**Oyster Harbour Catchment Group Inc.**

**Biosecurity Policy & Procedures**

**Document Number:** OHCG 006

**Custodian:** OHCG Inc. Chair

**Relates to:** OHCG Chair, Management Committee and Staff

**Adoption Date: 27 April 2023**

**Next Review: April 2026**

**Version:** 1

### INTRODUCTION & PURPOSE

To protect the Oyster Harbour Catchment Group Inc (OHCG), farmers and properties by minimising, as far as is reasonably practicable, the potential risk of the spread of pests and diseases through OHCG activities.

### COMMENCEMENT OF POLICY

This policy will commence on the Adoption Date set out above. OHCG undertakes to regularly review this policy.

Changes may be made to this policy from time to time to take account of changes in legislation, activities, services and products. Any such revisions will be recorded at Clause 6 and will apply from the date the amended policy is approved by the OHCG Management Committee.

### SCOPE

This policy will apply to all OHCG employees, volunteers and contractors carrying out OHCG activities.

### POLICY REQUIREMENTS AND PROCEDURES

1. OHCG encourages the adoption of safe biosecurity practices at all times (e.g. display of biosecurity signs, use of owner/landholder’s vehicle when inspecting paddocks).
2. Biosecurity is the responsibility of the individual who is carrying out OHCG activities. Any person undertaking activities on behalf of OHCG is expected to consider the biosecurity risks associated with their planned activities and take action to prevent/ reduce potential risks as much as is reasonably practicable.
3. No person carrying out activities on behalf of OHCG should enter property without permission of the owner/ landholder. This allows for any biosecurity risks to be identified and ensure the owner/ landholder is satisfied with any measures taken.
4. The movement between properties of soil, plants, manure and other substances that pose a biosecurity risk must be avoided. Equipment (e.g. vehicles, machinery, tree planters, soil samplers) must be in a clean condition before entering a property and be washed down and/or sterilized before being moved between properties. Any biological materials removed from equipment must be disposed of in an appropriate manner.
5. A person undertaking activities on behalf of OHCG must inform the owner/ landholder of potential biosecurity risks they pose (e.g. COVID-19, biosecurity risks observed at a property visited earlier that same day) before entering a property and follow any subsequent instructions from the owner/landholder regarding such risks.
6. A person undertaking activities on behalf of OHCG is expected to report any biosecurity concerns they observe (e.g. weeds, suspicious death of plants or animals) to the property owner/ landholder before leaving the property or, if this is not practicable, at the earliest opportunity after leaving the property.
7. In the event of a local biosecurity outbreak OHCG employees, volunteers and contractors should follow the most current government recommendations relating to procedures, movement etc.

### COMPLIANCE WITH THIS POLICY

1. All OHCG employees, volunteers and contractors must be informed of their obligations under this policy. It is the responsibility of OHCG to ensure all relevant persons understand their obligations under this policy. A person will not be deemed to have breached this policy if OHCG has not met these requirements.
2. In the event the policy is amended, it is the responsibility of OHCG to ensure all employees, volunteers and contractors are informed of the changes as soon as is reasonably practicable.
3. Failure to comply with this policy, and any harm or damage resulting from such breaches, will be treated as a serious matter and may result in disciplinary action including suspension of volunteer status or termination of employment.
4. Any queries regarding the interpretation or application of this policy are to be directed to the OHCG Chair for clarification.

### POLICY VERSION AND REVISION INFORMATION

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| **Policy Number:** | OHCG 006 |
| **Policy Title:** | Biosecurity Policy & Procedures |
| **Current version:** | 1 |
| **Policy Authorised by:** | Heather Adams |
| **Title:** | Chair |
| **Original issue date:** | 27 April 2023 |
| **Policy Maintained by:** | OHCG Secretary |
|  | |
| **Approved by:** | OHCG Management Committee |
| **Approval date:** | 27 April 2023 |
|  | |
| **Review date:** | April 2026 |

### WORKPLACE PARTICIPANT ACKNOWLEDGEMENT:

*By signing below I acknowledge:*

* *I have received a copy of the Biosecurity Policy & Procedures (physical or electronic);*
* *I understand my obligations under the Biosecurity Policy and Procedures; and*
* *I may be subject to disciplinary action if I fail to comply with the Biosecurity Policy and Procedures, and that the potential consequences of such action include the suspension of my status as a volunteer or the termination of my employment with OHCG.*

## *Signed:*

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |