

# PARRAMATTA BUSHCARE VOLUNTEERS

## BUSHCARE VOLUNTEER CHARTER 2017



**CITY OF  
PARRAMATTA**



The Bushcare Volunteer Charter is a manual for participation in The City of Parramatta's Bushcare Program. It is a document written for the use of Bushcare Volunteers and Bushcare Supervisors.



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# INTRODUCTION

## PURPOSE OF THIS CHARTER

The City of Parramatta recognises the importance of community involvement in protecting and conserving the local bushland.

The Bushcare Charter compliments Council's Volunteer Management and Support Policy, and aims to support and manage volunteers who are involved in Council's Bushcare Program.

The Charter is a volunteer-focused document that is written for Bushcare volunteers and Bushcare supervisors. It is a manual for participation in the volunteer program and outlines:

- the roles and responsibilities of volunteers, group convenors, paid supervisors and Council;
- the services Council will provide to Bushcare volunteers; and
- the legislative requirements and procedures of the program, and the ways in which community needs are met.

The Bushcare Charter is a living document and will be reviewed by Council every 5 years, with the next review due late 2022.

## APPLICATION OF THE CHARTER

The guidelines outlined in the Bushcare Charter apply to:

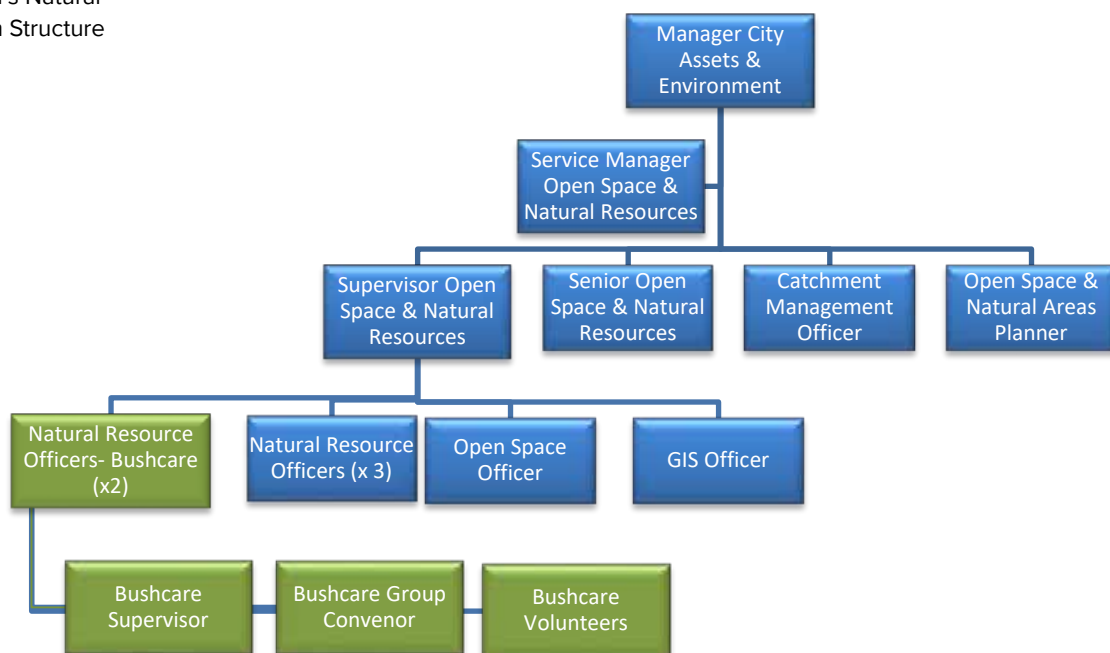
- all City of Parramatta Council Bushcare program workplaces and activities;
- all City of Parramatta Council Bushcare volunteers; and
- all City of Parramatta Council staff involved in the Bushcare Volunteer Program, and/or on-ground support and Council appointed Supervisors.

## CITY OF PARRAMATTA COUNCIL'S NATURAL RESOURCES TEAM

Parramatta and the surrounding suburbs' remaining bushland has high conservation significance, but is subject to impacts from urban surrounds such as stormwater run-off and weed infestation.

Council's Open Space and Natural Resources Team aim to address these impacts through a range of comprehensive projects and ongoing programs, in an effort to protect, conserve and celebrate Parramatta's remaining natural areas.

Figure 1: Council's Natural Resources Team Structure







## CITY OF PARRAMATTA COUNCIL'S BUSHCARE VOLUNTEER PROGRAM

Participants in Council's Bushcare Volunteer Program are highly valued community members who undertake environmental restoration activities under Council's wider natural resource management program.

The Bushcare Volunteer Program coordinates and supports community volunteers throughout the local government area. The Bushcare Volunteer Program seeks to provide volunteers with the opportunity to:

- get involved in a local conservation program;
- learn about local flora and fauna species;
- meet with other members of the community;
- get active and explore the great outdoors;
- appreciate and celebrate our natural environment;
- experience a sense of personal achievement; and
- create a sense of community pride.

## AIM OF THE BUSHCARE VOLUNTEER PROGRAM

The aim of Council's Bushcare Volunteer Program is to support the involvement of local community members in conservation projects and bushland restoration of Council's parks and reserves. This program aims to instil community pride and supplement Council's comprehensive and integrated natural resource management program.

The Bushcare Volunteer Program will be coordinated by Council staff to:

1. increase community awareness of the significant conservation values and management issues relating to Parramatta's bushland reserves;
2. involve the local and wider community in the protection of local biodiversity and the creation and maintenance of self-sustaining native plant and faunal communities, habitats and constructed vegetation corridors;
3. provide training to ensure that volunteers, contractors and Council staff undertake Bushcare activities in a safe and effective manner, using the most current techniques to aid in the protection of biodiversity;
4. provide training and advice to ensure that volunteers undertake their activities in accordance with Council's objectives, policies and procedures, legislative responsibilities, statutory documents and best practice bushland restoration principles;
5. provide volunteers with a Bushcare Volunteer Program that delivers appropriate levels of support and recognition of volunteers efforts; and
6. provide a best-practice model of bushland management for the Sydney region.

# DEFINITIONS

**Biodiversity:** the variety of life occurring on earth including all plants, animals and microorganisms, the genes they contain and the ecosystems they form. Biodiversity is considered at the levels of genetic diversity, species diversity and ecosystem diversity.

**Bushcare Action Plan:** a plan developed by Council's Bushcare Officer in consultation with a Bushcare Group, which outlines the aims and objectives the volunteers wish to achieve within a 12-24 month period. A Bushcare Group Action Plan is considered a living document, and as such is regularly modified in response to changing circumstances, under the guidance and authorisation of Council's Bushcare Officer.

**Bushcare Convenor:** a volunteer who act as the principle contact person between Council and the group. (See Appendix 7 for more information)

**Bushcare Group:** a collective of Bushcare Volunteers who are restoring or maintaining representative flora and fauna species and/or bushland regularly at a Bushcare Project Site.

**Bushcare Officer:** a Council employee from the Natural Resources Team who coordinates the Bushcare Volunteer Program, and is the designated Council contact person for Bushcare Volunteer Groups.

**Bushcare Project Site:** refers to a specific area of public land owned and/or under the care, control and management of Council as Community (Local Government Act 1993) or Crown (Crown Lands Act 1989) land where Bushcare Volunteers/Groups are undertaking a project to restore or reinstate locally indigenous vegetation communities.

**Bushland Restoration:** the implementation of on-ground management techniques that result in the conservation and protection of the biodiversity of ecological communities, ecosystem processes, and flora and fauna in the Parramatta local government area. Techniques used include assisted natural regeneration, revegetation and/or removal or

modification of factors causing degradation, such as weed control.

**Bushcare Supervisor:** a Council-appointed paid contractor that has adequate expertise in bushland restoration and people management, and has training in workplace health and safety and asbestos awareness, as well as current qualifications in First Aid (Provide First Aid Certificate) and herbicide use (AQF3 or above). The Bushcare Supervisor implements the Workplace Health & Safety protocols put in place by Council during a workday, and provides technical advice to the Bushcare Group when required. (See Appendix 8 for more information)

**Bushcare Volunteer:** a person who undertakes a defined activity in a designated volunteer position as part of Council's Bushcare Program, of their own free will and without payment, for the benefit of the community and local natural areas. There is no minimum duration or frequency of effort required to be a Bushcare Volunteer. Volunteering is time willingly given for the common good and without financial gain.

**Bushcare Volunteer Agreement Form:** a form to be completed by all Bushcare Volunteers when they join Council's program. It is the responsibility of each volunteer to make sure this form is forwarded to Council's Natural Resources Team before they start work on a Bushcare Project Site. Once received by Council, the volunteer will officially be registered with Council's Bushcare Program and will be permitted to attend Bushcare Workdays. Any changes to contact information or registration details should be forwarded to Council within 14 days, so that the volunteer database can be updated. Volunteers will be asked to sign a new Volunteer Agreement Form each time the Bushcare Charter is updated (see Appendix 1 for more information)

**Bushcare Workday:** the scheduled dates and times when members of a Bushcare Group carry out work on their site. They are usually at the same time each month, and are supervised by a Council-appointed Bushcare Supervisor.

**Bushcare Workday Record Sheet:** a form signed by all group members attending a Bushcare Workday. This form records the time volunteers start and finish work, and outlines any workplace health and safety matters or other issues that need to be addressed. The Bushcare Supervisor brings this form to Bushcare Workdays for everyone to sign. The Supervisor forwards the completed form to Council's Natural Resources Team within 5 days following the Workday. The number of volunteer hours and number of fauna sightings are recorded on a quarterly basis on Council's bushland database. (See Appendix 3 for more information)

**Bushland** – 'State Environmental Planning Policy No. 19- Bushland in Urban Areas' defines bushland 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 of floristics of the natural vegetation." Bushland can be located on private property or on land under the ownership or care, control and management of Council or other government agencies. Bushland under the ownership or care, control and management of Council is either zoned as Environmental Conservation (E2) / Public Recreation (RE1) / Natural Waterways (W1) under the Parramatta Local Environmental Plan 2011. It is also categorised as Natural Area (Bushland / Escarpment / Foreshore / Watercourse / Wetland) under the Local Government Act 1993 or reserved for 'Environmental Protection' or 'Public Recreation' under the Crown Lands Act 1989.

**Corporate Volunteering:** Corporate volunteers are employees of a company or organisation who, with the support and encouragement of their employers, are involved in some form of community based volunteer activity.

**Critically Endangered' (CEEC) and 'Endangered' Ecological Communities' (EEC):** native vegetation communities that are listed and protected under the Commonwealth Environment Protection & Biodiversity Conservation Act 1999 and/or NSW Threatened Species Conservation Act 1995 and are facing an extremely high (Critically Endangered) or very high

risk (Endangered) risk of extinction due to:

- its distribution being significantly reduced, and/or;
- its distribution being so restricted the whole community is susceptible to significant threats; and/or
- the ecological function of the community is undergoing a significant decline.

**Incident Report Form:** a form to be completed by a volunteer or staff member if they have been involved in a workplace incident during a scheduled workday. The forms are provided by Council to the Bushcare Supervisor. A form should be completed by the victim and any witnesses immediately following the incident. The form should then be forwarded to Council's Natural Resources Team who will take the appropriate action. All incidents and injuries must be reported to Council's Natural Resources Team within 24 hours. (see Appendix 9 for more information)

**Natural Resource Officer:** refers to a Council staff member who is part of the Open Space and Natural Resources Team, and whose position primarily involves the management of bushland in the Parramatta Local Government Area. Natural Resource Officers are located within the City Assets and Environment Unit.

**Risk Assessment:** a document developed through consultation with the Bushcare Convenor, Bushcare Supervisor, group members and Council's Bushcare Officer and discussed as a group at the beginning of each year and with all new starters. This document outlines the systems put in place to identify, assess, control and/or eliminate health and safety risks on all Bushcare sites. The most up to date Risk Assessment is brought along to each Bushcare Workday by the Supervisor, and is made available for all volunteers. The Risk Assessment should be used to induct new volunteers/staff to the Bushcare site. (See Appendix 4 for more information)







# BUSHCARE VOLUNTEERING

## WITH THE CITY OF PARRAMATTA COUNCIL

### BUSHCARE VOLUNTEER POSITION DESCRIPTION

**Purpose:** To assist in the rehabilitation, maintenance and management of remnant urban bushland areas with the City of Parramatta Council's Local Government Area.

#### Essential Attributes:

- a genuine appreciation of the natural environment
- willingness to learn best practice methods and principles of bush regeneration
- agreement to work under Council's supervision and direction towards the goals and objectives of the City of Parramatta Council's Bushcare Volunteer Program

#### Desirable Attributes:

- ability to attend as many Bushcare Workdays as possible
- understanding of and commitment to environmental issues relating to the conservation of natural areas

**Bushcare Activities:** Bushcare Volunteers can become involved in a variety of activities depending on their interest. See list of activities within the section "Roles and Responsibilities". (Refer to Appendix 6 for a full copy of the Position Description)

### BUSHCARE VOLUNTEER CONDUCT

Bushcare Volunteers will act in a manner consistent with City of Parramatta Council's 'Volunteer Management and Support Policy & Code of Conduct' whilst undertaking Bushcare Program activities. To access a full copy of this policy, please contact Council's Bushcare Officer.

#### Bushcare Volunteers are expected to:

1. act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions as a Bushcare Volunteer;
2. treat the community, the City of Parramatta Council, its employees and fellow volunteers with honesty, courtesy and respect at all times;
3. not engage in harassment, bullying or

discrimination against Council staff, Council-appointed staff, volunteers or members of the public at any time;

4. maintain the confidentiality, integrity and security of information relating to the City of Parramatta Council or other parties gained in the course of their volunteer role;
5. respect and safeguard the property of the community, the City of Parramatta Council, its employees and fellow volunteers by using Council resources, property and facilities ethically, effectively, efficiently and carefully, and not for private purposes; and
6. follow the directives and/or instructions of Council Bushcare staff and City of Parramatta Council's representatives.

### BENEFITS OF JOINING THE BUSHCARE VOLUNTEER PROGRAM

People volunteer in Bushcare Programs for many reasons. Benefits include:

- enjoying a great working outdoor environment
- being active and healthy
- meeting your neighbours
- making new friends
- helping to conserve biodiversity and protect the local environment
- developing a practical understanding of the principles behind natural resource management
- having an input into community issues that concern you about bushland areas
- helping to raise awareness in the community about bushland issues
- being able to work with a variety of Bushcare Groups at different sites
- receiving training, professional guidance and direction to better manage your Bushcare Project Site
- recognition and appreciation of your volunteer efforts—volunteer end of year celebration
- being a part of a local community group and
- promoting sustainability and helping to combat the effects of climate change through the regeneration of native species and tree planting.

# ROLES AND RESPONSIBILITIES

## COUNCIL STAFF AND CONTRACTORS

Councils' Natural Resources staff and Council-appointed contractors working with Bushcare volunteers are required to provide a consistent standard of service and support to volunteers. Council's Natural Resource Officers will advise and assist volunteers in accordance with Council's Volunteer Management and Support Policy, Community and Crown Land Plans of Management, Office of Environment & Heritage Licences or Certificates, Recovery and Threat Abatement Plans for Endangered Ecological Communities, Populations, Threatened Species and Key Threatening Processes, other legislation and policies, strategies, guidelines/manuals and statutory documents relevant to bushland restoration, volunteer activities and workplace health and safety.

## WHAT SERVICES AND SUPPORT WILL COUNCIL PROVIDE?

Council will provide the following services to recognised Bushcare Volunteers:

- technical advice
- site assessment, project strategy, planning and site preparation assistance, as well as monitoring and evaluation
- appropriate safety equipment (PPE)
- where resources allow: materials including tool loan, herbicide, plants between the months of April-October and when available (at least 1 months' notice is required): mulch, koppers logs (if appropriate and where resources allow)
- rubbish and green waste disposal
- signage and fencing where appropriate and budget permits
- liaison with Council staff and elected representatives
- formal and informal training opportunities
- dissemination of information to groups on relevant external training opportunities and events
- Bushcare Bulletin newsletters
- coordination of quarterly Bushcare Network

### Meetings

- a process to record any injuries sustained during Council approved activities
- personal accident and public liability insurance whilst undertaking Council-approved works
- assistance with the formation of new Bushcare Groups where appropriate, and recruitment of new volunteers
- supervision by a Council-appointed supervisor during group Workdays,
- appropriate assistance with grant applications—administration, project management and reporting
- recognition (both informal and formal) of volunteer efforts
- opportunity to be involved in progressing the Program
- networking opportunities between Bushcare Groups
- Council policies, plans and guidelines/manuals relating specifically to bushland upon request, free of charge e.g. Plans of Management, Master Plans etc.
- Confidentiality—a confidential register of Bushcare Volunteers' details will be kept and maintained by Council. Contact details of volunteers will not be publicly released without their permission.

Council will **NOT** provide Bushcare Volunteers with the following:

- power tools, mechanised equipment or vehicles
- any tools that Council do not deem appropriate to use as a volunteer
- any herbicide other than Glyphosate based herbicide or herbicide spray packs
- any herbicide to volunteers under 16 years.

NB: Vegetation planted in Council's Bushland Reserves is only to be supplied by Council's nursery upon request by Council's Bushcare Officer. This is to ensure local provenance is maintained.



## BUSHCARE SUPERVISORS

In relation to all tasks within the Bushcare Volunteer Program, Bushcare Supervisors are the City of Parramatta Council's lead representative when the Bushcare Officer is not on site, and oversee all activities during Bushcare Workdays.

As well as Bushcare Convenors having a critical role in the decision making during Bushcare Program activities, all Bushcare Volunteers and Convenors will have the opportunity to discuss the work plan with the Supervisor and have input as to what the group work on. All Bushcare Volunteers and Convenors are required to follow the direction and instructions of their Bushcare Supervisor at all times whilst undertaking Bushcare Program tasks. Bushcare Supervisors are to match the tasks given to each volunteer with that volunteer's abilities and experiences.

