

## Council Bushcare Representative Group

**Meeting Date:** Wednesday, 21 February, 2018

**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra

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## BROUGHTON VALE BUSHCARE ACTION PLAN

**Document Number:** D17/116864 - **Adopted:**      **Minute Number:**  
**File:** 1835E – **Produced By:** Planning, Environment & Development Group -  
**Review Date:**

### CONTACT INFORMATION

<b>Group Name:</b>	Broughton Vale Bushcare Group
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<b>Reserve Name:</b>	Broughton Vale
<b>Reserve Number:</b>	NBR001 and NBR002
<b>Land Tenure:</b>	Shoalhaven City Council
<b>Comm. Land Type:</b>	Public Reserve

### 1. BUSHCARE GROUP GOALS

The Broughton Vale Bushcare Group's goal is to continue the rehabilitation and maintenance of the section of Broughton Mill Creek adjacent to the Council Reserves NBR001 and NBR002 in addition to rehabilitating the southern end of the Council Reserve NBR002 (immediately north of the junction between Broughton Vale Road and Hillandale Road).

**2. BUSHCARE GROUP ACHIEVEMENTS TO DATE – (What successes has your Bushcare Group achieved in relation to your achieving the goals and actions in your current Bushcare Group Action Plan and what lessons or new skills/knowledge have you learnt from these achievements?)**

Successes/Goals/Actions achieved to date	Lessons learnt
Regeneration and Revegetation of approximately 2500m <sup>2</sup> of the western boundary of the Council Reserve to enhance and support the riparian zone of Broughton Mill Creek.	

**3. SHOALHAVEN BUSHCARE GROUP ACTIVITIES TABLE (to be in conjunction with attached site map)**  
**NOTE: Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low**

GROUP ACTION (these should relate to your project description)	PRIORITY	METHOD	TIME
1. Maintain existing plantings	M	<p>Hand weed, spot spray with Glyphosate and mow grass (Kikuyu) edge as appropriate.</p> <p>Council to assist with spraying and/or Provide opportunity for group representative(s) to undertake Chemical Applications training and accreditation.</p> <p>Council to inspect and authorise Ride-on mower for use in maintenance.</p>	<p>On going</p> <p>Needs basis</p> <p>ASAP</p> <p>ASAP</p>
2. Control and removal of environmental and noxious weeds in and around planting areas	H	Treat weeds as per Bushcare Site Weed List and Control Methods	On Going
3. Undertake weed control between Broughton Mill Creek and Broughton Vale Road in disturbed area (as per map)	M	Treat weeds as per Bushcare Site Weed List and Control Methods – focus on woody weeds as a priority.	2017-2018



GROUP ACTION (these should relate to your project description)	PRIORITY	METHOD	TIME
<p>4. Undertake infill plantings where needed through existing planting; and</p> <p>5. Revegetate between Broughton Mill Creek and Broughton Vale Road in disturbed area (as per map)</p>	M	<p>Prepare sites prior to planting, including weed removal, spot spraying exotic grass with Glyphosate (as per label recommendations or APVMA Permit) and determining appropriate plant types for location.</p> <p>Council to provide water crystals, stakes and guards as required, and assistance with sourcing and/or propagating plants if needed.</p> <p>Collect seed from endemic species at site for propagation by Bushcare nursery</p>	Planting in Autumn-Winter
<p>6. Undertake bush regeneration at southern end of the Council Reserve NBR002 (immediately north of the junction between Broughton Vale Road and Hillandale Road).</p>	L	<p>Treat weeds as per Bushcare Site Weed List and Control Methods – focus on woody weeds as a priority.</p>	2017-2020

4. BUSHCARE GROUP ACTION PLAN MAP



**5. BUSHCARE GROUP WHS & EQUIPMENT REQUIREMENTS**

Type of Activity	Yes	SWMS name included
Manual weed control (cut & paint, scrape and paint etc.)	<input checked="" type="checkbox"/>	
Chemical control (spraying of herbicides)	<input checked="" type="checkbox"/>	SWI129
Planting	<input checked="" type="checkbox"/>	
Minor construction (walking track, fencing, outdoor furniture)	<input checked="" type="checkbox"/>	
Propagation & seed collection	<input checked="" type="checkbox"/>	
Education (school groups, field days etc.)	<input checked="" type="checkbox"/>	
Other – Mowing of exotic grass (kikuyu) edges	<input checked="" type="checkbox"/>	SWI150

**6. COUNCIL SUPPORT**

- Technical advice and support;
- Tools and First Aid Kit;
- Materials e.g. Glyphosate, dripper bottles, plant guards and stakes (within limit of budget);
- Assistance with sourcing and/or propagating plants;
- Council to assist with spraying of herbicide and/or provide opportunity for group representative(s) to undertake Chemical Applications training and accreditation; and
- Council to inspect and authorise Ride-on mower for use in maintenance.

**7. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE BUSHCARE SITE?**

Yes ☒ No ☐

**8. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required	Date issued
First Aid Kit	Apr 2017

Gloves	Apr 2017
Sunscreen	Apr 2017
Insect repellent	Apr 2017

**9. POSSIBLE FUTURE FUNDING**

Project	Funding source

**10. PLAN WILL BE REVIEWED EVERY THREE YEARS**

Next review due:

**11. PLEASE LIST OTHER LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO**

Name of document	Year it was produced	Produced by
Generic Community Land Plan of Management – Natural Areas	2001	SCC
Broughton Vale Parkcare Action Plan	2013	SCC

**12. BUSHCARE SITE RECOMMENDED PLANTING/REVEGETATION SPECIES LIST**

OVERSTOREY TREES	
Botanical	Common
<i>Acacia binervata</i>	Two-veined Hickory
<i>Acacia melanoxylon</i>	Blackwood
<i>Acmena smithii</i>	Lilly pilly
<i>Arcontophoenix cunninghamiana</i>	Bangalow Palm
<i>Backhousia myrtifolia</i>	Grey Myrtle
<i>Casuarina cunninghamiana</i>	River Oak
<i>Cryptocarya glaucescens</i>	Native Laurel
<i>Glochidion ferdinandi</i>	Cheese Tree
<i>Livistona australis</i>	Cabbage Palm
<i>Syzigium australe</i>	Brush Cherry
SHRUBS	
Botanical	Common
<i>Clerodendrum tomentosum</i>	Hairy Clerodendrum
<i>Ficus coronata</i>	Sandpaper Fig
<i>Guioa semiglauc</i>	Guioa
<i>Homalanthus populifolius</i>	Bleeding Heart
<i>Streblus brunoianus</i>	Whalebone tree
<i>Trema aspera</i>	Poison Peach
UNDERSTOREY (grasses, herbs, climbers)	
Botanical	Common
<i>Lomandra longifolia</i>	Mat rush
<i>Carex longibrachiata</i>	

**13. BUSHCARE SITE WEED LIST (The following weeds have been recorded on the site)**

**NOTE: ALL HERBICIDE CONCENTRATIONS AND APPLICATIONS TO BE ACCORDING TO LABEL OR APVMA (AUSTRALIAN PESTICIDES & VETERINARY MEDICINES AUTHORITY) OFF-LABEL PERMITS.**

**See attached Bush Regeneration Fact Sheets for more information on control of different weed types**

Noxious	Environmental	Control Method
<i>Ageratina adenophora</i> (Crofton Weed)	Trial Introduction of biological control agent	Hand pull and raft or bag materials. Spot spray with Glyphosate – DO NOT Spray over or immediately adjacent to water courses

<i>Ageratina riparia</i> <b>(Mistflower)</b>		Hand pull and raft or bag materials. Spot spray with Glyphosate – DO NOT Spray over or immediately adjacent to water courses
<i>Lantana camara</i> <b>(Lantana)</b>		Hand pull smaller plants. Cut & paint larger plants with Glyphosate. Keep cut material off ground.
<i>Ligustrum lucidum</i> <b>(Large-leaf Privet)</b>		Hand pull smaller plants. Cut & paint larger plants with Glyphosate. Keep cut material off ground. Stem inject trees with Glyphosate.
<i>Ligustrum sinense</i> <b>(Small-leaf Privet)</b>		Hand pull smaller plants. Cut & paint larger plants with Glyphosate. Keep cut material off ground. Stem inject trees with Glyphosate.
<i>Senecio madagascariensis</i> <b>(Fireweed)</b>		Hand remove and bag flower heads. Spot spray with Glyphosate.
	<i>Araujia sericifera</i> <b>(Moth Vine)</b>	Hand pull stems. Bag fruit as much as possible. Does not respond well to herbicide.
	<i>Bidens pilosa</i> <b>(Cobbler's Pegs)</b>	Hand pull or spot spray with Glyphosate.
	<i>Canna x generalis</i> <b>(Canna Lily)</b>	Dig out or cut & paint with Glyphosate.
	<i>Cirsium vulgare</i> <b>(Spear Thistle)</b>	Dig out or spot spray with Glyphosate.
	<i>Conyza</i> spp. <b>(Fleabane)</b>	Hand weed or spot spray with Glyphosate.
	<i>Delairea odorata</i> <b>(Cape Ivy)</b>	Hand remove – bagging all plant parts or spot spray with Glyphosate.
	<i>Erythrina x sykesii</i> <b>(Coral Tree)</b>	Hand pull smaller plants. Cut & paint larger plants with Glyphosate. Keep cut material off ground. Stem inject trees with Glyphosate.
	<i>Paspalum dilatatum</i> <b>(Caterpillar grass)</b>	Dig out or spot spray with Glyphosate.
	<i>Paspalum urvillei</i> <b>(Vasey Grass)</b>	Dig out or spot spray with Glyphosate.
	<i>Pennisetum clandestinum</i> <b>(Kikuyu)</b>	Spray with Glyphosate all year, but preferably in winter to minimise damage to native plants.
	<i>Physalis peruviana</i> <b>(Cape Gooseberry)</b>	Hand weed or spot spray with Glyphosate.
	<i>Phytolacca octandra</i> <b>(Ink Weed)</b>	Dig out (has tuberous root), cut & paint with Glyphosate, or spot spray with Glyphosate.

	<i>Senna pendula</i> var <i>glabra</i> ( <b>Cassia</b> )	Hand pull smaller plants. Cut and paint larger plants with Glyphosate. Bag seed pods if possible.
	<i>Setaria</i> spp ( <b>Pigeon grass</b> )	Hand weed or spot spray with Glyphosate.
	<i>Sida rhombifolia</i> ( <b>Paddy's Lucerne</b> )	Hand pull or cut & paint plants with Glyphosate
	<i>Solanum mauritianum</i> ( <b>Wild Tobacco Tree</b> )	Hand pull smaller plants. Cut & paint larger plants with Glyphosate.
	<i>Solanum nigrum</i> or <i>S.chenopodioides</i> ( <b>Blackberry Nightshade / Whitetip Nightshade</b> )	Hand weed or spot spray with Glyphosate.
	<i>Solanum pseudocapsicum</i> ( <b>Madeira Winter Cherry</b> )	Hand pull or cut & paint plants with Glyphosate
	<i>Tradescantia fluminensis</i> ( <b>Trad / Wandering Jew</b> )	Rake up and solarise under black plastic where dense. Hand-weed where scattered and bag and remove all plant parts.
	<i>Verbena bonariensis</i> ( <b>Purple Top</b> )	Hand pull or cut & paint plants with Glyphosate

**14. BUSHCARE SITE SPECIES LIST (The following species have been recorded on the site)**

OVERSTOREY TREES	
Botanical	Common
<i>Acacia binervata</i>	Two-veined Hickory
<i>Acacia longifolia</i> var <i>longifolia</i>	Sydney Golden Wattle
<i>Acacia melanoxylon</i>	Blackwood
<i>Acmena smithii</i>	Lilly pilly
<i>Backhousia myrtifolia</i>	Grey Myrtle
<i>Banksia integrifolia</i>	Coastal Banksia
<i>Brachychiton acerifolium</i>	Illawarra Flame Tree
<i>Casuarina cunninghamiana</i>	River Oak
<i>Callistemon salignus</i>	Willow Bottlebrush
<i>Cryptocarya glaucescens</i>	Native laurel
<i>Ehretia acuminata</i>	Koda
<i>Eucalyptus quadrangulata</i>	White topped box
<i>Eucalyptus saligna</i> x <i>botryoides</i>	
<i>Glochidion ferdinandi</i>	Cheese Tree

<i>Melia azederach</i>	White Cedar
<i>Pittosporum undulatum</i>	Sweet Pittosporum
<i>Syncarpia glomulifera</i>	Turpentine
<i>Syzygium australe</i>	Brush Cherry
<i>Tristaniopsis laurina</i>	Water gum
<b>SHRUBS</b>	
<b>Botanical</b>	<b>Common</b>
<i>Acacia mearnsii</i>	Black Wattle
<i>Bursaria spinulosa</i>	Blackthorn
<i>Callistemon citrinus</i>	Crimson bottlebrush
<i>Clerodendrum tomentosum</i>	Hairy Clerodendrum
<i>Ficus coronata</i>	Sandpaper Fig
<i>Guioa semiglauc</i>	Guioa
<i>Homalanthus populifolius</i>	Bleeding heart
<i>Melicactus dentatus (Hymenanthera dentata)</i>	Tree Violet
<i>Streblus brunoianus</i>	Whalebone tree
<i>Trema tomentosa</i>	Poison Peach
<b>UNDERSTOREY (grasses, herbs, orchids)</b>	
<b>Botanical</b>	<b>Common</b>
<i>Calochlaena dubia</i>	Rainbow fern
<i>Carex longibrachiata</i>	
<i>Commelina cyanea</i>	
<i>Hypolepis muelleri</i>	Harsh Ground fern
<i>Lomandra longifolia</i>	Mat Rush
<i>Microlaena stipoides</i>	Weeping Meadow grass
<i>Oplismenus aemulus</i>	Basket grass
<i>Oplismenus imbecillis</i>	Basket grass
<i>Ranunculus plebius</i>	Forest Buttercup
<i>Sigesbeckia orientalis</i>	Indian weed
<i>Stellaria flaccida</i>	Starwort
<i>Urtica incisa</i>	Stinging Nettle
<b>UNDERSTOREY (vines &amp; climbers)</b>	
<b>Botanical</b>	<b>Common</b>
<i>Calystegia marginata</i>	
<i>Parsonsia straminea</i>	Common Silkpod
<i>Pyrrosia rupestris</i>	Rock-felt fern






**Bushcare Group Name:** .....

**Coordinator Name:** .....

**Signature:** .....

**Date:** ..... / ..... / .....

**Attachments – NSW National Trust Bush Regeneration Fact Sheets  
(Control of Woody Weeds; Control of Small Hand-pullable Weeds;  
Control of Vines and Scramblers; Control of Weeds with Underground  
Reproductive Structures)**

Australian Association of Bush Regenerators

BUSH REGENERATION INFORMATION SHEET

## Control of Woody Weeds

Examples of woody weeds include:

- lantana, bitou bush, cotoneaster, privet (cut and paint)
- camphor laurel, Mickey Mouse bush (ochna) and cassia/senna (stem scrape)

### METHODS OF REMOVAL

**1 CUT AND PAINT** —Useful for small to medium sized woody weeds up to 10cm basal diameter

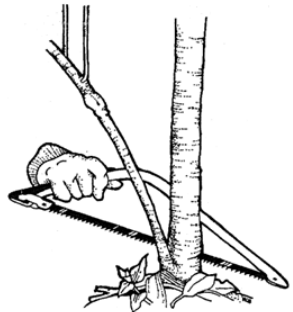

**STEP 1** Make a horizontal cut as close to the ground as possible with secateurs, loppers or a bush saw.

**STEP 2** Immediately apply herbicide to the exposed flat stump surface.

### SAFETY CONSIDERATIONS




The following general precautions should be made when using herbicides:

- Read the label before opening the container and follow the instructions.
- Wear protective clothing as directed on the label.
- Wash hands after use and before eating or smoking.

### considerations

- Cuts should be horizontal to prevent herbicide from running off the stump. Sharp angle cuts are hazardous.
- Herbicide must be applied immediately before the plant cells close and translocation of herbicide ceases.
- If plants resprout, cut and paint the shoots after sufficient regrowth has occurred.
- Stem scraping can be more effective on some woody weeds.

Australian Association of Bush Regenerators

BUSH REGENERATION INFORMATION SHEET

## Control of Vines and Scramblers

Examples of vines include: ● balloon vine, morning glory, honeysuckle, cape ivy, jasmine, madeira vine, blackberry

### METHODS OF REMOVAL

**1 HAND REMOVAL**

**STEP 1** Take hold of one runner and gently pull it along the ground towards you.

**STEP 2** Check points of resistance where fibrous roots grow from the nodes. Cut roots with a knife or dig out with a trowel and continue to follow the runner.

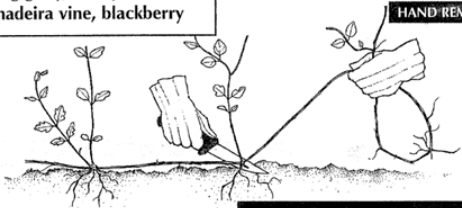
**STEP 3** The major root systems need to be removed manually or scrape/cut and painted with herbicide.

**STEP 4** Bag any reproductive parts.

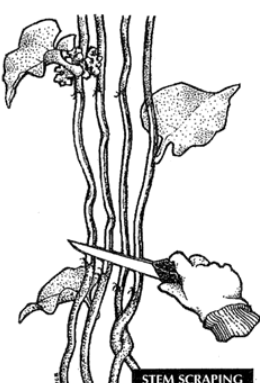
**2 STEM SCRAPING**

**STEP 1** With a knife, scrape 15 to 30 cm of the stem to reach the layer below the bark/outer layer.

**STEP 2** Immediately apply herbicide along the length of the scrape.






HAND REMOVAL



STEM SCRAPING

considerations

- A maximum of half the stem diameter should be scraped. Do not ring bark.
- Larger stems (>1cm) should have two scrapes opposite each other.
- Aerial tubers on madeira vine should die with the plant when stem scraping is used. Those that fall from the plant in the scraping process need to be bagged.
- Vines can be left hanging in trees after treatment.

Australian  
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**BUSH REGENERATION INFORMATION SHEET**

## Control of Weeds with Underground Reproductive Structures

Examples: Weeds with

- Tap roots - catsear, dandelion
- Rhizomes - asparagus fern, ginger plant
- Bulbs and corms - oxalis, onion weed, watsonia, freesias, montbretia
- Tubers - madiera vine, arrow head vine

### METHODS OF REMOVAL

**① HAND REMOVAL OF PLANTS WITH A TAPROOT**  
Examples: Paddy's lucerne, dandelion

**STEP 1** Gently remove and bag seeds or fruit.

**STEP 2** Push a narrow trowel or knife into the ground next to the taproot. Carefully loosen soil. Repeat this step around the taproot.

**STEP 3** Grasp stem at ground level, rock plant back wards and forwards and pull gently.

**STEP 4** Gently tap the roots to dislodge soil. Replace disturbed soil and lightly pat down.

**② CROWNING (Many grasses can be crowned)**  
Example: asparagus fern



**STEP 1** Gently remove and bag stems with seed or fruit.


**STEP 2** Grasp the leaves or stems together so that the base of the plant is visible.

**STEP 3** Insert, at an angle, a knife or lever, close to the "crown".


**STEP 4** Cut through all the roots around the crown.

**STEP 5** Remove and bag the crown.



  




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**BUSH REGENERATION INFORMATION SHEET**

**Control of Weeds with Underground Reproductive Structures cont..**

**METHODS OF REMOVAL**

**③ REMOVAL OF PLANTS WITH BULBS, CORMS OR TUBERS**  
Examples: onion weed, watsonia, arrowhead vine, montbretia

**STEP 1** Move leaf litter away from base of plant.

**STEP 2** Dig down next to the stem until the bulb or tuber is reached.

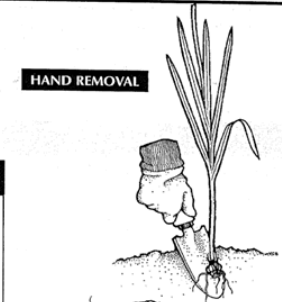
**STEP 3** Remove plant and carefully bag the bulb or tuber.

**④ HERBICIDE TREATMENT - STEM SWIPING**

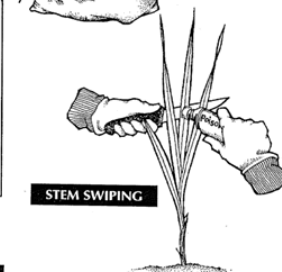
**STEP 1** Gently remove any seed or fruit and carefully place into a bag.

**STEP 2** Using a herbicide applicator, swipe the stems/leaves.

**HAND REMOVAL**



**STEM SWIPING**



**considerations**

- ☐ Further digging may be required for plants with more than one tuber (e.g. arrow head vine).
- ☐ Some bulbs (e.g. oxalis, onion weed) may have small bulbils attached or present in the soil around it. These need to be removed.
- ☐ It may be quicker and more effective to dig out the weed.
- ☐ Make sure native plants and seedlings will not be affected.
- ☐ Learn and understand how the herbicide works - for bulb and corm species the most effective time is after flowering and before fruit is set.
- ☐ Have you addressed all safety issues ?



### TALLYAN POINT BUSHCARE ACTION PLAN – Review 2017

Document Number: D17/108548 • Adopted: • Minute Number: • File: 26280E • Produced  
By: Planning, Environment & Development Group • Review Date:

#### CONTACT INFORMATION

<b>Group Name:</b>	Tallyan Point (Basin View) Bushcare Group
<b>Contact:</b>	Megan Mulligan
<b>Address:</b>	Tallyan Pt Rd, Basin View
<b>Reserve Name:</b>	Tallyan Point
<b>Reserve No:</b>	BBV589
<b>Land Tenure:</b>	Crown CC/Trust

#### 1. BUSHCARE GROUP GOALS

The Goals of the Tallyan Point Bushcare Group are:

1. To protect and enhance the Basin foreshore by maintaining a healthy vegetation cover and managing weed issues;
2. To educate and raise awareness in the local community of the important role of healthy vegetation buffer to prevent erosion and sustain biodiversity; and
3. Reduce erosion impacts caused by inappropriate and informal access points.

2. **BUSHCARE GROUP ACHEIVEMENTS TO DATE** – *(What successes has your Bushcare Group achieved in relation to your achieving the goals and actions in your current Bushcare Group Action Plan and what lessons or new skills/knowledge have you learnt from these achievements?)*

Successes/Goals/Actions achieved to date	Lessons learnt
Protection of regenerating areas through installation of bollards.	
Extensive removal of Asparagus fern over 3 hectares.	
Formalisation of access and reduction of erosion through installation of timber steps.	

DRAFT

BR18.2 - Attachment 2

**3. SHOALHAVEN BUSHCARE GROUP ACTIVITIES TABLE (to be in conjunction with attached site map)**

**NOTE:** Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low

GROUP ACTION	PRIORITY	METHOD	TIME
On-going bush regeneration/weed control works with the following priorities:  a. Control and removal of <i>Asparagus aethiopicus</i> (Asparagus fern) b. Control of <i>Senna pendula</i> (Cassia) c. Control of <i>Rubus fruticosus</i> (Blackberry) Control of <i>Billardiera heterophylla</i> (Bluebell Creeper)	H	Treat weeds as per Bushcare Site Weed List as per product label or APVMA permit.  Regular work within the maintenance weeding and planting area adjacent to Basin View Pde.  Occasional weed control sweeps from the end of Basin View Pde through to the end of Tallyan Pt.	All year
Recruitment of new volunteers - Inform the local residents of the Bushcare Group activities and invite them to participate.	M	Word of mouth and occasional letter box drop with assistance from Council.	On an needs be basis
Monitor and address illegal dumping of garden waste in the reserve	H	Reporting to Council/Rangers.  Council to undertake mail-out advising residents along the end of Basin View Parade (from 115 to 169) and the end of Tallyan Point Road (162-166) against dumping garden waste in the Reserve.	Ongoing
Maintenance of areas within bollards.		Maintenance weeding. Replacement of bollards as	



GROUP ACTION	PRIORITY	METHOD	TIME
Revegetation in locations where native plant density is low.  NB: 20m buffer to be retained from boundary of 122 Basin View Pde.	M	required. Council to provide water crystals, stakes and guards as required, and assistance with sourcing and/or propagating plants.  Collect seed from endemic plants for propagation at Bushcare Nursery	Planting in Autumn and Winter
Monitor illegal vehicle access into the reserve and Crown Land	M	Report to Rangers; Assess need for additional barricades.	Ongoing
Address erosion impacts caused by inappropriate and informal access points, as well as drainage issues.  Promote use of formal access track and discourage use of informal access tracks	M	Seek funding opportunities to improve formal access points to the reserve, block informal access points and establish signage to direct pedestrian traffic.  Plant shrubs in open areas to discourage the use and further creation of informal access points.  Council to investigate options for improving drainage issues which currently exacerbate erosion (Western and Eastern ends of Basin View Pde)	Ongoing  Planting in Autumn and Winter  2017

4. TALLYAN POINT BUSHCARE GROUP ACTION PLAN MAP



**5. BUSHCARE GROUP WHS & EQUIPMENT REQUIREMENTS**

Type of Activity	Yes	SWMS name included
Manual weed control (cut & paint, scrape and paint etc.)	√	
Chemical control (spraying of herbicides)	√	SWI129 SWI160
Planting	√	
Minor construction (walking track, fencing, outdoor furniture)		
Propagation & seed collection	√	
Education (school groups, field days etc.)	√	
Other		

**6. COUNCIL SUPPORT**

- Technical advice and support;
- Tools and First Aid Kit;
- Materials e.g. Glyphosate, dripper bottles, plant guards and stakes (within limit of budget);
- Assistance with sourcing and/or propagating plants; and
- Bushcare Field Officer to support works and provide guidance.

**7. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE BUSHCARE SITE?**

Yes

**8. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required	Date issued
First Aid Kit	
Gloves	
Sunscreen	
Insect repellent	

**9. POSSIBLE FUTURE FUNDING**

Project	Funding source
Improve formal access points to the reserve, block informal access points and establish signage to direct pedestrian traffic.	State or Federal Government Enquire re funding from Council's Natural Areas Operations budget

#### 10. PLAN WILL BE REVIEWED EVERY THREE YEARS

Next review due:

The group should review a summary of the Bushcare Policy & Procedures at the time of each annual review

#### 11. PLEASE LIST OTHER LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO

Name of document	Year it was produced	Produced by
Foreshore Reserves Policy	2005 Last amended Feb 2017	Shoalhaven City Council
Generic Community Land Plan of Management - Natural Areas	2001	Shoalhaven City Council
St George Basin Estuary Management Plan	1998 Revised 2013	Shoalhaven City Council

#### 12. SUGGESTED SPECIES PLANTING LIST

SHRUBS	
Botanical	Common
<i>Acacia myrtifolia</i>	Myrtle Wattle
<i>Bursaria spinosa</i>	Blackthorn
<i>Pittosporum revolutum</i>	Rough-fruit Pittosporum
<i>Pomaderris intermedia</i>	Pomaderris
<i>Pultenea daphnoides</i>	Bush Pea
<i>Zieria smithii</i>	Sandfly Zieria

<b>UNDERSTOREY (grasses, herbs, climbers)</b>	
<b>Botanical</b>	<b>Common</b>
<i>Dianella caerulea</i>	Native Flax Lily
<i>Dianella revoluta</i>	Native Flax Lily
<i>Hardenbergia violacea</i>	Purple Coral Pea
<i>Hibbertia dentata</i>	Twining Guinea Flower
<i>Lomandra longifolia</i>	Mat Rush
<i>Podolobium ilicifolium</i>	Native Holly

### 13. BUSHCARE SITE SPECIES LIST

<b>OVERSTOREY TREES</b>	
<b>Botanical</b>	<b>Common</b>
<i>Casuarina glauca</i>	Swamp Oak
<i>Corymbia gummifera</i>	Bloodwood
<i>Corymbia maculata</i>	Spotted Gum
<i>Eucalyptus globoidea</i>	White Stringybark
<i>Eucalyptus pilularis</i>	Blackbutt
<i>Syncarpia glomulifera</i>	Turpentine

<b>SHRUBS</b>	
<b>Botanical</b>	<b>Common</b>
<i>Acacia binervata</i>	Two Veined Hickory
<i>Acacia longifolia</i> spp. <i>longifolia</i>	Sydney Golden Wattle
<i>Acacia maidenii</i>	Maidens Wattle
<i>Acacia myrtifolia</i>	Myrtle Wattle
<i>Acacia terminalis</i> spp. <i>angustifolia</i>	Sunshine Wattle
<i>Allocasuarina littoralis</i>	Black She Oak
<i>Bursaria spinosa</i>	Blackthorn
<i>Dondonea triquetra</i>	Native Hops
<i>Exocarpus cupressiformis</i>	Ballart Cherry
<i>Goodenia ovata</i>	Hop – Goodenia
<i>Grevillea sphacelata</i>	Grey Spider Flower
<i>Notelea longifolia</i>	Mock Olive
<i>Homalanthus populifolius</i>	Bleeding Heart
<i>Ozothamnus diosmifolius</i>	Everlasting Paper Daisy
<i>Persoonia levis</i>	Smooth Geebung
<i>Persoonia linearis</i>	Narrow – leaved Geebung
<i>Persoonia pinifolia</i>	Pine Leaf geebung
<i>Pittosporum revolutum</i>	Rough Fruited Pittosporum
<i>Pittosporum undulatum</i>	Sweet Pittosporum
<i>Pomaderris intermedia</i>	Pomaderris
<i>Pultenea daphnoides</i>	Bush Pea

<i>Zieria smithii</i>	Sandfly Zieria
<b>UNDERSTOREY (grasses, herbs, orchids)</b>	
<b>Botanical</b>	<b>Common</b>
<i>Adiantum aethiopicum</i>	Maiden Hair Fern
<i>Cymbopogon refractus</i>	Barbed wire grass
<i>Dianella caerulea</i>	Native Flax Lily
<i>Dianella revoluta</i>	Native Flax Lily
<i>Dichondra repens</i>	Kidney Weed
<i>Lomandra longifolia</i>	Matt Rush
<i>Podolobium ilicifolium</i>	Native Holly
<i>Pratia purpurascens</i>	White Root
<i>Pteridium esculentum</i>	Bracken Fern
<i>Viola hederacea</i>	Native Violet

<b>UNDERSTOREY (vines &amp; climbers)</b>	
<b>Botanical</b>	<b>Common</b>
<i>Eustrephus latifolius</i>	Wombat Berry
<i>Glycine microphylla</i>	Love Creeper
<i>Glycine tabacina</i>	Love Creeper
<i>Hardenbergia violacea</i>	Running Postman
<i>Hibbertia dentata</i>	Twining Guinea Flower
<i>Smilax australis</i>	Smilax
<i>Smilax glycyphylla</i>	Native Sarsparilla
<i>Tylophora barbata</i>	Tylophora

#### 14. SITE WEED LIST

**NOTE: ALL HERBICIDE CONCENTRATIONS AND APPLICATIONS TO BE ACCORDING TO HERBICIDE LABEL OR APVMA OFF-LABEL PERMITS.**

See attached Bush Regeneration Fact Sheets for more information on control of different weed types

Noxious	Environmental	Control Method
<i>Rubus fruticosus</i> (Blackberry)		Hand digging of crowns if infestations small. Cut and paint or scrape and paint stems with Glyphosate – somewhat effective. Spray with Metsulforn Methyl plus Glyphosate, OR Triclopyr based herbicide as per label. Spray while flowering.
	<i>Asparagus aethiopicus</i> (Asparagus fern)	Hand pull smaller plants. Larger plants can be manually removed by crowning out rhizome. Larger infestations can be sprayed with

		Metsulforn Methyl. Spraying in Spring-Summer.
	<i>Billardiera heterophylla</i> (Bluebell Creeper)	Hand-pull and raft off ground. Spot spray with Glyphosate.
	<i>Chlorophytum comosum</i> ( <b>Spider Plant</b> )	Dig out tuberous roots, bag and remove all plant parts.
	<i>Crocasmia x crocosmiiflora</i> ( <b>Montbretia</b> )	Dig out being sure to collect and bag all bulbs.
	<i>Lonicera japonica</i> ( <b>Japanese Honeysuckle</b> )	Hand remove, bundle and raft stems off ground. Scrape and paint stems with Glyphosate. Spot spray with Glyphosate.
	<i>Ochna serrulata</i> ( <b>Mickey Mouse Plant</b> )	Scrape and paint stems with Glyphosate.
	<i>Olea europaea</i> subsp. <i>cuspidata</i> ( <b>African Olive</b> )	Hand pull small plants. Cut and paint larger plants with Glyphosate.
	<i>Raphiolepis indica</i> ( <b>Indian Hawthorn</b> )	Cut and paint plants with Glyphosate.
	<i>Senna pendula</i> var. <i>glabra</i> ( <b>Cassia</b> )	Hand pull smaller plants. Cut and paint larger plants with Glyphosate. Bag seed pods if possible.
	<i>Thunbergia alata</i> ( <b>Black-eyed Susan</b> )	Hand-pull and raft off ground. Spot spray with Glyphosate.




**Bushcare Group Name** .....

**Coordinator Name** .....

**Signature** .....

**Date** ....

Attachments – NSW National Trust Bush Regeneration Fact sheets (woody weeds, vines and scramblers & plants with underground growing parts)

**BUSH REGENERATION INFORMATION SHEET**

## Control of Vines and Scramblers

Examples of vines include: ● balloon vine, morning glory, honeysuckle, cape ivy, jasmine, madeira vine, blackberry

### METHODS OF REMOVAL

**1 HAND REMOVAL**

**STEP 1** Take hold of one runner and gently pull it along the ground towards you.

**STEP 2** Check points of resistance where fibrous roots grow from the nodes. Cut roots with a knife or dig out with a trowel and continue to follow the runner.

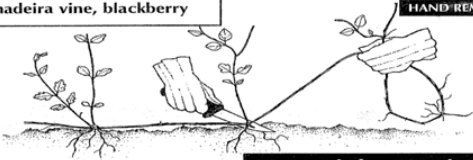
**STEP 3** The major root systems need to be removed manually or scrape/cut and painted with herbicide.

**STEP 4** Bag any reproductive parts.

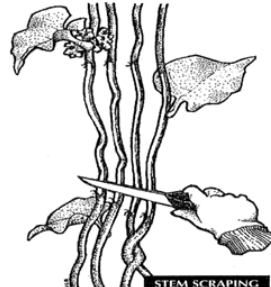
**2 STEM SCRAPING**

**STEP 1** With a knife, scrape 15 to 30 cm of the stem to reach the layer below the bark/outer layer.

**STEP 2** Immediately apply herbicide along the length of the scrape.



**HAND REMOVAL**






**STEM SCRAPING**

**considerations**

- ☐ A maximum of half the stem diameter should be scraped. Do not ring bark.
- ☐ Larger stems (>1cm) should have two scrapes opposite each other.
- ☐ Aerial tubers on madeira vine should die with the plant when stem scraping is used. Those that fall from the plant in the scraping process need to be bagged.
- ☐ Vines can be left hanging in trees after treatment.



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**BUSH REGENERATION INFORMATION SHEET**

## Control of Weeds with Underground Reproductive Structures cont..

### METHODS OF REMOVAL

**③ REMOVAL OF PLANTS WITH BULBS, CORMS OR TUBERS**  
Examples: onion weed, watsonia, arrowhead vine, montbretia

**STEP 1** Move leaf litter away from base of plant.

**STEP 2** Dig down next to the stem until the bulb or tuber is reached.

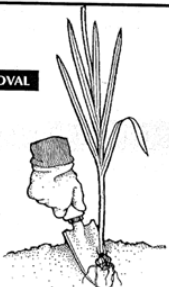
**STEP 3** Remove plant and carefully bag the bulb or tuber.

**④ HERBICIDE TREATMENT - STEM SWIPING**

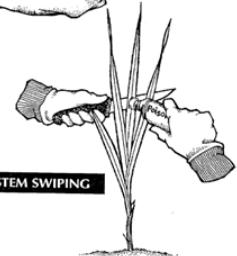
**STEP 1** Gently remove any seed or fruit and carefully place into a bag.

**STEP 2** Using a herbicide applicator, swipe the stems/leaves.

**HAND REMOVAL**






**STEM SWIPING**



### considerations

- ☐ Further digging may be required for plants with more than one tuber (e.g. arrow head vine).
- ☐ Some bulbs (e.g. oxalis, onion weed) may have small bulbils attached or present in the soil around it. These need to be removed.
- ☐ It may be quicker and more effective to dig out the weed.
- ☐ Make sure native plants and seedlings will not be affected.
- ☐ Learn and understand how the herbicide works - for bulb and corm species the most effective time is after flowering and before fruit is set.
- ☐ Have you addressed all safety issues ?

Australian Association of Bush Regenerators

BUSH REGENERATION INFORMATION SHEET

## Control of Weeds with Underground Reproductive Structures

Examples: Weeds with

- Tap roots - catsear, dandelion
- Rhizomes - asparagus fern, ginger plant
- Bulbs and corms - oxalis, onion weed, watsonia, freesias, montbretia
- Tubers - madiera vine, arrow head vine

METHODS OF REMOVAL

**1 HAND REMOVAL OF PLANTS WITH A TAPROOT**  
Examples: Paddy's lucerne, dandelion

**STEP 1** Gently remove and bag seeds or fruit.

**STEP 2** Push a narrow trowel or knife into the ground next to the taproot. Carefully loosen soil. Repeat this step around the taproot.

**STEP 3** Grasp stem at ground level, rock plant back wards and forwards and pull gently.

**STEP 4** Gently tap the roots to dislodge soil. Replace disturbed soil and lightly pat down.

**2 CROWNING (Many grasses can be crowned)**  
Example: asparagus fern


**STEP 1** Gently remove and bag stems with seed or fruit.

**STEP 2** Grasp the leaves or stems together so that the base of the plant is visible.


**STEP 3** Insert, at an angle, a knife or lever, close to the "crown".

**STEP 4** Cut through all the roots around the crown.

**STEP 5** Remove and bag the crown.






HAND REMOVAL

CROWNING

TALLYAN POINT BUSHCARE ACTION PLAN  
Page 13 of 14

BR18.2 - Attachment 2

Australian Association of Bush Regenerators

BUSH REGENERATION INFORMATION SHEET

## Control of Woody Weeds

Examples of woody weeds include:

- lantana, bitou bush, cotoneaster, privet (cut and paint)
- camphor laurel, Mickey Mouse bush (ochra) and cassia/senna (stem scrape)

### METHODS OF REMOVAL

**1 CUT AND PAINT**—Useful for small to medium sized woody weeds up to 10cm basal diameter



**STEP 1** Make a horizontal cut as close to the ground as possible with secateurs, loppers or a bush saw.

**STEP 2** Immediately apply herbicide to the exposed flat stump surface.

### SAFETY CONSIDERATIONS

The following general precautions should be made when using herbicides:

- Read the label before opening the container and follow the instructions.
- Wear protective clothing as directed on the label.
- Wash hands after use and before eating or smoking.

### considerations

- Cuts should be horizontal to prevent herbicide from running off the stump. Sharp angle cuts are hazardous.
- Herbicide must be applied immediately before the plant cells close and translocation of herbicide ceases.
- If plants resprout, cut and paint the shoots after sufficient regrowth has occurred.
- Stem scraping can be more effective on some woody weeds.



### MIA WAY BUSHCARE ACTION PLAN - 2017

**Document Number:** D17/115200 • **Adopted:** • **Minute Number:** • **File:** 26280E •  
**Produced By:** Planning, Environment & Development Group • **Review Date:**

#### CONTACT INFORMATION

<b>Group Name:</b>	Mia Way Bushcare Group
<b>Contact:</b>	Alex Reid
<b>Address:</b>	91 The Marina, Culburra Beach
<b>Tel:</b>	4447 3282
<b>Reserve Name:</b>	Culburra Beach
<b>Reserve No:</b>	CCU277
<b>Land Tenure:</b>	Shoalhaven City Council
<b>Comm. Land Type:</b>	Natural Area – Foreshore

#### 1. BUSHCARE GROUP GOALS

The aim of the Mia Way Bushcare Group is to restore the biodiversity of the Culburra Beach Reserve by the removal of environmental and noxious weeds and revegetating with local native coastal plant species. The Bushcare site area is adjacent to the Belgrave Street beach access track in the North and to the Mall beach access track in the south (see site map).

2. **BUSHCARE GROUP ACHEIVEMENTS TO DATE** – *(What successes has your Bushcare Group achieved in relation to your achieving the goals and actions in your current Bushcare Group Action Plan and what lessons or new skills/knowledge have you learnt from these achievements?)*

Successes/Goals/Actions achieved to date	Lessons learnt
Removal of all Bitou Bush and control of Madeira vine, Turkey rhubarb, Mother of Millions, Kikuyu and Asparagus fern over an area of 1.84Ha	
Revegetation of locally native species after removal of weeds over an area of 1.84Ha	

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### 3. SHOALHAVEN BUSHCARE GROUP ACTIVITIES TABLE

NOTE: Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low

GROUP ACTION	PRIORITY	METHOD	TIME
Bushcare Group to set up photo monitoring points to measure restoration project	M	Council to provide training to Bushcare in monitoring techniques	2017
Removal and control of Asparagus Fern ( <i>Asparagus atheiopicus</i> )	H	As per Weed Control guidelines. Council to provide sprayer and herbicide for spraying of Asparagus (Only to volunteers with accredited chemical handling and use qualifications). Council to assist with primary control of Asparagus fern.	Ongoing – with spraying in Spring and Summer
Maintenance weed control of other weeds including: <ul style="list-style-type: none"> <li>• Bitou Bush (<i>Chrysanthemoides monilifera spp rotunda</i>)</li> <li>• Turkey Rhubarb (<i>Acetosa sagittata</i>)</li> <li>• Kikuyu (<i>Pennisetum clandestinum</i>)</li> <li>• Mother of Millions (<i>Bryophyllum delagoense</i>)</li> <li>• Madeira Vine (<i>Anredera cordifolia</i>)</li> </ul>	M	Treat weeds by hand as per Bushcare Site Weed List or with recommended chemical rates as per label or APVMA Off-Label Permits	Ongoing
Undertake revegetation of dunes in open areas needing infill planting and maintain previously planted areas.	M	Use local coastal species as per attached suggested site revegetation list	Autumn & Winter

**Mia Way Bushcare Site**

**Beach access track**

**BELGRAVE ST**

**MIA WAY**

**THE MALL**

**5. BUSHCARE GROUP WHS & EQUIPMENT REQUIREMENTS**

Type of Activity	Yes	SWMS name included
Manual weed control (cut & paint, scrape and paint etc.)	√	
Chemical control (spraying of herbicides)	√	SWI129
Planting	√	
Minor construction (walking track, fencing, outdoor furniture)		
Propagation & seed collection	√	
Education (school groups, field days etc.)		

**6. COUNCIL SUPPORT**

- Council to assist with spraying of herbicide and/or provide opportunity for group representative(s) to undertake Chemical Applications training and accreditation;
- Assistance with sourcing and/or propagating plants;
- Provision of PPE;
- Provision of tools and materials within budget; and

**7. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE BUSHCARE SITE?**

Yes

**8. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required	Date issued
First Aid Kit	8/5/2017
Gloves	8/5/2017
Sunscreen	8/5/2017
Insect repellent	8/5/2017

**9. POSSIBLE FUTURE FUNDING**



Project	Funding source
N/A	

**10. PLAN WILL BE REVIEWED EVERY THREE YEARS**

Next review due:

**11. PLEASE LIST OTHER LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO**

Name of document	Year it was produced	Produced by
Generic Community Land Plan of Management - Natural Areas	2001	SCC
Foreshore Reserves Policy	2005	SCC

## 12. SUGGESTED SPECIES PLANTING LIST

LOW TREES	
Botanical	Common
<i>Leptospermum laevigatum</i>	Coastal Tea Tree
<i>Monotoca elliptica</i>	Tree Broom-heath
<i>Myoporum acuminatum</i>	Northern Boobialla
SHRUBS	
Botanical	Common
<i>Acacia longifolia</i> spp. <i>sophorae</i>	Coastal Wattle
<i>Rhagodia candolleana</i>	Seablite
UNDERSTOREY (grasses, herbs, climbers)	
Botanical	Common
<i>Carpobrotus glaucescens</i>	Pig Face
<i>Dianella caerulea</i>	Blue Flax Lily
<i>Dianella congesta</i>	Blue Flax Lily
<i>Hardenbergia violacea</i>	False Sarsaparilla
<i>Hibbertia scandens</i>	Native Guinea Flower
<i>Kennedia rubicunda</i>	Dusky Coral Pea
<i>Lomandra longifolia</i>	Matt Rush
<i>Tetragonia tetragonoides</i>	Warrigal Greens

## 13. SITE WEED LIST

**NOTE: ALL HERBICIDE CONCENTRATIONS AND APPLICATIONS TO BE ACCORDING TO HERBICIDE LABEL OR APVMA OFF-LABEL PERMITS.**

See attached Bush Regeneration Fact Sheets for more information on control of different weed types

Noxious	Environmental	Control Method
<i>Chrysanthemoides monilifera</i> subsp. <i>rotunda</i> ( <b>Bitou Bush</b> )		Hand pull small plants. Cut and paint larger plants with Glyphosate.
	<i>Acetosa sagittata</i> ( <b>Turkey Rhubarb</b> )	Spot spray with Glyphosate – follow up sprays likely to be needed. Treat in Spring-Summer.
	<i>Anredera cordifolia</i> ( <b>Madeira vine</b> )	Dig underground tubers, bag and remove all plant parts from site. Larger or less accessible stems can be scraped and painted with Glyphosate.
	<i>Asparagus aethiopicus</i>	Hand pull smaller plants. Larger plants can be manually removed

	( <b>Asparagus fern</b> )	by crowning out rhizome. Larger infestations can be sprayed with Metsulforn Methyl. Spraying in Spring-Summer.
	<i>Bryophyllum delagoense</i> ( <b>Mother of Millions</b> )	Remove, bag all parts of the plant and remove from site.
	<i>Bryophyllum pinnatum</i> ( <b>Resurrection Plant</b> )	Remove, bag all parts of the plant and remove from site.
	<i>Conyza</i> spp. ( <b>Fleabane</b> )	Hand weed or spot spray with Glyphosate.
	<i>Ehrharta erecta</i> ( <b>Panic Velt Grass</b> )	Hand weed or spot spray with Glyphosate.
	<i>Gazania rigens</i> ( <b>Treasure Flower</b> )	Hand weed or spot spray with Glyphosate.
	<i>Hydrocotyle bonariensis</i> ( <b>Dollar Weed</b> )	Wick wipe with Glyphosate on all plant parts. Solarise with plastic if dense infestations. Spot spray with Glyphosate.
	<i>Pennisetum clandestinum</i> ( <b>Kikuyu</b> )	Spot spray with Glyphosate.
	<i>Solanum nigrum</i> or <i>S. chenopodioides</i> ( <b>Blackberry Nightshade / Whitetip Nightshade</b> )	Hand weed or spot spray with Glyphosate.
	<i>Watsonia meriana</i> var. <i>bulbillifera</i> ( <b>Bugle Lily</b> )	Dig out bulbs bag and remove from site.
	<i>Yucca aloifolia</i> ( <b>Dagger Plant</b> )	Dig out plants and roots and remove all plant material from site.

#### 14. BUSHCARE SITE SPECIES LIST

OVERSTOREY TREES	
Botanical	Common
<i>Banksia integrifolia</i> subsp. <i>integrifolia</i>	Coastal Banksia
<i>Eucalyptus botryoides</i>	Bangalay
<i>Leptospermum laevigatum</i>	Coastal Tea Tree
<i>Monotoca elliptica</i>	Tree Broom-heath
<i>Myoporum acuminatum</i>	Northern Boobialla

SHRUBS	
Botanical	Common
<i>Acacia longifolia</i> subsp. <i>longifolia</i>	Sydney Golden Wattle

<i>Acacia longifolia subsp sophorae</i>	Coastal Wattle
<i>Correa alba</i>	White Correa
<i>Leucopogon parviflorus</i>	Bearded Heath

UNDERSTOREY (grasses, herbs, orchids)	
Botanical	Common
<i>Actites magalocarpa</i>	Beach Sow Thistle
<i>Austrofestuca littoralis</i>	Beach Fescue
<i>Carpobrotus glaucescens</i>	Pig Face
<i>Dianella caerulea</i>	Nodding Blue Lily
<i>Dianella congesta</i>	Nodding Blue Lily
<i>Ficinia nodosa</i>	Club Rush
<i>Lomandra longifolia</i>	Matt Rush
<i>Oxalis corniculata</i>	Oxalis
<i>Pelargonium australe</i>	Coastal Pelargonium
<i>Rhagodia candolleana</i>	Seablite
<i>Scaevola calendulacea</i>	Coastal Fan Flower
<i>Spinifex sericeus</i>	Beach Spinifex
<i>Sporobolus virginicus</i>	Sand Couch
<i>Themeda australis</i>	Kangaroo Grass

UNDERSTOREY (vines & climbers)	
Botanical	Common
<i>Billardiera scandens</i>	Hairy Apple Berry
<i>Cissus hypoglauca</i>	Water Vine
<i>Clematis glycinoides</i>	Old Mans Beard
<i>Hardenbergia violacea</i>	False Sarsparilla
<i>Hibbertia scandens</i>	Climbing Guinea Flower
<i>Kennedia rubicunda</i>	Dusky Coral Pea

Bushcare Group Name .....

Coordinator Name .....




Signature .....

Date ....

**Attachments – NSW National Trust Bush Regeneration Fact Sheets  
(Control of Woody Weeds; Control of Small Hand-pullable Weeds;  
Control of Vines and Scramblers; Control of Weeds with Underground  
Reproductive Structures)**

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BR18.2 - Attachment 3

Australian Association of Bush Regenerators

BUSH REGENERATION INFORMATION SHEET

## Control of Woody Weeds

Examples of woody weeds include:

- lantana, bitou bush, cotoneaster, privet (cut and paint)
- camphor laurel, Mickey Mouse bush (ochna) and cassia/senna (stem scrape)

### METHODS OF REMOVAL

**1 CUT AND PAINT**—Useful for small to medium sized woody weeds up to 10cm basal diameter

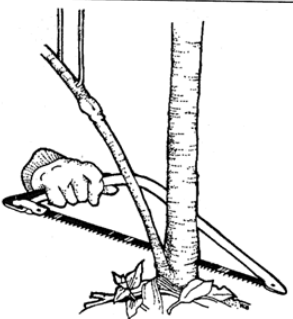

**STEP 1** Make a horizontal cut as close to the ground as possible with secateurs, loppers or a bush saw.

**STEP 2** Immediately apply herbicide to the exposed flat stump surface.

### SAFETY CONSIDERATIONS




The following general precautions should be made when using herbicides:

- Read the label before opening the container and follow the instructions.
- Wear protective clothing as directed on the label.
- Wash hands after use and before eating or smoking.

### considerations

- Cuts should be horizontal to prevent herbicide from running off the stump. Sharp angle cuts are hazardous.
- Herbicide must be applied immediately before the plant cells close and translocation of herbicide ceases.
- If plants resprout, cut and paint the shoots after sufficient regrowth has occurred.
- Stem scraping can be more effective on some woody weeds.

Australian Association of Bush Regenerators

**BUSH REGENERATION INFORMATION SHEET**

## Control of Weeds with Underground Reproductive Structures

Examples: Weeds with

- Tap roots - catsear, dandelion
- Rhizomes - asparagus fern, ginger plant
- Bulbs and corms - oxalis, onion weed, watsonia, freesias, montbretia
- Tubers - madiera vine, arrow head vine

**METHODS OF REMOVAL**

**1 HAND REMOVAL OF PLANTS WITH A TAPROOT**  
Examples: Paddy's lucerne, dandelion

**STEP 1** Gently remove and bag seeds or fruit.

**STEP 2** Push a narrow trowel or knife into the ground next to the taproot. Carefully loosen soil. Repeat this step around the taproot.

**STEP 3** Grasp stem at ground level, rock plant back wards and forwards and pull gently.

**STEP 4** Gently tap the roots to dislodge soil. Replace disturbed soil and lightly pat down.

**2 CROWNING (Many grasses can be crowned)**  
Example: asparagus fern



**STEP 1** Gently remove and bag stems with seed or fruit.


**STEP 2** Grasp the leaves or stems together so that the base of the plant is visible.

**STEP 3** Insert, at an angle, a knife or lever, close to the "crown".


**STEP 4** Cut through all the roots around the crown.

**STEP 5** Remove and bag the crown.



  




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Australian Association of Bush Regenerators

**BUSH REGENERATION INFORMATION SHEET**

## Control of Weeds with Underground Reproductive Structures cont..

### METHODS OF REMOVAL

**③ REMOVAL OF PLANTS WITH BULBS, CORMS OR TUBERS**  
Examples: onion weed, watsonia, arrowhead vine, montbretia

**STEP 1** Move leaf litter away from base of plant.

**STEP 2** Dig down next to the stem until the bulb or tuber is reached.

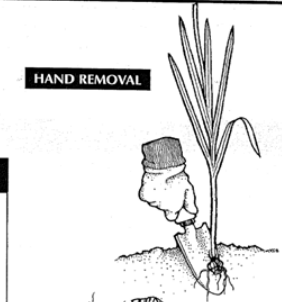
**STEP 3** Remove plant and carefully bag the bulb or tuber.

**④ HERBICIDE TREATMENT - STEM SWIPING**

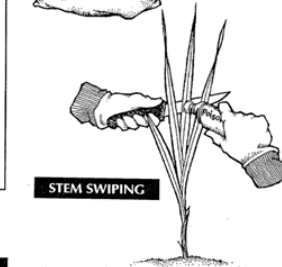
**STEP 1** Gently remove any seed or fruit and carefully place into a bag.

**STEP 2** Using a herbicide applicator, swipe the stems/leaves.

**HAND REMOVAL**



**STEM SWIPING**



### considerations

- ☐ Further digging may be required for plants with more than one tuber (e.g. arrow head vine).
- ☐ Some bulbs (e.g. oxalis, onion weed) may have small bulbils attached or present in the soil around it. These need to be removed.
- ☐ It may be quicker and more effective to dig out the weed.
- ☐ Make sure native plants and seedlings will not be affected.
- ☐ Learn and understand how the herbicide works - for bulb and corm species the most effective time is after flowering and before fruit is set.
- ☐ Have you addressed all safety issues ?





**Document Number:** D17/111951 • **Adopted:** • **Minute Number:** • **File:** 26280E•  
**Produced By:** Planning & Development Services Group • **Review Date:**

## CALLALA BOAT RAMP RESERVE BUSHCARE ACTION PLAN - 2017

### CONTACT INFORMATION

<b>Group Name:</b>	Callala Boat Ramp Reserve Bushcare Group
<b>Contact:</b>	<b>Brian Muller</b>
<b>Address:</b>	58 Boorawine Terrace, Callala Bay 2540
<b>Tel:</b>	4447 3600
<b>Email:</b>	
<b>Reserve Name:</b>	Callala Boat Ramp Reserve
<b>Reserve No:</b>	CCA349
<b>Land Tenure:</b>	Crown Land Trust Managed by SCC
<b>Comm. Land Type:</b>	N/A

### 1. BUSHCARE GROUP GOALS

The Goals of the Callala Boat Ramp Bushcare group are as follows:

1. Continued regeneration of the steeper bushland areas at the southern end of the reserve, including weed removal, revegetation and improved definition of natural vegetation areas; and
2. Maintenance of the native vegetation islands around the carpark areas.

