


Queensland Weed Hygiene Procedure

SENEX-QLD-EN-PRC-023

Revision: 0

Position	Name	(tick one column only)		Signature	Date
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REVISION HISTORY

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Rev	Details of Change	Section/Paragraph
0	<i>Developed from the Senex work site Weed Hygiene procedure to be implemented for QLD assets (SENEX-WSGP-EN-PRC-003), updated for legislative changes of Biosecurity Act 2014 and Land Access Code 2016</i>	

ABBREVIATIONS AND GLOSSARY

Abbreviation/Term	Explanation
Agricultural weed	Invasive plants that threaten the viability of grazing properties and which can be controlled where it is deemed feasible and appropriate to do so. Agricultural weeds are not restricted or prohibited under the <i>Biosecurity Act 2014</i> .
BMP	Biosecurity Management Plan
clean	Free of soil and or/ organic material that may contain weed reproductive material
Declared Pest	means a plant or animal, other than a native species of plant or animal, that is: <ol style="list-style-type: none"> invasive biosecurity matter under the <i>Biosecurity Act</i>, or controlled biosecurity matter or regulated biosecurity matter under the <i>Biosecurity Act</i>
ETP	External Third Party. Means a weed hygiene inspection and certification provider independent of Senex (e.g. Weed Hygiene Inspection Services based in Roma).
LAAR	Land Access Activity Request under the Land Access Process, where approval is provided by the Land Access team, once all the necessary approvals with the landholder are in place.
Land Access Rules	Lot on Plan (Landholding) Land Access Rules are issued by the Land Access team outlining property specific weed hygiene requirements as part of the LAAR approval.
Landholding	Property(ies) denoted by Lot on Plan held by the one landholder. Includes properties owned or leased by Senex.
Senex Priority weed	Plant species identified as an: <ul style="list-style-type: none"> invasive plant (prohibited or restricted matter) under the <i>Biosecurity Act 2014</i> Weed of National Significance (WONs) High and Very High Priority weeds from local laws (e.g. Maranoa Regional Council Pest Management Plan 2012-2016 and Western Downs Regional Council Pest Management Plan 2011-2015). African lovegrass (<i>Eragrostis curvula</i>), which is not legislated but is of particular concern to landholders
Senex Authorised Person	A person as defined in this procedure as being authorised to undertake weed hygiene certification.
Senex controlled work area	Area on a property, where Senex activities are authorised to be undertaken
Wash down	Wash-down means the removal of weed reproductive material from a vehicle, trailer, plant, packaging, equipment or machinery using an appropriate cleaning process to remove biosecurity risk material (Land Access Code 2016).
Weed	An introduced plant species that may have the potential to impact agricultural or environmental values of an area. Weed means any part of the plant that is capable of producing another plant by sexual or asexual reproduction. Examples include seeds, bulbs, rhizomes, tuber, stem or leaf cutting and the whole plant.

1 PURPOSE AND SCOPE

The purpose of this weed hygiene procedure is to minimise the potential for the spread of weed reproductive material by moving vehicles, plant, machinery, materials, equipment, and personnel (footwear and clothing) whilst undertaking Senex activities in Queensland.

Senex staff and contractors shall comply with all the relevant legislation, regulations and codes including the *Biosecurity Act 2014*, Queensland Land Access Code 2016, *Local Government Act 2019*, and Petroleum and Gas (Production and Safety) Regulation 2004.

The Biosecurity Management Plan Queensland Operations (BMP) (SENEX-QLDS-EN-PLN-001) outlines legislative obligations; identifies activities that have the potential to spread weeds, pests and diseases on site; and provides weed species relevant to Senex projects.

This procedure provides methods to meet regulatory expectations and community expectations related to minimising weed spreading.

Senex personnel and contractors undertaking activities on Senex controlled work sites must comply with this procedure and any site-specific weed hygiene and wash down requirements of properties as stated in the approved Land Access Activity Request (LAAR) and Land Access Rules document that is generated as part of the land access process (SENEX-WSGP-LD-PRC-001), and required prior to entering a property.

1.1 Associated documents

The following plans and forms are relevant to implementing this procedure:

- SENEX-QLDS-EN-PLN-002 Queensland Operations Biosecurity Plan
- SENEX-WSGP-LD-PRC-001 Land Access Procedure - Queensland
- SENEX-QLDS-EN-FRM-002 Weed Hygiene Certificate (or similar)
- SENEX-QLDS-EN-FRM-003 Material Weed Hygiene Declaration (or similar).

2 RESPONSIBILITIES

Table 1 outlines relevant Senex personnel and their associated responsibilities under this procedure.

Table 1: Responsibilities

Position Title	Responsibilities
All Senex Personnel and Contractors	<ul style="list-style-type: none"> • Comply and implement the requirements of this procedure.
Senex Land Manager	<ul style="list-style-type: none"> • Ensure all landholder requirements related to biosecurity and weed hygiene (including frequency of certification) are clearly outlined to relevant personnel via the Land Access Activity Request process (LAAR) documentation. • Ensure compliance with obligations agreed to under the CCA. • Retain copies of weed hygiene certificates for each relevant property, as required.
Senex Site Supervisor	<ul style="list-style-type: none"> • Ensure all Senex personnel, contractors and visitors have the required weed hygiene certifications upon access to site. • Refuse access to site where no certificate is presented or where certificate validity is in question. • Retain copies of weed hygiene certificates on the project files. • Liaise with the Land Manager and Environmental Manager on weed hygiene as required.
Environmental Manager	<ul style="list-style-type: none"> • Support implementing the procedure, and where required, develop other materials or processes in support of this procedure. • Approve this procedure and review as appropriate. • Ensure that all Senex authorised persons are appropriately trained and supported in their role.
Senex authorised person	<ul style="list-style-type: none"> • Trained to inspect and certify vehicles, plant, equipment and machinery as clean. The training will be the nationally accredited unit of competency AHCB10201A (Inspect and clean machinery for plant, animal and soil material) or superseded units of competency RDT2312A (Inspect machinery for plant, animal and soil material) and RDT23132A (Clean machinery of plant, animal and soil material). • Report any concerns/issues with weed hygiene management to the Site Supervisor and or Environmental Manager –as required.
Vehicle Drivers / Operators of Plant, Machinery and Equipment	<ul style="list-style-type: none"> • Senex staff and all contractors must ensure vehicles, plant, machinery and equipment have valid weed hygiene certification at all times. • Identify when vehicles, plant, machinery and equipment require washdown and re-certification in accordance of this procedure. • Present valid weed hygiene certificate to the Site Supervisor prior to entering the landholding and commencing work. • Provide the Site Supervisor with a copy of all valid weed hygiene certificates for record keeping.
Vehicle Drivers / Operators of Plant, Machinery and Equipment- carrying a load	<ul style="list-style-type: none"> • Senex staff and all contractors must ensure the load is certified clean. • Provide the certificate to the Senex Site Supervisor

3 WEED HYGIENE FOR PROJECT ACTIVITIES

The risk of weed spread across the Senex authorised work area is strongly influenced by the nature of activities undertaken. As such, the requirement for weed hygiene certification will vary based on activity type and location (Table 2). The LAAR documentation will identify which of the categories below applies to the activities proposed to be undertaken, and specific property weed hygiene requirements.

