

Guideline

Guidelines for completing management plans

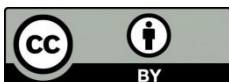
Exhibited Animals Act 2015

This publication has been compiled by Biosecurity Queensland.

© State of Queensland, 2021

The Department of Agriculture and Fisheries proudly acknowledges all First Nations peoples (Aboriginal peoples and Torres Strait Islanders) and the Traditional Owners and Custodians of the country on which we live and work. We acknowledge their continuing connection to land, waters and culture and commit to ongoing reconciliation. We pay our respect to their Elders past, present and emerging.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit creativecommons.org/licenses/by/4.0.

The information contained herein is subject to change without notice. The Queensland Government shall not be liable for technical or other errors or omissions contained herein. The reader/user accepts all risks and responsibility for losses, damages, costs and other consequences resulting directly or indirectly from using this information.

Contents

1	Purpose.....	1
2	Application/Scope	1
3	Overview	1
4	Species categories under the Act	1
4.1	Category A animals	1
4.2	Category B animals	2
4.3	Category C animals.....	2
4.3.1	Category C2:	2
4.3.2	Category C1	2
5	Relevant risks and adverse effects	2
6	Management plans	3
7	Applying for multiple species	3
8	Information required in management plans	4
9	Submitting management plans	4
10	Exhibited Animals Regulation 2016 and licence conditions	5
11	Additional laws for consideration	5
12	Responsibilities and accountabilities	5
13	Human rights considerations	5
14	Related and reference documents.....	5

1 Purpose

These guidelines provide information on when and how best to complete species management plans to address relevant risks and adverse effects associated with exhibiting and dealing with authorised animals. The guideline aims to provide clarity around information required within the management plan that will be assessed against licensing requirements under the *Exhibited Animals Act 2015* (Act).

2 Application/Scope

This guideline should be read in conjunction with the department's *management plan template (with guidelines)* and example management plans available on the department's [website](#).

3 Overview

The Act provides for exhibiting and dealing with exhibited animals under an authority provided that relevant risks and adverse effect may be prevented or minimised. The Act provides for:

- an exhibition licence for Queensland based operators to exhibit and deal with animals within Queensland
- the granting of special exhibition approvals for exhibiting non-native animals at particular events
- an interstate exhibitors permit to temporarily exhibit and deal with animals within Queensland
- an accreditation to create facility reports on behalf of an exhibition licence holder for submission with a renewal application under the Act.

When first applying or amending an existing exhibition licence or interstate exhibitors permit, you are required to submit accompanying management plans detailing sufficient information in accordance with section 37(2) to (4) of the Act to enable the chief executive to make a decision on your application.

4 Species categories under the Act

There are three main categories of animals under the Act: category A, B or C. Category C is further divided into two distinct categories - C1 and C2. All native wildlife is primarily managed under the *Nature Conservation Act 1992* (NCA). Excluding category B dingo and European rabbit species, native species identified as category A or B are prescribed in accordance with each species status under the NCA. Category C species are all non-indigenous species and are prescribed as prohibited matter under the *Biosecurity Act 2014*.

In summary

- *Category A* - an authorised animal that is a class 1 or class 2 animal (including dangerous animals) under the Nature Conservation (Animals) Regulation 2020.
- *Category B* - an authorised animal that is neither a category A nor category C animal.
- *Category C* - an authorised animal that is designated prohibited matter under the *Biosecurity Act 2014* other than an animal that is international wildlife under the NCA. Category C is further separated into authorised animals of a species prescribed under the Exhibited Animals Regulation 2016 (Regulation) (category C1) and all other category C authorised animals (category C2).

4.1 Category A animals

Category A animals are categorised in accordance with the NCA. You must understand how animals are categorised under the NCA to determine what category they are under the Act. The NCA identifies animals that may be kept recreationally into a particular "class". All animal species "classed" under the NCA are category A species under the

Act. Most category A species are made up of native reptile and bird species. Generally, there are lower risks associated with category A species and they require less detail on how you will prevent or minimise risks than category B or C species.

4.2 Category B animals

Excluding dingos and rabbits, category B species are all native wildlife species that are not category A species. Category B species cannot be held under the NCA for recreational purposes.

