

## Biosecurity - Parthenium Weed – Inspections of Machinery at the New South Wales / Queensland Border

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### Management of the biosecurity risk

Parthenium weed, *Parthenium hysterophorus* is a major threat to the agricultural industry and the community. To reduce the risk of Parthenium weed entering NSW, powers have been provided under the *Biosecurity Act 2015* (the Act) and the Biosecurity Regulation 2017 (the Regulation), requiring operators of specified machinery to clean their machines and present them for inspection by an authorised officer or have a machine be accompanied by a biosecurity certificate before they enter NSW from Queensland.

The purpose of this procedure is to inform NSW Department of Primary Industries (NSW DPI), an office within the Department of Industry, authorised officers of their roles and responsibilities in inspecting vehicles, equipment and machinery to ensure inspection activities are carried out in a consistent manner.

This procedure explains the roles of the authorised officer and the operator or owner of the equipment and machinery to minimise the risk of Parthenium weed seeds entering into NSW on that equipment and machinery. NSW DPI continues to do this by:

- intercepting known pathways for Parthenium weed entry such as grain harvesting machinery entering NSW from Queensland.
- assisting high-risk industries to develop effective Codes of Practice to minimise the risk of introducing Parthenium weed seed to NSW
- continuing to identify new entry pathways for Parthenium weed seed.

### Scope

This procedure applies to relevant staff of NSW DPI, Local Lands Services (LLS) and Local Control Authorities (LCA) in their roles as authorised officers under the Act.

### Biosecurity legislation summary

Parthenium weed is listed as prohibited matter in schedule 2 of the Act. Provisions of the Act includes duty to notify the presence of prohibited matter and a duty to prevent, eliminate or minimise the risk posed by prohibited matter.

Mandatory measures for parthenium weed carriers are prescribed in clause 35 of the Regulation which prohibits the importation of machinery and equipment from Queensland into NSW. The Biosecurity Order (Permitted Activities) 2017 permits this activity that would otherwise be

prohibited by the mandatory measure and sets out the requirements that must be met in order to import machinery and equipment from Queensland into NSW.

The collection, use and disclosure of information in accordance with this procedure, including any internal or external discussion or distribution of information, must be in compliance with the *Privacy and Personal Information Protection Act 1998* or be exempted by the operation of section 387 of the Act.

Section 387 (2) of the Act provides authority for the disclosure of information about a person, without the consent of the person: to a public sector agency, or to any other person, but only if the disclosure is reasonably necessary for the purpose of exercising a biosecurity risk function.

### **Work health and safety**

The *Work Health and Safety Act 2011* places an obligation on both the agency (NSW DPI, LCA and LLS) as a person conducting a business or undertaking and the workers to provide a safe and healthy workplace. Safe Work Method Statements that support activities included in this procedure must be used in identifying, assessing and controlling risks.

The agencies will work together to create a safe and supportive work environment when undertaking any activities outlined in this procedure. Persons conducting the inspection must:

- conduct the inspection in a safe location (such as taking into consideration traffic conditions)
- wear appropriate protective clothing – minimum level of protection includes coverall clothing, shock-proof hard hat and safety glasses or goggles
- wear a fluorescent safety vest when working near a roadway, and
- ensure vehicles or machinery are made safe by turning off ignition, engaging the parking brakes and other locking devices for any free moving parts.

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## Parthenium Weed Carriers Procedure

### 1. Roles and Responsibilities

#### 1.1 NSW Department of Primary Industries and authorised officers

- provide training to NSW DPI authorised officers responsible for conducting equipment and machinery inspections
- conduct inspections of machinery to prevent entry to NSW of Parthenium weed seeds or plants
- provide educational materials to industries and the community about the biosecurity risks of Parthenium weed and effective measures to mitigate those risks.

#### 1.2 Owner and operator of equipment and machinery

- arrange an inspection appointment prior to crossing the NSW/Queensland border
- follow standardised cleaning requirements prior to inspection
- carry a valid biosecurity certificate covering equipment or machinery which is designated for transport into NSW from Queensland
- complete a record of movement form before presenting the equipment or machinery for inspection.

#### 1.3 Responsibilities of Local Control Authorities

LCAs are responsible for inspecting roadsides and private property and for controlling any new Parthenium weed infestations along roadsides. The NSW Weeds Action Program financial grants help to support these activities. Where new roadside outbreaks of Parthenium weed tend to occur more often, LCAs may receive additional financial support from NSW DPI.

