

Part 1 – Application Details - To be completed by applicant			
<i>Note: Please contact the HSE Team prior to completing this Form.</i>			
Works Supervisor / Applicant Name:			
Department / Team:			
Area/site work to be undertaken (e.g. SPS nonoperational land, Wivenhoe pipeline) :			
Start Date:	Proposed Finish Date:	Routine: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tenure: enter whether Leasehold, Freehold, Government owned etc. <input type="checkbox"/> Leasehold <input type="checkbox"/> Freehold <input type="checkbox"/> Government Owned <input type="checkbox"/> Other :
Description and Purpose of work: <i>eg Slashing for firebreak or road maintenance, pruning of trees adjacent to existing infrastructure, clearing of vegetation for new development, excavation of soil for new development, etc.)</i>			
Location: <i>please provide map or drawing and GPS coordinates (if available); ensure map shows features such as watercourses, infrastructure etc.; attach extra sheet if space not sufficient;</i>			
Spatial extension of works: <i>eg x meters wide by y meters long; x ha; etc; NOTE: include road, firebreak or other linear infrastructure width and also shoulder width etc.</i>			
Permits / Approval already sought: <i>If applicable, please list / hyperlink to any relevant documentation of environmental, planning, property or other assessments and approvals that have already been undertaken and/or obtained; provide document record file numbers</i>			
Project, Property, Real Estate and other references: <i>If applicable, please list / hyperlink to any relevant documentation. Provide document record file numbers</i>			

Part 2 – Assessment	Part 5 - Checking
Concrete batching to be done off-site	
Dust, erosion and water pollution control:	
Control Dust emissions	
Protect surface areas through appropriate covering	
Ensure containment of chemical / paint / hydrocarbon / substance / waste	
Control direction of surface water and divert water around disturbed areas (using diversion channels, drains, bunding and/or contour banks)	
Control velocity of surface water (using contour banks, riprap and surface roughening etc.) and trap sediment (using vegetation screens, sediment traps, straw bales, sediment fences and sandbags)	
Install:	
<ul style="list-style-type: none"> • Sediment Fencing 	
<ul style="list-style-type: none"> • Sediment ponds 	
<ul style="list-style-type: none"> • Whoa Boys’ every ___ metres 	
<ul style="list-style-type: none"> • >150mm rock sediment barrier at drain outlet and sediment fence material installed after rock barrier 	
<ul style="list-style-type: none"> • Turn out drains directed to vegetated, flat, stable, areas 	
<ul style="list-style-type: none"> • Rock/concrete armouring of drains 	
<ul style="list-style-type: none"> • Table Drains 	
<ul style="list-style-type: none"> • Stormwater diversion 	
<ul style="list-style-type: none"> • Run off diversion 	
Vegetation and wildlife protection:	
Protect significant habitat eg identify and clearly mark trees (especially hollow bearing trees, koala habitat trees etc.)	
Check for wildlife in the area to be disturbed. If there are any native animals present, stop work and contact the HSE Team.	
Fire management line to be no more than 10m wide	
Fire break to be no more than 1.5 times the height of the tallest adjacent tree, or 20m wide – whatever is the greater.	
The vegetation clearing activity must minimise disturbance to the soil.	
If you become aware of native animals being present in the work area, stop work immediately and contact the HSE team. The work cannot commence until the animal has moved out of the area on its own, or has been lawfully removed and relocated.	
Canopy trees to be retained in the garden or orchard.	
Koalas – sequential clearing conditions	
(a) Clearing needs to be carried out in a way that ensures koalas at the clearing site have enough time to relocate without human intervention. This will involve (particularly for clearing sites > 3ha):	

Part 2 – Assessment
<ul style="list-style-type: none"> (a) carrying out the clearing in stages (leave at least 12 hours between each stage from 6pm – 6am) (b) for <= 6ha, ensure that not more than 50% of the clearing site is cleared in any one stage (c) for > 6ha, ensure not more than 3ha or 3% of the clearing site is cleared in any one stage (whichever is greater) <p>(b) clearing of trees is carried out in a way that ensures, while the clearing is being carried out, appropriate habitat links are maintained within the clearing site and between the site and its adjacent areas, to allow koalas living on the site to move out of the site (this is particularly relevant for clearing large areas);</p> <p>(c) no tree in which a koala is present, and no tree with a crown overlapping a tree in which a koala is present, is cleared.</p>
Weeds
Obtain written evidence that material (soil, road base, mulch, etc.) being imported are weed/pathogen free.
<p>Works supervisors are to ensure that contractors thoroughly wash down all off-road plant, equipment, trucks and machinery before entering and before leaving the site. A T-3351: Invasive Plant Hygiene Form is to be completed if required. An inspection of off road plant, equipment, trucks and machinery is to be undertaken before unloading. Any off road plant, equipment, trucks and machinery that has not been washed down to the satisfaction of the works supervisor will not be permitted to be unloaded or come onto the site. The contractor shall give at least 24 hours prior notice to the works supervisor that plant and equipment will be coming on site to ensure it can be properly inspected before unloading or entering the site. The contractor will be responsible for arranging their own off-site wash down facilities.</p> <p>Location of washdown facility prior to commencing works:</p> <p>-----</p> <p>Location of washdown facility upon completion of works:</p> <p>-----</p>
Herbicides to be selected for appropriate use (AgVET list of chemicals)
Any chemicals to be used on site must first be Approved and Registered for that site – PRIOR to them being bought to site. See HSE team and OHS-PROC-108- Hazardous Chemicals.
Surfactants and diesel use in herbicides to be minimised
Herbicide use in accordance with Safety data Sheets (SDS)
Herbicides to be handled that enables containment in the event of a spill
Herbicides to be applied selectively to target weed species
Work from 'clean' areas to infested areas.
Landslips

Part 5 - Checking

Part 2 – Assessment		Part 5 - Checking	
Landslip vegetation cut into small lengths and redistributed to forest floor			
Landslip stumps and root structures left intact where possible			
Disturbance to low growing species minimised during landslip clearing			
Landslip material required to be removed from site			
Fire Ants			
Control movement of restricted items such as soil (includes fill, clay, overburden, scrapings, topsoil, decomposed granite (deco), potting media and any other material from the ground), mulch, manure, turf, sleepers/logs, gravels, and any other items containing soil or with soil attached			
In Fire ant biosecurity zones, prior to any disturbance or movement of soil on site, the area must be inspected for evidence of fire ants. (www.fireants.org.au). If suspected contact HSE team.			
Post works			
If external permit required – ensure conditions met and any reporting completed			
Exposed areas to be rehabilitated e.g. seeding, mulching;			
Rehabilitate disturbed areas. Short-term objective is to stabilise the area eg by use of cover crops such as annual rye grass or Japanese Millet. Longer-term objective is to return self-sustaining habitat similar to natural vegetation surrounding the area.			
Monitor for weed infestation			
Part 3 – Cultural Heritage Authorisation (if required, see part 2)			
<input type="checkbox"/>	This Land and Vegetation Disturbance Permit has been assessed for Cultural Heritage and controls, if required, added to the permit.		
Stakeholder Engagement Representative:			
Print Name (First & Last)	Signature		Date
Part 4 – Permit Authorisation			
<input type="checkbox"/>	This Land and Vegetation Disturbance Permit has been assessed and authorised by the HSE Team with no permit controls required . Part 5, Part 6 and Part 7 of permit not required.		
<input type="checkbox"/>	This Land and Vegetation Disturbance Permit has been prepared and authorised by the HSE Team with controls .		
	Expiry Date : (enter date; suggested instead of revision date under Application)		
HSE team Representative:			
Print Name (First & Last)	Signature		Date

Note: works are not authorised to start until the Permit Authorisation is signed by the HSE team Representative.

Part 5 – Acknowledgement

I, as the **Works Supervisor / Applicant**, have read and understand the controls of this Land and Vegetation Disturbance Permit, and will adhere to all controls specified in in this permit.

Print Name (First & Last)	Signature	Date
Print Name (First & Last) – ATW Transfer	Signature	Date

I, as the **Work Party Member**, have read and understand the controls of this Land and Vegetation Disturbance Permit, and will adhere to all controls specified in this permit.

Print Name (First & Last)	Signature	Date

Part 6 – Checking – refer above

Part 7 – Close out

I, as the **HSE team Representative** have conducted the relevant checks and performed relevant close out processes including updating 23/150011-L&VD register.

Print Name (First & Last)	Signature	Date

Comments: