



UOW Facilities Management Division

# UNIVERSITY OF WOLLONGONG PESTICIDES NOTIFICATION PLAN

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## 1.0 Introduction

This Notification Plan has been prepared in accordance with the requirements of the Pesticides Regulation 2017 (NSW) (the Regulation).

The aim of this Plan is to inform the community about pesticide applications made to University of Wollongong public places. The Plan allows members of the community to avoid potential contact with pesticides and the community is not at any greater risk or harm. UOW will ensure that pesticides are applied to public places in a safe, responsible manner, without harm to the community or the environment.

The Plan describes how members of the community will be notified of relevant public place pesticide applications. The plan includes:

- what public places are covered by the Plan;
- who is most likely to use or access these public places and an estimate of the level of use;
- how and when UOW will provide the community with information about its pesticide applications (i.e. what notification arrangements will be used);
- how the community will be informed of the notification arrangements contained in the Plan;
- how future reviews of the Plan will be conducted; and
- contact details for anyone wishing to discuss pesticide notification with University of Wollongong.

Areas of operation covered by this plan include the Wollongong and Innovation Campus, Shoalhaven Campus, Bega Campus and Accommodation sites (Bangalay, Kooloobong, Marketview, Campus East, Weerona, Graduate House and International House) that are owned, licensed or operated by the University.

UOW sites such as Loftus, Batemans Bay, South Western Sydney Campus, and Sydney Business School are leased sites and the management of the outdoor public spaces are not managed by UOW and as such these locations are not included in the scope of this plan.

The Plan covers a period of 5 years commencing in July 2018 and is due for review before July 2023.

## 2.0 Definitions

Table 1: Definitions

Term	Definition
Algaecides	Chemical used for controlling and preventing the growth of algae
Broadscale boom spraying	The use of a mechanical apparatus that is attached to a piece of machinery that has boom which applies pesticide via spray nozzles and is able to apply the pesticide over a large area.
Exempt pesticide use	Pesticide that is, or is part of, a product that is widely available to the general public at retail outlets, is ordinarily used for domestic purposes (including home gardening), is being applied by hand or hand-held applicator and: (a) if the product is being used outdoors—no more than 20 litres or 20 kilograms of “ready-to-use” product or 5 litres or 5 kilograms of concentrated product is being used, or (b) if the product is being used indoors—no more than 5 litres or 5 kilograms of “ready-to-use” product or 1 litre or 1 kilogram of concentrated product is being used (Clause 4, NSW Pesticide Regulation 2017)
Fungicide	Chemical used for controlling and preventing the growth of fungi and their spores
Growth regulator	Chemical used to regulate the growth of plants.
Herbicides	Herbicides include Non Selective and Selective. Non selective herbicides are also known as total weedkillers as they kill all plant material they come in contact with. Selective herbicides are used to control specific weed species, while leaving the other plants relatively unharmed.
Insecticide	Chemical used for controlling insects
Pesticide	Pesticides are chemicals that are used as an effective way of destroying, suppressing or preventing the spread of pests. The legal definition is available in Part 1, Section 5 of the NSW Pesticides Act 1999.
Re-entry/withholding period	The period of time that must elapse between the last application of a pesticide, and the use of that area or product to which the chemical was applied.

Rodenticide	Chemical used for controlling rodents. Type of vertebrate bait.
Spot spraying	The use of hand held applicator that sprays pesticide directly to where the weeds or pests are located.
Termiticides	Chemical used for controlling termites
Vertebrate bait	Chemical used for controlling vertebrate pests. Rodenticide is a type of vertebrate bait.

### 3.0 Public places covered by this notification plan

This notification plan describes where it operates and the categories of public places it covers. Public places covered by this plan include the following areas that the public is entitled to access:

- Lawns
- Gardens (including landscaped, native and food garden spaces)
- Playgrounds, Child Care Facilities
- Sporting Fields and Ovals
- Road Verges
- Laneways, Pathways, Paved Areas and other Hard Surfaces
- Drains, Ponds and Watercourses
- Swimming Pool Grounds
- Bush Regeneration Sites
- Campus Building Facades

A public place also includes any other outdoor property that is leased out to another party by UOW but the public is entitled to access. Indoor areas are not included as part of this Plan.

