

# Blackwood Biosecurity Operational Plan 2025-2026



# Blackwood Biosecurity Inc. (BBI)

## 2025-2026 Operational Plan

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# 1. INTRODUCTION

We endeavour to meet the expectations of our landowners, community, stakeholders and our major funding body, the Department of Primary Industries and Regional Development (DPIRD).

To help us do this, we are guided by this Blackwood Biosecurity Inc. 2025-2026 Operational Plan that identifies actions derived from our 5-year Strategic Plan, 2022-2025.

Pest control can only be successful by implementing a strategic co-ordinated approach across the whole of the landscape, and we make a promise to include as many stakeholders as possible in this process.

# 2. ORGANISATIONAL BACKGROUND AND OVERVIEW

BBI was recognised under section 169 of the BAM Act on 1st February 2017. The instrument of recognition was amended on 9th October 2017 to include the Shire of West Arthur. In 2018/19 the Declared Pest Rate was raised for the first (1st) time across the BBI operational area

BBI is a community-run, Not-For-Profit group operating in the Shires of Boyup Brook, Bridgetown Greenbushes, West Arthur and the southern portion of Donnybrook Balingup.

BBI helps landowners and managers with their declared pest problems focusing on community awareness and education, achieving on-ground outcomes to compliment the great work most individual landholders are already doing.

The Blackwood Biosecurity Group operates under guidance from the Biosecurity and Agriculture Management Act 2007. Taking guidance from the BAM Act, our goals are to support, educate and enable, collaborate, be accountable and to continuously improve in our efforts to manage declared pests.

The Executive Officer provides direction for effective development and implementation of strategic initiatives that supports the main aims of the group.

## BBI Rules of Association Objectives

*‘To play a key role in assisting landholders and managers within BBI’s Operational Area to meet their responsibility, under the Biosecurity and Agricultural Management Act (2007), to reduce the impact of Declared Plant and Animal Pests on their land, with the aim that Declared Pests should be controlled to minimise economic, environmental, or social impact on BBI’s Operational Area, and that all landholders and managers across tenure adopt pest control activities to meet this objective. The Rules of Association are provided on the group’s website’.*

## Leadership and staff

BBI is led by a Management Committee of volunteers representing the community. Daily operations are carried out by a small team of staff.

The management committee provides governance, oversight and direction to the BBI.

## BBI Management Committee

Blackwood Biosecurity Inc Management Committee members as confirmed – October 2024:

<u>BOARD MEMBER</u>	<u>ROLE</u>	<u>LG area of representation</u>
Gwendalyn Banks	Chairperson	Donnybrook Balingup
Jenny Dewing	Vice Chairperson	Bridgetown Greenbushes
Margaret Morton	Secretary	Bridgetown Greenbushes
Leigh Carroll	Treasurer	Bridgetown Greenbushes
Julia Boyle	Member	Bridgetown Greenbushes
Mark Schneider	Member	Bridgetown Greenbushes
Stewart Kay	Member	Boyup Brook
Craig McClure	Member	Bridgetown Greenbushes

## **Terms of a committee member**

*A committee member holds office until the positions on the committee are declared vacant at the next annual general meeting. A committee member may be re-elected.*

*NOTE: Committee member nominations are open all year round. We encourage representation from all the Local Government areas within our catchment – Shires of Donnybrook Balingup, Bridgetown Greenbushes, Boyup Brook and West Arthur.*



## Staff

Minimum part-time staff member positions, responsible for daily operations include:

Executive Officer (.80)

Operations Manager (vertebrate and weed) (1.00)

Operations Officer (vertebrate and weed) (.60)

Administration, Communications and Events Officer (.60)

Additional staff members (including sessional) may be employed subject to Management Committee approval.

## 3. STAKEHOLDERS

BBI advocates for cross barrier pest management by working with numerous stakeholders towards the common goal of pest management. Collaboration among our diverse stakeholders is the most effective way to combat the increasing spread of pests (both animals and plants) and develop strategies to significantly reduce the impact of these pests in our communities, our region, and our state.