**2. BUSHCARE GROUP ACHEIVEMENTS TO DATE** – *(What successes has your Bushcare Group achieved in relation to your achieving the goals and actions in your current Bushcare Group Action Plan and what lessons or new skills/knowledge have you learnt from these achievements?)*

Successes/Goals/Actions achieved to date	Lessons learnt
Removal of Lantana, Asparagus fern, Senna, Blackberry & control of Buffalo grass over 0.17Ha of foreshore reserve	
Weed control and revegetation to improve vegetation islands around carpark	

3. **SHOALHAVEN BUSHCARE GROUP ACTION PLAN** (to be in conjunction with attached site map)  
**NOTE:** Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low

GROUP ACTION	PRIORITY	METHOD	TIME
<b>BUSH REGENERATION AREAS</b> <b>Actions</b> <ol style="list-style-type: none"> <li>Control and removal of noxious and environmental weeds including Asparagus fern, Cassia, Buffalo grass and Japanese Honeysuckle.</li> </ol>	H	<p>Treat weeds as per Bushcare Site Weed List and herbicide labels or APVMA Off-Label Permits.</p> <p>Council to assist with spraying and/or Provide opportunity for group representative(s) to undertake Chemical Applications training and accreditation.</p>	Ongoing
<ol style="list-style-type: none"> <li>Revegetation of Bush Regeneration area in locations where native plant density is low.</li> </ol>	M	<p>Council to provide water crystals, stakes and guards as required, and assistance with sourcing and/or propagating plants if needed.</p> <p>Planting to be primarily of low to medium sized shrubs, with minimal planting of replacement trees (e.g. <i>Angophora floribunda</i>), with consideration given to location</p>	Autumn and Winter

GROUP ACTION	PRIORITY	METHOD	TIME
		and sight lines.  Collect seed from native plants for future propagation by Bushcare Nursery	
3. Inspection and removal of dead trees / branches near walkway	M	Council Tree Management Officer to inspect and make recommendations.	2017
4. Definition of bushland edge where Buffalo grass spreads in.	M	Use logs cut from any felled trees or branches to define edge at which to limit growth of Buffalo grass.	2017/ 2018
<b>FORESHORE AREAS</b> <b>Actions</b> 5. Continued maintenance of the native vegetation island bays around the carpark area	M	Treat weeds as per Bushcare Site Weed List and herbicide labels or APVMA Off-Label Permits.  Council to assist with spraying and/or Provide opportunity for group representative(s) to undertake Chemical Applications training and accreditation.	Ongoing

4. BUSHCARE GROUP ACTION PLAN MAP



**5. BUSHCARE GROUP WHS & EQUIPMENT REQUIREMENTS**

Type of Activity	Yes	NO	SWMS name included
Manual weed control (cut & paint, scrape and paint etc.)	√		
Chemical control (spraying of herbicides)	√		SW1129
Planting	√		
Minor construction (walking track, fencing, outdoor furniture)	√		
Propagation & seed collection	√		
Education (school groups, field days etc.)			
Other			

**6. COUNCIL SUPPORT**

- ;
- Tools and First Aid Kit;
- aterials e.g. Glyphosate, dripper bottles, plant guards and stakes (within limit of budget);
- 
- 
- Assistance with sourcing and/or propagating plants; and
- Tree inspection, removal of dead trees and other diseased tree as deemed by Council.

**7. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE BUSHCARE SITE?**

**YES**

Attach a copy of the site/s risk assessment to the plan. Ensure no work is undertaken before risk assessment has been complete

**8. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required
First Aid Kit
Gloves
Sunscreen
Insect repellent

**9. POSSIBLE FUTURE FUNDING**

Project	Funding source
N/A	

**10. PLAN WILL BE REVIEWED EVERY THREE YEARS – next review due:**

The group should review a summary of the Bushcare Policy & Procedures at the time of each review

**11. PLEASE LIST OTHER LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO**

Name of document	Year it was produced	Produced by
Shoalhaven Foreshore Reserves Policy	2005 Last amended Feb 2017	Shoalhaven City Council
Generic Community Plan of Management Parks	2001	Shoalhaven City Council
Jervis Bay Regional Environmental Plan	1996	NSW Department of Planning

## 12. SUGGESTED SPECIES LIST FOR FUTURE SITE REVEGETATION

OVERSTOREY TREES	
Botanical	Common
<i>Angophora floribunda</i>	Rough-barked Apple
<i>Myoporum acuminatum</i>	Boobialla
SHRUBS	
Botanical	Common
<i>Acacia longifolia</i> spp <i>longifolia</i>	Sydney Golden Wattle
<i>Acacia myrtifolia</i>	Red Stemmed Wattle
<i>Banksia ericifolia</i> subsp. <i>ericifolia</i>	Heath-leaved Banksia
<i>Boronia pinnata</i>	
<i>Correa alba</i>	White Correa
<i>Epacris microphylla</i>	Coast Coral Heath
<i>Zieria smithii</i>	Sandfly Zieria
UNDERSTOREY (grasses, herbs, climbers)	
Botanical	Common
<i>Crinum pedunculatum</i>	Swamp Lily
<i>Dianella caerulea</i>	Nodding Blue Lily
<i>Dianella congesta</i>	Beach Flax Lily
<i>Dianella revoluta</i>	Blueberry Lily
<i>Hibbertia scandens</i>	Climbing Guinea Flower
<i>Lomandra confertifolia</i>	Mat Rush
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush
<i>Patersonia sericea</i>	Silky Purple flag
<i>Themeda australis</i>	Kangaroo grass

## 13. SITE WEED LIST

**NOTE: ALL HERBICIDE CONCENTRATIONS AND APPLICATIONS TO BE ACCORDING TO HERBICIDE LABEL OR APVMA (AUSTRALIAN PESTICIDES & VETERINARY MEDICINES AUTHORITY) OFF-LABEL PERMITS.**

See attached Bush Regeneration Fact Sheets for more information on control of different weed types

Noxious	Environmental	Control Method
<i>Rubus fruticosus</i> (Blackberry)		Hand digging of crowns if infestations small. Cut and paint or scrape and paint stems with Glyphosate – somewhat effective. Spray with Metsulforn Methyl as per label. Spray while flowering.



<i>Lantana camara</i> <b>(Lantana)</b>		Hand pull smaller plants. Cut & paint larger plants with Glyphosate. Keep cut material off ground.
	<i>Agapanthus praecox</i> subsp. <i>orientalis</i> <b>Agapanthus</b>	Dig out plants and raft off ground or remove from site.
	<i>Asparagus aethiopicus</i> <b>(Asparagus fern)</b>	Hand pull smaller plants. Larger plants can be manually removed by crowning out rhizome. Larger infestations can be sprayed with Metsulfuron Methyl. Spraying in Spring-Summer
	<i>Bryophyllum delagoense</i> <b>(Mother of Millions)</b>	Remove, bag all parts of the plant and remove from site.
	<i>Crassula sarmentosa</i> var. <i>sarmentosa</i>	Hand weed and remove all plant material from site or solarise under black plastic.
	<i>Kniphofia uvaria</i> <b>(Red Hot Pokers)</b>	Dig out with mattock, removing roots and rhizomes or cut and paint top of rhizome with Glyphosate.
	<i>Lilium Formosa</i> <b>(Formosa Lily)</b>	Dig out being sure to collect and bag all bulbs. Cut and paint stems with Glyphosate after flowering.
	<i>Lonicera japonica</i> <b>(Japanese Honeysuckle)</b>	Hand remove, bundle and raft stems off ground. Scrape and paint stems with Glyphosate. Spot spray with Glyphosate.
	<i>Nephrolepis cordifolia</i> <b>(Fishbone fern)</b>	Hand remove, bag and remove from site or raft off ground. Spot spray with Glyphosate .
	<i>Paspalum dilatatum</i> <b>(Caterpillar grass)</b>	Dig out or spot spray with Glyphosate.
	<i>Raphiolepis indica</i> <b>(Indian Hawthorn)</b>	Cut and paint plants with Glyphosate.
	<i>Senna pendula</i> var <i>glabra</i> <b>(Cassia)</b>	Hand pull smaller plants. Cut and paint larger plants with Glyphosate. Bag seed pods if possible.
	<i>Stenotaphrum secundatum</i> <b>(Buffalo Grass)</b>	Dig out from around native plants. Spot spray with Glyphosate.

**14. BUSHCARE SITE SPECIES LIST (The following species have been recorded on the site)**

OVERSTOREY TREES	
Botanical	Common
<i>Angophora floribunda</i>	Rough-barked Apple
<i>Acacia binervata</i>	Two-veined Hickory
<i>Casuarina glauca</i>	Swamp Oak
<i>Eucalyptus botryoides</i>	Bangalay
<i>Eucalyptus punctata</i>	Grey Gum
<i>Eucalyptus robusta</i>	Swamp Mahogany
<i>Eucalyptus sclerophylla</i>	Scribbly Gum
<i>Exocarpos cupressiformis</i>	Native Cherry
SHRUBS	
Botanical	Common
<i>Acacia longifolia</i> subsp. <i>longifolia</i>	Sydney Golden Wattle
<i>Acacia maidenii</i>	Maidens Wattle
<i>Pimelea linifolia</i>	Rice Flower
<i>Pittosporum undulatum</i>	Sweet Pittosporum
UNDERSTOREY (grasses, herbs, orchids)	
Botanical	Common
<i>Commelina cyanea</i>	
<i>Dianella caerulea</i>	Blue flax lily
<i>Dichondra repens</i>	Kidney weed
<i>Geranium homeanum</i>	Cranesbill
<i>Imperata cylindrica</i>	Blady Grass
<i>Lomandra confertifolia</i>	Mat rush
<i>Lomandra longifolia</i>	Mat rush
<i>Microlaena stipoides</i>	Weeping Meadow Grass
<i>Oplismenus imbecillis</i>	Basket Grass
<i>Pteridium esculentum</i>	Bracken fern
<i>Themeda australis</i>	Kangaroo grass
<i>Viola hederacea</i>	Native Violet
UNDERSTOREY (vines & climbers)	
Botanical	Common
<i>Billardiera scandens</i>	Hairy Apple Berry
<i>Clematis aristata</i>	Old Man's Beard
<i>Eustrephus latifolius</i>	Wombat Berry
<i>Glycine</i> sp	
<i>Pandorea pandorana</i>	Wonga vine
<i>Rubus parvifolius</i>	Native Raspberry
<i>Tylophora barbata</i>	Bearded Tylophora


**Bushcare Group Name:** .....

**Coordinator Name:** .....


**Signature:**.....

**Date:** ...../...../.....


**Attachments – NSW National Trust Bush Regeneration Fact Sheets (Control of  
Woody Weeds; Control of Vines and Scramblers; Control of Weeds with  
Underground Reproductive Structures)**



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of Bush  
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BUSH REGENERATION INFORMATION SHEET

## Control of Vines and Scramblers

Examples of vines include: ● balloon vine, morning glory, honeysuckle, cape ivy, jasmine, madeira vine, blackberry

### METHODS OF REMOVAL

**① HAND REMOVAL**

**STEP 1** Take hold of one runner and gently pull it along the ground towards you.

**STEP 2** Check points of resistance where fibrous roots grow from the nodes. Cut roots with a knife or dig out with a trowel and continue to follow the runner.

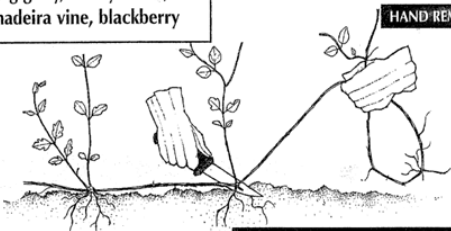
**STEP 3** The major root systems need to be removed manually or scrape/cut and painted with herbicide.

**STEP 4** Bag any reproductive parts.

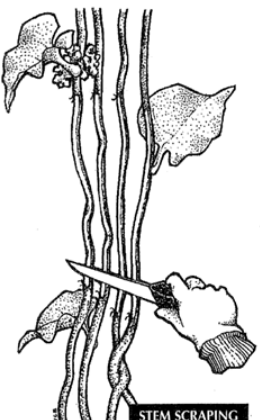
**② STEM SCRAPING**

**STEP 1** With a knife, scrape 15 to 30 cm of the stem to reach the layer below the bark/outer layer.

**STEP 2** Immediately apply herbicide along the length of the scrape.




HAND REMOVAL


STEM SCRAPING

### considerations


- A maximum of half the stem diameter should be scraped. Do not ring bark.
- Larger stems (>1cm) should have two scrapes opposite each other.
- Aerial tubers on madeira vine should die with the plant when stem scraping is used. Those that fall from the plant in the scraping process need to be bagged.
- Vines can be left hanging in trees after treatment.



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# Control of Woody Weeds

Examples of woody weeds include:

- lantana, bitou bush, cotoneaster, privet (cut and paint)
- camphor laurel, Mickey Mouse bush (ochona) and cassia/senna (stem scrape)

## METHODS OF REMOVAL

**1 CUT AND PAINT**—Useful for small to medium sized woody weeds up to 10cm basal diameter

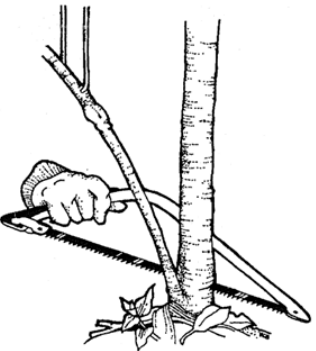

**STEP 1** Make a horizontal cut as close to the ground as possible with secateurs, loppers or a bush saw.

**STEP 2** Immediately apply herbicide to the exposed flat stump surface.

## SAFETY CONSIDERATIONS


The following general precautions should be made when using herbicides:

- Read the label before opening the container and follow the instructions.
- Wear protective clothing as directed on the label.
- Wash hands after use and before eating or smoking.





## considerations


- Cuts should be horizontal to prevent herbicide from running off the stump. Sharp angle cuts are hazardous.
- Herbicide must be applied immediately before the plant cells close and translocation of herbicide ceases.
- If plants resprout, cut and paint the shoots after sufficient regrowth has occurred.
- Stem scraping can be more effective on some woody weeds.



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**BUSH REGENERATION INFORMATION SHEET**

## Control of Weeds with Underground Reproductive Structures

Examples: Weeds with

- Tap roots - catsear, dandelion
- Rhizomes - asparagus fern, ginger plant
- Bulbs and corms - oxalis, onion weed, watsonia, freesias, montbretia
- Tubers - madiera vine, arrow head vine

### METHODS OF REMOVAL

**1 HAND REMOVAL OF PLANTS WITH A TAPROOT**  
Examples: Paddy's lucerne, dandelion

**STEP 1** Gently remove and bag seeds or fruit.

**STEP 2** Push a narrow trowel or knife into the ground next to the taproot. Carefully loosen soil. Repeat this step around the taproot.

**STEP 3** Grasp stem at ground level, rock plant back wards and forwards and pull gently.

**STEP 4** Gently tap the roots to dislodge soil. Replace disturbed soil and lightly pat down.

**2 CROWNING (Many grasses can be crowned)**  
Example: asparagus fern


**STEP 1** Gently remove and bag stems with seed or fruit.

**STEP 2** Grasp the leaves or stems together so that the base of the plant is visible.


**STEP 3** Insert, at an angle, a knife or lever, close to the "crown".

**STEP 4** Cut through all the roots around the crown.


**STEP 5** Remove and bag the crown.




HAND REMOVAL


CROWNING



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**BUSH REGENERATION INFORMATION SHEET**

**Control of Weeds with Underground Reproductive Structures cont..**

**METHODS OF REMOVAL**

**3 REMOVAL OF PLANTS WITH BULBS, CORMS OR TUBERS**  
Examples: onion weed, watsonia, arrowhead vine, montbretia

**STEP 1:** Move leaf litter away from base of plant.

**STEP 2:** Dig down next to the stem until the bulb or tuber is reached.


**STEP 3:** Remove plant and carefully bag the bulb or tuber.

**4 HERBICIDE TREATMENT - STEM SWIPING**

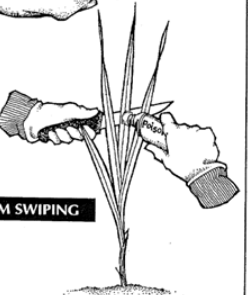
**STEP 1:** Gently remove any seed or fruit and carefully place into a bag.

**STEP 2:** Using a herbicide applicator, swipe the stems/leaves.

**HAND REMOVAL**



**STEM SWIPING**



**considerations**

- ☐ Further digging may be required for plants with more than one tuber (e.g. arrow head vine).
- ☐ Some bulbs (e.g. oxalis, onion weed) may have small bulbils attached or present in the soil around it. These need to be removed.
- ☐ It may be quicker and more effective to dig out the weed.
- ☐ Make sure native plants and seedlings will not be affected.
- ☐ Learn and understand how the herbicide works - for bulb and corm species the most effective time is after flowering and before fruit is set.
- ☐ Have you addressed all safety issues ?



## BUSHCARE/PARKCARE POLICY **AND** **PROCEDURES**

*Policy Number: POL12/268*

*Adopted: 11/08/2009*

*Minute Number: MIN09.1049*

*File: 1835E, 31317E*

*Produced By: City Services & Operations Group*

*Review Date: 01/12/2016*

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**For more information contact the City Services & Operations Group**

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**APPENDIX – BUSHCARE/PARKCARE PROGRAM PROCEDURES**

## 1. PURPOSE

An efficient and effective The purpose of Bushcare/Parkcare Policy requires that the is to clearly define the roles and responsibilities of volunteers and Council staff, within each program.

## 2. STATEMENT

The Bushcare/Parkcare programs provide an opportunity for members of the community to participate, as volunteers, in rehabilitating, improving, maintaining and caring for lands managed by Council for the community's benefit.

Bushcare/Parkcare volunteers have a vital role in the management of these reserve areas and are an essential part of Council's approach of including the community in decisions and actions pertaining to their local area.

Shoalhaven has 727 public reserves that are classified as community land that have a total of 1,319 hectares of public reserves that are owned or managed by Council in accordance with State Government legislation and planning policies. In addition, many of the sporting fields are surrounded by bushland.

Shoalhaven City Council is a major land manager and recognises the importance of protecting the areas' natural assets and the crucial role that community involvement can play.

The Bushcare/Parkcare programs meets the following key priority of the Shoalhaven Community Strategic Plan as follows:

- 1.3 Support active, healthy liveable communities
- 2.3 Protect and showcase the natural environment

This is integral to the foundation of a collaborative and cooperative approach to Council supporting the community to become actively involved as volunteers participating in the Bushcare/Parkcare program to achieve the priorities of the Shoalhaven Community Strategic Plan 2017.

## 3. AIMS AND OBJECTIVES OF THE BUSHCARE/PARKCARE PROGRAMS

Table 1: Aims and Objectives

Aim of the Bushcare/Parkcare Program	
Promote and implement ecologically sustainable management of the natural bushland areas, parks and reserves within the City of Shoalhaven by encouraging community ownership and supporting community members becoming actively involved.	
Objectives of the Bushcare/Parkcare Program	
•	To work towards the regeneration, restoration, maintenance and improvement of lands under public ownership and management within the city of Shoalhaven, under the direction of Council.
	To facilitate community involvement in the enhancement of community land.

*Shoalhaven City Council – Bushcare/Parkcare Policy*

- To provide for community use of and/or access to the land in such a manner as will minimise or mitigate degradation caused by human use.
- Assist with the facilitation and implementation of the Generic Community Land – Plans of Management.
- To assist in and facilitate the implementation of any provisions for management of the land that are set out in a recovery plan, or threat abatement plan, prepared under the NSW Biodiversity Conservation Act 2016 or the Fisheries Management Act 1994.
- To encourage and promote community awareness of the Shoalhaven City Council Bushcare/Parkcare Program and work in cooperation with broader resource management organisations.

