

City of Ryde

*Bushcare*



# **Policies and Procedures Manual**

*Providing a safe and enjoyable working environment for all  
Bushcare Volunteers.*





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# Section 1

# BUSHCARE

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## Bushcare

### 1.1 An Introduction

**Bushcare** encompasses the involvement of volunteers in the management of natural areas, mainly on public land, through the use of bush regeneration techniques and practices. It is usually coordinated and supported by the local Council.

All urban bushland areas need to be managed and maintained correctly to keep them in a healthy and safe state. Planning for recreation, fire management, stormwater control, regeneration and future use are all part of bushland management. Because of the considerable pressures upon urban bushland areas, they are becoming more important and valuable.

The general aim of bush regeneration and Bushcare is *“to restore and maintain an ecosystem in which natural regeneration can occur<sup>1</sup>”*. This is done through the processes of restoration, reclamation, rehabilitation or revegetation of a weed infested bushland area or otherwise degraded plant community into a healthy community composed of plants endemic to that area.

Bushcare/bush regeneration is concerned with the removal of the majority of the weeds present and the establishment of an indigenous plant community. Generally weed control is concerned only with the removal of a specific weed (such as lantana along the sides of roads, railway lines, etc).

The term “bush regeneration” was first introduced in 1971 by the Bradley sisters and consisted of three basic principles:

1. always work from the “good bush” or areas with indigenous vegetation towards the weed infested areas;
2. make minimal disturbance; and
3. let the rate of native plant regeneration dictate the degree of weed removal.

The Bradley method involved the physical removal of all weed species growing in the area without the use of herbicides. This included digging out all the roots of the plants. Experience and research has since shown that this method is only useful in those areas with minimal weed infestation. The Bradley method is therefore rarely used in its original form but is the basis for “best practice” bush regeneration techniques.

With the development of bush regeneration over the years the term has expanded to include activities other than weed removal. These activities include:

- \* revegetation (replanting) of areas that have lost or had their native vegetation cover reduced since European settlement;
- \* stormwater control eg. silt traps, artificial wetland filters, rock structures (to reduce erosion) and trash racks (all of which help reduce the spread of weed seeds);

<sup>1</sup> From Sutherland Shire Council (1998) Introduction to Volunteer Bush Regeneration in the Sutherland Shire, Sutherland Shire Council.

- \* ecological burns;
- \* seed collection and propagation;
- \* flora and fauna surveying;
- \* consideration of the needs of flora and fauna;
- \* education about the values of the natural environment; and
- \* track maintenance and construction.

## 1.2 The Value of our Urban Bushland

Many of the people who become involved with Bushcare and bush regeneration take for granted the idea that bushland areas are important and worthy of preservation<sup>2</sup>. However, some sections of the Australian community view bushland areas as unattractive and alien. Many also see bushland areas as vacant, unused land to be used and exploited. This attitude can lead to exploitation of urban bushland through over development, rubbish dumping (both garden and garbage), extension of property boundaries into reserves, vegetation removal for views or to alleviate perceived apparent danger, and the picking of wildflowers.

Some of the values of urban bushland include:

- a. retention of endangered species, both plant and animal;
- b. habitat and wildlife corridors – bushland is a home for many species of animals and plants. Bushland corridors allow animals to move from one area to another;
- c. greenhouse and air pollution “sinks”;
- d. a source of oxygen “lungs of the world”;
- e. historical – bushland may contain archaeological sites such as Aboriginal drawings, rock carvings, paintings and shell middens;
- f. educational and scientific study – bushland close to populated areas can be useful for scientific study and education (for example: TAFE, schools, university);
- g. a pleasant environment – provides a calm and tranquil area for bush walking and relaxing;
- h. open space – bushland areas can provide an open space where humans have had little impact and provide us with a visual amenity; and
- i. recreation – provides a passive recreational area for bush walking and picnicking and in some cases more active pursuits such as rock climbing and abseiling.

### 1.2-1 State Environment Planning Policy No. 19 (SEPP 19)

SEPP 19 was implemented in 1986 “to protect and preserve bushland within urban areas”. Under SEPP 19 urban bushland is defined as land on which there is vegetation which is either a remainder of the natural vegetation of the land, or if altered, is still representative of the structure and floristics of the natural bushland.

SEPP 19 provides protection to bushland zoned or reserved for public open space in the Sydney metropolitan area. Development consent is required before the bushland is disturbed in any way and this includes regeneration activity. The SEPP also requires councils to give priority to the retention of bushland in the development of a Local Environmental Plan (LEP) unless the bushland value is outweighed by other significant environmental, economic or social benefits.

### 1.2-2 What is a Weed?

The basic definition of a weed is *“a plant that is growing in a location that it is not wanted”*.

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<sup>2</sup> From R. Buchanan, (1989) *Bush Regeneration – Recovering Australian Landscapes*.

When weeds invade an area they:

- \* compete with the native vegetation;
- \* repress the juvenile plants of the canopy species;
- \* change the natural fire regime because of their different flammability response to fire;
- \* change soil nutrient levels; and
- \* change the food source and habitat available to native wildlife, and so change their populations.

### **1.2-3 Noxious Weeds**

Noxious weeds are plants which have been deemed by the NSW Department of Agriculture to have the potential to spread widely and cause serious economic loss to agriculture, or have some detrimental effect upon people, animals, or the environment. A noxious weed has legal restrictions placed upon it regarding its presence. These restrictions have been published in the Government Gazette.

Council administers and is responsible for compliance with the Noxious Weeds Act 1993 for land under its care, control and management and private properties within Ryde. State and Federal Government owned land is the responsibility of the Government Department which has control over it. The enforcement agency is the NSW Department of Agriculture.

An amended Noxious Weeds Act came into effect 1 March 2006. The changes in the Act included an increase in the number of currently declared noxious weeds (increased from 42 to 89) and to the "categories". The former W1, W2, W3 and W4 categories have been changed to Control Class 1 to 5 as listed below.

Noxious weeds are categorised according to the action required for their control. This takes into consideration the extent of the weed infestation, available control methods and the threat of further spread or damage. Their classification is as follows:

Class 1: *State Prohibited Weeds*. The plant must be eradicated from the land and the land must be kept free of the plant.

Class 2: *Regionally Prohibited Weeds*. The plant must be eradicated from the land and the land must be kept free of the plant.

Class 3: *Regionally Controlled Weeds*. The plant must be fully and continuously suppressed and destroyed.

Class 4: *Locally Controlled Weeds*. The plant must be controlled by one or both of the following measures:

- The growth and spread of the plant must be controlled according to the measures specified in a management plan published by the local control authority; and
- The plant may not be sold, propagated or knowingly distributed.

Class 5: *Restricted Plants*. The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with.

Each council has its own Noxious Weed list, so some weeds that are classed as noxious in one local council area may not be listed as noxious in another. This occurs with weeds in the Class 3 and Class 4 categories. A current Noxious Weed list for the City of Ryde area can be obtained through the Bushcare Officer, by contacting the City of Ryde or by visiting the City of Ryde web site ([www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)).

## 1.2-4 Environmental Weeds

Many of the weeds targeted by bush regenerators and Bushcare volunteers are classified as “environmental weeds”. The definition of a bushland (environmental) weed is *“an exotic plant growing in a natural area/location at the cost of the surrounding local native vegetation”*.

Plants classified as environmental weeds are those that pose a significant threat to bushland reserves but are not classified as noxious by the NSW Department of Agriculture. Environmental weeds can vary from one location to the next, depending upon the weeds present. There is no legal obligation to eradicate these weeds but it is strongly recommended.

## 1.2-5 Weed Removal

When weeding, only remove those plants that you are sure are weeds. Those that you are unsure of should be left until they can be positively identified. This will reduce the chance of accidentally removing native species especially in areas where there are rare and threatened native plant species. Identification can be done preferably by showing the Bushcare Officer the actual plant in situ. If appropriate, a cutting showing leaf arrangement, flowers and fruit can also be used.

Weed removal is usually undertaken in a three stage process. These are as follows:

### 1.2-5.1 Primary Weeding

Primary weeding is the initial removal of weeds from an area. These areas have usually not been worked before. Primary weeding can be the most physically demanding and heaviest activity but it can also be the most satisfying. It is very easy to get carried away with primary weed removal as the areas being worked can be quickly and easily cleared giving an immediate visual and physical improvement of the site.

Remember that the size of the area that is primary cleared is the size that will need to be maintained. Many groups get carried away with the primary weed removal and then get swamped by the annual weeds that come up. This can lead to individuals becoming disheartened by the amount of work required to maintain the site, and even to the group disintegrating.

**Remember: DO NOT CLEAR MORE THAN YOU CAN MAINTAIN**

### 1.2-5.2 Secondary Weeding or Follow-up

This involves the intensive weeding of areas that have received primary work. Secondary weeding is the most important stage of bush regeneration and requires good plant identification skills.

The disturbance generated while undertaking primary weeding creates conditions that are favourable to the germination of both weed and native seeds. It is essential that the secondary weeding is undertaken otherwise the native seedlings will be out-competed and the site will return to a weed infested area once again and the native seed bank will be depleted. It is also essential that the secondary weeding is correctly timed so that weeds are removed before they can set seed.

Badly degraded areas will require more intensive secondary weeding for a longer period than an area that is less degraded. It is not uncommon for some very degraded areas to require regular secondary work for more than a year.

### 1.2-5.3 Maintenance

All areas of urban bushland require some maintenance, even if they are in good condition. Animals (birds, possums, rabbits, foxes, dogs, cats, humans, etc), wind and water bring in weed seeds from surrounding areas.

Some areas require more maintenance than others. Areas along walking tracks and bushland boundaries will require regular weeding, spraying or mulching while healthy bushland should only require hand weeding at irregular intervals.

### **1.2-6 Overclearing**

Over clearing on a site occurs when the group or individual clears more, during the primary weeding stage, than they can manage during the secondary or follow-up stage. Over clearing is usually indicated by a large presence of annual weeds and few naturally regenerating native plants. A large amount of the time the group spends on the site is involved in secondary weeding with little progress achieved.

Over clearing can lead to the group and individuals becoming disheartened and disbanding. It can also lead to habitat loss for small birds and animals and in some cases causes erosion especially on steep slopes and creek banks.

To control over clearing on a site it is a good idea to:

- \* evaluate and understand what the site resilience is (this can be quite difficult). Help can be obtained through the Bushcare Officer;
- \* understand your Bushcare group dynamics and work within them;
- \* undertake primary weeding in a mosaic pattern over a longer period of time. This will allow habitat to remain (provided by the weed vegetation) and give a good indication as to the resilience of the area by examining and observing the areas that have been worked;
- \* place the woody material in wind-rows to reduce erosion caused by overland water flow; and
- \* undertake primary weed removal in areas where you are most likely to have greater success, eg. don't clear the base of a slope if there is a large amount of annuals on the top of the slope.

### **1.2-7 Rubbish Disposal**

The City of Ryde will remove or chip rubbish from Bushcare sites as necessary. Appropriate notice needs to be given by the group or individual to the Bushcare Officer so that arrangements can be made for rubbish removal. It is preferable that a predetermined collection point be organised for easier removal.

Where possible the rubbish should be separated into piles of green vegetative material, woody material that can be chipped, and non-vegetative material (general rubbish, eg. bottles, plastic, bricks, etc). The piles should be neatly stacked (not criss-crossed), with branches being under two metres long. The butts should face the same direction/side. Native timber *should not* be placed on the piles for removal. It must be left on site for habitat.

Where possible, cleared weeds that do not contain viable seeds or other vegetative material capable of reproducing should be left on-site. This material will break down over a short period of time. Small branches could be used for bank stabilization, erosion control, habitat or for marking tracks and/or defining boundaries.

Exotic seeds and vegetative material that could reproduce (propagules such as seeds, tubers and corms) should be bagged and removed from the site.

⚠ Volunteers should not attempt to remove any potentially dangerous material/rubbish, eg. asbestos, syringes or chemical drums. The Bushcare Officer should be notified as soon as possible if such items are found.

## 1.2-8 Control Burns

There are occasions where it is appropriate to burn the woody weed material on-site. This is usually undertaken in areas where it is considered that there is a good chance of the fire stimulating native regeneration from the seed bank. The construction and burning of piles can be organised through consultation with the Bushcare Officer.

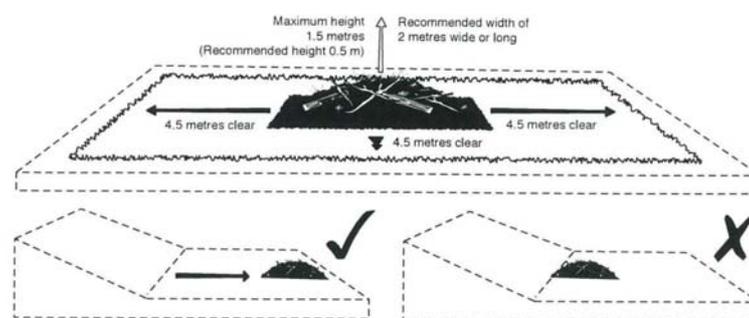
Ecological burns (other than those in a Bush Fire Risk Management Plan) require Environmental Protection Agency (EPA) approval if they are to be done in local government areas. Applications for burns are made by the Bushcare Officer to the Regional Manager of the EPA for specific approval under Clause 9 of the regulation.

Volunteers are not authorised to burn woody vegetation piles on Council reserves. The New South Wales Fire Brigade provides a service of hazard reduction burning and of pile burning to Councils and members of the public provided that the burns are within Environmental Protection Guidelines, ie:

- \* They are for ecological purposes (to destroy infestations of noxious weeds and plants), or
- \* They are for regeneration purposes (to allow seeding or germination of native species that need fire), or
- \* They are to reduce the threat of a bushfire from impacting on life and/or property and to protect the environment where removal is impractical due to the terrain.

The following Hazard Reduction and Pile Burn Construction Guidelines are those set by the New South Wales Fire Brigade and NSW Rural Fire Service and need to be followed when developing a burn pile. These guidelines are set to provide a procedure for construction of vegetation piles in order to allow safe and efficient burns.

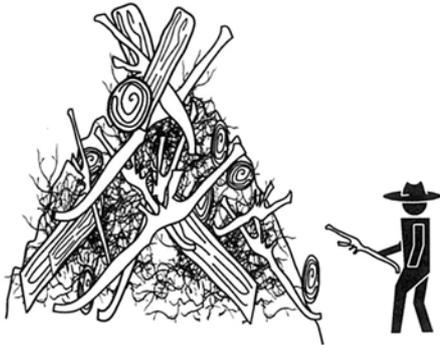
- \* Material that is to be burnt must only be vegetation from the immediate vicinity and not include household material or building material such as plastics, wooden pallets or cardboard boxes (please note that it is illegal to burn treated timbers or tyres anywhere in NSW);
- \* Construct long and narrow piles rather than excessively high piles. Piles that are too high produce more intense heat and retain heat for longer.
- \* Piles should not be greater than 2m in length or width, and must not be greater than 1.5 metres high;
- \* Logs over 150mm in diameter should not be added to the piles – instead they should be laid on the ground to prevent erosion and provide habitat:



Keep distances from slope. If unable to move material off slope to flat land ensure extra clearance in fire break on uphill side of fire. (Usually 5x recommended distances for level site).

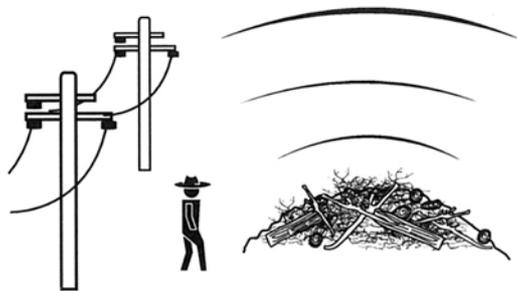
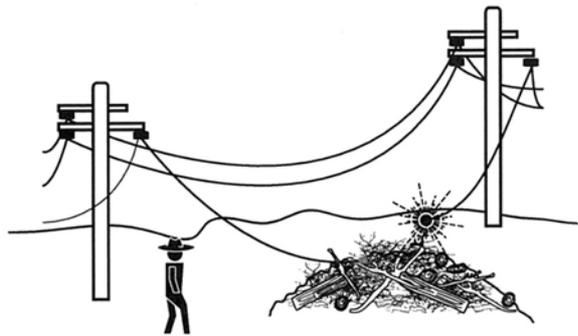
# Wrong

# Right



WRONG: Pile burns are not bonfires, they don't need to be high. This pile will be too hot. Pile Burns must be constructed from natural vegetation only, not household or building rubbish.

Make the pile wide and long rather than high. This will spread the heat and be safer.



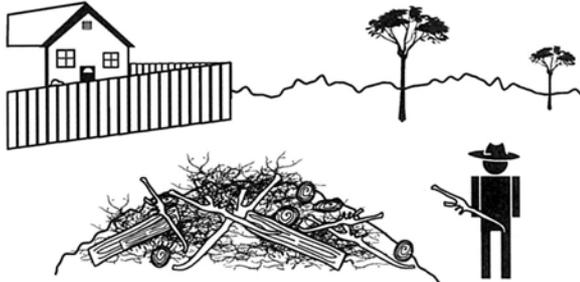
WRONG: Never construct piles under or near power lines. Smoke and ash can cause power lines to arc, and the heat will damage the lines.

Give power lines a wide berth. Consider the radiant heat and smoke the burn will generate.



WRONG: Don't pile vegetation around the base of trees or directly under low canopy. Don't plant new trees near piles that are planned for burning.

Try to choose a space with open canopy away from the base of trees. Wait until the piles have been burnt or removed before planting.



WRONG: Avoid piling vegetation close to neighbouring properties.

Stay away from fences and property boundaries. Consider local residents and their needs. Maintain a clear area between piles and any other combustible material.

- \* Locate piles away from overhanging power lines or telephone cables (radiant heat and smoke from the burn could damage the lines);
- \* Locate piles away from overhanging branches that may ignite and away from large dead logs, whether standing or on the ground;
- \* If practical, place vegetation in an area where it will receive direct sunlight to allow the pile to dry out, and avoid placing piles near properties;
- \* Do not construct lots of small piles, as these are time consuming to burn,
- \* No soft green weeds (such as wandering Jew, grasses, chick weed) should be added to a pile burn. These are most effectively disposed of by composting. Woody weed such as lantana and privet are suitable for pile burns.
- \* Burn piles should only be constructed from weedy material. Native timber is to be left on-site for habitat or erosion control.
- \* Do not construct pile for burns where there are major or secondary roads or intersections nearby. These may not get burnt as the smoke produced would impede traffic movement and may cause accidents.
- \* In cases where easy, safe access can be gained it is safer to have the material physically removed.

Always remember to get advice and approval from the Bushcare Officer before constructing piles for burning.

### **1.2-9 Planting and Revegetation**

When undertaking bush regeneration it is sometimes necessary to carry out planting or revegetation. If planting/revegetation is required as part of the plan for a site, only locally indigenous species shall be used and the plants shall be supplied by the Bushcare Officer. Revegetation is usually undertaken where there is little potential within a specific area for natural regeneration to occur.



## **City of Ryde Bushcare Program**

### **2.1 Aim**

To regenerate, protect and preserve urban bushland areas within the City of Ryde through the support and management of volunteers for the enjoyment of future generations.

### **2.2 Objectives**

1. Enhance biodiversity conservation through the improved long-term protection and management of remnant native vegetation;
2. Produce an integrated, co-operative and strategic approach to managing and conserving native vegetation;
3. Empower the community to take some responsibility for managing native vegetation in an ecologically sustainable way;
4. Support and manage the development of the volunteer community movement and the Ryde Volunteer Bush Regenerators' Network (RVBRN);
5. Increase the communities' awareness of their impacts of living near native bushland areas;
6. Increase the communities' awareness about the environmental and noxious weeds present within the City of Ryde;
7. Educate the wider community about the importance of protecting our natural resources;
8. Obtain external funding and manage grant projects;
9. Share resources between the City of Ryde, other organisations and groups;
10. Improve the quality of community life through increased social interaction and sharing of information; and
11. Improve the effectiveness of bushland management within the City of Ryde by complementing bush regeneration works undertaken by Council and other agencies.

### **2.3 Where Bushcare Groups and Bushcare Volunteers Can Work**

Bushcare groups and Bushcare volunteers can only undertake works on land that is either owned or under the care, control and management of Council. The land is usually classified as community land, regional open space, public recreational reserve or crown land.

In some cases, with special approval, groups can work on other Council land such as operational land, road reserves or other categories of land outside those listed above. In these cases the groups working in these areas must recognise that continued activities are subject to changes in the intended land use by Council or the property owner.

All works and activities undertaken on the land types listed above need to firstly be approved and authorised by a Bushcare Officer. Bushcare volunteers should only engage in work activities that they have been authorised to do.

**In NO instance will authority be given by the City of Ryde to Bushcare groups or individuals to undertake work on private property.**

Bushcare groups or individuals that work on private property do so of their own accord and will not have liability or insurance cover by the City of Ryde.

Authority to work on Council land or land under its care, control and management as a Bushcare volunteer is conditional on the volunteer complying with the City of Ryde's Bushcare policies and procedures. If the City of Ryde determines that a volunteer has acted contrary to these policies and procedures, authorisation for that volunteer to work on Council land will be withdrawn and that volunteer could be dismissed from the Bushcare program (refer to Section 2: 1.3-17 Dismissal Procedure).

### **2.3-1 Bushcare Sites**

A site shall be considered for inclusion into the Bushcare program where:

- \* there is environmental value in conserving and regenerating the area;
- \* the site has been assessed as having the potential for natural regeneration;
- \* bush regeneration is achievable by volunteers;
- \* there is a high level of commitment to the site by the local community;
- \* the City of Ryde has sufficient resources to allocate a Bushcare Officer to the group;
- \* all volunteers understand the general aims of bush regeneration and have agreed on achievable goals;
- \* all volunteers agree to follow a Site Management Strategy (when developed); the site strategy shall outline:
  - objectives for the site;
  - boundaries for the site (too large an area could be difficult to maintain in the long term);
  - weed removal, planned in such a way to maximise regeneration potential and reduce the risk of over clearing. The amount of primary clearing to be undertaken will depend on the potential of the area to regenerate and the actual rate at which natural regeneration is occurring (this knowledge only comes through experience and is one of the main reasons the Bushcare Officer is present at each group working session);
  - appropriate best practice bush regeneration methods to be used; and
- \* all volunteers are prepared to undertake on-site training and additional training when specified by the City of Ryde.

### **2.3-2 Expectations of the City of Ryde and Bushcare Volunteers**

**The City of Ryde will:**

- \* provide (where sufficient resources allow) groups and authorised individuals with:
  - tools, equipment and other materials needed to undertake the required work;
  - technical advice and guidance;
  - explanation of and training in the Occupational Health and Safety (OH&S) policies and procedures, safe working practices, skills required to undertake the required work (encapsulated within this manual) and any other relevant legislation, codes or policies;

- \* observe and co-ordinate any relevant Management Plans and site strategies;
- \* manage external funding and contracted works;
- \* be the initial point of contact for all issues relating to the Council and the site;
- \* liaise with residents and the general public in cases where there is conflict or a person is abusive;
- \* remove rubbish and organise control burns (both pile and broad acre burns); and
- \* disseminate information that could be relevant to the groups or individuals.

The City of Ryde will, where possible, maintain a high level of supervision and support for the Bushcare groups.

**Bushcare volunteers shall:**

- \* adhere to all relevant legislation, policies and procedures;
- \* complete a Volunteer Induction Checklist with the Bushcare Officer after the volunteer has had sufficient time to read the Policies and Procedures Manual. On successful completion of the Induction Checklist the volunteer will be issued with a City of Ryde Bushcare Authorisation Card;
- \* undertake all duties and activities in a safe and responsible manner;
- \* cooperate with and follow the directions of Council staff and the site strategy;
- \* sign the site log book at the end of each working session;
- \* report any incidents where local residents and/or the general public are abusive (volunteers should walk away from these situations or ask the person to contact the City of Ryde);
- \* report all injuries immediately;
- \* inform the Bushcare Officer when tools and equipment are damaged or faulty so that they can be repaired or replaced; and
- \* assist with the recruitment of new volunteers as agreed with the Bushcare Officer.

**Additional roles of volunteers:**

In some groups there may be a volunteer appointed by the group to act as a Group Co-ordinator. This role can be shared provided the primary contact is made clear to the Bushcare Officer. The Group Co-ordinator is responsible for:

- \* acting as the primary contact person for Council;
- \* liaising between the City of Ryde and individuals in the group;
- \* notifying the Bushcare Officer of any relevant information that they become aware of, eg. potential safety hazards, change of working day/times, the need for extra equipment;
- \* maintaining the group's log book, noting any accidents;
- \* ensuring that the group's first aid kit is maintained and available when needed;
- \* supervising the group's working session when the Bushcare Officer cannot be present; and
- \* maintaining and adhering to OH&S policies and guidelines, safe working practices and skills required to undertake the required work.

**2.3-3 Communication Procedures**

Communication between volunteers, City of Ryde staff and the general public is vital for the ongoing success of the City of Ryde Bushcare Program. The following procedures are in place for effective communication:

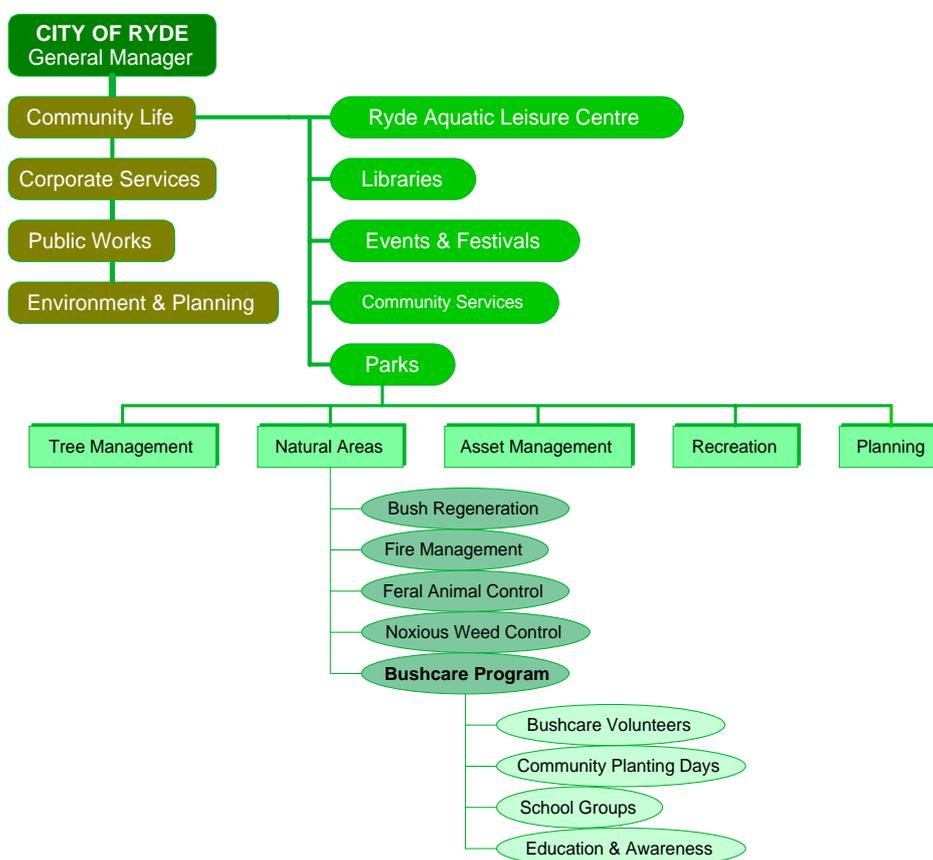
- \* Volunteers are encouraged to ask questions and give suggestions at all times;
- \* any enquiries, suggestions, concerns and complaints should be directed initially to the Bushcare Officer;
- \* If the Bushcare Officer is unavailable or the issue concerns them, then the volunteer can contact the Co-ordinator Natural Areas and/or the Manager – Parks.

### 2.3-4 Out of Pocket Expenses

Wherever possible the cost of Bushcare shall be covered by the City of Ryde Bushcare Program, via the Bushcare Officer. However, “out-of-pocket” expenses will be reimbursed by the following procedures:

- \* prior to incurring any expense (preferably a minimum of 24 hours notice) the volunteer must first seek approval for the proposed expense and its estimated value with the Bushcare Officer;
- \* Original receipts for all approved expenses must be kept and presented to the Bushcare Officer for reimbursement.

### 2.3-5 Organisational Structure



**The City Of Ryde reserves the right to vary or revoke these policies and procedures at any time**

### 3.0 Definitions

**Bush regeneration:**

The process of restoration, reclamation, rehabilitation or revegetation of a weed infested bushland area or otherwise degraded plant community into a healthy community composed of native, locally indigenous plants.

**Bushcare group:**

A gathering of volunteers undertaking bush regeneration and/or associated works within an agreed framework on land owned or managed by the City of Ryde.

**Bushcare Officer:**

An appropriately qualified Council staff member who is employed to develop, implement and maintain the Bushcare program, and act as a project officer for a number of Bushcare groups.

**Bushcare:**

The involvement of volunteers in the management of natural areas, mainly on public land, usually coordinated and supported by the local Council.

**City of Ryde Bushcare:**

The program run by the City of Ryde to facilitate the involvement of volunteers in the management of natural areas under its care and control.

**City of Ryde or Council land:**

Land that is either owned by, or under the care, control and management of the City of Ryde.

**Endemic:**

Natural distribution confined to a particular/specific geographic region.

**Group Co-ordinator:**

A volunteer who acts as a primary contact person and co-ordinator for a specific group under the guidance of the Bushcare Officer.

**Indigenous:**

Naturally existing in a place or country rather than arriving from another place or country. A species that is indigenous is native, but not unique because it is also native to other locations as well.

**Landcare:**

The involvement of volunteers in the management of natural areas, mainly on private land, usually supported by State and Federal funding programs.

**Locally indigenous plant species:**

Plants naturally existing/occurring within a 15 – 20km radius of a specific site.

**Log book:**

The book issued to each group/volunteer for the purpose of recording the hours worked, the people participating and the type of work that was undertaken on a specific Bushcare site. It also contains an accident report form in the case of an injury occurring while undertaking work on-site.

**Native:**

Describes the plants and animals which grow naturally in a place, and have not been brought there from somewhere else. Also relates to the first people to live in an area.

**Planting:**

To place or set seeds or young plants in the ground for growth.

**Reclamation:**

To take cleared or weed infested land and return it to a more natural state.

**Rehabilitation:**

To restore to good condition, operation, or former capacity.

**Resilience:**

The ability of an area to regenerate/recover from disturbance.

**Restoration:**

A return of something to a former, original, normal, or unimpaired condition.

**Revegetation:**

The re-establishment of the vegetation cover of a site by the use of nursery grown plant stock instead of naturally germinating native plants. To provide (barren or denuded land) with a new vegetative cover.

**Ryde Volunteer Bush Regenerators' Network:**

A coalition of representatives from Bushcare groups and other individuals interested in maintaining and restoring the integrity of bushland areas within the City of Ryde. The network provides a forum for the free exchange of ideas and information between groups, individuals and Council, as needed.

**Seed Bank:**

The seeds of native plants and weed present within the soil surface. These seeds accumulate over time and can germinate when the soil is disturbed eg. by clearing or fire.

**Site strategy:**

The works program for an individual Bushcare site, developed by Council in consultation with the relevant Bushcare group. The setting out of what works are required and how and when they should be undertaken.

**Work session:**

An occasion when the members of a Bushcare group carry out work on their site, usually at the same time each month for approximately two hours.



# **Section 2**

# **OCCUPATIONAL HEALTH**

# **& SAFETY**

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## Occupational Health & Safety

*The City of Ryde is committed to providing a workplace that is safe and without risk to health or the welfare of all employees, contractors, volunteers and members of the public in our workplaces and ensuring the development of OH&S systems, policies and procedures to foster a consultative approach between management and employees.*

### 1.1 Purpose

To maintain and improve the standard of Occupational Health and Safety (OH&S) for all Bushcare volunteers within the City of Ryde.

### 1.2 Background

All employers and employees in NSW, including Bushcare volunteers, are covered by the Occupational Health and Safety Act 2000 (the Act) and the Occupational Health and Safety Regulation 2001 (the Regulation).

Under the Act and Regulation, all employers have the responsibility to ensure the health, safety and welfare of all employees. This includes anyone who comes into the workplace, such as contractors, volunteers and members of the public.

Employers must do this by providing:

- \* equipment, systems of work and working environments that are safe and without risks to health;
- \* information, instruction, training and supervision necessary to ensure health and safety of employees;
- \* personal protective equipment;
- \* adequate information about research and relevant tests of substances used at the place of work.

(NB: only those sections of the Act and Regulation relevant to Bushcare have been included above).

Bushcare Volunteers are reminded of the following:

- \* their responsibilities under the Act to adhere to and implement the following policies and procedures (. These policies and procedures are not only for your health and safety; they are **conditions of being a Bushcare volunteer for the City of Ryde**;
- \* failure to follow these policies and procedures could result in the Bushcare volunteer being dismissed from the City of Ryde Bushcare Program. The dismissal process is set out in Section 2: 1.3-17 Dismissal Procedure;
- \* that under the provisions of the Act and Regulation, breaches of the provisions may attract penalties, including on-the-spot fines by the Workcover Authority Inspectors, for which the individual is responsible.

## 1.3 Policies and Procedures

### 1.3-1 Working Environments

\* Cold Weather

Adequate clothing should be worn or work postponed if the temperature is extremely cold and the weather is causing discomfort.

\* Hot Weather

Fluid intake should be adequate to maintain hydration. Regular rest breaks should be taken and effort made to stay out of the sun as much as possible. If the temperature approaches 30°C then serious consideration should be given to ceasing the work.

\* Wet Weather

Suitable wet weather clothing should be worn in inclement weather. Work should be postponed if the weather is causing discomfort.

\* Windy Conditions

In very windy conditions work should not be carried out under trees or in areas where falling material could be a concern.

\* Fauna

Consider the environment where you are working in terms of potential encounters with spiders and snakes.

Tips:

- Care should be taken when working on, or walking over, wet, uneven, slippery, rocky and steep ground.
- Ground covered with dry leaf mulch can be very slippery.

### 1.3-2 Working Individually

For the ongoing safety of individuals City of Ryde Bushcare Volunteers will only be allowed to work on their own on a site if they:

- \* have satisfactorily completed all the requirements outlined in Section 2: 1.3-15 Instruction, Training and Information;
- \* can show that they have completed other studies in Bush Regeneration or a similar field and can demonstrate very good understanding of bush regeneration principles and processes;
- \* have a current First Aid Certificate;
- \* have the agreement of the Bushcare Officer;
- \* work to a site strategy in consultation with the Bushcare Officer within a designated area
- \* attend a minimum of three Bushcare Group working sessions a year (this will enable them to keep in touch with the Bushcare Officer), and
- \* have read and comply with the City of Ryde Bushcare Volunteer Individual Work Agreement and have completed a Working Individually Volunteer Induction Checklist.

### 1.3-3 Fire and Emergency

When working in the bush you should always be aware of the safest evacuation route in case of fire or emergency. The evacuation route should be to a common pre-arranged meeting/assembly point. If possible a mobile phone should be available on site for emergencies, otherwise, alert someone as to where and when you will be working and the general time you should be returning. Make sure that the mobile phone can receive a signal.

### **1.3-4 First Aid and First Aid Kits**

For a serious injury '000' should be called immediately. The administering of first aid should only be done in keeping with the level of the person's training. It is up to the individual administering the first aid to determine whether they are capable of effectively dealing with the emergency situation according to their training, OH&S Guidelines, and the Policies and Procedures issued by the City of Ryde.

First aid kits are supplied to groups and should be on-site at all times. If stock is used and needs to be replaced a contents form should be filled out and given to the Bushcare Officer. An annual check of all supplies is needed to ensure none of the contents is out of date.

In the instance where an injury has occurred and/or first aid has been administered, an Incident/Hazard Reporting & Investigation form must be filled in and delivered to the Bushcare Officer. These forms can be found in the back of the Bushcare Volunteer Log Book or obtained from the Bushcare Officer.

Some Bushcare volunteers may have medical conditions which impact on possible first aid treatment, eg. epilepsy, diabetes, allergies (dust, bees, wasps), heart disease. If you have a condition that falls into one of these categories or could impact on the work that you can undertake, please notify the authorised first aid person within the group and the Bushcare Officer.

### **1.3-5 Manual Handling**

The City of Ryde will take all reasonable steps to ensure that:

- \* the work practices carried out by Bushcare Volunteers involving manual handling are designed to be, as far as workable, safe and without risk to health and safety;
- \* the working environment is designed to be consistent with safe manual handling activities;
- \* Bushcare volunteer consultation is undertaken in relation to manual handling considerations.

Bushcare volunteers should take all possible care when carrying out activities involving manual handling and only carry out the activities in a safe manner and in accordance with any training undertaken.

