

# BUSHCODE



For more information visit  
[hornsby.nsw.gov.au/bushcare](https://hornsby.nsw.gov.au/bushcare)





# WELCOME

Welcome to Hornsby Shire Council's Bushcare Program.

This Bushcode document outlines all aspects of the program including:

- Benefits of the program
- Working safely
- Working towards a better environment
- How the program is organised

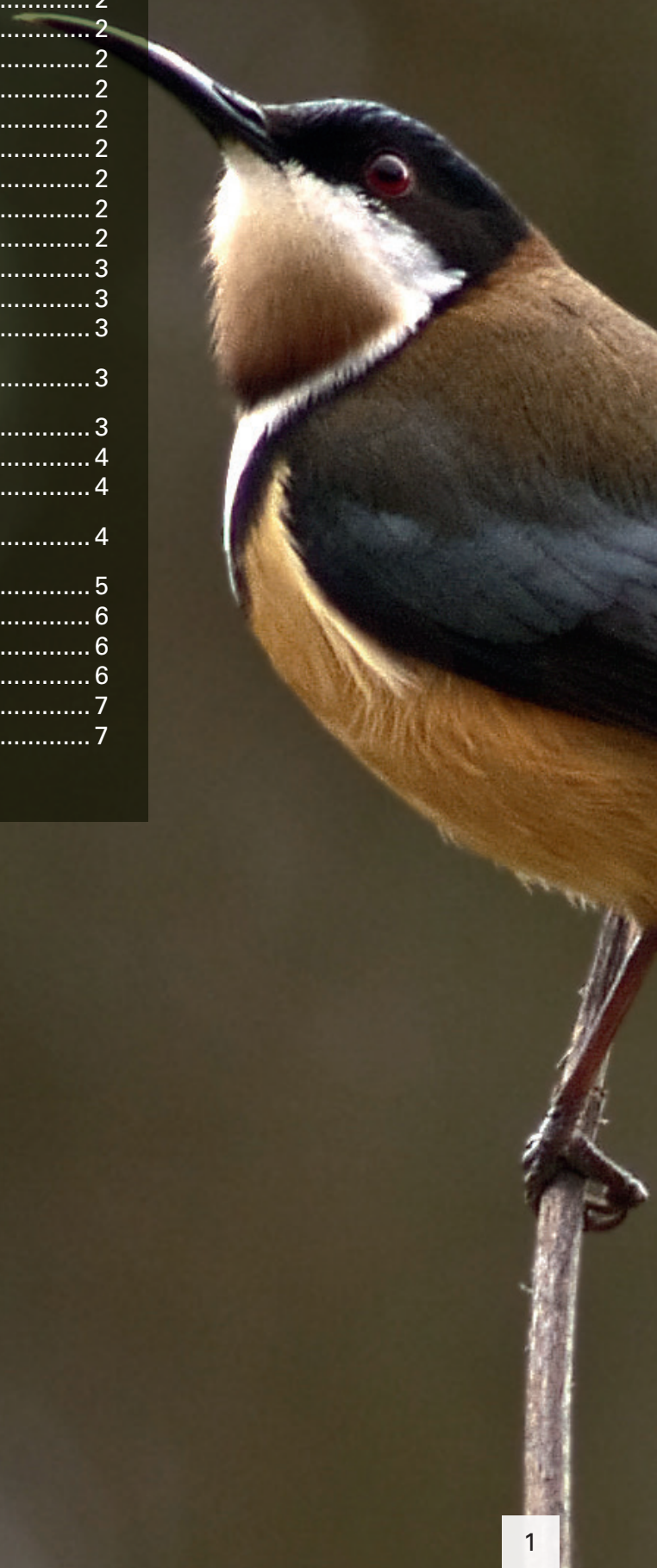
Please make yourself familiar with the Bushcode to gain a thorough understanding of our Bushcare program. If you have any queries please contact our team on 9847 6362 or [bushcare@hornsby.nsw.gov.au](mailto:bushcare@hornsby.nsw.gov.au)

We look forward to seeing you at your Bushcare site.

**ENJOY!**

# CONTENTS

1. INTRODUCTION .....	2
What is the Bushcode? .....	2
What is Bushcare?.....	2
What is Bush Regeneration? .....	2
Benefits of the Bushcare Program .....	2
Definitions.....	2
Bushland Programs Team .....	2
Bushcare Group .....	2
Bushcare Site Supervisor .....	2
Bushcare Volunteer .....	2
Site Plan .....	3
Volunteer Group Leader .....	3
Bushcare Work Session .....	3
2. TERMS OF AGREEMENT .....	3
Council expectations of Volunteers .....	3
What Volunteers can expect from Council .....	4
Insurance .....	4
3. PROGRAM PROCEDURES .....	4
Working On-site.....	5
Safety .....	6
Herbicide Supply and Usage.....	6
Site Hygiene .....	6
Communication.....	7
Grievances /Terminations .....	7





# 1. INTRODUCTION

## What is the Bushcode?

The Bushcode outlines the terms of agreement and procedures that guide the operation of Council's Bushcare Program.

