific signage identifying issue/risk Crop rotation and Cover cropping Manage off crop weeds on headlands, watercourse and adjacent roadways Develop strategic pest plans for managed properties Be aware of priority pest species in the shire.	Participate in feral animal control programs Reduce declared weeds on your property Prevent the spread of declared weeds by focusing on high risk spread areas such as watercourses, roadways and property boundaries Provide/maintain access for biosecurity programs
<b>Primary producers wet/dry grazing (Wetland and Grassland Foundation)</b>	Boundary/risk area checks Survey for weeds/animals during routine maintenance Vehicle/ machinery hygiene Weed declarations Holding paddocks Spot spraying, Manual removal, Bagging seed heads, use of fire or other control methods to reduce weed infestations and pest animal harbourage Property and site specific signage identifying issue/risk Chopper rolling, slashing, boom or aerial spraying Develop strategic pest plans for managed properties Install pest appropriate fencing Be aware of priority pest species in the shire.	Participate in feral animal control programs Reduce declared weeds on your property Prevent the spread of declared weeds by focusing on high risk spread areas such as watercourses, roadways and property boundaries Provide/maintain access for biosecurity programs
<b>Landholders fruit production/horticulture</b>	Crop/risk area checks Survey during routine maintenance Ensure equipment leaving or entering your property is clean of contaminants	Participate in feral animal control programs Reduce declared weeds on your property
<b>Continued</b>	Weed declarations Spot spraying, Manual removal, Bagging seed heads, use of fire or other control methods to	Prevent the spread of declared weeds by focusing on high risk spread areas such as

	<p>reduce weed infestations and pest animal harbourage</p> <p>Property and site specific signage identifying issue/risk</p> <p>Ground cover management</p> <p>Develop strategic pest plans for managed properties</p> <p>Install pest appropriate fencing</p> <p>Reduce priority pests on your property</p> <p>Be aware of priority pest species in the shire.</p>	<p>watercourses, roadways and property boundaries</p> <p>Provide/maintain access for biosecurity programs</p>
<b>Nursery industry and plant sellers</b>	<p>Find out weed risk information before new stock lines are introduced</p> <p>Spot spraying, Manual removal, Bagging seed heads, use of fire or other control methods to reduce weed infestations and pest animal harbourage</p> <p>Property and site-specific signage identifying issue/risk</p> <p>Develop strategic pest plans for managed properties</p> <p>Reduce declared weeds on your property</p> <p>Be aware of priority pest species in the shire.</p>	<p>Report unusual plants and animals</p> <p>Prevent sale of state, local and problem environmental weeds</p> <p>Provide/maintain access for biosecurity programs</p> <p>Reduce declared weeds on your property</p>
<b>Landholders rural residential and lifestyle</b>	<p>Report unusual plants and animals</p> <p>Dispose of green waste responsibly</p> <p>Select locally suitable garden plants</p> <p>Participate in local area management activities</p> <p>Report recurrence of priority pest and weeds</p> <p>Develop strategic pest plans for managed properties</p> <p>Install pest appropriate fencing</p> <p>Reduce priority weeds on your property</p> <p>Be aware of priority pest species in the shire.</p>	<p>Participate in baiting and trapping programs</p> <p>Prevent the spread of declared weeds by focusing on high risk spread areas such as watercourses, roadways and property boundaries</p> <p>Provide/maintain access for biosecurity programs</p>
<b>Landholders urban and residential</b>	<p>Dispose of green waste responsibly</p> <p>Select locally suitable garden plants</p> <p>Cooperate in delivering local management priorities</p> <p>Report recurrence of priority pest and weeds</p> <p>Develop strategic pest plans for managed properties</p> <p>Install pest appropriate fencing</p> <p>Reduce priority weeds on your property</p> <p>Be aware of priority pest species in the shire.</p>	<p>Participate in baiting and trapping programs where practical</p> <p>Reduce declared weeds on your property</p> <p>Prevent the spread of declared weeds by focusing on high risk spread areas such as watercourses, roadways and property boundaries</p> <p>Provide/maintain access for biosecurity programs</p>

<b>Forestry</b>	<p>Crop/risk area checks</p> <p>Survey during routine maintenance</p> <p>Ensure equipment leaving or entering your property is clean of contaminants</p> <p>Spot spraying, Manual removal, Bagging seed heads, use of fire or other control methods to reduce weed infestations and pest animal harbourage</p> <p>Property and site specific signage identifying issue/risk</p> <p>Ground cover management</p> <p>Develop strategic pest plans for managed properties</p> <p>Install pest appropriate fencing</p> <p>Be aware of priority pest species in the shire.</p>	<p>Participate in feral animal control programs</p> <p>Prevent the spread of declared weeds by focusing on high risk spread areas such as watercourses, roadways and property boundaries</p> <p>Provide/maintain access for biosecurity programs</p>
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## Appendix 5 Key Questions when undertaking Compliance activities (Commissioned by LGAQ)

	<b>VOLUNTARY COMPLIANCE</b> <i>Provide education and information</i>	<b>ASSISTED COMPLIANCE</b> <i>Provide guidance and direction</i>	<b>PENALTIES AND PROSECUTION</b> <i>Deliver enforcement</i>
<b>Land holder perspective</b>	<p>What is the problem/risk?</p> <p>What are my obligations?</p> <p>What are the options and management tools available?</p> <p>Where can I find out more information?</p> <p>What happens if I cannot meet my obligations?</p>	<p>What actions do I need to take to manage the risk? When do they need to occur?</p> <p>Where do they need to occur?</p> <p>What happens if I cannot meet my obligations?</p>	<p>What actions have I been instructed to take?</p> <p>When must they be taken by?</p> <p>How do I demonstrate the required actions have been taken?</p> <p>What happens if I do not take the required actions?</p>
<b>Authorised officer perspective</b>	<p>What is the biosecurity risk and why does it require action?</p> <p>What authority am I operating under?</p> <p>What tools do I have to communicate the risk?</p> <p>What resources are available for this approach?</p> <p>What tools do I have to communicate the management options?</p> <p>How do I record the steps taken and directions given?</p> <p>What happens next?</p>	<p>What are the reasonable and practical measures for the customer to undertake?</p> <p>What authority am I operating under?</p> <p>What resources are available for this approach?</p> <p>How do I record the steps taken and directions given?</p> <p>What happens next?</p>	<p>Have I provided appropriate information and direction?</p> <p>What authority am I operating under?</p> <p>What resources are available for this approach?</p> <p>How do I record the steps taken and directions given?</p> <p>What happens next?</p>
<b>Executive or Councillor perspective</b>	<p>Why is this biosecurity risk a priority and how was it identified?</p> <p>What are the impacts on the customer and other landholders?</p>	<p>What are the resources required and are they equal to the benefit?</p> <p>How is the customer being supported to meet their obligation?</p>	<p>Have all other avenues been exhausted?</p> <p>Is the course of action required? Is the course of fair?</p> <p>Has full procedure been followed?</p>

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## 6.1.2 Mosquito Management Plan 2020-2025

### Document Information

Referring Letter No:	N/A
File No:	665
Name of Applicant:	N/A
Location:	Burdekin Shire
Author and Title:	Mr. Dan Mulcahy – Manager Environmental and Health Services

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### Executive Summary

The Burdekin Shire Council Mosquito Management Plan 2020-2025 ('the Plan') provides a framework for Council and the community to manage the public health risk from mosquitoes in the Burdekin Shire.

The effective control of mosquitoes in the Burdekin Shire is of considerable importance given their impact on public health in the form of diseases such as Ross River Virus (RRV), Barmah Forest Virus (BFV) and Dengue Fever Virus (DFV) and the detrimental impact mosquitoes have on our tropical outdoor lifestyle.

### Recommendation

That Council adopts the Burdekin Shire Council Mosquito Management Plan 2020-2025.

### Background Information

Council previously adopted a Mosquito Management Plan 2018-2020 on 14 August 2018.

The *Public Health Act 2005* ('the Act') and the *Public Health Regulation 2005* contain the provisions for the control of communicable disease and designated pests which include mosquitoes, rats and mice. The Act identifies local government as the responsible agency for the prevention and control of mosquitoes, rats and mice which are causing, or have the potential to cause, a public health risk.

The Mosquito Management Plan has been developed in alignment with the Queensland Joint Strategic Framework for Mosquito Management 2010-2015; to satisfy the Department of Environment and Sciences Code of Practice requirements; as well as to address Council's responsibility to effectively manage its control program.

The main focus of the Plan is to identify appropriate mosquito management activities to be implemented throughout the region. These activities will reduce the risk to the community of contracting mosquito-transmitted diseases as well as the nuisance value.