#### **Correct lifting procedure**

Below are some simple rules for lifting weights:

1. Assess the weight to be lifted, if it is more than you think you can lift easily, get help;
2. Don't fill bags up too much, keep them light;
3. Get a firm footing. Keep your feet apart for a stable base; point toes out;
4. Bend your knees and lift with your leg muscles. Don't bend at your waist;
5. Tighten stomach muscles. Abdominal muscles support your spine when you lift, offsetting the force of the load;
6. Keep the load as close to your body as possible. Don't hold the load away from your body. The closer it is to your spine, the less force it exerts on your back;
7. Keep your back upright; bend your back as little as possible. Whether lifting or putting down the load, don't add the weight of your body to the load. Avoid twisting; it can cause an injury.

### **1.3-6 Needle Stick Injury**

Bushcare volunteers encountering hypodermic needles should immediately notify the designated/trained person (Bushcare Officer) covering their area to correctly dispose of the needle.

If a designated/trained person is not available immediately, and the location of the discarded hypodermic needle poses a potential threat to either other Bushcare volunteers or other persons, the area should be made safe by either restricting access to the location of the discarded needle or covering it with a suitable temporary barrier until the designated/trained person can dispose of the needle.

Designated/trained persons will store and dispose of hypodermic needles in the correct manner using a “sharps container”. If a “sharps container” is unavailable, an alternative is a jar or bottle with a screw top lid. The designated/trained person will arrange to leave the entire container at the Public Works Operation Centre for collection by a contaminated waste disposal contractor for incineration.

Typical places where hypodermic needles may be encountered include:

- garbage bags
- gardens
- gutters
- roadside verges
- places that can be hard to see such as behind toilet bowls and inside cisterns
- stormwater drains and pits
- toilet blocks

### **Emergency Procedures**

Should a needle stick injury occur the following steps should be taken:

1. Remove the needle and pinch the wound to make it bleed;
2. Wash the affected area with warm soapy water, apply an antiseptic and a bandage;
3. See a local doctor immediately for treatment, confidential advice and counselling. The threat of infection is low because the drop in temperature of the body fluids causes the virus to die;
4. Report the incident to your supervisor and/or the Bushcare Officer who will complete a City of Ryde Incident/Hazard Reporting and Investigation form.

Tips:

- Reaching blindly into, behind or over objects is strongly discouraged. The rule is “**see what you are handling**”.
- The use of gloves may not prevent the passage of a hypodermic needle.
- Garbage bags should not be carried against the body in case a hypodermic needle is inside.

### **1.3-7 Pesticides**

All pesticide usage shall be in line with Section 3: 2 Herbicide Usage Policy.

### **1.3-8 Personal Protective Equipment (PPE)**

The City of Ryde will provided the following PPE to volunteers:

- \* Gloves (neoprene coated material)
- \* Bushcare hat
- \* Safety glasses
- \* Sunscreen
- \* Reflective vests (where and when required)

### **Eye Protection**

Eye protection of some kind should be worn at all times when working in the bush. Safety glasses are supplied and must be worn:

- \* when liquid spraying or mixing chemicals;

- \* where twigs, branches or even some small shrubs could poke you in the eye or face.

### **Foot Wear**

Sturdy footwear such as work boots, preferably with ankle support, **must** be worn at all times while working.

Any Bushcare volunteer wearing open toed footwear, sandals, thongs or no footwear at all will **not** be permitted to work until suitable footwear is worn.

### **Protection from Scratches, Bites and Stings**

Long sleeved shirts and trousers should be worn to protect against scratches, bites and stings as well as the sun.

### **Hi-Visibility Clothing**

Bushcare volunteers **must** wear reflective vests when working near or beside a road or other areas where vehicular traffic is present. Volunteers must undergo awareness training before undertaking works within areas where vehicular traffic is present.

### **Sun (UV) Protection**

Bushcare volunteers are encouraged to wear a wide brimmed hat, long sleeved shirt and long trousers to minimise the impact of ultraviolet radiation. Alternatively, you may wear long shorts with long socks in conjunction with 15+ blockout sunscreen.

To protect other uncovered areas of the body (including hands and face), gloves and/or sunscreen should be used.

The aim of these measures is to minimise the potential harm to skin which may cause skin cancers, drying, aging and sunburn. Additionally, various other conditions common to outdoor workers may also be avoided, including heat stress, dehydration and heat stroke.

### **🚫 Important Information**

*Exposure to ultra violet radiation is cumulative and in effect means that six (6) individual exposures of ten (10) minutes is the same as one hour of continuous exposure.*

### **1.3-9 Tools and Equipment**

The City of Ryde will provide the following tools & equipment to volunteers at group working sessions as required:

- \* bush regenerator's pouch with:-
  - aluminium trowel
  - boning knife
  - hand secateurs/pruning shears
- \* bow saw
- \* bypass loppers (60cm)
- \* herbicide (glyphosate in 125ml black HDPE containers with labels and screw type closures)
- \* folding pruning saw
- \* mattock
- \* mulch fork
- \* wheelbarrow
- \* cordless drill or chisel and mallet for frilling trees

Bushcare volunteers are only to use tools provided by and/or recommended by the Bushcare Officer for the City of Ryde. If any tool is not working correctly or damaged in any way it should not be used and should be returned immediately to the Bushcare Officer for replacement. All tools provided remain the property of the City of Ryde and

should be returned to the Bushcare Officer if the group ceases operation or a volunteer leaves the Bushcare Program.

Care should be taken when using tools and equipment so that injuries do not occur to yourself or to others around you.

**Tips:**

- Always carry sharp tools (such as loppers, mulch forks) with the sharp point facing to the ground and beside your body.
- Be mindful of your work mates and where they and their hands are when cutting material.
- When using the “cut and paint” method for woody weed control, ensure that the stems and trunks are cut no more than one centimetre (1 cm) from ground level (not leaf litter level). This will avoid the hazard of tripping over them at a later time.
- When cutting down larger trees (to 5 metres in height) take care to ensure no one is within the fall zone.
- Never attempt to cut down a tree greater than 5 metres in height.

**Power Equipment**

The use of power or mechanised equipment (excluding cordless hand power drills) by Bushcare volunteers is **NOT** permitted. (Exceptions may be made in certain circumstances where the person who wishes to use specific power or mechanised equipment can show that they have the relevant qualifications/tickets. Approval for the use of this equipment will only be given in writing after viewing the relevant qualifications/tickets and an induction has been undertaken and signed off).

Volunteers found to be using or admit to using power or mechanised equipment without prior written approval will be immediately dismissed from the Bushcare program (refer to Section 2: 1.3-17 Dismissal Procedures).

**1.3-10 Workplace and Traffic Safety**

It is essential where a workplace has pedestrian movement and vehicle traffic in the same area that measures are taken to separate the two at all times.

Bushcare volunteers who need to work in these types of areas must first consult with the Bushcare Officer about how to best proceed with the tasks required. Volunteers are not to undertake work that requires them to go onto a road or to control traffic movement in any way. When working near or beside roads they should wear reflective vests and place witches hats beside the road to ensure they are visible to drivers and pedestrians.

**1.3-11 Drug and Alcohol Use**

The use of alcohol or any other intoxicating substance during the hours of work, or the possession, consumption, distribution and/or sale of illegal or unprescribed drugs is prohibited at any Bushcare workplace.

In the interests of occupational health and safety, Bushcare volunteers who have consumed alcohol or who have used any other intoxicating substance on a particular day should not undertake tasks associated with work which involves the following:

- \* operation of any machinery or use of tools which may be hazardous to themselves or others;
- \* any duties which may be hazardous to themselves or others.

It is not intended that this policy cover Bushcare volunteers who are taking legal drugs in accordance with the manufacturer's instructions or under medical supervision. Any Bushcare volunteer concerned that their medication is likely to affect their behaviour or performance is encouraged to discuss, in strict confidence, their particular situation with the Bushcare Officer.

Bushcare volunteers, who are concerned, observe behaviour or have information which indicates that another Bushcare volunteer may be affected by alcohol or an intoxicating substance must immediately refer the matter to the Bushcare Officer for investigation and further action if necessary. Concerns must be followed up with a written report.

Indicators of intoxication may include slurred speech, unacceptable/anti-social behaviour, loss of motor function or alcohol affected breath.

Where a Bushcare volunteer acknowledges intoxicating substance use, the Bushcare Officer must assess the degree of seriousness and decide on the action to be taken.

Where a Bushcare volunteer denies alcohol or intoxicating substance use, the Bushcare Officer must ask the Bushcare volunteer to explain their behaviour. If the Bushcare Officer is concerned that their behaviour may pose an OH&S risk to the volunteer or to others the individual may be assigned to suitable alternate duties or offered transport home.

A file note or counselling action recording the incident will be completed and attached to the Bushcare volunteer's personal file.

Any disciplinary action will be undertaken in line with Section 2: 1.3-16 Dispute Resolution Procedure and 1.3-17 Dismissal Procedures.

### **1.3-12 Harassment, Discrimination and Violence**

The City of Ryde is committed to having a workplace free of all forms of harassment, discrimination and violence and will take all reasonable steps to ensure that Bushcare volunteers and potential Bushcare volunteers are treated fairly and equitably in all volunteer related matters and be entitled to:

- \* a workplace free of harassment, discrimination and violence;
- \* complaints are taken seriously and investigated promptly;
- \* recognition of the acquisition and application of job related skills;
- \* respect for cultural and social diversity.

All Bushcare volunteers are responsible and accountable for upholding Anti-Discrimination Principles:

- \* discrimination of any type will not be tolerated;
- \* complaints are to be taken seriously and passed onto the Bushcare Officer promptly;
- \* disciplinary action will be taken for serious breaches of this policy.

Any disciplinary action will be undertaken in line with Section 2: 1.3-16 Dispute Resolution Procedure and 1.3-17 Dismissal Procedure.

**Note:**

The complainant may at any time seek advice from the Anti-Discrimination Board, phone number (02) 9268 5544, or if they are dissatisfied with the final outcome, may pursue the matter with the Board.

### **1.3-13 Child Protection**

The term "child" is used throughout this policy to mean child or young person (anyone under the age of 18 years) as defined under *Children & Young Persons (Care & Protection) Act 1998* and *Ombudsman Act 1974*.

The City of Ryde is committed to providing high quality services to all members of the Ryde community, including children. Safe access to such services is the right of all children and the City of Ryde expects all employees to respect this right.

Procedures are in place to ensure that:

- \* child-related employment in the City of Ryde is identified and positions are designated and managed in accordance with child protection legislation;
- \* mandatory reporting requirements are met;
- \* employment screening is undertaken for prospective appointments to all positions designated as child-related employment. These are any positions where the employee may have contact with children;
- \* disclosures are sought from existing and prospective employees in designated positions;
- \* allegations of child abuse are handled professionally and sensitively so as to meet legislative requirements and guarantee the safety and privacy of individuals.

The City of Ryde has determined that Bushcare is an organisation within which child-related activities can occur. All employees (including contractors, volunteers and trainees) are therefore required to disclose if they have been convicted of a child abuse offence.

Child abuse can take many forms and includes physical assault (including non accidental injury or harm), sexual assault or threat, ill treatment, neglect and emotional or physical harm. It is irrelevant if a child gives consent to any action that constitutes abuse.

Volunteers wishing to work outside of the allotted group working times and on land that is either owned or managed by the City of Ryde, will need to undergo further screening (Working with Children check). This is required as they could have direct unsupervised contact with children through the course of their activities.

**As a registered City of Ryde Bushcare Volunteer you have child protection obligations.**

Special care must be taken when working with children and in dealing with children you should:

- only have contact with children when it is required to do so;
- try to initiate communication with children with a smile and make instructions clear and simple;
- speak slowly using a friendly tone and avoid shouting;
- bend down to the child's level where possible;
- always explain why you are asking a child to do something, eg. "don't run because you may trip and hurt yourself";
- NOT use physical contact to overcome a child's resistance to a request;
- try to stay within sight of other adults; don't get into the situation where you are alone with a child.

Generally you should AVOID touching a child unless it is essential for you to:

- \* provide assistance in the event that a child is hurt or injured;
- \* reassure or calm a distressed child;
- \* intervene to ensure the safety of a child.

If it is essential for you to touch a child you should:

- \* only touch “neutral” areas of a child’s body such as the arm or shoulder;
- \* avoid unobserved contact with a child as much as possible;
- \* if ongoing first aid or reassurance is required seek assistance from another adult.

Inform the Bushcare Officer as soon as possible about any contact that you have had with a child where this policy and instruction could not be followed.

### **Reporting of child abuse:**

- \* All allegations of child abuse by any volunteer are to be made to the Bushcare Officer or more senior City of Ryde officer, (the City of Ryde is required to report all allegations of child abuse arising in the course of work of the organisation to the Ombudsman and Department of Community Services, regardless of how trivial they may seem).
- \* The matter will be treated with strict confidentiality and dealt with in accordance with the City of Ryde’s Child Protection Policy – HR 5/1.
- \* For the protection of the child and the volunteer involved the volunteer will be removed from activities that involve direct care and contact with children and from activities outside the group’s allotted working time, until the situation is followed up or resolved.
- \* The person making the report should follow the advice of City of Ryde Officers. All complaints will be handled by the City of Ryde’s Disclosure Co-ordinator.

**Child protection is a responsibility of all Bushcare volunteers**

### **1.3-14 OH&S Risk Management Process**

The City of Ryde Bushcare OH&S Risk Management Process consists of:

- Step 1** - hazard identification;
- Step 2** - risk assessment;
- Step 3** - risk elimination or control; and
- Step 4** - review assessment and control measures.

#### **Step 1 – Hazard Identification**

Bushcare Volunteers should identify hazards arising from the following:

- a. the work location;
- b. work practices, work systems and shifting working arrangements;
- c. equipment;
- d. hazardous substances;
- e. manual handling (including the potential for occupational overuse injuries);
- f. the physical working environment (including the potential for any one or more of the following:
  - drowning;
  - fire and explosion;
  - people slipping, tripping or falling;
  - contact with moving or stationary objects;
  - exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere;
- g. the presence of workplace violence; and
- h. biological organisms, products or substances.

All hazards should be reported to the Bushcare Officer as soon as they are identified. You should also ensure that no one is in immediate danger.

## Step 2 – Risk Assessment

A Risk Assessment is a statement that:

- \* identifies the work task and any hazards or potential incidents that could occur in undertaking the work task;
- \* assigns a risk assessment level (obtained from the “priority table” below) to the task;
- \* describes the control measures or safe working method that should be used to undertake the work task;
- \* describes what equipment is to be used in the work task and the personal protective equipment to be used;
- \* identifies any tickets/licences or training required to do the work.

Risk Assessment statements for most Bushcare volunteer activities can be found in Appendix 1.

Priority table

How serious could it hurt someone Or How ill could it make someone?	How likely is it to be that bad?			
	<b>++ Very likely</b> Could happen any time	<b>+ Likely</b> Could happen sometime	<b>- Unlikely</b> Could happen but very rarely	<b>-- Very unlikely</b> Could happen but probably never will
<b>☠</b> Kill or cause permanent disability or ill health	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>!!!</b> Long term illness or serious injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>!!</b> Medical attention and several days off work	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>!</b> First aid needed	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**1** – it is extremely important to do something about this hazard immediately.

**6** – this hazard may not need your immediate attention.

The assessment shall determine:

1. how likely it is that someone could be harmed;
2. how serious the injury or illness could be; and
3. with the use of the “priority table”, determine how dangerous the hazard is and how important it is to do something to manage it.

## Step 3 – Risk Elimination or Control

Where a hazard has been identified and/or reported and there is a foreseeable risk to the health of and/or safety to others, you will need to eliminate or control the risk to minimise accidents occurring. The urgency placed on remedial action will depend on the priority table rating.

Various measures can be implemented to eliminate or control risk. These are listed below in order of effectiveness:

## **1. Elimination**

Where a work method involves the use of, or exposure to a hazard, the hazard should be eliminated. Or if practicable the risk associated with the hazard eliminated (eg. repair any faulty equipment, don't work under large trees on windy days).

## **2. Controls**

### **\* Substitution**

Substitution involves redesigning the work methods or equipment/materials used in the process so that safer products or methods are utilised (eg. getting help to lift an object, getting someone to support a tree while sawing).

### **\* Isolation**

Isolation involves separating the hazard from other people, using either distance or barriers, or both, to prevent or reduce exposure to the hazard (eg. fencing off a steep embankment).

### **\* Administrative controls**

Administrative controls are systems of work or safe work practices that prevent or reduce risks to health and the environment (eg. adopting safe working practices, providing appropriate training, instruction or information).

### **\* Personal Protective Equipment (PPE)**

Protective clothing and equipment is the least effective safety measure. It should only be used where it is not practicable to use other measures, or when other measures do not adequately control exposure to the hazard (eg. safety boots, full face respirator, hard hats).

The Bushcare Officer must ensure that all measures (including procedures and equipment) that are adopted to eliminate or control risks are properly used and maintained.

## **Step 4 - Review Assessment and Control Measures**

The Bushcare Officer shall ensure that any risk assessment and control measures are reviewed whenever:

- \* there is evidence that the risk assessment is no longer valid;
- \* a volunteer is harmed from exposure to a hazard to which the assessment relates;
- \* a significant change is proposed in the work method or work environment to which the assessment relates.

## **1.3-15 Instruction, Training and Information**

The City of Ryde Bushcare Program must ensure that all new Bushcare volunteers working in the workplace receive induction training that covers:

- \* completion of the Policies and Procedures Induction Checklist (to be undertaken with the Bushcare Officer after the volunteer has had sufficient time to read the Policies and Procedures Manual);
- \* arrangements in the workplace for the management of occupational health and safety, including arrangements for reporting hazards (1.3-14 OH&S Risk Management Process);
- \* health and safety procedures in the workplace relevant to Bushcare volunteers, including use and maintenance of risk control measures (as detailed in this section);
- \* how volunteers can access any health and safety information;

- \* any other matter that is relevant to the workplace concerned having regard to the competence, experience and age of the Bushcare volunteer;

### **1.3-16 Dispute Resolution Procedure**

All complaints should be resolved following the procedures outlined in the City of Ryde Policy, "HR8/2 & 8/3 – Equity & Diversity, Prevention of Discrimination and Prevention of Harassment". A copy of these policies may be obtained from the Bushcare Officer.

Complaints can be resolved either informally or formally, with it being desirable wherever possible to informally resolve all but the most serious complaints.

Informal resolution will be managed by the Bushcare Officer who, after being advised of the complaint, will acknowledge the complaint, seek advice if necessary, provide advice regarding your rights and possible courses of action. The Bushcare Officer will also assist in the formation of the resolution or decision regarding action between the parties.

If the matter cannot be resolved in the workplace or is of a sufficiently serious nature, a formal complaint should be lodged, in writing, with the Bushcare Officer. A formal complaint may be lodged by individuals or members of a particular group on behalf of that group.

If the complaint concerns the Bushcare Officer the matter should be referred to the Co-ordinator Natural Areas, phone number 02 9952 8254, or the Manager - Parks, phone number 02 9952 8250.

All formal complaints will be investigated with any disputed information resolved on the basis of verifiable supporting evidence.

All formal complaints must be made in writing, signed and lodged as soon as possible after the event. Details required include:

- \* name and contact details of the complainant/s;
- \* name/s of the person/unit/group the subject of the complaint (respondent/s);
- \* the type of discrimination/harassment alleged;
- \* details of the allegations;
- \* where and when the discrimination/harassment occurred;
- \* names and witnesses or third parties that could provide relevant information;
- \* details of any action that may have already been taken on the complaint;
- \* copies of relevant documents; and
- \* outcome or remedial action desired.

After all the information has been gathered and considered with parties affected, every effort will be made to settle the complaint by conciliation and agreement on a satisfactory outcome. If a grievance remains unresolved it will be referred to the General Manager - City of Ryde for review.

Depending on the seriousness of the allegation and complainant's preference for remedy, action may include one or a combination of the following:

- \* a mediation meeting with all parties present;
- \* an apology and an undertaking that there will be no recurrences. This may be verbal, written, public or private;
- \* disciplinary warnings or action;
- \* removal from the Bushcare program.

### **1.3-17 Dismissal Procedure**

By becoming a Bushcare volunteer a person is expected to act in a suitable manner at all times. Volunteers are to be treated with the same respect as paid staff and the policy for terminating the involvement of a volunteer is the same.

The following procedure shall apply with respect to counselling and termination of voluntary participation:

1. On the first occasion, the volunteer shall be notified verbally of the problem, and a note be made in the appropriate volunteer personnel file.
2. If the problem continues, the matter will be discussed again with the volunteer. The volunteer will be advised in writing of the need to improve work performance and that a further period of review has been set.
3. If the problem continues, the volunteer will be interviewed by the Co-ordinator Natural Areas or Manager - Parks and a final written warning will be given.
4. In the event of the problem reoccurring after a final warning, then the volunteer may be asked to cease volunteering for the City of Ryde provided that the volunteer shall be entitled to pursue the matter of his/her termination through the Group Manager – Community Life.
5. If a volunteer behaves in a manner that is dangerous, harmful, contrary to the City of Ryde's ethical or environmental policies or otherwise inappropriate, dismissal may take place immediately.
6. Due to the high level of danger and risk to the individual and to those around them, if a volunteer is found to be using (or admits using) power or mechanised equipment without prior approval (in writing), dismissal will take place immediately.

**The City Of Ryde reserves the right to vary or revoke these policies and procedures at any time**

## 2.0 Definitions

### **Designated/Trained Person:**

An employee (or Bushcare volunteer) who has received training and has been designated by the Bushcare Officer to safely dispose of discarded hypodermic needles in keeping with this policy.

### **Hypodermic needle:**

A very sharp hollow-tubed instrument designed to puncture the skin in order to force medicinal substances into the body, usually via muscle or a vein.

### **Needle stick injury:**

A wound resulting from an unintended puncture by a hypodermic needle.

### **Manual handling:**

Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any animate or inanimate object.

### **Direct Discrimination:**

Treating someone unfairly or unequally because they belong to a particular group or category of people.

### **Indirect Discrimination:**

Where there is a condition or requirement (a rule, policy, practice or procedure) that appears to be the same for everyone, but which has an unequal or disproportionate effect on particular groups compared with other groups. Unless this requirement is reasonable in all circumstances it is likely to be indirect discrimination.

### **Harassment:**

“offensive, belittling or threatening behaviour directed at an individual worker or group of workers. Harassment is often focussed on sex, cultural or racial background or disability of the individual or group”<sup>3</sup>. Examples:

- “offensive physical contact, derogatory language or intimidating actions;
- unjustified and unnecessary comments about a person’s work or capacity for work.”<sup>3</sup>

### **Violence:**

Any aggressive, unjust or unwarranted exertion of force or power, including verbal abuse, either in person or over the telephone; written abuse; threats; ganging up, bullying and intimidation; physical or sexual assault; armed robbery and malicious damage to property.

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<sup>3</sup> Public Service & Merit Protection Commission (2001) *Maintaining a Harassment-Free Workplace*, Commonwealth of Australia



# Section 3

## CHEMICAL USAGE

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## Chemical Usage

The information below can be found at the Department of Environment and Conservation (DEC) web site:  
<http://www.epa.nsw.gov.au>

Only information relating to bushland and residential areas has been reproduced.

### 1.1 Pesticide Act 1999: your responsibilities

On the 1 July 2000 the new *Pesticide Act 1999* came into force (replacing the older *Pesticide Act 1978*). The new Act introduces many new and strengthened provisions to significantly improve the management of pesticides in NSW.

All pesticides (this includes all herbicides) must be registered by the Agricultural Pesticides and Veterinarian Medicines Authority (APVMA) before they can be manufactured, supplied, sold or used. All registered pesticides carry an APVMA-approved label that provides users with instructions that are designed to minimise impact on health, the environment and trade, and which are based on good agricultural practices.

It is up to DEC to enforce the proper use of all pesticides in NSW, after point of sale. This includes pesticides used in agriculture, on public land and on domestic and commercial premises.

Under the new Act it is an offence to use a pesticide in a way that causes:

- \* injury or likely injury to another person,
- \* damage or likely damage to another person's property, or
- \* harm to a non-target plant or animal.

The maximum penalties for these offences are \$60,000 for an individual and \$120,000 for a corporation. A defence against prosecution is provided where a person takes all reasonable precautions and exercises due diligence when using a pesticide, and the offence occurs due to factors over which the person had no control. Due diligence means taking steps to determine all the risks involved in using a pesticide and taking appropriate action to avoid and minimise those risks.

In some instances these offences do not apply. A "residential premises" exception applies where harm to non-target plant and non-target animals occurs only on the residential premises where the pesticide was used.

There are higher penalties for people who **wilfully or negligently** misuse pesticides causing injury, damage or harm – a maximum of \$120,000 for an individual and \$250,000 for a corporation – reflecting the seriousness of these offences.

The higher penalties also apply to a person who wilfully or negligently uses a pesticide in a way that significantly harms an **endangered, vulnerable or protected animal species**. For this offence there is no **residential premises** exception.

#### 1.1-1 Permits for Off-label Use

Special provision exists under legislation administered by the APVMA to allow people to use pesticides in a way that is not described on the approved label. The APVMA can approve such off-label use by issuing a permit. A permit is similar to a label in that all

the instructions must be strictly followed. For City of Ryde Bushcare activities Permit Number – PER9158 (Appendix 2) is used.

