

PETROLEUM INDUSTRY

(INCLUDING COAL SEAM METHANE GAS)

**MINIMISING PEST SPREAD
ADVISORY GUIDELINES**

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Introduction

This advisory guideline was developed to enable the petroleum industry, which includes coal seam methane developers, to show leadership in the area of environmental management.

The aim of this guideline is to assist individual petroleum operators to develop systems which will enable them to meet legislative requirements and best practice in minimising the spread of pests (principally weeds and insects) in areas where their activities occur. This guideline provides processes which companies may utilise in order to meet their pest management requirements under the Code of Environmental Compliance for Petroleum Exploration and Production.

This advisory guideline has been developed in consultation with various stakeholders including:

- Biosecurity Queensland, Department of Primary Industries and Fisheries (DPI&F)
- Local government
- Industry representatives
- Queensland Murray Darling Committee
- Australian Petroleum Production and Exploration Association (APPEA).

This document has received endorsement from the Australian Petroleum Production and Exploration Association (APPEA).

“I commend these new guidelines to you for your consideration in developing your own pest management strategies”

**Mark McCallum,
Director Industry Operations
APPEA**

The guideline covers the following key areas:

1. Training
2. Managing pest spread
3. Managing pest infestations
4. Reviewing and Monitoring effectiveness of actions

1. TRAINING

Individual companies should endeavour to provide training, if not to all employees then to key field based staff, in the identification of declared pests and pests in their various operational areas.

This training would cover issues such as:

1. Identification of:
 - a. Declared pests
 - b. Common Pests
 - c. Infestation areas
2. Procedures for assessing the risk of movement of declared and other significant pests by plant, machinery, vehicles, soils and other material from and to operational areas
3. Corrective actions which may be taken to minimise risk of spread
4. Control and management of identified pest outbreaks
5. Legislative requirements

- 1.1 (a) Key staff and contractors to attain proficiency in the identification of common and declared pests (including those declared under a local law) and known infestation locations.

Information can be sourced from the following:

- Local Government management plans
- Local Government officers
- Biosecurity Queensland , DPI&F. Land Protection Officers
- Consultation with local stakeholders
- Biosecurity Queensland , DPI&F website (www.dpi.qld.gov.au)

- (b) Resources that can be used or may be developed include:

- Area/regional specific weed deck booklet (<http://www.weeds.org.au/weeddeck.htm> ; <http://www.sainty.com.au/>)
- Pest fact sheets. Biosecurity Queensland website. Weed section – (www.dpi.qld.gov.au)
- Information sheets from Local Government and natural resource management groups
- Maps of known infestation areas from Local Government, Biosecurity Queensland website (www.dpi.qld.gov.au), Land Protection officers and Weeds of National Significance Co-ordinators (www.weeds.org.au).

- 1.2 (a) Key staff and contractors to attain proficiency in assessing the risk of movement of pests to and from operational areas including:

- Processes and procedures used in assessing risk (e.g. risk matrix see Appendix G):
 - Where has the vehicle, machine or material come from and travelled through?

- Has the vehicle been off formed roads?
- Is there written confirmation that the vehicle, machinery or material is of a low risk of being contaminated (e.g. Weed Hygiene Declaration Form completed – Appendix C)?
- Where is the vehicle, machinery or material destined?
- Is the destination an area of high concern for pest management (e.g. remote, rarely visited, sensitive)?

(a) Key staff and contractors to attain proficiency in preventative measures to minimise weed spread:

- Clean down and inspection procedures
- Dealing with the storage or stockpiling of products in areas infested by pests
- Managing the movement of vehicles, machinery, materials and equipment
- Keeping required records

(a) Key staff and contractors to attain proficiency in control and management practices:

- Knowledge of appropriate control techniques for specific pests (refer to Biosecurity Queensland website (www.dpi.qld.gov.au))
- Knowledge of managing infested areas (refer to section 2)

(a) Key staff and contractors to have knowledge and understanding of relevant legislative requirements including:

- *Land Protection (Pest and Stock Route Management) Act 2002*
- Environmental Authority under the Environmental Protection Act (e.g. Code of Environmental Compliance for Petroleum Exploration and Production)

2. MANAGING PEST SPREAD INFESTATIONS

(a) Movement by Humans, Vehicles and Machinery and Material Preventative Measures:

- Identify status of proposed site prior to disturbance (Refer Appendix B)
- Identify and review existing and potential pests
- Identify and review infested areas
- Assess risk of a person or vehicle transporting new pests into area
- Assess status of vehicles/machinery/load hygiene prior to entry to a site
- Assess clothing etc (boots, trousers, shirts, sleeves, socks) to ensure low risk of pest spread
- Manage vehicles and machinery and material movement into and out of area depending on likelihood of spread

Prior to purchasing materials and products confirm with the supplier their weed status by requesting a written statement i.e. weed hygiene declaration

form be completed (Appendix C). Information from www.dpi.qld.gov.au or contact your local Biosecurity Queensland Land Protection Officer

- Confirm with the supplier, through the completion of a weed hygiene declaration, that vehicles used to transport the products and materials are free of weed reproductive material
- Ensure that when moving contaminated or potentially contaminated materials and products, the risk of spreading the weed is minimised i.e. enclose or cover loads of soil etc.
- Maintain records of prevention and management actions

2.2 (a) Vegetation and Soil Disturbance Preventative Measures:

- Minimise vegetation and soil disturbance by e.g.:
 - Slashing using weed free slashers as an alternative to dozing, where appropriate, to reduce vegetative ground cover e.g. seismic / pipelines
 - Using established unsealed roads/tracks where possible
 - Using appropriate chemical control as an option to remove ground cover if necessary
 - Minimising the area to be cleared
 - Monitoring stockpiles of ground soil to ensure there are no declared or other significant pests - consider sowing suitable plants on stockpiles to reduce risk of weed establishment
 - Monitoring disturbed sites to prevent the establishment of declared and other significant pests
 - Consider undertaking operations in low risk areas first, before moving to higher risk areas.

3. MANAGING PEST INFESTATIONS

3.1 (a) Identify and document the procedure for managing new and existing infestations (Appendix D)

3.2 (a) Advise relevant stakeholders (Landowners, Local Government, Land Protection Officers) of infestation

3.3 (a) Develop a management plan in consultation with the relevant stakeholders that may cover:

- Isolating infestations to prevent further spread
- Displaying appropriate signage
- Managing vehicle, machinery movement and third party access
- Ensuring control techniques are agreed to by the relevant stakeholder
- Identifying and monitoring control methods

- 3.4 (a) Ensure all chemical use is in accordance with any label requirements or permit conditions and applied by personnel trained in chemical application methods.

4. REVIEWING AND MONITORING EFFECTIVENESS OF ACTIONS

- 4.1 (a) Develop a review and monitoring system to assess the effectiveness of pest prevention activities. Indicative check list is shown in appendix F.
Any review and monitoring process should occur routinely and may include:
- Assessment of effectiveness of training
 - Assessment of effectiveness of inspection procedures e.g. spot checks of vehicles
 - The number of new infestations found and timeliness of management of outbreaks
 - Assess compliance with regulatory requirements (i.e. legislation, regulation and standards) and company policies and guidelines
 - Identify system weaknesses and failures
 - Make recommendations for improvement

APPENDIX A- Useful Contacts, Links and References

- **Industry Group**

APPEA – Australian Petroleum Production and Exploration Association:
<http://www.appea.com.au/>

- **Federal Government**

Department of Environment, Water, Heritage and the Arts

<http://www.environment.gov.au/biodiversity/invasive/index.html>
<http://www.weeds.gov.au/index.html>

Department of Agriculture, Fisheries and Forestry.

<http://www.daff.gov.au/>

- **Queensland Government**

Environmental Protection Agency

http://www.epa.qld.gov.au/environmental_management/land/petroleum/
Code on environmental compliance

Department of Primary Industries and Fisheries

www.dpi.qld.gov.au

Website links to;

- Land Protection Officers Contacts:
- Pest facts and other information on weeds:
- Weed Hygiene Declarations:
- Guidelines for the management of pests

Queensland Herbarium

http://www.epa.qld.gov.au/nature_conservation/plants/queensland_herbarium/

Department of Natural resources and Water

<http://www.nrw.qld.gov.au/>

Website links to vegetation and water management issues.

Queensland Legislation – Office Queensland Parliamentary Council

www.legislation.qld.gov.au

- **Local Government**

<http://www.lgp.qld.gov.au/>

- **Other**

Weeds of National Significance

www.weeds.org.au

APPENDIX B – Example of Site assessment pre-disturbance

VEGETATION ANALYSIS – SITE PRE DISTURBANCE

Please cycle the appropriate vegetation classification

Vegetation classification:

Life form of tallest stratum	>70% (Dense)	30-70% (Mid-dense)	10-30% (Sparse)	<10% (Very Sparse)
Trees	Closed forest	Open forest	Woodland	Open woodland
Tree mallee	Closed mallee forest	Open mallee forest	Mallee woodland	Open mallee woodland
Shrub	Closed shrubland	Shrubland	Open shrubland	Sparse shrubland
Mallee shrub	Closed mallee shrubland	Mallee shrubland	Open mallee shrubland	Sparse shrubland
Heath shrub	Closed heathland	Heathland	Open heath	Sparse mallee shrubland
Chenopod shrub (Eg. Gidyea burrs, saltbushes)	Closed chenopod shrubland	Chenopod shrubland	Open chenopod shrubland	Sparse chenopod shrubland
Hummock grass	Closed hummock grassland	Hummock grassland	Open hummock grassland	Sparse hummock shrubland
Tussock grass	Closed tussock grassland	Tussock grassland	Open tussock grassland	Sparse tussock grassland
Sod grass	Closed sod grassland	Sod grassland	Open sod grassland	Sparse sod grassland
Sedge	Closed sedgeland	Sedgeland	Open sedgeland	Sparse sedgeland
Rush	Closed rushland	Rushland	Open rushland	Sparse rushland
Forb	Closed forbland	Forbland	Open forbland	Sparse forbland
Fern	Closed fernland	Fernland	Open fernland	Sparse fernland
Vine	Closed vineland	Vineland	Open vineland	Sparse vineland

SITE DISTURBANCE	
ESTIMATED HEIGHT: _____	EVIDENCE OF FIRE: YES/NO
NUMBER OF LAYERS _____	AMOUNT OF BIOMASS (PLEASE CIRCLE)
SEASONALITY _____	HIGH/MEDIUM/LOW
DOMINATE SPECIES IN EACH LAYER	
1 _____	
2 _____	
3 _____	
4 _____	
PESTS:	

ENVIRONMENTAL REVIEW

NO SPECIFIC RECOMMENDATIONS ARE REQUIRED:

SPECIFIC RECOMMENDATIONS / COMMENTS:

APPENDIX C - Weed Hygiene Declaration

The Weed Hygiene Declaration replaces the 'Voluntary Vendor Declaration (QLD) – Weed Seed Spread' and can be used for any declared weed (except Class1), contaminate or other weed. It provides information on the weed status of any product, whether it's contaminated or free. The receiver can then make an informed decision and take precautions to prevent new infestations.

The Weed Hygiene Declaration has also been designed to meet the legislative requirements of a 'written notice' under the new land protection legislation (*Land Protection (Pest and stock Route Management) Act 2002*) under which a written notice is required prior to selling, giving or supplying anything that may contain the reproductive material of the pests listed below. If a written notice is not given a penalty of up to \$30,000 can apply.

This declaration provides:

- A supplier a way of meeting the requirements of section 45 (2) of the Act, if they are supplying any thing that is, or could be contaminated with the pests listed below.
- A person obtaining a 'thing', information on whether the thing is clean of weed reproductive material or has been infested.
- Assurance that a vehicle was clean prior to entry onto a property.
- Assurance that any contaminated or potentially contaminated thing is being moved so as not to spread the contaminant.
- Assurance that a product is free of other pests and substances, including genetically modified produce or reproductive material.

Section 45 of the new Act, makes it an offence to supply anything that is contaminated with a Class 1 weed. This section also makes it an offence to supply any of the Class 2 pests listed in the table below. However, for the Class 2 pests, a person does not breach Section 45, if they provide a written notice (Part 1 & 2 of the Weed Hygiene Declaration) that states that 'thing' is or may be contaminated

The written notice must be completed and given to the receiver before the 'thing' is supplied.

List of Class 2 species

The following class 2 pests are prescribed for section 45(1)(b) of the Act. These pests are readily able to infest a wide range of things including livestock, soil, gravel, grain and vehicles. These pests have a major effect on agricultural production, native animals and plants and have the capacity to invade large areas of Queensland.

Common Name	Species
American rat's tail grass	<i>Sporobolus jaquemontii</i>
Giant Parramatta grass	<i>Sporobolus fertilis</i>
Giant rat's tail grass	<i>Sporobolus pyramidalis</i> and <i>S. natalensis</i>
Parramatta grass	<i>Sporobolus africanus</i>
Parthenium	<i>Parthenium hysterophorus</i>
Prickly acacia	<i>Acacia nilotica</i> .

Across Queensland, isolated outbreaks of declared plants such as those listed above are found on properties and roadsides each year. Outbreaks of these declared plants are often located hundreds of kilometres from core infestations. These outbreaks occur as a result of machinery, livestock, vehicles, fodder, grain, material and equipment contaminated with weed seeds being transported across the state. A high percentage of seed from Prickly acacia and Giant rats tail grass remains viable after being eaten and excreted by cattle.

Weed Hygiene Declaration



Part 1 – Sale or supply of things

Examples of 'thing' include fodder, grain, seed, livestock, gravel, sand, soil, mulch, packing material, machinery, vehicles, or water

This declaration is valid for supplying thing/things specified below from _____ to _____ (please provide date)

1. Thing (please tick the relevant box and provide a brief description)

Fodder Grain/seed Sand/gravel Machinery Mulch Livestock Other

Amount _____ Description _____

(Eg. weight, size of load, number of items)

(Eg. make, buy, done)

2. Has the 'thing' been moved through, stored in, come from, or used in a place infested with:

	Yes	No	Maybe
Parthenium			
Giant rat's tail grass, American rat's tail grass, Giant Parameño grass, Parameño grass			
Prickly acacia			
Other (provide details)			

3. If you answered 'yes' or 'maybe' in question 2, then what actions have been taken to remove or ensure that there

is no reproductive material (please tick the relevant boxes and specify steps taken)

Nil Washing/decasing Quarantine period Chemical treatment Certified clean _____ Other

Steps taken _____

4. To the best of my knowledge the 'thing' described above: still contains a weed listed in 2 above Yes No Maybe

I _____ of _____

Town _____ State _____ Telephone _____

Declare that the information that I have provided in this declaration is true and correct and I have read the accompanying Explanatory Notes before completing this Declaration.

Signature _____

Date _____

Part 2 – Transport of contaminated things

Vehicle includes anything used for carrying anything or any person by land, water or air, and includes equipment or machinery capable of moving on land.