#### 1.4 Manager, Surveillance, Response and Queensland Border

The Manager, Surveillance, Response and Queensland Border is responsible for providing the authorised officers who conduct inspections with the training, systems and equipment to do their work in remote locations on the Queensland border. From time to time the manager will monitor their performance in relation to:

- safety:
  - supervising the wearing and usage of appropriate equipment
  - observing that customers are aware of safety
  - evaluating staff concerns and ideas
  - rectifying and repairing or replacing faulty equipment.

- inspection:
  - observing staff attitude to their inspections and standards of practice
  - observing staff actions during inspection
  - observing staff attitudes to customers.
- equipment:
  - monitoring the correct use of equipment
  - instructing staff as to the use of equipment
  - replacing faulty equipment
  - making sure all equipment has been supplied at the commencement of the season and that the equipment is serviceable for a 12 month period.

## **2. Training**

In order to conduct inspections as prescribed under the Act, the individual must be accredited as an authorised officer. NSW DPI authorised officers are required to undertake NSW DPI approved biosecurity training and will be awarded a certificate of attainment upon completion.

All NSW DPI authorised officers conducting equipment or machinery inspections will undertake competency based training and assessment and receive a satisfactory assessment before inspecting any vehicle or machinery. For authorised officers to be allowed to conduct inspections, they must satisfactorily complete 'AHCVIO201 – Inspect and Clean Machinery for Plant, Animal and Soil Material' from a Certificate III Conservation and Land Management.

If the Manager, Surveillance Response and Queensland Border judges that an authorised officer has an insufficient number of machines to inspect each year to maintain competence, the officer will either attend another training course or act for a period under supervision at a crossing where a larger number of machines are presented for inspection.

### **2.1 Quality Control of NSW DPI Authorised Officers**

Evaluation of the performance of authorised officers as inspectors is the responsibility of the Manager, Surveillance, Response and Queensland Border. Records of when each authorised officer completed the approved course and when their performance was last audited will be maintained by the Cattle Tick Program.

During the winter cereal harvest period, the Manager, Surveillance, Response and Queensland Border will observe each authorised officer performing their duties at least once per season.

## **3. Inspection Requirements**

The Regulation and the Biosecurity Order (Permitted Activities) 2017 requires all grain harvesters and comb trailers to be inspected by a NSW DPI authorised officer. Associated grain harvesting machinery, mineral exploration drilling rigs and vehicles used for transporting those rigs must be cleaned to the standard required by the Biosecurity Order (Permitted Activities) 2017 but do not require inspection at the NSW state border.

Prior to the commencement of an inspection, the NSW DPI authorised officer at the border will ask the owner/operator to provide a Record of Movement Form (Parthenium weed carrier) for the machine, stating that the machine has been cleaned as required by the Biosecurity Order (Permitted Activities) 2017.

Details of any inspection could be requested at a later date by a court. It is necessary to make all necessary comments during inspection and to keep inspection records well maintained.

### **3.1 Inspection Location**

The inspection of agricultural machinery will be carried out at the NSW/Queensland border crossing locations nominated and operated by trained and accredited NSW DPI authorised officers, or at other NSW/Queensland border crossings by appointment.

Requirements for inspection location facilities:

- the inspection location must be free of mud and water to allow an inspection to be carried out without risking contamination of the equipment with plant material taken from previous inspections
- NSW DPI authorised officers need to have enough room to easily move about the machinery or equipment being inspected without risking their safety through contact with, other grain harvesting machinery or other machinery requiring inspection. At busy times, there could be up to six headers waiting to be inspected, making the inspection area congested. The NSW DPI authorised officer needs to ensure there is sufficient room to safely and adequately conduct the inspection.

To support these inspections, NSW DPI has established three clean-down sites at the main border crossing points of Goondiwindi, Mungindi and Hebel. Each of these sites is equipped with a large air compressor for cleaning grain harvesting vehicles and equipment. Goondiwindi and Mungindi also have wash-down facilities.

Listed below are the following locations where inspections can occur.

