 Biosecurity plan – schools teaching agriculture

This template is intended for use by school that are teaching agriculture and require a PIC (Property Identification Code). A PIC is required if you have any of the following on the school property: cattle, sheep, goats, pigs, bison, buffalo, deer, camelids, equines or over 99 small poultry or 9 large poultry (Emus or Ostriches).

School details

Insert school details in the table below.

| Details required | Enter your response here | Details required | Enter your response here |
| --- | --- | --- | --- |
| School name |  | Principal |  |
| Property address |  | Biosecurity coordinator |  |
| PIC |  | Veterinarian 1 |  |
| Date |  | Veterinarian 2 |  |
| Review Date |  | Local Animal Health Office |  |
| Completed by (signature) |  | Emergency Animal Disease Hotline | 1800 675 888 |
| Principal (signature) |  | Schools Animal Welfare Coordinator | Sally Bannerman  7814 2631, 0436 317 953 |

Attach school property map.

School staff authorised to use animals and plants for the purposes of research or teaching.

Signing this section indicates that staff members have read and understand the document and their role in maintaining the biosecurity measures put in place for this property.

| Staff member’s name | Staff member’s signature | Date |
| --- | --- | --- |
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Essentials

Fill out the tables below.

Farm inputs

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| New plants or animals | Introducing new plants and animals on to your property can allow unwanted diseases, pests and weeds to enter. Isolating new plants or animals for a quarantine period limits the risk of exposing your entire stock to new pests and diseases and spreading weeds into production areas. | * For all stock that arrives on the property, inspect health status or request pre-purchase inspection or veterinary inspection/certification inspection * Request national vendor declaration (NVD)/waybills for all sales to ensure LPA accreditation * Request animal health declaration (AHD) for further request on herd health * Source certified seed or propagation material. * Inspect materials when they arrive and store away from other plant products * Ensure all newly introduced or returning stock have sufficient time to empty out in the yards prior to release into quarantine area * Newly introduced or returning stock must undergo a period of quarantine (recommended 21 days isolation) * Ensure incoming livestock are identified and the movement to the school property recorded in accordance with the NLIS rules for species and jurisdictions. | [National Vendor Declaration](https://www.mla.com.au/meat-safety-and-traceability/red-meat-integrity-system/about-the-livestock-production-assurance-program/)  [Animal Health Declaration](http://www.farmbiosecurity.com.au/toolkit/declarations-and-statements/)  [NLIS Database](https://www.nlis.com.au/)  [Example Inspection Record Template](http://farmbiosecurity.com.au/wp-content/uploads/2013/02/Stock-inspection-record-2.pdf)  [Production practices](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/)  [Straying Stock Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/723180/Straying-Stock.pdf) |  |  |
| Animal feed | Animal feed can harbour diseases, pests and weed seeds. | * Ensure the person responsible for the purchase of stockfeed receives a Commodity Vendor Declaration (CVD) from the supplier. Store the CVD for a minimum of 5 years or the life of the livestock fed the stockfeed. * Inspect stockfeed on delivery to ensure it is fit for purpose (e.g. free from pest damage and visual contaminants). If damaged or contaminated, implement appropriate disposal plan. * Stockfeed is stored in a manner that prevents contamination by livestock, vermin, wildlife, feral and domestic animals and other feed types, e.g., those containing restricted animal materials (RAM). * Always read the label of any stock feed you purchase and store feed containing RAM in well labelled, sealed containers separate from feed for ruminants. | [Commodity Vendor Declaration](https://www.mla.com.au/globalassets/mla-corporate/meat-safety-and-traceability/documents/commodity-vendor-declaration.pdf)  [Stock Food Regulation Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0011/723476/Stock-Foods-Regulation-factsheet.pdf)  [Fodder and the General Biosecurity Duty Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0010/723178/fodder-and-the-general-biosecurity-duty.pdf)  [Farm Biosecurity: Farm Inputs Video](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-inputs/) |  |  |
| Banned animal feed | Feeding Restricted animal materials (RAM) to ruminants is illegal in Australia as it is linked to the spread of mad cow disease.  It is illegal to feed swill to pigs in Australia. It is a dangerous practice which has led to the spread of diseases such as foot and mouth disease in many countries. | * Producers must prevent Restricted Animal Material (RAM) being accidently fed to ruminants. * Pigs should never be fed any kind of swill, including leftover food from the canteen, lunchboxes, and kitchens. | [Ruminant Feed Ban Producer Checklist](https://www.mla.com.au/globalassets/mla-corporate/generic/meet-safety-and-tracability/ruminant-feed-ban-producer-checklist.pdf)  [Farm Biosecurity: Farm Inputs Video](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-inputs/). |  |  |
| Water sources | Many pest and disease-causing organisms can survive for a long time in water sources until they find a suitable host. | * Monitor water points and infrastructure regularly, ensuring quantity and quality of water is suitable for the type of livestock under production. * Ensure water from wash down areas does not contaminate surrounding areas. | [Farm Biosecurity: Farm Inputs Video](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-inputs/). |  |  |
| Animal bedding material | Animal bedding material can harbour diseases, pests and weed seeds. | * Ensure bedding material is fit for purpose, refreshed regularly and is stored in a clean, dry and vermin free environment. |  |  |  |
| Hives | Bees from wild and managed hives pollinate many fruit and vegetable crops. Bees can act as vectors for the spread of pests and diseases. | * Ensure you are registered as a beekeeper with NSW Department of Primary Industries if you keep Honey-bees in NSW (this includes 1 hive or more). * Check the health of the bees in the farm hives regularly, and advise your hive provider of any intended use of any potentially harmful chemicals. | [Biosecurity Compliance Requirements for the NSW Apiary Industry](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/595443/Biosecurity-compliance-requirements-for-the-NSW-Apiary-Industry.pdf)  [Bees Biosecurity Regulation 2017](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0006/722877/Bees.pdf) |  |  |
| Fertiliser | Organic fertilisers such as manure and compost can be a source of weeds if not composted thoroughly. | * Ensure that animal manure and green waste is aged and thoroughly composted to destroy weed seeds and disease causing organisms present in the material. * Maintain a record of the source of organic fertilisers, the application dates and where applied. | [LPA Record Keeping](https://www.mla.com.au/meat-safety-and-traceability/red-meat-integrity-system/about-the-livestock-production-assurance-program/record-keeping/) |  |  |