### **1.1-2 Read and Follow the Instructions on the Label**

In NSW it is illegal to disregard the label instructions on a registered pesticide. You must read the label or have it read to you and understand it prior to each use of any registered pesticide. Furthermore, you need to read all the label instructions, not just the rate of application. Then you must carefully follow all the instructions on the label.

There are only two exceptions for using a pesticide contrary to the label instructions:

- \* You have an APVMA permit describing such use and you comply with the permit.
- \* You use a lower application rate than recommended on the label, unless the label instructions or a DEC pesticide control order specifically prohibits use at lower rates.

The 'lower than label rate' exception is a new feature of the Act. This will help reduce pesticide risk by allowing less pesticide to be applied, where appropriate.

### **1.1-3 Store Pesticides in the Correct Containers**

Storing pesticides in unlabelled containers such as soft drink bottles or open buckets may pose a real danger to human health, especially to children. The act requires that a person must not keep a pesticide in a container that does not bear its approved label, without reasonable explanation. It would not be an offence to store pesticide (diluted or otherwise) in a spray tank during spray operations, or to store pesticides from leaking containers in unlabelled containers for a short period until a replacement label or labelled container is obtained.

In any situation the ultimate responsibility for pesticide use rests with the user. If you choose to use a pesticide then you must use it correctly.

A fundamental part of proper use is to read and follow all the instructions on the label.

### **1.1-4 Common Law – Duty of Care (*Due diligence*)**

Under the Duty of Care principle, we are all expected to conduct our lives and to carry out our duties in a reasonable manner, and to take reasonable care, so that we do not cause harm or injury to other people, their property or the environment. The common law requirement to care implies that in handling and using chemicals you must know what you are doing and carry out the task correctly according to legislation, industry regulations and training programs. Pleading ignorance of the laws affecting the use of chemicals is no defence in litigation; it may be an admission of guilt.<sup>4</sup>

### **1.1-5 Shared Decisions – Shared Liability**

Decisions about the application of pesticides on land are often shared between the pesticide applicator, the occupier of the land and a consultant who provides advice and direction on optimal pesticide application.

Where an occupier of the land fails to provide essential information, provides wrong or misleading information, or coerces or pressures another person so that pesticide misuse occurs, the land occupier may be guilty of an offence. Section 111 provides that any person who causes or permits, by act or omission, another person to commit an offence under this Act may also be guilty of that offence.

The common law principle of vicarious liability also applies. This means that in cases where the person applying the pesticide is an employee of another person, charges can be laid against the employer, as well as or instead of, the employee. A similar liability also applies to a person engaging a contractor where that person has control over the

<sup>4</sup> From SMARTtrain Chemical Program *Chemical Application – Reference Manual* Ed. 1.2, NSW Agriculture, 2001

contractor. Company directors may also be personally liable for offences committed by the company.

### **1.1-6 Penalty Notices**

A new feature of the Pesticide Act 1999 is that DEC may issue a penalty notice (PN) for less serious offences and those that do not cause serious harm, rather than commence prosecution action. PN's are much lower than prosecution penalties. DEC Prosecution Guidelines require the basic facts of the offence to be established before a PN is issued.

#### **Shared Liability**

Everyone involved in the decision-making for the use of a pesticide is responsible for ensuring proper use, and may also share the liability if the pesticide is misused.

If a person issued with a PN pays the penalty within the set period, the matter is closed and no criminal conviction is recorded. If further evidence comes to light that indicates the PN was wrongly issued, DEC can withdraw the PN and any monies paid will be refunded. Paying the PN is not regarded as an admission of liability if there is any civil litigation arising from the incident.

PNs are used by DEC only in less serious matters where essential facts of the offence are not in dispute.

#### **USING PESTICIDES PROPERLY**

Carefully follow the APVMA's instructions on the label of permit for the pesticide's correct use, storage and disposal.

Also, assess each application thoroughly before using the pesticide and take all reasonable actions to ensure that non-target impacts are avoided, for example:

- make sure that the right chemical for the job has been selected.
- spray in suitable weather conditions so that the spray does not drift outside the target area.
- ensure that spraying does not take place if people are likely to be downwind of an application or exposed to the spray.
- provide adequate buffer areas between the application and dwellings and sensitive areas.
- provide adequate instructions and training to employees before application is carried out.
- assess potential risks for harm before application and take steps to minimise risks.
- use equipment for the job that minimises or prevents non-target impacts.
- ensure that the equipment used is well maintained and calibrated.
- obtain all relevant information from the landowner about surrounding sensitive or susceptible areas.

### **1.1-7 Reporting Misuse of Pesticides**

To report misuse of a pesticide, contact your nearest DEC office or the 24-hour DEC Pollution Line on 131 555. All reports are confidential.

Try to provide as much information as possible about the incident you are reporting – such as the time, location and weather conditions at the time of the event, what you experienced, and any contact details about the pesticide user you suspect of pesticide misuse. If possible, note the name of the pesticide, how it was applied (for example, by

air, knapsack, tractor, truck) and to what plants it was applied. Take photos or video recordings if possible and report the incident as soon as possible.

### 1.1-8 Record Keeping

Businesses (such as landscape gardeners and shop keepers), public authorities, landlords and green keepers that use small quantities of household pesticides and apply them by hand or hand-held equipment, may not need to record such uses. If you use pesticides as part of your business or occupation as specified above you are not required to keep a record for jobs where you do all of the following things:

- \* you only use pesticides that are available to everyone for home or garden use, **and**
- \* you use the pesticide in small quantities, that is:
  - no more than 5 litres/5 kilograms of concentrated product or 20 litres/20 kilograms of the ready-to-use product outdoors, or
  - no more than 1 litre/1 kilogram of concentrated product or 5 litres/5 kilograms of the ready-to-use product indoors, **and**
- \* the pesticide is applied by hand or by hand-held equipment only.

Even in circumstances where you do not need to keep records, you are still responsible for the correct and careful use of that product at all times. If it is found that you have misused a pesticide you may be penalised for doing so.

When a group of people working for a public authority work together as a team, such as a council work team treating a weed infestation, the on-site supervisor makes a single record for that team, which includes the names of all users. This applies where pesticides are applied by hand or with hand-held equipment. If non hand-held equipment was used, all users in the team would need to make an individual record.

It is the responsibility of the person applying the pesticide to make sure that an accurate record of that application has been made.

- \* If you apply the pesticide then you need to make the record or make sure an accurate record is made for you.
- \* If you are the on-site supervisor for team work being done for a council or government agency (whether it is voluntary or paid work) and the team is applying pesticides by hand or hand-held equipment only (such as hand-operated backpacks, cut and paint techniques etc.) then you have to make the record.
- \* If you are using powered equipment (eg. boom-sprayer, ground-rig etc.) as part of such a team working on the same job, then every member of your team needs to make their own record.

**The record needs to contain information about: who applied the pesticide; what was applied; when, how and where it was applied; what it was applied to, how much was applied, and, if the pesticide was applied outdoors by spray equipment, an estimate of wind speed and direction.**

The record must be made within 24 hours of use and kept for three years. DEC officers may check these records at any reasonable time and penalties may apply if the records have not been kept in accordance with the new law.

If you are the owner, occupier or manager of the land on which you or your employees applied pesticides you need to keep a record of those applications.

If you are a business whose employees apply pesticides then you will need to ensure that the records your employees make are kept by you (the business).

You will need to give a copy of your record to the owner or occupier of the land on which the pesticide was applied if you are a contractor working:

- \* on behalf of a public authority, or
- \* on a bowling green or golf course, or
- \* in agriculture, farming or forestry

#### **1.1-9 One Record per Job**

If you are applying the same pesticide to different paddocks, crops or sections of roadside as part of the same job on the one day you only need to make one record and say which paddocks, crops or streets you treated. For example, if you sprayed the same pesticide mixture to tomatoes and cucumbers as part of the same job, you can make a single record for that job. You do not need two separate records. Remember records need to be made within 24 hours of applying the pesticide. If your job goes for more than one day you would need to record the first day's application and then add more details to that record as your job continued. You would not need to make a completely new record for each new day.



## Herbicide Usage Policy

### 2.1 General

- 2.1-1 The City of Ryde Bushcare organisation uses a systemic<sup>5</sup>, general-all-purpose, non-selective, 360g/L glyphosate<sup>6</sup> based herbicide.
- 2.1-2 Volunteers have the right to decide whether or not they use the herbicide. Where they decide not to use the herbicide they will be assigned other suitable activities for the work session.
- 2.1-3 Herbicide use and application must be in line with the manufacturers', DEC and City of Ryde guidelines.
- 2.1-4 Herbicide use will be restricted to those individuals who have shown that they have read (or have had read to them) and understand the manufacturers' label and warnings (Appendix 3), *Pesticides Act 1999*, Permit Number - *PER9158* (Appendix 2), the Material Safety Data Sheet for Roundup® Biactive™ glyphosate (Appendix 4) and the City of Ryde Bushcare Herbicide Usage Policy as above.
- 2.1-5 Volunteers **must** read or have explained to them all label instructions prior to each use of the registered herbicide (manufacturers' label – Appendix 3).
- 2.1-6 The City of Ryde will supply labelled 125ml black poison bottle containers that will be used for herbicide application on-site. The glyphosate can be decanted into these bottles from the one litre containers. Decanting of herbicide should only be done by an authorised person. Refer to section 2.2 Safety Directions for handling and decanting the herbicide.
- 2.1-7 Issue of herbicide to authorised group co-ordinators will only be in the manufacturers' 1 litre and 5 litre containers that carry the approved manufacturers' label and instructions. Containers will be delivered and received *in person only* and will not be left for collection. Replacement herbicide will only be issued after the return of the used container.
- 2.1-8 If the containers or labels are damaged in any way they **must** be replaced. It is up to the individual volunteer using the container to inform the group co-ordinator, Bushcare Officer or City of Ryde staff member of the problem and have the label and/or the container replaced.
- 2.1-9 A copy of the City of Ryde Bushcare Policies and Procedures Manual including the *Pesticides Act 1999*, manufacturers' label, Permit Number *PER9158* and the Safety Material Data Sheet for glyphosate must be on site during every working session and be available for any person to read. This is the responsibility of the group co-ordinator, Bushcare Officer or City of Ryde staff member.

<sup>5</sup> Systemic herbicides are absorbed by the plants foliage and stems and travel through the cambium to the roots.

<sup>6</sup> The glyphosate is present as an isopropylamine salt which acts to destroy the enzyme in plants that converts raw amino acids into usable proteins for growth. This enzyme is not present in humans or other animals.

- 2.1-10 A record of the group's activities must be made into the "Volunteer Site Record Book" outlining the plants targeted, methods used and approximate location (eg. cut and poison privets along track from entrance).
- 2.1-11 Herbicide containers must not be left in areas where they are accessible by the general public.
- 2.1-12 Spray applications of herbicide will only be carried out by those volunteers who have shown that they have the relevant FarmCare/ChemCert or SMARTtrain qualifications. They will also have to undertake a practical demonstration of their application methods to the Bushcare Officer and shall receive a letter giving them permission to apply spray applications of herbicide within specific areas.
- 2.1-13 When applying spray applications of herbicide the record form at the base of the Bushcare volunteer Site Record Sheet **must** be filled out (in legible English) within 24 hours of the application and the copy sent to the Bushcare Officer. Appropriate signage must be displayed around the site as outlined in the Pesticide Use Notification Plan (obtainable from the Bushcare Officer).
- 2.1-14 If an injury or incident occurs (for example: container spills over an area) it must be noted in the Bushcare volunteer Site Record Book. The Bushcare Officer or City of Ryde need to be notified within 24 hours of the incident occurring.
- 2.1-15 As new information becomes available on herbicide/pesticide use it shall be made available to all volunteers.

## 2.2 Safety Directions

- 2.2-1 Glyphosate can cause moderate skin and eye irritation.
- 2.2-2 The neoprene gloves volunteers are supplied with **must** always be worn at all times when handling the herbicide containers.
- 2.2-3 Decanting of herbicide should only be done by an authorised person (nominated by the Bushcare Officer). When decanting glyphosate into other containers for use or mixing you **must** wear gauntlet (elbow length) type PVC gloves and face shield or goggles.
- 2.2-4 When preparing spray applications or a dilution of the concentrate always add the herbicide to the water, NEVER water to the herbicide, eg. when preparing to spray an area fill the spray container first with water and then add the herbicide. This reduces the chances of concentrated herbicide splashing you in the face.
- 2.2-5 After use and before eating, drinking or smoking, wash hands, arms and face with soap and water.
- 2.2-6 After each day's use contaminated clothing and safety equipment should be washed separately in hot soapy water.

