

Pesticide Use Notification Plan

**North Region - TAFE NSW Facilities
Management**

2026

1. Introduction

This pesticide use notification plan (Plan) has been prepared in accordance with the requirements of the Pesticides Regulation 2017 (the Regulation). The Plan sets out how TAFE NSW will notify members of the community of pesticide applications it makes or allows to be made to public places that it owns or controls.

TAFE NSW is committed to working safely with chemicals and has established safe usage guides within its maintenance contracts to ensure there is a consistent approach to managing chemical risks. Our pesticide use is subject to these safe usage guides so that pesticides are stored and handled in a safe, responsible manner which minimises harm to our staff, the community, and the environment.

This Plan explains how TAFE NSW will notify members of the community about pesticide applications on its public places, with the aim of providing the community with information that enables them to avoid potential contact with pesticides.

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 TAFE NSW 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 TAFE NSW notification arrangements.
- How future reviews of the Plan will be conducted.
- Contact details for anyone wishing to discuss this Plan with TAFE NSW.

This Plan applies to all staff, contractors, and tenants of TAFE NSW. The pesticides considered in the Plan include insecticides (for treating insects); herbicides (for treating weeds); fungicides (for treating fungus and mould) and rodenticides (for treating rodents).

2. Public places covered by this plan

TAFE NSW proposes to use pesticides in the following categories of outdoor public places that it owns or controls across its campuses set out below:

- public lawns and gardens.
- sporting fields and ovals; and
- laneways, roads, and pathways within the campuses.

TAFE NSW operates at several sites throughout the North Region. This Pesticide Use Notification Plan applies to outdoor pesticide applications at the campuses set out in the Table 1 below.

Table 1: North Region TAFE Campus Locations

Site	Address
Ballina	Burnet Street, Ballina NSW 2478
Batemans Bay CLC	1A Hanging Rock Place, Batemans Bay, 2536
Belmont	Pacific Highway, Belmont, NSW 2280
Casino	Barker Street, Casino, NSW 2470
Cessnock	Darwin Street, Cessnock, NSW 2325
Coffs Harbour - Glenreagh Street	Glenreagh Street, Coffs Harbour 2450
Coffs Harbour - Hogbin Drive	Hogbin Drive, Coffs Harbour, NSW 2450
Glendale	Clare Street, Glendale NSW 2285
Gosford	Margin Street, Gosford NSW 2250
Grafton	Clarence Street, Grafton NSW 2460
Hamilton	Parry Street, Newcastle West, NSW 2302
Junction Hill	Experiment Farm Road, Junction Hill, NSW 2460
Kempsey	Sea Street, West Kempsey, NSW 2440
Kingscliff	Cudgen Road, Kingscliff, NSW 2484
Kurri Kurri	McLeod Rd, Kurri Kurri, NSW 2327
Lismore	Conway Street, Lismore, NSW 2480
Macksville	West Street, Macksville, NSW 2447
Macleay	Wombah Street, Macleay, NSW 2463
Maitland - New England Highway	New England Hwy, Metford, NSW 2323
Murwillumbah	Murwillumbah Street, Murwillumbah, NSW 2484
Murwillumbah	Wollumbin Street, Murwillumbah, NSW 2484
Muswellbrook TEC- Hill Street	Hill Street, Muswellbrook, NSW 2333
Muswellbrook - Maitland Street	Maitland Street, Muswellbrook NSW 2333
Nambucca	2183 Giinagay Way Nambucca Heads NSW 2428
Newcastle West	Hunter Street, Newcastle West, NSW 2302
Ourimbah	Brush Rd, Ourimbah, NSW 2258
Port Macquarie	Widderson Street, Port Macquarie, NSW 2444
Salamander Bay	Salamander Way, Salamander, NSW 2317
Scone CLC	Main Street, Scone, NSW 2337
Singleton	York Street, Singleton, NSW 2330
Taree	Montgomery Crescent, Taree, NSW 2430
Tighes Hill	Maitland Road, Tighes Hill, NSW 2297
Tuncurry	Northern Parkway, Tuncurry, NSW 2428
Tuncurry/Foster	Taree Street, Tuncurry, NSW 2428
Wauchope	Young Street, Wauchope, NSW 2446
Wollongbar	Sneaths Road, Wollongbar, NSW 2477
Wyong	Alison Road (Formally Porter). Wyong, NSW 2259
Yamba	Treelands Drive, Yamba, NSW

TAFE NSW 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 TAFE NSW sites

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Gardens and lawns (e.g. Grassed areas, lawns)	- General public - Students - Staff - Contractors	- Medium - High - High - Medium	- spot herbicides or insecticides - broad scale selective or non-selective herbicides - broad scale insecticides - fungicides - spray termiticides - bait termiticides - spray ant control - rodenticides
Sporting fields and ovals	- General public - Students - Staff - Contractors - Sporting teams	- Medium - Medium - Medium - Medium - High	- spot herbicides or insecticides - broad scale selective or non-selective herbicides - plant growth regulators - broad scale insecticides - fungicides - spray ant control - bait termiticides - rodenticides
Laneways, roads, and pathways	- General public - Students - Staff - Contractors	- High - High - High - Medium	- broad scale or spot herbicides or insecticides - fungicides - spray termiticides - bait termiticides - spray ant control - rodenticides

Explanation of Level of Use

- High – Daily.
- Medium – Weekly.
- Low - Annual (or less frequently).

3. Notification Arrangements

This section of the Plan describes how and when TAFE NSW will provide notice of pesticide use in public places, including special measures for sensitive places that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on TAFE NSW's assessment of the risks involved with the pesticides, the likelihood of exposure and the sensitivity of possible receptors.

How and when notice of pesticide use will be provided

Notification of pesticide use may be carried out in the following ways:

- through this Pesticide Use Notification Plan.
- signs erected at the entry to areas where pesticides are being applied.
- if the impact is large enough, a notice will also appear in staff communication emails and staff intranet.

Additional information is available by request:

- An annual schedule of pesticide application.
- A Safety Data Sheet (often referred to as an SDS or MSDS) for pesticides.

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

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

- Lawns / grassed areas
- Garden beds and landscaped areas
- Horticultural and agricultural areas used for educational purposes (greens, turf, garden beds and nursery)
- 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.

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

- An email will be sent to all staff of that TAFE NSW site 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 listed below in *notifications to staff*. Where applications are dependent on weather or other conditions the email will indicate the time during which application is anticipated to occur.

Notifications to staff will contain the following information:

- A statement that pesticide applications will be occurring on the site during a specified date and time
- 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.

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).

All 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.

Additional notification requirements for high use or high contact areas on TAFE NSW sites

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
- At least two re-locatable signs will be placed in the area 24 hours prior to the application. These signs will contain the information required for all signs as detailed above and will be located in high visibility areas within or adjacent to the proposed application location.

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.

Pesticide uses without notification

There will be no notification for the use of small quantities of domestic grade pesticides on TAFE NSW public places listed above that involve:

- minor spot spraying from a hand or backpack carried sprayer.
- cut and paint or stem injection techniques; and
- insect, rodent and mollusc baiting in garden beds, car parks, waste collection points and external areas of buildings.

Notification measures for small applications and emergency pest control measures

TAFE NSW 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 is applied on any given day, no notice will be given provided the following conditions are met:

- application is conducted using handheld 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.

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.

Additional notification for sensitive places

Extra notification is planned for the use of a pesticide on or within 20 metres of *sensitive places*. The Pesticides Regulation defines sensitive places to include schools, pre-schools, childcare centres, hospitals, community health centres or nursing homes. If you would like to be included as a sensitive place, please contact us (contact details are listed at the end of this Plan).

Special measures for sensitive places

We have considered the following as sensitive places when preparing the notification Plan.

TAFE NSW site	Sensitive place
Tighes Hill	Carinya Child Care
	Islington Primary School
Glendale	Glendale Technology High School
Glendale	Hunter Institute Children's Services Play Sessions
Singleton	Singleton High School
Muswellbrook	South Muswellbrook Public School
Coffs Harbour	Saint John Paul College, Coffs Harbour GP Superclinic, Coffs Harbour Health Campus
Kempsey	Kempsey High School
Tuncurry	Tuncurry High School
Macksville	Macksville Public School

Sensitive Place notification process

- In addition to the ordinary notification outlined above, pesticide applications in or within 20 metres of a sensitive place will be notified at least 5 working days prior to the application.
- The person managing the sensitive place, or their delegate, will be notified.
- When an emergency application is required in or within 20 metres of a sensitive place, notification will be carried out in person by knocking on the door of the sensitive place. Under these emergency circumstances the notification may be passed onto whoever is available at the sensitive place rather than the manager.

The template for the Pesticide Use Notice is in the appendix.

As part of TAFE NSW's commitment to working safely with chemicals, all personnel applying pesticides or

preparing a Pesticide Use Notice must have at least a AQF3 Urban Pesticide Safety level of competency.

4. How the community will be informed of this plan

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

- Making a copy of the notification Plan available at the local site reception area/notice board.
- Placing a copy of the notification Plan on the TAFE NSW website and the Facilities Management intranet site.
- Placing a notice in a state-wide paper that serve the area associated with the sites.
- Placing a notice in the NSW Government Gazette.

A four-week period will be allowed between placing notices and consultation being closed.

5. Future reviews of the plan

The Plan will be reviewed every 3 years or when circumstances require a review of the Plan (such as following potential incidents). The review will consider the implementation and effectiveness of the Plan to identify potential improvements.

In the light of public submissions, making recommendations for alterations (if applicable) to the plan.

When there are major changes to the Plan, the public consultation process which established the original Plan will be repeated. When there are minor updates to the Plan, the public will be notified through an update to the Plan on the website.

6. Contact details

Anyone wishing to contact TAFE NSW to discuss the notification Plan or to obtain details of pesticide applications in public places should contact:

Regional Facilities Manager, North Region

Steve Gregory

0418 226 615

steven.gregory@tafensw.edu.au

Appendix 1.

Template for the Pesticide Use Notice

Staff and contractors from Facilities Management will use a sign for pesticide use notification, as described in 'How notice of pesticide use will be provided'. A sample template follows-

Details	
Notice to:	
Contractor applying the pesticide:	
Product name of the pesticide:	
Active constituent within the pesticide:	
Pests that are being treated:	
Areas where the pesticide is to be applied:	
Date and time of pesticide use:	
Date and time of end of avoidance period:	
Warnings for this pesticide (as specified on the label or the Australian Pesticides and Veterinary Medicines Authority permit)	

Information about pesticide use can be found in the TAFE NSW *Pesticides Use Notification Plan*, which is available on the TAFE NSW internet (<https://www.tafensw.edu.au/about/policies-procedures/pesticide-notification-plans>).

Specific information on this pesticide application is available from:

Contact name	
Telephone number	
Email address	