The scope of the Plan is to manage the public health risks associated with mosquitoes on all Council and public land within the 1-2 kms boundaries of the residential areas of Ayr, Home Hill, Brandon and Alva; and adjacent salt marsh areas.

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The vision of the Plan is to minimise the impact of mosquitoes on the public health and social amenity through surveillance, prevention and control of mosquito-borne disease threats that have significant health impacts.

The Mosquito Management Plan 2020-2025 was considered at a Council Workshop on 7 July 2020.

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

3.1.4 Raise public awareness and improve health and safety through delivery of regulatory and advisory programs

### **Consultation**

N/A

### **Legal Authority or Implications**

*Public Health Act 2005 (Qld)*

*Public Health Regulation 2005 (Qld)*

### **Policy Implications**

N/A

### **Financial and Resource Implications**

The mosquito control activities are part of Council's annual budget. The operational cost for 2019-20 was \$195,684 including wages, chemicals and plant hire.

### **Report Prepared By**

Mr. Dan Mulcahy – Manager Environmental and Health Services

### **Report Authorised By**

Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

### **Attachments**

1. Burdekin Shire Council Mosquito Management Plan 2020-2025





**Burdekin**  
Shire Council

# **Mosquito Management Plan 2020-2025**



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## **Mosquito Management Plan 2020-2025**

### **Executive Summary**

The Burdekin Shire Council Mosquito Management Plan 2020-2025 (Plan) provides a framework for Council and the community to manage mosquitoes in the Shire. A Vision, Strategies, Objectives and Outcomes are presented in the Plan. Operational programs are subsequently outlined, identifying the actions required to achieve the strategic objectives.

The *Public Health Act 2005* (Act) and the *Public Health Regulation 2005* contain the provisions for the control of communicable disease and designated pests which include mosquitoes. The Act identifies local government as the responsible agency for the prevention and control of mosquitoes which are causing, or have the potential to cause, a public health risk.

Burdekin Shire Council has developed the Plan in alignment with Queensland Joint Strategic Framework for Mosquito Management 2010-2015, to satisfy the Department of Environment and Science's Mosquito Management Code of Practice 2014.

Council has a significant problem with freshwater and saltwater mosquitoes in the region. Increasing mosquito populations are the result of climatic conditions and the availability of suitable breeding sites. In the Burdekin region, several communities are located in close proximity to salt marsh areas and other mosquito breeding sites. Geographical separation of communities within the region presents a major challenge to the delivery of operational programs.

The focus of the Plan is to identify appropriate mosquito management activities to be implemented throughout the region. These activities will reduce the risk to the community of contracting mosquito-transmitted diseases as well as the nuisance value. The Plan also focuses on proactive management activities, with the aim of reducing reactive management activities.

Burdekin Shire Council is committed to the implementation of the Plan which has been developed with consideration for relevant best practice methods, legislation, and the environmental amenity of the region.



### **1.0 Introduction**

The effective control of mosquitoes in the Burdekin Shire is of considerable importance given their impact on public health in the form of diseases such as Ross River Virus (RRV), Barmah Forest Virus (BFV) and Dengue Fever Virus (DFV) and the detrimental impact mosquitoes have on our tropical outdoor lifestyle.

Over 220 mosquito species have been identified in Queensland and are found in a wide range of habitats, with some being widespread and common and others rare and localized to specific areas. The most common species in the Burdekin Shire and their pest and mosquito status can be found in Appendix 2 and 5.

Burdekin Shire Council is committed to reducing the risk of disease and the nuisance value of mosquitoes in the region by implementing an integrated mosquito management program. This program uses several control techniques that will collectively contribute to the management of mosquitoes and take into account environmental impact, sustainability and cost effectiveness.

### **2.0 Purpose**

The purpose of the Burdekin Shire Council Mosquito Management Plan 2020-2025 (the Plan) is to provide a strategic direction for the management of public health risk from mosquitoes in the Burdekin Shire.

The Plan establishes local priorities and sets out actions that aim to minimise the public health impacts of mosquitoes by clear directions of mosquito surveillance, management, and control activities.

An essential component of a Mosquito Management Program (MMP) is Integrated Mosquito Management (IMM). This is the implementation of control techniques to the management of mosquitoes in a way that may reduce reliance on chemicals to reduce mosquito numbers and disease risk, taking into account environmental impact, sustainability and cost effectiveness.

### **3.0 Scope**

To manage public health risks associated with mosquitoes on all Council and public land and salt marsh within the 1-2 kms boundaries of the residential area of Ayr, Home Hill, Brandon and Alva. The Plan will remain current for 5 years from the date of adoption.

The Council may amend, replace or approve minor revisions of the Plan at any time, if required in accordance with relevant requirements of the *Public Health Act 2005* and subject to formal Council endorsement.

## **4.0 Links to Council's Corporate Plan 2017-2022**

Burdekin Shire Council's Corporate Plan 2017-2022 sets the strategic direction and priorities for our organisation for the next five financial years.

Strategic Area – Environment

3.1 Safe, healthy, inclusive and socially engaged communities

4.1 Balancing the needs of the community and the environment

4.2 A sustainable environment

Strategies:

3.1.1 Support projects and activities to improve public safety and health through strategic partnerships

3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs

4.1.2 Support community education programs that contribute to improves environmental and community outcomes

4.2.2 Partner with and consult key stakeholders' groups and government departments for a sustainable environment

Evaluation measures:

Adoption and implementation of environmental best practice

Compliance with statutory obligations

Delivery of community education programs



## **5.0 Legislative Requirements**

### *Public Health Act 2005*

The *Public Health Act 2005* and the *Public Health Regulation 2005* contain the provisions for the control of communicable disease and designated pests which include mosquitoes. The Act outlines the responsibility Queensland Health has with respect to the surveillance and control of communicable diseases including Ross River Virus, Barmah Forest Virus and Dengue Fever Virus. The Act identifies local government as the responsible agency for the prevention and control of certain vectors including mosquitoes which are causing, or have the potential to cause, a public health risk. Local government is also responsible for the administration and enforcement of Part 1A - Division 2 – Mosquitoes of the *Public Health Regulation 2005*.

Other relevant acts are listed below

- *The Environmental Protection Act 1994*
- *Planning Act 2016*
- *Fisheries Act 1994*
- *Fisheries Regulation 2008*
- *Agriculture and Veterinary Chemicals (Queensland) Act 1994*
- *Queensland Chemical Usage (Agricultural and Veterinary) Control Act 1988*
- *Queensland Chemical Usage (Agricultural and Veterinary) Regulation 1999*
- *Pest Management Act 2001*

## **6.0 Mosquito Management in Burdekin Shire**

The Burdekin Shire covers approximately 5053 square kilometres and is made up largely of low-lying river systems and flood plains with the major industry being agriculture.

The region has approximately 360 hectares of saltmarsh breeding areas not including areas surrounding Giru, with several freshwater, many inland and coastal floodplain swamps, wide spread static water from irrigation sites which become active after rainfall events and stay active until evaporation occurs, which sometimes doesn't occur. Saltmarsh areas can breed after high tides (over 3.4 meters), rainfall events or a combination of the two.

### **6.1 Mosquito disease risk and Nuisance**

#### **6.1.1 Mosquito – Borne Disease Risk**

Over 220 species of mosquitoes have been identified in Queensland with more than 30 common species being identified in the Burdekin Region, several of which are capable of transmitting disease. Mosquito-borne diseases such as Malaria, Dengue Fever, Zika virus, Japanese encephalitis (JE), West Nile virus (WNV) infection and Chikungunya (CHIKV) are causing major public health problems in many countries.



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Increased international travel makes it easier for the introduction of these diseases into locations from which they have either been eradicated or in which they have never occurred.

Australia and Queensland in particular, provide a suitable environment for incursions of these exotic diseases. Dengue is endemic in many neighboring countries with an estimated 2.5 billion people globally at risk and 22,000 people, mainly children, dying annually because of complications from Dengue infection. While Dengue is not endemic in Queensland, Dengue outbreaks have been occurring as a result of increased numbers of viremic international travelers. Recent Dengue outbreaks have occurred in Townsville and Cairns. There are several different strains of Dengue. In past cases all strains have been experienced giving rise to the deadly Hemorrhagic Fever which occurs when a person who was previously infected with a Dengue strain is then infected with a different strain.

*Aedes aegypti*, is the main vector of Dengue and has been known to be present in the Burdekin Region. Imported cases of Dengue fever have been diagnosed in our region. *Aedes aegypti*, is also a vector of Zika virus. Between 2013 and 2015 there were large outbreaks of Zika virus infection in several Pacific countries.