### 4.0 User groups and types of pesticides used in public places

The main user groups and types of pesticide use for each of the public place categories are summarised in the Table 2.

Table 2: Public Places and the stakeholder user groups

Public places	Regular user groups	Level of use of place	Type of pesticide use
Lawns	Students, staff and visitors (including general public and adjacent residents)	Medium to High	Spot spraying insecticides and fungicides and herbicides. Broadscale boom spraying of herbicides, insecticides and fungicides. Vertebrate baits and bait termiticides.
Gardens (general garden, native garden and food garden spaces)	Students, staff and visitors (including general public and adjacent residents)	Medium to High	Spot spraying insecticides and fungicides and herbicides. Herbicide application using cut-stump, stem injection or basal bark techniques. Vertebrate baits and bait termiticides.
Playgrounds, childcare facilities	Students, staff, visitors (including general public) children, parents and families	High	Spot spraying herbicides and insecticides.
Sporting fields and ovals	Students, staff, visitors (including general public), sporting clubs and associations, school sports groups and recreational users	High	Spot spraying insecticides and fungicides and herbicides. Broadscale boom spraying of herbicides, insecticides, fungicides and growth regulators.
Pathways, paved areas and other hard surfaces	Students, staff and visitors (including general public and adjacent residents)	High to Medium	Spot spraying herbicides and algaecides.
Areas adjacent to drains, ponds and watercourses	Students, staff and visitors (including general public and adjacent residents)	Low	Spot spraying herbicides. Herbicide application using cut-stump, stem injection or basal bark techniques.
Swimming pool grounds	Students, staff, visitors (including general public), sporting clubs and associations, school sports	Medium to High	Spot spraying herbicides.

	groups and recreational users		
Bush regeneration sites	Students, staff, visitors (including general public and adjacent residents), and bush walkers.	Low	Spot spraying herbicides. Herbicide application using cut-stump, stem injection or basal bark techniques.
Campus building facades	Students, staff, visitors (including general public) and adjacent residents.	High to Medium	Spot spraying insecticides, fungicides and algaecides.

## 5.0 Notification Arrangements

This section describes how and when the University will provide notice of pesticide use in public places. This notification process has been prepared based on an assessment of the type of place, the level of use of that place, activities generally undertaken in those places that could lead to direct contact with pesticides, and the relevant stakeholders (or users) of that space.

Notice of use will be provided by a combination of signage, direct notifications via email or letterbox drops, door knocking and phone contact as detailed in Table 3 below.

The University uses small quantities of some pesticides widely available in retail outlets and ordinarily used for domestic purposes (refer Part 1 Clause 4 of the Pesticides Regulation 2017) that are applied outdoors using hand-held application methods (e.g. spot weed and insect control and cut and paint herbicide applications). UOW does not intend to provide notice for these types of applications unless they are to be applied within or adjacent to:

- sensitive places (as defined Clause 39 of the Pesticides Regulation 2017)
- garden areas used for food growing and harvesting

Notification will be conducted for these situations and the notification methods are provided in Table 3.

In addition, bait termiticides and vertebrate baits (including rodenticides) are used in some public places as a proactive ongoing program to prevent infestations. These may be used in public places (including those areas immediately adjacent to a sensitive area) as listed in the Table 2. UOW does not intend to provide notice for these bait applications in public places unless it is the first time the pesticide has been used at the site. Notification methods for first time pesticide use for bait applications are provided in Table 3.

Table 3: Type of Place and Notification Process to be conducted

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Lawns	Students, staff, visitors, and general public	<p>Broadscale boom spraying of herbicides, insecticides and fungicides.</p> <p>Vertebrate baits and bait termiticides (first time applications only).</p> <p>Spot spraying of herbicides, insecticides and fungicides (non- exempt pesticide applications only).</p>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Liaison with event space booking managers is to be conducted to schedule applications to avoid events. A minimum of five days' notice will be provided via email to the event space booking managers prior to proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may be provided via email to the event space booking managers (refer to Attachment 2). Event space booking managers are to provide notification to the relevant stakeholders (such as those booking the space) of the proposed applications.</li> <li>• Where applications are required adjacent (within 20 metres) to UOW property boundaries a minimum of five days' notice will be provided in writing via letterbox drop to adjacent residents/businesses prior proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may also be provided in writing via letter box drop to adjacent residents/businesses (refer to Attachment 2).</li> <li>• Where applications are required immediately adjacent to University buildings then a notice will be provided via signage at the entrances to the building 48 hours prior to the proposed application (refer to Attachment 6).</li> <li>• First time applications of vertebrate baits and bait termiticides will be notified by publication on the campus operations section of the UOW website.</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the main entrances to the lawn.</li> <li>• Closing of lawn areas via signage (and exclusion fencing where possible) for duration of applicable re-entry/withholding period.</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Gardens (general and native garden spaces)	Students, staff, visitors, general public, adjacent residents	Vertebrate baits and bait termiticides (First time applications only). Spot spraying of herbicides, insecticides and fungicides (non- exempt pesticide applications only). Herbicide application using cut-stump, stem injection or basal bark techniques (non-exempt pesticide applications only)	Notice will be provided by: <ul style="list-style-type: none"> <li>• First time applications of vertebrate baits (including rodenticides) and bait termiticides will be notified by publication on the campus operations section of the UOW website.</li> <li>• Where non- exempt spot spray applications are required adjacent (within 20 metres) to University property boundaries then a minimum of five days' notice will be provided in writing via letterbox drop to adjacent residents/businesses prior proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may be provided in writing via letter box drop to adjacent residents/businesses (refer to Attachment 2).</li> <li>• Where applications are required immediately adjacent to University buildings then a notice will be provided via signage at the entrances to the building 48 hours prior to the proposed application (refer to Attachment 6).</li> </ul>	Notice will be provided by: <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) within the garden space.</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>
Gardens - food gardens spaces	Students, staff, visitors, general public and adjacent residents	Use of any pesticides in these areas will be avoided wherever possible however from time to time pesticide applications may be needed and may include the use of: Spot spraying of herbicides, insecticides and fungicides, herbicide application using cut-stump, stem injection or basal bark techniques, and vertebrate baits and bait termiticides.	Notice will be provided by: <ul style="list-style-type: none"> <li>• A minimum of five days' notice will be provided in writing to the Food garden managers for any herbicide, insecticide, fungicide and bait applications (refer to Attachment 1). Food garden managers are to communicate this to the food garden users.</li> <li>• Where applications are required adjacent (within 20 metres) to UOW property boundaries a minimum of five days' notice will be provided in writing via letterbox drop to adjacent residents/businesses prior proposed application (refer to Attachment 1).</li> <li>• A reminder notice 48 hours prior to the proposed application may also be provided in writing to adjacent residents/businesses and food garden managers (refer to Attachment 2).</li> <li>• First time applications of vertebrate baits and bait termiticides will be notified by publication on the campus operations section of the UOW website.</li> </ul>	Notice will be provided by: <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the entrances and within the food garden areas.</li> <li>• Closing of food garden areas via signage (and exclusion fencing where possible) for duration of applicable re-entry/withholding period.</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Playgrounds, childcare facilities	Students, staff, visitors, general public, children, parents, and families	Use of any pesticides in these areas will be avoided wherever possible however from time to time pesticide applications may be needed and may include the use of Spot spraying of herbicides and insecticides	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Liaison with childcare and playground facility managers is to be conducted to schedule applications to avoid operational hours.</li> <li>• A minimum of five days' notice will be provided in writing via email to the facility managers of the child care and playground facility prior to proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may be provided in writing via email to the facility managers of the child care and playground facility (refer to Attachment 2)</li> <li>• Child care and playground facility managers are to provide notification to the relevant stakeholders (such as parents, visitors, staff, and volunteers) of the proposed applications.</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the entrance to the childcare facility, and prominent locations within the facilities and playgrounds during application of herbicides and insecticides and remove after re-entry/withholding period.</li> <li>• Childcare and playground Facility Managers are to close the area to workers, volunteers, visitors, children and parents during the period.</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Sporting fields and ovals	Students, staff, visitors (including general public), sporting clubs and associations, school sports groups, and recreational users	<p>Broadscale boom spraying of herbicides, insecticides, fungicides and growth regulators.</p> <p>Spot spraying of herbicides, insecticides and fungicides (non- exempt pesticide applications only).</p>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• A minimum of five days’ notice will be provided in writing via email to the facility managers of the sporting facility prior to proposed applications on sports fields and ovals (refer to Attachment 1)</li> <li>• A reminder notice 48 hours prior to the proposed application may be provided in writing via email to the facility managers of the sporting facility (refer to Attachment 2)</li> <li>• Sports facility managers are to provide notification to the relevant stakeholders (such as visitors, staff, sporting clubs and associations, schools and recreational users) of the proposed applications and oval closures.</li> <li>• Where applications are required adjacent (within 20 metres) to UOW property boundaries a minimum of five days’ notice will be provided in writing via letterbox drop to adjacent residents/businesses prior proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may also be provided in writing to adjacent residents/businesses (refer to Attachment 2).</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at prominent locations with the sporting fields and ovals during application of herbicides and insecticides and growth regulators and remove after re-entry /withholding period</li> <li>• Closing of sporting fields and ovals via signage for duration of applicable re-entry/withholding period.</li> <li>• Sporting Facility Managers are to notify sporting clubs, booked users, recreational groups and associations of the closure during this period.</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>



Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Pathways, paved areas and other hard surfaces	Students, staff, visitors, general public and adjacent residents	Some pesticides used in these areas will require notification and include the use of spot spraying of herbicides and algaecides (non- exempt pesticide applications only)	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>A minimum of five days' notice will be provided in writing via letterbox drop to adjacent (within 20 metres) residents/ businesses prior to proposed application (refer to Attachment 1). A reminder notice 48 hours prior to the proposed application may be provided in writing via letterbox drop to adjacent residents/ businesses (refer to Attachment 2)</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>Prominently displaying pesticide notification signs (refer to Attachment 4) at the prominent locations within the area during application and removed after re-entry/ withholding period.</li> <li>UOW will respond to all reasonable requests for information.</li> <li>Material Safety Data sheets are to be available and provided on request.</li> </ul>
Areas adjacent to drains, ponds and watercourses	Students, staff, visitors, general public and adjacent residents	Some pesticides used in these areas will require notification and include the use of spot spraying of herbicides and herbicide application using cut-stump, stem injection or basal bark techniques (non- exempt pesticide applications only)	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>A minimum of five days' notice will be provided in writing via letterbox drop to adjacent (within 20 metres) residents/businesses prior to proposed applications (refer to Attachment 1) A reminder notice 48 hours prior to the proposed applications may be provided in writing via letterbox drop to adjacent residents/ businesses (refer to Attachment 2)</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>Prominently displaying pesticide notification signs (refer to Attachment 4) at the prominent locations during application of herbicides and remove after re-entry/ withholding period.</li> <li>UOW will respond to all reasonable requests for information.</li> <li>Material Safety Data sheets are to be available and provided on request.</li> </ul>

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Swimming pool grounds	Students, staff, visitors, general public, sporting clubs and associations, school sports groups and recreational users	Some pesticides used in these areas will require notification and include the use of spot spraying herbicides (non-exempt pesticide applications only).	<ul style="list-style-type: none"> <li>• A minimum of five days' notice will be provided via email to the facility managers of the sporting facility (swimming pool) prior to proposed applications within swimming pool grounds (refer to Attachment 1)</li> <li>• A reminder notice 48 hours prior to the proposed applications may be provided via email to the facility managers of the sporting facility (swimming pool) (refer to Attachment 2)</li> <li>• Sports facility (swimming pool) managers are to provide notification to the relevant stakeholders (such as visitors, staff, sporting clubs and associations, schools and recreational users) of the proposed applications and any closures.</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the prominent locations within the area during application and remove after re-entry/withholding period</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>
Bush regeneration sites	Students, staff, visitors, general public, adjacent residents and bush walkers	Some pesticides used in these areas will require notification and include the use of spot spraying herbicides and herbicide application using cut-stump, stem injection or basal bark techniques (non-exempt pesticide applications only).	<ul style="list-style-type: none"> <li>• A minimum of five days' notice will be provided in writing via letterbox drop to adjacent (within 20 metres) residents/businesses prior to proposed applications (refer to Attachment 1). A reminder notice 48 hours prior to the proposed applications may be provided in writing via letterbox drop to adjacent residents/businesses (refer to Attachment 2)</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the prominent locations within the area during spot spraying application of herbicides and remove after re-entry/withholding period;</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>

Type of place	Regular user groups	Type of pesticide use	Method of Notification Prior to Application	Method of Notification During Application
Campus building facades	Students, staff, visitors, general public and adjacent residents	Some pesticides used in these areas will require notification and include the use of spot spraying of herbicides, insecticides, fungicides and algaecides(non-exempt pesticide applications only).	<ul style="list-style-type: none"> <li>• A minimum of five days' notice will be provided in writing via letterbox drop to adjacent (within 20 metres) residents prior to proposed spot spray applications (refer to Attachment1)</li> <li>• A reminder notice 48 hours prior to the proposed spot spray applications will be provided in writing via letterbox drop to adjacent residents (refer to Attachment 2)</li> <li>• A notice will be provided via signage at the entrances to the building 48 hours prior to the proposed application (refer to Attachment 6).</li> </ul>	<p>Notice will be provided by:</p> <ul style="list-style-type: none"> <li>• Prominently displaying pesticide notification signs (refer to Attachment 4) at the prominent locations within the area during spot spraying application of herbicides and remove after re-entry/ withholding period;</li> <li>• UOW will respond to all reasonable requests for information.</li> <li>• Material Safety Data sheets are to be available and provided on request.</li> </ul>

## 6.0 Special notification arrangements for sensitive places

This plan defines what notification arrangements will be in place to provide special protection where pesticides are used in public places that are adjacent (within 20 metres) to sensitive places. Clause 39 of the Pesticides Regulation 2017 defines a sensitive place to be any:

- (a) a school, pre-school, kindergarten or childcare centre,
- (b) a hospital, community health centre or nursing home,
- (c) any place declared to be a sensitive place by the Environment Protection Authority by order published in the Gazette.

The location of sensitive places may change over the life of this plan and it is the responsibility of the pesticide applicator to ensure that sensitive places are identified prior to pesticide application work and apply the appropriate notification methods for areas that are or adjacent to sensitive places.

Table 3 provides details of the notification methods for the application of pesticides within sensitive places that are on UOW property.

Whenever a pesticide is applied by UOW to any public place (as listed under Section 3 of this Notification Plan) that is adjacent (within 20 metres) to a sensitive site, notice will be provided using the following methods:

- A minimum of five days' notice will be provided in writing via letterbox drop and/or email to adjacent sensitive places on neighbouring land prior to proposed applications (refer to Attachment 1).
- A minimum of five days' notice will be provided in writing via email to the facility managers of the child care facility located on UOW property prior to proposed application (refer to Attachment 1).
- Prominently displaying Pesticide notification signs (refer to Attachment 4) at the prominent locations within the area adjacent to a sensitive location during pesticide application and remove after re-entry/ withholding period.
- Responding to all reasonable requests for information made to UOW.
- Material Safety Data sheets for pesticides used are to be available and provided on request..

## 7.0 Emergency pesticide applications

Emergency pesticide application may be required to deal with a dangerous pest infestation. Such situations include dealing with biting and dangerous pests or rapidly invasive pest infestations (e.g. spiders, wasps and rodents). In these situations, UOW will provide notice by prominently displaying pesticide notification signs (refer to Attachment 4) at the locations within the area and remove after re-entry/ withholding period. UOW will also responding to all reasonable requests for information made and copies of Material Safety Data sheets for the pesticide used will be available and provided on request as soon as practically possible.

Where Emergency Pesticide applications are required in and adjacent to sensitive places that are within UOW grounds then in addition to signage during the application and closure of the area during the re-entry/ withholding period the Facility Managers are to be contacted via telephone or in person and also via email with a minimum of 1 hour notice prior to the pesticide application (using the template Attachment 3).

Where Emergency Pesticide applications are required in areas adjacent to sensitive places that are on neighbouring properties then in addition to signage during the application and closure of the area during the re-entry/ withholding period a minimum of 1 hour notice must be provided via door-knocking and letter box drop (using the template Attachment 3) notifying the neighbouring sensitive places of the pesticide application that is required.

Where emergency pesticide applications are required in and adjacent to food gardens in addition to signage during the application and closure of the area during the re-entry/withholding period notification will be required to the food garden managers with a minimum of 1 hour notice prior to the pesticide application (using the template Attachment 3).

## 8.0 Arrangements governing pesticide use by contractors, lessees and licencees of UOW

To assist with the compliance of this plan, where UOW uses contractors to apply pesticides on its behalf, it will require commitment from the contractor that they will use signage and other forms of notification in accordance with the notification requirements of this plan.

All lessees and licencees (and their associated contractors and sub-contractors) should comply with this plan and associated legislative responsibilities. Lessees and licencees (and their associated contractors and sub-contractors) should use signage and other forms of notification according to the requirements in this Plan.

## 9.0 What information will be provided

In accordance with Clause 41(h) of the Pesticides Regulation, the following information will be available from site signs/notices or by contacting the phone number listed on such signs and from UOW:

- the full product name of the pesticide to be used,
- the purpose for which the pesticide is to be used,
- the dates on which, or the range of dates during which, the pesticide is to be used,
- the places where the pesticide is to be used,
- any warnings about limitations on the subsequent use of or entry onto the land if such warnings are specified on the approved label for the pesticide or in the permit for use of the pesticide,
- a contact telephone number or email address for the officer of the public authority whom the affected persons can contact to discuss the notice.

Signs will be of a standardised design that will be easily recognisable to the public and workers. Contractors, lessees and licencees should use the sign templates provided in the Attachment 4.

Templates for written notices to specific stakeholders have also been prepared and should be used to communicate to relevant stakeholders. These templates will ensure standardised communication and that the requisite and minimum information is provided. These templates are provided in the Attachments 1-3.

## 10.0 How the community will be informed of this plan

The University will consult with the community on the draft Notification Plan, including the types of public places covered and the proposed notification methods. The draft Notification Plan will be made available for public comment for 28 days.

Notice about the draft plan being available for public comment will be communicated to staff, students and the community via a number of communication methods including:

- UOW staff and student communication channels (such as student Bulletins, UOW Apps, Staff Newsletter, University website and social media channels).
- Notices at childcare facilities and targeted communications to current stakeholder groups
- Notices at sporting facilities and targeted communications to current stakeholder groups

UOW will consider all comments from the community prior to finalising the Plan.

UOW will advise the community of the contents of the final Notification Plan by placing a copy of the Plan on the website - [www.uow.edu.au/about/environment/envdocs/index.html](http://www.uow.edu.au/about/environment/envdocs/index.html). A printed copy of the plan will be available at the Wollongong Campus, Facilities Management Division Office Building 31, Monday - Friday during business hours. Similar communication methods used to communicate about the draft plan will be used to promote the final Notification Plan to relevant stakeholder groups.

## 11.0 Future reviews of this plan

The Notification Plan will be reviewed every five (5) years. The review will include:

- Report on progress of implementing the Notification Plan;
- Public consultation on the notification methods outlined in the Notification Plan; and
- Recommendation for alterations (if applicable) to the Notification Plan.

## 12.0 Contact

Anyone wishing to contact the UOW regarding the Notification Plan or to obtain details of specific details of pesticide applications in public places should contact:

Contact: Facilities Management Division, Manager Environment

Phone: 0242213217 (Monday- Friday, 9am – 4:30pm)

Email: [fm-service-centre@uow.edu.au](mailto:fm-service-centre@uow.edu.au)

## 13.0 Related Documents

NSW Pesticide Regulation 2017

UOW, Facilities Management Division, Horticultural Chemical Procedure, FMD-MAI-PRO-006 (internal document)

## 14.0 Version Control Table

<b>Version</b>	<b>Release Date</b>	<b>Author/Reviewer</b>	<b>Approved By</b>	<b>Amendment</b>
1	4/06/2018	Mark Spence & Alison Scobie	Manager, Environment	Draft version - public consultation
2	11/07/2018	Alison Scobie & David Low	Director, Facilities Management Division	Finalised version - minor amendment resulting from public consultation process

## Attachment 1: Notice of intended pesticide application (5 day notice)

To the <insert residents/ person in charge> of < insert address/ facility>

<insert name of organisation> intends to apply pesticides on behalf of UOW in accordance with the details below

**Date or dates of pesticide use:** < A range of dates may be used to cover short-term postponements>

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**Full name of pesticide product(s):**