Section 34 of the Act provides some examples of category B species, including estuarine crocodile, koala, platypus, wombat, and all macropod species. A number of other animal species, such as some butterfly, scorpion, spider and fish species listed under the Nature Conservation (Animals) Regulation 2020 are category B species under the Act.

4.3 Category C animals

Unless listed under another category, non-native species are classed as prohibited matter under the *Biosecurity Act 2014*. Mammals, reptiles, and amphibians which are prohibited matter pose a high risk to Australia's natural environment. As a result, additional risk measures must be in place when dealing and exhibiting these species. There are two sub-categories under this group.

4.3.1 Category C2:

All prohibited matter animal species are category C2 species unless identified under another category under the Act. Examples of category C2 species are the green iguana (*Iguana Iguana*), common marmoset (*Callithrix jacchus*), tiger (*Panthera tigris*) and boa constrictor (*Boa constrictor*). It is a condition of a licence that at least one authorized animal of the species must be exhibited for a combined total of at least 50 hours in each calendar month, or if the species was acquired after the licence commencement date, a combined total of 600 hours in the previous year. These species must be held in an authorised enclosure (a regular enclosure) and exhibited to the public at the licensed address (the regular enclosure site).

4.3.2 Category C1

The Regulation prescribes category C1 species. Category C1 species are subject to the same exhibit requirements as category C2 species; however, unlike category C2 species, the licence holder may meet their exhibition requirements by exhibiting the species off the regular enclosure site, for example as a mobile exhibit. Applicants applying for category C1 species should read the department's *Policy – Licensing requirements for category C1 species*.

5 Relevant risks and adverse effects

In applying for a new licence or an amendment to a licence you must address all relevant risks and adverse effects associated with exhibiting and dealing with the species and the proposed activities.

Section 17 of the Act identifies relevant risks and adverse effects as

- relevant risks
 - risks to the welfare of any animal
 - biosecurity risks
 - risks to public safety, death of, injury or illness to a person, caused directly by, or originating from, the exhibited animal; and

- a relevant adverse effect caused by an event (such as an escape) while exhibiting and dealing with an animal includes
 - the welfare of the animal
 - the health, safety or wellbeing of a person
 - social amenity, the economy, and the environment.

6 Management plans

There are a number of circumstances that may require submission of a management plan. Management plans must be submitted when initially applying for an exhibition licence or an interstate exhibitors permit and when proposing to amend an existing licence or permit.

Management plans cannot be assessed unless they are submitted using the approved application form. All exhibit and dealing activities relevant to how you will manage the relevant risks and adverse effects associated with each species and the numbers proposed must be recorded in management plans. The following circumstances provide examples of when a management plan will be required.

- On initial application for an exhibition licence or interstate exhibitor's permit
- When applying for a new species or amendments to existing approvals where the proposed amendment relates to section 37 of the Act, including:
 - new enclosure construction or enclosure amendments
 - additional maximum permitted species numbers approved under the licence
 - special exhibition approvals (taking category C2 species off the regular enclosure site)
 - changes to proposed activities such as the inclusion of a public interaction activity.

We have developed a template management plan and a number of completed management plan examples that will assist you in addressing the key criteria to submit this information. Using our template is not compulsory and you may choose to create your own management plan that better suits your business needs and the information you are able to provide.

7 Applying for multiple species

A management plan may cover one species or several species within a category provided the relevant risks and adverse effects associated with each species are the same or similar and can be managed in the same way.

- *For example, you may propose to exhibit and deal with a number of different macropod species. Provided each macropod species will be exhibited and dealt with in the same way and all species pose very similar risks relevant to how they are managed, all macropod species may be identified on the one management plan.*

Similarly, an applicant may apply for several category A frog species on one management plan and submit a separate management plan for category A pythons and how they will be managed. Some examples of species or taxon groupings that may be submitted on the same management plan, provided they are exhibited and dealt with in the same way, include different types of:

- category A lizard species
- category B macropod species
- category C small monkey species
- category A gecko species
- ratite species
- category A venomous snake species
- category A turtle species

- category C deer species

If management plans are submitted requesting multiple species that pose very different risks, you may be asked to resubmit your application. The following examples outline circumstances where you may be asked to resubmit an application:

- requesting category A and category C species on the same management plan.
- requesting mammals and reptiles on the same management plan.
- requesting a mixture of high risk and low risk species when the management and associated risks are not the same or similar.
 - *For example, recording several native pythons and venomous snakes that are taken for exhibit off the regular enclosure site, on the same management plan.*

Fees for amendments are prescribed in the Regulation. A fee for each management plan will be charged at the rate relevant to the risks and adverse effects of the species applied for.

