**Stop Weeds at the Gate Checklist**

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| Property |  | |
| Contractor Name |  | |
| Phone |  | Date |

**Purpose**

The **Stop Weeds at the Gate Checklist** can be used to:

* Reduce the risk of weed being brought to the property
* Reduce the risk of spread of weeds around the property
* Reduce the risk of spread of weeds from the property
* Assist the landholder and contractors to meet their General Biosecurity Duty

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| **Question**  Consider the sections in blue first.   * If not relevant, cross it out. * If YES, then move to next topic. There are additional questions in black below to help you if you are unsure. * If NO, then consider the questions in black below. Identify the level of importance, and the appropriate action to be taken. | **Yes** | **Not Applicable** | **No** | | | **To do** |
| **Very important** | **Important** | **Not important** |
| **BEFORE CONTRACTOR STARTS WORK** |  |  |  |  |  |  |
| Have you let the contractor know in advance that:   * You have Weed Biosecurity requirements for your property * Vehicles, plant equipment and staff should be weed free on arrival at your property? |  |  |  |  |  |  |
| Have you asked contractors if they:   * Have a procedure for ensuring their vehicles/machinery are clean of mud or plant material when arriving at a property? * Can they provide you with a copy of their procedure or evidence of training? |  |  |  |  |  |  |
| Have you discussed the procedure and does it meet your requirements? |  |  |  |  |  |  |
| Have you informed them that:   * You have a procedure in place and they have a requirement to follow it as far reasonably practicable? * Can they include this in any paperwork supplied to you to confirm that they will meet requirements? |  |  |  |  |  |  |
| Have you advised contractors that you, or someone else may check over vehicles/machinery when they arrive before allowing them to proceed with work? |  |  |  |  |  |  |
| Have you let contractors know up-front if they will be working in a weed infested area on your property? |  |  |  |  |  |  |
| Have you offered use of a designated wash down area if a contractor has been working in a weed infested area on your property and is not self-equipped to clean their vehicle before leaving? |  |  |  |  |  |  |



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| **Question**  Consider the sections in blue first.   * If not relevant, cross it out. * If YES, then move to next topic. There are additional questions in black below to help you if you are unsure. * If NO, then consider the questions in black below. Identify the level of importance, and the appropriate action to be taken. | **Yes** | **Not Applicable** | **No** | | | **To do** |
| **Very important** | **Important** | **Not important** |
| **PROCEDURE WHEN CONTRACTOR STARTS WORK** |  |  |  |  |  |  |
| Before entering the property, has the contractor notified or contacted you to discuss biosecurity/ weed issues? |  |  |  |  |  |  |
| Have the contractor and you met at the property to discuss the nature and scope of the work and the biosecurity history of the equipment to be used? |  |  |  |  |  |  |
| Has the contractor been able to satisfy you that the equipment is weed free before commencing? If not, it should be a condition of engagement that equipment cleaning is undertaken at a designated wash down area. |  |  |  |  |  |  |
| Has the contractor been provided with information about the weed and biosecurity risks on the property that relate to the work? |  |  |  |  |  |  |
| Is there an agreed approach to the work and weed biosecurity process based on the risks? |  |  |  |  |  | **Use a risk based approach:**  **more risk = more cleaning** |
| Has the contractor been given clear instructions on which tracks to use, which areas to avoid -including manure and wet areas and what to do on completion of the work? |  |  |  |  |  |  |
| **OPTIONS TO CONSIDER WHEN WORK IS COMPLETE** |  |  |  |  |  |  |
| Prioritise the work so that clean areas are first and badly infested areas are left until last. |  |  |  |  |  |  |
| If working in a weed infested area, machinery should be cleaned down on that site, prior to leaving that area, where practical. |  |  |  |  |  |  |
| Clean the equipment at the the designated wash down area before leaving. |  |  |  |  |  |  |
| First it is best to clean all dry areas, clean out inside of the vehicle and brush off or vacuum carpets/ mats / seats if practical. |  |  |  |  |  |  |
| Use a blower to clear seeds from under the hood and around engine components. |  |  |  |  |  |  |
| It is best to clean from the top of the vehicle down. |  |  |  |  |  |  |
| Remove mud, seeds and earth from the vehicle with a pressure washer if possible |  |  |  |  |  |  |
| Use best practice cleaning techniques on high risk areas of underneath and parts of vehicles that have been in contact with weeds such as front bumpers, wheels, arches and suspension etc. |  |  |  |  |  |  |