Farm outputs

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Moving plants and animals off the property | Crops and livestock can spread diseases, pests and weeds from your property and put the status or productivity of the entire region or industry at risk. | * Ensure all plant products and livestock for transport are fit to load and selected to minimise potential welfare issues, disease and/or contamination spread through transport. * Ensure animal welfare standards are adhered to at all phases of transport. * Adhere to the NLIS legislation of the relevant state/territory at all times by completing transfers within legislative time frames and ensuring animals are tagged before leaving the property. | [Fit to Load Guidelines](https://www.mla.com.au/CustomControls/PaymentGateway/ViewFile.aspx?8znoiE22IExXkZNN6z/ht+RHdGsB+0+ryJnxjWa16FYe/D/C8aTPH5hN2i29hr4r3EYMKKAfsht7d1Tnt3BqiA==)  [Farm Biosecurity: Farm Outputs Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-outputs/) |  |  |
| Shows and sales | Events where animals are brought together are an opportunity for disease to spread:   1. directly from animals to animal (contact and airborne) 2. via contact with contaminated soil, food and water.   Stock can be exposed to disease by mixing with other plants or animals or coming into contact with contaminated pens, vehicles, people or equipment. | * Only take healthy plants, produce or livestock to shows, sales and markets. * Ensure any cattle, sheep, goats or pigs going to a show or sale comply with NLIS requirements; i.e. be identified and be accompanied by an NVD. * Ensure that the movement to the show is recorded in the NLIS database by the organiser of the show. * Do not share equipment with others and have a separate supply of feed and water for livestock. * Isolate returning stock as you would for any new stock entering the property (recommended emptying out time in stock yards and 21 days in quarantine facilities.) |  |  |  |
| Product transport | Dirty bins used for harvesting can transfer insect pests and diseases to subsequently harvested crops.  Soil and plant material adhering to harvested crops can carry insect pests and disease organisms. | * Ensure no soil, waste plant material or pests are left on or in bins or transport containers by removing organic matter and disinfecting the bins after use. |  |  |  |
| Product packing and storage | Soil and plant material adhering to harvested crops can carry insect pests and disease organisms.  Stored products, feed and equipment can attract or harbour pests and disease. | * Remove loose soil and plant material from harvested crops. * Only potable water should be used for washing fruit and vegetable produce as part of packing operations. * Where applicable, a ‘spray diary’ record should accompany each consignment of vegetables, fruit and nuts. * Products, feed and equipment should be stored securely to avoid attracting pests. | [Farm Biosecurity: Product packaging and Storage Video](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/) |  |  |

People

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Visitors | Visitors can unknowingly carry diseases, pests and weeds on their clothes and personal items.  The risk is greater if they’ve been in contact with other livestock or crops, or have recently been interstate or overseas. | * Encourage a ‘come clean, go clean’ practice for students and contractors * Provide Hand washing facilities and instructions for the washing of hands before and after handling animals and plants, at entry and exit. * Notify farm contractors such as veterinarians, livestock agents and transport vehicles of their permitted areas of access to the farm prior to their entry. * Communicate with high risk persons and clearly explain property procedures. * Provide clean down equipment or facilities in permitted access areas for farm contractors and visitors to clean their boots and equipment when necessary. | [Come Clean Go Clean Fact Sheet](https://www.daf.qld.gov.au/__data/assets/pdf_file/0011/97355/factsheet-come-clean-go-clean.pdf)  [Farm Biosecurity: People, Vehicles and Equipment Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/people-vehicles-equipment/) |  |  |
| Property access | Multiple, unsecured entry points to your property make it difficult to control visitor access and manage high risk visitors such as those who visit multiple properties each day. | * Reduce the number of entry points to ensure all people and vehicles can be monitored and recorded, e.g. visitor log. School staff are recorded through their daily sign on and students through the class roll. Visitor logs are required for external agencies and personnel * Minimise lending or borrowing of equipment between properties. If lent, clean down equipment and vehicles before use on farm. |  |  |  |
| Signage and communication | Never assume that people know what to do when they arrive at your property. Without signage, visitors and staff may be unaware of the biosecurity procedures enforced on your property. | * Provide entry signage such as farm biosecurity sign, or directions to office/staffroom for sign-in. * Provide generic advice to students’ families about the school biosecurity plan and procedures including notification procedures. | [Farm Biosecurity Sign](http://www.farmbiosecurity.com.au/toolkit/records/) |  |  |

Vehicles and equipment

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Equipment hygiene | Tools and equipment can carry diseases, pests and weed seeds. The risk for disease spread is higher when equipment is borrowed, lent or bought second-hand from other properties. | * Clean and disinfect tools and equipment before and after use on crops or livestock. * Clean and disinfect equipment between rows of plants (e.g. secateurs) or between different batches, mobs or herds of animals. * Where possible, have dedicated tools, clothing and footwear available for use in production areas or on animals and plants affected by pests or disease. * Always work with sick plants or animals last (work from clean to dirty). | [Farm Biosecurity: People, Vehicles and Equipment Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/people-vehicles-equipment/) |  |  |
| Storage areas | Some pests and disease can live in the natural environment for months or years. | * Clean and disinfect equipment storage areas regularly. |  |  |  |
| Vehicles | All parts of a vehicle can carry disease causing organisms, pests and weed seeds. Without restricting parking and vehicle movements within the property, it is difficult to control and monitor the spread of diseases, pests and weeds.  Runoff from vehicle washing can contain diseases, pests and weed seeds. | * Minimise the number of vehicles you allow onto the property and restrict them to designated visitor parking areas. * Provide a wash area for vehicles moving from a high risk area to low risk area or for visiting vehicles entering production areas. * Monitor areas next to parking facilities for signs of diseases, pests and weeds. * Collect runoff from vehicle wash areas in a sump, or direct it away from production areas. |  |  |  |