This declaration is valid for transport and movement of vehicles and other things from _____ to _____ (please provide location)

1. Movement of vehicles. The vehicle described as: Make _____

Registration no. or engine/frame no. _____ Was it clean prior to entry to _____ (destination)

*Please refer to the definition of clean in the explanatory notes

2. Transport of contaminated things. If you are transporting anything contaminated or possibly contaminated with any declared weed, what actions are being used to contain the weed reproductive material

Nil Covered with tarpaulin Enclosed within container Chemically treated _____ Other

Actions _____

I _____ of _____

Town _____ State _____ Telephone _____

*If same as Part 1 please write 'as above'

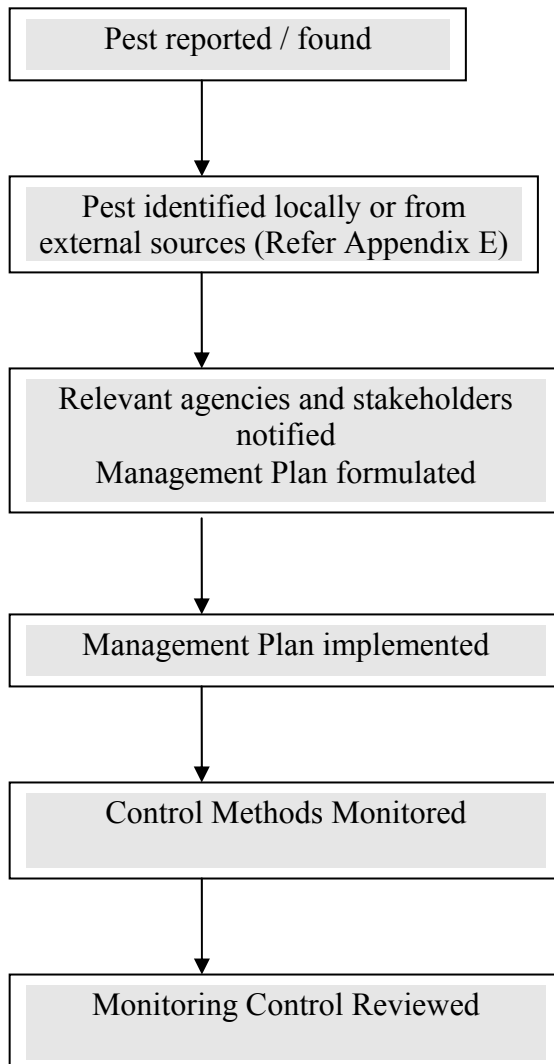
Declare that the information that I have provided in this declaration is true and correct and I have read the accompanying Explanatory Notes before completing this Declaration

Signature _____

Date _____

Appendix D – Pest Management Plan Flow Diagram

Flowchart of Pest Control Process



APPENDIX E – Collection of plants for identification by external parties



Version 3 – 21/07/2004

Queensland Herbarium Environmental Protection Agency

Botanical Specimens for Identification

Complete this form (one for each specimen) and send with specimen/s to:

Botanical Information and Advisory Service
Queensland Herbarium, EPA
Brisbane Botanic Gardens Mt Coot-tha
Mt Coot-tha Road,
TOOWONG QLD 4066

queensland.herbarium@epa.qld.gov.au

Office Use	
Recd.	_____
Ident.	_____
Dep.	_____
Our Ref.	_____

Name:	_____
Company / Department:	_____
Postal Address	_____

	Postcode _____
Telephone:	_____ Fax: _____
email:	_____

Please send results by post email fax telephone

Purpose of identification suspected poisonous weed detection project commercial other _____

Information required _____

Label Information: *Specimens sent to the Queensland Herbarium for identification are frequently retained in the collection for scientific research and geographic distribution records. The label information below when accompanying each specimen aids the identification process and greatly increases the scientific value of the specimen.*

Collector's Name & No.:	_____	Date of collection	_____
Botanical name	_____		
Locality (include distance to nearest town)	_____		

Latitude	____ ° ____ ' ____ " S	Longitude	____ ° ____ ' ____ " E
Pastoral District	_____		
Or Map and grid reference (eg 9442 333 666)	_____		
Or AMG Coordinates (Zone, Easting, Northing)	_____		
Geodetic System Used (GPS systems): e.g. AGD84, AGD66, WGS84, GDA94	_____		
Situation (e.g. plain, creekbank, mountain)	_____		
Soil/Geology	_____		
Vegetation Type (e.g. forest, heath, cultivation, Regional ecosystem)	_____		
Kind of plant (e.g. tree, vine, herb)	_____		
Description (e.g. size, bark type, flower or fruit colour, frequency)	_____		

Abundance	_____		
Other Notes	_____		



Queensland Herbarium

Environmental Protection Agency

How to send botanical specimens for identification or for incorporation into the state collection

The Queensland Herbarium provides a botanical identification, information and advisory service for government, private enterprise and the public.