	Authorised officers	Phone/Fax	Mobile
<b>Goondiwindi</b>	Graham McGovern	(07) 4671 1227	0437 373 089
<b>Tallwood</b>	Bev Schnitzerling, Peter Schnitzerling	07 4677 1183	0437 996 195
<b>Mungindi</b>	Marie Nolan	02 6753 2323	0428 532 018
	Vida Faulkner		0457 027 486
<b>Hebel</b>	Chris Conolly	07 4625 0916	0429 650 642
	Shelley Johnston	07 4625 0917	
<b>Tweed Heads, Queensland border</b>	Paul Veares		0429 039 050

### 3.2 Documentation Requirements

Inspections are to be carried out during daylight hours.

NSW DPI authorised officers must use approved checklists to conduct inspections. NSW DPI authorised officers must also have:

- Record of Movement (Parthenium weed carrier) forms which record the owner's details and list the owner's equipment
- a carrier biosecurity certificate signed by the operator.

Information pertaining to inspections conducted in accordance with this procedure must be treated as confidential.

#### 3.2.1 Equipment

NSW DPI authorised officers are required to use the following pieces of equipment in order to complete an inspection.

Operational and Safety Equipment	Must have access to:
<ul style="list-style-type: none"> <li>• Overalls</li> <li>• Fluorescent safety jackets</li> <li>• Flashlight</li> <li>• Screwdriver</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Movement forms (parthenium weed carrier)</li> <li>• Carrier biosecurity certificates</li> <li>• List of contact people in LCA</li> </ul>

<ul style="list-style-type: none"> <li>• Putty knife</li> <li>• Endoscope</li> <li>• Mirror</li> <li>• Small step ladder</li> <li>• Head protection</li> <li>• Safety eye wear</li> <li>• Dust mask</li> <li>• Stands to support comb</li> <li>• Fibrescope may be provided at some crossings</li> <li>• Relevant inspection checklist.</li> </ul>	<ul style="list-style-type: none"> <li>• Map showing parthenium weed areas in Queensland</li> <li>• Map showing local government boundaries and major roads in NSW.</li> </ul>
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### 3.3 Requirements of the Owner/Operator

- the owner/operator of the machinery/equipment will contact the NSW DPI authorised officer prior to arriving at the border to arrange a date and time for the inspection. The NSW DPI authorised officer will need to ask the owner/operator for a list of the items that will be presented for inspection
- the owner/operator must give a minimum of 24 hours' notice to the NSW DPI authorised officer prior to the inspection being arranged.
- the owner/operator must clean the item prior to an inspection
- the owner/operator must follow the directions of the authorised officer and assist (where possible) the NSW DPI authorised officer in the inspection.

## 4. Conducting the Inspection

Once the Record of Movement form has been completed, the inspection can be carried out as follows. The NSW DPI authorised officer must:

- confirm that the descriptions for all the machines and accompanying vehicles are correct. Take special notice of the serial numbers of machinery and the registration numbers of vehicles. If incorrect ask the operator to correct them before proceeding with the inspection
- inspect each machine / piece of equipment. Every relevant item listed on the record of movement form must be checked to a sufficient degree to determine whether or not the part has been cleaned in accordance with the Regulation and the Biosecurity Order (Permitted Activities)
- initial the Record of Movement form if satisfied that all identified parts are cleaned
- if not satisfied that the part has been sufficiently cleaned, the nature of the problem must be briefly noted in the Record of Movement form and inspection checklist
- stop the inspection if the machines appears to be in an unacceptable condition (i.e. not clean enough). If the machine only requires minor additional work to be in an acceptable condition, the inspection should proceed. A comment describing the general state of the cleanliness of the machine must be made on the bottom of the inspection checklist and Record of Movement
- in respect of grain harvesters, the stone guards must either be removed prior to the inspection taking place or an alternative practical way of inspecting the area must be available. A fibrescope may be used if it is available
- if required, request that the operator remove guards or standard inspection plates or position moving components of the machinery as necessary to facilitate the

inspection. The NSW DPI authorised officer may not ask the operator to disassemble other parts of the machine.

On some occasions, there may be machines that are impossible to fully inspect such as machines in which access cannot be gained to the area above the stone guards, or machines that have been in an accident and the wreck has been loaded onto a transport vehicle. In these cases, the Manager, Surveillance, Response and Queensland Border must be contacted for advice.