Production practices

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Animal health management | Animals on your property can harbour unwanted diseases, pests and weeds transferring them from animal to animal, one species to another, or one production area to another.  Knowing the pests and diseases endemic to your area and keeping up to date with best practice can allow you and your staff to identify and treat pests and disease quickly and efficiently and identify if/when an unusual pest or disease has entered your property. | * Implement practices that help protect your livestock from diseases endemic to your region by reviewing best practice management for livestock health and welfare and review updates from peak industry bodies as they arise. * Seek advice from a veterinarian or government officer in relation to any unusual sickness or death events. * In the event of a disease outbreak, isolate and treat, if necessary, affected and suspect animals. Keep treatment records until the animals have permanently left the property. | [LPA Record Keeping](https://www.mla.com.au/meat-safety-and-traceability/red-meat-integrity-system/about-the-livestock-production-assurance-program/record-keeping/)  [Australian Animal Welfare Standards for Cattle](http://www.animalwelfarestandards.net.au/files/2011/01/Cattle-Standards-and-Guidelines-Endorsed-Jan-2016-061017_.pdf)  [Australian Animal Welfare Standards for Sheep](http://www.animalwelfarestandards.net.au/files/2011/01/Sheep-Standards-and-Guidelines-for-Endorsed-Jan-2016-061017.pdf)  [Farm Biosecurity: Livestock Monitoring Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/) |  |  |
| Water management | The management of water supplies is important for the maintenance of healthy plants and animals. If water sources become contaminated they can spread pests throughout production areas. | * Make sure livestock cannot drink from waste water storage dams. * Prevent young and vulnerable livestock from grazing pastures irrigated with recycled effluent during the ‘withholding period’ after each irrigation. |  |  |  |
| Plant waste | Leaf material or fallen fruit, abandoned orchards or vineyards can attract or harbour pests and diseases. It is important to break the lifecycle of insect pests. | * Collect all plant waste that shows signs of pests or disease and dispose of it well away from water sources, nursery and production areas. * For cuttings or healthy waste plant material, use a dedicated waste management facility or compost it thoroughly. |  |  |  |
| Carcase, manure and effluent management | Effluent, waste and dead animals harbour disease causing organisms. Disease agents in effluent can contaminate pastures, stock feed and water sources. | * Put procedures in place to manage effluent dispersal to minimise disease and weed spread (seek current government guidelines on waste management and regulation). * Livestock carcasses are disposed of in accordance with council regulations. |  |  |  |
| Feed and water troughs | Contaminants can accumulate in animal feed and water troughs if they are not cleaned regularly. Old feed or water left in the trough can contaminate new feed or water. | * Clean feed and water troughs regularly to prevent build-up of contaminants. * Provide cover for animal feed and water where possible, and keep troughs high enough so they cannot become contaminated by faeces. |  |  |  |
| Monitoring and surveillance | Early detection of pests and diseases gives you the best chance of preventing pests and diseases from establishing on your property and ongoing additional expenses for their control. Early detection also increases the chances of eradicating a new pest or disease.  Recording the absence of pests or disease is just as important as recording what you do see. | * Inspect livestock and crops regularly to ensure the early detection of sick plants and animals. Report unusual signs of disease as soon as possible to your local animal health authority. * Increase the frequency of crop and livestock inspections during periods of higher risk such as increased insect and wildlife activity or growing periods for weeds. | [Example Treatment Record Template](http://www.farmbiosecurity.com.au/wp-content/uploads/Generic-Animal-Treatment-Record.pdf) |  |  |
| Fencing | Damaged fences can allow livestock to stray. It could also allow your neighbour’s livestock to mix with your stock. | * Ensure property fences, especially boundary fences, are regularly inspected and adequately maintained to prevent stock from mingling or straying, and unauthorised people and vehicles from entering. |  |  |  |
| AgVet chemicals | Chemical residues on plants and animal products can pose a risk to human health.  The misuse of chemicals can also lead to the development of resistance by pests, potentially creating new biosecurity risks and management challenges. | * Follow the instructions on the label and observe withholding periods after treatment. |  |  |  |
| Vaccination | Some organisms that cause disease in animals can infect humans. | * Vulnerable personnel working on the farm should be vaccinated for identified risk diseases such as Q fever and tetanus, and where appropriate stock are vaccinated animal to human transmissible diseases such as Leptospirosis | [DPI - Zoonoses](http://www.dpi.nsw.gov.au/biosecurity/animal/humans) |  |  |
| Pests and weeds | Wild or feral animals and vermin may carry disease causing organisms.  Weed species are significant biosecurity problems and can host both agricultural and horticultural pests and diseases. Some weeds can make livestock sick. | * Document feral-animal, wildlife and weed-control programs that are in operation, include monitoring and management activities. * Establish a weed management plan for your property, including plans for eradicating, containing or managing current weeds, and preventing the introduction of new ones. * Where possible, undertake control programs in coordination with neighbours and other local community members. * Attach relevant documents to this checklist. | [Feral Animal Control Plan](http://www.pestsmart.org.au/planning-a-strategic-approach/)  [Pest Connect Resources](https://www.pestsmart.org.au/)  [LLS - NSW weed reforms](https://www.lls.nsw.gov.au/biosecurity/weed-control)  [Farm Biosecurity: Ferals and Weeds Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/ferals-weeds/) |  |  |