Charges apply to commercial clients only.

Notes: Please ensure that you have the correct permits before collecting plants. For more information:

www.epa.qld.gov.au/resources/plants_and_animals

How to collect specimens

Specimens should consist of a small branch or portion of the stem about 20 to 30cm long, with leaves, flowers and/or fruits still attached (or the whole plant if small). See the back of this form for plants that require special treatment.

Collect enough material to make two specimens from each plant (or from adjacent plants if small). Clearly number each specimen using merchandising tags or similar. Specimens of each pair should have the same number. Retain one specimen of each pair and send the other for identification.

Specimens are not returned by mail. Your reply will have the identifications listed with your numbers so you can refer to your own set of specimens. **A maximum of 10 specimens can be sent in any one batch.**

What information is needed

Please include the date and locality where each specimen was collected. This should be sufficiently detailed to enable another person to return to the site e.g. distance from nearest town. Include GPS or map grid coordinates if available. A description of the plant's habit of growth (eg tree, vine, herb), height, flower colour, abundance in area, situation (landform, aspect, proximity to water etc), surrounding vegetation, soil type, and, for trees, the appearance of the bark, is also necessary. The features of the plant, which cannot be seen in the dried specimen, are particularly important, e.g. bark, tree size and shape, flower colour. A photograph of the plant may also assist in identification.

The above information can be included on the "Plant Specimens for Identification" form, in the label box.

How to dry specimens

Press specimens between sheets of newspaper using moderate pressure (e.g. under a phone book) and dry them before sending. When drying plants, it is essential to change the paper every day or so for the first few days. Wetland or water plants may need more frequent paper changes. This prevents specimens from becoming mouldy and helps to keep their colour. Some species fall apart on drying. If this happens, try to keep all the fragments together. See the back of this form for plants that require special treatment. For further information: www.epa.gov.au/qph/herbarium/collecting/index.html

Packing

Pack dried specimens flat, each in a separate folder of newspaper with some cardboard packing around the bundle. This ensures the specimens will not be broken in transit. **Do not use sticky tape on specimens.** Bottles, particularly those containing liquid, should be securely packed to prevent breakage ([see apart material below](#)). Packages should include the "Plant Specimens for Identification" form, or a covering letter including the sender's name and address and stating what information is required and why.

• DO NOT SEND FRESH SPECIMENS IN PLASTIC BAGS

Fresh specimens become mouldy in plastic bags and are consequently difficult or impossible to identify.

Postal Information

Send the package to:

Botanical Information and Advisory Service
Queensland Herbarium, EPA
Brisbane Botanic Gardens Mt Coot-tha
Mt Coot-tha Road
TOOWONG QLD 4066

Note: Specimens are not returned by mail.

Eucalypts

A description of the bark is essential. Note the type and extent of the bark. Fruits and buds, as well as adult leaves, are usually required. Information on the habit (eg single or multi-stemmed) and habitat is important. A photograph of the plant, showing the base of the tree, can be very useful if buds or fruits are unavailable.

Ferns and fern allies

Collect ferns (except tree ferns) and fern allies with a sample of the root-like structure (rhizome) attached to the frond. For tree ferns, the scales or hairs at the base of the stalk of the frond are essential for identification. Using a small knife, remove a sliver of the outer stalk (with scales attached) and include in the sample.

Fleshy plants and fruits

These can be dried as slices, and/or photographed, or preserved in a bottle of methylated spirits (*see "spirit material" below*). Fresh material may be sent but must be carefully packed with paper in a suitable container to prevent squashing, leakage and deterioration.

