

Biosecurity gate establishment and management

The location(s) of an entry/exit point or biosecurity “gate” and biosecurity boundary for a site are necessary to complete a biosecurity direction. The gate should be established as soon as practical; at the time of or immediately after the direction has been issued.

Responsibility for a biosecurity gate lies with the Operations function. Within Operations:

- Movements Unit establish and maintain biosecurity
- Infected Premises Operations Unit manage onsite tasks and liaise with the landholder/manager.

Planning considerations

- Information on potential gate location(s) may be recorded during initial surveillance visit or during the [pre-operations site inspection](#), including a hand drawn map.
- Consult with the site owner/manager to determine the best agreed location based on [risk](#). Existing infrastructure should be utilised with the consent of owner/manager.
- The type and extent of tasks on site will influence the complexity of the gate and should be sufficient to fulfil the following functions:
 - maintain biosecurity – restricting access and establishing a clearly defined entry/exit decontamination point
 - control and record movements in/out of the site
 - communications point for operations on the site, including marshalling and briefing of personnel
 - resource delivery and storage, including parking
 - records management for site operations
 - catering and rest area for personnel.
- Multiple gates may be required for very large sites, or those with different types of activities within. A single entry/exit point may be appropriate where there are two adjoining sites.
- Functional Areas (FA) such as Telecommunication Services and Engineering Services can assist in gate establishment, particularly complex gates.

Setup

- Determine work areas/zones e.g. amenities, rest areas, parking, personnel decontamination, vehicle decontamination, stores, traffic flow, waste collection and storage, and emergency assembly point(s).
- Determine required resources (see [appendix 1](#)) and complete task requests including estimations of hire durations and priorities. Support may be required from other functional areas (e.g. Engineering Services, Telecommunications Services) during planning, acquisition and deployment.
- Create a map of gate zones and infrastructure/resource locations.

Gate management

Site Supervisor manages tasks, infrastructure and resources (including personnel) at the gate (and on site) by:

- Ensuring the safety of the area
- Maintaining PPE and resources for decontamination
- Decontamination of vehicles and equipment
- Cleaning of facilities
- Pump out of sullage tanks and drainage pits
- Disposal of waste
- Supplying/resupplying potable and non-potable water

- Refuelling of generator and other equipment
- Tracking resources including those requiring repair/maintenance
- Routine stocktake of consumables
- Maintaining security of stores and assets
- Liaising with site owner/manager

Field Crew (Movements) authorises, controls and records movements on and off site by:

- Maintaining gate log and sign-on register
- Logging personnel, vehicles, equipment and consumables on and off site
- Ensuring permit requirements are met, which may include applying for permits (on behalf of the Site Supervisor)
- Security of the site including managing contractors (if required)
- Assisting the Site Supervisor as required

Note: Recording of site movements is done off site i.e. in the 'clean' zone.

Use of the gate

- All vehicles are to park in the designated parking area unless otherwise directed.
- All personnel stationed at the gate must be clearly identifiable (e.g. hi-visibility vests, id cards).
- Vehicles and equipment are decontaminated according to the guide [decontamination of vehicles and equipment](#).
- Personnel requiring access to the site must follow the guide [using a biosecurity gate](#) including [signing a register](#) when entering and exiting.
- Non-compliance with any conditions may result in denial of entry or exit. Reasons and actions should be documented.
- Resources entering or exiting the site must comply with any permit conditions and be recorded in the [gate log](#).

Stand down

1. Resources used at the gate should be clean prior to removal
2. Conduct a final stocktake of assets/stores and log details in the resource management system
3. The site should be rehabilitated to the condition prior to gate establishment
4. Finalise any agreements made with site owner/manager

Resources

Listed in [appendix 1](#) are resources/facilities that may be required for establishing a gate. Resource requirements will vary with gate complexity. Some resources may already be available if emergency management trailers are present.

Safety

Safety issues must be addressed by implementing appropriate controls. Risks may include:

- [Biosecurity gate establishment and management](#)
- Chemicals – refer to the product labels and relevant safety data sheets (SDS)
- [Dealing with aggressive stakeholders](#)
- [Driving vehicles](#)
- [Fatigue](#)
- [Maintaining biosecurity entering and exiting properties](#)
- [Manual handling](#)
- [Property visits](#)
- [Trailer towing and use in emergency management](#)
- [Working around plant and equipment - WHS](#)

Further information

NSW Department of Primary Industries – [Operations resources and publications](#)

Appendix 1: Gate resource requirements (refer to Appendix 2 for a checklist)

Item	Quantity/Size	Required for	Considerations
Personnel			
Field crew (Movements)	1 (at least)	Authorised officer for movement control	
Field crew for decontamination teams	1 or multiple teams of 2-3 people – maybe mobile teams	Decontaminating resources	Detail in guide Decontamination of vehicles and equipment
Site Supervisor	1	Manages tasks, infrastructure & resources on site including the gate	
Safety Advisor	1 (depending on risk)	To review gate setup; provide advice when required; audit site	Merge responsibilities with other role on site or use LCC safety advisor
Security (usually contractors)	As required	Security overnight; at high risk sites	
Assets/Infrastructure			
Fencing/gate e.g. portable fencing, star pickets (with caps) and wire/hazard tape, agricultural gates	As required	To define line & provide security	
Toilets	<ul style="list-style-type: none"> 1 for every 10 personnel located on (or accessible from) both sides of the quarantine line 		Ensure access for pump-out & water supply.
Showers	1 cubicle for every 2-4 personnel	High risk sites or other sites based on risk	Located on or near line. Access to: <ul style="list-style-type: none"> water supply electricity to heat water sullage tanks
Water – potable	20L/person/day 50-70L/person/shower	For drinking, washing hands, showers	
Water – non potable	250-300L/vehicle	For decontamination operations	Water storage - portable dam (buoy wall) or truck.
Sullage tanks	80L/person	For storage of water from showers (if present)	Locate close to facilities producing waste water. Ensure pipes do not interfere with traffic. Ensure access for pump-out.