Bushcare Supervisors are responsible for initiating a safety 'tool box talk' at the start of each Bushcare Workday, and completing the Workday Record Sheet at each workday. (See Appendix 3 for more information). On occasion, the Supervisor will be required to instigate a specific safety discussion with the Bushcare group at the request of the Bushcare Officer. On this occasion, the supervisor will need to complete a 'Bushcare Site Specific Induction Checklist' and forward it to Council within 5 working days. (See Appendix 11 for more information)

Bushcare Supervisors are paid and are appointed to all Volunteer groups by the City of Parramatta Council. Bushcare Supervisors must be approved by Council's Natural Resources Team, and have:

- a professional certificate in bush regeneration (TAFE or equivalent)
- appropriate on-ground bush regeneration and bushland site management experience
- first aid training with a current Provide First Aid Certificate
- a current AQF 3 chemical accreditation course or equivalent,
- completed Workplace Health & Safety training
- completed Asbestos Awareness training
- excellent interpersonal and leadership skills
- For more information see Appendix 8.

## BUSHCARE VOLUNTEERS

Bushcare Volunteers are required to read the Bushcare Volunteer Program Charter and to register

by signing the Volunteer Agreement Form (see Appendix 1) in order to participate in Bushcare projects in Council's parks and reserves. All activities are to be undertaken under the direction of Council's Natural Resources staff or their representatives. Council's Natural Resources staff will frequently liaise with volunteers to ensure that their activities remain consistent with the above.

Parents are responsible for their children under 18 years. These children must be supervised at all times by the parent unless a responsible guardian has been pre-arranged and Council notified of this in writing, and in such cases the child must be under the supervision of the guardian at all times.

## WHAT DO BUSHCARE VOLUNTEERS DO?

Bushcare Volunteers may undertake the following activities to facilitate bushland restoration:

- weed removal and control—primary, secondary, follow-up maintenance and target weeding of noxious and environmental weeds
- mulching
- planting and revegetation projects
- site assessment and planning
- assisting in the promotion of Council's biodiversity projects and the Bushcare Volunteer Program (e.g. community displays, community events, special Bushcare days, newsletters etc.)
- provisions of newsletter articles and photographs
- fauna and flora management including observation and recording
- attending Bushcare workshops or other relevant training and
- applying for project funding
- provide morning or afternoon tea for volunteers

***Participants in Council's Bushcare Volunteer Program will not be permitted to undertake the following activities due to safety and environmental concerns:***

- burning (e.g. ecological burns or hazard reduction burns)—this must be undertaken by authorised fire control authorities or appropriately qualified contractors or staff, and organised through one of Council's Natural Resource Officers
- feral animal control or removal
- use of power tools, machinery, or tools deemed unsafe for volunteer use by Council's Natural Resource Officers (axes, machetes, etc.)
- herbicide spraying (this is to be undertaken by Council-appointed Supervisor or contractor only)
- work in areas where asbestos has been identified

- work on Total Fire Ban Days or when temperatures rise above 35 degrees Celsius
- work on days of significant wet or windy weather (refer to Risk Assessment)
- work in a waterway or another area that has not been designated as a Bushcare Volunteer site
- work alone (unless special permission has previously been granted by Council's Natural Resources Team under exceptional circumstances only. All new volunteers to the Program must join an existing group or form a new group).

## BUSHCARE CONVENORS

Bushcare Group Convenors are selected by the group or appointed by Council's Bushcare Officer to represent the group as volunteer point of contact between Council and volunteer group.

The role of Bushcare Convenor involves:

- attending as many of the scheduled group meetings for the year as possible
- being the main contact for enquiries from active and new volunteers
- actively recruiting more volunteers into the group
- storing the Bushcare tools, relevant paperwork, and PPE/First Aid Kit supplied by Council, and bringing these items to Group Workdays
- forwarding information from Council's Bushcare Officer to the rest of the Volunteer Group, regarding training, Program changes, events, feedback, Council projects etc.
- liaising with the Bushcare Supervisor or Bushcare Officer on all matters relating to specific group requests or suggestions
- notifying Council of any new volunteers who turn up to a Bushcare Workday
- forwarding any completed Volunteer Agreement Forms for each new member joining the group to Council's Bushcare Officer

*For more information see Appendix 7.*

## BUSHCARE VOLUNTEER CONTRIBUTIONS

The majority of Bushcare Volunteers contribute two or three hours per month to the program. It is expected that a volunteer's contribution to the Program would not exceed 16 hours per week, without the prior agreement of the Service Manager of Open Space & Natural Resources.

There is no obligation to attend every Bushcare Workday once signed up to Council's Bushcare Volunteer Program.

## FOLLOWING LEGISLATION AND GUIDELINES

Volunteers must work under the direction of Council staff at all times and are bound by all federal and state laws and by all Council policies, procedures and the Bushcare Charter and Workplace Health and Safety Guidelines whilst completing their volunteering work.

## ALCOHOL AND DRUGS

Volunteers and Supervisors are not permitted to drink alcohol, take illegal drugs, or be under the influence of alcohol or drugs, whilst performing Bushcare work on behalf of Council. The City of Parramatta Council has a non-smoking policy. Volunteers, supervisors and staff are not to smoke during their Bushcare duties.

## HARASSMENT, DISCRIMINATION AND BULLYING

Volunteers and supervisors must not harass, discriminate or support others who harass or discriminate against others on the grounds of gender, pregnancy, age, race, religion, marital status, disability or sexuality. Workplace bullying for any reason is never acceptable. Bullying is unwelcome, unreasonable, escalates behaviours which are aggressively or passively directed at one or more people, and causes humiliation, offence, intimidation or distress.

## USE OF RESOURCES

Volunteers and Supervisors must not improperly use or remove Council resources. Volunteers shall use Council resources effectively and economically and not use Council property for their own purposes.

## MEDIA PROTOCOL

Volunteers and Bushcare Supervisors are not permitted to make any comments to the media on behalf of Council. Any queries by the media must be referred to the Bushcare Officer and then escalated to the Service Manager.

## CONCERNS AND GRIEVANCES

Any concerns or grievances should be first reported to the Bushcare Supervisor and/or Council's Bushcare Officer. If the issue is not resolved or the volunteer is not satisfied with the outcome, escalation should be taken to the Service Manager. If not resolved, grievances can be escalated to senior management.



# COMMUNICATIONS AND RECORD KEEPING



## HOW IS COMMUNICATION ESTABLISHED BETWEEN BUSHCARE VOLUNTEERS AND COUNCIL?

Bushcare groups and volunteers will be appointed a Council contact officer, known as the Bushcare Officer, within the Open Space & Natural Resources Team. This officer will be the first point of contact for any matters relating to the Bushcare Program.

Each Bushcare Volunteer group is to appoint a contact person known as a Bushcare Convenor. Council will direct information and liaise with the group's Convenor who will then be responsible for the dissemination of information to the group's members. The contact details of the Group Convenor will be given to potential new volunteers interested in joining the Bushcare Group and requiring further information.

Council will keep a confidential register of Bushcare Volunteers' details including contact information. Volunteers will be given the option to join Council's email list during registration, so that they can be notified of upcoming Council events and other relevant information. People on this mailing list will have the opportunity to unsubscribe to this mailing

list at any time, upon request to Council's Bushcare Officer in writing. Contact details will remain on the mailing list unless a specific request to be taken off the list is made to the Bushcare Officer in writing. Bushcare groups are to be consulted by Council on decisions that will directly affect their activities or Bushcare Project Site (e.g. Plans of Management etc.).

The Open Space & Natural Resources Team is to be consulted when a group or volunteer proposes to expand or alter their existing Bushcare Action Plan, to start a new project or to apply for grants. Prior to any works commencing, a number of planning, consultative and review activities must be undertaken to ensure the suitability and sustainability of the activity.

## VOLUNTEER RECORDS

A file will be maintained for each volunteer, including contact details, dates of service, record of hours, duties performed and training participated in. Volunteer files will receive the same confidentiality as Council staff personnel records.

# HOW TO GET INVOLVED

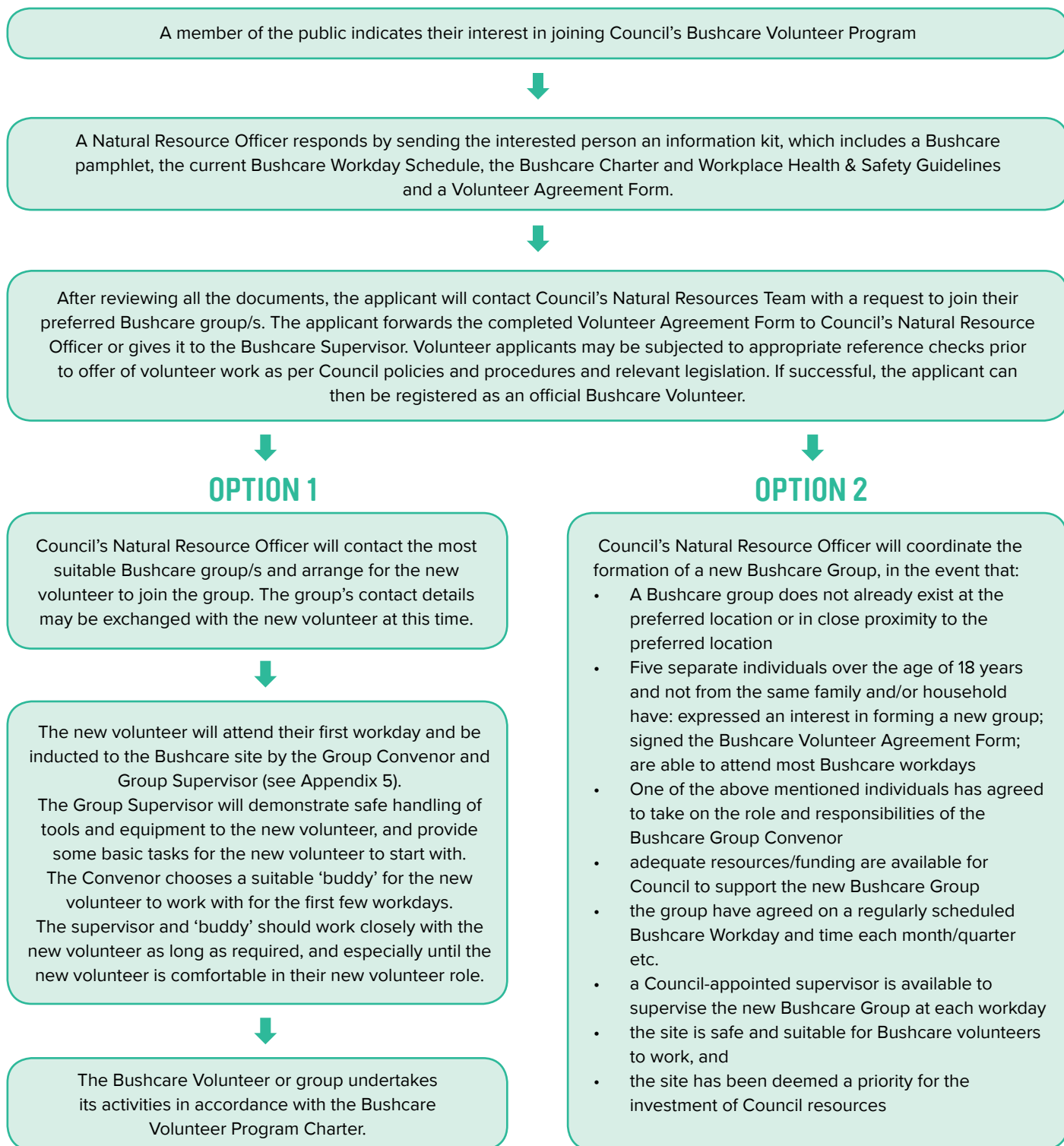


Figure 2: Procedures for joining the Bushcare Volunteer Program

**Please note:**

This is the process followed by Bushcare Volunteers who wish to regularly participate in Council's regular Bushcare Volunteer Program.

In addition to the regular Bushcare program, Council also holds one-off community volunteer days. For all participants attending these activities, a 'One-off Volunteer Registration Form' must be signed. (see Appendix 10 for more information)



## WHEN WILL A NEW BUSHCARE WORK SITE BE CONSIDERED?

A new Bushcare Worksite will be considered for inclusion into Council's Bushcare Volunteer Program, where:

- there is an 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
- Council's bush regeneration contractors do not currently work in the area and there is a need for a volunteer group at the site
- there are no other Bushcare sites to work on nearby
- there is a high level of commitment to the site by the local community—at least 5 residents from 5 different households have committed to working together on the site on a regular basis
- the City of Parramatta Council has sufficient resources to form a Bushcare group or move a Bushcare group to this site
- a suitable Bushcare Supervisor can be appointed to the group (Bushcare Volunteers must work under the instruction of a Council-appointed Bushcare Supervisor at all times)
- all volunteers understand the general aims of bush regeneration and have agreed on achievable goals
- all volunteers agree to follow a Bushcare Action Plan, Risk Assessment Plan and the information provided in the Bushcare Charter
- all volunteers are prepared to undertake on-site training and additional training when offered by the City of Parramatta Council.

## HOW CAN CORPORATE GROUPS GET INVOLVED?

In recent years, Corporate Social Responsibility has become an important focus for many businesses. This involves an ongoing commitment by corporate organisations to help improve the quality of life of its workforce, the local community and society in general.

The City of Parramatta Council's Bushcare Volunteer Program caters to businesses looking for opportunities to get involved with volunteer work aimed at protecting and conserving the local natural environment.

Where resources allow, Corporate Volunteer Groups have the opportunity to work on a range of projects

on designated volunteer bushland sites, including activities such as weeding and planting.

To assist with logistics, Council requests a minimum of 8 weeks notice to be given before a Corporate Volunteer event is held. This is to ensure there is adequate time to source plants and tools, confirm the availability of staff and suitably prepare a site for work.

Ideal numbers for each corporate volunteer event range from 3 to 20 (max) volunteers. At times, it may be possible to cater for larger numbers of volunteers depending on the type of projects available and availability of staff.

Businesses will be responsible for ensuring their staff are provided with all PPE equipment, toilet facilities and adequate food/drink for the day. Businesses will also be responsible for volunteer insurance.

The City of Parramatta Council will provide a project site, volunteer registration forms, Bushcare tools and equipment, as well as staff to provide instruction and supervision of the activity.

Volunteers are to wear sturdy, enclosed shoes, gloves, long pants and a long-sleeved shirt, and bring a hat, sunscreen and drinking water.

Corporate Bushcare Volunteer Days will only be organised where resources and availability of staff allow. Corporate Volunteers working on Council land must sign on to a registration sheet at the beginning of the workday, and must follow the instructions of Council staff and Council-appointed supervisors at all times.

# LEAVING THE BUSHCARE PROGRAM

## CAUTION AND TERMINATION OF THE VOLUNTEER BUSHCARE PROGRAM

In the event of a volunteer failing to undertake their activities in accordance with Council's Volunteer Bushcare Program Charter, a disciplinary procedure is in place.

The Service Manager of Open Space and Natural Resources reserves the right to suspend or terminate a Bushcare Volunteer's registration, effective immediately. During a Bushcare Workday, a Bushcare Supervisor may suspend a Bushcare Volunteer's registration, pending a report to the Manager of City Assets and Environment. A Bushcare Volunteer must immediately cease all activities relating to the Bushcare Program should their registration be suspended or terminated and return all tools to the group.

## ACTIONS THAT MAY RESULT IN SUSPENSION OR TERMINATION

Bushcare Volunteers or groups failing to undertake works in accordance with the Council Volunteer Bushcare Program Charter, Council policies and procedures, relevant legislation or as agreed by stakeholders will receive appropriate caution, and the group or volunteer will be instructed to correct their processes or methods and to undertake the required rectification procedures (see figure 3 below). Those that disregard or fail to comply with the Service Manager, Open Space and Natural Resources' written caution will be excluded from further participation in the Bushcare Volunteer Program. Volunteers are encouraged to discuss their concerns with Natural Resource Officers or the Service Manager, Open Space and Natural Resources should they feel unfairly treated with respect to the disciplinary procedures.

If a disagreement does occur between a Bushcare Volunteer and a Natural Resource Officer the volunteer should follow Council's Grievance Procedure by approaching the Supervisor and Council's Bushcare Officer, followed by the

Supervisor, Open Space & Natural Resources, Service Manager, Open Space & Natural Resources and then the Manager, City Assets and Environment.

## LEAVING THE BUSHCARE VOLUNTEER PROGRAM AND INACTIVE VOLUNTEERS

Volunteers are free to leave Council's Bushcare Volunteer Program at any time. Volunteers leaving the program must return any Bushcare tools or equipment provided by Council back to Council's Bushcare Officer. Alternatively, tools and equipment can be given to the Bushcare Group Convenor to look after and share with remaining group members. Please inform Council's Bushcare Officer of your decision to leave the Bushcare Program within 3 months of your last workday. The Bushcare Officer will then remove you as a registered volunteer with the program, and take you off any mailing lists if you have requested this.

Inactive volunteers who have not participated in Bushcare activities or have not signed and submitted a workday record sheet for more than 3 years, will automatically be removed from the Bushcare Volunteer Register. If you are an inactive volunteer who has not participated in the program or signed a Workday Record Sheet for more than 3 years, but you wish to return, you will need to sign up again as a new volunteer by contacting Council's Bushcare Officer.