Other mosquito-borne diseases such as Ross River Virus (RRV) infection, Barmah Forest Virus (BFV) infection, Kunjin virus infection and Murray Valley encephalitis (MVE) are also endemic in Australia. Mosquitoes that can transmit these diseases are present in the Burdekin Region. RRV and BFV infection are the most common mosquito-borne diseases in Queensland. These infections are not life threatening, although symptoms such as polyarthritis and lethargy can be debilitating and last for prolonged periods of time. There is no specific treatment for, or vaccines to prevent RRV, BFV infection, Dengue and Zika despite continued research in this area.

Changing climatic conditions, higher temperatures and higher rainfall may have an impact on the breeding areas of other mosquitoes and may cause the southwards expansion of tropical mosquito-borne diseases such as Malaria, Dengue Fever, Zika virus, Murray Valley encephalitis, Japanese encephalitis and epidemic polyarthritis.

Due to the level of existing endemic mosquito-borne diseases and recent history of outbreaks of exotic diseases such as Malaria, Dengue Fever, Zika virus and Japanese encephalitis, it is important to have effective and sustainable mosquito management plans in place.

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Table below gives the recent history from 2016 to 2020 of the notifiable diseases reported by Queensland Health.

Notifiable disease Report for Burdekin Shire

Year	Barmah Forest	Chikungunya	Dengue	Malaria	Ross River	Zika
2020	0	0	0	0	4	0
2019	2	0	1	0	13	0
2018	1	0	0	3	14	0
2017	0	0	0	0	13	0
2016	0	0	0	0	4	0

### 6.1.2 Nuisance

As well as being a disease risk, mosquitoes can also be a considerable nuisance. Some mosquito species in the Region are known to be aggressive biters, causing discomfort and pain to affected residents which can impact significantly on lifestyle.

Of concern are *Aedes notoscriptus*, *Aedes vigilax*, *Aedes alternans*, *Culex annulirostris*, *Culex gelidus*, *Culex sitiens*, *Culex quinquefasciatus* mosquitoes, which cause significant nuisance problems for the region. Adults readily attack humans inside the home and outdoors, both in sun and shaded areas, feeding during the day, early evening, night, and early morning.



## 6.2 Vision and Strategies

<b>Vision:</b> To minimise the impact of mosquitoes on the public health and social amenity through surveillance, prevention and control of mosquitoes and mosquito-borne disease threats that have significant health impacts.					
<b>Strategy</b>					
Awareness and education	Informed decision making	Surveillance, prevention, Monitor, control	Strategic planning framework and management	Effective integrated management systems	Commitment and partnership
<b>Objectives</b>					
<p>To provide accurate, accessible, and timely information on Mosquito management to Council and community</p> <p>Raise awareness of Council's Mosquito Management Plan within Council and the wider Burdekin community.</p> <p>To have appropriately skilled and knowledgeable officers able to respond effectively to Mosquito management</p>	<p>To collect, use and make available reliable data relevant to Mosquito management.</p> <p>To further the understanding of the biology, ecology and impacts of mosquitoes.</p> <p>Undertake detailed species monitoring and data analysis for the purpose of developing and implementing proactive and effective operational programmes</p>	<p>Undertake monitoring and surveillance programs to accurately understand the mosquito population dynamics within the Shire</p> <p>Control mosquitoes by use of cost effective and environmentally appropriate management methods</p>	<p>Undertake regular implementation, review and improvement of best practice methods for mosquito management</p> <p>To efficiently and adequately resource mosquito management programs.</p>	<p>To adopt and develop new, and improve existing, mosquito management practices.</p> <p>To reduce populations and impacts of Mosquitoes</p>	<p>To establish and maintain commitment to Mosquito management with Queensland Health</p> <p>To ensure compliance with the <i>Public Health Act 2005</i>, the <i>Mosquito Code of Practice for Queensland</i> and the <i>Australian Mosquito Control Manual</i>.</p>
<b>Outcomes</b>					
Community is informed and is knowledgeable	Reliable information is the basis for decision making.	Provide effective and equitable mosquito management service to the Burdekin community	Strategic directions are developed and maintained.	Effective and integrated management systems are developed and widely implemented.	



## **7.0 Burdekin Shire Responsibility**

The legislative role of Burdekin Shire Council in relation to mosquito management is to manage and control mosquitoes within the local government area.

The Plan provides information on the management of mosquitoes within the Burdekin Shire. The Plan identifies a strategic position and provides detailed information about:

- the operational programmes that will be implemented to achieve the outcomes
- surveillance, prevention and control of mosquitoes and mosquito-borne disease threats that have significant health impacts.
- Public awareness and education
- staff education, training and support required to implement surveillance, prevention and control initiatives.
- the collection of intelligence required to inform surveillance, prevention and control initiatives.

Monitoring, surveys, public awareness and control are the foundations of the Burdekin Shire Mosquito Management Plan. Prevention and control are trigger actions to reduce mosquito nuisance and public health diseases. Some of the activities Burdekin Shire Council undertakes include:

- Surveillance and monitoring of mosquito species, both adults and larvae
- Investigation of complaints
- Creating and maintaining safeguards to reduce the risk of mosquitoes breeding
- Reducing places where mosquitoes can breed
- Applying larvicides and adulticides both on ground and via aerial spraying
- Undertaking public education and awareness campaigns

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### **7.1 Control Methods**

#### **7.1.1 Larvicides**

The larvae control program treats both saltwater and freshwater areas. The application and control method depends on a variety of conditions:

- Accessibility of the area
- Size of the area to be treated
- Time to treat the larvae

The preferred methods of land based larviciding are by hand, quad bikes, or aerial distribution. If the size of the area to be treated is too small and/or inaccessible for helicopter treatment, quad bikes are a more efficient and economical alternative. Briquettes, pellets and Teknar®1200 SC can all be utilized whilst operating quad bikes. Smaller areas such as drains, and small ponds can be treated by hand. Both briquettes and pellets can be dispersed by hand. Teknar®1200 SC can be applied by hand using handheld spray bottles. Due to regular inundation of large breeding sites and the limited time span from larval stage to adult, aerial application is preferred. The preferred chemical is Teknar®1200 SC.

#### **Chemical Control and Biorational Control Agents**

ProLink® pellets and briquettes (S-Methoprene) are known as biorational control agents or insect growth regulators (IGR's) and prevent the mosquito larvae emerging into adult mosquito. It is recommended to treat larvae at 2nd, 3rd and 4th instar when control is most effective. The residual effects of briquettes last for up to 150 days and pellets last for up to 30 days. The pellets and briquettes are dispersed by hand or on a quad bike.

In the Shire adult mosquitoes are chemically controlled by the application of Biflex® AquaMax (Bifenthrin and pyrethroid) insecticide that affects the nervous system of mosquitoes. Biflex® AquaMax is used as a barrier treatment at various facilities and amenities such as playground equipment, toilet blocks, park benches and BBQ areas. The product leaves a residual layer affecting resting mosquitoes.

#### **Biological Control (BTI)**

Council uses a naturally occurring bacterium found in soils called BTI (*Bacillus thuringiensis* subspecies *israelensis*) to treat mosquito larvae in the region. BTI contains bacteria that produces toxins that specifically target and only affect the larvae of mosquito, blackfly and fungus gnat. Teknar® 1200 SC (BTI) kills larvae. It is recommended to use Teknar® 1200 SC in the early stages of larvae growth, as prior to pupation the 4th instar larvae. In warm weather weekly or twice weekly treatment is recommended due to staggered hatching of larvae. The concentrate is diluted with water and dispersed by hand pump, quad bike or by aerial application.



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BTI is an approved treatment for pest control use in organic farming operations and our marine parks. There are no precautions needed when applying the treatment. BTI has no toxicity to:

- humans
- honeybees
- animals
- food crops
- water supplies.

The treatment is sprayed over all areas where water pools including the intertidal areas of the region that are inundated during rainfall and tidal events providing ideal conditions for the mosquito larvae to develop.

### **Ground Based Applications**

The land based larviciding program focuses on both saltwater and freshwater habitats. All known breeding sites have been plotted with GPS equipment and mapped using the Council's GIS system. These sites are continually monitored weekly, throughout the year.

Council staff are licensed Pest Management Technicians (PMOs), and inspect all sites to determine the presence of mosquito larvae twice weekly. The timing of the inspections is put in place to intercept the mosquitoes' breeding cycle and is intensified after rainfall and tidal events greater than 3.4 m. as tidal events greater than 3.4 m will cause inundation of several low-lying tidal marsh areas.

Breeding sites range from small, water-holding containers to larger areas such as drains, vast areas of saltmarsh, fresh and saltwater swamps (which may well exceed 400 hectares). Identification of the larval mosquitoes is necessary to determine a suitable control method. Samples of larvae are returned to the laboratory to determine the species.

Council's PMOs undertake pre- and post-treatment surveys.

### **Pre-treatment Applications**

Council undertakes an extensive pre-treatment program. This program is an effective way to control areas that are subject to infrequent or irregular tidal inundations and areas that are difficult to access.

Council utilises (S)-Methoprene Prolink® briquettes and pellets for its pre-treatment program. These products have an extended life ensuring that these difficult areas are effectively treated with minimal staff involvement.

The incorporation of this control option into the management plan enables ground staff to redirect their resources to other more suitable sites that require treatment in the event of a major larval emergence, therefore expanding the total area of treatment throughout the Burdekin's known breeding locations.



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### **Aerial Applications**

Aerial larviciding is carried out in accordance with Council's Procedure for Aerial Larviciding. The pilot is supplied with aerial photography maps highlighting the proposed areas for treatment and data from each treatment is stored on file. The need to carry out aerial larviciding is determined by the monitoring of the salt marshes for mosquito breeding and risk assessment.

The main target species in the aerial treatments is *Aedes vigilax*, the common salt marsh mosquito. However, *Culex sitiens*, *Aedes alternans* do breed in the same habitat periodically. Records of each treatment are kept for quality monitoring and to identify any problems such as treatment failure.

Aerial larviciding supplements the main treatment program with difficult areas to be accessed and treated in a short period of time. This allows staff to deal with more accessible breeding sites when required.

### **7.1.2 Adulticiding**

At times, it may be necessary to undertake a program to control adult mosquitoes that have emerged, due to an interrupted larviciding program or on a special request.

Adulticiding involves the application of a fine mist of control agent to areas where adult mosquito numbers are at high level. The adult mosquitoes encounter the airborne and settled droplets and are controlled as a result.

Backpack equipment, quick spray unit or a handheld sprayer is used to create and distribute the chemical with the program being conducted in the early hours of the day. The timing is critical as thermal activity and stronger wind velocities can affect treatments conducted later in the day.

Adulticiding is not a preferred treatment method as it is less effective than larviciding. Mosquito adulticiding is conducted in accordance with Council's Procedure for Misting Program and data from each treatment is stored on file.

### **Residual or Barrier Treatments**

Barrier treatments involve the use of a residual sprayer to spray specific areas of vegetation or other matter with a chemical that remains present on these items for approximately 2 months. Mosquitoes are controlled by direct contact with spray and also by residual action as they come into contact with treated surfaces.

This method of residual or barrier treatment is predominantly used in two process:

1. Briquettes or pellets in areas to project the treatment and/or use as a pre-treatment, where conditions don't allow general treatment i.e. too windy.

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### **2. Chemical treatment i.e. in toilets, parks, public spaces**

A relatively new strategy for protection against adult mosquito populations is through the treatment of mosquito harbourage sites with a residual insecticide. These treated areas then create a "barrier" between residential and/or recreational areas and mosquito habitats. The product most used for this purpose is the synthetic pyrethroid bifenthrin. The product provides a residual layer of insecticide that kills resting mosquitoes and is currently registered for treating mosquito resting places (internal & external areas of domestic, commercial, public and industrial buildings). \*\*

## **7.2 Monitoring and Surveillance**

### **7.2.1 Pre/Post Dipping Surveys**

Larvae are collected from their aquatic habitat using a ladle or pipette. As with adult trapping, larvae are identified and counted to determine species composition and population density at a given time.

Pre and post treatment inspections are essential in assessing the need for treatment, the suitability of the product to be used, and allow for quantitative, visual evidence of a treatments success and will assist in the determination of re-treatment activities.

## **7.3 Data Collection and Reporting**

An integral component of any mosquito surveillance program is the recording of data. Information collected from mosquito surveys can be used to determine the need for a control program and to later evaluate the effectiveness of the program.

The information gathered is documented, filed and when developed integrated into the GIS system.

GIS technology adds significant value to data collection analysis by enhancing its function in decision making, especially with regards to service delivery, planning and management.

### **7.3.1 Reporting Requirements**

Three reporting formats will be used by Council's Pest Management officers. These are:

- Tables and graphs based on information extracted from Council's Database system for recording and tracking customer complaints, the information presented in these tables and graphs will be based only on customer complaints and enquiries.
- Table presenting the monthly activities of mosquito control as well as disease notification information from Queensland Health.
- Geographic Information Systems (GIS) Mapping of treatment areas.



### **7.4 Customer Complaints and Enquiries**

Public interaction is a necessary and important component of any mosquito management plan. It can be a source of useful information to identify problem areas and hot spots. Careful, structured recording of information is required as this information can be used to develop historical understanding of the problem and associated areas.

Public interaction falls into several categories. The most obvious category is complaints and enquiries, but other categories include the dispersal of information, education programs and interaction with specific stakeholders.

### **7.5 Public Awareness and Education**

Public awareness is fundamental in preventing and controlling mosquito nuisance bites and public health mosquitoes. Burdekin Shire Council may provide information about mosquito prevention and control through:

- House to house surveys
- Promotional material
- Media releases
- Website
- Social media

Basic information on how to protect against mosquitoes is an essential inclusion in public awareness campaigns. Messages may include:

- Use insect repellent containing diethyltoluamide (DEET) or picaridin
- Avoid being outside at dawn and dusk
- Wear long, loose, light colored clothing
- Replace/repair defective insect screens

Public awareness campaigns like 'Fight the Bite' recommends residents take the following precautions:

- Empty and remove/turn over containers, buckets, ice cream containers, and unused plant pots and bases
- Empty bird baths regularly
- Remove palm fronds



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- Refresh water in flower vases inside the house regularly
- Keep swimming pools chlorinated or salted
- Avoid water holding plants such as bromeliad
- Install/repair/replace water tank inlet screens
- Check gutters for buildup of leaves and other debris

### **7.6 Training Pest Management Officers**

Training in mosquito control operations is essential for all Environmental Health Officers and Pest Management Officers in the Environment and Health section. Council has four experienced Pest Management Officers (PMOs) however additional persons may be required to assist in certain circumstances such as house to house surveys or investigation/treatment of mosquito borne diseases.

Although detailed knowledge of all aspects of mosquito management is not required, some key skills which are useful include:

- Basic identification of the most common mosquito species.
- Identification of mosquito larvae
- The handling of methoprene pellets and briquettes
- Recognition of breeding grounds
- Familiarization with house to house surveys

### **7.7 Emergency procedure**

Mosquitoes can be a major problem during or following major events such as flooding caused by rainfall, major runoff or storm surge. There is a trend for disaster situations to be handled at the local level, circumventing the need for declaring a State of Disaster. This trend places increasing importance on planning procedures to mitigate the effects of particular events and to allow effective remedial and recovery responses.

Potential for an emergency situation also arises if exotic mosquitoes are introduced either naturally or accidentally, or if there is an outbreak of mosquito borne disease in Queensland. For acceptable mosquito control practices during emergency situations refer to standard operating procedures.

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Liaison between Council's Pest Management Team and the relevant lead agencies responsible for the management of disaster situations or disease outbreaks is crucial to the implementation of a vector management response. The Local Disaster Management Group is the responsible management unit for disaster situations including flooding, cyclones and storm surges. Queensland Health is the lead agency responsible for the management of disease outbreak within the region.

### **7.8 Proactive Programs**

Due to limited budget and resources mosquito control has always been a balance between proactive and reactive. The following proactive programs are recommended subject to availability of budget and resources. Light trapping and Gravid Aedes Trapping have commenced with species identified and recorded.

#### **7.8.1 House to House Surveys**

House to house surveys can detect and eliminate mosquito larvae on the spot, especially *Aedes aegypti*. It is an effective means of detecting breeding sites and mosquito densities. The purpose of the house to house survey for *Aedes aegypti* is:

- To monitor and control *Aedes aegypti* within the Shire
- To minimize the incidence of dengue in the Shire.
- To provide information to the public about dengue fever and prevention methods.

*Aedes aegypti* hot spots are identified by areas which are likely to be a risk location. These areas are surveyed and treated accordingly.

Risk Locations:

- Backpackers
- Hospitals
- Schools
- Rest areas/Comfort Stop
- Areas of town with a history of dengue mosquito activity
- Commercial activities such as tyre dealers and car wreckers

In the event of a sporadic case of dengue it is necessary to initiate dengue control within 200 meters of the case. Mapping of the area within a 200-meter radius is implemented using GIS software. Larval control is conducted together with a 'lure and kill' Ovitrap strategy and internal



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spraying. Within the 100 meter radius Queensland Health will be responsible for spraying. Brochures and verbal information will be provided within the area of treatment. In the event of an outbreak with numerous cases the whole area needs to be treated against larvae and adults. Queensland Health has developed a [Dengue Management Plan 2015-2020](#) in case of an event incorporating either single or multiple cases.

