

Pesticide Use Notification Plan

2016

**HUNTER
TAFE**
NSW

1. Introduction

This Pesticide Use Notification Plan has been prepared in accordance with the requirements of the Pesticides Regulation 2009 (the Regulation). The Plan sets out how TAFE NSW Hunter Institute (Hunter TAFE) will notify members of the community of pesticide applications it makes or allows to be made to public places that it owns or controls.

The aim of this Plan is to meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by public authorities. The Plan allows members of the community the opportunity to take action to avoid contact with pesticides. Hunter TAFE ensures that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community or the environment.

This Plan describes:

- The public places to which it applies
- The estimated level of use of campus grounds by members of the public
- How and when Hunter TAFE will provide the community with information about its pesticide applications in public places (i.e. what notification arrangements will be used).
- How the community can access this Plan and get more information about Hunter TAFE's notification arrangements.
- How future reviews of the Plan will be conducted.
- Contact details for anyone wishing to discuss this Plan with Hunter TAFE.

2. Public Places Covered By This Plan

Hunter TAFE operates at campuses throughout the Hunter and Central Coast Regions. This Pesticide Use Notification Plan applies to outdoor pesticide applications at the campuses set out in the Table 1 below.

Table 1: Hunter TAFE Campus Locations

CAMPUS NAME	ADDRESS
Belmont	647 Pacific Highway, Belmont
Cessnock	Cnr Darwin Street and North & South Avenue, Cessnock
Glendale	Frederick Street, Glendale
Gosford	Corner Henry Parry Drive and Margin Street, Gosford
Hamilton	91 Parry Street, Newcastle West
Hunter Street	590 – 608 Hunter Street, Newcastle West
Kurri Kurri	McLeod Road, Kurri Kurri
Maitland	Cnr New England Highway and Ferraby Drive, Metford
Muswellbrook	59 Maitland Street, Muswellbrook
Newcastle	Maitland Road, Tighes Hill
Scone	Corner of Bunnan and Race Course Road, Scone
Singleton	Corner of York Street and Orchard Avenue, Singleton
Wyong	Porter Street, Wyong

In addition, Hunter TAFE provides educational services at Tomaree and Ourimbah campuses. The use of pesticides on these campuses is covered by separate Pesticides Use Notification Plans. For information contact:

- Tomaree Campus – NSW Department of Education
- Ourimbah Campus – University of Newcastle

Hunter TAFE uses pesticides for educational purposes and for campus maintenance. Table 2 describes the categories of outdoor locations where pesticides are typically used within TAFE grounds. Table 2 also provides an estimate of the level of public usage by members of the public, of each area.



Table 2: Categories of public place and estimated usage within Hunter TAFE campuses

PUBLIC PLACES	REGULAR USER GROUPS	LEVEL OF USE OF PUBLIC PLACE
Lawns and paved areas adjacent to outdoor seating	Students	High
	Staff	Medium
	Contractors	Low
	General public	Low
Lawns / grassed areas	Students	Medium
	Staff	Medium
	Contractors	Low
	General public	Low
Garden beds and landscaped areas (not lawns)	Students	Low
	Staff	Low
	Contractors	Low
	General public	Low
Horticultural and agricultural areas used for educational purposes (greens, turf, vineyards, livestock paddocks, stables)	Students	Medium
	Staff	Medium
	Contractors	Low
	General public	Low
Exterior of buildings and ground immediately adjacent to buildings	Students	Low
	Staff	Low
	Contractors	Low
	General public	Low
Roads, car parks, pathways, external stairs and other outdoor thoroughfares	Students	Medium
	Staff	Medium
	Contractors	Low to Medium
	General public	Low to Medium
Ovals and other sporting fields	Students	Medium
	Staff	Low
	Contractors	Low
	General public	Low
	Non-TAFE sporting groups	Medium

3. Notification Arrangements and Information Provided

This section of the Plan describes how and when the Hunter TAFE will provide notice of pesticide use in public places, including:

1. General notification requirements for medium and low use areas on TAFE campuses
2. Additional notification requirements for high use or high contact areas on TAFE campuses
3. Additional notification requirements for sensitive areas or places
4. Notification measures for small applications and emergency pest control

These notification requirements are based on the Hunter TAFE's assessment of:

- the level of usage of outdoor areas on campuses where pesticides may be used
- the extent to which members of the public who are most likely to be sensitive to pesticides (e.g. young children, sick, pregnant and elderly people) and are likely to use these areas regularly
- the extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides (such as areas where food is consumed or other recreational activities that result in contact with the ground)
- type of pesticide used.

These notification arrangements apply to Hunter TAFE staff, contractors and anyone else using pesticides on Hunter TAFE campus grounds.



3.1 General notification requirements for medium and low use areas on TAFE campuses

The notification arrangements described in this section apply to the following categories of outdoor area, provided that usage is considered to be medium or low:

- Lawns / grassed areas
- Garden beds and landscaped areas
- Horticultural and agricultural areas used for educational purposes (greens, turf, vineyards, livestock paddocks, stables)
- Exterior of buildings and ground immediately adjacent to buildings
- Roads, car parks, pathways, external stairs and other outdoor thoroughfares
- Any other outdoor areas of a campus.

Where usage of these areas on a particular campus is considered to be high then the additional measures in section 3.2 apply.

When applications will occur in low and medium use areas the following measures will be taken:

- a. An email will be sent to all staff of that campus at least 24 hours before pesticide application occurs or as soon as practicable after the intention to apply pesticides is notified but before the application commences. The email will contain the information set out in (b) below. Where applications are dependent on weather or other conditions the email will indicate the time period during which application is anticipated to occur.
- b. Notifications to staff will contain the following information: – A statement that pesticide applications will be occurring on the campus during a specified date and time period
 - The specific location/s on campus where the application will occur
 - The full product name of the pesticide (including active ingredient if possible)
 - The purpose of the application
 - Any warnings from the pesticide label on how long the area should be avoided
 - A contact name and phone number for further information.
- c. At least three (3) re-locatable signs will be placed immediately adjacent to the application area/s, prior to commencement, and kept in place for the duration of the application. Signs will be located so they are easily seen by passers-by. The signs will be removed once the application is completed, unless the period of avoidance required by the pesticide manufacturer is still current (in which case signs will be removed once the avoidance period has expired). The signs will contain the following information:
 - the date and time of pesticide application
 - the area to which the pesticides will be applied
 - the full product name of the pesticide being used (and active ingredient if possible)
 - the purpose of the use (for example, to kill weeds or insects)
 - a phone number and email address for the person who can be contacted for further information about the pesticide application
 - any warnings on the pesticide label about how long the area must be avoided after a pesticide application.

Where available and practicable, central noticeboards used by staff and students will have a notice in place 24 hours prior to the application occurring containing the information set out in (b) above.



3.2 Additional notification requirements for high use or high contact areas on TAFE campuses

The additional notification arrangements in this section apply to:

- outdoor areas where students or staff congregate for lunch or other social or educational functions, in particular lawns and paved areas adjacent to outdoor seating or eating areas
- sporting fields and ovals where potential for contact with the ground surface during use is high (even where overall usage is medium or low).

The notification arrangements described in Section 3.1 will apply, with the following additional arrangements in place:

- d. At least two re-locatable signs will be placed in the area 24 hours prior to the application. These signs will contain the information set out in (c) above and will be located in high visibility areas within or adjacent to the proposed application location.
- e. These signs will be kept in place for 24 hours after the pesticide application has been completed unless the avoidance period required by the pesticide manufacturer is still current, in which case signs will be removed once the avoidance period has expired.
- f. In the case of sporting fields or ovals, a notice containing the information set out in (c) above will be placed on an available noticeboard associated with the sporting field or oval, should there be one. When there is no obvious notice board, contact will be made with user groups to identify suitable notification methods. The notice will be in place for the timing described in (e) above. A letter will be sent annually to all users of sporting fields and other outdoor areas indicating the manner in which notification will be provided and will include the location of notice boards and person to contact for further information on pesticide applications.

3.3 Additional notification requirements for sensitive places

A number of sensitive places are located on or adjacent to Hunter TAFE campuses. These sensitive places are listed in Appendix 1 of this Plan. In addition to the notification arrangements set out in Section 3.1 the following arrangements will apply when pesticide application occurs on or adjacent to sensitive areas.

- g. The manager, principal or other contact person for the sensitive place will be notified in writing (or alternate contact method as nominated by that person) at least one week before planned use of pesticides in or near the area.
- h. The notification will contain the following information:
 - where the pesticide will be used
 - the full product name of the pesticide that will be used (and active ingredient if possible)
 - the purpose of the use (for example, to kill weeds or insects)
 - the proposed date/s of use. Where it is not possible to provide a specific date, then a range of dates of when an application will take place should be given
 - a phone number and email address for the person who can be contacted about the proposed use
 - any warnings on the pesticide label about how long the area must be avoided after a pesticide application.
- i. Application will not take place until confirmation has been received by the contact person that the notification has been received.

3.4 Notification measures for small applications and emergency pest control measures

Hunter TAFE uses small quantities of some pesticides for weed and insect control that are widely available in retail outlets and ordinarily used for domestic purposes (including home gardening). When less than one litre (or one packet) of such pesticides are applied on any given day, no notice will be given provided the following conditions are met:

- application is conducted using hand held sprays or baits readily available for domestic purposes at retail outlets
- application is not carried out within 10 metres of students or staff using outdoor areas unless students and staff present at the time of the application are advised verbally.



In cases where emergency pesticide applications are required to deal with biting or dangerous pests such as wasps, bees, venomous spiders, fleas, bird mites or rodents (that pose an immediate health hazard) one sign will be placed in the immediate area for the duration of the pesticide application and staff working in nearby buildings will be notified by email. The sign will indicate that pesticide application is currently occurring and will contain the following information:

- Name of the pesticide (and active ingredient if possible)
- Purpose of application
- Significant health warnings associated with the pesticide
- The expected duration
- A contact name and phone number of a person who can provide further information.

These measures only apply to emergency applications. When planned pesticide applications are carried out for control of insects the notification measures described in Section 3.1 apply.

Every attempt will be made to notify the contact person for a sensitive area prior to the small or emergency applications of pesticides in or near sensitive areas.

4. How The Community Will Be Informed Of This Plan

The Hunter TAFE will advise the public and relevant stakeholders of this Plan and its contents by:

- placing a copy of the Plan on the Hunter TAFE website
- Informing staff and relevant contractors of the Plan's requirements
- placing a notice of the original plan (or proposed review) in the Newcastle Herald, Central Coast and Upper Hunter press
- placing a notice in the NSW Government Gazette (for initial Plan Gazettal or if major revisions are undertaken).

5. Future Reviews Of the Plan

This Plan will be reviewed every five (5) years or when circumstances require a review of the Plan. The review will include:

- A report on the Institute's progress in implementing the Plan considering the results of audits undertaken; details of any incidents or complaints received and the Institute's actions in response including potential improvement opportunities identified.
- Undertaking community consultation on the Plan's notification methods and implementation.
- In light of public submissions, making recommendation for alterations (if applicable) to the Plan.

If amendments to the Plan proposed by the review are not substantial, the revised Plan will be posted on the Hunter TAFE website and communicated in accordance with the Plan.

If a new or substantially changed Pesticide Use Notification Plan is proposed then Hunter TAFE will develop this Plan in accordance with the requirements of the NSW Pesticide Regulation 2009 and advice from the NSW Environmental Protection Authority.

6. Contact Details

To discuss this Pesticide Use Notification Plan and its implementation; or to obtain details of pesticide applications on Hunter TAFE campuses contact:

Director Customer Service
Hunter TAFE
Locked Bag 45
HRMC NSW 2310



Revision History Table:

VERSION	DATE	COMMENT
V1	April 2010	Original version; Gazetted April 2010.
V2	June 2016	Minor amendments following internal review and community consultation. Addition of new sensitive area, communication, complaints and audit requirements. Adopted 27/06/2016

Appendix

Sensitive areas on or adjacent to Hunter Institute campuses

The notification arrangements set out in Section 3.2 of this Plan apply to the following sensitive areas.

SENSITIVE AREA	LOCATION RELATIVE TO HUNTER INSTITUTE CAMPUS
Carinya Child Care Centre Linden Street Tighes Hill	Located on Newcastle Campus in Block Q
Gowrie Crèche	Located on Newcastle Campus in Block F
Glendale Technology High School Clare Street Glendale	Located adjacent to Glendale Campus
Hunter Institute Children's Services Play Sessions	Located on Glendale Campus in Block N
Islington Primary School Chin Chen Street Islington	Located across a stormwater drain from Newcastle Campus
Singleton High School York Street Singleton	Located adjacent to Singleton Campus
South Muswellbrook Public School Maitland Street Muswellbrook	Located adjacent to Muswellbrook Campus