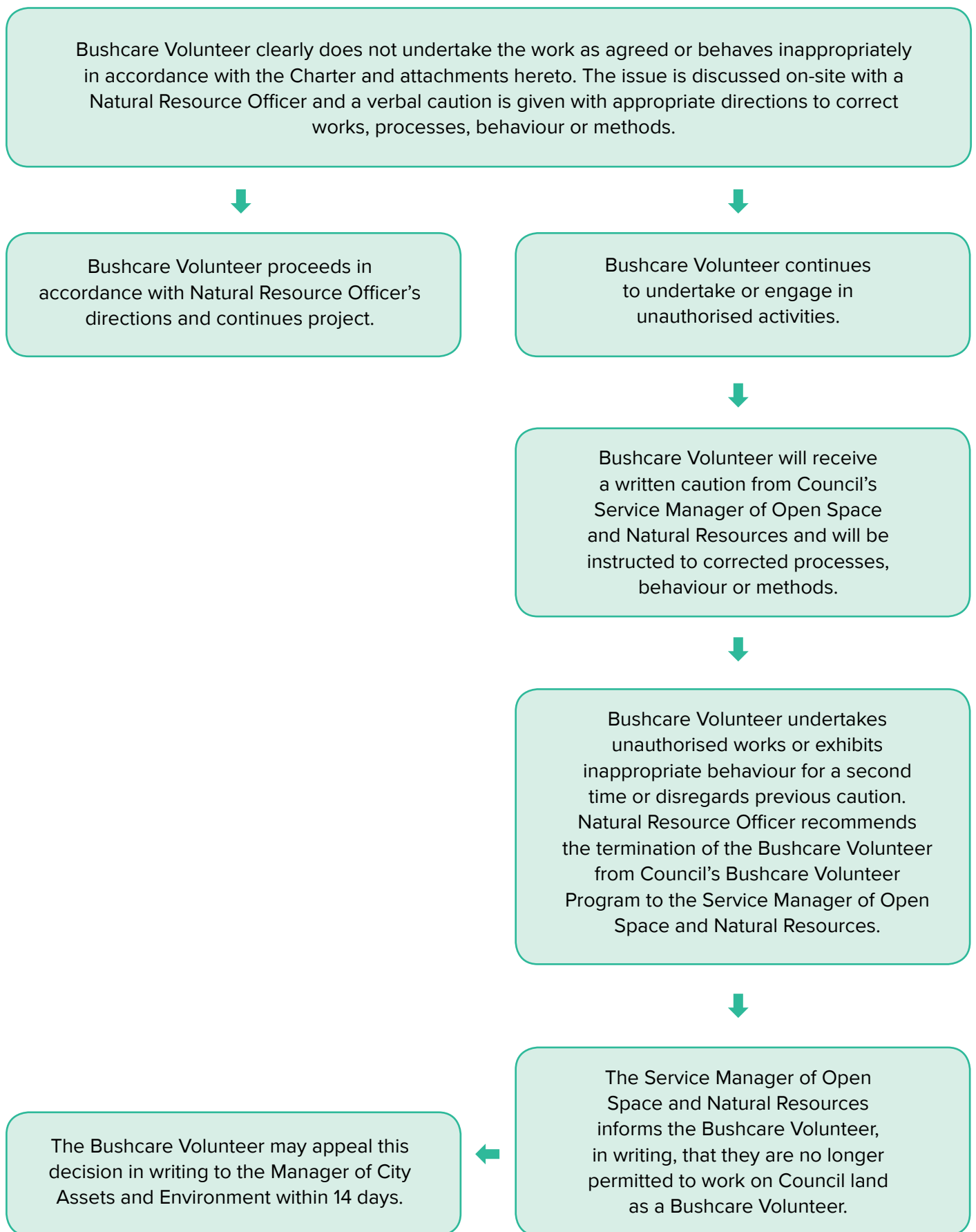


Figure 3: Procedures for suspension or termination from the Bushcare Volunteer Program

# EVALUATING THE PROGRAM

The success of Council's Bushcare Volunteer Program will be measured using the following Key Performance Indicators:

- the total number of hours contributed by Bushcare Volunteers each quarter
- the proportion of bushland being cared for by Bushcare groups
- feedback from Bushcare volunteers
- the cost of support for programs per group and value of volunteer hours worked
- the development of environmental monitoring and evaluation

# WORKPLACE HEALTH AND SAFETY

## WHAT ABOUT VOLUNTEERS' HEALTH & SAFETY?

Under the Workplace Health and Safety (WHS) Act 2011, Council is considered a Person Carrying out a Business or Undertaking (PCBU) and has a duty of care for registered Bushcare Volunteers who are carrying out Council-approved activities. This means that Council is required to facilitate a workplace with the absence of foreseeable risk to volunteers, the public, contractors and staff.

Council has developed a document titled 'Bushcare Volunteer Workplace Health and Safety (WHS) Guidelines'. The WHS Guidelines are attached to this Charter (see Appendix 2) and outline the responsibilities of Council and Volunteers with respect to workplace health and safety, and advise on the types of hazards that may be encountered when undertaking Bushcare activities and how to minimise the risk of injury or ill health.

To meet the requirements of the WHS Act 2011, Council will:

- provide Bushcare Volunteers with information and an opportunity to discuss workplace health and safety matters;
- produce, in conjunction with Bushcare Volunteers, an on-site Risk Assessment on an annual basis;
- produce an Emergency Plan for each Bushcare Work Site;
- instruct Bushcare Volunteers in safe work procedures and methods;
- provide appropriate safety equipment to registered active Bushcare Volunteers;
- only provide herbicide to Bushcare Convenors after a Natural Resource Officer or Council-appointed Bushcare Supervisor has provided instructions for safe usage or are satisfied that appropriate alternative instruction has taken place;
- encourage Bushcare Convenors and Volunteers to undertake regular training when available. This training will be coordinated by Council and will be free of charge;
- encourage volunteers and staff to report all incidents and/or hazards to Council's Open Space & Natural Resources Team by completing an Incident Report Form;
- consult with Bushcare Volunteers about any hazards or incidents identified (i.e. discussed during Quarterly Bushcare Meetings, regular emails and articles in the Bushcare Bulletin);
- organise a Council-appointed Bushcare Supervisor to attend each scheduled group Workday, and act as designated First Aid Officer; and
- provide a basic First Aid Kit suitable for the activities undertaken during the workday.



## WHAT ABOUT INSURANCE?

The City of Parramatta Council holds personal accident insurance for Bushcare Volunteers between the ages of 16 and 90 years. These volunteer workers are covered whilst engaged in any activity directly or indirectly connected with or on behalf of the Council on approved Bushcare projects. The schedule of benefits includes public liability insurance to the value of \$10,000,000.00 and capital (death) benefits to the value of \$300,000.00 for any one volunteer. However, under the policy volunteers over 75 years of age are not covered for the following benefits:

- Accidental Disablement (Permanent Total Disablement)
- Weekly Injury Benefit (Temporary Total Disablement; Temporary Partial Disablement)

It can be assumed that we all owe a duty of care to each and every person in the community. It is the responsibility of the Bushcare Volunteer to report, as soon as possible, any accidents or incidents that may lead to an injury, or any safety hazard that may

be observed at the work site to Council's Open Space and Natural Resources Team. If any incident occurs, it must be recorded and volunteers may need to fill out an Incident Report Form provided by Council's Open Space & Natural Resources Team. Bushcare Convenors and Supervisors should have copies of this form available at each worksite.

It is important that Council be advised immediately of any incident that occurs that may give rise to a claim against the Council via [risk@cityofparramatta.nsw.gov.au](mailto:risk@cityofparramatta.nsw.gov.au) or contact the Insurance and Claims Officer on 9806 5410. Council's Bushcare Officer should also be notified within 24 hours by emailing [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au) and calling 9806 8280. Failure to notify may prejudice entitlements under the applicable insurance cover.

**NB:** It is important to note that the information provided above does not replace, override or extend the insurance policy conditions. The above summary is indicative only and the conditions in place will be advised at the time a claim is lodged.



# FREQUENTLY ASKED QUESTIONS

## HOW DO YOU JOIN THE BUSHCARE VOLUNTEER PROGRAM?

To join Council's Bushcare Volunteer Program, a new volunteer should first approach Council's Bushcare Officer by calling 9806 8280 or emailing [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au)

## WHAT IF I DON'T WANT TO JOIN THE BUSHCARE VOLUNTEER PROGRAM BUT STILL WANT TO WORK IN COUNCIL'S BUSHLAND RESERVES?

Under the Local Government Act 1993, it is an offence to carry out works or activities on community or public land without the prior consent of Council. If you would like to undertake work in one of Council's bushland reserves you must join a registered Bushcare group as part of the Bushcare Volunteer Program and complete a Volunteer Agreement Form (see Appendix 1).

## WHAT IF I WANT TO WORK BY MYSELF?

Due to safety and environmental concerns, Bushcare Volunteers are not permitted to work alone. Unless special permission has previously been granted in writing by Council's Open Space and Natural Resources Team, and under exceptional circumstances only, all new volunteers to the Program must join an existing group or contact Council's Bushcare Officer to discuss forming a new group.

## WHAT IF IT RAINS?

There is a strong possibility that a workday will be cancelled in wet weather, high winds or when temperatures are very hot (workdays are often cancelled in summer). To confirm whether a workday is going ahead contact Council's Bushcare Officer during normal business hours on 9806 8280 or [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au). If you need to contact someone on the weekend, it is best to contact the Bushcare Group Convenor directly. Contact details for Group Convenors can be supplied to new volunteers upon request to Council.

## WHAT HAPPENS IF A BUSHCARE WORKDAY FALLS ON A LONG WEEKEND?

If a Bushcare Workday falls on a long weekend, it is likely that the workday will be cancelled for that month only. However, it is best to contact the Group Convenor directly to confirm this. If a Bushcare Workday falls on a public holiday, it will be cancelled for that month only.

## CAN MY CHILD ATTEND BUSHCARE?

Council encourages the participation of families in the Bushcare Volunteer Program, and children under the age of 18 years are welcome to attend Bushcare Program activities subject to the following conditions:

- children under the age of 18 years must be registered Bushcare Volunteers with Council (Volunteer Agreement Form to be completed and signed by child's parent/adult guardian);
- children under the age of 18 years must be accompanied to the activity by their parent or adult guardian, they must be closely supervised by that parent/adult guardian during the activity and they will remain the responsibility of that parent or guardian for the duration of the activity;
- children under the age of 18 years will be permitted to undertake Bushcare activities provided that the parent/adult guardian, Bushcare Supervisor and Council's Bushcare Officer agree that the tasks, tools and supervision allocated to the child are appropriate for their age, skill and experience;
- children under the age of 16 years will not be permitted to use herbicides; and
- children under the age of 16 years are not covered by the insurance provisions of this policy, and as such must be supervised carefully by their parent/guardian at all times.

## WHAT SHOULD VOLUNTEERS WEAR TO BUSHCARE WORKDAYS?

Bushcare Volunteers should wear:

- fully enclosed sturdy shoes
- long pants



- long-sleeved top or covered shoulders
- wide-brimmed hat
- sunscreen
- insect repellent
- weather appropriate clothing (please note: Bushcare Workdays are often cancelled when raining)

Bushcare Volunteers should adhere to Council's Sun Safe Policy by working outside the critical hours (10am-3pm) on high UV days where possible, using shadow cast from trees and other structures which provide shade, wearing a wide-brimmed hat (minimum 10cm brim), sunglasses, sunscreen and clothing that satisfies the policy requirements (e.g. covered shoulders). The City of Parramatta Council will provide SPF 30+ sunscreen to group Convenors for all Bushcare Volunteers to use during their workdays. Hats, safety glasses and insect repellent are also available from Council upon request to the Bushcare Officer.

When using herbicide at Bushcare Workdays, volunteers are to wear gloves, glasses, a long-sleeved top and long pants.

## WHAT SHOULD VOLUNTEERS BRING TO BUSHCARE WORKDAYS?

Bushcare Volunteers should bring:

- drinking water
- snacks—Volunteer groups often stop for morning/afternoon tea
- gardening gloves if you have them (Council will provide suitable gloves if you don't have any—please try to bring these along to each Workday)

On your first workday, bring a completed Bushcare Volunteer Registration Form to give to the Bushcare Supervisor or Convenor on your first Workday, unless you have already mailed this form directly to Council at 'Natural Resource Officer—Bushcare, City of Parramatta Council PO Box 32, PARRAMATTA, NSW 2124'

## WHAT EXPERIENCE IS REQUIRED TO BE A BUSHCARE VOLUNTEER?

No experience is necessary to join Council's Bushcare Volunteer Program. All we ask for is an interest in the conservation of Parramatta's unique flora and fauna. All training is provided on site by the Bushcare Supervisor, and the Group Convenor will help you get started. If you are interested in further

training, Council can offer free Bushcare training days throughout the year, depending on interest from the volunteers and number of people wanting to attend.

## IS TRAINING AVAILABLE?

Yes. Council will:

- provide both official and unofficial training opportunities, including the provision of a Council appointed supervisor at all Bushcare Workdays
- provide volunteers with the opportunity to attend a formal Bushcare introductory training course within the first 12 months of joining the Program. This course will be free of charge to registered Bushcare Volunteers and will be conducted on a Saturday or Sunday. New volunteers will be strongly encouraged to attend this training.
- provide volunteers with additional training opportunities on an annual basis, depending on demand
- encourage all Bushcare Volunteers to undertake the above training or equivalent
- provide Bushcare Convenors with Workplace Health & Safety Training opportunities, depending on demand and need
- encourage Bushcare Volunteers to attend external training opportunities and
- instruct Bushcare Volunteers in safe work procedures and methods.

## CAN BUSHCARE VOLUNTEER GROUPS SEEK FUNDING FOR A PROJECT?

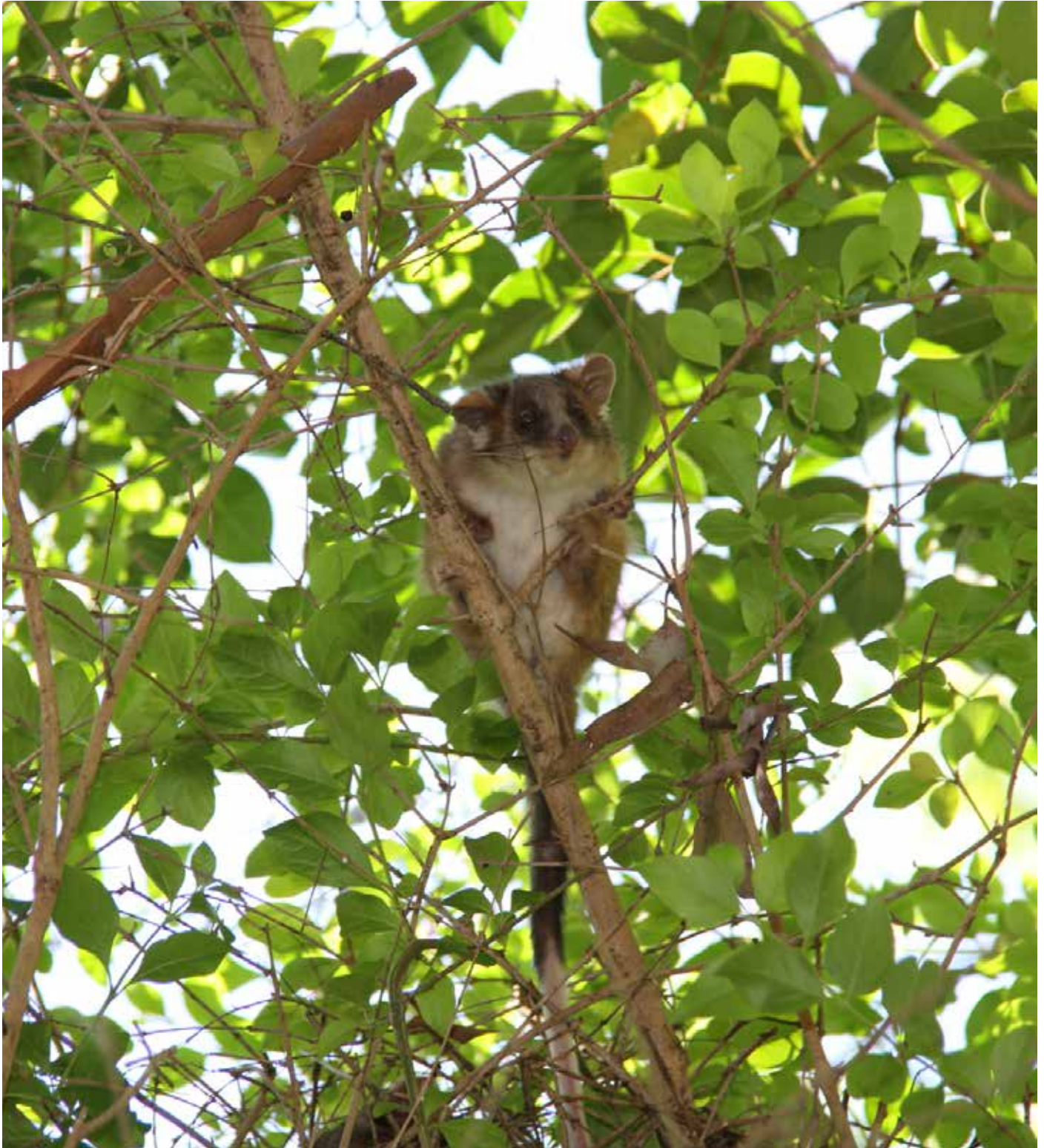
The Open Space and Natural Resources Team will provide Volunteer Groups with opportunities to and assistance in applying for external grants. Volunteers must discuss any grant proposal with a Natural Resource Officer in the first instance, to ensure that the proposal is consistent with Council's plans, policies and legislative requirements.

Council will not permit grant-funded projects to proceed unless the relevant sections of Council have been consulted and have approved the grant project. The Service Manager of Open Space and Natural Resources must give consent in writing to the grant-funded project prior to its submission. A Natural Resource Officer will arrange the required Council approvals for Volunteers.