### **7.8.2 Light trap mapping and Gravid Aedes Trap - (GAT)**

Accurate mosquito species data is crucial to the success of any mosquito control activity. Data is collected through light trap sampling of mosquito populations.

Light traps, which are reliable tools for mosquito monitoring and sampling and are small, transportable pieces of equipment which attract and capture adult mosquitoes. They may be placed in rural and urban areas to collect mosquito population information for the respective area. This light trap uses dry ice or a yeast and sugar mix, as an integral source of CO<sub>2</sub> for attracting mosquitoes. It requires a 6V 7Ah rechargeable battery for operation and the bottom catch net, light, small fan and container. Data obtained from light traps include species type, number of individuals and activity times. This data assists in the development of effective control activities for the area. The light trap is normally placed in an area of interest for a period of 24 hours, then samples are collected and analysed.

Gravid Aedes Trap – (GAT) selectively attracts and kills female mosquitoes that carry dengue, such as *Aedes aegypti* and *Aedes albopictus*. The GAT initially lures mosquitoes by using stagnant water and once inside the design makes use of the trapped mosquitoes' innate escape behavior to prevent them from escaping. The traps are set around homes, businesses and accommodation houses as the target mosquitoes thrive around human habitation.



Gravid Aedes Trap



Light Trap



### **7.9 Potential Future Directions in Mosquito Control**

Since 2011 Australia and North Qld have been part of world-wide research into using Wolbachia as a biological control to reduce mosquito transmission of Zika, dengue and chikungunya.

In a laboratory mosquito are infected with the Wolbachia bacteria and then released into the environment to breed with wild mosquitoes. The Wolbachia bacteria stop the growth of the virus and stop the transmission to humans. Wolbachia are naturally occurring bacteria found in 60% of all insect species, and are safe for humans, animals and the environment.

The program commenced in 2011 in Cairns and surrounding areas and later was trialed in the greater Townsville region including Charters Towers. It was very successful in reducing the transmission of dengue fever in these areas. While the initial phases of the project are finished, monitoring of levels of Wolbachia in the wild mosquito population will continue and work is underway to determine the best method of introducing Wolbachia to the wild mosquito population.

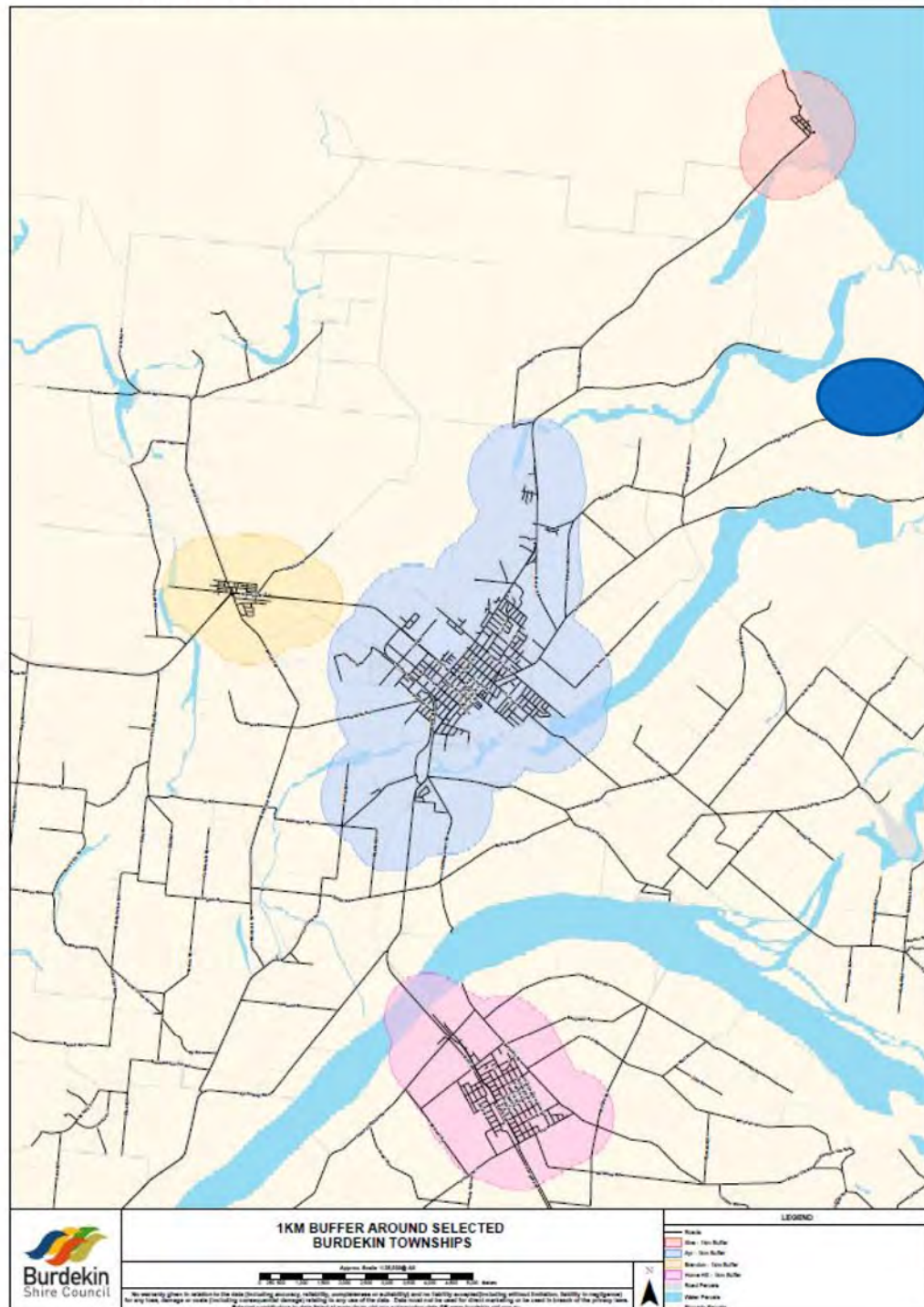
Current dengue fever statistics for Burdekin Shire do not indicate that there is a need to undertake any corrective action at this stage. However, Council will continue to monitor the success of the Wolbachia program and further deployment of the program in Queensland.

### **References**

- Alameda County Mosquito Abatement District, n.d., Biological notes on mosquitoes, <http://www.mosquitoes.org/LifeCycle.html>
- Pacific Biologics n.d., Larvicides <http://www.pacificbiologics.com.au/>
- Queensland Health 2010, Queensland Joint strategic framework for mosquito management, 2010-2015  
[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0019/444421/joint-strat-fwk.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0019/444421/joint-strat-fwk.pdf)

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Appendix 1 Burdekin Shire map – Area treated for vector control





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### Appendix 2 Mosquito species found in Burdekin Shire region

The following tables identify the mosquito species found in the Burdekin Shire region.

#### Saltwater Mosquito Species

Species	Habitat	Disease
<i>Aedes alternans</i>	Salt Marshes & Freshwater Pools	None Known
<i>Aedes vigilax</i>	Salt Marshes	Ross River Virus, Barmah Forest Virus
<i>Culex sitiens</i>	Salt Marshes	Ross River Virus

#### Fresh Water Mosquito Species

Species	Habitat	Disease
<i>Aedes lineatopennis</i>	Temporary Grassy Pools	None Known
<i>Aedes vittiger</i>	Temporary Grassy Pools	None Known
<i>Anopheles amictus</i>	Edges of Freshwater Pools	Malaria
<i>Anopheles annulipes</i>	Temporary & Permanent Pools	Malaria
<i>Anopheles bancroftii</i>	Common in Hyacinth Swamps	Malaria
<i>Aedes kochi</i>	Leaf Axils of Plants	None Known
<i>Coquilittidia Mark's sp.</i>	Swamps	None Known
<i>Culex annulirostris</i>	Fresh Water Swamps	Ross River Virus, Barmah Forest Virus, Japanese Encephalitis, Heart Worm
<i>Culex australicus</i>	Clean or Polluted Water	None Known
<i>Culex gelidus</i>	Temporary & Permanent Pools	Ross River Virus, Japanese Encephalitis
<i>Culex halifaxii</i>	Polluted Domestic Sites	None Known
<i>Culex quinquefasciatus</i>	Polluted Water Periodic	Heart Worm
<i>Mansonia uniformis</i>	Edges of Freshwater Pools	None Known
<i>Tripteroides magnesianus</i>	Tree Holes and Stumps	None Known
<i>Uranotaenia lateralis</i>	Freshwater Swamps and Pools	None Known

