



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Emergencies & Animal Welfare Branch

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Procedure – Engaging Contractors for Ground Control of Plague Locusts

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REVISION HISTORY

Version	Date	Amendments	
		Section	Details
1	12 Nov 08		For approval
2	18 Aug 09	All 3	Update NSW DPI to I&I NSW Update resources list

1. Application / Scope

This procedure is issued with the concurrence of the Director-General of Industry & Investment NSW (I&I NSW) under Clause 6.2 of the Memorandum of Understanding between the Director-General of I&I NSW and State Management Council of the Livestock Health and Pest Authorities.

- Control of plague locusts using insecticides is the responsibility of the landholder under the [Rural Lands Protection Act 1998](#)
- Ground control of plague locusts can be conducted by Livestock Health and Pest Authority (LHPA) and I&I NSW personnel according to the Activation of Ground Control for Plague Locusts policy.
- Landholders, contractors and LHPA / I&I NSW personnel are responsible for ensuring ground control of plague locusts is conducted according to the relevant legislation and regulations to ensure safety for non-target areas, people and the environment.
- I&I NSW will engage contractors on behalf of landholders who meet the criteria for exceptional circumstances including having financial hardship and/or not having the capacity to control locusts on their property.

2. Abbreviations / Definitions

- ABN – Australian Business Number
- FCP – Forward Command Post
- LCC – Local Coordination Centre
- LHPA – Livestock Health and Pest Authority (formerly Rural Lands Protection Boards)
- MSDS - Material Safety Data Sheet – required for each insecticide
- I&I NSW – Industry & Investment NSW (formerly NSW Department of Primary Industries)
- SCC – State Coordination Centre

3. Resources / Equipment

- Checklists – Contractor induction checklist (covering OHS and licence requirements)
- Form – Assessment for engaging a ground spray contractor; post control check; landholder consultation record; task request form
- Relevant and approved insecticide and copies of MSDS, label and permit
- List of approved and available contractors

4. Warnings

- Contractors must have insurances as listed on the Contractor Induction Checklist
- Contractors must be supplied with information of identified hazards for the property to be sprayed
- Independent assessment must be made of contractors to ensure impartiality of selection

5. Procedure

5.1 Exceptional circumstances cases

- An independent LHPA Ranger performs a property assessment, completing the Assessment for Engaging a Ground Spray Contractor form
- The assessment may also include a Post Control Check (if spraying has already occurred), and seeking permission to spray on the Landholder Consultation Record
- Approval of recommendation is requested from the Officer-in-Charge, Forward Command Post (FCP) or Operations Manager, Local Coordination Centre.

5.2 Sourcing contractors

- Contractors for ground control may come from 3 sources and should be used in the following order (where possible):
 1. Approved list of successfully tendered contractors. A copy of all relevant paperwork has been processed and is available at the State Coordination Centre (SCC).
 2. Available contractors. Copies of paperwork must be collected at each location (FCP / LHPA) where tasks are to be conducted.
 3. Non-listed contractors can be engaged if required. Details of the contractor must be forwarded to the SCC Logistics Manager after induction has occurred and all requirements are addressed. The contractors name will then be added to the available contractors list.

5.3 Contractor induction and quotes

- Complete the Contractor Induction Checklist including supplying the contractor with a copy of appropriate NSW DPI OHS policy and procedures
- Obtain copies of all paperwork, except where approved contractors are engaged
- Obtain copy of chemical certification. Check for currency.
- Record vehicle and trailer (if relevant) registration
- Supply copies of relevant insecticide MSDS, label and permits and confirm availability of appropriate Personnel Protective Equipment.
- Quotes must be obtained for tasks including general location of site, area to be sprayed, and contain an hourly rate that is all inclusive. Quotes to be received on letterhead (if available) with a minimum of a name, Australian Business Number (ABN) and contact details of contractor.
- Contractors must be able to supply records of evidence of hours worked with preference for Global Positioning System tracking with time logs, or as a minimum, written spray records including calibration records. Obtain a copy of the blank form or example of records intended to be used by contractor to ensure requirements can be addressed.

5.4 Approval and tasking contractors

- FCP / LHPA forward the completed Assessment for Engaging a Ground Spray Contractor and a Task Request to the LCC for approval. Task Requests must contain:
 - Contractors name, ABN and contact details
 - Quoted hourly rate
 - Location and estimated area to be sprayed
 - Estimated total cost for task
- LCC approves the Task Request and returns to FCP / LHPA.
- Contractor is supplied Task Request number for the task and hazard identification information (from the Landholder Consultation Record) prior to the task commencing.
- On completion of task, contractor to submit tax invoice to the FCP / LHPA. Tax invoice to include the Task Request number, the location, area sprayed, insecticide sprayed, calibration records and time/date of task completion.

6. References

Policies

- [Activation of Ground Control for Plague Locusts](#)

Procedures

- [Ground Control of Plague Locusts](#)
- [Insecticide Management for Plague Locusts](#)
- Major Contractor Management

Forms

- [Assessment for Engaging a Ground Spray Contractor](#)
- Contractor Induction Checklist
- [Landholder Consultation Record](#)
- [Post Control Check](#)
- [Task Request form](#)

Legislative Acts and Regulations

- [Rural Lands Protection Act,1998](#)
- [Occupational Health and Safety Act, 2000](#)

7. Appendices

Nil