


# Procedure

<b>Name of Procedure</b>	<b>Procedure – Biosecurity Hygiene</b>		
<b>Document Register ID</b>	250.2020.00000001.1	<b>Date Approved</b>	02/06/2020
<b>Document Author</b>	Biosecurity Extension Officer – Angela Sharp		
<b>Authorised by</b>	Chief Operating Officer		
<b>Applicable to</b>	All staff operating Council owned or hired vehicles and machinery. All contractors working on Council lands, worksites and roadways. All Council staff and Contractors engaged in the movement of construction materials. All Council staff traversing private properties and farms.		
<b>Purpose</b>	The purpose of this document is to ensure Council’s compliance with the <i>Biosecurity Act 2015</i> in order to prevent eliminate or minimise the biosecurity risk associated with Council activities within the region.		
<b>Frequency</b>	<p>Whenever transporting and operating Council vehicles and machinery or vehicles and machinery contracted to Council works. (As required and in accordance with Policy – Biosecurity Compliance – Council Activities, Vehicles and Machinery)</p> <p>Whenever sourcing and/ or transporting any materials that could contain biosecurity matter.</p> <p>Whenever carrying out any activities that may pose a biosecurity risk.</p>		
<b>Hazard Identification</b>	Various hazards may be identified in the undertaking of this procedure. All hazards associated with each circumstance should be recorded, assessed and controlled in accordance with Councils enterprise risk management system.		
<b>Level of risk</b>	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
<b>PPE required for procedure</b>	<p>Various PPE may be required and should be considered on an individual assessment when undertaking this procedure.</p> <p>The following is required to undertake this procedure: (delete those that are not necessary)</p> 		

## 1 Introduction and Background

Biosecurity legislation protects our economy, environment and community from any adverse effects arising from pests, diseases, weeds and contaminants. Whilst weeds are the most common Biosecurity risk we contend with, additional Biosecurity risks may be animal diseases like foot rot, anthrax, Panama disease or Johnne’s disease or even plant diseases such as Phytophthora – a plant pathogen that causes devastating rot in plant roots. These are all easily spread via contaminated boots, clothing, construction material, vehicles or equipment.

Council field staff, vehicles and machinery are regularly exposed to Biosecurity matter (weeds and sometimes pathogens) on road reserves, private lands and around construction sites. Vehicles, people, materials and machinery can be carriers of Biosecurity matter if they move from one location to another with such material present. One of the core principles of the *Biosecurity Act 2015* is that biosecurity is a shared responsibility. We all play a part in protecting the economy, environment and community from adverse biosecurity impacts. Council has a legal obligation to discharge its General Biosecurity Duty and minimise risks in relation to weeds and other Biosecurity matter.

Council has a duty under section 22 of the *Biosecurity Act 2015* to prevent, eliminate or minimise the spread of any Biosecurity matter, by all means.

*Biosecurity Act 2015 Section 22 Biosecurity duty—dealings with biosecurity matter and carriers*

*Any person who deals with biosecurity matter or a carrier and who knows, or ought reasonably to know, the biosecurity risk posed or likely to be posed by the biosecurity matter, carrier or dealing has a biosecurity duty to ensure that, so far as is reasonably practicable, the biosecurity risk is prevented, eliminated or minimised.*

## 2 Biosecurity Hygiene

Biosecurity hygiene involves the removal of all possible Biosecurity Matter from persons, vehicles machinery and equipment. The most effective means of achieving this is by brushing off or hosing down with high pressure water or air or by any means that physically removes all soil and biosecurity matter that may have adhered to the carrier. This must be done before moving to another location and possibly spreading the biosecurity matter (weed seed or pathogen). Disinfection is also an acceptable means to prevent the spread of some Biosecurity matter, a bleach spray mist or disinfectant foot wash tray can achieve this. Biosecurity hygiene also means that Council will not move material containing biosecurity matter (e.g. rock, gravel, water or soil potentially contaminated with weed seed or pathogens) from a low risk to a high risk location.

### 2.1 Biosecurity hygiene practices – Planning

Where possible, Council’s planned activities and maintenance programs are coordinated with consideration to Council’s General Biosecurity Duty. Council’s activities aim to minimise the risk of spreading weeds throughout the region. Council’s Biosecurity Officers are available to offer advice on these matters whenever required. Roadside Weed Control programs are planned in advance and these schedules are shared and with Road Maintenance staff. Roadside activities will be coordinated with Council’s roadside weed spraying schedule. This will minimise the amount of viable weed material present to contaminate machinery as well as ensure roadside weed spraying efforts are effective. Seasonal considerations relating to weed emergence and seed set are noted when planning roadside work schedules.

Where practicable, works and vehicle movements are not designated within a heavily weed infested area immediately prior to the movement of vehicles or plant to ‘cleaner’ weed free areas.

Progressive maintenance works are programmed to ensure that they are conducted from areas of least infestation towards areas of heavier infestation and that weed matter is not carried on machinery.

Roadside slashing work is not carried out when weeds are in seed and roadside boom spraying should take place before grassy weeds set seed and in time to prevent seeding. Communication between departments is critical in coordinating works to achieve good vegetation control and biosecurity outcomes, thus saving Council money, preserving reputation, and preventing weed spread. Typically weed infestations are denser around townships and villages. Routine maintenance works are planned to ensure that operations commence remote to, and work back towards villages and townships or from weed free areas back into weed infested areas. Slashing works can progress in 2km loops when working from weed free areas towards more densely weed infested areas. In some areas roadside slashing will not be carried out at all. Avoiding slashing roadsides in clean areas and using the option of boom spraying roadsides instead will be considered where deemed effective for managing roadside vegetation and preventing weeds.