Fungi

A number of fruiting bodies is required and preferably these should be dried before being sent in a paper bag or cardboard box. A description of the fungus including colour, dimensions, a sketch and a colour photograph is useful. Any features (smell, viscid, warts on the cap etc) should be recorded and sent with the specimen.

Grass trees - Xanthorrhoea

For accurate identification, we need:

- a whole leaf, showing the shape in cross section
- description of leaf colour, i.e. blue-green, greyish, green
- a portion of the flower spike, showing the base and attachment onto the stalk
- measurement of the length of both the flowering spike and non-flowering stalk (the ratio of stalk to flower spike length is important)
- height of trunk (if present).

Grasses, sedges, small plants

For identification of grasses and sedges, send the whole plant. Plants which have underground runners, stems, bulbs or tubers should be sent with at least part of these organs still attached to the specimen. Both mature flower-heads (inflorescences) and the base of the plant (with some roots attached) are essential for identification.

Images by email

Images of specimens may be sent for identification. The preferred format is a .jpg file with sufficient compression to keep the file size below 200 Kb

Some sort of scale, e.g. a ruler or coin, should be

included in the photo. It is not always possible to identify plants from images if the diagnostic characters are not visible. Send images to:

queensland.herbarium@epa.qld.gov.au

Large leaves or flower-heads

To identify plants with very large leaves or flower-heads (eg palms), a sample of the apex and base of leaves or heads, and the dimensions of the whole leaf or flower-head, are required. A photograph of the organ, and/or the whole plant should be included.

Orchids and delicate flowers

Delicate flowers should be carefully wrapped in a tissue before pressing. Leave the tissue in place while drying. Alternatively, preserve flowers in a container of methylated spirits (*see "spirit material" below*).

Spirit material

Soft fruits and delicate flowers are best preserved in alcohol. **Methylated spirits and other flammable liquids must not be sent by mail.** It is preferable to place cotton wool soaked with methylated spirits in a bottle jar with the specimen. This prevents any spills of liquid during transportation.

For further information:

phone (07) 3896 9318, fax (07) 3896 9624

web: www.epa.qld.gov.au/herbarium

Checklist

- select specimens with flower or fruits
- number and label two specimens of each plant
- press and dry specimens between sheets of newspaper
- keep all the fragments together
- include notes on collecting location, collector's name, date of collection and other data
- keep one of each pair of specimens (one set)
- pack the other set of specimens securely with cardboard
- include your name and address on the package and a "Plant Specimens for Identification" form or covering letter, stating what information is required and why.

Don't

- don't place specimen in plastic bag
- don't use sticky tape
- don't send flammable liquids in the mail

APPENDIX F– Example of check sheet- DRAFT ONLY

COMPLAINEE Checklist for Internal Self Audit

Question	Yes / No	Documentation / Action Required	Remarks
1. Site Management			
Is the weed status of the facility / site known		Is there a map or document which indicates the current status of the immediate locality?	
Have the conditions of access to the site been detailed		Assemble documents required for authorization of access to the site	
Have any mandatory measures been indicated		Have the mandatory measures been implemented	
Have the access conditions been met		Review signed authorisation are maintained on site	
2. Responsibilities			
Has a Site Manager responsible for the site and implementation of any Company procedures been nominated		Are responsibilities for Site Manager detailed- <ul style="list-style-type: none"> • record keeping; • provision of documentation for internal and external audits, • oversee preventative and corrective actions, • review and verification that the program is working) 	
Have internal Self-Audit procedures been organised		Site manager designates the internal auditor who verifies that procedures and processes have been correctly implemented	
3. Evaluation of pre-disturbed Site			
Has the site been checked for declared weeds		Advice as to the status of the site, together with the immediately adjacent areas has been received	
Is there any evidence of any declared weeds in the immediate or local areas		Have control measures been identified and implemented	
4. Verification of Plant Movement and Traceability			
Incoming Plant Is all plant/equipment movements documented		Documents must include: <ul style="list-style-type: none"> • Plant name and description • Supplier source and location • Hygiene status 	