## What is Bushcare?

Bushcare is a program in which community volunteers work with Council to undertake bush regeneration activities, to conserve and rehabilitate Council managed natural bushland.

Bush regeneration programs are long term commitments. Volunteers learn a variety of skills and an understanding of ecological concepts. These are attained through a combination of training, research, observation and practical application.

Clearing for bushfire hazard reduction, constructing tracks, stormwater remediation or undertaking any other general bushland reserve management activities are not part of the Bushcare program.

## What is Bush Regeneration?

Each Bushcare group aims to rehabilitate weedy bushland areas or otherwise degraded plant communities into a healthy community, but bush regeneration is not just about weed removal. It is an integrated approach that encourages the bush to recover and regenerate through natural processes. It must also consider other environmental aspects such as fauna habitat, drainage, weed sources, nutrient levels, disturbance and the resilience of the native bushland in order to re-establish itself. Sometimes areas are so badly degraded, that natural regeneration is minimal and revegetation may prove to be the most successful solution.

## Benefits of the Bushcare Program

- The Bushcare program benefits the general community through the improvement of bushland, conservation of biodiversity, the development of community spirit and awareness of the greater landscape. Individuals can enjoy learning more about natural ecosystems and environmental processes.
- A great outdoor working environment

- Healthy activities
- Social interaction (meeting other volunteers and neighbours)
- Training opportunities
- A sense of personal achievement through community involvement

## Definitions

### *Bushland Programs Team:*

A team within the Natural Resources Branch of Hornsby Shire Council responsible for the management of the Bushcare program along with other operational bushland management responsibilities.

### *Bushcare Group:*

A group of Bushcare volunteers undertaking a minimum of six hours per year bush regeneration activities on land managed by Council.

### *Bushcare Site Supervisor:*

A qualified and experienced Council employee, responsible for the supervision and training of Bushcare volunteers working on a Bushcare site.

### *Bushcare Volunteer:*

A person who freely participates in Bushcare activities as part of a formal Bushcare group, without payment from Council, for their time or services.

### *Site Plan:*

Site plans for each Bushcare site are embedded within Council's broader plan of management for the reserve. Site plans are written by the Bushcare site supervisor in consultation with the Bushcare group and outline the proposed activities that the group intends to undertake for a set period of time.

### *Volunteer Group Leader:*

A Bushcare volunteer who acts as the primary contact person for their Bushcare group.

### *Bushcare Work Session:*

A scheduled period of time a Bushcare group undertakes bush regeneration activities, under the guidance of their Bushcare site supervisor.



## 2. TERMS OF AGREEMENT

All members of the public are welcome to be part of Hornsby Shire Council's Bushcare program.

The Bushcare program does not discriminate against those who wish to join the program. Council reserves the right to accept only those who are capable of carrying out the required volunteer tasks in an appropriate manner, and in accordance with Council's policies and management objectives.

### **Council expectations of Volunteers:**

- Successful completion of the Bushcode workshop and on-site skills training.
- Co-operate with other volunteers and staff.
- Conform to relevant legislation and undertake regular competency checks under the Bushcode.
- Undertake work on-site in a safe and responsible manner.
- Comply with Hornsby Shire Council's Drug and Alcohol policy and Code of Conduct
- Persons under the age of 16 year old must be accompanied by an adult.

### **What Volunteers can expect from Council:**

- Direction and training from Council staff.
- A safe workplace. Council provides appropriate tools, resources and personal protective equipment (PPE), insurance cover and access to First Aid equipment while working under the Bushcare program.
- Support, encouragement and appreciation for their efforts.
- Information on matters that may affect their Bushcare sites.

### **Insurance:**

All Bushcare volunteers registered with Hornsby Shire Council are provided with extended insurance protection in two key areas, as summarised below:

### **Public Liability / Professional Indemnity Insurance**

Volunteers of cCouncil have the same level of public liability/professional indemnity protection as staff and councillors. The policy provides protection against claims for compensation by third parties for death or personal injury, or loss or damage to property, arising from any negligent act, error or omission allegedly committed.

Indemnity under the terms of this policy may not be provided in cases where a volunteer is found to be acting outside their scope of duties and responsibilities, such as committing an illegal act.

### **Personal Accident Insurance**

As volunteers are not employees of Council, they are not able to be protected under normal workers compensation arrangements. Instead, Council maintains a Personal Accident Policy which provides cover for volunteers. Up to date information regarding the level of cover is available from Council. It is important for volunteers to evaluate this cover against their own personal circumstances to consider if it is adequate.

### **Limitation of Insurance Cover**

The insurance protections available to volunteers will be not be provided if a volunteer is working at a Bushcare site outside of their designated timetable, scope of works or instructions of the Bushcare site supervisor.



### 3. PROGRAM PROCEDURES

#### Steps to Becoming a Bushcare Volunteer

1. Fill out an application form.
2. Receive a welcome email from a Bushcare site supervisor
3. Attend the assigned Bushcare site at an arranged work session time, undergo an induction and meet and greet with the rest of the group.
4. Read, understand and sign off on their acceptance to operate under all Work Health and Safety (WHS) documentation as required.
5. Attend the Bushcode workshop.
6. Pass a demonstration of competency assessment on site with their Bushcare site supervisor within six months of their first site visit.
7. Undertake a demonstration of competency once every two years.

#### Working On-site

Volunteers are required to follow the directions of their Bushcare site supervisor. All Bushcare works carried out in Council managed bushland must comply with relevant legislation and regulations. All Bushcare works must also comply with site plans, Council strategies and Plans of Management.

At each scheduled work session every attending volunteer must complete the Hornsby Shire Bushcare volunteer sign-on form (supplied by Bushcare site supervisor). This includes signing on at the start and signing off at the finish of the work session. The sign-on sheet includes an acknowledgement of the site hazard assessment completed with the Bushcare site supervisor before every work session.

#### Safety

Volunteers are required to wear their own enclosed footwear with sufficient tread to work in bushland and clothing appropriate for sun and weather protection. Council will provide registered volunteers with a long sleeve shirt, a wide-brim hat, sunscreen and insect repellent.

All injuries and incidents however minor must be reported directly to the Bushcare site supervisor or directly to the Safehold reporting line 9847 4848.

To ensure the safety of all volunteers, the following working conditions must be adhered to:

- Volunteers must not work alone on site without the supervision of a Bushcare site supervisor.
- Volunteers must not work on declared Total Fire Ban days.
- Volunteers must not work on days with extreme wind, heat or rain conditions.
- Volunteers are not permitted to use any power tools or machinery while working on a Bushcare site.







## Herbicide Supply and Usage

In accordance with accepted bush regeneration techniques, herbicide is used on Bushcare sites to control selected weed species. Council will supply all herbicide, application equipment and safety equipment. All volunteers have the right to refrain from using herbicide.

The following procedures will be in place for the use of herbicide on a Bushcare site:

- Only glyphosate based herbicides will be supplied to and used by volunteers.
- All legislative requirements as outlined on the product label and the Safety Data Sheets and Bushcare site supervisor's directions must be followed at all times.
- All herbicide will be stored in a clearly labelled and identifiable container and maintained by the Bushcare site supervisor.
- A Safety Data Sheet is located in the Bushcare site supervisor's site folder.
- Volunteers are not permitted to spray herbicide on a Bushcare site.

## Site Hygiene

*Phytophthora cinnamomi* otherwise known as root rot or cinnamon fungus is a soil borne pathogen and major threat to some very common native plant groups. The best way to manage this threat is to prevent the spread of infected soil. Each Bushcare site supervisor is provided with a Phytophthora Hygiene Kit. At the beginning and end of each session on site, spread of Phytophthora can be prevented by cleaning shoes, tools and other equipment by following the procedures outlined in the Phytophthora hygiene kit.

Transferring weed seed from one location to another is a common way for weeds to spread. It is important to ensure that prior to entering a site and before leaving that any weed seeds are not stuck to clothing or footwear. If you are dealing with large amounts of weed seed, please follow the direction of your Bushcare site supervisor.

## Communication

- Volunteers are encouraged to ask questions and give suggestions.
- Council will facilitate networking amongst volunteers in the form of workshops, newsletters and social events.

## Grievances /Terminations

If any volunteer or Bushcare group has a grievance regarding another volunteer, Bushcare site supervisor, or Council staff member, they should address their concerns, in writing, to the Coordinator - Bushland Programs.

Grievances should be sent to the appropriate staff member at:

<mailto:hsc@hornsby.nsw.gov.au>

Hornsby Shire Council reserves the right to terminate the membership of a volunteer or a Bushcare group if they fail to work according to the Bushcode.

Hornsby Shire Council reserves the right to terminate a Bushcare group should the site be left absent for a significant length of time or should the land be no longer managed by Council.







## NOTES





*Swamp Mahogany Forest*