## **5. Failed Inspection**

If at any time of the inspection, the NSW DPI authorised officer forms the opinion that the machinery has not been cleaned as required by the Regulations and the Biosecurity Order (Permitted Activities) 2017, the NSW DPI authorised officer will advise the operator that the machine is not satisfactory for entry to NSW.

Should the item be failed, it must be cleaned and re-inspected at a later convenient time/date for all parties. A new inspection checklist and record of movement form will be issued with the following considerations:

- if the failure is due to slight contamination, for example material shaking loose during transport, the operator should be advised to direct the machine to a location where further cleaning may take place. The authorised officer may provide advice on the standard of cleaning required
- the NSW DPI authorised officer will determine whether the machinery can be re-inspected on the same day. The NSW DPI authorised officer must reasonably assess the circumstances and on what grounds the machinery originally failed the inspection
- if the owner/operator still wants to cross the border, the owner/operator is to make arrangements as to where the machine will be re-inspected. If this involves a different crossing point, the owner/operator is to inform the NSW DPI authorised officer at that point by providing them with a copy of the Record of Movement Forms
- if the machine is not presented for reinspection within one day, and it is not at the place to which has been directed, the NSW DPI authorised officer must immediately inform the Manager, Surveillance Response and Queensland Border, who will then inform the LCA at the possible destination of the machine.

## **6. Satisfactory Inspection**

Following the inspection, if the NSW DPI authorised officer is satisfied that all requirements have been met in accordance with the Biosecurity Order (Permitted Activities) 2017 and the Record of Movement (Parthenium weed carrier) form was correct (for example, all the required items on the machine were cleaned), the officer will grant the owner/operator with a Carrier Biosecurity Certificate certifying the machinery has successfully passed inspection and is free of parthenium weed.

The NSW DPI authorised officer must:

- complete and sign the Carrier Biosecurity Certificate and Record of Movement (Parthenium weed carrier) form
- provide a duplicate copy of the Carrier Biosecurity Certificate and Record of Movement (Parthenium weed carrier) form to the operator
- inform the operator that they must carry the Carrier Biosecurity Certificate with the machine for at least one year and be prepared to produce it if requested by an authorised officer. The authorised officer must inform the operator that despite being declared free from parthenium weed, precautions and continued surveillance for traces of parthenium weed are still strongly advised

- the NSW DPI authorised officer must provide a copy of the inspection checklist and Record of Movement (Parthenium weed carrier) form to the LCA for the destination property of the machinery. Harvesting equipment travelling into NSW from Queensland is frequently contracted for work in the Moree Plains and Castlereagh Macquarie areas. Therefore, the inspection checklist and Record of Movement information can be sent by fax or email to the weeds officer or other relevant staff member at the appropriate LCA. If the harvesting equipment is traveling to a location other than the Moree Plains or Castlereagh Macquarie areas, the information can be sent to Mr Phil Blackmore, NSW DPI Invasive Species Officer: philip.blackmore@dpi.nsw.gov.au. The information can be used to conduct a property inspection 12 months after harvesting equipment is first used in NSW (after traveling into the state from Queensland). This property inspection process allows LCAs to ensure that any Parthenium Weed seed inadvertently brought into NSW is controlled immediately.
- provide original copies of the forms at least monthly to Wollongbar Cattle Tick Program
- ensure a copy of the forms remains at the crossing location.

## **7. Exceptions for mandatory inspections**

### **7.1 Local Movement of Machinery**

Agricultural machines returning to NSW after crossing into Queensland for repairs or maintenance are not required to be cleaned to the same extent as machines that have been operating further into Queensland:

- operators seeking to use this option must notify the NSW DPI authorised officer when they cross into Queensland. At that stage they must enter the details of the machinery and the Queensland destination into a movement record form. The date of the crossing must be noted
- when machines return, the grain harvester must have been cleaned sufficiently so that there is no obvious straw or other plant material in or on the machine. The Record of Movement (Parthenium weed carrier) form must be completed by the operator and signed
- the machine must then be inspected. The inspection checklist does not need to be completed, but a comment must be inserted at the bottom of the Record of Movement (Parthenium weed carrier) form noting the claim that the machine only crossed into Queensland for repairs and stating that the machine has been cleaned sufficiently to be free of obvious plant material. The date of crossing into Queensland and return must also be noted
- the operator is given a copy of the Record of Movement (Parthenium weed carrier) form and Carrier Biosecurity Certificate
- if a Record of Movement (Parthenium weed carrier) form was not completed before entry into Queensland, then a full cleaning and inspection process will be required.

