# Appendix: Sample Entry / Exit procedures for visitors

Dear Visitor,

The property you are visiting has a biosecurity management plan in place to manage pests, diseases and weeds. To adequately manage risk we have incorporated this entry and exit procedure. If you intend to conduct activities that deviate from designated tracks into animal production areas please negotiation this with management before entry.

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

|  |  |
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| **STEPS TO TAKE** | |
|  | Prior to entry |
| **1** | Visitors are required to call prior to entering the premises (or as directed by signage) unless prior arrangement has been made. |
| **2** | Staff and visitors 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** | Staff or visitors whom have been overseas must not enter the property until seven days after arriving back into Australia. |
| **4** | Entering vehicles and equipment must be clean and free from weed seeds. If not, discuss with management prior to entry. |
|  | 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 |