Bushcare Specific Objectives

- To conserve biodiversity and maintain ecosystem function in respect of the land, which is categorised as a Natural Area, under the Local Government Act 1991.
- To work in areas categorized as natural areas - community land, and provide for the restoration and regeneration of these areas under the direction of Council in accordance with best practice bush regeneration techniques.
- Re-vegetate with local native plants and increase the public awareness and appreciation of the natural values through education initiatives and training.

~~be clearly defined. This charter details those responsibilities.~~

**1. Aim of the Bushcare/Parkcare Program**

The aim of the Bushcare/Parkcare program is to promote and implement ecologically sustainable management of the natural bushland areas, parks and reserves within the City of Shoalhaven by encouraging community ownership and supporting community members becoming actively involved in group activities.

~~2. Objectives of the Bushcare/Parkcare Program~~

~~The objectives of Council and the Bushcare/Parkcare Program in managing vast areas of public reserves are as follows:~~

~~Table 2: What is Bushcare/Parkcare and their benefits?~~

- ~~Assist with the facilitation and implementation of the Generic Community Land – Plans of Management.~~
- ~~Assist with and facilitate the implementation of The Foreshore Reserve Policy.~~
- ~~To control and eradicate /control pest plant and animal species, undertake rubbish removal and stabilize soil erosion.~~
- ~~To provide for community use of and/or access to the land in such a manner as will minimise or mitigate degradation caused by human use.~~

Shoalhaven City Council – Bushcare/Parkcare Policy

- To assist in and facilitate the implementation of any provisions for management of the land that are set out in a recovery plan, or threat abatement plan, prepared under the *Threatened Species Conservation Act 1995* or the *Fisheries Management Act 1994*.
- To encourage and promote community awareness of the Shoalhaven City Council Bushcare/Parkcare Program and work in cooperation with broader resource management organisations such as Shoalhaven Landcare Association, South – East Landcare Regional Committee and the Southern Rivers Catchment Management Authority.

<u>What is Bushcare?</u>	<u>What is Parkcare?</u>
<p><u>Bushcare is about volunteer participation in the repair, protection and enhancement of natural areas in public ownership. Over the last few decades there has been growing public recognition of the increased levels of degradation of our bushland areas. There has also been a growing awareness of the need to manage bushland areas to maintain healthy ecological systems for their social, economic and environmental benefits to the community.</u></p> <p><u>These principles are in accordance with Shoalhaven City Council's Guidelines for Integrating the Principles of Ecologically Sustainable Development (ESD) into Shoalhaven City Council Activities. Concurrently, Landcare, Dunecare and Rivercare programs have been contributing to an ever-increasing body of knowledge about how to manage our natural resources. This knowledge has contributed to a growing appreciation by landholders and the wider community that reversal of land degradation is possible.</u></p> <p><u>Within the Shoalhaven Community Strategic Plan as part of the "Place" the community told Council that want Council to build on the community connection to and care for the local environment and ecology. The Bushcare Program is a key mechanisms for the delivery of fostering community connection to, and caring for the local environment and ecology. This is done by a collaborative approach between Council and Bushcare volunteers through the management, restoration and regeneration of place, which foster a greater</u></p>	<p><u>Council maintains over 500 passive reserves for active or passive recreation. The Parkcare program provides an opportunity for members of the community to participate in the maintenance, repair, protection and enhancement of these open space areas in public ownership.</u></p> <p><u>Parkcare supports volunteer participation in the repair, protection and enhancement of Passive Recreation areas in public ownership. Council is therefore committed to supporting community volunteers participating in the Parkcare program. Council acknowledges the effort that members of the community have made in the maintenance of Council's Parks and Reserves. However, many of these activities undertaken in isolation, may conflict with Council policies and community expectations, and are unauthorised.</u></p> <p><u>Parkcare volunteers can participate in a variety of activities including grass maintenance, landscape construction and maintenance, weed control, stormwater control, track and trail construction and maintenance, flora and fauna surveys, public education, site assessment and environmental monitoring.</u></p>

Shoalhaven City Council – Bushcare/Parkcare Policy

<p><u>sense of stewardship through direct involvement in land management and regeneration.</u></p> <p><u>Bushcare Groups/volunteers become involved in a variety of activities including bush regeneration, weed control, pest plant and animal control ,control</u></p> <p><u>Bushcare volunteers may become involved in a variety of activities including bush regeneration, weed control, pest plant and animal control, stormwater control, track and trail construction and maintenance, flora and fauna surveys, public and schools education, site assessment and environmental monitoring.</u></p>	
<b>Benefits of Bushcare/Parkcare</b>	
<ul style="list-style-type: none"> <li><u>An increase awareness of reserve management issues among participants and the wider community. Increased awareness fosters stewardship of publicly owned reserves and is one of the most effective methods of dealing with problems such as rubbish dumping, damage or removal of native vegetation, encroachment, graffiti, vandalism and weed invasion.</u></li> <li><u>An opportunity to improve the effectiveness of reserves management in the Shoalhaven by complementing rehabilitation works, maintenance and projects undertaken by Council and other agencies. The Bushcare/Parkcare program increases the extent of on-ground works where degradation issues are being rectified or where current Council supported maintenance activities are undertaken. Bushcare/Parkcare can also provide the on-going care necessary to achieve good outcomes from one-off initiatives.</u></li> <li><u>Improved quality of community life through increased social interaction, sharing of information and maintenance of the aesthetic quality of bushlands and open space.</u></li> <li><u>Additional opportunities for interaction between Council and community members. This facilitates community inclusive development and implementation of management strategies, and the prevention and resolution of disputes.</u></li> <li><u>Improvement in social and physical health and wellbeing of the community and the individual from involvement.</u></li> <li><u>The Shoalhaven Bushcare/Parkcare Program provides a financial benefit to the residents/ratepayers of the Shoalhaven. This is done via the in-kind labour contribution that the volunteers provide to restoring and maintaining the ecological assets on public land in the Shoalhaven. In fact from 1st July 2005 to 5<sup>th</sup> February 2018, Bushcare volunteers spent 103,840 hours restoring and maintaining natural areas in public ownership. This equates to financial contribution of \$3,115,200, at current Volunteering Australia rates. Towards the management of our cities public natural area reserves.</u></li> <li><u>To facilitate community involvement in the enhancement of community land and provide for the maintenance, landscaping, restoration and regeneration of these areas under the direction of Council.</u></li> </ul>	



### 1.2.1. ~~————~~ **Bushcare Specific Objectives**

- ~~————~~ To conserve biodiversity and maintain ecosystem function in respect of the land, which is categorised as a Natural Area, under the Local Government Act 1991.
- ~~————~~ To work in areas categorized as natural areas – community land, and provide for the restoration and regeneration of these areas under the direction of Council in accordance with best practice bush regeneration techniques.
- ~~————~~ Re-vegetate with local native plants and increase the public awareness and appreciation of the natural values through education initiatives and training.

## 2. ~~————~~ **STATEMENT**

The Bushcare/Parkcare programs provide an opportunity for members of the community to participate, as volunteers, in rehabilitating, improving, maintaining and caring for lands managed by Council for the community's benefit. Bushcare/Parkcare volunteers have a vital role in the management of these reserve areas and are an essential part of Council's approach of including the community in decisions and actions pertaining to their local area.

The Shoalhaven has 727 public reserves that are classified as community land that have a total of 1,319 hectares managed by Council in accordance with State Government legislation and planning policies. In addition, many of the sporting fields are surrounded by bushland.

Shoalhaven City Council is a major land manager and recognises the importance of protecting the areas' natural assets and the crucial role that community involvement can play. Council is committed to supporting community volunteers participating in the Bushcare/Parkcare program.

### 1. ~~————~~ **What is Bushcare?**

Bushcare is about volunteer participation in the repair, protection and enhancement of natural areas in public ownership.

Over the last few decades there has been growing public recognition of the increased levels of degradation of our bushland areas. There has also been a growing awareness of the need to manage bushland areas to maintain healthy ecological systems for their social, economic and environmental benefits to the community. These principles are in accordance with Shoalhaven City Council's Guidelines for Integrating the Principles of Ecologically Sustainable Development (ESD) into Shoalhaven City Council Activities.

Concurrently, Landcare, Dunecare and Rivercare programs have been contributing to an ever-increasing body of knowledge about how to manage bushland areas. This knowledge has contributed to a growing appreciation by landholders and the wider community that reversal of land degradation is possible.

Bushcare volunteers may become involved in a variety of activities including bush regeneration, weed control, pest plant and animal control, stormwater control, track and trail construction and maintenance, flora and fauna surveys, public and schools education, site assessment and environmental monitoring.

## 2. What is Parkcare?

Council maintains over 500 passive reserves for active or passive recreation. The Parkcare program provides an opportunity for members of the community to participate in the maintenance, repair, protection and enhancement of these open space areas in public ownership.

Parkcare supports volunteer participation in the repair, protection and enhancement of Passive Recreation areas in public ownership. Council is therefore committed to supporting community volunteers participating in the Parkcare program.

Council acknowledges the effort that members of the community have made in the maintenance of Council's Parks and Reserves. However, many of these activities undertaken in isolation, may conflict with Council policies and community expectations, and are unauthorised.

Parkcare volunteers can participate in a variety of activities including grass maintenance, landscape construction and maintenance, weed control, stormwater control, track and trail construction and maintenance, flora and fauna surveys, public education, site assessment and environmental monitoring.

## 3. Benefits of Bushcare/Parkcare

The Shoalhaven Bushcare/Parkcare program will provide:

- An increase awareness of reserve management issues among participants and the wider community. Increased awareness fosters stewardship of publicly owned reserves and is one of the most effective methods of dealing with problems such as rubbish dumping, damage or removal of native vegetation, encroachment, graffiti, vandalism and weed invasion.
- An opportunity to improve the effectiveness of reserves management in the Shoalhaven by complementing rehabilitation works, maintenance and projects undertaken by Council and other agencies. The Bushcare/Parkcare program increases the extent of on-ground works where degradation issues are being rectified or where current Council supported maintenance activities are undertaken. Bushcare/Parkcare can also provide the on-going care necessary to achieve good outcomes from one-off initiatives.
- Improved quality of community life through increased social interaction, sharing of information and maintenance of the aesthetic quality of bushlands and open space.
- Additional opportunities for interaction between Council and community members. This facilitates community inclusive development and implementation of management strategies, and the prevention and resolution of disputes.
- Improvement in social and physical health of the community and the individual.

## 4. PROVISIONS

Table 3: What is Expected of Council and Volunteers – Rights and Responsibilities?

<u>What is expected of Council</u>	<u>What is expected of Volunteers</u>
• Publicly acknowledge the extent and	• Complete the work that was volunteered

Shoalhaven City Council – Bushcare/Parkcare Policy

<p><u>importance of volunteer contributions.</u></p> <ul style="list-style-type: none"> <li>• <u>Increase awareness both internally and externally of the contribution of volunteers.</u></li> <li>• <u>Conduct relevant induction for volunteers.</u></li> <li>• <u>Provide information on Council policies and procedures impacting on activities.</u></li> <li>• <u>Provide clear operational guidelines for each activity.</u></li> <li>• <u>Ensure staff provide open and honest information and respond to concerns and queries.</u></li> <li>• <u>Provide clear guidelines on the relationship between staff and volunteers and Councillors.</u></li> <li>• <u>Consult on matters that will impact on volunteers' participation.</u></li> <li>• <u>Provide opportunities to engage in worthwhile activities.</u></li> <li>• <u>Regularly review the role of volunteers and volunteer activities.</u></li> <li>• <u>Maintain adequate volunteer recruitment processes.</u></li> <li>• <u>Maintain EEO policies in engaging volunteers.</u></li> <li>• <u>Provide a safe working environment.</u></li> <li>• <u>Provide relevant insurance cover.</u></li> <li>• <u>Provide adequate resources for volunteers to conduct activities in accordance with adopted Management plans and policies.</u></li> <li>• <u>Acknowledge and identify the skill levels of individual volunteers.</u></li> <li>• <u>Where appropriate, identify and provide opportunities for skill development for individuals.</u></li> <li>• <u>Actively promote volunteer and group activities.</u></li> <li>• <u>Where appropriate, provide each volunteer with identification whilst undertaking volunteer work.</u></li> </ul>	<p><u>for and be dependable.</u></p> <ul style="list-style-type: none"> <li>• <u>Work as part of the team.</u></li> <li>• <u>Be willing to learn and go on learning.</u></li> <li>• <u>Follow any guidelines, policies and procedures relevant to the volunteering position.</u></li> <li>• <u>To act in a manner that does not undermine Council in the community.</u></li> <li>• <u>Ask for help when needed, ask questions when more information is required.</u></li> <li>• <u>Accept supervision in the spirit in which it is meant.</u></li> <li>• <u>Provide proof of identity to Shoalhaven City Council.</u></li> <li>• <u>Respect the confidentiality of other volunteers, Council employees, Council and others as appropriate.</u></li> <li>• <u>Record details in an attendance register or log book on each volunteering occasion (for insurance purposes).</u></li> <li>• <u>Where required, undertake a Prohibited Employment Declaration as per the Child Protection Prohibited Employment Act, 1998.</u></li> <li>• <u>Work within your own physical limits and area of skill.</u></li> <li>• <u>Notify Bushcare Group Coordinator or the Bushcare Field Officer of any issue relating to work task allocation, which may impact on your participation, for example prior or existing physical restrictions.</u></li> <li>• <u>Notify the Bushcare Group Coordinator or the Bushcare Field Officer of any issue relating to work task allocation, which may impact on your participation, for example prior or existing physical restrictions.</u></li> </ul>
<u>In addition Shoalhaven City Council under</u>	<u>In addition Volunteers under the Shoalhaven</u>



Shoalhaven City Council – Bushcare/Parkcare Policy

<p><u>the Shoalhaven Bushcare/Parkcare Program is required to:</u></p> <ul style="list-style-type: none"> <li>• <u>Coordinate activities on a broader scale, so they are compatible with local and regional priorities.</u></li> <li>• <u>Assist and prepare, in cooperation with each Bushcare/Parkcare Group an Action Plan, which will clearly outline the aims and actions for the Bushcare/Parkcare site and define the roles of both the group and Council.</u></li> <li>• <u>Undertake a review, in cooperation with each Bushcare/Parkcare Group Action Plan on a five (5) yearly cycle</u></li> <li>• <u>Provide information and ongoing advice on safe work practices as they relate to Bushcare/Parkcare volunteers.</u></li> <li>• <u>Provide on-site training through Bushcare Field Officers, to improve volunteers knowledge and skills in bush regeneration and insure that volunteers are provide for and working safely.</u></li> <li>• <u>Provide information on the current legislation and regulations that affect the activities undertaken by each Bushcare/Parkcare Group.</u></li> <li>• <u>Provide each volunteer with a Volunteer Position Description and a Volunteer Group Coordinator Position Description upon commencement and at the volunteer's request.</u></li> <li>• <u>Provide signage to raise the public awareness of Bushcare sites undergoing rehabilitation and/or regeneration.</u></li> </ul>	<p><u>Bushcare/Parkcare Program are required to:</u></p> <ul style="list-style-type: none"> <li>• <u>Adhere to Bushcare/Parkcare Policy and Procedures set out within this document.</u></li> <li>• <u>Undertake the Shoalhaven Council Volunteer induction prior to working on a Bushcare or Parkcare site.</u></li> <li>• <u>Notify Council of any new members of a Bushcare or Parkcare group.</u></li> <li>• <u>Participate in the preparation of group/site action plans.</u></li> <li>• <u>Adhere to the actions and activities detailed in the group or site action plan.</u></li> </ul> <p><u>Council expects volunteers to undertake their tasks in good faith and within the guidelines provided to them in their induction training and the policies and procedures in this document.</u></p> <p><u>Volunteers will comply with Council policies and relevant legislation (which may be supported by further details, work plans etc. where appropriate) that applies to the tasks they are undertaking.</u></p> <p><b><u>Volunteers have a right to expect</u></b></p> <ul style="list-style-type: none"> <li>• <u>An appropriate level of support and direction in relation to the task they are performing.</u></li> <li>• <u>Recognition for their contribution to Council services and the community.</u></li> <li>• <u>Council will ensure that Volunteers are adequately covered for personal accident and public liability insurance.</u></li> </ul>
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3. \_\_\_\_\_

**1. What is Expected of Council**

**3.1.1. Rights and Responsibilities of Shoalhaven City Council**

- Publicly acknowledge the extent and importance of volunteer contributions.
- Increase awareness both internally and externally of the contribution of volunteers.
- Conduct relevant induction for volunteers.
- Provide information on Council policies and procedures impacting on activities.
- Provide clear operational guidelines for each activity.
- Ensure staff provide open and honest information and respond to concerns and queries.

- ~~Provide clear guidelines on the relationship between staff and volunteers and Councillors.~~
- ~~Consult on matters that will impact on volunteers' participation.~~
- ~~Provide opportunities to engage in worthwhile activities.~~
- ~~Regularly review the role of volunteers and volunteer activities.~~
- ~~Maintain adequate volunteer recruitment processes.~~
- ~~Maintain EEO policies in engaging volunteers.~~
- ~~Provide a safe working environment.~~
- ~~Provide relevant insurance cover.~~
- ~~Provide adequate resources for volunteers to conduct activities in accordance with adopted Management plans and policies.~~
- ~~Acknowledge and identify the skill levels of individual volunteers.~~
- ~~Where appropriate, identify and provide opportunities for skill development for individuals.~~
- ~~Actively promote volunteer and group activities.~~
- ~~Where appropriate, provide each volunteer with identification whilst undertaking volunteer work.~~

## **5. BUSHCARE/PARKCARE GROUP ACTION PLANS**

Work proposed by a Bushcare/Parkcare group must be carried out in accordance with a group Action Plan. The plan will outline the objectives of the group and the actions by which they will be achieved. The Bushcare Coordinator has the responsibility for compiling and preparing the action plans in consultation with the Bushcare Field Officer and the Bushcare Group.

Bushcare Group Action Plan should not conflict with any other plans or strategies prepared for the site or surrounding areas, such as reserve plans of management, Estuary management plan or generic policies or plans. If any potential conflict arises, Council's Bushcare Coordinator or Parks Coordinator should be notified immediately.

In addition Shoalhaven City Council under the Shoalhaven Bushcare/Parkcare Program is required to:

- ~~Coordinate activities on a broader scale, so they are compatible with local and regional priorities, including the objectives of the Southern Rivers Catchment Authority, NSW Department of Environment and Climate Change and the South-East Landcare Regional Committee.~~
- ~~Assist and prepare, in cooperation with each Bushcare/Parkcare group an Action Plan, which will clearly outline the aims and actions for the Bushcare/Parkcare site and define the roles of both the group and Council.~~
- ~~Provide information and ongoing advice on safe work practices as they relate to Bushcare/Parkcare volunteers.~~
- ~~Provide on-site training through Bushcare Support Workers, to improve the volunteers knowledge and skills in bush regeneration.~~
- ~~Provide on-site training through a Parkcare Field Officer.~~
- ~~Provide information on the current legislation and regulations that affect the activities undertaken by each Bushcare/Parkcare group.~~
- ~~Provide signage to raise the public awareness of Bushcare sites undergoing rehabilitation and/or regeneration.~~

## **2. What is Expected of Volunteers**

### **3.2.1. Rights and Responsibilities of Volunteers**

- Complete the work that was volunteered for and be dependable.
- Work as part of the team.
- Be willing to learn and go on learning.
- Follow any guidelines, policies and procedures relevant to the volunteering position.
- To act in a manner that does not undermine Council in the community.
- Ask for help when needed, ask questions when more information is required.
- Accept supervision in the spirit in which it is meant.
- Provide proof of identity to Shoalhaven City Council.
- Respect the confidentiality of other volunteers, Council employees, Council and others as appropriate.
- Record details in an attendance register or log book on each volunteering occasion (for insurance purposes).
- Where required, undertake a Prohibited Employment Declaration as per the Child Protection Prohibited Employment Act, 1998.
- Work within your own physical limits and area of skill.
- Notify volunteer co-ordinator of any issue relating to work task allocation, which may impact on your participation, for example prior or existing physical restrictions.

In addition Volunteers under the Shoalhaven Bushcare/Parkcare Program are required to:

- Adhere to Bushcare/Parkcare Policy and Procedures set out within this document.
- Undertake required training before working on a Bushcare or Parkcare site.
- Notify Council of any new members of a Bushcare or Parkcare group.
- Participate in the preparation of group/site action plans.
- Adhere to the actions and activities detailed in the group or site action plan.

Council expects volunteers to undertake their tasks in good faith and within the guidelines provided to them in their induction training and the policies and procedures in this document.

Volunteers will comply with Council policies and relevant legislation (which may be supported by further details, work plans etc where appropriate) that applies to the tasks they are undertaking.

#### **Volunteers have a right to expect**

- An appropriate level of support and direction in relation to the task they are performing.
- Recognition for their contribution to Council services and the community.
- Council will ensure that Volunteers are adequately covered for personal accident and public liability insurance.

#### **4.6. IMPLEMENTATION**

The Parks Operations Unit of the City Services & Operations Group Environmental Services Section of the Planning, Environment and Development Group has principle responsibility for implementation of the policy and procedures.

**5.7. REVIEW**

This policy and related procedures will be reviewed within one year of the election of every new Council, or earlier if circumstances change to warrant a review.

**6.8. APPLICATION OF ESD PRINCIPLES**

The Bushcare/Parkcare Program Policy and Procedures complies with Ecologically Sustainable Development principals by promoting activities that properly manage, protect, restore and conserve the environment in a manner that is consistent with and promotes those principles.

Natural Capital – Encourage the use of recycled materials in reserves i.e. the use of recyclable plastics (used in playgrounds and park furniture).

Ecological Integrity – Encourage the selection and planting of vegetation in reserves that will require low application of fertilisers, herbicides and pesticides.

Social Integrity – Encourage community involvement through the formation of Bushcare and Parkcare groups.

Economic Viability – Preservation and enhancement of one of the Community's primary resources.

For details of operational matters on the Bushcare/Parkcare program, please see the Shoalhaven Bushcare/Parkcare Procedures (see weblink).

## SHOALHAVEN CITY BUSHCARE/PARKCARE PROCEDURES

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**1. HOW A NEW BUSHCARE/PARKCARE GROUP STARTS**

**1. Council Priorities for Supporting/Resourcing Groups/ Projects**

Council has limited financial resources available for the Bushcare/Parkcare program but must ensure that groups receive support on an equitable basis, and that projects are as successful as possible. Council's capacity to support Bushcare/Parkcare groups is linked to funding levels and the number of staff available.

As resources permit, Council will support all Bushcare/Parkcare projects, which comply with the Bushcare/Parkcare Policy and Procedures and will do so on an equitable basis.

If resources are insufficient to fund all projects, those projects that meet the following criteria will gain priority for support:

1. Status and ownership of land. Land should be public land, owned or managed by council. This includes crown land reserves of which Council is the trust manager.
2. The potential ecological, educational or other benefits of the project(s);
3. Potential of the project(s) to meet its aims and achieve sustainable results. This may depend on the number of people wishing to be part of the group, and the amount of time they are able to commit; and
4. Consistency of the project with local and regional environmental management priorities and its contribution to achieving those priority management objectives.

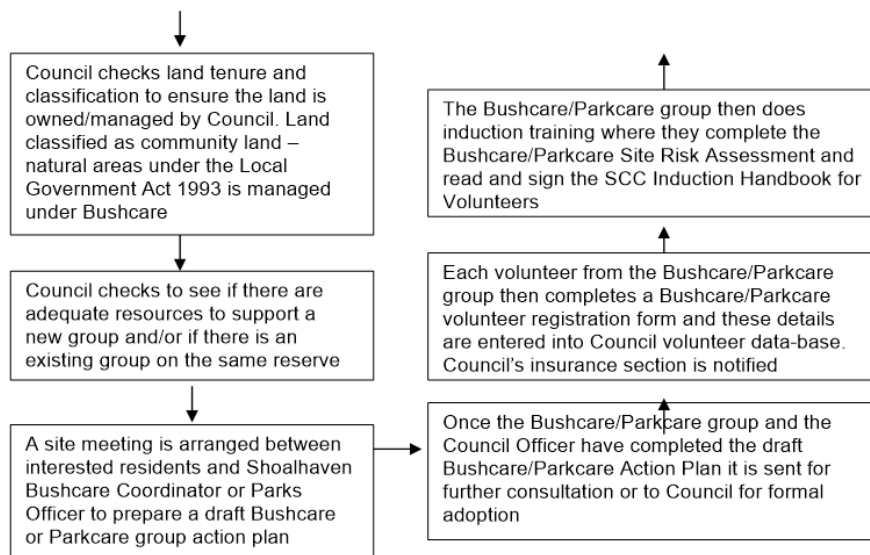
**2. Procedure for Setting up a New Bushcare/Parkcare Group**

Residents make contact with Council to form a Bushcare or a Parkcare group

Bushcare  
Page

The new Bushcare/Parkcare group elects group coordinator and is then issued with Waste tipping card, PPE, Tools, Bushcare/Parkcare activity log sheets and are ready to go

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**2. Who can volunteer**

The Bushcare/Parkcare program is open to all residents, ratepayers and visitors to the Shoalhaven, provided they operate in accordance with Bushcare/Parkcare Policy and Procedures and are able to carry out the required duties in a safe and responsible manner.

**1. Age of Volunteers**

Shoalhaven Council will provide personal accident insurance for all volunteers aged between 10 and 90 years of age.

**2. Bushcare/Parkcare Permit**

Bushcare/Parkcare groups who carry out work on Council-owned or managed land as part of the Shoalhaven Bushcare/Parkcare program need to have a SCC Bushcare/Parkcare Permit, unless they are supervised by Council staff or other authorised persons. (Also see section on Temporary Volunteers).

To be eligible for a Bushcare/Parkcare Permit a volunteer group must have:

- All Bushcare/Parkcare group members complete the SCC Bushcare/Parkcare Induction Training course; and,
  - Completed a Bushcare/Parkcare Action Plan.
  - Observe the Bushcare/Parkcare Policy and Procedures.

**3. Bushcare/Parkcare Waste Tipping Account**

Bushcare/Parkcare groups who carry out work on Council-owned or managed land as part of the Shoalhaven Bushcare/Parkcare program are issued with a

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~~Shoalhaven City Council Waste Tipping Account card (see Section 13, Rubbish Removal).~~

~~4. Temporary Volunteers~~

~~There is an opportunity for visitors or part time residents of the Shoalhaven to participate on a casual basis without having to permanently register with Council. This can be done by simply filling out their details on a Bushcare/Parkcare group activity sheet when they work and provided they;~~

- ~~• Satisfy the age requirements for insurance~~
  - ~~• Are wearing the appropriate clothing.~~
- ~~• Are inducted on site about safe working practices and hazards on site i.e. (site risk assessment) and risk management measures.~~
- ~~• Record their name, address and signature on the Bushcare/Parkcare activity sheet prior to commencing work.~~

~~5. Dismissal of Volunteers~~

~~Termination of a Volunteer~~

~~In instances of misconduct or breaches to the volunteer responsibilities, the General Manager has the right to dismiss the Volunteer. This includes;~~

- ~~• Theft of property or funds.~~
- ~~• Intoxication through alcohol or other substances whilst or during volunteering.~~
  - ~~• Verbal or physical harassment of any other volunteers, members of the community or Council employees.~~
- ~~• Disclosure of confidential information regarding the Council and/or clients.~~
  - ~~• Breaching any other volunteer responsibilities or working contrary to approved works/plans.~~
  - ~~• Malicious damage to Council or community property.~~
    - ~~• Not working in a safe manner.~~

~~3. training~~

~~Training is an integral part of an effective Bushcare/Parkcare program and its delivery is regularly reviewed to take into account the needs of volunteers and the type of work they are carrying out.~~

~~A variety of training opportunities will be provided by Council at regular intervals including formal courses. Courses will focus on local issues whilst offering the participants the maximum opportunities to experience a range of situations and, in turn, gain a diverse range of skills and knowledge.~~

~~1. Induction Training~~

~~All volunteers from each Bushcare/Parkcare group are required to complete Council induction training, which will be held on-site or at an agreed location. This training will address;~~

- ~~• Occupational Health and Safety issues and working in a safe and effective manner in bushland and/or park areas.~~
- ~~• Rights and responsibilities under relevant Acts and policies.~~



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**2. General Training/Information**

Council will also provide on-site training in bush regeneration, for those Bushcare groups who access the services of the BushCare Support Workers. This will be done in an informal capacity with non-accredited training being provided.

Council will also provide for formal accredited training for volunteers that are required to make their work safe such as Chemical Users Certificate, Traffic Control Training, Working at Heights and Chainsaw Operations.

Council, Shoalhaven Landcare and other interested agencies run programs of training workshops, field days and conferences that are commensurate with local community issues and needs as these are identified.

**4. record keeping**

**1. Bushcare/Parkcare Activity Log Books**

Council will provide each Bushcare/Parkcare group with a group activity log book, which will have carbon copy sheets for the groups use at each working session. The logbooks record the following information;

- Date of work session.
- Names of people attending the work sessions.
  - Hours worked by each person.
  - Type of activity carried out
  - Number & type of species of plants planted
  - Species weed controlled and methods used
    - Maintenance works
    - Infrastructure improvements
    - Quantity of litter collected.

A copy of the log sheets can be retained by the group but the original must be forwarded to the Council's Bushcare Coordinator or Parks Officer within 4 weeks of group's activity. This information will be recorded into a database and group activity updates will be posted in the Shoalhaven Bushcare/Parkcare newsletter annually.

**2. Council Records**

Council will maintain;

- A register of each Bushcare/Parkcare group coordinator's contact details that is publicly accessible via Council website.
- A confidential register of Bushcare/Parkcare volunteer's details will be held on an internal data base.
  - A register of groups' activities i.e. name of groups, number of hours contributed will be held on an internal data base.

**4.2.1. Privacy and Personal Information Protection Act**

Council will obtain personal information from volunteers including names, address, and telephone numbers, child protection screening (where applicable) and other contact details for the purpose of administering the Bushcare/Parkcare Program. Personal information obtained by Council is governed by the Privacy and Personal

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~~Information Protection Act 1998 (PIPA). This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.~~

~~Council will take all reasonable care to protect personal information from misuse, loss, unauthorised access, modification or disclosure. To ensure that personal information held by Council is current, please notify Council if any of your details change.~~

~~For further information, please contact Council's Public Officer on 44293 268.~~

~~3. Requests for Materials/Equipment~~

~~Bushcare/Parkcare groups wanting to request materials or equipment need to do so in writing on the section provided at bottom of the Bushcare/Parkcare group activity sheets. A 14 day period must be allowed for Council to respond to the request.~~

~~Exceptions include;~~

- ~~• Loaning of the Bushcare/Parkcare tool kits (see Section 12 on Tools & Equipment).~~
  - ~~• Loaning of trailer.~~
- ~~• Supply of essential safety equipment.~~

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**5.——group action plans**

Work proposed by a Bushcare/Parkcare group must be carried out in accordance with a group Action Plan. The plan will outline the objectives of the group and the actions by which they will be achieved. The Coordinator has the responsibility for compiling and preparing the action plans in consultation with the group. The Action Plan will include the following;

- 1.—— Group's contact information.
- 2.—— Aims of the group.
- 3.—— Map showing the groups site/s and indicating what activities are to be undertaken and where.
- 4.—— A table showing details of the actions to be undertaken by the group, their priority, the methods used and the timing.
- 5.—— List of priority actions for both Council and the group.
- 6.—— Identify future projects for funding.
- 7.—— List of noxious and environmental weeds on the site and,
- 8.—— List of common native plant species occurring on the site.

The Action Plan should not conflict with any other plans or strategies prepared for the site or surrounding areas, such as Reserve Plan of Management, Estuary Management Plan or generic policies or plans. If any potential conflict arises, Council's Bushcare Coordinator or Parks Officer should be notified immediately.

**6.—— COMMUNITY consultation**

Once the Action Plan has been completed to the satisfaction of the Shoalhaven Bushcare Coordinator / Parks Officer' and the Group Director the Action Plans will be subject to community consultation.

There are three levels of community consultation:-

- 1.—— Minor Consultation — **with Council Staff and also the Department of Lands (for Crown land). To be implemented when the following criteria are present:**
  - No tree or shrub (over 1 m at maturity) planting.
  - No installation of infrastructure.
  - No other change to current usage or status.
- 2.—— Partial Consultation — **with Council Staff, Councillors, CCBs (Community Consultative Bodies) and residents within 200m of the reserve and also the Department of Lands (for Crown land). To be implemented when the following criteria are present;**
  - Planting of trees.
  - Installation of minor infrastructure such as BBQ's, picnic shelters and paths.
  - Planting of shrubs with a mature height greater than 1m.
  - View lines interrupted.
- 3.—— Full Consultation — **with Council Staff, Councillors and CCB's (Community Consultative Bodies), plus residents, schools, church groups and Chambers of Commerce within 500m of the reserve and also the Department of Lands (for Crown land). To be implemented when the following criteria are present;**
  - Reclamation of open areas greater than 0.25 hectare.
  - Clearing of natural vegetation greater than 0.25 hectare.

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- ~~Installation of major infrastructure such as lighting, playgrounds, BMX tracks, skate parks and car parks.~~

~~The level of consultation will be determined by the Bushcare Coordinator / Parks Officer based on the above criteria.~~

~~Once all consultation is considered and modifications to the Action Plan are completed, all Action Plans are to be forwarded to Council for formal adoption.~~

~~7. grants from external sources~~

~~When work is being carried out on Council land, Council has the legal responsibility to ensure that the relevant Acts and policies (i.e. competitive tendering, Occupational Health and Safety, public liability insurance, etc) are complied with.~~

~~Council also has the responsibility to set management and funding priorities across its jurisdiction. This involves taking an overview of needs and considering local and regional priorities. Projects identified for inclusion in external funding applications will be consistent with such priorities. This helps ensure that the effort required for preparing applications and managing projects is used as effectively as possible. For more information on regional funding priorities, contact Council's Bushcare Coordinator or Parks Officer.~~

~~Where work is to be carried out on Council land, Bushcare/Parkcare groups cannot apply for external grants or manage projects independently of Council. Such projects can be undertaken as a partnership between Council and the group. In such partnerships Council will act as the financial trustee for the projects.~~

~~1. Selecting Projects for External Funding~~

~~Projects on Bushcare/Parkcare sites which are suitable for external funding can be identified by volunteers and Council Officers during the development or review of the group's project plan. Alternatively, Council maintains a database of potential projects that are relevant to many of the areas and these can be discussed with the Bushcare Coordinator or Parks Officer when applications for grant funding are invited.~~

~~Grant applications should be developed jointly by Council and the Bushcare/Parkcare group.~~

~~Grant applications need to be signed by Council's General Manager and ten working days need to be allowed for this.~~

~~Projects will be selected for funding submissions by Council in consultation with Bushcare/Parkcare groups according to;~~

- ~~Suitability of the project to funding program's stated priorities and objectives.~~
- ~~Ability of the Council and the group/s to fulfil associated project commitments.~~
  - ~~Potential social, ecological, educational and other benefits of the project.~~
  - ~~The consistency and ability of the project to meet Council's objectives and other regional and local objectives and guidelines.~~

~~8. financial arrangements~~

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**1. Administration of Funds**

Bushcare/Parkcare groups can be involved in a range of activities other than work on Council owned or managed land and it is possible to raise money or apply for grant funding for these activities; such as education initiatives. A distinction should be made between projects associated with Council, and any other work in which the group is involved.

Council's role in the management of funds on behalf of Bushcare/Parkcare groups will only apply to works on Council owned or managed land and will act as the principal manager of the funds.

**2. Contractors & Consultants**

Any internal or externally funded projects that involve works undertaken by contractors or consultants on Council owned or managed land will be the responsibility of Council. This includes the following;

1. Preparing tenders and briefs.
2. Preparing scope of works.
3. Site meetings (in consultation with the Bushcare/Parkcare group).
4. Contractors progress reporting.

Upon completion of the project, the submission of the final report will be the responsibility of Council and the Bushcare/Parkcare group who applied for the grant in cooperation with the Council. Council would normally prepare the report with input from the group.

**3. Donations to Groups**

Council is unable to arrange for donations to Bushcare/Parkcare groups to be tax deductible.

**4. Allocations of Council Funding**

Council will provide Bushcare/Parkcare groups with small amounts of funding to manage ongoing expenses such as removal of weed waste, training, materials, equipment and education activities. Priority for on-going funding will be allocated according to;

- How many in-kind person hours a Bushcare/Parkcare group works on their site as per the Bushcare/Parkcare Activity Sheets (how active is the group).
  - Projects that meet regional and local priorities.
  - The ability of the group to undertake the project.

**9. supervision & coordination of volunteer Bushcare/Parkcare groups**

**1. Role of the Group Coordinator**

A member of each Bushcare/Parkcare group will be appointed by the group to be the Group Coordinator. The role can be shared if the group wishes, provided it is clear who the primary contact person is at any one time.

The role of the Bushcare/Parkcare Group Coordinator is to;

- Act as the group's primary contact point for Council, other organisations and the general public.