Item	Quantity/Size	Required for	Considerations
Drainage pit (or equivalent)	Appropriate size e.g. 6-8m long x 1m wide x 1.5-2m deep	To hold 1 days decontamination run off & rainfall	Safety barrier must be erected. Ensure access for pump-out.
Portable shelter e.g. gazebo, marquee, relocatable building	Suitable size to fit personnel & equipment	For office work and/or rest breaks	
Tables & chairs	Numbers sufficient for purpose and personnel on site	For office work and/or rest breaks	Able to be decontaminated, i.e. plastic not wooden.
Store – general, e.g. shipping container, trailer, car	Suitable for requirements	Storage of consumables and equipment	Should be lockable; weatherproof; easily accessible.
Store – special purposes	Suitable for requirements	Special purpose storage e.g. chemical, fuel	Should be lockable; weatherproof; easily accessible; and appropriately labelled.
Generator	Cover power requirements for number & type of equipment	When electricity supply is not available	Easy access for refuelling. Fuel storage available.
Lighting	Suitable for requirements	Internal – shelters, facilities External – parking, traffic zones, decontamination areas	Ensure energy & cost efficient.
Waste bins/skips	Capacity to fit requirements and collection periods	Normal & contaminated waste disposal	Ensure access for disposal (i.e. loading) & collection. Secure to prevent access by animals & unauthorised people.
Communication devices, e.g. phone, handheld radios, GRN radios, electronic tablets	Fit requirements for use on site and at the gate	Communication	Check and establish (if required) network access. Seek support from the Communications FA.
Ground improvement materials, e.g. matting for pedestrian areas	Sufficient to cover area	Improve poor surfaces especially for wet weather use	Ensure site can be rehabilitated. Seek support from the Engineering FA.
Parking	Sufficient space for vehicle number & type, movement times & frequency	Vehicles of workers, trucks (e.g. delivery, disposal)	Sign post parking zone/s & mark layout (on-ground &/or map). Ensure appropriate security. Separate pedestrian traffic (where possible). Manage queues, gradient & road traffic. Seek support from the Engineering FA. Alternatively, park at other location & pool transport to site.

Item	Quantity/Size	Required for	Considerations
Stores			
Personal protective equipment (PPE)	As per guides personal decontamination and use of PPE	Biosecurity and safety of personnel	Type of PPE will be influenced by disease/pest risk assessment and chemical safety data sheet/s.
Decontamination resources for personnel & vehicles/equipment	As per guides personal decontamination & decontamination of vehicles and equipment	Decontamination	
Site management & safety e.g. barricades, safety/traffic cones or bollards; signage; hazard tape	As required by site plan/map	To distinguish or exclude areas	
Electrical accessories e.g. power boards, power leads	Suitable for requirements	Connect electrical equipment	Ensure accessories have safety protection and are weatherproof.
Fire extinguisher	Minimum 1 - either water, powder ABE or CO2 (depends on risks)	Safety	Ensure extinguishers have been serviced and are accessible.
First aid kit	Suitable for number of personnel on site	Safety	Located in main facility/shelter. First aid kit sign on the outside of the facility/shelter.
Plastic tub	1x300-500L	Submersible or gross decontamination (if required)	
Shower accessories, e.g. towel, liquid soap, shampoo	Towel - min 1/person Dispensing unit or personal size	Decontamination of personnel (if showers are present)	
Rope	As required	E.g. securing items, suspend electrical cords off the ground	Gauge and length depends on intended use.
Hose & fittings	Hose with 30m minimum length	General use at gate	Heavy duty & fit-for-purpose.
Documentation			
Forms/templates	Multiple copies or access to sign-on register & gate log	Records	Forms are located at NSW DPI EM resources
Permits	As required	For any movement of items, equipment, waste etc.	
Schematic maps	For gate and site	Situational awareness	Display for personnel & induction.
Medical plan and evacuation plan	Updated as required	Safety	Display for personnel & induction.
Operational documents	E.g. IAP, procedures, risk assessments, SDS	Situational awareness and safety	Available for personnel.

Appendix 2: Gate resource checklist

Item	Required (Y/N)	Description (Quantity/type)	TR#	Returned/Stand down
Personnel				
Field Crew (Movements)				
Field Crew for Decontamination teams				
Site supervisor				
Safety Advisor				
Security				
Assets/Infrastructure				
Fencing/gate				
Toilets				
Showers				
Water – potable				
Water – non potable				
Sullage tanks				
Drainage pit (or equivalent)				
Portable shelter (for office, rest breaks)				
Tables & chairs				
Store – general				
Store – other				
Generator				
Lighting				
Waste bins/skips				
Communication devices				
Ground improvement materials				
Parking				
Stores				
PPE				
Decontamination resources				
Site management & safety				
Electrical accessories				
Fire extinguisher				
First aid kit				
Plastic tub				
Shower accessories				
Rope				
Hose & fittings				
Documentation				
Forms/templates				
Permits				
Schematic map				
Medical & evac plans				
Operational documents				