Table 2: Requirements for specified activities

	Activity	Weed Hygiene Risks	Actions required
Materials brought to site	<ul style="list-style-type: none"> Transporting gravel, mulch, sand, soil 	<ul style="list-style-type: none"> Weed reproductive material (and pests) introduced to site 	<ul style="list-style-type: none"> Obtain weed & pest free weed hygiene declaration form for any material brought to site, such as gravel, sand (SENEX-QLDS-EN-FRM-003). The weed hygiene declaration will be inspected and retained by the Senex Site Supervisor or delegate upon arrival at a Senex controlled work site. Rehabilitation activities should utilise locally sourced material such as soil or mulch wherever reasonably practicable.
Operating on unformed roads & in paddocks	<ul style="list-style-type: none"> Scouting Pegging parties Environmental surveys Geotechnical surveys Pre-construction activities Constructability surveys 	<ul style="list-style-type: none"> Driving on farm tracks to access sites Overgrown roads with vegetation Driving off tracks Organic material/soil/mud becoming lodged in undercarriage and inside and outside of vehicles Driving through weed infestations on a landholder's property 	<ul style="list-style-type: none"> Adhere to any property specific requirements in the approved LAAR Land Access Rules. Avoid known weed infestations. Plan work where possible to work in clean areas, then move into weed infested areas last. Wash down and re-certify prior to undertaking further activities if a known infestation of priority weeds has been encountered. Washdown and re-certify vehicle and equipment prior to accessing the next landholding, unless there is an agreement between neighbouring landholders that a washdown is not required.
Construction- earthmoving	<ul style="list-style-type: none"> Earthmoving Vegetation removal 	<ul style="list-style-type: none"> Soil containing weed seed or reproductive material remains on the machinery or equipment in contact with the ground (e.g. blades, buckets, tyres, tracks) or in the undercarriage of the machinery Imported material e.g. gravel is contaminated with weed seed 	<ul style="list-style-type: none"> Adhere to any property specific requirements in the approved LAAR Land Access Rules. Washdown and obtain certification for the machinery and equipment prior to entering the property for the first time. Wash down and re-certify prior to undertaking further activities if a known infestation of priority weeds has been encountered. Clean down vehicles and machinery after completing bulldozing, mulching, earthmoving activities. Washdown and obtain a weed hygiene certificate if moving to a new property, unless there is an agreement between neighbouring landholders and Senex (e.g. on pipeline RoW).

	Activity	Weed Hygiene Risks	Actions required
Operating on formed track/ road and hardstand	<ul style="list-style-type: none"> Construction where earthworks completed Formed road to access site Hard surface for operations Drilling and completions Workovers Field operations & maintenance 	<ul style="list-style-type: none"> Low risk of contact with weed seed likely where vehicles and equipment remain on formed surfaces and tracks Imported material e.g. seed, packaged equipment is contaminated with weed seed 	<ul style="list-style-type: none"> Adhere to any property specific requirements in the approved LAAR Land Access Rules. Washdown and obtain certification for the vehicles and machinery and equipment prior to entering the property for the first time. Regular recertification of vehicles operating on access tracks and formed surfaces – <ul style="list-style-type: none"> at the end of the roster cycle where the vehicle has had the same driver and not left formed tracks or public roads. fortnightly, where vehicle has not left formed tracks or public roads. Washdown and obtain a weed hygiene certificate if moving to a new property, unless there is an agreement between neighbouring landholders and Senex (e.g. on pipeline RoW). Obtain a weed hygiene certificate for each hire vehicle booking.
Council roads and areas of public access	<ul style="list-style-type: none"> Transporting equipment to town office or laydown Attending meetings 	<ul style="list-style-type: none"> Low risk of contact with weed seed likely where vehicles and equipment remain on council and public roads 	<ul style="list-style-type: none"> A vehicle hygiene certificate is <u>not</u> required Should access to private holdings be required, a weed hygiene certificate must be in place for the property.

4 WEED WASHDOWN AND CLEANING

Washdown can be undertaken at commercial weed hygiene inspection facilities, self-serve car wash facilities, at other CSG proponent facilities or Senex mobile washdown areas. Vehicles, plant, machinery and equipment will generally be cleaned using high pressure and high volume water although in some circumstances vehicles may be cleaned using compressed air or vacuum.

The extent of washdowns required for vehicles, plant, machinery and equipment is determined by a range of factors such as the nature of the activity having been undertaken (and associated risk of weed spread) as well as the size and design of the plant, machinery and equipment itself. Light vehicles can generally take between 20 minutes and 3 hours to clean thoroughly however large earthworks machinery generally take longer. Consideration for these timeframes must be incorporated into work schedules.