		<ul style="list-style-type: none"> • Visual inspection (if required) of plant/equipment (date, inspector's name results). 	
<p><u>Outgoing Plant</u> Is all outgoing Plant required to undergo Hygiene inspection prior to departure (only required if areas is within a declared weed zone)</p>		<p>Documents must include:</p> <ul style="list-style-type: none"> • Records of visual inspection • Name of inspector, date of inspection, location of inspection 	
<p><u>5. Audit</u></p>			
<p><u>Internal Self-Audit of the site procedures</u> Has the Site Manager appointed an internal auditor</p>		Name of internal Auditor	
<p>Has the internal auditor used this checklist to audit the processes used at the site</p>		Copy of the checklist	
<p>Have processes been compared to Company policies and procedures</p>			
<p>Have detailed internal audit reports been compiled</p>		Number of completed internal self-audit reports produced per year List of contrl measures required to ensure compliance with Company procedures	
<p><u>Third Party Audits of the site procedures</u> Has there been a third party audit conducted</p>		Detailed systems audit to ensure implementation prepared by a third party auditor	

Appendix G – Risk Assessment Matrix

Operators actions		Potential contact with weeds		
		Dense infestations. Contact with weeds unavoidable	Large numbers of scattered plants or clumps of weeds that can be driven or walked around. Contact probable	Small patches of weeds or individual plants. Easily avoided. Contact with weeds feasible.
Risk		High	Medium	Low
H	Drove off road through vegetation. Walked extensively through vegetation. Worked in muddy and wet conditions. Worked amongst plants where seeds are visibly present.	Full Clean	Full Clean	Wash down
M	Drove on unsealed roads. Pulled onto the road shoulder. Had some contact with vegetation either on foot or with the vehicle.	Full Clean	Wash down	Wash down
L	Travelled on sealed roads only. Did not walk off designated paths.	Visual Inspection and shake down	Visual Inspection and shake down	Visual Inspection and shake down

Details of what is required for a *Full Clean*, *Wash down* and *Visual Inspection* appear on the next page.

Full Clean	Wash down	Visual Inspection and shake down
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Vehicle is cleaned from bumper to bumper using appropriate methods which may include hosing down, vacuuming or compressed air blowers. Vehicle components that can harbour vegetative material are removed and cleaned. Particular attention is paid to carpets, floor mats and seats within the vehicles cab. The cleaning would be done in a designated clean down facility. All effort is must to remove all contaminates from the vehicle before it leaves an infested area. The operator is obliged to take all necessary steps to ensure that no contaminates are attached to clothing including boots, laces, sock, trouser turnups, seems, shirt cuffs or pockets. Contaminated clothing to be removed, shaken out, cleaned and thoroughly inspected prior to leaving the site. Particular attention should be paid to storage areas on the vehicle including tool boxes. If necessary the vehicle should be inspected by a third party to ensure that the risk of weed spread is reduced to an absolute minimum.

All exposed areas of the vehicle are cleaned using compressed air, vacuum, brush or a high pressure spray. Particular attention is paid to the carpets, floor mats and seats within the cab, wheel wells, running boards and radiator. Operator must ensure that prior to leaving a contaminated area all clothing (boots, socks, pants, pockets, laces and shirts), toolboxes and storage compartments are free of contaminates. Wash down should be conducted at a designated wash down facility. All reasonable effort must be made to ensure that both the operator and the vehicle, toolboxes and equipment are free of contaminates prior to leaving an area.

A visual inspection of the vehicle is made, including the radiator, wheel wells, running boards and particularly the carpets, floor mats and seats within the cab. Any suspicious seeds are brushed off prior to leaving a site. If seeds or vegetative materials are found or cannot easily be removed and disposed of, the vehicle is taken to a designated clean down facility within the core infestation area and procedures under the "wash down" recommendation are followed. The operator must ensure that all personnel effects including toolboxes, equipment and clothing are free of contaminates prior to moving off site.