8 Information required in management plans

Section 37 of the Act outlines the key criteria to be addressed in a management plan. The management plan template has been designed to assist you in providing that information.

When creating management plans you must consider all requirements of the Act and in particular, the Regulation that details mandatory requirements that must be adhered to within the general code of practice and the relevant taxon code for crocodiles, koalas, macropods, ratites, and wombats.

The management plan must address all relevant risks and adverse effects (risks) associated with exhibiting and managing proposed activities with species and the numbers of each species.

- *For example, exhibiting and dealing with a troop of monkeys in a captive environment will have an **impact on the welfare** of those individuals. Monkeys are not native to Australia so there is also a **biosecurity risk** that they may **escape** while being exhibited. If escaped monkeys were to breed and establish in the wild, they may have **an impact on the native fauna and flora** in the area. There is an additional risk that a troop of escaped monkeys may have **an impact on public safety**.*

Once a relevant risk is identified, the relevant adverse effects or consequence of that risk must be documented in the management plan and details must be provided about how the risk will be reduced or removed. All of the highlighted risks and consequences of exhibiting and dealing with the proposed monkey species in the above example must be addressed in the management plan.

The animal management template is set out in a logical format that provides specific examples of the detail required and how this information may be included in a management plan.

9 Submitting management plans

We recommend you develop a spreadsheet that records all your proposed enclosure details. The spreadsheet should, at minimum, include enclosure measurements, clear description of the enclosure and the materials used and be submitted with supporting documents that detail diagrams, plans and/or photographs for each enclosure. Creating a detailed enclosure spreadsheet will assist you when making future amendments to any enclosure details. You may submit the spreadsheet with any proposed changes in track changes or use a different coloured text to identify any amendment details.

Attaching supplementary material, such as photographs, plans or diagrams, with dimensions clearly identified, is a simple way of providing the necessary information. Information can also be attached and referred to in Standard Operating Procedures (SOPs) or business policies. We encourage you to provide SOPs as supporting information for activities such as routine cleaning of enclosures, diet and feeding schedules, escape/recapture plans for certain species and staff training (including animal handling). However, the information required within a management plan must state how the licence holder proposes to exhibit and deal with the species and identify the significant risks and relevant adverse effects. Simply referring to one or more SOPs or downloading a husbandry manual or other information taken from the internet does not provide sufficient information about your relevant experience or how you will exhibit and deal with an animal in your particular circumstances for each activity you propose.

10 Exhibited Animals Regulation 2016 and licence conditions

The Regulation and Act prescribe record keeping requirements for exhibition licence holders and conditions of the exhibition licence specify key criteria that must be met when authorised under an exhibition licence. This includes Regulation requirements for the identification of animals and record keeping requirements for the exhibition of animals.

11 Additional laws for consideration

There may be additional laws outside the scope of the Act that you may be subject to. It is your obligation to ensure that the exhibition of animals is approved at particular premises and relevant laws, or requirements are adhered to. This may include specific Local Government laws, Queensland Health or Workplace Health and Safety Queensland requirements. You should provide proof that you have an understanding and are compliant with laws that relate to acquiring an exhibition licence or animals of a species under a licence. You will be required to provide proof that the application does not relate to relevant additional requirements such as development approval under the *Planning Act 2016*.

12 Responsibilities and accountabilities

The Exhibited Animals team, within the Department of Agriculture and Fisheries will be responsible for assessing your application.

13 Human rights considerations

This policy has been reviewed to ensure actions and decisions under this policy can be made in a way that is compatible with the *Human Rights Act 2019*.

14 Related and reference documents

Related reference material including example management plans may be acquired from the department's website at <https://www.business.qld.gov.au/>

Additional reference documents include

- *Exhibited Animals Regulation 2016*
- *Exhibited Animals Act 2015*
- *Additional policy:* [Qld Government Publication Portal](#)