## 2.3 First Aid

- 2.3-1 If the herbicide comes into contact with eyes, wash immediately with water, slowly and gently, for 15-20 minutes.
- 2.3-2 If the herbicide comes into contact with exposed skin, wash area thoroughly with soap and water.
- 2.3-3 If swallowed, DO NOT induce vomiting. Give water to drink.
- 2.3-4 If swallowing or prolonged contact occurs, contact a doctor or Poisons Information Centre.

**2.3-5** If the person collapses following pesticide use: remove contaminated clothing and wash skin; identify the pesticide used; administer First Aid; call for help.

## **2.4 Storage and Disposal**

**2.4-1** The herbicide should only be stored in the original container or that provided by the City of Ryde.

**2.4-2** Store the herbicide in a secure cool dark dry area and in a location that is out of reach of children and where it will not contaminate foodstuff, feed or seed.

**2.4-3** Avoid prolonged storage in direct sunlight.

**2.4-4** Return all empty or damaged containers to the Bushcare Officer or Council for disposal/reuse.

**2.4-5 DO NOT** use the containers for any other purpose.

**The City Of Ryde reserves the right to vary or revoke these policies and procedures at any time**



## **Other Resources**

*Blue Mountains City Council (2002) Bushcare Procedures Manual, Blue Mountains City Council.*

Bradley, J. (2002) *Bringing Back the Bush. The Bradley Method of Bush Regeneration*, Reed New Holland.

City of Wollongong (unknown) *The Wollongong City Bushcare Manual*, City of Wollongong.

Fairley, A. and Moore, P. (2000) *Native Plants of the Sydney District: an identification guide*, Kangaroo Press.

HarperCollins Publishers (1996) *Collins Plain English Dictionary*, HarperCollins Publishers..

Ku-ring-gai Municipal Council (1997) *Bushcare Site Assessment Guidelines*, Ku-ring-gai Municipal Council.

Ku-ring-gai Municipal Council (1997) *Bushcare Volunteer Policy*, Ku-ring-gai Municipal Council.

National Trust of NSW (1999) *The National Trust Bush Regenerator's Handbook*, National Trust (NSW).

New South Wales Fire Brigades (2000) *Hazard Reduction and Pile Burn Construction Guidelines*, New South Wales Fire Brigades..

NSW EPA (2003) *Regulation of Open Burning in NSW*..

NSW Volunteers Co-ordinators Network (1998) *Developing a Bushcare Volunteer Program*, NSW Volunteers Co-ordinators Network.

Sutherland Shire Council (1998) *Introduction to Volunteer Bush Regeneration in the Sutherland Shire*.

TAFE NSW Northern Sydney Institute (2006) *Bushcare Essentials*, TAFE NSW Student Learning Publications.

New South Wales Workcover  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Department of Environment and Conservation (DEC)  
<http://www.epa.nsw.gov.au>

City of Ryde Website  
[www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)

Legislation  
[www.austlii.edu.au](http://www.austlii.edu.au)



## Appendix 1

# Risk Assessments

Work Task	Hazard Identified	Risk Level	Control to be implemented
General Bushcare activities	Irritable/abusive public	4	<ul style="list-style-type: none"> <li>• Remain calm,</li> <li>• Refer person to the Bushcare Officer,</li> <li>• Avoid irritable/abusive people if possible,</li> <li>• Call for help,</li> <li>• Talk to someone about the situation.</li> </ul>
	Falling branches	4	<ul style="list-style-type: none"> <li>• Watch for falling branches and weak branches,</li> <li>• Look up, be aware of the immediate environment,</li> <li>• Take extra care in areas newly affected by bushfire,</li> <li>• Don't work under or near trees in conditions of high wind.</li> </ul>
	Injury from plants/shrubs - cuts and scratches	3	<ul style="list-style-type: none"> <li>• Wear PPE* (gloves, hat, safety glasses, sturdy boots, trousers and long sleeved shirt),</li> <li>• Be aware of the immediate environment,</li> <li>• Identify problem plants – those with thorns, sharp edges, sharp points, irritant properties</li> </ul>
	Allergic reactions to plants	3	<ul style="list-style-type: none"> <li>• If allergic alert others to your condition.</li> <li>• Alert others to location of known toxic plants,</li> <li>• Wear PPE* (gloves, hat, safety glasses, sturdy boots, trousers and long sleeved shirt),</li> <li>• Have a first aid kit handy,</li> </ul>
	Bites and stings from insects, spiders, snakes	4	<ul style="list-style-type: none"> <li>• If allergic to insect bites / stings alert the Bushcare Officer,</li> <li>• Avoid areas where dangerous creatures have been identified,</li> <li>• Do not place your hands where you cannot see (ie- in holes / under logs)</li> <li>• Wear PPE* (gloves, hat, safety glasses, sturdy boots, trousers and long sleeved</li> </ul>

		shirt), <ul style="list-style-type: none"> <li>• Have a first aid kit handy.</li> </ul>
Cuts / scratches from broken glass, metal, general rubbish	3	<ul style="list-style-type: none"> <li>• Wear PPE* (gloves, hat, safety glasses, sturdy boots, trousers and long sleeved shirt),</li> <li>• Dispose of rubbish carefully,</li> <li>• Encourage up-to-date Tetanus shots</li> </ul>
Needle stick injury	2	<ul style="list-style-type: none"> <li>• Be careful when working around or near areas where it is known that hypodermic needles could be present (toilet blocks, exits of drainage pipes, road verges, creeks),</li> <li>• Take the required first aid action immediately a needle stick injury occurs,</li> <li>• Never pick up a needle – make the area safe and immediately notify the designated/trained person (Bushcare Officer).</li> </ul>
Exposure to asbestos	4	<ul style="list-style-type: none"> <li>• Do not disturb any material you suspect to be asbestos, keep away from the area,</li> <li>• Notify the Bushcare Officer if you think you have found asbestos on site.</li> </ul>
Strain from repetitive work	3	<ul style="list-style-type: none"> <li>• Take breaks as required,</li> <li>• Rotate activities at onset of strain,</li> <li>• Make the correct tool choice.</li> <li>• Look at other ways of doing the job,</li> <li>• Do warm-up stretches before beginning work and stretch at regular intervals</li> </ul>
Back strain	4	<ul style="list-style-type: none"> <li>• Do not attempt to lift, push, pull or carry objects that are too heavy. Assess the weight to be moved and seek assistance if required,</li> <li>• Do warm-up stretches before beginning work</li> <li>• Bend at the knees or kneel on the ground,</li> <li>• When lifting keep your back straight and stomach muscles tight,</li> <li>• Take breaks as required,</li> <li>• Look at other ways of doing the job.</li> </ul>
Exposure and dehydration from heat/sun	4	<ul style="list-style-type: none"> <li>• Carry ample drinking water and have regular drink breaks</li> <li>• Wear a broad-brimmed hat,</li> <li>• Apply sunscreen</li> <li>• Keep to shade where possible,</li> <li>• Change working time to early morning/late afternoon when cooler or postpone to another day.</li> </ul>
Trips / slips / falls	4	<ul style="list-style-type: none"> <li>• Assess the area before entering,</li> <li>• Watch where you are walking</li> <li>• Try not to work on very steep slopes,</li> </ul>

			<ul style="list-style-type: none"> <li>• When wet, take care where you walk,</li> <li>• Wear sturdy footwear,</li> <li>• Always carry hand tools in your tool pouch</li> <li>• Only take those tools required and carry tools close to the body/leg with sharp point facing down and away from the body</li> <li>• Cut stems 1 –2cm above surface (no higher – reduces trip hazard),</li> <li>• Have a first aid kit handy.</li> </ul>
	Injury from damaged and broken tools	4	<ul style="list-style-type: none"> <li>• Clean and maintain tools to a high standard,</li> <li>• Report faulty tools to Bushcare Officer.</li> </ul>
	Inhalation of dust during mulching	4	<ul style="list-style-type: none"> <li>• Wear a dust mask when mulching,</li> <li>• Don't stand down wind of the work area.</li> </ul>
	Injury from moving vehicles near a road edge	3	<ul style="list-style-type: none"> <li>• Work well back from a road edge,</li> <li>• Wear a high visibility vest,</li> <li>• Place witches hats at road edge,</li> <li>• Be aware of traffic.</li> </ul>
Cut and poison	Cut injury from secateur/ loppers / bow saw	4	<ul style="list-style-type: none"> <li>• Wear gloves at all times,</li> <li>• Hold plant material away from area to be cut,</li> <li>• Work carefully,</li> <li>• Keep secateur locked closed and in tool belt while not in use,</li> <li>• Don't touch blade; hold using handles only,</li> <li>• Place loppers/bow saw to one side, out of the way, when not using,</li> <li>• Have a first aid kit handy.</li> </ul>
	Contact with poison	4	<ul style="list-style-type: none"> <li>• Wear gloves at all times,</li> <li>• Have a supply of water and soap nearby to wash off poison,</li> <li>• Work carefully,</li> <li>• Keep poison bottle closed and in holster until needed,</li> <li>• Keep work site clean with material removed in a pile,</li> <li>• Remove gloves and wash hands and face before eating or drinking</li> </ul>
	Injury to others by falling material	4	<ul style="list-style-type: none"> <li>• Be aware of where others are working,</li> <li>• Make sure no one is within the "fall zone",</li> <li>• Notify others when removing a substantial sapling and yell <i>timber</i> or <i>watch out, heads</i> before you make the last cut.</li> </ul>

\*PPE – Personal Protective Equipment



*Bushcare*

City of Ryde

## Appendix 2

# **Permit for minor off-label-use of a registered Agvet chemical product**

**Permit Number – PER9158**

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## **PERMIT TO ALLOW MINOR USE OF AN AGVET CHEMICAL PRODUCT**

### **PERMIT NUMBER -PER9158**

This permit is issued to the Permit Holder in response to an application granted by the APVMA under section 112 of the Agvet Codes of the jurisdictions set out below. This permit allows a person, as stipulated below, to use the product in the manner specified in this permit in the designated jurisdictions. This permit also allows any person to claim that the product can be used in the manner specified in this permit.

**THIS PERMIT IS IN FORCE FROM 13 MARCH 2006 to 31 MARCH 2010 .**

**Permit Holder:**  
**NSW AGRICULTURE**  
**161 KITE STREET**  
**ORANGE NSW 2800**

**Persons who can use the product under this permit:**

Persons generally.

### **CONDITIONS OF USE**

**Product to be used:**

ALL REGISTERED PRODUCTS containing 360 g/L GLYPHOSATE PRESENT AS ISOPROPYLAMINE SALT as their only active constituent.

DUPONT BRUSH-OFF BRUSH CONTROLLER AND OTHER REGISTERED PRODUCTS Containing 600.00 g/kg METSULFURON-METHYL as their active constituents.

**Directions for Use:**

<b>Situation</b>	<b>Pest</b>	<b>Rate</b>
URBAN BUSHLAND & FORESTS.	VARIOUS WEEDS AS CONTAINED IN ATTACHMENT 1.	At the rates as contained in Attachment 1.
<b>COASTAL RESERVES: REFER TO CRITICAL COMMENTS FOR PRODUCT USE DETAILS.</b>		

**Critical Use Comments:**

**FOR THE CONTROL OF WEEDS AT COASTAL REASERVES ONLY  
REGISTERED  
PRODUCTS THAT ARE APPROVED FOR USE IN AQUATIC AREAS SHOULD  
BE USED.**

These product should only be used in this situation due to the nature of the formulations being permissible for use within or near aquatic situations.

**ANY REGISTERED PRODUCT Containing 360g/L GLYPHOSATE as its only active constituent MAY BE USED FOR USE IN THE OTHER SITUATIONS SUCH AS URBAN BUSHLAND AND FORESTS.**

Refer to Attachment 1.

**Jurisdiction:**

NSW

**Additional Conditions:**

Apart from the uses dealt with in this permit users must comply with the instructions on the approved label of the registered product, particularly those instructions relating to protection, precaution, safety directions, first aid and storage and disposal.

It is an offence to pollute water under the NSW Protection of the Environment Operations Act

1997 (POEO). Pesticide users must ensure that the pesticide does not enter waters either directly or indirectly through spray drift or runoff.

Persons who wish to prepare for use and/or use the products for the purposes specified in this permit must read, or have read to them, the permit particularly the information included in DETAILS OF PERMIT and CONDITIONS OF PERMIT.

