# Appendix: Sample Entry / Exit procedures for essential Service providers

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| Property Contact Person |  | Contact PHone Number / UHF |  |

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| **STEPS TO TAKE** | |
|  | Prior to entry |
| **1** | Essential Service providers and contractors are required to call prior to entering the premises (or as directed by signage) unless prior on going arrangement are in place. |
| **2** | Essential Service providers and contractors must have clean boots and clothing when entering the property. Soil, organic material, etc, must be removed from boots and clothing prior to entry. |
| **3** | Essential Service providers and contractors whom have been overseas must not enter the property until 7 days after arriving back into Australia. |
| **4** | Entering vehicles and equipment must be clean and free from weed seeds. Essential services staff/contractors will utilise property clean down facilities where available and appropriate for the vehicles/equipment being used or activity being undertaken. If essential services staff/contractors have cleaned down before arriving on-site, request a copy of their clean down record to demonstrate their compliance to a biosecurity risk based system. |
|  | While on the property |
| **5** | Upon entry, drive to the house / office along the main driveway indicated on attached map and make contact with the owner / manager. Record your details of visit and purpose in the vehicle or visitor register. |
| **6** | Vehicles must not leave the designated tracks whilst on the property. Access by vehicles to areas without designated tracks to be negotiated with management e.g. paddock driving. |
| **7** | Toilet paper and human faeces are to be buried |
| **8** | Unless prior arrangement is made, access to areas with locked gates is prohibited. (no go zones are indicated on the attached map) |
|  | Exiting the property |
| **9** | No rubbish is to be left behind including toilet paper. |
| **10** | When exiting the property, we expect you to:   * Return via the house and advise you are leaving * Exit via designated tracks or areas negotiated with management |