Washdown/cleaning must ensure that all soil, mud and organic matter including grass and seed heads are removed from the vehicle, plant, machinery or equipment. During all washdowns particular attention must be paid to external and undercarriage areas that easily trap soil/mud and organic material as follows:

- Wheel arches, wheel trims, flares, step treads, bumpers, running boards;
- Mud flaps, cover plates, belly plates;
- Tyres and wheel rims (particularly the inner side);

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- Axles, springs, sump guards, differentials, chassis rails;
- Spare tyres underneath or on the back of vehicles;
- Radiator, grill, top of transmission/gearbox; and
- Recess under windscreen wipers and air filters.

Internal areas including footwell and boot areas, carpets and mats as well as the back/tray of trucks and 4WDs must also be checked and cleaned. Toolboxes and items located in the tray of utes must be checked and cleaned as necessary. Appendix A provides a list of basic cleaning requirements for vehicles.

Vehicles, plant, machinery and equipment to be washed down should remain on formed access tracks exiting the landholding then council roads in accessing off-site facilities.

5 INSPECTING AND CERTIFYING VEHICLES CLEAN

All vehicles, plant, machinery and equipment accessing landholdings in the Senex work area must have a weed hygiene certificate in place. Vehicles, plant, machinery and equipment must be certified as clean and a certificate issued to the driver:

- Prior to entry onto the Senex work area in the first instance; and
- Prior to moving between landholdings as required by Section 3 above.

The inspection and certification must be undertaken by an 'authorised person', either:

- Senex staff member or contractor who:
 - Has undertaken the required external training (current AHC BIO201A certification or now superseded qualification RTD2312A and RTD2313A); and
 - Is nominated and approved by the Environmental Manager or Senex Site Supervisor to undertake inspections and certifications; and
 - Is not the driver of the vehicle; or
- An external third party (ETP) hygiene inspection and certification service.

A Senex authorised person can certify light vehicles (e.g. cars and 4WDs). Inspection and weed hygiene certification of machinery, plant and equipment must be undertaken by an ETP provider. The ETP or Senex authorised person must provide the driver or operator of the vehicle, plant, machinery or equipment with a 'Senex Weed Hygiene Certificate' (SENEX-QLDS-EN-FRM-002) or similar. Details of hygiene inspections and washdowns must also be recorded in the certificate.

Where vehicles have remained stationary but the relevant weed hygiene certificate has expired, a Senex authorised person can re-certify the vehicle after inspection without the need for washdown or cleaning.

6 PROVIDING WEED HYGIENE CERTIFICATES TO RELEVANT PARTIES

The driver/operator of the vehicle or equipment is responsible for obtaining a weed hygiene certificate for each vehicle, equipment and machinery. The Senex Weed Hygiene Certificate issued by Senex authorised persons should be disseminated as follows:

- Driver/operators must keep the original copy in the vehicle for presentation upon request by a land holder.
- Drivers/operators must make a copy available to the Site Supervisor for record keeping on entry to the Senex work site or on the commencement of work (as appropriate) and upon request.
 - If the Site Supervisor is not satisfied as to the validity of the weed hygiene certificate (e.g. where the vehicle, plant, equipment, machinery appears dirty) the vehicle, plant,

machinery or equipment will be turned away from site until a valid weed hygiene certification is obtained. Drivers/operators should be aware that work program delays can occur due to lack of valid weed hygiene certification.

- A copy (photocopy) may be requested by the Land Manager that may be provided to the landholder as required. This can typically be for preconstruction and exploration activities.
- Driver/operators must obtain a Materials Weed Hygiene Declaration Form (SENEX-QLDS-EN-FRM-003) for any material brought to site, such as gravel, sand, soil, or material that could contain weed seeds or part of a plant that could germinate. The Materials weed hygiene declaration will be inspected and retained by the Senex Site Supervisor or delegate upon arrival at a Senex controlled work site.

7 TRAINING AND AWARENESS

Senex staff must be authorised and trained in a recognised weed hygiene inspection and certification course (Refer to section 6) to undertake weed hygiene certification of vehicles, machinery, plant and equipment.

The Senex Site Supervisor and the Environmental Manager must ensure Senex personnel and contractors working in the field are familiar with this procedure prior to undertaking work on the Senex work site.

During site inductions and 'tool-box' meetings, Senex staff and contractors will be made aware of their biosecurity related responsibilities, including any site-specific pest and weed management issues and relevant landholder requirements.

8 RECORD KEEPING AND AUDITING

At the completion of a project (or monthly), a copy of all certificates shall be filed by the Project Manager for record keeping in accordance with regulatory requirements.

[I:\23. WSGP Field Operations\37. Washdown Certificates](#)).

A register shall be maintained at Senex operated wash-down facilities to record the registration details of each vehicle, plan or machinery or equipment that has used the wash-down facility.

A list of Senex authorised persons and ETP services that is updated regularly can be obtained from the Environmental Manager. Training records for Senex authorised persons will be maintained and refresher training undertaken as required.

Auditing will be undertaken periodically by the Site Supervisor and or the Environmental Manager, or delegate, to ascertain levels of compliance with this procedure. Should auditing results indicate a compliance issue as relates to this procedure the Environmental Manager will consult with relevant parties (e.g. Site Supervisors, Land Access Manager) and review and amend the procedure as required to ensure desired outcomes are being met.

APPENDIX A BASIC CLEANING REQUIREMENTS FOR VEHICLES

Source: Vehicle and machinery checklists – Clean-down procedures (DAF, 2014).

Area	Actions
Air tanks	Clean these as for fuel tanks.
Air vents	Unscrew the air vents and blow them with compressed air. If filters are fitted, remove and clean them.
Battery	Remove the battery and clean underneath it.
Battery box	Clean the battery box.
Bodywork	Check all damaged bodywork. Remove any floor or body strips or moulds that form lips where soil and plant material may become trapped, particularly on vehicle floor compartments.
Bumper and brush guard	Clean all hollow sections and attachment points.
Canopy	Remove the canopy and brush it, then clean it with compressed air or high-pressure water.
Canopy bows	Disassemble the canopy bows, then wipe or scrub them with brushes and water. Pay particular attention to locking catches, joints and hollow cross members.
Chassis	Clean the chassis with high-pressure water using equipment with a flexible nozzle. Pay particular attention to small apertures, which may act as reservoirs for soil and plant material. Run either high pressure or high volume hose into chassis rail holes until water exiting the rail become clear.
Dashboard	Use compressed air and dry paintbrushes to clean the dashboard.
Dual wheels	Take extra care cleaning vehicles fitted with dual bogie wheels. If contamination is detected, an inspector may ask for the outer wheel to be removed, cleaned and re-inspected.
Fender wells	Clean the access areas for tail-light wiring and other fender apertures that may collect soil and plant material.
Floor drain plugs	Remove all floor drain plugs to facilitate cleaning. Clean all drain plugs and apertures, paying particular attention to threaded areas.
Floor mats	Remove all floor mats or carpets and clean them.
Fuel tanks	If fuel tanks are strapped to the vehicle, clean them to remove contamination between the tank and the vehicle.
Insulation tape	Check all taped areas for contamination and replace the tape with new where necessary.
Interior	Remove all contamination with vacuum or compressed air equipment.
Internal panels, access panels	Where possible, remove all internal panels to allow cleaning of inner compartments.
Lights and reflectors	Remove all damaged lights (internal and external) and any lights where seals have not maintained their integrity, so that you can clean the light fittings.
Metal racks	Clean all box and tubular steel racks (which have openings) with high-pressure water.
Mirrors	Clean all mirror holders.