Groups securing successful grants will be listed in the Bushcare Bulletin. Groups that are not registered Park Committees are legally unable to directly accept

or administer grant funds. Council or a Council-approved incorporated body may administer the grant on behalf of the Bushcare Group. All groups that are registered Council's Park Committees are required to manage their funds in accordance with Council's Park Committee Manual. When Council has the responsibility of administering the grant funds it must ensure funds are spent in accordance with the application and relevant plants, policies and legislation.

Volunteers must ensure that grant applications contain or are accompanied by the required Council approval is it is an offence under the Local Government Act 1993 to carry out works or activities on community or public land without the prior consent of Council.





# REFERENCES

## RELEVANT LEGISLATION

The City of Parramatta is required to abide by the following legal documents, Acts and Policies with respect to the Bushcare Volunteer Program:

- Local Government Act 1993
- Threatened Species Conservation Act 1995
- National Parks and Wildlife Amendment Act 2010
- State Environmental Planning Policy No. 19 Bushland in Urban Areas (SEPP No. 19)
- Protection of the Environment Operations Act 1997
- Environmental Planning and Assessment Act 1979
- Soil Conservation Act 1938
- Workplace Health and Safety Act 2011
- Pesticides Act 1999
- Working With Children Act 2005
- Privacy and Personal Information Protection Act 1998

## COUNCIL POLICIES

These Council documents are supplied to Bushcare Volunteers by request only:

- Volunteer Management and Support Policy
- Code of Conduct Policy & Procedure
- Sun Safe Policy
- Work Health Policy Statement
- First Aid Policy
- Working with Children Policy
- Asbestos Enforcement Policy
- Grievance and Dispute Handling Policy
- Access to Information Policy
- Equal Employment Opportunity EEO Policy
- Anti Bullying Policy
- Drug and Alcohol Policy
- Smoke Free Workplace Policy
- Environmental Policy
- Loss or Damage of Private Property owned by employees and volunteers Policy
- Contaminated Land Policy & Procedure

## FURTHER READING

### **Bushland Restoration and Bushland Regeneration**

- Benson, D & Howell, J 1990 Taken for Granted: The Bushland of Sydney and its Suburbs', Kangaroo Press, NSW
- Bradley, J 1978, Bringing Back the Bush, Kangaroo Press, NSW
- Buchanan, R 1989 Bush Regeneration: Recovering

Australian Landscapes, TAFE, NSW

- Buchanan, R 2009, Restoring Natural Areas in Australia, Dept Industry and Investment, NSW
- Nature Conservation Council 1984, How to Manage your Bushland Reserves, NCC of NSW

### **Plant Identification**

- Auld, B & Mead, R 1987, Weeds, Inkata Press, NSW
- Blood, K 2001 Environment Weeds: A Field Guide for SE Australia, CH Jerram & Assoc and CRC for Weed Management Systems
- Fairley, A & Moore, P 2002, Native Plants of the Sydney District, Kangaroo Press, NSW
- Muylt, A 2001 Bush Invaders of South-East Australia, Richardson, Vic
- Richardson, F Richardson, R & Shepherd, R 2007, Weeds of the South East: An Identification Guide for Australia, Richardson, Vic
- Roberston, L 1991, Field Guide to the Native Plants of Sydney, Kangaroo Press, NSW

### **Birds**

- Morcombe, M 2000 Field Guide to Australian Birds, Steve Parish Publishing, Qld
- Simpson, N & Day, K 2010, Field Guide to the Birds of Australia
- Slater, P Slater, P & Slater, R 2009, The Slater Field Guide to Australian Birds, New Holland Publishers Limited, NSW

### **Mammals**

- Van Dyck, S & Strahan, R 2008 The Mammals of Australia, Reed New Holland, NSW
- Triggs, B 2004, Tracks, Scats and Other Traces: A Field Guide to Australian Mammals, Oxford, Vic

### **Reptiles & Amphibians**

- Robinson, M 1998, A Field Guide to Frogs of Australia, Reed New Holland, NSW
- Swan, G Shea, G & Sadler, R 2004, A Field Guide to Reptiles of New South Wales, New Holland Publishers Limited, NSW
- Bushcare Volunteer Workplace Health & Safety
- Conservation Volunteers Australia, In Safe Hands Toolkit: A Safety Management Toolkit for Community Groups in Practical Conservation

# APPENDIX 1



# CITY OF PARRAMATTA BUSHCARE VOLUNTEER AGREEMENT FORM

Family name:		Given name/s:	
Postal Address:			
Suburb:		Postcode:	
Email Address:			
Home Phone:		Work phone:	Mobile:
Date of birth (required for insurance purposes only):			

## General information:

Would you like to receive emails about Bushcare related events?		Yes	No
Please name the bushcare group you would like to join (if known):			
If relevant, please describe any previous Bushcare experience and relevant training you have undertaken:			
Do you hold a current First Aid Certificate?		Yes	No
If yes, what is the expiry date?			
Please provide details of any medical condition/s you have which may affect the type of work you do as a Bushcare volunteer:			
Working With Children Check Number (if required):			
I give permission for photographs/video of me to be included in various Council and other third party publications (e.g. Council reports, brochures, posters, newspapers, internet promotions, social media etc.) Yes No			

## Emergency Contact Details:

Name:	Relationship:
Phone:	Mobile:

I have read Council's Bushcare Volunteer Program Charter and the Workplace Health and Safety Guidelines and agree to undertake all activities in accordance with the provisions stated therein. I confirm that I am physically fit to perform the stated role of a Bushcare Volunteer and agree to inform Council if my health circumstances change.

**Signature:**

**Date:**

(if under the age of 18 years, form must be signed by parent/guardian)

### Privacy Statement

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and current. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public under written application, subject to Council's Freedom of Information Policy, Section 18 Government Information (Public Access) Act 2009 & Schedule 5- Government Information (Public Access) Regulation 2009.





# APPENDIX 2



# BUSHCARE VOLUNTEER WORKPLACE HEALTH & SAFETY GUIDELINES 2017

## 1. INTRODUCTION

Safety is a key issue in any workplace. However, for the bush regenerator, there are a diverse range of safety issues to be aware of. Specialised management strategies are required due to the manual work involved and the many potential hazards that may be encountered in the bush.

Recently, there have been amendments to workplace safety legislation. In response to these legislative amendments, Council has reviewed its safety policies and procedures.

## 2. THE LEGISLATION

The harmonisation of Australian Work Health and Safety legislation through a nationally adopted model legislation means that volunteers in every workplace across Australia are protected in the same way.

The NSW Work Health and Safety Act (WHS) 2011 became effective 1 January 2012, and replaced the Occupational Health and Safety Act (OHS) 2000.

The Act is supported by the Work Health and Safety Regulations 2011, which replaced the OHS Regulations 2001.

Under this new legislation, the term 'employers' is now replaced by 'persons conducting a business undertaking' (PCBU) and 'employees' is now replaced by 'workers'. A worker is anyone who carries out work for a PCBU, including (work undertaken by) volunteers.

In accordance with this legislation, Council is considered a 'PCBU' and Bushcare volunteers are considered 'workers'. As such, it is important that all volunteers are aware of their rights and responsibilities in regards to this new legislation. A PCBU must do what is reasonably practicable to ensure that its workers are healthy and safe. This may involve greater consultation with workers in regards to work health and safety issues, provision and access to suitable first aid equipment, access to trained first aid officers and provision of suitable personal protective equipment (PPE).

## 3. HOW DOES THE LEGISLATION APPLY TO BUSHCARE VOLUNTEERS?

All workers, including volunteers, also have duties under the WHS Act 2011. Workers have a duty to:

- a. take reasonable care for their own health and safety;
- b. take reasonable care not to adversely affect the health and safety of others,
- c. comply with any reasonable instructions given by the PCBU to allow it to comply with its duties; and
- d. co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

Under the Act, Bushcare volunteers are legally required to take reasonable care for their own health and safety. Like any other duty holder who does not comply with their duties under the WHS Act 2011, workers (including volunteer workers) are open to prosecution under this legislation.

For more information regarding the WHS Act 2011 visit <http://www.workcover.nsw.gov.au> or call Work Cover on 13 10 50.

## 4. WHAT ARE OUR RESPONSIBILITIES?

### Council

Processes and methods for implementing safe working practices are the responsibility of the employer (PCBU). Therefore, Council is responsible for the development of strategies or systems to ensure compliance with the Act.

Council is obliged to provide the same Duty of Care (with respect to health and safety) to volunteers working under the direction or supervision by Council, as to any paid employees.

Council's Natural Resources Team has identified the need for improved training and guidance to volunteers in relation to workplace health and safety. This will be addressed through various training opportunities, Council appointed supervisors present at Bushcare workdays, site safety induction for new volunteers and staff, the continuation of workplace health and safety articles in the Bushcare Bulletin,



workplace health and safety discussions at quarterly Bushcare meetings and 'Tool Box Talks' initiated by the Bushcare Supervisor at the start of each Bushcare Workday.

Council will provide on-site guidance to Bushcare Volunteers and will undertake an annual site-specific Risk Assessment towards minimising the risk of harm to the health and safety of volunteers and the community.

### **Bushcare Volunteers**

Bushcare Volunteers also have a responsibility to comply with the WHS Act 2011. This means that volunteers must undertake their activities in accordance with the procedures put in place by Council to protect the health, safety and welfare of volunteers and any other persons who may enter the work area.

Volunteers are required to cooperate with Council's efforts to improve workplace safety by participating in training where required, participating in risk assessments, not working alone, and utilising safety equipment and materials provided by Council to volunteers.

## **5.EQUIPMENT AND SERVICES PROVIDED**

The City of Parramatta Council will provide volunteers registered under the Bushcare Volunteer Program with the following health and safety equipment and services:

- first aid kit
- venomous bite kit
- emergency whistle
- sunscreen
- insect repellent
- hand sanitiser
- hats and safety glasses upon request
- loan of appropriate tools and equipment
- gloves for general use and for herbicide use
- herbicide spill kit
- sharps container
- appropriate workplace health and safety training
- Council-appointed supervisor at workdays (with First Aid Cert, Chem Cert and other appropriate qualifications)
- emergency contact details and procedures
- incident report forms
- site specific risk-assessment (convenor to participate in development and dissemination of information to group)

- Council is unable to provide the following items but recommends Bushcare Volunteers equip themselves with the following health and safety items when working on their Bushcare Sites:
- appropriate clothing (recommended long sleeves and pants)
- alternative hat/glasses to the Bushcare hats/ glasses available
- enclosed, sturdy footwear
- drinking water
- water for hand washing after herbicide use etc.
- personal medication (e.g. epi-pen, ana-pen, asthma inhaler etc.)

## **6.WHAT HAPPENS IF I INJURE MYSELF WHILST WORKING AS A BUSHCARE VOLUNTEER?**

Pursuant to the Workplace Health and Safety Act 2011, registered volunteers are covered as follows whilst undertaking Council-authorised works on Council property, and engaging in training organised by Council:

- non-Medicare related expenses resulting from accidents or injuries to the extent of the Personal Accident Policy maintained by the Council.

Council holds personal accident insurance for Bushcare Volunteers between the ages of 16 and 90 years. These voluntary workers are covered whilst engaged in any activity directly or indirectly connected with or on behalf of the Council on approved Bushcare projects. The schedule of benefits includes public liability insurance to the value of \$10,000,000.00 and capital (death) benefits to the value of \$300,000.00 for any one volunteer. However, under the policy volunteers over 75 years of age are not covered for the following benefits:

- Accidental Disablement (Permanent Total Disablement)
- Weekly Injury Benefit (Temporary Total Disablement; Temporary Partial Disablement)

It can be assumed that we all owe a duty of care to each and every person in the community. It is the responsibility of the Bushcare Volunteer to report, as soon as possible, any accidents or incidents that may lead to an injury, or any safety hazard that may be observed at the work site to Council's Open Space and Natural Resources Team. If any incident occurs, it must be recorded and volunteers may need to fill out an Incident Report Form provided by Council's Open Space & Natural Resources Team. Bushcare



Supervisors should have copies of this form available at each worksite. Risk Assessment Forms can be provided upon request to Council's Bushcare Officer.

It is important that Council be advised immediately (within 24 hours) of any incident that occurs that may give rise to a claim against the Council via [risk@cityofparramatta.nsw.gov.au](mailto:risk@cityofparramatta.nsw.gov.au) or contact the Risk Officer on 9806 5410. Volunteers should also contact Council's Bushcare Officer via [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au) or 9806 8280. Failure to notify may prejudice entitlements under the applicable insurance cover.

NB: It is important to note that the information provided above does not replace, override or extend the insurance policy conditions. The above summary is indicative only and the conditions in place will be advised at the time a claim is lodged.

## 7. WHAT ARE THE COMMON HAZARDS ASSOCIATED WITH WORKING IN OR NEAR A BUSHLAND AREA?

### Common Types of Hazards

The types of hazards to be aware of whilst undertaking Bushcare Workdays may be categorised into three main groups:

1. The Work Environment
2. Work Practices
3. Tool and Herbicide Use

When participating in a Bushcare Workday, the hazards encountered can be diverse and will vary depending on the site. The following list identifies the most common hazards associated with Bushcare projects and sites, and provides strategies that should be implemented to manage and minimise the potential risk. While the list may not identify all potential hazards associated with Bushcare activities, it does detail the most common hazards encountered.

#### 1. Work Environment

##### Terrain (steep, uneven, slippery, tripping objects, etc.)

- Prior to commencing work, examine work site for areas of hazardous terrain such as steep, uneven, slippery surfaces, animal burrows, or tripping objects
- Ensure all volunteers are aware of areas of hazardous terrain through a pre-work briefing ('tool-box talk') and flagging the hazardous area
- Do not walk with hands in pockets, run, or carry too

much at once through the work site

- Avoid walking on steep slopes or slippery surfaces when wet
- Watch where you place your feet and walk carefully through long grass as it may obscure potential hazards
- Move any Bushcare equipment or personal belongings to a designated area so everyone knows where they are located
- Wear appropriate Personal Protective Equipment (PPE)
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

##### Hazardous Vegetation (overhead branches, sharp, scratching, stinging etc.)

- Always wear gloves and protective clothing when handling plants that are poisonous, are sharp, or have the potential to cause allergies
- Ensure you have asthma medication available if you suffer from the condition, and avoid working during the periods when pollen is most prevalent
- Use protective eye wear when working amongst reeds and shrubs
- Do not leave sharp stumps or branches exposed when undertaking bush regeneration
- Prior to entering a work site look for poor structural trees or hanging limbs, and avoid working under such trees
- Do not work under the canopy of trees during strong winds
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

##### Weather Exposure (dehydration, rain, cold etc.)

- Wear long pants, long sleeved shirts and a broad brimmed hat to avoid sun exposure
- Ensure wet weather clothing is available
- Dress appropriately when working in cold weather
- Do not work when temperature is over 35°
- Watch for signs of heat stress and consider reducing work time in summer months
- Ensure sunscreen is kept on site and applied regularly
- Keep an ample supply of drinking water on site and drink water regularly
- Work in shade when possible
- Organise your work plan so that the most strenuous works are not undertaken during the

- hottest time of the day
- Do not work in heavy rain
- Be aware of slippery conditions
- Take shelter where available in electrical storms and be aware of potential falling branches/trees, if in an open area keep low to the ground in a squat position with your feet together (do not lie on the ground)
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

### **Total Fire Ban Days/ Bushfire Season**

- On days where the 'Fire Danger Rating' is listed as 'Extreme' or 'Catastrophic' Bushcare Volunteers should not work—cancel the workday
- On days where the 'Fire Danger Rating' is listed as 'Severe', proceed with caution but reassess the weather conditions and site at least every hour and work along the edges of the reserve—cancel the workday if necessary
- On days where the 'Fire Danger Rating' is listed as 'High' or 'Very High', proceed with the Bushcare Workday, but use extra caution, and continually monitor any change in weather or site conditions
- To check what the Fire Danger Rating is for the Greater Sydney Region on any given day go to <http://www.rfs.nsw.gov.au> or contact the RFS on 8741 5555 or 1800 NSW RFS (1800 679 737)
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency
- In an emergency, follow the instructions on your emergency plan, evacuate the group and ensure everyone is accounted for and call '000'

### **Windy Weather**

- Avoid working in bushland when windy
- Identify hazardous overhead branches/trees at the beginning of each workday and do not work under them at any time
- When wind speeds are over 39km/hour take extra caution and do no work under trees. Reassess wind conditions on an ongoing basis and cancel the workday if necessary
- When wind speeds are over 50km/hour (strong wind warning or above), cancel the workday
- To check wind speeds on any given day go to <http://www.bom.gov.au/nsw/forecasts/sydney.shtml> or contact the Bureau of Meteorology on 9669 4000

- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency
- In an emergency, follow the instructions on your emergency plan, evacuate the group and ensure everyone is accounted for and call '000'

### **Wildlife (snakes, spiders, insects etc.)**

- Wear Personal Protective Equipment (PPE)
- Prior to entering a worksite, make noise to scare away snakes
- Avoid walking through long grass if it is not necessary
- Do not lift rocks or logs unless necessary
- Become familiar with dangerous snake, spider and insect species found in the area
- If a snake, spider or insect is located, do not approach and inform other group members
- Keep a record of where snakes/spiders/ants have been sighted and ensure this information is available to everyone
- If you have an allergy to a specific type of spider/insect (e.g. wasps, bees), ensure Council's Bushcare Officer, the Bushcare Supervisor and other members of your group are aware of this allergy and what to do in case of emergency. Bring your medication to every workday and carry it with you at all times ensuring others know where it is
- Keep insect repellent on site and apply frequently during peak periods of insect infestations
- Ensure first aid kit and venomous bite kit is on site, a First Aid Officer (Bushcare Supervisor) is present, and emergency contact details are kept handy
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

### **Ticks**

- Wear long sleeves, long pants and wide brim hat to restrict access to bare skin
- Further access to exposed skin may be restricted by tucking shirts into pants, trousers into socks and folding collars up
- Inspect clothing and exposed skin for ticks at regular intervals throughout the day and before leaving site
- Use of a stiff bristle brush is recommended to brush down clothing to aid in removing any unattached ticks

- If your clothing is infested with ticks, place clothing in a clothes dryer on the highest setting for a minimum of 20 minutes
- Apply an insect repellent to clothing, hat, footwear and exposed skin. Reapply repellent throughout day as per manufactures directions. APVMA approved repellents containing DEET or Picaridin are considered most effective
- Remove ticks according to the most up-to-date information provided by Council (tick-related first aid supplies provided by Council's Bushcare Officer upon request). If in doubt, seek medical advice
- Complete and forward to Council's Bushcare Officer a Tick Sighting Form (appendix 12) and an Incident Report Form (appendix 9) within 24 hours, if you observe ticks on your clothing or body
- If you are allergic to ticks, seek urgent medical attention and treatment prior to removal of a tick. Follow any specific doctor's advice about responding to tick bites, if that has been provided. Ensure your Bushcare Supervisor and the Bushcare Officer is aware of any allergies, and bring any relevant medication (e.g. Epi-pen) to each Bushcare workday

#### **Sharp Objects (broken glass, barbed wire, syringes, dumped rubbish and debris, etc.)**

- Wear Personal Protective Equipment (PPE)
- Check for sharps before commencing work at every workday
- Wear sturdy gloves to pick up small amounts of broken glass, barbed wire, rubbish and debris. For larger quantities contact a Natural Resource Officer to arrange for Council collection
- Do not pick up syringes. Contact a Natural Resource Officer to arrange for Council collection. Bushcare Supervisor may be able to pick up syringe (if only 1 or 2 are found and Supervisor is willing to do so), using thick gloves, tongs and an approved sharps container for disposal—these can be provided by Council upon request. If large numbers of syringes are found, please contact the Bushcare Officer who will organise for collection
- Before kneeling down, check the ground for sharp objects
- Where possible avoid crossing barbed wire fences
- Ensure all team members are aware of site hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

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. Report the incident to your Bushcare Supervisor who is also the designated First Aid Officer
3. Wash the affected area thoroughly with warm soapy water, apply an antiseptic and a bandage
4. See a local doctor immediately for treatment, advice and counselling. The threat of infection is low because the drop in temperature of the body fluids causes the virus to die
5. Report the incident to Council's Bushcare Officer and to Council's Risk Assessment Officer within 24 hours

#### **Water Bodies**

- Avoid areas within 2 metres of the edge of a waterway
- Check banks of waterways for stability
- Only work near waterways with a partner and ensure the rest of the group knows your location
- Refrain from working on steep, slippery or unstable banks
- Identify non-swimmers and ensure that they are allocated to areas away from the water's edge
- Do not encourage recreational swimming in bodies of water
- Children are to be closely supervised by their parent/guardian at all times
- Do not work in water bodies. Water weeds should be treated by Council
- Avoid skin contact with water bodies in Parramatta due to potential pollution levels
- Wash hands thoroughly after working in bushland
- Ensure all team members are aware of site hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

#### **Hygiene**

- Ensure gloves are worn when handling soil and mulch
- Ensure gloves are worn when working in sites affected by stormwater or sewerage discharge
- Keep a supply of hand sanitiser available on site
- Keep a supply of water available on site for hand washing
- Bushcare Supervisor to apply first aid to any cuts or scratches immediately
- Wash hands thoroughly after working in bushland
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a



mobile phone in case of emergency

### **Anti-Social Behaviour**

- Avoid working alone & know where others are working
- Make sure someone knows where you are and when to expect you back
- Move away from any antisocial behavior and avoid confrontations with antagonistic people
- Report to Bushcare Supervisor and/or Council Bushcare Officer, and notify rest of group
- Report any suspicious or illegal activities of people on your work site to police and do not become involved
- Lock any reserve gates behind you once all members of group have arrived for workday
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

### **Working near Roadsides or Cycle Paths**

- Always check for cars before getting out of a vehicle, particularly if parked on a road
- Avoid working within 1m of cycle path or road where possible
- At least one person to wear a high visibility vest if working near a road or cycle path. These can be provided by Council upon request
- Remind team members to be vigilant, checking for traffic before stepping on to a roadside or cycle path
- Group to maintain direct and continual communication with each other when working next to roads or cycle paths
- Work upwind or out of fume and dust range
- Ensure all team members are aware of site hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

### **Infrastructure (pits, cables and pipes)**

- Prior to commencing any activity that involves digging, investigate whether underground infrastructure is present on site
- Do not undertake any work that involves digging if underground infrastructure is present on site
- Always be aware of the location of overhead power lines, and do not undertake any activity that may lead to contact with them (e.g. felling large weeds, using ladders, planting trees etc)
- Ensure all team members are aware of site hazards and location of First Aid Kit

- If possible, at least one person on site to carry a mobile phone in case of emergency

### **Asbestos**

- Volunteers must not work in areas where asbestos has previously been identified and remains on site—this information will be provided by Council and will be marked on the Bushcare Site Action Plan
- If asbestos is sighted during Bushcare Workday, all volunteers are to stop work immediately. If the asbestos is isolated to a specific area on site, Volunteers are to avoid this area and can continue working in an unaffected part of the site. Volunteers shall leave the site if the asbestos is found to be widespread
- Bushcare Convenor to complete the asbestos discovery notification form (see Appendix 13) and report asbestos sighting to Council's Bushcare Officer
- Council's Bushcare Officer will arrange for a risk assessment to be conducted of the asbestos material and determine the most appropriate form of action
- In the event that Bushcare Volunteers are required to leave the site they are not to return until the Bushcare Officer informs them that it is safe to do so

### **Working with Children**

- Children under the age of 18 years must be accompanied and supervised by a parent or adult guardian at all times. In exceptional circumstances, if they are 16-18 years and not accompanied by a parent or adult guardian at all times, every person in that Bushcare Volunteer Group, including the Bushcare Supervisor, must undergo a Working with Children Check and provide Council with their Working with Children Check number within 14 days of that child signing up to the Program
- Children must not work within 2m from the edge of a water body
- Do not allow yourself or any other volunteer to be alone with a child, unless you are that child's parent/guardian
- Avoid moving a vehicle on a site while children are in close proximity. If vehicle absolutely must be moved, switch on hazard lights, appoint volunteers to ensure people are kept out of harm's way from the moving vehicle and drive at a speed no greater than 10kph
- Children must not work within 2m of roadside edge or cycle path edge

- Ensure that tools, herbicide or personal belongings are not left unsecured in unsupervised areas
- Ensure that hot water in flasks (e.g. for tea/coffee) is not left unsecured in unsupervised areas

### **Working Alone**

- Bushcare Volunteers are not permitted to work alone
- All new volunteers to the Bushcare group must join an existing group, or contact Council to discuss forming a new group. New Bushcare groups will only be considered where there is a need, where at least 5 residents from different households are interested in joining and when Council resources are available to support the Group

### **Drugs and Alcohol**

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

In the interest of workplace 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 which may be hazardous to themselves or others, particularly the use of any machinery or tools.

### **Bullying, Harassment, Discrimination and Violence**

The City of Parramatta Council is committed to having a workplace free of all forms of bullying, harassment, discrimination and violence and will take reasonable steps to ensure that Bushcare Volunteers and potential Bushcare Volunteers are treated fairly and equitably in all volunteer related matters. Volunteers and staff are entitled to a workplace free of bullying, harassment, discrimination and violence.

All Bushcare Volunteers and staff are responsible and accountable for upholding anti-discrimination principles:

- Bullying, harassment, discrimination and violence of any type will not be tolerated
- Complaints are to be taken seriously and passed on to the Bushcare Officer (or the Supervisor of Open Space & Natural Resources) promptly
- Disciplinary action will be taken for serious breaches of this policy, in line with the procedure outlined in Council's Bushcare Volunteer Charter

## **8. WORK PRACTICES**

### **Cutting Weeds**

- Tools required may include secateurs, loppers, and/or a bush saw. Safety precautions to follow include:
- Wear appropriate Personal Protective Equipment (PPE) e.g. sturdy footwear and gloves
- Vary tasks to prevent repetitive strain injury
- Make sure that all parts of the body are kept behind the cutting edge of the tool
- Ensure feet are on stable ground and the body is in a balanced position
- Bend down from the knees and not from the back to get close to the ground
- Do not cut weeds above head height
- Be cautious of objects near the eyes. For example, sticks can poke the eye and cause injuries. It may be necessary to wear protective eyewear
- Cut weeds off at ground level to avoid leaving hazardous stumps and ensuring no sharp points are created

### **Hand Weeding**

- The tools required may include a knife and trowel. Safety precautions to follow include:
- Wear appropriate Personal Protective Equipment (PPE) e.g. sturdy footwear and gloves
- Vary tasks to prevent repetitive strain injury
- Bend from the knee not the back when working in a kneeling position to avoid back and hamstring strain
- Watch where the free hand is placed when cutting/crowning weeds or scraping stems
- When hand-pulling weeds, squat or kneel down and hold the weed tightly at the base of the stem. Pull to check resistance and if you think it can be easily pulled out, pull with body weight distributed on both sides of the weed. Use your knees to provide strength. Do not pull using your lower back muscles
- Be cautious of objects near the eyes. For example, sticks can poke the eye and cause injuries. It may be necessary to wear protective eyewear
- Change positions regularly to minimise strain in joints
- 

### **Planting**

A variety of tools may be utilised, including a mattock, shovel, spade, trowel and watering container. Safety precautions to follow include:

- Wear appropriate Personal Protective Equipment (PPE) e.g. sturdy footwear and gloves

- Vary tasks to prevent repetitive strain injury
- Keep feet well clear of the area being dug
- Make sure that there is AT LEAST 3 metres space between workers digging holes with mattocks
- Kneel down on the ground when planting rather than bending solely from the back
- Do not collect water from areas that require carrying for long distances, or from creeks with steep banks
- Carry containers of water that are not overfull, and when lifting water containers, bend from the knees and not the back

### Mulching

Tools utilised may include plastic garbage bins, shovel, fork, tarpaulin, rake and wheelbarrow. Safety precautions to follow include:

- Wear appropriate Personal Protective Equipment (PPE) e.g. sturdy footwear and gloves
- Vary tasks to prevent repetitive strain injury
- Move plastic bins or tarpaulins full of mulch by bending the knees and NOT the back. Use 2 people for moving plastic bins, or 2-4 people for tarpaulins
- Fill wheelbarrows, plastic bins and tarpaulins with mulch using the shovel and fork whilst checking that all other workers are clear of the area
- When using a fork or shovel make sure feet are a safe distance from the tool. Ensure that sturdy foot wear is worn (e.g. steel capped boots)
- Position the wheelbarrow/tarpaulin/plastic bin when filling from a mulch pile to minimise the need for twisting your back
- Avoid inhaling the mulch dust when transferring for spreading. It may be advisable to wear a dust mask
- Rotate the tasks of loading wheelbarrows/tarpaulins/bins, moving to the site of mulch deposition, and spreading of mulch to minimise overexertion of individuals

### Lifting Heavy Objects

Below are some simple procedures for lifting heavy objects on your Bushcare site:

- Assess the weight to be lifted. If it is more than you think you can lift easily, get help
- Don't fill Bushcare weed bags too much—keep them light
- Get a firm footing by keeping your feet apart for a stable base, and pointing your toes out
- Bend your knees and lift with your leg muscles. Don't bend at your waist
- Tighten your stomach muscles. Abdomen

muscles support your spine when you lift offsetting the force of the load

- Keep the load as close to your body as possible. Don't hold the load away from your body. The closer to your spine, the less force it exerts on your back
- Keep your back upright
- Avoid twisting

### Using Power Tools or Other Tools not provided by Council

The use of power or mechanised equipment by Bushcare Volunteers is not permitted. Bushcare Supervisors may be permitted to use power or mechanised equipment if they can show that they have the relevant qualifications/tickets and have sought approval from Council. The use of tools by volunteers which have not been approved for Bushcare activities by Council (e.g. machetes, small axes) is not permitted.

### Emergency Procedures

- Identify emergency evacuation points to all volunteers at start of workday
- If emergency situation occurs, inform Bushcare Supervisor, other volunteers and nearby personnel
- If required, call for the evacuation of the site and ensure that all personnel assemble in the appropriate spot
- Contact emergency services as required—dial '000' or '112' for mobiles

All incidents and/or accidents are to be reported to the Natural Resources Team within 24 hours. Call **9806 8280** or email **bushcare@cityofparramatta.nsw.gov.au**



## 9.TOOL AND HERBICIDE USE

Bush Knives	
Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the blade is sharp and in good condition</li> <li>• Check the handle is in good condition</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Always carry the knife with the blade pointed down, in a storage container to and from site, or in a bush regeneration pouch</li> <li>• Ensure that the blade does not protrude out of holes in bottom of bush regeneration pouch, or is left exposed in the tool storage container</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for crowning and scraping weeds</li> <li>• Avoid cutting towards yourself</li> <li>• Always be aware of where other people are when using knives</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy, enclosed boots</li> </ul>

Bush Saws	
Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the blade is sharp and in good condition</li> <li>• Check the handle is in good condition</li> <li>• If using a folding bush saw, ensure latch is secure when holding blade open</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Always carry with the blade pointed down, in a storage container to and from site, or in a bush regeneration pouch</li> <li>• If using a folding bush saw, always carry with bush saw folded inside (so the blade is not exposed)</li> <li>• Ensure that the blade does not protrude out of holes in the bottom of a bush regeneration pouch, or is left exposed in the tool storage container</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for cutting thicker stems, that are no larger than 3 or 4 inches thick</li> <li>• Use long, smooth strokes that let the weight of the saw pull the blade into the wood</li> <li>• When sawing off a branch, make an undercut first, and then saw from the top down</li> <li>• Cut stems close to the ground so there are no stumps for someone to trip over</li> <li>• Always be aware of where other people are when using saws</li> <li>• Always be aware of the closest exit from the area and look out for overhead power or utility lines</li> <li>• If using a folding bush saw, ensure latch is secure when holding blade open</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy enclosed boots</li> </ul>

Mattocks	
Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the head of the mattock is sharp and in good condition</li> <li>• Check the condition of the wooden handle ensuring it is smooth with no splits or splinters</li> <li>• Ensure that the head of the mattock is firmly attached to the handle</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Do not carry over your shoulder, but alongside your body horizontally at the balance point</li> <li>• Ensure that the sharp head is not left exposed in tool storage container</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for creating divots, cuts or holes in the ground for planting</li> <li>• Before swinging into the ground, check there isn't anything solid just below the surface by using a half swing technique initially</li> <li>• Check there are no low branches or other obstructions immediately above you</li> <li>• Always be aware of who and what is behind you and allow 3 metres between yourself and anyone else in the same area as you</li> <li>• Plant your feet carefully so that they are fully braced on solid ground and do not work facing downhill</li> <li>• Hold the mattock with one end of the handle, and the other hand near the centre. Switch hand positions regularly as you work. Bring the foot on the same side as the trailing hand forward the work area a few inches to compensate for the swing</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses, and sturdy enclosed boots</li> </ul>

## Shovels/Spades

Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the condition of the wooden handle ensuring it is smooth with no splits or splinters</li> <li>• Ensure that the head of the shovel/spade is firmly attached to the handle</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Carry by your side, horizontally at the point of balance, with the head facing forward</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for digging holes or ditches, moving soil or mulch</li> <li>• When pushing the shovel into the ground, use the ball of your feet rather than the arch</li> <li>• To lift soil or mulch etc., bend the knees not the back</li> <li>• Avoid lifting and twisting</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy enclosed boots</li> </ul>

## Mulch Fork

Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the condition of the wooden handle ensuring it is smooth with no splits or splinters</li> <li>• Ensure that the head of the mulch fork is firmly attached to the handle</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Carry by your side, horizontally at the point of balance, with the head facing forward</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for moving mulch</li> <li>• When pushing into the mulch pile, ensure your feet and other peoples feet are well clear of the fork</li> <li>• To lift mulch bend the knees, not the back</li> <li>• Avoid lifting and twisting</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy enclosed boots</li> </ul>

## Mallet/Hammers

Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the condition of the wooden handle ensuring it is smooth with no splints or splinters</li> <li>• Ensure that the head of the mallet is firmly attached to the handle</li> </ul>
Carrying Tool	<ul style="list-style-type: none"> <li>• Carry by your side, horizontally at the point of balance, with the head facing forward</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for hammering in stakes such as tree guards etc.</li> <li>• When hammering stakes, hold the stake with the spare hand far enough down the stake to minimise the chance of hitting a hand</li> <li>• Do not get other people to hold the stake while hammering</li> <li>• Only lift the mallet/hammer level to head height. Do not swing back past your head</li> <li>• Maintain a distance of 3m from others when hammering as mallet heads are prone to coming off handles</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy enclosed boots</li> </ul>

## Wheelbarrows

Pre-Use Check	<ul style="list-style-type: none"> <li>• Check the condition of the wooden handles ensuring that they are smooth with no splits or splinters</li> <li>• Ensure the tyre is inflated and that the wheel is rolling smoothly</li> <li>• Check for sharp edges on the wheelbarrow, such as rusted holes, etc.</li> </ul>
Tool Use	<ul style="list-style-type: none"> <li>• Used for carrying materials e.g. rocks and mulch</li> <li>• When filling, position the wheelbarrow so it can be loaded without the need for twisting the back</li> <li>• Avoid over filling</li> <li>• Park the wheelbarrow in the direction you wish to transport the items before it is loaded</li> <li>• Rotate tasks regularly to avoid repetitive strain</li> <li>• Wear gloves, safety glasses and sturdy enclosed boots</li> </ul>

## Using Herbicide

To eradicate weeds from the Bushcare sites, it is often necessary to use herbicide. Due to safety and environmental considerations, Bushcare Volunteers are only permitted to use herbicides containing Glyphosate. Glyphosate-based herbicides are considered to be one of the safest herbicides in use today. However, despite the apparent safety of these herbicides, the following precautions must still be followed.

Provided below are a range of procedures that should be followed when using herbicides on a Bushcare Site:

- Always read the herbicide container label before application and strictly follow the directions for use provided by the manufacturer or supplier
- Read, retain and adhere to the Material Safety Data Sheet (MSDS) provided with the herbicide
- Bushcare Volunteers and staff must adhere to requirements set out in the Pesticides Act 1999
- The location of a spill kit should be identified and available to all group members at the start of a Bushcare Workday
- Preparing Glyphosate for spraying and cut & paint technique should only be conducted in the open air and only be done so by the Bushcare Supervisor or Council's Bushcare Officer. Elbow-length PVC gloves should be worn when preparing herbicide. These can be provided by Council upon request.
- Prepare only enough herbicide for the particular application and use all the prepared herbicide on the application
- **DO NOT MIX CHEMICALS TOGETHER** (with the exception of coloured dye provided by Council)
- In cases where Bushcare Supervisor is spraying herbicide, volunteers to work in a different location so do not come in contact with any spray drift
- Volunteers can use small quantities of herbicide in a 'cut and paint' situation when they have been trained how to do so correctly by Council's Bushcare Officer or the group's Bushcare Supervisor
- Use of small quantities of herbicide in a 'cut and paint' situation can only be undertaken when under the direct supervision of the group's Bushcare Supervisor or Council's Bushcare Officer (or any person with a current Chem. Cert. or equivalent)
- Volunteers are not to use herbicide in large

quantities, as stated in clause 10 (2) (c) Pesticides Regulation 2009 and must only use herbicide provided by Council's Bushcare Officer or by their Bushcare Supervisor

- Herbicide is not to be used by anyone under the age of 16 years
- Gloves, eye protection, long pants and a long sleeved shirt must be worn when handling herbicide
- If skin contact does occur, wash the affected area immediately
- Rotate tasks to avoid prolonged periods of exposure
- Maintain safe working distance to avoid splash or spray drift contamination
- Do not use herbicide within 1m of a water body
- Spraying of herbicide is not permitted by volunteers
- When the Bushcare Supervisor is spraying, they should wear appropriate PPE, long pants and a long-sleeved shirt
- Supervisors to leave adequate space from volunteers when spraying (keep spray-drift in mind)
- Supervisors should not spray in windy conditions or if rain is expected on the day
- Ensure herbicide bottles are labelled correctly and are stored in a well-ventilated, cool and dry area off the ground (out of reach of children and animals, preferably in a locked cupboard if possible)
- Containers with herbicides should be secured and stored upright when transporting to avoid spillage
- Wash hands thoroughly after using herbicide
- Dispose of empty herbicide bottles correctly (e.g. triple rinse with water, puncture and crush, then discard)
- Ensure all team members are aware of hazards and location of First Aid Kit
- If possible, at least one person on site to carry a mobile phone in case of emergency

**POISONS HOTLINE NO: 13 11 26**





# APPENDIX 3





# BUSHCARE WORKDAY RECORD SHEET

Date:

Time Start:

Time End:

Convenor/s:

Site:

Supervisor:

## INCIDENTS, ACCIDENTS & EMERGENCIES

Incident or Accident  
Reporting

***θ All incidents and/or accidents are to be reported to the Natural Resources Team within 24 hours. Call 9806 5050 or email [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au)***

Emergency  
Response  
Procedure

- θ Identify emergency evacuation points
- θ Other volunteers & nearby personnel alerted
- θ If required call for the evacuation & ensure that all personnel assemble in the appropriate area
- θ Emergency services notified – Dial 000 or 112 for mobiles
- θ Site supervisor to assess required response

**The Bushcare Supervisor must perform a site induction with the group prior to commencing work. Please complete this safety checklist at the commencement of each workday:**

- ☐ Bushcare Charter \* & WHS Guidelines \* read and fully understood by the supervisor, and each volunteer
- ☐ Bushcare Site Action Plan read and fully understood by the supervisor and each volunteer
- ☐ Risk Assessment & Emergency Plan read and fully understood by the supervisor and each volunteer
- ☐ First Aid Kit sighted
- ☐ PPE requirements met
- ☐ Location of amenities identified
- ☐ Herbicide Spill Kit sighted (where relevant)
- Weather conditions: Is it safe to work? **Y / N**
- Site conditions: Is it safe to work? **Y / N**
- Does everyone have access to drinking water, sunscreen and insect repellent? **Y / N**
- Equipment: Is it working and does everyone know how to use it correctly and safely? **Y / N**
- Have you identified any other hazards and discussed with the group? **Y / N**

*\*These documents must be held by the Bushcare Supervisor and/or convenor at all times.*

**Bushcare Convenor**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Bushcare Supervisor**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



Volunteers Present

Name		Signature	Hours Worked	Name		Signature	Hours Worked
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			
				Total Hours for Group			

Activities:  
(please mark on map)

Map of Bushcare Site

- Primary Weeding
- Secondary Weeding
- Maintenance Weeding
- Herbicide Application
- Planting
- Mulching
- Other (e.g. watering, flyer distribution,  
guided walks)
- 
- 
- 

Plants planted and quantity:

Fauna sightings (incl. quantity):



### Herbicide Application

Method (tick): Cut/Paint ☐ Inject ☐

Spray (supervisor only): ☐ Herbicide: Clear up Bio/Glyphosate Green 360/Weedmaster Duo  
Quantity (ml).....Concentration.....  
Chemcert or Smart train accreditation number.....

Weather: Temp. .... Rain..... Wind ..... Wind Speed.....  
(°C) (ml) Direction: (H)igh  
(N-S-E-W) (M)oderate  
(L)ow

Comments: \_\_\_\_\_

### Plant order for next workday:

Total number of groundcovers/vines/herbs/grasses required: \_\_\_\_\_

Species: \_\_\_\_\_

Total number of shrubs required: \_\_\_\_\_

Species: \_\_\_\_\_

Total number of trees required: \_\_\_\_\_

Species: \_\_\_\_\_

### Green waste and rubbish:

☐

bags of green waste removed from site (including weeds composted on site)

☐

bags of rubbish removed from site (including rubbish disposed of in domestic bins)

Number of white bags to be collected: Rubbish \_\_\_\_\_ Green waste \_\_\_\_\_

Location of white bags to be collected: \_\_\_\_\_

**Please complete Workday record sheet at each supervised Bushcare workday.**

**Reply paid envelopes are provided. Or address to:** Bushcare Officer, Assets and Environment, City of Parramatta Council, PO Box 32, PARRAMATTA NSW 2124.

# APPENDIX 4



# BUSHCARE VOLUNTEER PROJECT RISK ASSESSMENT

**BUSHCARE GROUP:**

**BUSHCARE GROUP CONVENOR:**

**SITE LOCATION:**

**DATE OF RISK ASSESSMENT:**

In addition to the management strategies listed below, for all hazards identified:

- all Bushcare work should be performed wearing PPE as appropriate (sturdy closed-in shoes, hand and eye protection, long sleeves and long pants, hat, sunscreen, insect repellent)
- work in pairs/groups at all times; avoid working by yourself out of view from the rest of the group
- ensure all team members are aware of hazards, location of First Aid Kit and emergency procedures
- if possible, at least one person on site to carry a mobile phone in case of emergency
- designated First Aid Officer (Bushcare Supervisor) on site at all times

Worksite Hazards	Yes	No	Management Strategy
Steep slopes			<ul style="list-style-type: none"> <li>• avoid working on sloped areas if possible, and never when it has been raining or slope is wet</li> <li>• be aware of loose/slippery surfaces and trip hazards</li> <li>• if working on a slope, work facing uphill</li> <li>• avoid carrying too much or walking with hands restrained</li> </ul>
Uneven terrain/ trip hazards			<ul style="list-style-type: none"> <li>• identify uneven terrain and trip hazards at beginning of each workday</li> <li>• avoid carrying too much or walking with hands restrained</li> <li>• watch where you place your feet and take care while walking</li> <li>• ensure equipment or personal belongings are easily seen or in a pre-designated area so everyone knows where they are located</li> </ul>
Creek banks/ Waterways			<ul style="list-style-type: none"> <li>• identify and advise others of location of bank edge if obscured by long grass</li> <li>• check creek banks/wetlands for instability</li> <li>• avoid working near creek banks/waterways if alone</li> <li>• do not work within 1 metre of a waterway, this is particularly important in wet weather</li> <li>• be mindful of weather changes when working near a waterway and be prepared to leave the area when raining</li> </ul>
Hazardous vegetation (sharp, poisonous, overhead branches)			<ul style="list-style-type: none"> <li>• identify hazardous overhead branches at the beginning of each workday</li> <li>• identify plants which may cause allergies/stinging/be poisonous at the beginning of each workday</li> <li>• do not pick or eat fruit from the plants</li> <li>• avoid working in bushland when windy</li> </ul>





Sharp objects (broken glass, syringes, other debris)			<ul style="list-style-type: none"> <li>use 'grabbers' or thick gloves if collecting litter, adhere to good personal hygiene and wash hands thoroughly afterwards</li> <li>check for sharps before commencing work at every workday</li> <li>before kneeling down, check the ground for sharp objects</li> <li>do not dig with hands, use tools only to dig into the ground and always wear gloves</li> <li>where possible avoid crossing barbed wire fences</li> <li>wear sturdy gloves to pick up small amounts of broken grass, barbed wire, rubbish and debris. For larger quantities contact a Natural Resource Officer to arrange for Council collection</li> <li>volunteers are not to pick up syringes. Bushcare Supervisor may be able to pick up syringe (if only 1 or 2 are found and Supervisor is willing to do so), using thick gloves, tongs/'grabbers' and an approved sharps container for disposal—these can be provided by Council upon request. If large numbers of syringes are found, please contact your local police station or a Council Natural Resource Office who will organise for collection</li> <li>Should a needle stick injury occur the following steps should be taken: <ul style="list-style-type: none"> <li>remove the needle and pinch the wound to make it bleed</li> <li>report the incident to your Bushcare Supervisor who is also the designated First Aid Officer</li> <li>wash the affected area thoroughly with warm soapy water, apply an antiseptic and a bandage</li> <li>see a local doctor immediately for treatment, advice and counselling. The threat of infection is low because the drop in temperature of the body fluids causes the virus to die</li> </ul> </li> <li>report the incident to Council's Bushcare Officer and to Council's Risk Assessment Officer within 24 hours</li> </ul>
Asbestos			<ul style="list-style-type: none"> <li>volunteers must not work in areas where asbestos has previously been identified—this information will be provided by Council and will be marked on the Bushcare Site Action Plan</li> <li>if asbestos is sighted during a Bushcare Workday, all volunteers are to stop work immediately and leave the area</li> <li>Bushcare Convenor to report asbestos sighting to Council's Bushcare Officer as soon as possible (refer to Asbestos Checklist form)</li> <li>Council's Bushcare Officer will arrange for site to be inspected by qualified person and will decide on most appropriate course of action from this inspection report</li> <li>Bushcare Volunteers are not to return to site until the Bushcare Officer informs them that it is safe to do so</li> </ul>
Stormwater pollution			<ul style="list-style-type: none"> <li>PPE as listed above, plus waterproof boots</li> <li>avoid working in areas affected by stormwater for 48 hrs after rain</li> <li>wash hands thoroughly after work in areas affected by stormwater</li> <li>cover broken skin when working in areas affected by stormwater</li> </ul>
Weather exposure			<ul style="list-style-type: none"> <li>work in shade during hottest part of day, or in sun when cold</li> <li>do not work when temperature is over 35°C</li> <li>watch for signs of heat stress and consider reducing work time in summer months</li> <li>drink water regularly while working</li> <li>do not work in heavy rain, storm conditions or significant windy weather</li> <li>be aware of slippery conditions</li> <li>do not work in significant windy weather (refer below)</li> <li>take shelter where available in electrical storms and be aware of potential falling branches/trees, if in an open area keep low to the ground in a squat position with your feet together (do not lie down)</li> </ul>
Total Fire Ban Days/ Bushfire Season			<ul style="list-style-type: none"> <li>on days where the 'Fire Danger Rating' is listed as 'Extreme' or 'Catastrophic', Bushcare Volunteers should not work. Cancel the workday</li> <li>on days when the 'Fire Danger Rating' is 'Severe', proceed with caution, but reassess the weather conditions/site at least every hour and work along the edges of the Reserve. Cancel the workday if necessary</li> <li>on days where the 'Fire Danger Rating' is listed as 'High' or 'Very High', proceed with the Bushcare Workday but use caution, and continually monitor any change in weather conditions or site conditions</li> <li>to find out more about the 'Fire Danger Ratings', refer to <a href="http://www.rfs.nsw.gov.au">http://www.rfs.nsw.gov.au</a></li> <li>to find out the Fire Danger Rating for the Greater Sydney Region on any given day, go to: <a href="http://www.rfs.nsw.gov.au">http://www.rfs.nsw.gov.au</a> or contact the RFS on 8741 5555 or 1800 NSW RFS (1800 679 737)</li> <li>in an emergency, follow the instructions on your emergency plan, evacuate the group and ensure everyone is accounted for and call '000'</li> </ul>
Services infrastructure (Overhead power lines, underground gas/ electricity)			<ul style="list-style-type: none"> <li>be aware of overhead power lines</li> <li>identify location of underground services if occurring in work site</li> <li>do not undertake any activity which may result in contact with services infrastructure</li> </ul>

Windy Weather			<ul style="list-style-type: none"> <li>• avoid working in bushland when windy</li> <li>• identify hazardous overhead branches/trees at the beginning of each workday and do not work under them at any time</li> <li>• when wind speeds are over 39km/hour take extra caution and do not work under trees, particularly under any dying/dangerous branches/trees. Reassess wind conditions on an ongoing basis and cancel the workday if necessary</li> <li>• when wind speeds are over 50km/hour (strong wind warning or above), cancel the workday</li> <li>• to check wind speeds on any given day go to <a href="http://www.bom.gov.au/nsw/forecasts/sydney.shtml">http://www.bom.gov.au/nsw/forecasts/sydney.shtml</a> or call the Bureau of Meteorology on 9669 4000</li> <li>• in an emergency, follow the instructions on your emergency plan, evacuate the group and ensure everyone is accounted for, call '000'</li> </ul>
Wildlife (Snakes, Spiders, Insects)			<ul style="list-style-type: none"> <li>• prior to entering work site make noise to scare away snakes</li> <li>• avoid walking through long grass unnecessarily</li> <li>• avoid moving rocks, logs, or debris unnecessarily</li> <li>• do not approach snakes/ spiders if located, inform group members and move away from area immediately</li> <li>• ensure insect repellent is available</li> <li>• ensure others are aware of any allergies</li> <li>• keep a record of where snakes/spiders have been sighted and ensure this information is available to everyone</li> <li>• don't catch or collect any wildlife</li> <li>• stay in pairs when working in long grass/reeds</li> </ul>
Ticks			<ul style="list-style-type: none"> <li>• wear long sleeves, long pants and wide brim hat to restrict access to bare skin—further access to exposed skin may be restricted by tucking shirts into pants, trousers into socks and folding collars up</li> <li>• inspect clothing and exposed skin for ticks at regular intervals throughout the day and before leaving site</li> <li>• use of a stiff bristle brush is recommended to brush down clothing to aid in removing any unattached ticks</li> <li>• if your clothing is infested with ticks, place clothing in a clothes dryer on the highest setting for a minimum of 20 minutes</li> <li>• apply an insect repellent to clothing, hat, footwear and exposed skin. Reapply repellent throughout day as per manufactures directions. APVMA approved repellents containing DEET or Picaridin are considered most effective</li> <li>• remove ticks according to the most up-to-date information provided by Council (tick-related first aid supplies provided by Council's Bushcare Officer upon request). If in doubt, seek medical advice</li> <li>• if you are allergic to ticks, seek urgent medical attention and treatment prior to removal of a tick. Follow any specific doctor's advice about responding to tick bites, if that has been provided</li> <li>• ensure your Bushcare Supervisor and the Bushcare Officer is aware of any allergies, and bring any relevant medication (e.g. Epi-pen) to each workday</li> </ul>
Working near roads, cycle path and pathways			<ul style="list-style-type: none"> <li>• always check for cars before getting out of a vehicle, particularly if parked on a road</li> <li>• at least one person to wear high visibility safety vest at all times if working alongside road or cyclepath (to be provided by Council Bushcare Officer upon request)</li> <li>• avoid working within 2m of road or cyclepath</li> <li>• be aware of pedestrians, cyclists and traffic before stepping on to road, cyclepath or pathway</li> </ul>
Anti-social behaviour			<ul style="list-style-type: none"> <li>• avoid working alone &amp; know where others are working</li> <li>• make sure someone knows where you are and when to expect you back</li> <li>• move away from any antisocial behavior and avoid confrontations with antagonistic people</li> <li>• report to Bushcare Supervisor and/or Council's Bushcare Officer, and notify rest of group</li> <li>• report any suspicious or illegal activities of people on your work site to police and do not become involved</li> </ul>
Cutting weeds			<ul style="list-style-type: none"> <li>• ensure all parts of the body are kept behind the cutting edge of the tool</li> <li>• ensure feet are on stable ground, and body in a balanced position</li> <li>• bend from the knees and not from the back to get close to the ground</li> <li>• do not cut weeds above head height</li> <li>• cut weeds off at ground level to avoid leaving hazardous stumps, and ensure no sharp points are created</li> <li>• keep tools sharp and use correctly to avoid unnecessary straining</li> <li>• Bushcare Supervisor or Council Bushcare Officer to provide demonstration of the proper method to remove weeds and how to correctly use Bushcare tools where required.</li> </ul>

Hand Weeding			<ul style="list-style-type: none"> <li>when kneeling down, bend from the knees not the back</li> <li>ensure your free hand is not in a potential strike zone when cutting/ crowning weeds or scraping stems</li> <li>be cautious of objects near the eyes</li> <li>change positions regularly to minimise strain in joints</li> <li>vary tasks to prevent repetitive movement/strain injuries</li> <li>Bushcare Supervisor or Council's Bushcare Officer to provide demonstration of the proper method to remove weeds and how to correctly use Bushcare tools where required</li> </ul>
Revegetation			<ul style="list-style-type: none"> <li>feet should be kept well clear of the area being dug</li> <li>be aware of your surroundings and know where other people are</li> <li>AT LEAST 3 metres space between workers digging holes with mattocks</li> <li>kneel down when planting rather than just bending from the back</li> <li>do not collect water from areas that require carrying for long distances, or from creeks with steep banks. If impossible to collect water from a suitable location, a water truck may be provided by Council if necessary.</li> <li>when carrying buckets of water don't overfill, follow good manual handling practices</li> <li>Bushcare Supervisor or Council Bushcare Officer to provide demonstration of the proper revegetation methods where required</li> </ul>
Manual Handling- Heavy lifting			<ul style="list-style-type: none"> <li>ensure proper clothing, footwear and PPE that allows tasks to be performed without restriction</li> <li>ensure personnel are supervised by someone who is trained in manual handling lifting techniques</li> <li>avoid heavy lifting where possible and carrying equipment over long distances</li> <li>reduce risk of injury by restricting lifting weights to less than 4 kg when seated, and less than 16kg when standing</li> <li>avoid pushing, pulling and sliding objects that are difficult to move</li> <li>do not overfill containers (i.e. with tools, water, etc). Ensure loads are light and easy to handle</li> <li>use trolleys/trailers, where able, to move heavy loads. Use team lifting procedures where required—two or more people (of similar height) to carry heavy objects together</li> </ul>
Manual Handling- Heavy lifting cont.			<ul style="list-style-type: none"> <li>before lifting anything, use your foot to nudge the item or lifting lightly on the sides, to determine how heavy it is</li> <li>when lifting something heavy, stand close to load with feet apart, squat by bending your knees (ensure knees do not go past toes), keep a straight back, head up, get a comfortable grip on the item with both hands (ask for help if required), lift gradually by straightening your knees to stand, lift with your legs not with your back, avoid quick jerky movements, keep the load close to your body, ensure the object does not obscure your vision or interfere with normal walking, place the load down by bending with your knees in a squat position</li> <li>minimise repeated bending, twisting and overreaching movements</li> <li>perform all movements in a controlled, balanced, comfortable position</li> <li>avoid twisting your body—move your feet to change direction (turn with your feet and not with your upper body)</li> <li>take regular breaks when necessary to stretch and rest</li> <li>don't engage in heavy lifting if you have a previous back injury (or similar) or are pregnant</li> </ul>
Spreading mulch			<ul style="list-style-type: none"> <li>follow good manual handling practices to move plastic bins or tarpaulins full of mulch, e.g use 2 people for moving plastic bins, or 2-4 people for tarpaulins.</li> <li>fill wheel barrow with mulch using the shovel and fork checking that all other workers are clear of the area</li> <li>when using a fork or shovel make sure feet are a safe distance from the tool and ensure sturdy closed-in footwear is worn (eg. protective capped boots)</li> <li>position wheel barrow/ tarpaulin etc. when filling from a mulch pile to minimise the need for twisting your back</li> <li>do not twist, move your feet</li> <li>be aware of your surroundings and know where other people are</li> <li>avoid inhaling the mulch dust, wear a dust mask as appropriate</li> <li>rotate the tasks of loading wheel barrows/ tarpaulin, moving to site of deposition, and spreading of mulch to minimise exertion</li> <li>Bushcare Supervisor or Council's Bushcare Officer to provide demonstration of the proper mulching techniques where required</li> </ul>



Tool use			<ul style="list-style-type: none"> <li>• ensure tools are in good working order</li> <li>• be aware of carrying position e.g. by your side, facing points down, head forwards</li> <li>• volunteers only to use suitable Bushcare tools provided or approved by Council and/or Bushcare Supervisor (i.e. do not use machetes, axes etc)</li> <li>• power tools are not to be used by Bushcare volunteers</li> <li>• be aware of other people around/near you</li> <li>• only use tools for the purposes they were designed for</li> <li>• Bushcare Supervisor or Council's Bushcare Officer to provide demonstration of how to correctly use tools where required</li> </ul>
Collecting Rubbish			<ul style="list-style-type: none"> <li>• check for sharps before commencing work at every workday and follow the management strategy for 'Sharp Objects' as listed above</li> <li>• wear thick gloves when collecting rubbish</li> <li>• wash hands thoroughly with warm soapy water after collecting rubbish</li> <li>• work in pairs/groups at all times. Do not work by yourself out of view from the rest of the group</li> <li>• do not handle asbestos under any circumstance, but report location of asbestos to Council's Bushcare Officer within 24 hours so that it can be safely removed from site</li> <li>• assess the weight/bulk of the item to be lifted. Follow good manual handling practices. If it is more than you think you can lift easily, get help. Bend your knees and lift with your leg muscles. Don't bend at your waist, keep your back upright. Keep the load as close to your body as possible and avoid twisting</li> <li>• do not fill Bushcare weed/rubbish bags too much—keep them light</li> <li>• report larger quantities of illegally dumped rubbish to Council by calling 9806 5050 to lodge a request</li> </ul>
Herbicide use			<ul style="list-style-type: none"> <li>• spraying of herbicide is not permitted by volunteers</li> <li>• in cases where Bushcare Supervisor is spraying herbicide, volunteers to work in a different location so they do not come in contact with any spray drift</li> <li>• volunteers can use small quantities of herbicide in a 'cut and paint' situation when they have been trained how to do so correctly by Council's Bushcare Officer or the groups Bushcare Supervisor</li> <li>• use of small quantities of herbicide in a 'cut and paint' situation can only be undertaken when under the direct supervision of the groups Bushcare Supervisor or Council's Bushcare Officer (or any person with a current Chem Cert. or equivalent)</li> <li>• volunteers are not to use herbicide in large quantities, as stated in clause 10 (2) (c) Pesticides Regulation 2009 and must only use herbicide provided by Council's Bushcare Officer</li> <li>• herbicide is not to be used by anyone under the age of 16 years</li> <li>• gloves must be worn when handling herbicide</li> <li>• eye protection must be worn when handling herbicide</li> <li>• wash hands thoroughly after handling herbicide</li> <li>• when any chemicals are being used an MSDS should be made available to all group members, and should be complied with at all times, and the location of a spill kit should be identified and acknowledged</li> <li>• ensure herbicide bottles are labelled correctly and are stored in a well-ventilated, cool and dry area off the ground (out of reach by children and animals, preferably in a locked cupboard if possible)</li> <li>• Bushcare volunteers and staff must adhere to requirements set out in the Pesticides Act 1999</li> <li>• dispose of empty herbicide bottles correctly (e.g. triple rinse with water, puncture and crush, then discard)</li> </ul>
Other Work			

# APPENDIX 5



# BUSHCARE- NEW VOLUNTEERS INDUCTION CHECKLIST



Bushcare Site	
Date	
Bushcare Convenor	

*This Checklist is to be completed by the Council-appointed Bushcare Supervisor and signed by the new volunteer. All issues must be rectified immediately. Signed checklist must be forwarded to Council's Bushcare Officer by the end of the month.*

		Yes	No	N/A	Comment
1	Has the new volunteer signed a Bushcare Volunteer Agreement Form?				
2	Is there a copy of the Bushcare Charter and WHS Guidelines on site for volunteers to read? Has the new volunteer reviewed these documents?				
3	Has the new volunteer reviewed a copy of the Bushcare group's Risk Assessment?				
4	Has the new volunteer reviewed a copy of the Bushcare group's Emergency Plan?				
5	Has the new volunteer reviewed a copy of the Bushcare Site Action Plan?				
6	Does the new volunteer have any medical issues we need to be aware of (e.g. asthma, anaphylaxis, diabetes, bad back etc.)? If so, do they have all necessary medication on them?				
7	If the new volunteer is under the age of 18 years, are they being supervised by a parent/guardian at all times?				
8	Is the new volunteer wearing sturdy closed-in shoes, long pants, covered shoulders, a wide-brimmed hat, eye protection, sunscreen, and insect repellent?				
9	Has the new volunteer brought enough water for the work-day?				
10	Has the new volunteer been provided gloves for Bushcare activities?				
11	Has the new volunteer been shown around the Bushcare site, with all site hazards identified to them and prevention strategies to avoid these hazards discussed? (examples of hazards associated with the site include but are not limited to, steep slopes, trip hazards, snakes/ants/spiders regularly sighted, working along waterways, syringes found, dangerous vegetation, asbestos etc.)				
12	Have safe handling practices of tools/equipment/herbicide been discussed with the new volunteer?				
13	Has the new volunteer been set up with a buddy to work alongside?				
14	Has the first aid kit been identified?				
15	Has the first aid officer been identified?				

## BUSHCARE SUPERVISOR

Name .....

Company .....

Signature .....

Date: .....

## BUSHCARE VOLUNTEER

Name .....

Signature .....

Date: .....



# APPENDIX 6



# CITY OF PARRAMATTA POSITION DESCRIPTION

## 1. POSITION TITLE

Bushcare Volunteer, City of Parramatta Council

## 2. SERVICE MISSION

The Bushcare Volunteer Program coordinates and supports community volunteers working in Council's Bushland Reserves. Bushcare Volunteers assist in the rehabilitation, maintenance and management of urban bushland areas throughout the Parramatta Local Government Area.

## 3. THIS POSITION REPORTS TO

Natural Resource Officer—Bushcare, City of Parramatta Council

## 4. TIME COMMITMENT

Mid-week or weekend work, approximately 3 – 4 hours per month

## 5. WORK LOCATION

Designated bushland Reserves across the Parramatta Local Government Area

## 6. KEY ACCOUNTABILITIES

As a Bushcare Volunteer, you may be involved in a number of activities including:

1. weed removal and control
2. planting and revegetation projects
3. spreading mulch around a Bushcare site
4. fauna and flora management including observation and recording
5. site assessment, planning and monitoring with assistance from Council staff
6. promoting the Bushcare Volunteer Program (e.g. volunteers will have the opportunity to design/

deliver flyers, engage local residents/neighbours, help man the Bushcare Stall at different community events, organise/assist bushland events/activities where required, contribute articles to the Bushcare Bulletin, etc.)

7. written and photographic contributions to Council's Bushcare Newsletter
8. writing grant applications where appropriate
9. keeping a photographic record of a site using specific photograph points
10. getting involved in training days or Bushcare promotion days
11. opportunity to provide morning tea or afternoon tea to group members (may be based on a roster system as to who brings the tea each month)

## 7. TRAINING & SUPPORT PLAN

Council will:

1. provide both official and unofficial training opportunities, including the provision of a Council appointed supervisor at all Bushcare Group Workdays
2. provide volunteers with the opportunity to attend a formal Bushcare Essentials introductory training course within the first 12 months of joining the Program (this course will be free of charge to registered Bushcare Volunteers and will be conducted on a Saturday or Sunday)
3. provide volunteers with additional training opportunities on an annual basis, depending on demand
4. encourage all Bushcare Volunteers to undertake the above training or equivalent, or to attend external training opportunities
5. provide Bushcare Convenors with Workplace Health & Safety Training opportunities, depending on demand and need
6. instruct Bushcare Volunteers in safe work procedures and methods



## 8. SPECIAL CONDITIONS

1. Volunteers may be asked to undergo a criminal record check
2. Volunteers may be asked to undergo a Working with Children Check
3. Volunteers may be asked to give two references who will be phoned

## 9. BENEFITS OF VOLUNTEERING

1. meet new people and develop new friendships and networks
2. use your skills while working in friendly team
3. learn new skills in bushland management and plant identification
4. learn about the native animals that live in Parramatta's bushland reserves
5. enjoy a great outdoor working environment
6. be active and healthy
7. help conserve biodiversity and protect the local environment
8. attend community events and activities
9. have input into community issues that concern you about bushland
10. help raise awareness in the community about bushland issues
11. be able to work with a variety of Bushcare Groups at different sites
12. receive training, professional guidance and direction to better manage your bushland project site
13. volunteer recognition—Volunteer end of year celebration, newsletter articles
14. be part of a local community group and meet your neighbours

## 10. KEY ORGANISATIONAL ACCOUNTABILITIES

- Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
- Report injuries, accidents, incidents and near misses in areas the work area and on the corrective actions taken to prevent reoccurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure Equal Employment Opportunities (EEO), the principles for a culturally diverse society, and Council policies are complied with at all times
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness

- Demonstrate a commitment to best practice in volunteer management and respect and support this commitment, while recognizing and celebrating the contribution of volunteers

## 11. QUALIFICATIONS, EXPERIENCE AND ESSENTIAL COMPETENCIES

### Core

- a genuine concern for the natural environment
- respect for the general community, Council staff, Council-appointed contractors and the natural environment

### Job Specific

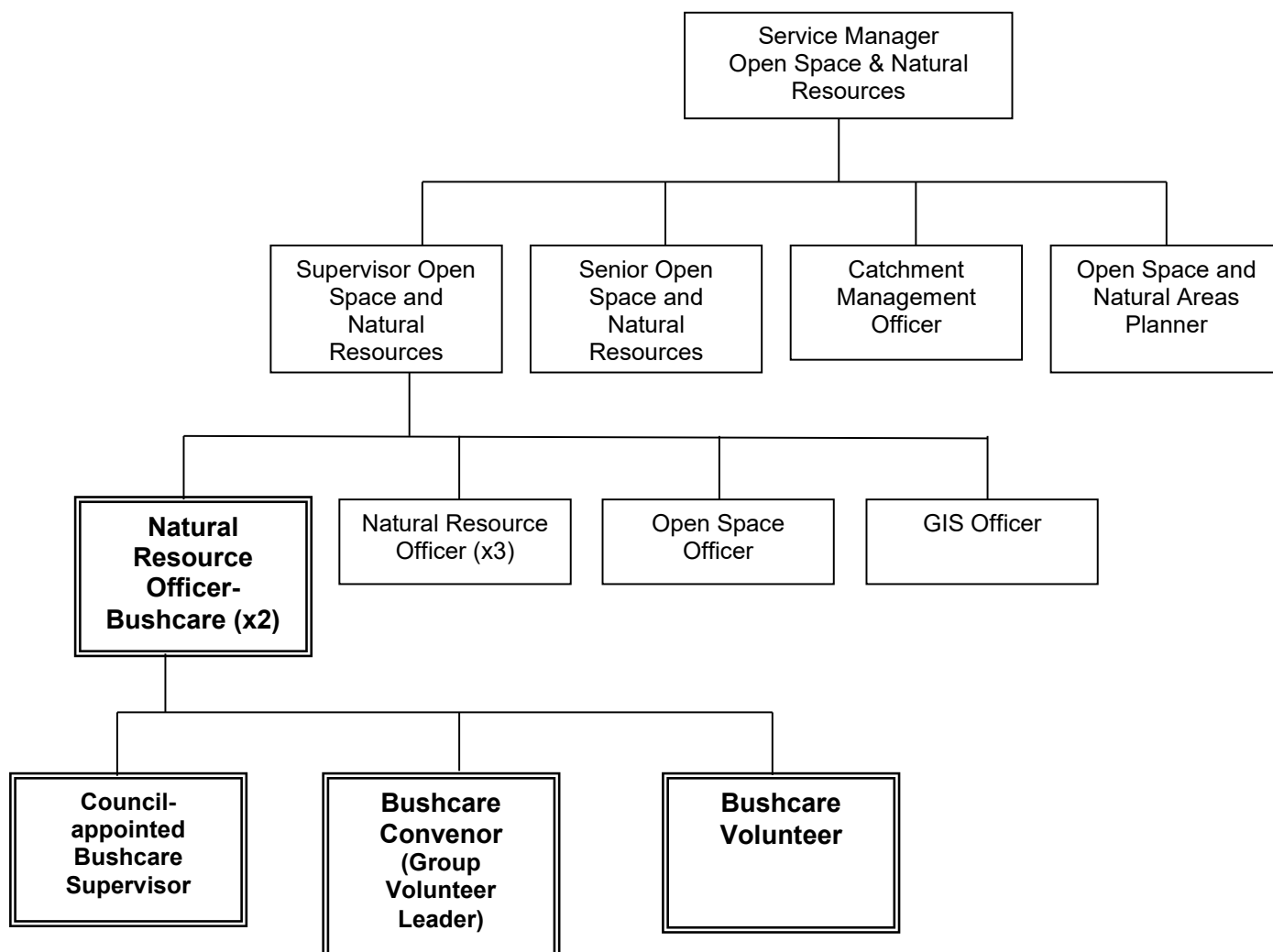
- eagerness to undertake training in the current methods and principles of bush regeneration
- agreement to work under Council's supervision and follow the objectives of the City of Parramatta's Bushcare Volunteer Program
- willingness to follow direction from Council's Bushcare Officer, Council's Natural Resources Team and Council-appointed Bushcare Supervisor
- agreement to work safely at all times and to exercise a duty of care for themselves and for others
- physically capable to undertake Bushcare activities

## 12. DESIRABLE QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- ability to attend as many Bushcare Workdays as possible
- understanding of environmental issues relating to the conservation of natural areas
- experience working with groups and in teams
- ability to be flexible and adaptable to changes with workday plans