### ***Our stakeholders include:***

Landholders within our Operational Area	Southwest Development Commission (SWDC)	Local volunteer groups
Shire of Boyup Brook	Main Roads Western Australia (MRWA)	Local Landcare groups
Shire of Bridgetown Greenbushes	Department of Water Environmental Regulation (DWER)	Southwest Catchment's Council (SWCC)
Shire of Donnybrook Balingup (southern half)	Main Roads Western Australia (MRWA)	Recognised Biosecurity Groups
Shire of West Arthur	Blackwood Basin Group	Water Corporation
Department of Primary Industries and Regional Development (DPIRD)	Blackwood Environment Society	Department of Water Environmental Regulation (DWER)
Department of Biodiversity Conservations and Attractions (DBCA)	Blackwood Valley Small Landholders Group	Local Pest & Weed Operators
Department of Communities (DoC)	Forest Products Commission (FPC)	Western Australian Plantation Resources (WAPRes)

## 4. VISION & MISSION

BBI's responsibilities are determined by the Biosecurity and Agricultural Management Act WA 2007 (BAM Act) and priorities are determined through landowner consultation.

As defined in our 2022 – 2025 Strategic Plan (available on BBI website), our vision and mission, for the 2025 -2026 Operational Plan are as per the following:

### Vision

As a community we work together to manage declared pests in our region. We share a common goal to protect land, lifestyle, and livelihood for the future. At all times we work with respect, care and professionalism.

### Mission

To take a leading role in assisting landholders and managers within Blackwood Biosecurity Inc's Operational area to meet their responsibilities, under the Biosecurity and Agriculture Management Act (2007), to control Declared Plant and Animal Pests on their land.

## 5. FUNDING

Secure, ongoing funding is essential to allow landholders access to best practice equipment, expert onsite advice and training, subsidised operational costs including chemicals and consumables.

BBI's main source of funding is derived from the Declared Pest Rate (DPR) imposed annually by the state government. This rate, paid by landholders and land managers within BBI's operational area, is matched dollar for dollar by the government. Once the Operational Plan and online grant application is approved by the Department of Primary Industries and Regional Development (DPIRD), these funds are then made available to for BBI's biosecurity activities. Funding is also sought from grant opportunities when available.

### Flat Rate (Fixed Sum):

The Minister for Agriculture and Food, under section 130 of the BAM Act and after a period of consultation in line with Regulation 4 of the Biosecurity and Agriculture Management (Declared Pest Account) Regulations 2014, determines a flat rate, on freehold land within our operational area, including the Shires of Boyup Brook, Bridgetown Greenbushes, Donnybrook (southern half) and West Arthur. For the financial year commencing 1st July 2025 the proposed rate is as follows:

\$40.00 (forty dollars and zero cents) for urban rated properties; and

\$50.00 (fifty dollars and zero cents) for rural rated properties

As we are funded directly through the Declared Pest Rate (DPR) our priority must be on declared pests (vertebrate and weeds) across the operational area, however, we will respond to requests from landowners with other pests by way of some advice and referral.



BBI's Operational area covers the Shires of Bridgetown-Greenbushes, Boyup Brook, West Arthur and lower portion of Donnybrook-Balingup.

For 2025-2026, we will mainly focus our funding on managing the following Declared Pests:

### **Vertebrates**

Wild Rabbits, Foxes, Feral Pigs

### **Plant Pests**

Arum Lily, Blackberry, Bridal Creeper, Cleavers, Cotton Bush, Pokeweed, Pattersons Curse, Cape Tulip, Variegated Thistle, Apple Sodum, Skeleton Weed



## **6. BUDGET**

In keeping with the aspirations of our Strategic Plan 2022 – 2025, the BBI budget is proposed for the purposes of controlling declared pests on land in the Local Government Areas of Boyup Brook, Bridgetown Greenbushes, West Arthur and the southern portion of Donnybrook Balingup.

Subject to submission and acceptance by DPIRD and variation to the operational plan and online funding application, the corresponding budget may be altered based on the actual Declared Pest

Account raised through payment of the DPR and matching government funding, and community feedback and needs of our stakeholders throughout the operational year.

**The proposed 2025-2026 operational budget is \$512,500.**

The schedule in Table 1 below, provides a breakdown of how the budget is sourced.

**Table 1: Sourcing the budget**

State Matched Funds Revenue	\$248,570
Declared Pest Rate Revenue	\$198,856
Forecast Unspent Declared Pest Rate Funds as of 30 June 2025	\$ 20,000
Additional Declared Pest Account Drawdown from DPIRD	\$ 45,074
<b>Total Declared Pest Funds for 2025/26 Operational Plan</b>	<b>\$512,500 (proposed)</b>

Table 2 presents the budget relevant to anticipated programme expenditure. Note: Even though *Administration and Governance (Column 2)* allocates the major portion of anticipated

expenses for the year, over 50% of these expenses are directly linked to costs incurred to provide all the programmes listed in the table.

**Table 2: 2025-2026 proposed budget**

Expense Details	Admin & Govn	Comm Eng.	Blackberries	Cleavers	Cotton Bush	Foxes	Other Pests	Pigs	Rabbits	TOTALS
Accounting/Bookkee	\$10000.00									\$10,000.00
Advertising &		\$3000.00								\$3,000.00
Audit	\$6000.00									\$6,000.00
Bank Fees	\$40.00									\$40.00
Conf/Workshops - Attended by BBI	\$2,000.00									\$2,000.00
Conf/Workshops - Delivered by BBI		\$1,000.00								\$1,000.00
Computer Hardware	\$3000.00									\$3,000.00
Computer Softw	\$2000.00									\$2,000.00
Computer Suppl	\$2000.00									\$2,000.00
Staff Training	\$2000.00									\$2,000.00
Comp. Web	\$200.00									\$200.00
Freight & Courier	\$400.00									\$400.00
General Expenses	\$500.00	\$500.00								\$1,000.00
Insurance	\$22000.00									\$22,000.00
Assets (Under \$300)	\$200.00	\$300.00	\$300.00			\$300.00	\$300.00	\$600.00	\$600.00	\$2,600.00
Light, Power, Meetings	\$4,000.00									\$4,000.00
Motor Vehicle	\$25,000.00									\$25,000.00
Office Expenses	\$1000.00	\$1000.00								\$2,000.00
Postage	\$200.00	\$200.00								\$400.00
Rent	\$24,000.00									\$24,000.00
Repairs &	\$500.00	\$500.00	\$700.00	\$300.00	\$300.00	\$60.00	\$600.00	\$500.00	\$500.00	\$3,960.00
Stationery	\$800.00	\$800.00						\$10,000.00		\$1,600.00
Subcontractor	\$0.00									\$10,000.00
Subscriptions	\$800.00									\$800.00
Superannuation	\$32000.00									\$32,000.00
Telephone & Internet	\$5000.00									\$5,000.00
Tools & Equipment		\$1100.00					\$1000.00	\$1000.00	\$6000.00	\$9,100.00
Uniforms	\$1000.00									\$1,000.00
Wages and Salaries	\$302,000.00									\$302,000.00
Wages - Travel	\$8000.00									\$8,000.00
Weeds & Animals		\$2000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$18,000.00	\$26,000.00
<b>Sub Totals</b>	<b>\$454,640.00</b>	<b>\$10,800.00</b>	<b>\$2,000.00</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$1,360.00</b>	<b>\$2,900.00</b>	<b>\$14,100.00</b>	<b>\$25,100.00</b>	<b>\$512,500.00</b>



The chart below provides a different view of the 2025-2026 budget. It showcases the budget in terms of anticipated % of time that staff will be engaged in delivering the organisation's three functions – Pest Management Operations (on groundwork), Administration and Governance, and Community Engagement.

(Percentages have been calculated using statistics taken over a 6-month period)



**53% of budget (\$271,625) -**

***Pest Management Operations***

Landholder visits, demonstrations, advice, support, training, trapping, baiting, biological controls, equipment hire, maintenance, supplies, reporting, surveillance, permits, field research



**28% of budget (142,500) -**

**Admin & Governance**

Accounting, HR, funding, leasing, WHS, utilities, committee, office management, project management, reporting, planning, advocating



**19% of budget (\$97,375) -**

**Community Engagement**

Workshops, events, promotions, customer service, newsletters, equipment hire, leaflets, records

## 7. GOALS AND OBJECTIVES

Facilitating and achieving successful delivery of our services and programmes aligned to BBI's 2022-2025 Strategic Plan is our primary focus, and Table 3 below presents the plan's goals and objectives.

**Table 3: 2022 - 2025 Strategic Plan goals and objectives**

Goals	Objectives
G1 Support	G1.1 Render timely, efficient, and informed assistance to landowners in the management of declared weeds and pests.
G2 Education and enabling	G2.1 Implement contemporary industry appropriate learning opportunities and provide proactive approaches to build community self-determination.
G3 Collaboration	G3.1 Build partnerships and relationships with community groups, stakeholders and other Registered Biosecurity Groups to ensure shared responsibilities and to strengthen advocacy for the industry.
G4 Accountability	G4.1 Provide transparent, reliable and value driven evidence on the organisation's performance, outcomes and results.
G5 Continuous improvement	G5.1 Ensure up-to-date pest management processes and practices to future proof the 'biosecurity' of the region.

## 8. ACTIVITIES AND MEASURES

The activities table below relates to the Strategic Plans goals. It provides details of BBI's 2025-2026 programmes, measures of success and anticipated completion dates.

**Table 4: Activities Table.**

Programme Title	Programme Activities	Measures of success
Administration & Governance Programme	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Asset maintenance</li> <li>Board meetings; minutes; agendas</li> <li>Staff management</li> <li>Office management</li> <li>Utilities management</li> <li>Annual Reporting</li> <li>Strategic and Operational Plan review</li> </ul>	<ul style="list-style-type: none"> <li>% of positive community feedback</li> <li># visitors to the office</li> <li># enquiries received</li> <li># of community ambassadors</li> <li># Management meetings</li> <li># Partnerships</li> </ul>
Timeline July 2025 – June 2026		

Programme Title	Programme Activities	Measures of success	
Community Engagement Programme	<ul style="list-style-type: none"><li>• <i>Community Engagements</i></li><li>• <i>Newsletters</i></li><li>• <i>Expos</i></li><li>• <i>Media releases</i></li><li>• <i>Annual General Meeting</i></li><li>• <i>Events/Field days</i></li></ul>	<ul style="list-style-type: none"><li>• <i># community engagement events/Expos arranged by BBI</i></li><li>• <i># community engagement events/Expos attended by BBI</i></li><li>• <i># social media posts</i></li><li>• <i># Newsletters</i></li><li>• <i># surveys sent to landholders/# returned completed</i></li><li>• <i># Presentations</i></li><li>• <i># Management meetings</i></li><li>• <i>Annual General Meeting held</i></li></ul>	
Timeline July 2025 – June 2026			
Feral Pig Programme	<ul style="list-style-type: none"><li>• <i>Focused workshops</i></li><li>• <i>Pest management advice and assistance</i></li><li>• <i>Baiting / Calicivirus</i></li><li>• <i>Equipment loaning</i></li><li>• <i>On ground assistance</i></li></ul>	<ul style="list-style-type: none"><li>• <i># of workshops &amp; attendees</i></li><li>• <i># of landowner / manager actually controlling the pests</i></li><li>• <i>% of pest reduction</i></li><li>• <i>%/# vertebrate deceased</i></li><li>• <i># 1080 permits</i></li><li>• <i>% Predatory activity</i></li><li>• <i># equipment borrowed</i></li><li>• <i># locations visited</i></li></ul>	
Wild Rabbit Programme			
Fox Programme			
Timeline for Feral Pig Programme Nov 2025 - June 2026			
Timeline for Wild Rabbit Programme and Fox programme July 2025 – June 2026			
Plant Pest Programme	<ul style="list-style-type: none"><li>• <i>Focused workshops</i></li><li>• <i>Pest management advice and assistance</i></li><li>• <i>Equipment loaning</i></li><li>• <i>Spraying</i></li><li>• <i>On ground assistance</i></li></ul>	<ul style="list-style-type: none"><li>• <i># of workshops &amp; attendees</i></li><li>• <i># of landowner / manager controlling the pests</i></li><li>• <i>% of pest reduction</i></li><li>• <i># equipment borrowed</i></li><li>• <i>Amount of chemicals used</i></li><li>• <i># locations visited</i></li></ul>	
Timeline for weed programme aligned to seasonal month as per below. Completion by June 2026.			
MONTH	WEED	MONTH	WEED
January	Pokeweed; Blackberry; Skeleton weed	July	Bridal Creeper; Cleavers
February	Pokeweed; Blackberry	August	Bridal Creeper
March	Blackberry; Pokeweed	September	Variegated Thistle; Apple Sodom; Arum Lily; Paterson's Curse; Cape Tulip
April	Blackberry; Pokeweed	October	Variegated Thistle; Apple Sodom; Arum Lily; Paterson's Curse; Cape Tulip Cotton Bush; Blackberry; Pokeweed
May	Cleavers; Blackberry; Pokeweed; Bridal Creeper	November	Arum Lily; Paterson's Curse; Cape Tulip; Blackberry; Pokeweed
June	Cleavers; Bridal Creeper	December	Cotton Bush; Blackberry; Pokeweed