### **7.2 Other Grain Harvesting Equipment**

The Regulation and Biosecurity Order (Permitted Activities) 2017 impose mandatory cleaning requirements for any other agricultural machinery which may have been exposed to parthenium weed. Different standards of cleaning apply to the following grain harvesting equipment and machinery:

- bins used for holding grain during harvesting operations
- augers or similar equipment for moving grain



- vehicles used as support vehicles with grain harvesters that have been driven in the paddocks during harvest operations.

Standardised cleaning requirements must be carried out by the owner/operator before entering NSW from Queensland.

Equipment must have been cleaned by either:

- removing all plant material, dust, soil, and any accumulation of grease
- using a treatment to sterilise seed in or on the equipment so as to ensure the seed will not contaminate the land.

These types of machinery and equipment do not need to be inspected at the NSW/Queensland border by a NSW DPI authorised officer. However they must be accompanied with the Record of Movement (Parthenium weed carrier) form.

### **7.3 General biosecurity duty**

The general biosecurity duty requires that a person who deals with biosecurity matter (e.g. Parthenium weed) or a carrier (e.g. agricultural machinery etc.) and who knows, or ought reasonably know of the biosecurity risk posed by that biosecurity matter, must take measures to prevent, eliminate or minimise biosecurity risks as far as reasonably practicable.

Grain harvester equipment and machinery owners and operators can discharge their general biosecurity duty in relation to Parthenium weed by carrying out appropriate cleaning practices prior to crossing the border into NSW to mitigate the risk of transporting Parthenium weed into NSW.

The general biosecurity duty will apply to other carriers including owners / operators of cotton harvesting equipment, haymaking machinery, cultivation and sowing equipment, tractors, earthmoving machinery, low loaders carrying this type of machinery and livestock floats where an inspection or certification is not required.

### **8. Penalties**

The Act applies heavy penalties for machinery owner / operators failing to reasonably ensure their machines are free of notifiable material. Failure to comply with a mandatory measure is a category 2 offence which incurs a maximum fine of \$220,000.

### **9. Definitions and Acronyms**

NSW DPI	NSW Department of Primary Industries
LCA	Local Control Authority
LLS	Local Land Services

### **10. Documentation**

NSW Weed Action Program 2015/2020

*Biosecurity Act 2015*

Biosecurity Regulation 2017

Biosecurity Order (Permitted Activities) 2017

Policy: Biosecurity collection, use and disclosure of information

Procedure: Biosecurity collection, use and disclosure of information

Policy: Records Management (IND-I-177)

Policy: Information Security (IND-I-197)

Policy: Classified Information (IND-I-196)

Policy: Government Information (Public Access) (IND-I-178)

**11. Records**

Not applicable.

**12. Revision History**

<b>Version</b>	<b>Date issued</b>	<b>Notes</b>	<b>By</b>
1	01/07/2017	New policy developed in response to the <i>Biosecurity Act 2015</i> .	Manager Invasive Species Program