Do NOT allow spray to drift onto sensitive areas including but not limited to natural streams, rivers, wetland waterways and non-target species.

Issued by

Delegated Officer

**ATTACHMENT 1:**

WEED – SCIENTIFIC NAME	WEED - COMMON NAME	APPLICATION RATE parts glyphosate : parts water OR metsulfuron-methyl 1-2g/10L water + non-ionic surfactant (0.1% or 1ml/L)	APPLICATION METHOD	CRITICAL COMMENT
<i>Acetosa sagittata</i>	Turkey Rhubarb	1:100 1:1.5	Spray Scrape stem	
<i>Ageratina adenophora</i>	Crofton weed	1:100	Spray	
<i>Ageratina riparia</i>	Mistflower	1:100	Spray	
<i>Ageratum houstonianum</i>	Blue Billygoat weed	1:100	Spray	
<i>Alstroemeria psittacina</i>	NZ Christmas Bells	1:100	Spray	
<i>Andropogon virginicus</i>	Whisky Grass	1:100	Spray	
<i>Anredera cordifolia</i>	Madeira Vine	1:50 1:1.5	Spray seedling Cut stump/scrape stem	
<i>Araujia sericiflora</i>	Moth Plant/Vine	1:50 1:1.5	Spray seedling Cut stump/scrape stem	
<i>Arundo donax</i>	Elephant Grass	1:50 1:1.5	Spray Cut stump	
<i>Bambusa spp</i> <i>Phyllostachys spp</i> <i>Arundinaria spp</i>	Bamboo	1:50 1:1.5	Spray Cut stump	Spray regrowth up to 0.5m only Retreatment necessary
<i>Bidens pilosa</i>	Cobblers Peg	1:100	Spray	
<i>Briza maxima</i> <i>Briza minor</i>	Quaking Grass Shivery Grass	1:150	Spray	
<i>Bryophyllum delagoense</i>	Mother-of-millions	metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Bryophyllum pinnatum</i>	Resurrection Plant	metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Canna indica</i>	Canna Lily	1:100	Spray	
<i>Cardiospermum grandiflorum</i>	Balloon Vine	1:100 1:1.5	Spray Cut stump/scrape stem/paint	Re-treat regrowth
<i>Callisia fragrans</i>	Callisia	1:50	Spray	
<i>Celtis sinensis</i>	Chinese Hackberry	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Cestrum parqui</i>	Green Cestrum	1:1.5	Drill/scrape stem	
<i>Chlorophytum comosum</i>	Spider Lily, Spider Plant, Ribbon Grass	1:75	Spray	
<i>Chlorophytum comosum cv</i> <i>Variegatum</i>	Variegated ribbon grass	1:75	Spray	

<i>Chrysanthemoides monilifera</i> <i>ssp monilifera &amp; rotundata</i>	Bitou Bush, Boneseed	1:100-200 1:1.5	Spray Cut stump	Best applied in winter months
<i>Cinnamomun camphora</i>	Camphor Laurel	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Crataegus spp</i>	Hawthorn	1:1.5 1:100	Cut stump/drill/axe cut/inject Spray	
<i>Crocoshmia crocosmiiflora</i>	Monbretia	1:70-100 1:1	Spray Weed wand	Spray between flowering and fruiting
<i>Coffea arabica</i>	Coffee	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Commelina benghalensis</i>	Hairy Commelina	1:50	Spray	
<i>Conyza spp</i>	Fleabane	1:100	Spray	
<i>Coreopsis lanceolata</i>		1:100	Spray	
<i>Cotoneaster glycophylla</i>		1:1.5	Cut stump Drill/axe cut/inject	
<i>Crotalaria incana ssp incana</i>	Rattlepod	1:100 1:1.5	Spray Cut stump/scrape stem	
<i>Cyperus rotundus</i>	Nutgrass	1:75	Spray	
<i>Cytisus scoparius</i>	Broom – Scotch or English	1:6	Cut stump/drill/axe cut/inject	Use higher rate for plants with stem diameter >50cm.
<i>Delairea odorata</i>	Cape Ivy	1:50 1:1.5	Spray Cut stump/scrape stem	
<i>Desmodium uncinatum</i>	Silver-leaf Desmodium	1:100 1:1.5	Spray Cut stump/scrape stem	
<i>Ehrharta spp</i>	Veldt Grass	1:150-200	Spray	
<i>Epidendrum sp</i>	Crucifix Orchid	metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Erythrina spp</i>	Coral Tree	1:1.5	Cut stump Drill/axe cut/inject	
<i>Eucalyptus spp</i>		1:1.5	Drill/axe cut/inject	
<i>Euphorbia cyathophora</i>	Painted Spurge	1:100 OR metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Ficus elastica</i> <i>Ficus pumila</i>		1:1.5	Drill/axe cut/inject Scrape stem	
<i>Gloriosa superba</i>	Glory Lily	1:50 1:1.5	Spray regrowth Cut stump/scrape stem	
<i>Hedera helix</i>	English Ivy	1:100 1:1.5	Spray Scrape stem	

<i>Hypoestes phyllostachya</i>	Freckle Plant/Face	1:100	Spray	
<i>Ilex aquifolium</i>	Holly	1:1.5	Stem injection	Best applied inspring/summer
		1:1.5	Cut and paint	Up to 40mm girth
<i>Impatiens walleriana</i>	Busy Lizzie	1:100	Spray	
<i>Ipomoea indica</i> <i>Ipomoea cairica</i> <i>Ipomoea alba</i>	Morning Glory Coastal Morning Glory White Morning Glory	1:50	Spray	Especially seedlings
		1:1.5	Scrape stem/cut stump	
<i>Juncus acutus</i>	Spiny Rush	1:75	Spray	
<i>Lantana camara</i>		1:1.5	Cut stump/drill	
<i>Leycestria Formosa</i>	Himilayan honeysuckle	1:1.5	Cut and paint	
<i>Ligustrum lucidum</i>	Broad/large-leaf Privet	1:100	Spray (to kill regrowth) Cut stump/scrape stem Inject/axe cut	Seedlings/coppice shoots
		1:1.5		Saplings Large trees & shrubs
<i>Ligustrum sinese</i>	Small-leaf Privet	1:100	Spray (to kill regrowth) Cut stump/scrape stem Inject/axe cut	Seedlings/coppice shoots Saplings
		1:1.5		Large trees & shrubs
<i>Lilium formosanum</i>	Bulb spp incl	1:70-100 1:1	Spray Weed wand	Spray at flowering
<i>Lonicera japonica</i>	Honeysuckle or Japanese Honeysuckle	1:50	Spray regrowth Cut stump/scrape stem	
		1:1.5		
<i>Lophostemon confertus</i>	Brush Box	1:1.5	Drill/axe cut/inject	
<i>Lycium ferocissimum</i>	African Boxthorn	1:1.5	Drill/axe cut/scrape stem	
<i>Macfadyena unguis-cati</i>	Cat's Claw or Cat's Claw Creeper	1:100	Spray (to kill regrowth) Cut stump/scrape stem/inject	
		1:1.5		
<i>Macroptilium atropurpureum</i>	Siratro	1:100	Spray Cut stump/scrape stem	Seedlings/coppice shoots
		1:1-1.5		
<i>Morus alba</i>	White Mulberry	1:100	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
		1:1.5		
<i>Murraya paniculata</i>	Orange Jessamine	1:100	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
		1:1.5		
<i>Myrsiphyllum asparagoides</i>	Bridal Creeper	1:75 OR metsulfuron-methyl @ 5g/100L + non-ionic surfactant	Spray	August to September only
<i>Nephrolepsis cordifolia</i>	Fishbone Fern	1:100 OR metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Nothoscordum inodorum</i>	Onion Weed	1:200	Spray Paint stem	Treat at flowering. Retreatment necessary.
		1:2		

<i>Ochna serrulate</i>	Ochna	1:100 1:1.5	Spray Cut stump/scrape stem	Seedlings/coppice shoots Saplings Inject Large trees & shrubs
<i>Olea europaea africana</i>	African Olive	1:75-100 1:1.5	Spray Cut stump/scrape stem Inject/axe cut	Seedlings/coppice shoots Saplings (treat regrowth) Large trees & shrubs
<i>Opuntia stricta</i>	Prickly Pear	1:10 OR metsulfuron-methyl + non-ionic surfactant 1:1.5	Spray  Inject	
<i>Paspalum urvillei</i> <i>Paspalum paspalodes</i>		1:100	Spray	
<i>Passiflora edulis</i> <i>Passiflora foetida</i> <i>Passiflora suberosa</i> <i>Passiflora</i> <i>subpeltata</i>	Common Passionfruit Stinking Passionfruit Corky Passionfruit White Passionflower	1:100 1:1.5	Spray Cut stump/scrape stem	
<i>Pellaea viridis</i>		metsulfuron-methyl + non-ionic surfactant		
<i>Phytolacca octandra</i>	Inkweed	1:100	Spray	
<i>Pityrogramma austroamericana</i>	Gold Fern	metsulfuron-methyl + non-ionic surfactant		
<i>Pittosporum undulatum</i>	Sweet Pittosporum	1:100 1:1.5	Spray seedling Cut stump/inject/drill	
<i>Plectranthus ciliatus</i>		1:100	Spray	
<i>Protasparagus plumosus</i>	Climbing Asparagus or Ferny Asparagus	1:50  1:1.5	Spray  Cut stump/scrape stem	
<i>Protasparagus africanus</i>	Asparagus Fern	1:50 1:1.5	Spray Cut stump/scrape stem	
<i>Protasparagus aethiopicus</i>	Asparagus Fern or Ground Asparagus	1:50 OR metsulfuron-methyl + non-ionic surfactant 1:1.5	Spray  Cut stump/stem scrape	
<i>Prunus spp</i>	Flowering plums	1:1.5	Cut stump/drill/axe cut/inject	
<i>Pyracantha angustifolia</i>	Firethorn	1:1.5	Cut stump Drill/axe cut/inject	
<i>Raphiolepis indica</i>	Indian Hawthorn	1:1.5	Cut stump Drill/axe cut/inject	
<i>Ricinus communis</i>	Castor Oil Tree	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Rivina humilis</i>	Coral Berry	1:100	Spray	
<i>Rosa rubiginosa</i>	Sweet Briar	1:1.5	Cut stump/drill/axe cut/inject	

<i>Rubus fruticosus</i>	Blackberry	1:1.5 metsulfuron-methyl + non-ionic surfactant	Cut stump/scrape stem Spray	
<i>Sansevieria trifasciata</i>	Mother-in-law's Tongue	metsulfuron-methyl + non-ionic surfactant	Spray	
<i>Schefflera actinophylla</i>	Umbrella Tree	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Schinus terebinthifolia</i>	Broad Leaf Pepper Tree	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Senecio macroglossus</i>	Natal Ivy	1:50 1:1.5	Spray Cut stump/scrape stem	
<i>Setaria glauca &amp; geniculata</i>	Pigeon Grass	1:150-200	Spray	
<i>Senna x floribunda</i>	Smooth Cassia	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Senna pendula</i>	Cassia	1:1.5	Cut stump/inject	
<i>Senna pendula var glabrata</i>	Winter Senna	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Setaria palmifolia</i>	Palm Grass	1:100	Spray	
<i>Solanum mauritianum</i>	Tobacco Bush or Wild Tobacco	1:100 1:1.5	Spray Cut stump/scrape stem Inject	Seedlings/coppice shoots Saplings Large trees & shrubs
<i>Solanum seaforthianum</i>	Brazilian Nightshade	1:100 1:1.5	Spray Cut stump/scrape stem	
<i>Stenotaphrum secundatum</i>	Buffalo Grass	1:100	Spray	
<i>Tithonia diversifolia</i>	Japanese daisy	1:100	Spray	
<i>Tradescantia albiflora</i>	Wandering Jew	1:50	Spray  Spray regrowth	Treat in winter or early spring for best results Apply 2 sprays 6-8 weeks apart. Retreatment essential.
<i>Tropaeolum majus</i>	Nasturtium	1:100	Spray	
<i>Ulex europaeus</i>		1:1.5	Cut stump/drill/axe cut/inject	
<i>Verbena bonariensis</i>		1:100	Spray	
<i>Watsonia angusta</i>		1:70-100	Spray	
<i>Widelia trilobata</i>	Singapore daisy	1:100	Spray	



*Bushcare*

City of Ryde

## Appendix 3

# **ROUNDUP<sup>®</sup> BIACTIVE<sup>™</sup> label and directions for use**







*Bushcare*

City of Ryde

## Appendix 4

# Material Safety Data Sheet

for

**ROUNDUP<sup>®</sup> BIACTIVE<sup>™</sup>**