#### Container Breeding Mosquito Species

Species	Habitat	Disease
<i>Aedes aegypti</i>	Domestic Artificial Containers	Dengue Fever, Chikungunya
<i>Aedes notoscriptus</i>	Domestic Artificial Containers	Ross River Virus, Heart Worm, Barmah Forest Virus, Murray Valley encephalitis
<i>Culex gelidus</i>	Temporary & Permanent Pools	Ross River Virus, Japanese Encephalitis
<i>Culex quinquefasciatus</i>	Domestic Artificial Containers	Heart Worm
<i>Toxorhynchites sp</i>	Natural and Domestic Containers	None



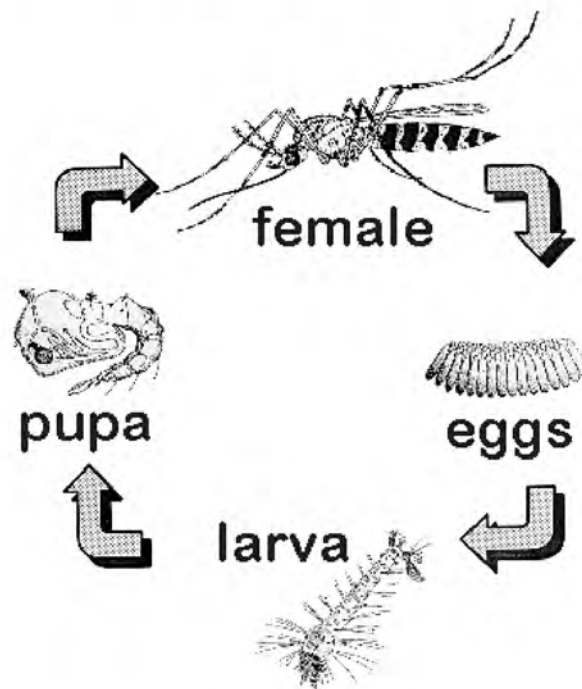
## **Mosquito Management Plan 2020-2025**

### **Appendix 3 Mosquito Lifecycle**

Mosquitoes can breed in a wide range of environments including freshwater wetlands, salt marshes, highly polluted waters and artificial containers.

The life cycle of a mosquito commences with the female laying eggs. The eggs are laid on damp surfaces (generally), just above water level or on free water as a raft as shown in the below diagram. The eggs are often drought resistant and remain viable for many years awaiting rainfall or tidal inundation to allow for hatching. The eggs hatch into larvae and progress through four (4) developmental larval stages increasing in size reaching the non feeding pupal stage. The adult mosquito develops inside the pupal skin and following emergence feeds, then mates.

The diagram on the following page provides a simple representation of the mosquito life cycle.



The female mosquito requires a blood meal for egg development, with a single female capable of laying 200 to 400 eggs within a two to four-week lifecycle.

The male mosquito does not bite and feeds only on nectar from plants. The length of the breeding cycle is very much dependant of climatic conditions with the characteristic hot and humid days often experienced in Burdekin shortening a complete cycle from 14 days down to as little as 72 hours.

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### Appendix 4 Operational activities of Council

The table below describes the current operational activities Council undertakes and future actions to be implemented.			
OPERATIONS			
Control Methods			
Scope	Inclusions	Current	Future Actions
Control Methods	Ground based applications	<p>Though most of the vector control activity is scheduled it does vary depending on seasonal demands.</p> <p>As a control method larviciding is recognised as the most efficient method of control.</p> <p>Council undertakes a pre-treatment program by distributing Methoprene briquettes and pellets in areas that will be affected by high tides, irrigation runoff and rainfall. When immediate control is required then <i>bti</i> (a method of biological control of larvae) is used.</p>	<ul style="list-style-type: none"> <li>Continue to review ground-based control methods</li> <li>Have increased treatment areas</li> <li>Address the identified need to increase the pre-treatment areas</li> <li>Pre &amp; Post-Dipping is being undertaken and documented</li> </ul>
	Aerial applications	Aerial application is an integral part of the overall treatment program.	<ul style="list-style-type: none"> <li>Aerial applications have been continued in the past few years and no negative impacts have been identified.</li> <li>Aerial application for mosquito control is an expensive exercise however it is now recognised as an essential part of the treatment program</li> <li>A risk-based assessment has been developed to facilitate the decision process</li> </ul>

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			<ul style="list-style-type: none"> <li>Council's staff continues to work very closely with the helicopter pilot to improve our treatment methods and knowledge of the process and outcome.</li> </ul>
	Adulticiding	Adulticiding is carried out preferably, early morning, in low winds and densely vegetated known harbourage sites and in public spaces. Usually undertaken during the wet season, or after high tides due to vigilax flight range	<ul style="list-style-type: none"> <li>Continue to identify suitable areas for adulticiding treatments.</li> <li>Monitor light trap numbers to identify adult mosquito activity.</li> <li>Trial new products to ensure continued success</li> </ul>
Monitoring Program	Pre/post dipping	Pre/post dipping is an important part of the treatment program to assist in determining mortality rate/efficacy.	<ul style="list-style-type: none"> <li>Continue to incorporate data in the need to determine treatment</li> <li>Ensure the pre/post dipping process maintains a mortality rate of 90%</li> <li>This is being undertaking to a greater extent and is providing essential information on how the treatment products are working and this data is documented</li> </ul>
Customer complaints and enquiries	Face to face, email, telephone	Responded as per standard operating procedure.	<ul style="list-style-type: none"> <li>Achieve 80% service level agreement timeline</li> </ul>



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DATA COLLECTIONS			
Scope	Inclusions	Current	Future Actions
Site Identification and characteristics	Breeding site identification and characteristics	The mosquito breeding areas of the Shire to be split into main zones. There are numerous individual sites within these zones.	<ul style="list-style-type: none"> <li>Site identification process to be completed.</li> <li>Site identification to be incorporated with the mapping of the breeding sites</li> </ul>
GIS integration	Mapping known breeding sites	The breeding sites and treatment areas to be mapped and loaded onto the GIS system.	<ul style="list-style-type: none"> <li>Continue to update the treatment sites on the GIS system</li> <li>Incorporate treatment data into the GIS system e.g. Pre-treatments, aerial treatments</li> </ul>
Treatment Records	Treatment data	Develop a simple and accurate treatment recording system. Determine necessary data for recording e.g. Chemical application, Met. Bureau data.	<ul style="list-style-type: none"> <li>Continue to improve data recording systems</li> </ul>
COMPETENCIES			
Scope	Inclusions	Current	Future Actions
Staff training	Mosquito training	Presently staff undertakes necessary training as determined by program requirements	<ul style="list-style-type: none"> <li>Ensure staff can be trained in mosquito ID and mosquito management courses e.g. MOZ01 course.</li> <li>Ensure staff is provided with in-house training on mosquito management aspects where practicable.</li> </ul>
	First Aid	Presently staff undertakes necessary training as determined by program requirements.	<ul style="list-style-type: none"> <li>Ensure staff has access to first aid training.</li> </ul>

### **Mosquito Management Plan 2020-2025**

	Vehicle/Driver Safety Courses	Presently staff undertakes necessary training as determined by program requirements.	<ul style="list-style-type: none"> <li>• Ensure staff has access to 4WD quad bike training.</li> <li>• Ensure staff has access to driver safety courses.</li> </ul>
	Other Licences and Permits	Staff is required to hold any licence, permit or authority to safely undertake their duties.	<ul style="list-style-type: none"> <li>• Ensure staff has access to required training e.g. Forklift licence, chainsaw certificate etc.</li> </ul>
Licences	Pest Management Technician Licences	Staff is required to hold a current Pest Management Technician Licence.	<ul style="list-style-type: none"> <li>• Ensure all Pest Management Officers have current Pest Management Technicians Licences. Assistance will be provided where required.</li> </ul>
Legislative Compliance	EPA Code of Practice. Public Health Act – Public Health Risk (Mosquitoes) Pest Management Technician Licences.	Continue to evolve the Mosquito Management Plan to ensure compliance with relevant legislation.	<ul style="list-style-type: none"> <li>• Continue to operate under the principles outlined in the Plan.</li> <li>• Continue to operate in accordance with Work Health and Safety requirements and Mosquito Management Procedures.</li> <li>• Continue compliance with relevant statutory legislation</li> </ul>
Budget controls	Plant and equipment	Suitable plant is provided within the current resources.	<ul style="list-style-type: none"> <li>• Ensure continued review of plants adequacy.</li> <li>• Replace specific plant and equipment on a regular basis</li> <li>• Ensure laboratory instruments are adequately maintained. e.g. Microscopes</li> <li>• Undertake an annual plant review</li> </ul>


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	Aerial Larviciding Program	Undertake aerial larviciding treatments as required	<ul style="list-style-type: none"> <li>Continue to ensure aerial larviciding remains an integral part of the mosquito program.</li> </ul>
	Insecticides	Insecticides are provided for the treatment program within current resources.	<ul style="list-style-type: none"> <li>Identified areas of improvement within the program including operational efficiencies and addition of further treatment sites will require more insecticides.</li> </ul>
<b>COMMUNITY AWARENESS</b>			
Scope	Inclusions	Current	Future Actions
Awareness and Education	Website	Council's website contains a significant amount of information on Vector Management mainly mosquitoes.	Continue to maintain this section of the website.
	Promotional material	Council provides promotional material in several formats including brochures/handouts, website.	<ul style="list-style-type: none"> <li>Continue to provide promotional material in all formats.</li> <li>Increase public awareness of personal responsibilities.</li> </ul>
	Media releases	Reactive media releases.	<ul style="list-style-type: none"> <li>Planned two media releases annually</li> <li>Regular website, social media updates</li> </ul>




## Mosquito Management Plan 2020-2025


### Appendix 5 Information on some mosquitoes

MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Aedes vigilax</i>	Most of coastline	Temporary pools in salt marshes flooded during higher tides or by rain.	Major pest species. Vector of Ross River (RR), Barmah Forest (BF) and heart worm in dogs.
 <p style="text-align: right; font-size: small;">©1999 Richard C. Russell</p>		<p><i>Ae. vigilax</i> is the primary vector of Ross River Virus (the cause of epidemic polyarthritis) and Barmah Forest Virus in Queensland. Both viruses are notifiable diseases that can have debilitating effects on those infected.</p> <p>The major breeding sites of the <i>Ae. vigilax</i> include temporary brackish pools and marshes filled because of tidal inundation and are commonly associated with salt-water couch grass (<i>Sporobolus</i>). They are a voracious biter, will feed off humans and animals' day or night and can travel up to 50km from breeding sites. Peak feeding activity is during dawn and dusk.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Culex annulirostris</i>	Widespread	Fresh water wetlands, usually with vegetation. Breeding can be prolific in low-lying areas that hold water for a few weeks after heavy rain.	Most important mosquito in Australia. Vector of BF, Japanese Encephalitis (JE), Kunjin, Murray Valley Encephalitis(MVE), RR and heart worm in dogs. Major pest, feeds readily on humans and animals at dawn and dusk.
		<p><i>Cx annulirostris</i> is a major pest and an efficient vector of arboviruses and feeds on humans, birds and a variety of mammals. There breeding habitats are large open, vegetated swamps, lagoons and grassy puddles from irrigation runoff and rain. <i>Cx annulirostris</i> is the species of greatest concern associated with overusing irrigation waters associated with growing rice and sugar cane.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Culex sitiens</i>	Coastal saline and brackish.	Commonly found in pools formed when high tides flood the upper limits of marine wetlands.	Occasional pest where residential areas are close to breeding sites. Shown to be a vector of RR. Pest to humans, mammals and birds, bites at night.
 <p>© 1999 Richard C. Russell</p>		<p><i>Cx. sitiens</i> can become a major pest during summer months. Current research indicates that this species is also a competent vector of Ross River Virus.</p> <p><i>Cx. sitiens</i> is found along most coast lines of Australia and can travel large distances (up to 35 km) to seek a blood meal. The major breeding sites of <i>Cx. sitiens</i> are the same as <i>Ae. vigilax</i> – temporary brackish pools and marshes filled because of tidal inundation. <i>Cx. sitiens</i> is often found breeding with <i>Ae. vigilax</i> but also can successfully adapt to freshwater habits</p>	




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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Aedes vittiger</i>	Widespread Coastal and inland	Commonly found in temporary pools filled by irrigation or rain.	Significant pest in irrigation areas where residential areas are close laboratory only and
		<p><i>Ae. vittiger</i> is a vicious biter of humans, birds, cattle, dogs, rabbits and a variety of mammals.</p> <p>Can be a significant pest in irrigation areas and has been shown to carry RRV and bites during the day but can be active at night.</p> <p><i>Ae. vittiger</i> is found in temporary pools of freshwater from irrigation, floods, or rain.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Ae. alternans</i>	Widespread.	Saline and fresh wetland.	RR isolated.
		<p><i>Ae. alternans</i> can reach reasonably high pest levels following extended periods of rain. They can breed both in temporary brackish pools and marshes on the coast along with <i>Ae. vigilax</i> (but not as common) and further inland in freshwater areas with <i>Ae. vittiger</i>.</p> <p><i>Ae. alternans</i> are very aggressive biters, will attack throughout the day and night and can travel 5-8 km from breeding sites in search of a blood meal. The larvae are predatory and will eat other mosquito larvae.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Cx. gelidus</i>	Widespread	Fresh water, river pools, rock pools, marshes with high organic content, sewerage ponds, some artificial containers and house drains.	Vector of RR, JE
		Breeds in freshwater, from river pools, rock pools and marshes, usually with high organic content. This includes sewerage ponds and run off from meat works. This species only entered Australia in recent decades and so its distribution is still patchy and mainly in northern Australia. Bites humans, mammals, and birds. Can transmit Ross River and Japanese encephalitis.	




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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Ae. aegypti</i>	North Queensland.	Prefers containers. Usually associated with human habitation.	Vector of Dengue, Zika, RR
		<p><i>Ae. aegypti</i> is of great importance as it is the major carrier of Dengue Fever and Dengue Haemorrhagic Fever in Queensland (and throughout the world). This mosquito is associated with human habitation.</p> <p>The <i>Ae. aegypti</i> can be found in natural breeding places such as tree holes, fallen palm fronds and plants such as bromeliads. It has however adapted very successfully to human habitation breeding in any available artificial container such as pot plant bases, buckets, tyres, rainwater tanks and roof gutters. This mosquito has a limited flight range, up to 1 km (if necessary), in seeking a blood meal. This mosquito is very allusive, tending to bite people around the feet and ankles. <i>Ae. aegypti</i> bites during the day. <i>Ae. aegypti</i> is the primary vector of dengue in Australia and can carry yellow fever and chikungunya.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Ae. notoscriptus</i>	Widespread, urban and rural.	Domestic and natural containers.	Can be a significant domestic pest. Isolated BFV, RRV and heartworms in dogs.
		<p><i>Ae. notoscriptus</i> can be a domestic pest species. Its importance relates to the similarity with <i>Ae. aegypti</i> and the common breeding area shared.</p> <p>As with <i>Ae. aegypti</i>, <i>Ae. notoscriptus</i> is primarily considered a domestic species taking advantage of a range of artificial containers. Laboratory studies have shown this mosquito capable of carrying several arboviruses and it is believed to be a suitable vector for Barmah Forest, Ross River and Heartworm in dogs.</p>	

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MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Mansonia Uniformis</i>	Widespread, mainly coastal.	A fresh water lagoon type habitats.	May be a serious pest in the vicinity of freshwater wetlands.
		<p><i>Ma. uniformis</i> can prove a major pest problem in Burdekin due to the abundance of fresh water lagoon type habitat. It has the unique larval structure of a piercing siphon which allows it to attach to a wide range of aquatic plants such as water hyacinth, as well as aquatic grasses and sedges.</p> <p>The flight range of uniform is limited to about 3-6 km making this species more of a nuisance to those living near fresh water areas. This species has been shown to be a competent vector for Ross River Virus, Murray Valley Encephalitis and Kunjin virus.</p>	



### Mosquito Management Plan 2020-2025

MOSQUITO SPECIES	DISTRIBUTION PREFERRED	BREEDING SITES	CONCERN RISK
<i>Culex quinquefasciatus</i>	Widespread	Artificial containers or drainage ponds	Carries dog heartworm
<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 20px;"> <p><i>Cx. quinquefasciatus</i> otherwise known as the “brown house mosquito” is a very domesticated mosquito often found inside houses.</p> <p><i>Cx. quinquefasciatus</i> is a major pest in populated areas and breed in artificial containers, drainage ponds and septic tanks. They tend to bite at night both inside and outdoors.</p> <p><i>Cx. quinquefasciatus</i> carries dog heartworm.</p> </div> </div>			

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## 6.2 OPERATIONS

## 6.3 PLANNING AND DEVELOPMENT

### 6.3.1 Development Application for a Material Change of Use to Locate a Dwelling House in a Public Purpose Zone at 43 Fifth Avenue Home Hill (Lot 21 on SP117194)

#### Document Information

<b>Referring Letter No:</b>	1596814
<b>File No:</b>	226 (MCU20/0006)
<b>Name of Applicant:</b>	Steven Wilson
<b>Location:</b>	43 Fifth Avenue Home Hill (Lot 21 SP117194)
<b>Author and Title:</b>	Mr. Shane Great – Manager Planning and Development

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#### Executive Summary

Council has received a Development Application from Steven Wilson seeking a Development Permit for Material Change of Use to locate a Dwelling House in a Public Purpose Zone at 43 Fifth Avenue, Home Hill (Lot 21 SP117194).