APPENDIX B ADDRESSING REGULATORY REQUIREMENTS

Section	Requirement	Addressed in procedure
Biosecurity Act 2014 (B Act)		
s17 What is a carrier	<p>(1) A carrier is any animal or plant, or part of any animal or plant, or any other thing:</p> <ul style="list-style-type: none"> a. Capable of moving biosecurity matter attached to, or contained in, the animal, plant or other thing from a place to another place; or b. Containing biosecurity matter that may attach to or enter another animal or plant, or part of another animal or plant, or another thing. <p>(2) In this section thing means:</p> <ul style="list-style-type: none"> a. Something, whether alive, dead or inanimate; and b. Includes a human. 	Section 3 - Weed Hygiene for project activities, Table 2
s18 What is a contaminant	<p>(1) A contaminant is anything that may be harmful to animal or plant health or pose a risk of any adverse effect on a biosecurity consideration.</p> <p>(2) The presence of a contaminant in a carrier may be caused by:</p> <ul style="list-style-type: none"> a. Manufacturing, packaging, packing, preparing, processing, producing, storing, treating or transporting the carrier; or b. Environmental contamination of the carrier. <p><i>(Examples of a contaminants includes weed seeds.)</i></p>	Section 3 - Weed Hygiene for project activities, Table 2
s23 What is a general biosecurity obligation	<p>(1) This section applies to a person who deals with biosecurity matter or a carrier, or carries out an activity, of the person knows or ought reasonably know that the biosecurity matter, carrier or activity poses or is likely to pose a biosecurity risk.</p> <p>(2) The person has an obligation (general biosecurity obligation) to take all reasonable and practical measures to prevent or minimise the biosecurity risk.</p> <p>(3) Also, the person has an obligation (also a general biosecurity obligation) –</p> <ul style="list-style-type: none"> a. To prevent or minimise adverse effects on a biosecurity consideration of the person's dealing with the biosecurity matter or carrier or carrying out the activity; and b. To minimise the likelihood of causing a biosecurity event, or to limit the consequences of a biosecurity event caused, by dealing with the biosecurity matter or carrier or carrying out the activity; and c. Not to do or omit to do something if the person knows or ought reasonably to know that doing or omitting to do the thing may exacerbate the adverse effects, or potential adverse effects, of the biosecurity matter, carrier or activity on a biosecurity consideration. <p><i>(Examples of things that exacerbate the adverse effects include failing to manage the impact of invasive plants and animals on a person's land.)</i></p>	<p>Section 3 – Weed Hygiene for project activities</p> <p>Section 5 – Washdown and Cleaning</p>
S43 Distributing or disposing of category 3 restricted matter	<p>(1) A person who has a thing infested with category 3 restricted matter in the person's possession or under the person's control must not distribute or dispose of the thing.</p> <p>(2) In this section, distribute, includes releasing the restricted matter or thing into the environment.</p>	Section 5 – Washdown and Cleaning
Schedule 1 & Schedule 2	Prohibited and restricted plants under the Biosecurity Act	Refer to the Queensland Operations Biosecurity Plan

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Section	Requirement	Addressed in procedure
Land Access Code 2016		
S15 Obligations to prevent spread of declared pests	<p>(1) A relevant person must take all reasonable steps to ensure that, in carrying out authorised activities, the person does not spread the reproductive material of a declared pest.</p> <p>(2) A relevant person must take all reasonable steps to ensure that, in entering or leaving land in the area of a resource authority, the person does not spread the reproductive material of a declared pest.</p> <p>(3) Subsections (1) and (2) do not apply to the release of a declared pest authorised under the B Act</p> <p>(4) A holder must ensure each person acting for the holder under a Resource Act washes down vehicles and machinery before entering a landholder's land in the area of the resource authority, if the risk of spreading a declared pest is likely to be reduced by the washing down.</p> <p>(5) The holder must keep a record (the wash-down record) of all wash-downs under subsection (4) carried out during the period in which the holder is allowed access to the landholder's land.</p> <p>(6) If asked by the landholder, the holder must give a copy of the wash-down record to the landholder.</p> <p>(7) In this section: Declared pest means a plant or animal, other than a native species of plant or animal, that is: c. invasive biosecurity matter under the B Act, or d. controlled biosecurity matter or regulated biosecurity matter under the B Act. <u>Reproductive material</u>, of an animal or plant, means any part of the animal or plant that is capable of asexual or sexual reproduction. <u>Wash-down</u> means the removal of reproductive material from a vehicle or machine using an appropriate cleaning process.</p>	<p>Section 3 - Weed Hygiene for project activities, Section 5 - Washdown and Cleaning</p> <p>Section 2 – Responsibilities</p> <p>Section 7 and Section 9</p> <p>Section 7</p>