Train plan and record

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Biosecurity planning | An on-farm biosecurity plan will help you prioritise the implementation of biosecurity practices relevant to your property. | * Devise a plan for your property, prioritise actions, and update the action(s) column as you achieve goals. * Property inspections for actual or potential biosecurity issues are undertaken regularly, where applicable, by a vet or animal health officer. * Ensure the school has a current Emergency plan that covers all potential risks to the property and animals kept on site, including, bushfire, flood, biosecurity, utility supply interruption and evacuation procedures. | Farm Biosecurity: Train, Plan and Record Video. |  |  |
| Staff training | Anyone working on the property may not know how easily diseases, pests and weeds can spread and how to prevent this from happening.  You have a responsibility to report unusual diseases, pests or weeds to an agronomist, vet, state DPI, EAD Watch hotline or the EPP Hotline. | * Personnel responsible for management and husbandry must understand their role in the implementation of biosecurity practices on-farm, and know how to identify sick and injured livestock and plants. * Personnel responsible for management and husbandry know where to find contact details for the local vet(s) and government animal health officer(s), and what to do in the event of a suspected emergency animal disease. * Ensure all personnel responsible for the management and husbandry of livestock are aware of the importance of early detection and mandatory reporting of animals exhibiting signs of unusual sickness or death event. * Display Emergency Animal Disease Watch Hotline (1800 675 888), Exotic Plant Pest Hotline (1800 084 881) and local vet contact details in noticeable places on farm and ensure staff know where they are. | [EAD Action Plan](http://www.farmbiosecurity.com.au/wp-content/uploads/2013/03/Emergency-Animal-Disease-Action-Plan.pdf)  [General Biosecurity Factsheets DPI](https://www.dpi.nsw.gov.au/biosecurity/biosecurity-legislation/factsheets) |  |  |
| Documentation and record-keeping | A property owner/manager should be able to ‘trace back’ and ‘trace forward’ if there is a disease, pest or weed incursion on the property. | * Record animal health activities and treatments to maintain herd/flock health history and provide accurate NVDs and AHDs when selling livestock. * Keep records of purchases and sales, health certificates and declarations. | [LPA Record Keeping](https://www.mla.com.au/meat-safety-and-traceability/red-meat-integrity-system/about-the-livestock-production-assurance-program/record-keeping/)  [NLIS Factsheet DPI](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0009/724977/Factsheet-National-Livestock-Identification-System-NLIS.pdf) |  |  |
| Report | Incidents that involve animal welfare such as disease, parasites, injury and criminal behaviour related to animals increase the risk of contamination from other sites. | * Report all incidents to the Schools Animal Welfare Coordinator and follow the advice provided. * In the event of an incident that may attract media attention:   + Do not talk to media.   + Notify your school sector’s media unit   + Refer enquiries to the media unit   + Notify the Schools Animal welfare Coordinator | [Notification Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0007/723616/Notification.pdf) |  |  |

Notes

Additional resources

[LLS Biosecurity Handbook](https://greatersydney.lls.nsw.gov.au/__data/assets/pdf_file/0020/740423/GS-Biosecurity-Handbook.pdf)[[1]](#footnote-1)

[Department of Primary Industries](https://www.dpi.nsw.gov.au/biosecurity/biosecurity-a-shared-responsibility)[[2]](#footnote-2)

[Farm biosecurity](http://www.farmbiosecurity.com.au/)[[3]](#footnote-3)

[Local Land Services](https://www.lls.nsw.gov.au/biosecurity)[[4]](#footnote-4)

[Animals in Schools](https://education.nsw.gov.au/teaching-and-learning/animals-in-schools)[[5]](#footnote-5)

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1. <https://greatersydney.lls.nsw.gov.au/__data/assets/pdf_file/0020/740423/GS-Biosecurity-Handbook.pdf> [↑](#footnote-ref-1)
2. <https://www.dpi.nsw.gov.au/biosecurity/biosecurity-a-shared-responsibility> [↑](#footnote-ref-2)
3. <http://www.farmbiosecurity.com.au/> [↑](#footnote-ref-3)
4. <https://www.lls.nsw.gov.au/biosecurity> [↑](#footnote-ref-4)
5. <https://education.nsw.gov.au/teaching-and-learning/animals-in-schools> [↑](#footnote-ref-5)