Any works contract entered into by Council will include a clause requiring the contractor to adopt this Biosecurity Hygiene Procedure and implement all practices consistent with this Procedure. All external contractors must wash down plant prior to commencement of any works in the Snowy Monaro Region. Vehicles and machinery may be subject to Biosecurity inspection by Council's authorised officers.

## 2.2 Biosecurity hygiene practices – Vehicles and Machinery

Biosecurity hygiene is undertaken whenever Council or contractor's vehicles and machinery move location. Mobile wash down units are available to crews working on road grading or roadside slashing so that vehicles and machinery may be washed down on site before moving from a high risk area to a less infested area without having to return to a depot or designated site.

Wash down must be completed prior to moving or floating machinery to any other destination.

Details are provided of wash down site locations where machinery must be cleaned before moving on. A wash down site map will be supplied to the works manager by the Coordinator Biosecurity to inform machine operators of the areas where wash down is to be conducted. Supervisors, operators and contractors employed by Council will be responsible for ensuring plant hygiene procedures are followed. (Detailed maps indicating areas and roads with a high risk of weeds are provided as annexures to this procedure.)

Resource sharing must consider the risks of introducing weeds to clean areas and sharing plant and equipment between weed infested areas and clean areas is to be avoided wherever possible.

Whenever vehicles and machinery return to Council depots they will be washed down and decontaminated. Detailed Records of Plant wash down are to be retained. Routine biosecurity inspections will be undertaken by Council's Biosecurity Officers and the outcomes recorded.

Wash-down sites are strategically designated throughout the Shire to facilitate this process. Sites within the region are identified on the Maps (annexed).

A Detailed Vehicle Cleaning Process is annexed to this document.

## 2.3 Biosecurity hygiene practices - Material hygiene

Council sources material (gravel, sand, rock, topsoil, mulch, straw and quarry) from a variety of sites throughout the Shire, some of which are situated within high weed risk areas where the potential for

the transportation of viable weed material is significant. High weed risk areas are identified and mapped annually.

The movement of any material from high weed risk areas for use in low weed risk areas must be avoided as far as reasonably practicable. Where such a movement is absolutely necessary and all other options have been exhausted, Council's Biosecurity Officers may be consulted for advice prior to the movement of such material and appropriate action to be taken to minimise the biosecurity risk.

Extraction sites are regularly inspected and monitored by Council's Biosecurity Officers. All weeds are to be effectively controlled at these sites.

## 2.4 Biosecurity hygiene practices – Individuals

Biosecurity matter (soil, pathogens and weed matter) can adhere to boots, gaiters and clothing. Council field staff routinely travel from property to property conducting inspections and investigations or carrying out general Council business. Before leaving a property, Council staff will brush down their boots and gaiters or pant legs, standing on a rubber mat if the area is muddy or there is likely recontamination. If working in an area that is known to have ground pathogens or foot rot a sanitiser / disinfectant must be used to treat the underside of boots and vehicle tyres. (Bleach 1% dilution or Phytoclean)

Personal biosecurity hygiene kits are to be provided to each Council utility vehicle. Details of the contents of this kit are explained in an annexure to this procedure.

## 3 Identifying High Risk Locations

### 3.1 Weeds

Council's Biosecurity officers will develop and maintain maps identifying the locations of high risk weed infestations and a list of roads where Biosecurity issues are a high priority. These maps will identify locations for vehicle wash down. These maps and lists will be supplied to the works manager and updated when changes occur or weed management activities are carried out.

Red guide posts will be installed to mark priority sites where high risk weeds are present within the road corridor. No stopping, maintenance or construction works are to be carried out between the red guide posts. A list of sites will be available showing where red guide posts are located and what weeds are present at these locations. Intensive weed control activities will be carried out within the red guide posted areas.

All machine operators and field staff will receive education and reference material on the Biosecurity risks likely to be encountered within the Council area and the recommended measures to mitigate these risks.

Ongoing communication between the biosecurity office and works supervisors will be important when machinery is working in areas with a high weeds risk.

### 3.2 Other Biosecurity Risks

Local Land Services are able to inform Council of areas where animal or other plant diseases may pose a Biosecurity risk and the appropriate actions to be taken. This communication will be facilitated by the Coordinator Biosecurity.

## 4 Wash Down Areas

Designated Plant hygiene / Wash down sites for each area will be regularly inspected to monitor for weeds. Wash down sites are mapped and sign posted to contain activity and minimise the tracking of contaminated mud from machinery. Wash down areas are indicated on the attached maps in Annexure 1.

## 5 Related Documents

This procedure should be read in conjunction with the following documents:

Annexure 1/ Maps of Northern and Southern Regions showing high weed risk areas and wash down sites

Annexure 2 / Detailed Vehicle Wash down Process

Annexure 3 / Personal Biosecurity Hygiene Kit

### Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2018.483.1 Policy - Biosecurity Compliance – Council Vehicles, Activities and Machinery

### Annexure 3.

#### Personal Biosecurity Hygiene Kit

1 x Small Plastic crate containing;

- 1 x Rubber floor mat or small piece of tarpaulin (big enough to stand on to brush boots down)
- 1 x toilet brush or stiff bristle brush
- 1 x scraper (to scrape mud off boots)
- 1 x Spray bottle with diluted bleach (1%) or Phytoclean
- 1 x zip lock bag
- 1L water container