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- ~~Make all volunteers aware of safety issues and risks associated with Bushcare/Parkcare site, risk management procedures and good work practices.~~
- ~~Ensure that the Bushcare/Parkcare Activity Sheets are completed and submitted to Council in a timely manner.~~
- ~~Ensure all the group's activities comply with the Action Plan.~~

**2. ~~Selection of the Group Coordinator~~**

~~The position of Bushcare/Parkcare Group Coordinator shall be agreed by a vote of the members of the Bushcare/Parkcare group.~~

~~If a Bushcare/Parkcare group has difficulty with the process of appointing a Coordinator, Council will arbitrate the voting process by giving 14 days notice to the group members to arrange a Council convened meeting to vote in the Coordinator.~~

~~Council encourages Bushcare/Parkcare groups to rotate the Group Coordinator position every two years. A Bushcare/Parkcare Group Coordinator may resign the position at any time triggering a new vote.~~

**10. ~~road safety~~**

~~Bushcare/Parkcare volunteers are only permitted to work on roads or road reserves where these are trafficable, if the required level of safety training has been undertaken by the volunteer.~~

**11. ~~insurance~~**

**1. ~~Personal Accident Insurance~~**

~~Council's personal accident insurance policy covers volunteers whilst performing activities authorised by Council.~~

~~It should be noted that the policy only covers volunteers aged between 10 and 90 years. As a result persons outside of this age bracket are not able to be engaged in any voluntary activities.~~

~~Council will take all reasonable care to ensure that volunteers operate in a safe working environment. Volunteers are required to act in a responsible manner and in accordance with standard operating procedures. Wilfully or deliberately causing injury is not covered by Council's insurance.~~

**Any accident that occurs whilst under the care and control of Council should be reported to the Shoalhaven Bushcare Coordinator or Parks Officer by filling out an incident report form and returned to Council's Occupational Health & Safety Unit within 24 hours. If the incident happens out of normal business hours it can be reported Council OH&S "Hotline" Ph: 4429 3542, which is available 24 hours a day, 7 days a week. All claims need to be accompanied by completed paperwork as required by Council's Insurance and Risk Management Unit**

**2. ~~Public Liability Insurance~~**

~~Whilst working under the care and control of Council, volunteers are protected against public liability claims under Council's public liability insurance cover.~~

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~~Council's insurance does not cover incidences where damage has been caused through wilful or deliberate acts.~~

~~If damage is caused or an incident arises, the group coordinator must be notified immediately and an incident report completed and returned Council's Bushcare Coordinator or Parks Officer within 24 hours.~~

~~12. — tools and equipment~~

~~Council will be responsible for the provision of the necessary tools and equipment for volunteers Bushcare/Parkcare groups. Procedures are;~~

- ~~• — Tools and equipment will be made available to registered Bushcare/Parkcare groups on loan.~~
- ~~• — Volunteers are responsible for maintaining tools and equipment and returning them to Council in the event of the group folding or the individual volunteer leaving the program.~~
- ~~• — Power tools may not be used on Bushcare/Parkcare sites without the prior approval of the Bushcare Coordinator or Parks Officer.~~

~~1. — Issue of Tools and Equipment~~

~~All essential equipment will be provided by Council depending on the activities nominated in the Groups Action Plan and includes;~~

- ~~• — first aid kit~~
- ~~• — basic gardening tools~~
- ~~• — equipment for maintaining tools~~
  - ~~• — gloves~~
  - ~~• — safety glasses~~
  - ~~• — ear protection~~
  - ~~• — spray mask~~
  - ~~• — eye protection~~
- ~~• — sunscreen (30+ SPF)~~
- ~~• — insect repellent~~
  - ~~• — herbicide~~
  - ~~• — weed bags~~
  - ~~• — loppers~~
  - ~~• — pruning saws~~
- ~~• — tree planting mattock~~
- ~~• — bush regenerators kit~~
  - ~~• — atomizer bottles~~
- ~~• — buckets and dripper bottles~~
  - ~~• — wheelbarrow~~

~~Replacement products will be provided as required.~~

~~Other equipment such as tree injection kits, spray knapsacks, power augers, water trailer and plant propagating materials will be loaned out to Bushcare/Parkcare groups as required.~~

~~2. — Maintenance/Replacement of Equipment~~

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~~Bushcare/Parkcare Groups and volunteers will be responsible for;~~

- ~~• Insuring all tools and equipment are maintained in good working order.~~
- ~~• Recording any loss or damage to equipment in the activity log book.~~

~~Council will be responsible for;~~

- ~~• Repair of tools and equipment (to limit of funds).~~
- ~~• Replacing equipment that has been damaged or worn over time (as funds permit).~~

~~There is no guarantee that Council will replace equipment that is lost or stolen due to limited funds.~~

~~13. rubbish removal~~

- ~~• Each Bushcare/Parkcare Group will be issued with a Council Waste Tipping Account card, which will allow the group free waste tipping fees up to a set value (currently \$27 per month in 2009/10).~~
- ~~• Volunteers are not to attempt to remove any potentially dangerous material. For example: asbestos, syringes, or chemical waste. Council staff must be notified immediately if such items are found.~~
- ~~• If the amount of waste requiring disposal exceeds the set monthly value for the waste tipping fee account or is beyond the ability of the Bushcare/Parkcare group to physically remove it from site Council will arrange to remove or chip the green waste provided 14 days notice is given by the Bushcare/Parkcare group and the waste is taken to a predetermined collection point.~~
- ~~• Bushcare/Parkcare groups are encouraged to mulch their weed waste on site wherever possible using techniques such as solarisation (including using black plastic to break down the weed matter), pile burning and using the green waste as mulch.~~

~~1. Pile Burning of Green Waste~~

~~There are occasions where it is appropriate to pile burn the weed material on site. This is an option when heat is required to stimulate native plant regeneration from the seed bank or when alternative disposal options are limited.~~

- ~~• Burning of weed waste or rubbish can be arranged after consultation with Council's Fire Mitigation – Bushland Management Officer or Bushcare Coordinator or Parks Officer.~~
- ~~• If on-site burning is required, then arrangements will have to be made before work commences (see Appendix 5 for NSW RFS Guidelines for Pile Burning).~~

~~14. publicity and promotion~~

~~1. Use of the Media~~

~~14.1.1. Media Protocol~~

~~Volunteers are not permitted to make any comments to the Media on behalf of Council. Any queries for a statement to the media must be referred to the Shoalhaven Bushcare Coordinator or Parks Officer prior to release to the media.~~

~~2. Paid Advertisements~~



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~~Council will use local newsletters to publicise Bushcare/Parkcare activities as funds permit.~~

**3. — Newsletters and Brochures**

~~Council will also produce a quarterly newsletter and host a Bushcare/Parkcare website which will advertise Bushcare/Parkcare group's events, dates and times of activities.~~

~~Bushcare/Parkcare groups will be strongly encouraged to submit updates and articles to the Bushcare/Parkcare newsletter.~~

~~Council will also assist in the production and photocopying of brochures – i.e. for letterbox drops to inform the local community about the group, or to publicise special events.~~

~~The level of assistance available for newsletters and brochures will depend on resources available.~~

**4. — Field Days**

~~Field days are an effective way of informing and promoting Bushcare/Parkcare activities in the local community. If required and dependant on current funding, Council will assist with the cost of publicity (brochures, advertisement in the local press), venue hire and light refreshments.~~

**5. — Displays**

~~Council will assist where possible with the loan of displays and with production of displays including photography, enlargements and laminating.~~

**15. — definitions**

~~BUSHCARE: The involvement of volunteers in management of public land categorized as Natural Area under the Local Government Act 1993, or Crown Land for which Council is the Trust Manager or has care, control and management responsibility, usually on public land.~~

~~BUSHCARE GROUP: A group of volunteers undertaking bush regeneration and/or associated works on land owned or managed by Council.~~

~~BUSHCARE/PARKCARE PROJECT: A project that involves the management of land categorized as Natural Area or Community Land under the Local Government Act 1993, or Crown Land for which Council is the Trust Manager or has care, control and management responsibility, for volunteers involved in Bushcare/Parkcare.~~

~~BUSHCARE NETWORK: Group of representatives from Bushcare Groups and other agencies and or individuals interested in maintaining and restoring/protecting bushland in the Shoalhaven. It provides a forum for Bushcare groups to exchange ideas and information, comment on issues, initiate strategies, source funding and facilitate communication between the Bushcare groups and Council.~~

~~BUSHCARE COORDINATOR: An appropriately qualified council staff member who is employed to coordinate the Shoalhaven Bushcare Program.~~

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~~BUSHCARE SUPPORT WORKER: An appropriately qualified staff member or contractor who is employed to provide on-site training to Bushcare groups.~~

~~BUSHCARE PERMIT: A Document certifying that a member of the Bushcare group has participated and completed the Bushcare induction training course and is therefore authorised to carry out work on Council owned or managed land in accordance with an approved plan.~~

~~BUSHCARE ACTION PLAN: A plan developed jointly between the Council and the Bushcare group which clearly outlines the group's aims and objectives for the Bushcare site.~~

~~PARKCARE: The involvement of volunteers in management of public land categorized as Community Land under the Local Government Act 1993 or Crown Land for which Council is the Trust Manager or has care, control and management responsibility.~~

~~PARKCARE GROUP: A group of volunteers undertaking park maintenance and/or improvement works on land owned or managed by Council.~~

~~PARKCARE NETWORK: Group of representatives from Parkcare Groups and other agencies and or individuals interested in maintaining, improving, restoring, protecting and enhancing parks in the Shoalhaven. It provides a forum for Parkcare groups to exchange ideas and information, comment on issues, initiate strategies, source funding and facilitate communication between the Parkcare groups and Council.~~

~~PARKS OFFICER: An appropriately qualified council staff member who is employed to coordinate the Shoalhaven Parkcare Program.~~

~~PARKCARE FIELD OFFICER: An appropriately qualified staff member or contractor who is employed to provide on-site training to Parkcare groups.~~

~~PARKCARE PERMIT: A Document certifying that a member of the Parkcare group has participated and completed the Parkcare induction training course and is therefore authorised to carry out work on Council owned or managed land in accordance with an approved plan.~~

~~PARKCARE ACTION PLAN: A plan developed jointly between the Council and the Parkcare group which clearly outlines the groups' aims and objectives for the Parkcare site.~~

~~COUNCIL: The Council of the City of Shoalhaven.~~

~~COUNCIL LAND: Land that is either owned by, or trust managed by Shoalhaven City Council.~~

~~GROUP COORDINATOR: Volunteer who acts as the primary contact for a Bushcare/Parkcare group.~~

~~GROUP ACTIVITY LOG BOOK: A book that is issued to volunteer Bushcare/Parkcare groups for the purpose of recording the groups volunteer hours~~

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~~worked, the people who participated and the type of activities that where undertaken.~~

~~SITE RISK ASSESSMENT: An assessment of the OH&S risks associated with each Bushcare/Parkcare group's site and the strategies that can be implemented to reduce those risks.~~

~~WORKING BEE: An occasion where members of a Bushcare/Parkcare group carry out volunteer work on their site.~~

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~~16. — appendices~~

~~APPENDICES TO~~

**SHOALHAVEN BUSHCARE/PARKCARE PROGRAM  
POLICY AND PROCEDURES**

- ~~1. — Shoalhaven Bushcare volunteer registration form~~
- ~~2. — Shoalhaven Bushcare/Parkcare group/site plan template~~
- ~~3. — Bushcare/Parkcare/Landcare activity log sheet template~~
- ~~4. — NSW RFS Guidelines for pile burning (see [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au))~~
- ~~5. — Shoalhaven Parkcare Group confirmation letter~~
- ~~6. — Shoalhaven Parkcare volunteer confirmation letter~~
- ~~7. — Applicant Declaration form~~
- ~~8. — Parkcare Group additional member confirmation letter~~
- ~~9. — Parkcare Group Hazard ID & Risk Assessment sheet~~

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**Shoalhaven Bushcare/Parkcare Volunteer Registration Form**

Privacy of Information

**This information is being collected by Council for public liability, personal accident insurance and administrative purposes. It will be kept on a confidential internal data-bas, and used by Council staff and the groups Coordinator. Council is required to collect this information by law and you may apply for access to this information through Council's Privacy Officer.**

**1. Volunteer's Contact Details**

Surname ..... Given name .....  
Postal address .....  
Town/Suburb .....  
Postcode ..... Phone (H) ..... (W) .....  
E-Mail .....

**2. Tick the Activities you are Interest in Doing**

Bush Regeneration ..... Tree planting/re-vegetation .....  
Working track construction ..... Erosion control .....  
Water quality monitoring ..... Education/schools .....  
Flora/fauna surveys ..... Data entry/web-site or newsletters .....  
Other ..... ☐

**3. Do you have any medical condition that may effect your ability to undertake the activities you have chosen?**

.....  
.....  
.....

**4. Please briefly describe why you have chosen to become a Bushcare/Parkcare Volunteer?**

.....  
.....  
.....  
.....

**Forward the registration form to  
The Shoalhaven Bushcare Coordinator/Parks Officer C/- Shoalhaven  
City Council  
Po Box 42 NOWRA 2540 or fax to (02) 4429 3173**

**Thank you for supporting Bushcare/Parkcare in the Shoalhaven**

**OFFICE USE ONLY**

1. Name of Bushcare/Parkcare Group placed with
2. Contacts details entered into DB Date / /
3. Site induction/risk assessment Yes
4. Letter sent to Group Coordinator Yes
5. Letter sent to Volunteer Yes

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## SHOALHAVEN BUSHCARE/PARKCARE ACTION PLAN

### CONTACT INFORMATION

Group Name:	
Contact:	
Address:	
Tel:	Email:
Reserve Name:	Reserve No:
Land Tenure:	Comm. Land Type:

### 1. Please provide a brief description of your Group's proposed project

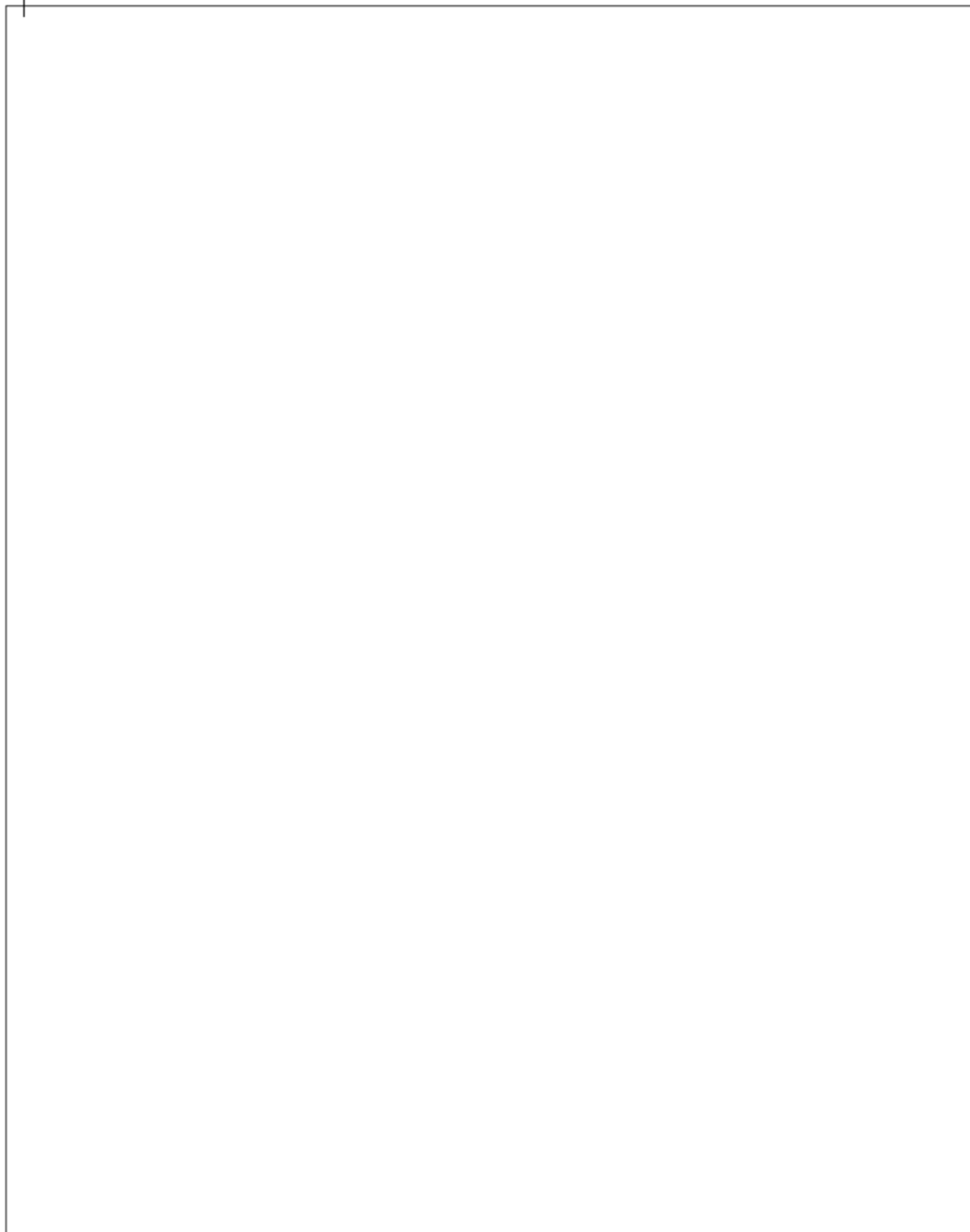
### 2. Site Map and Group Activities

Show on the site/mud map what short to long term activities you would like to achieve (choose from activities below or include others to show on your site map with list and descriptions where required)

<b>Bush regeneration/revegetation</b> <ul style="list-style-type: none"> <li>• Areas for regeneration, revegetation/planting</li> <li>• Areas of weed control (include species and stages of weed control)</li> </ul>	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Walking tracks, paths</li> <li>• Fencing, bollards</li> <li>• Viewing platform</li> <li>• Signage</li> </ul>
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**Site Plan** (please indicate North and include all existing work done to date)

A large empty rectangular box with a thin black border, intended for a site plan. It occupies the central portion of the page below the title and above the footer.