**13. Contact**

Invasive Species Officer

(02) 6770 3134

## Appendix A

### Inspection Checklist for grain harvester or comb trailer

	Task	Fail	Pass
1)	The exterior, including any hollow sections of axles or structural components has been cleaned	<input type="checkbox"/>	<input type="checkbox"/>
2)	Any attached cabin and any storage containers have been emptied	<input type="checkbox"/>	<input type="checkbox"/>
3)	All parts of the interior of the gain harvester have been cleaned, including the areas above stone guards/skid plates and within augers, even if it requires the removal of inspection plates or other components of the machine to provide access to the relevant parts	<input type="checkbox"/>	<input type="checkbox"/>
4)	Without limiting to tasks (1)-(3), the following areas on a grain harvester need to be cleaned as indicated on Diagrams 1 and 2.		
	• area 1: the area under the skid plate	<input type="checkbox"/>	<input type="checkbox"/>
	• area 2: each header knife and finger	<input type="checkbox"/>	<input type="checkbox"/>
	• area 3: the auger located horizontally across the header	<input type="checkbox"/>	<input type="checkbox"/>
	• area 4: the area behind any cover on the header	<input type="checkbox"/>	<input type="checkbox"/>
	• area 5: the area within any belts on any draper front (if fitted)	<input type="checkbox"/>	<input type="checkbox"/>
	• area 6: the feeder house	<input type="checkbox"/>	<input type="checkbox"/>
	• area 7: the driver's cab compartment floor area	<input type="checkbox"/>	<input type="checkbox"/>
	• area 8: the cleaning fan and the area between the bottom of the fan housing and any shield under the fan housing	<input type="checkbox"/>	<input type="checkbox"/>
	• area 9: the chassis, including the inside of any chassis rail ledges, back axil-beam and undercarriage area	<input type="checkbox"/>	<input type="checkbox"/>
	• area 10: any tailing auger	<input type="checkbox"/>	<input type="checkbox"/>
	• area 11: any sieve area, including the full length and width of the grain pan	<input type="checkbox"/>	<input type="checkbox"/>
	• area 12: any grain bin area, including any auger	<input type="checkbox"/>	<input type="checkbox"/>
	• area 13: any engine component, including the radiator core	<input type="checkbox"/>	<input type="checkbox"/>
	• area 14: any grain or 'repeat' elevator including the rubber flights	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>area 15: any straw spreader or chopper</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>area 16: any tyres and rims</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Without limiting to tasks (1)-(3), if the grain harvester is a conventional harvester, the following area of the grain harvester (as indicated in Diagram 1 below) must also be cleaned.		
	<ul style="list-style-type: none"> <li>area 17: the threshing or separating area, including the drum and concaves behind the rasp bars and lead-in plates and around the concave wires</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>area 18: the beater drum, including the area between the drum and walkers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>area 19: the straw walker and any concealed areas under rubber air flaps</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Without limiting to tasks (1)-(3), if the grain harvester is a rotary harvester the following areas of the grain harvester (as indicated in Diagram 2 below) must be cleaned.		
	<ul style="list-style-type: none"> <li>area 17: the external top and sides of the conical section of the rotor cage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>area 18: the areas inside the top of the conical section</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>area 19: the threshing or separating area, including along the rotor cage.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Inspection has taken place at an approved facility and is accompanied by a Carrier Biosecurity Certificate certifying that all of the above conditions have been met	<input type="checkbox"/>	<input type="checkbox"/>

Diagram 1:

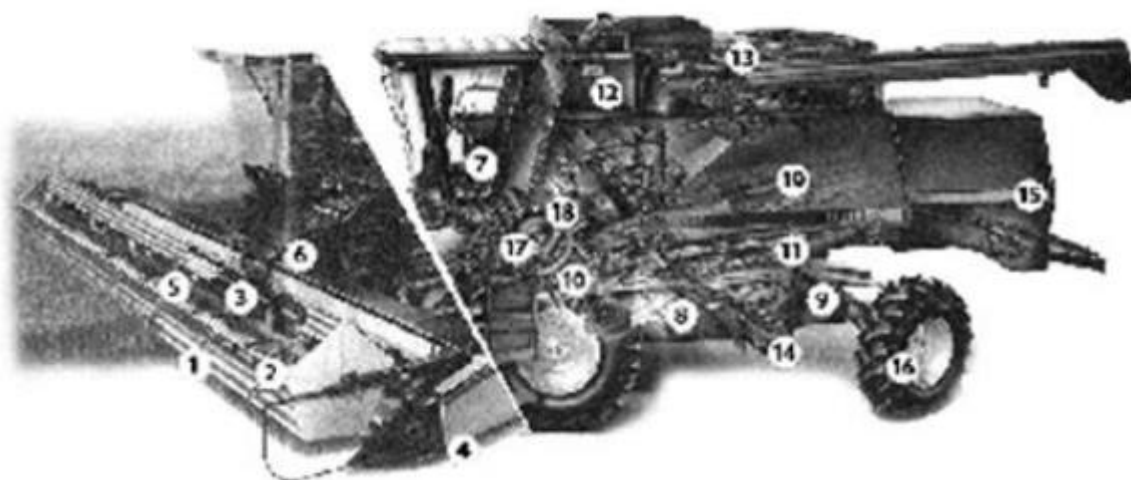


Diagram 2