The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme ('the scheme').

#### Recommendation

That Council approves the Development Application for a Material Change of Use to locate a Dwelling House in a Public Purpose Zone at 43 Fifth Avenue, Home Hill (Lot 21 SP117194) subject to the following conditions:

#### General

1. (a) The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the applications supporting material including all drawings/documents, except where modified by the conditions of this Development Permit and any approval issued there under.
- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- (c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

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### **Compliance with conditions**

2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

### **Outstanding charges**

3. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

### **Notice of Intention to commence the use**

4. Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.

### **Public Utility Services/Damage**

- 5.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

### **Building Work**

6. A development permit for Building Works is to be obtained before any triggered assessable building works are carried out on the premises.

### **Access**

7. The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer

### **Drainage**

- 8.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 8.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

### **Advice Only;**

- *Due to the current location of Council sewerage infrastructure (ie sewer manhole) some areas of the subject lot may not be able to accommodate a gravity fed sewer connection.*
- *A Development Application for building works which include habitable rooms may have to include a 1% AEP Flood Certificate. N.B. this applies in localised and river flood areas as identified in Burdekin Shire Council's mapping.*



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## Background Information

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application for a Material Change of Use – Dwelling House in a Public Purpose Zone at 43 Fifth Avenue, Home Hill (Lot 21 SP117194).

A house was located on the subject site for many years when it was owned by Queensland Rail, they sold the Lot to a private purchaser in 2007. The house was disconnected from reticulated sewerage in 2009 and then removed from the site in 2012.

The water and sewer connections have remained on the Lot and will be available for the relocated house to connect into. The proposed dwelling will also have to meet the requirements of the “Floor Heights for Buildings with Habitable Rooms Policy”.

Due to the Public Purpose zoning and duration of time that the land has remained vacant, the proposal triggers an ‘Impact Assessable’ Development Application in accordance with the provisions of the scheme. This application also requires public notification and given that the application is ‘Impact Assessable’ a resolution of Council.

## The Application

The intent of this application is to gain approval to relocate a dwelling on to the northern end of the subject property. The properly made application includes the required forms, plans, report and other supporting material. Plans lodged as part of the supporting material with the application illustrate the location of the relocated dwelling.

The application has been assessed against the relevant codes of the planning scheme, in particular, the ‘Public Purpose Zone’ code and the ‘Residential Zone code’. Relevant outcomes in these Codes including building siting, site areas and infrastructure provision have all been addressed by the applicant in the applications supporting material and considered in the assessment by the Development Assessment Team

If any compliance issues arise from the proposal not being able to meet a particular outcome, conditions have been included in the recommendation that will ensure specific outcomes are met.

## Site Description/Surrounding Land Uses

The subject site is a fully fenced vacant Lot located at 43 Fifth Avenue, Home Hill. It is a rectangular shaped Lot with an area of 7532m<sup>2</sup> with a road frontage to both Tenth Street (32m) and Fifth Avenue (230m). The north eastern boundary of the property adjoins the Queensland Rail line. The predominate land use in the surrounding area to the west is residential, consisting mainly of single dwelling houses and domestic sheds on separate lots.

## Conclusion

Council’s Development Assessment Team members have assessed the application in accordance with the scheme and have included reasonable and relevant conditions as part of the recommended approval. Officers are confident that the proposal complies with adopted planning regulations and policies. It is recommended that Council approves the application subject to the abovementioned conditions.

## Link to Corporate/Operational Plan

N/A

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## Consultation

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was publicly notified between 16<sup>th</sup> July, 2020 and 5<sup>th</sup> August, 2020. There were no properly made submissions received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

## Legal Authority or Implications

A potential risk is present in that any decision made by the Assessment Manager may attract an appeal in the Planning and Environment Court.

## Policy Implications

N/A

## Financial and Resource Implications

N/A

## Report Prepared By

Mr. Shane Great – Manager Planning and Development

## Report Authorised By

Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

## Attachments



Rural	Residential Low Density Sub Area	Industry Investigation Sub Area
Rural Nature Based Recreation Sub Area	Retail and Commercial	Public Purpose
Rural Settlement Sub Area	Industrial	Village
Residential	Extractive Industry Sub Area	Open Space & Recreation

## An aerial photograph of a residential neighborhood with yellow property boundaries and blue street lines. A black callout box with a white border points to a specific location on a dirt lot, labeled "Location of relocated house". The map includes labels for "Tenth Street", "Ninth Street", "Eighth Street", "Fifth Avenue", "Railway Avenue", and "Brice Highway". Various lot numbers are visible, such as 132, 126-128, 122-124, 114, 112, 102-110, 100, 118-120, 119, 113, 108-110, 106, 104, 102, 100, 98-99, 96, 94, 92, 90, 88, 86, 84, 82, 80, 78, 76, 74, 72, 70, 68, 66, 64, 62, 60, 58, 56, 54, 52, 50, 48, 46, 44, 42, 40, 38, 36, 34, 32, 30, 28, 26, 24, 22, 20, 18, 16, 14, 12, 10, 8, 6, 4, 2, 1. A "Pathway" is also labeled near lot 132.



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## 6.4 TECHNICAL SERVICES

### 6.4.1 Route Specific Permits - Coastal Townships of the Burdekin Shire

#### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	914
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	Coastal Townships of the Burdekin Shire
<b>Author and Title:</b>	Mr. Glen Stockdale – Design Office Coordinator

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#### Executive Summary

Queensland Police Service (QPS) have recently been in contact with Council requesting clarification on Council's process allowing Conditionally Register Vehicles (i.e. quad bikes) usage of roads in our coastal townships such as Alva Beach, Wunjunga and Jerona. This has led to a review of the current Route Specific Permit System.

#### Recommendation

That Council:

1. Reintroduce the Route Specific Permit System to the Jerona Township, with each vehicle requiring a permit to travel the route between the residence where it is kept and the boat ramp only;
2. Does not allow Conditionally Registered Vehicles to be used at Groper Creek.

#### Background Information

In May 2005, Council passed a resolution to adopt the Route Specific Permit System to allow residents of Alva Beach and Wunjunga access from their property to an appropriate beach access. The current process at Alva and Wunjunga is working well, with regular permit applications approved.

In June 2005, Council informed the Jerona Citizens Association Inc. that Council would allow residents of Jerona to access the boat ramp area with quad bikes etc, with the owners requiring permits from Council and the Queensland Department of Transport and Main Roads. This process was never implemented.

There have been increasing issues at Jerona as no permits have been issued, with increasing numbers of vehicles using Council's roads throughout the township.

QPS have reported instances of quad bikes travelling on Council roads up to the Barratta Causeway which is approximately 8.5km from the township.

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There has been some confusion with owners believing that if they have Conditional Registration from the Queensland Department of Transport and Main Roads, then they are allowed to travel on any Council Road and so forth.

The Route Specific Permit System will provide clarification to all users regarding where they are allowed to travel, and also reduce any noise and dust issues from vehicles travelling throughout the township.

The township of Groper Creek has no history of Conditionally Registered Vehicle usage, which aids the amenity of the area with no noise or dust complaints. Council has no intention to allow Conditionally Registered Vehicles to be permitted within the Groper Creek township or reserve.

### **Link to Corporate/Operational Plan**

Burdekin Shire Council Corporate Plan 2017-2022:

1.3 Safe and effective transport networks

3.1 Safe, healthy, inclusive and socially engaged communities

### **Consultation**

Council officers have been in consultation with Officer in Charge Sergeant Ryan McGrath of Giru Police Service, who agrees that the proposed implementation of Route Specific Permits would be the best measure to control road usage and allow police enforcement if required.

Discussions were also held with the Burdekin Shire Road Safety Advisory Committee.

Council will letter drop the information to the residents of Jerona, and representatives from Council and the Police will arrange a meeting with the Jerona Citizens Association Inc. to discuss.

### **Legal Authority or Implications**

Allows enforcement of traffic violations by Queensland Police Service.

### **Policy Implications**

N/A

### **Financial and Resource Implications**

N/A

### **Report Prepared By**

Mr. Glen Stockdale – Design Office Coordinator

### **Report Authorised By**

Mr. Kevin Byers – Manager Technical Services

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## **Attachments**

1. N/A

**7 NOTICE OF MOTION**

**8 RECEIPT OF PETITIONS**

**9 CORRESPONDENCE FOR INFORMATION** Tabled Separately

**10 GENERAL BUSINESS**

**11 CLOSED BUSINESS ITEMS**

**11.1 Confidential Report - Rates and Charges for Property 1161.**

**12 DELEGATIONS**