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**SHOALHAVEN BUSHCARE/PARKCARE GROUP ACTION PLAN (to be included  
with site map)**

**NOTE: Priority should be rated as H = High (within 12 months); M = Medium  
(1-3 years); L = Low**

<b>GROUP ACTION</b> (these should relate to your project description)	<b>PRIORITY</b>	<b>METHOD</b>	<b>TIME</b>

**Future Funding Projects:**

<b>Project</b>	<b>Funding source</b>

**Signature of Bushcare/Parkcare Group Coordinator** .....

**Signature of Shoalhaven Bushcare Coordinator** .....  
or  
**Signature of Shoalhaven Parks Officer** .....

## ~~SITE WEED LIST~~

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**BUSHCARE/PARKCARE/LANDCARE  
ACTIVITY SHEET**

**GROUP NAME :** \_\_\_\_\_ **SITE/AREA:** \_\_\_\_\_

**SITE ADDRESS (if**

**applicable):** \_\_\_\_\_

**Date of working bee** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please record name and signatures of all volunteers and the number of hours worked*

NAME	SIGNATURE	HOURS
<b>GROUP COORDINATOR</b>	<b>SIGNATURE</b>	<b>TOTAL HOURS</b>

**TYPE OF BUSHCARE/PARKCARE ACTIVITY** *(Please indicate the type of activities undertaken on sit/or at your groups working bee)* \_\_\_\_\_

- ☐ Planting (Include below number and type of species) \_\_\_\_\_ ☐ Fencing (include below  
\_\_\_\_\_ Length amount of bollards)
- ☐ Primary weed control/removal \_\_\_\_\_ ☐ Track construction or maintenance  
(include below weed species targeted) \_\_\_\_\_
- ☐ Follow-up/Secondary weed control \_\_\_\_\_ ☐ Mulching  
(include below weed species targeted) \_\_\_\_\_
- ☐ Spraying of weeds \_\_\_\_\_ ☐ Meeting (ad \_\_\_\_\_ in)  
(Indicate below type of herbicide used and diluted amount)
- \_\_\_\_\_ Education ☐
- ☐ \_\_\_\_\_ Other please specify \_\_\_\_\_

~~Bushcare/Parkcare Activity Details/ and or comments~~

\_\_\_\_\_

~~The Shoalhaven Bushcare or Parkcare Coordinator or Parks Officer, PO Box Nowra 2541~~

~~fax to 4429 3173~~

email an electronic copy to [Bushcare/Parkcare@shoalhaven.nsw.gov.au](mailto:Bushcare/Parkcare@shoalhaven.nsw.gov.au)

# ~~standards~~

## ~~for pile burning~~

~~NSW RURAL FIRE SERVICE  
NSW FIRE BRIGADES~~

~~These standards explain how to safely conduct a pile burn and give  
due consideration to the effects of the pile burn on the environment.~~

### ~~CONDUCTING PILE BURNS~~

~~Burning of cut and stacked vegetation is referred to as a pile burn.  
Pile burns may be carried out to dispose of vegetation resulting from:~~

- ~~• removal of bush fire fuels~~
- ~~• bush regeneration/wood removal~~
- ~~• property maintenance~~
- ~~• agricultural activities~~

~~In order to prepare a pile burn you may need to seek a number of approvals, depending on the type of work and  
when and where you are planning to do it.~~

~~If the work is planned as part of hazard reduction, you should seek advice from the NSW Rural Fire Service  
(RFS) to determine whether you need a Hazard Reduction Certificate or other approvals.~~

~~If the pile burn could be of danger to a building (at any time of the year) or the burn is during the Bush Fire  
Danger Period, you must have a Fire Permit issued by the RFS or NSW Fire Brigades.~~

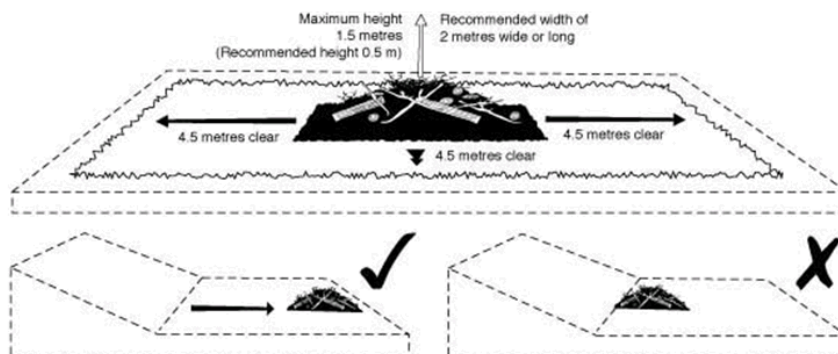
~~See the RFS document Before You Light That Fire for further information on the approvals required.~~

### ~~CONSTRUCTION OF PILES~~

~~This standard provides a procedure for the construction of vegetation piles in order to allow safe and efficient  
burning.~~

- ~~• Material that is to be burnt must only be vegetation from the locality, not household or building material such as  
plastics, wooden pallets or cardboard boxes (please note it is illegal to burn treated timbers or tyres anywhere in  
NSW).~~
- ~~• Construct long and wide piles rather than excessively high piles. Piles that are too high produce more intense  
heat and retain heat for longer.
  - ~~• Piles should not be greater than 2 m in length or width, and must not be greater than 1.5 m high.~~
  - ~~• Logs over 150 mm in diameter should not be added to piles – instead they should be laid on the ground to  
prevent erosion and provide habitat.~~
  - ~~• If practical, place vegetation in an area where it will receive direct sunlight to allow the pile to dry out.
    - ~~• All material must be dead and dry before being burnt.~~~~~~
- ~~• No soft green weeds (such as wandering Jew, grasses, chick weed) should be added to a pile burn. These are  
most effectively disposed of by composting. Woody weeds such as lantana and privet are suitable. All noxious  
weeds must be treated according to the guidelines in the Noxious Weeds Act 2003.~~

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

Branches and logs to be stacked up and down the slope, not across, to prevent burning material rolling downhill.



Light pile from a single point on the uphill side of the pile. Fire moves slower downhill. Remember fire travels uphill at up to 4x faster than level ground. Fire-generated up-draughts are increased on slopes. Prevailing winds can also affect fire behaviour.

Scrape a lip on the bottom side of your fire break to stop burning embers from rolling downhill and spreading the fire.

### NOTIFICATION

The law requires that you must notify all residents who adjoin the site of the pile burn at least 24 hours prior to the work. Other residents who might be inconvenienced by the pile burn should also be notified. You must also notify your local RFS Fire Control Centre or your nearest NSW Fire Brigades station at least 24 hours before the fire is lit.

#### Burn safety measures

- Before lighting the pile, ensure that you have suitable tools handy (rakes and shovels) to conduct the burn and control any possible spot fires.
- Accelerants (such as petrol) must never be used in the pile.
- Ensure that there is a sufficient water supply to extinguish the burn and that you have a hose with appropriate water pressure that can reach around the pile.
- Ensure that you wear protective clothing such as heavy cotton pants, a long-sleeved shirt, leather work boots, work gloves and a wide-brimmed hat.
- Disturb piles immediately prior to lighting to scare away animals such as lizards and snakes which may be taking refuge within the pile.
- Supervise the burn constantly after lighting to ensure there are no flare ups in surrounding vegetation.
- Completely extinguish the pile immediately after the burn is finished. The spreading of burnt material after the burn also assists in allowing for smouldering material to be extinguished.

If multiple piles are to be burnt, burn only one pile at a time unless adequate resources and operators are present at each pile. You should also give consideration to the amount of smoke being produced if multiple pile burns are being conducted.

All the Rural Fire Service documents mentioned in this brochure are available from your local RFS Fire Control Centre, or from the RFS website at [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

#### General Hints

- Burn downhill (start at top), not uphill.
- Limit the number of ignition points.

DO NOT burn on a day declared as a Total Fire Ban by the RFS

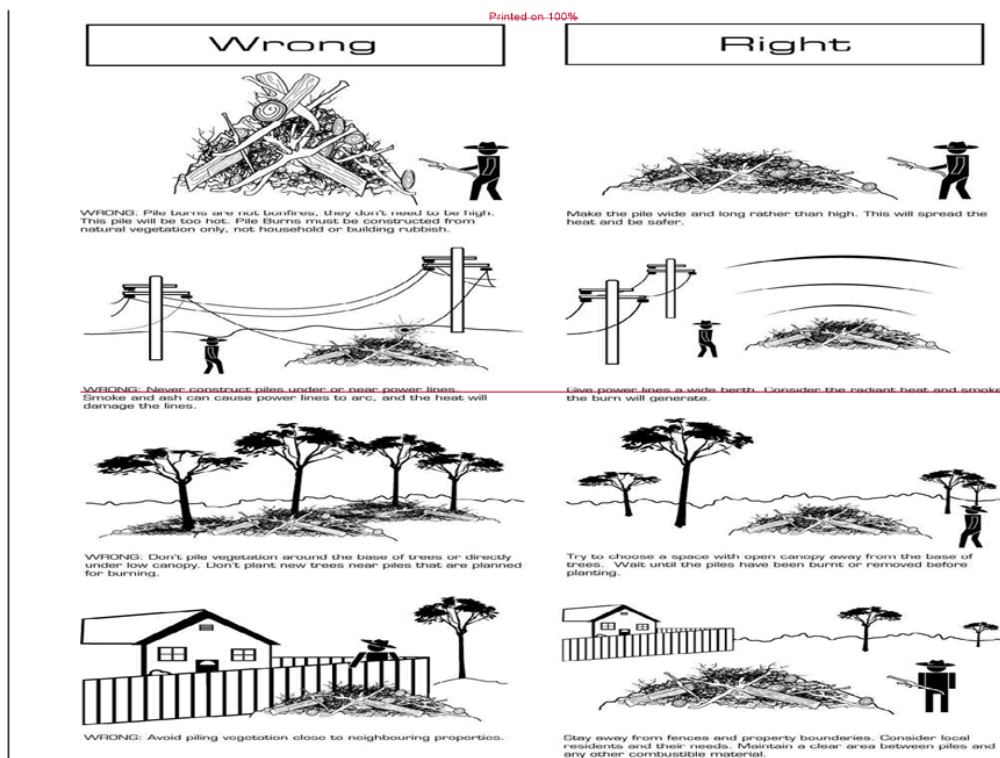
DO NOT burn on a no burn day as declared by the Department of Environment and Conservation

DO NOT burn unless you have the necessary approval

DO NOT burn unless you have notified your neighbours and the relevant fire authority



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## **~~PARKCARE GROUP CONFIRMATION LETTER~~**

~~Date~~~~Name~~~~Address1~~~~Address2~~~~Dear~~~~Re: Application to Undertake Voluntary Parkcare Activities with Council~~

~~Please find enclosed a copy of the completed application forms to undertake voluntary activities with Council as a volunteer with (Parkcare Team). The team members contact details are~~

~~This copy is for your records.~~

~~Your application contained a declaration indicating your responsibilities when volunteering with Parkcare. You are reminded that all volunteers must adhere to these principles whilst volunteering with Council. Council undertakes to provide you with appropriate training and protective equipment required for you to complete the tasks in as safe a manner as possible.~~

~~The Parkcare Coordinator will undertake a site risk assessment occurs before commencement to enable the ensure volunteers are aware of potential hazards particular to the groups site/s.~~

~~Council would like to take the opportunity to thank you for volunteering your time and expertise, we hope that your experience as a Parkcare volunteer is both rewarding and satisfying.~~

~~If you have any further enquiries in relation to this matter please do not hesitate to contact the Volunteer Project Manager (insert name) on (insert number) or at Council offices.~~

~~Yours faithfully~~

~~Signature Block~~

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## **PARKCARE VOLUNTEER CONFIRMATION LETTER**

Date

Name

Address1

Address2

Dear

Re: Application to Undertake Voluntary Parkcare Activities with Council

Please find enclosed a copy of your completed application form to undertake voluntary activities with Council as a volunteer with *(Parkcare Team)*. The *(Parkcare Team)* Coordinators contact details are This copy is for your records.

Your application contained a declaration indicating your responsibilities when volunteering with Parkcare. You are reminded that all volunteers must adhere to these principles whilst volunteering with Council. ) Council undertakes to provide you will appropriate training and protective equipment required for you to complete the task in as safe a manner as possible.

Council would like to take the opportunity to thank you for volunteering your time and expertise, we hope that your experience as a Parkcare volunteer is both rewarding and satisfying.

If you have any further enquiries in relation to this matter please do not hesitate to contact the Volunteer Project Manager *(insert name)* on *(insert number)* or at Council offices.

Yours faithfully

Signature Block

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~~Applicant Declaration Please refer to Shoalhaven City Council's Corporate Induction Handbook for Volunteers, Health, Safety and Conduct - Health and Safety Acknowledgement~~

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

~~Office Use Only~~

~~Protective tools & equipment to be provided by Council:~~

~~Traffic management plan provided by Council:~~

~~The applicant is approved for the task specified in the form.~~

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
~~Manager or Director in charge of project area~~

~~Signed copy of form to be returned to applicant and placed on Council file~~

~~Traffic Management Plan Supplied~~

~~Form posted to Applicant~~

~~Volunteer tools and protective equipment register completed~~

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

~~The personal information provided in this document is protected under the Privacy and Personal Information Protection Act, 1998. The PPIPA provides for the protection of personal information, and for the privacy of individuals.~~

~~The Shoalhaven City Council must not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.~~

~~If you have a complaint, or require further information about the collection and use of personal information, please contact Council's Privacy Officer: .4429311~~

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## ADDITIONAL MEMBER CONFIRMATION LETTER

Date

Name

Address1

Address2

Dear (Parkcare Coordinator)

Re: Application to Undertake Voluntary Parkcare Activities with Council

Please find enclosed a copy of the details of a new volunteer for the (Parkcare Team).

(Name) (Address) (Phone)

This copy is for your records.

A declaration indicating your responsibilities when volunteering with Parkcare has been issued to (new members name). You are reminded that all volunteers must adhere to these principles whilst volunteering with Parkcare.

It would be appreciated if you could contact (new members name) with an invitation to the teams next working bee. Please ensure that a site risk assessment occurs before commencement to enable the volunteer to be aware of potential hazards particular to your groups site/s.

I would like to take the opportunity to again thank you for volunteering your time and expertise, we hope that your experience as a Parkcare volunteer is continuing to be both rewarding and satisfying.

If you have any further enquiries in relation to this matter please do not hesitate to contact the Volunteer Project Manager (insert name) on (insert number) or at Council offices.

Yours faithfully

Signature Block

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<b><del>PARKCARE HAZARD ID &amp; RISK ASSESSMENT SHEET</del></b>	<b><del>Parks Operations</del></b>	<b><del>PARKCARE GROUP NAME:</del></b>
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**~~To be completed by the group coordinator or Parkcare trainer – All group members new volunteers on site should be shown be made familiar with the site hazard ID & risk assessment sheet.~~**

<del>SITE</del>			<del>Date</del>			
<del>No</del>	<del>Describe the Hazard</del>	<del>Applicable (Y/N)</del>	<del>What can Happen How can it Happen</del>	<del>Likelihood of accident (H = high, M = medium, L = low)</del>	<del>Risk rank</del>	<del>Control Measures</del>
<del>1</del>	<del>Site Establishment</del>		<del>Injury to people. People hit by moving machines / poor access</del>			<del>Identify site boundaries. Establish a vehicle movement plan.</del>
<del>2</del>	<del>Poor Site Amenities &amp; First Aid Facilities</del>		<del>Injured persons can't be treated and health risk to personnel.</del>			<del>Identify suitable amenities. Designated First Aider and First Aid kit to be identified and communicated. Mobile phone on site whenever possible</del>
<del>3</del>	<del>Overhead Powerlines</del>		<del>Electrocution Tools or plants striking lines</del>			<del>Safe working distances observed at all times. Compliance with 5099. Locate powerlines and communicate to all.</del>
<del>4</del>	<del>Underground Services</del>		<del>Damage to property and injury to people. Excavation activities.</del>			<del>Location and type of underground service identified and marked and communicated to all on site.</del>
<del>5</del>	<del>Traffic</del>		<del>Vehicle damage &amp; personal injury. Poor vehicle access.</del>			<del>Traffic Control Plan in place and communicated to all on site.</del>
<del>6</del>	<del>Pedestrians</del>		<del>Public enter work area. No barricading/fencing/signs.</del>			<del>Erection of signage.</del>
<del>7</del>	<del>Manual handling</del>		<del>Lifting heavy items. Injury.</del>			<del>Safe lifting techniques will be used. Team lifts will be employed wherever possible</del>

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8	Overhead hazards		Overhanging branches. Falling branches			Be alert to potential dangers and avoid working in high winds.
No	Describe the Hazard	Applicable (Y/N)	What can Happen How can it Happen	Likelihood of accident (H = high, M = medium, L = low)	Risk rank	Control Measures
9	Uneven / Unstable surface		Strains & sprains. Slips & falls			Be alert to potential dangers and communicate to all on site. Move carefully.
10	Wet surfaces including slippery ground		Strains & sprains. Slips & falls.			Be alert to potential dangers and communicate to all on site. Move carefully.
11	Exposed reo bar / posts / pegs		Injury to people Slip/trip/fall onto post			Cover and secure exposed ends with caps.
12	UV Radiation (Solar)		Long term health effects. Exposed to sunlight.			Wear sun protective clothing including hats & sunscreen.
13	Repetitive Work		Repetitive Strain Injuries. Lack of rotation.			Tasks to be rotated amongst group.
14	Stockpile management		Injury Stockpiles too high. Large branches strewn on ground.			Keep stockpiles of waste materials low or cut up and use as mulch.
15	Confined Spaces		Injury from swinging tools or falling branches.			Ensure sufficient spacing between workers.
16	Working Over or Near Water		Possible drowning. Falls into water.			Keep children and young people away from water hazards. Recommended that no one works alone near water.
17	Waste disposal		Accidents – cuts and needle stick injuries.			Careful removal of rubbish. Appropriate disposal of syringes in authorised container. Gloves must be worn.
18	Working at Height or near cliffs edges		Injury possible death. Falls.			Work to be restricted on or near cliffs or steep gullies. Avoid climbing trees.
19	Other people and crews working on site		Accidents. Poor communication.			Location and activities of others on site is to be identified and communicated to staff
20	Spiders and snakes		Can lead to serious injury			Be alert to the danger. Proceed with caution at all times.
21	Insects, stinging plants		Insect bites, wasps, bees and stinging plants lead to minor injury			Be alert to the danger. Proceed with caution at all times.
22	Manual handling		Shovelling soil or mulch leading to injury.			Use appropriate tools and appropriate safety techniques



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23	Manual handling		Use of spray packs			Do not overfill. Lift and carry in the appropriate safety manner.
<b>No</b>	<b>Describe the Hazard</b>	<b>Applicable (Y/N)</b>	<b>What can Happen How can it Happen</b>	<b>Likelihood of accident (H = high, M = medium, L = low)</b>	<b>Risk rank</b>	<b>Control Measures</b>
24	Hazardous substances		Use of poisons without protective equipment.			Restricted use of herbicide. Follow all safety procedures and use safety equipment.
25	Hazardous substances		Appropriate storage and mixing of chemicals			Store in marked containers. Mix and pour using appropriate safety equipment, in a safe place and with clean water available for cleaning drips and splashes.
26	Hazardous substances		Contact with contaminated plants			Use clean water for flushing and washing affected parts.
27	Hazardous substances		Incorrect use of product.			Restricted use of herbicide. Follow all safety procedures and use safety equipment.
28	Dehydration and hyperthermia		Extreme exposure to high temperatures. Insufficient intake of fluids. Inappropriate clothing.			Work in shade, wear clothing appropriate to the conditions; drink water frequently; monitor condition of all volunteers.
29	Fire		Bushfire			Know all exit routes; keep exit routes clear; mobile phone on site; evacuate and notify authorities.
30	Hazardous rubbish – glass, metal etc		Uncovered during digging and weed removal			<b>Wear strong gloves, shoes and long pants. Proceed with caution, bag separately from green waste and mark the bag.</b>
31	Potential asbestos-containing refuse		Material uncovered during hole digging.			Area to be tagged and reported to the appropriate authority for disposal.
32	Use of Sharp tools	Y	Lacerations and cuts	H		Maintain tools in good working order so excess pressure isn't put on them. Always wear gloves when using sharp bladed tools and only cut branch width that suit the tool.
	<b>Other Site Specific Hazards</b>					
33						
34						



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Person conducting hazard identification to complete:-  
The following site was assessed and hazards identified

Site.....

.....

Print

Name.....Signature.....

.....Date.....