## 13. ORGANISATION CHART – OPEN SPACE & NATURAL RESOURCES



## 14. SIGNITURES

POSITION HOLDER: \_\_\_\_\_

UNIT MANAGER: \_\_\_\_\_

GROUP MANAGER: \_\_\_\_\_

DATE:                                    /                                    /

# APPENDIX 7





# THE ROLE OF A BUSHCARE CONVENOR

## GROUP CONTACT

- be the main point of contact between Council and the Bushcare group
- forward any information provided by Council to the rest of the group
- communicate any changes to the scheduled workday to the rest of the group, the Bushcare Supervisor and Council's Bushcare Officer

## NEW VOLUNTEERS

- be the point of contact for any new potential volunteers
- communicate with new volunteers to organise when they can attend a workday
- introduce new volunteers to the supervisor and the rest of the group when they arrive for their first workday session
- induct new volunteers to the Bushcare site (i.e. discuss the group's Work Plan and the risks associated with working on the site), with assistance of the Bushcare Supervisor
- collect the Volunteer Agreement Form from new volunteers on their first day and forward it to Council (if they haven't already submitted it to Council)
- assist new volunteers with getting started, providing guidance where necessary, and arrange for the new volunteer to 'buddy up' with a more experienced volunteer during their first few workdays

## WORKDAY PLAN

- work with the group supervisor and the rest of the group at the beginning of each workday to establish a plan of action for the day
- ensure the workday activities correlate to the group's annual Work Plan developed by Council's Bushcare Officer
- encourage the group to break for morning/afternoon tea where suitable

## WORKPLACE HEALTH AND SAFETY

- participate in a 'toolbox talk' at the start of each workday to outline the goals of the day and run through any Workplace Health and Safety issues
- ensure the group has access to the first aid kit, insect repellent, sunscreen, gloves and other PPE provided by Council's Bushcare Officer, and request items that need replacing to the Bushcare Officer when required

- report any WH&S incidents to Council's Bushcare Officer within 24 hours
- work in compliance with the Bushcare Charter and all relevant Workplace Health and Safety legislation

## TOOLS AND EQUIPMENT

- undertake an annual audit of Bushcare tools/equipment supplied by Council, with assistance from the Bushcare Supervisor if required
- request new tools/equipment from Council's Bushcare Officer when required
- where possible, organise suitable storage for tools/equipment supplied by Council
- provide access to tools/equipment for the rest of Bushcare group during the workday

## CHEMICAL USE (IF APPLICABLE)

- Council's Bushcare Officer can supply 1L herbicide (Glyphosate) upon request of the convenor
- only Glyphosate (e.g. Round-up) is to be used by volunteers
- the storage and use of herbicide should be in accordance with the MSDS and the label
- herbicide to be used in the presence of the Bushcare Supervisor (or other qualified person with a current Chem Cert), and must not be used by anyone under the age of 16 years
- ensure that the Council-provided spill kit is available on site when herbicide is being handled
- discuss with the supervisor any potential areas of the Bushcare site that can be sprayed by the supervisor





# APPENDIX 8



# THE ROLE OF A BUSHCARE SUPERVISOR

## WORKDAY ROSTER

- attend each scheduled Bushcare workday to supervise group
- organise for a suitable replacement to act as supervisor if unable to attend a workday (this can be done through your bush regeneration company\_ and notify Council's Bushcare Officer as soon as possible
- provide sufficient notice to Council's Bushcare Officer if unable to attend a workday and cannot find a suitable replacement

## WORKDAY PLAN

- work with the group convenor and the volunteer group at the beginning of each workday to establish a plan of action for the day
- ensure the workday activities correlate to the group's bi-annual Work Plan developed (at the start of each year) by Council's Bushcare Officer

## SAFETY

- initiate a 'toolbox talk' at the start of each workday to outline the goals of the day and run through any Workplace Health and Safety issues with the group

## PAPERWORK

- complete the Bushcare Workday Record Sheet at the beginning of the workday, and determine and confirm whether it is safe to work
- email/mail the Bushcare Workday Record Sheet to Council's Bushcare Officer within 5 days of the workday

## PROVIDE ADVICE

- provide advice and guidance on bushland regeneration techniques and weed/native plant identification to the Bushcare volunteer group where necessary
- discuss safe handling practices of tools/equipment/ herbicide with volunteer group, providing demonstrations where relevant
- assist new volunteers with getting started, ensure time is spent with new members providing guidance where necessary
- motivate and inspire volunteers at each workday

## FIRST AID

- have a current First Aid Certificate and training
- ensure the Bushcare group has access to a First Aid Kit during their Workday
- be willing to act as designated First Aid Officer during the Bushcare Workday
- report all Workplace Health & Safety incidents to Council's Bushcare Officer within 24 hours after an incident occurring

## CHEMICAL USE

- have a current Chemical Application Certificate (AQF3 or equivalent)
- be qualified to supervise the hand held application (in small applicator bottles) of Glyphosate by volunteers- volunteers must be over 16 years to handle herbicide
- prepare herbicide (Glyphosate only) for the Bushcare group when requested, in accordance with the MSDS and on the label
- ensure safe use of herbicide by volunteers, in accordance with the MSDS and on the label
- ensure a suitable spill kit is available on site when herbicide is being handled
- undertake spot spraying of weed species when requested (and where suitable) and provide a brief report to Council outlining where this has been done. Volunteers must not undertake spraying of chemicals.

## WORKDAY REPORT

provide Council's Bushcare Officer with a brief written report/email within 5 days of the workday outlining:

- Any WH&S issues (to be reported within 24 hours)
- Work undertaken (including weeds targeted, natives planted, etc)
- Herbicide use
- Request for collection of white bags
- Plants/Equipment required for next workday
- Any recommendations for annual site plan

N.B If all information listed above is included in the Workday Record Sheet, no additional text is required

## TRAINING & EXPERIENCE REQUIRED

Bushcare Supervisors must be approved by Council's Natural Resources Team, and have:

- a Professional Certificate in Bush Regeneration (TAFE)
- appropriate on-ground bush regeneration and bushland site management experience
- first aid training with a current Provide First Aid Certificate
- a current AQF 3 pesticides usage certification or equivalent
- completed Workplace Health & Safety training
- completed Asbestos Awareness training
- excellent interpersonal and leadership skills





# APPENDIX 9





# INCIDENT NOTIFICATION AND REPORT FORM



## **Incident Type**

- ☐ Injury/ Illness      ☐ Near Miss      ☐ Dangerous Occurrence      ☐ Property Damage  
☐ Environmental Incident

## **Incident Classification**

- ☐ Fatality      ☐ Hospitalisation      ☐ Lost time Injury      ☐ Medical Treatment      ☐ First Aid  
☐ Notification only

## **Incident details**

Date of incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Description: \_\_\_\_\_

## **People Details**

Name of person(s) involved in incident: \_\_\_\_\_ Contact details (telephone) \_\_\_\_\_

Involved person address and contact details (if not staff member) \_\_\_\_\_

Incident Witnessed by (name:): \_\_\_\_\_

Witness contact details (telephone): \_\_\_\_\_

Incident Reported by \_\_\_\_\_ Affected Service \_\_\_\_\_

## **What was person doing at time of Incident**

Was a chemical(s) involved: yes ☐ no ☐ – name of chemicals: \_\_\_\_\_

Was plant involved: yes ☐ no ☐ – name of plant item \_\_\_\_\_

Was personal protective equipment required for task: yes ☐ no ☐ (if yes was it used) yes ☐ no ☐


Describe what person(s) were doing at the time the incident occurred \_\_\_\_\_

What led to the incident /injury (How it happened)			
Hitting object with body <input type="checkbox"/>	Being hit by moving/falling object <input type="checkbox"/>	Being hit by a person accidentally <input type="checkbox"/>	Being trapped or caught by moving equipment <input type="checkbox"/>
Being bitten by an animal <input type="checkbox"/>	Being exposed to vibrating machinery <input type="checkbox"/>	Exposure to noise <input type="checkbox"/>	Muscular stress while lifting or moving objects <input type="checkbox"/>
Muscular stress with no lifting or moving objects <input type="checkbox"/>	Repetitive movements no lifting <input type="checkbox"/>	Contact with chemicals <input type="checkbox"/>	Contact with biological factors <input type="checkbox"/>
Being assaulted by person or persons <input type="checkbox"/>	Slip Trip Fall <input type="checkbox"/>	Falls from height <input type="checkbox"/>	Exposure to environmental heat <input type="checkbox"/>
Exposure to environmental cold <input type="checkbox"/>	Contact with electricity <input type="checkbox"/>	Drowning or immersion <input type="checkbox"/>	Insect spider bit or sting <input type="checkbox"/>
Exposure to traumatic event <input type="checkbox"/>	Work pressure <input type="checkbox"/>	Workplace harassment or bullying <input type="checkbox"/>	Other mental stresses <input type="checkbox"/>
Vehicle accident <input type="checkbox"/>	Other <input type="checkbox"/>	If other, please describe:	

What contributed to the incident /injury (What made the situation worse)			
Animals or insects <input type="checkbox"/>	Chemicals <input type="checkbox"/>	Electrical equipment <input type="checkbox"/>	Water hydrants, reticulation systems <input type="checkbox"/>
Moving plant <input type="checkbox"/>	Cutting sawing machinery <input type="checkbox"/>	Gas mains, valves etc <input type="checkbox"/>	Sewerage mains, valves etc <input type="checkbox"/>
Mobile plant – small <input type="checkbox"/>	Small transport – cars, bikes etc <input type="checkbox"/>	Other transport <input type="checkbox"/>	Powered portable equipment <input type="checkbox"/>
Hand tools non-powered <input type="checkbox"/>	Kitchen and domestic equipment <input type="checkbox"/>	Office equipment <input type="checkbox"/>	Pressure based equipment <input type="checkbox"/>
Sporting and playground equipment <input type="checkbox"/>	Outdoor surfaces <input type="checkbox"/>	Weather <input type="checkbox"/>	Floor surfaces <input type="checkbox"/>
Indoor environment steps or stairs <input type="checkbox"/>	Members of public / visitors <input type="checkbox"/>	Other staff members <input type="checkbox"/>	Children <input type="checkbox"/>
Ladders, mobile platforms and scaffolding <input type="checkbox"/>	Other <input type="checkbox"/>	If other please describe: no handles, object weight was heavy, wet weather	

<p>Nature of injury: <i>(Describe in your own words)</i></p> <p>Sore and bruised, painful top of left foot.</p> <hr/> <p><b>Initial Medical treatment provided (if any)</b></p> <p>Hospitalisation <input type="checkbox"/> – Ambulance Number _____</p> <p>First Aid provided: Yes <input type="checkbox"/> No <input type="checkbox"/> – Details of treatment</p> <p>_____</p> <p>Body Location (select on picture</p> <p>Name of person completing report</p> <p>Signature</p> <p>_____</p>	
<p>Date of report</p> <p>_____</p>	
<p>Name and signature of involved person if not the same as above</p> <p>_____</p>	

# APPENDIX 10





# PARRAMATTA BUSHCARE- ONE-OFF VOLUNTEER REGISTRATION FORM



All volunteers/staff working within the City of Parramatta local government area must be registered to do so.

Please fill in your details below.

- Participants must follow the direction of Bushcare Officers and Supervisors on site to ensure the safety and wellbeing of themselves and others.
- Please notify the site supervisor and coordinators of any relevant medical information or special needs they should be aware of.
- If a volunteer presents symptoms of illness or injury during the workday, the site coordinator or supervisor may determine that medical (e.g. first aid) or hospital treatment is required which may be at the volunteer's expense.

Notice: The participant agrees that the City of Parramatta Council and any Site Coordinators/Supervisors will neither be liable nor legally responsible for:

1. Any injuries sustained by the participant.
2. Any loss or damage to property owned by or in the possession of the participant.
3. Any acts or omissions, negligence or fault of any person participating in the activity.

Date:

Site Location:

Event/Group:

Bushcare Supervisor:

Site Supervisor:

Bushcare Officer:

First Name	Surname	Signature (Parent/Guardian to sign for children under 18 years of age)	Time Started	Time Finished	I hereby give an employee or volunteer of the City of Parramatta or designated photographer consent to photograph or video me/us and make appropriate use of such images for Council pro- motions, reports, publications etc. (Please sign if you agree)



# APPENDIX 11





# BUSHCARE SITE SPECIFIC INDUCTION CHECKLIST

Please forward to Council's Bushcare Officer at the completion of the workday, [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au)

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Start:** \_\_\_\_\_ **Time End:** \_\_\_\_\_

**Location:** \_\_\_\_\_

## INCIDENTS, ACCIDENTS & EMERGENCIES

Incident or Accident  
Reporting

***θ All incidents and/or accidents are to be reported to the Natural Resources Team within 24 hours. Call 9806 5050 or email [bushcare@cityofparramatta.nsw.gov.au](mailto:bushcare@cityofparramatta.nsw.gov.au)***

Emergency  
Response  
Procedure

- θ Identify emergency evacuation points
- θ Other volunteers & nearby personnel alerted
- θ If required call for the evacuation & ensure that all personnel assemble in the appropriate area
- θ Emergency services notified – Dial 000 or 112 for mobiles
- θ Site supervisor to assess required response

**The Bushcare Supervisor must perform a site induction with the group prior to commencing work. Please complete this safety checklist at the commencement of each workday:**

☐ Bushcare Charter \* & WHS Guidelines \* read and fully understood by the supervisor, and each volunteer

☐ Bushcare Site Action Plan read and fully understood by the supervisor and each volunteer

☐ Risk Assessment & Emergency Plan read and fully understood by the supervisor and each volunteer

☐ First Aid Kit sighted

☐ PPE requirements met

☐ Location of amenities identified

☐ Herbicide Spill Kit sighted (where relevant)

- Weather conditions: Is it safe to work? **Y / N**
- Site conditions: Is it safe to work? **Y / N**
- Does everyone have access to drinking water, sunscreen and insect repellent? **Y / N**
- Equipment: Is it working and does everyone know how to use it correctly and safely? **Y / N**
- Have you identified any other hazards and discussed with the group? **Y / N**

**Bushcare Convenor/Coordinator**

**Bushcare Supervisor**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



**Tool Box Talk  
Supervisor Demonstrations  
(please complete when  
training/demonstrations are provided by  
Supervisor)**

**Agenda**

Date \_\_\_\_\_

- ✕ Incidents in the team and lessons learnt
- ✕ Completed site observations and comments
- ✕ Group performance (safety and other operational)
- ✕ Other Key Council issues (cascade, etc.)
- ✕ Open discussion
- ✕ Training theme (select one of the following or create your own)

Hearing ☐; Hand Held tools ☐; Personal Protective Equipment ☐;  
Manual Handling ☐; Chemicals & Hazardous Substances ☐; Electrical Safety ☐;  
Bites & stings ☐ Working with sharps ☐; Housekeeping ☐; Safety Behaviour ☐;  
Electrical Safety ☐; Power line awareness ☐; Traffic control ☐;

Attendance: (print and sign)

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# APPENDIX 12





# CITY OF PARRAMATTA

## BUSHCARE TICK REGISTER

Date (dd/mm/yy)	Site	Area / zone tick located (if known)	Volunteer/ supervisor's name	Total Number of ticks on clothing and/or skin	Number of tick bites (complete accident report)	Tick life stage and numbers	Body part(s) ticks found	Preventative measures used
						Larval (0.5mm, 6 legs)  Nymph (1 - 1.5mm, 8 legs)  Adult (3 - 3.5mm, 8 legs)	Head <input type="checkbox"/> Neck <input type="checkbox"/> Arm <input type="checkbox"/> Torso <input type="checkbox"/> Leg <input type="checkbox"/>	Hat <input type="checkbox"/> Long sleeves <input type="checkbox"/> Long pants <input type="checkbox"/> Bushmans <input type="checkbox"/> Aeroquad <input type="checkbox"/> Mosi guard <input type="checkbox"/> Tea Tree <input type="checkbox"/>
						Larval (0.5mm, 6 legs)  Nymph (1 - 1.5mm, 8 legs)  Adult (3 - 3.5mm, 8 legs)	Head <input type="checkbox"/> Neck <input type="checkbox"/> Arms <input type="checkbox"/> Torso <input type="checkbox"/> Legs <input type="checkbox"/>	Hat <input type="checkbox"/> Long sleeves <input type="checkbox"/> Long pants <input type="checkbox"/> Bushmans <input type="checkbox"/> Aeroquad <input type="checkbox"/> Mosi guard <input type="checkbox"/> Tea Tree <input type="checkbox"/>
						Larval (0.5mm, 6 legs)  Nymph (1 - 1.5mm, 8 legs)  Adult (3 - 3.5mm, 8 legs)	Head <input type="checkbox"/> Neck <input type="checkbox"/> Arms <input type="checkbox"/> Torso <input type="checkbox"/> Legs <input type="checkbox"/>	Hat <input type="checkbox"/> Long sleeves <input type="checkbox"/> Long pants <input type="checkbox"/> Bushmans <input type="checkbox"/> Aeroquad <input type="checkbox"/> Mosi guard <input type="checkbox"/> Tea Tree <input type="checkbox"/>



# APPENDIX 13



# ASBESTOS NOTIFICATION FORM



Date	Time
Site Name	
Specific Area	
Name of person who found asbestos	
Name of immediate supervisor	
Council/Company Name	

## DESCRIPTION OF ASBESTOS CONTAMINATION

Include all known information, i.e. asbestos type, observed quantity, size of impacted area, surface only and/or buried, circumstance of discovery, e.g. mowing, digging, etc.

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## ACTIONS TAKEN

Contacted immediate supervisor	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Checklist / Notification form provided to PCC	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Wet / Cover and Isolate area (PCC ONLY)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Arrangements made to remove asbestos (PCC ONLY)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Checklist / Notification form scanned into TRIM by Council Supervisor	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## TRIM FOLDER

TRIM Folder F2006/00858 all staff except, PCC Cleansing Team to use TRIM folder F2013/01305

**MAP:** Draw map showing approximate location of discovered asbestos. Indicate site fences, roads, landmarks. north arrow and other features as relevant.