---

**This is being conducted to control:** <specify the reason why you are applying the pesticide>

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**Where the pesticide(s) will be applied:** < provide information in words about where the pesticide is to be applied. Attach a map if applicable as it may be an easier way to convey this information in a visual format>

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**Re-entry period restrictions (if any):** <insert information for residents/ Facility Managers on the closure of areas if necessary and what we want them to do (e.g Due to the pesticides re-entry/ withholding period, Oval 1 will be closed from 7am- 12 noon. Signage will be in place during that time however, you should cancel any bookings and provide advice to all potential users of the closure of oval 1 and include the reason for this closure in your advice)>.

---

---

**The pesticide will be applied by:** <insert the name of the applicator and the organisation they belong to>

---

**Contact number(s):** <insert the contact details of the applicator and/or the organisation they belong to>

---

### About this notice:

Under Clause 41 of the NSW Pesticides Regulation 2017, the University must provide notice of pesticides applications in accordance with the UOW Notification Plan (Insert link to the plan on the website). As per Clause 48 of the NSW Pesticide Regulation 2017, at least five working days' notice must be provided before a licenced person applies pesticides to a public place within 20 metres of a sensitive place (such as schools and childcare centres). This minimum of five working days' notice does not apply to emergency pesticide applications but prior notice must still be provided.

You may request a copy of a safety data sheet for the pesticide(s) by contacting the < insert the best contact details>.

**Date of this notice:**

---

## Attachment 2: Notice of intended pesticide application (48 hours reminder notice)

To the <insert residents/ person in charge> of < insert address/ facility>

This is a reminder that the <insert name of organisation> intends to apply pesticides <if on behalf of someone state this> , as communicated to you on the <date of previous communication>. Pesticides will be applied in accordance with the details below:

**Date or dates of pesticide use:**< A range of dates may be used to cover short-term postponements>

---

**Full name of pesticide product(s):**

---

**This is being conducted to control:** <specify the reason why you are applying the pesticide>

---

**Where the pesticide(s) will be applied:** < provide information in words about where the pesticide is to be applied. Attach a map if applicable as it may be an easier way to convey this information in a visual format>

---

**Re-entry period restrictions (if any):** <insert information for residents/ Facility Managers on the closure of areas if necessary and what we want them to do (e.g Due to the pesticides re-entry/ withholding period, Oval 1 will be closed from 7am- 12 noon. Signage will be in place during that time however, you should cancel any bookings and provide advice to all potential users of the closure of oval 1 and include the reason for this closure in your advice)>.

---

---

**The pesticide will be applied by:** <insert the name of the applicator and the organisation they belong to>

---

**Contact number(s):** <insert the contact details of the applicator and/or the organisation they belong to>

---

### About this notice:

Under Clause 41 of the NSW Pesticides Regulation 2017, the University must provide notice of pesticide applications in accordance with the UOW Notification Plan (Insert link to the plan on the website). As per Clause 48 of the NSW Pesticide Regulation 2017, at least five working days' notice must be provided before a licenced person applies pesticides to a public place within 20 metres of a sensitive place (such as schools and childcare centres). This minimum of five working days' notice does not apply to emergency pesticide applications but prior notice must still be provided.

You may request a copy of a safety data sheet for the pesticide(s) by contacting the < insert the best contact details> .

**Date of this notice:**

---



### Attachment 3: Notice of emergency pesticide application

To the <insert residents/ person in charge> of < insert address/ facility>

<insert name of organisation> intends to undertake an emergency pesticide application <if on behalf of someone state this> in accordance with the details below

**Date or dates of pesticide use:** < A range of dates may be used to cover short-term postponements>

---

**Full name of pesticide product(s):**

---

**This is being conducted to control:** <specify the reason why you are applying the pesticide>

---

**Where the pesticide(s) will be applied:** < provide information in words about where the pesticide is to be applied. Attach a map if applicable as it may be an easier way to convey this information in a visual format>

---

**Re-entry period restrictions (if any):** <insert information for residents/ Facility Managers on the closure of areas if necessary and what we want them to do (e.g. Due to the pesticides re-entry/ withholding period, Oval 1 will be closed from 7am- 12 noon. Signage will be in place during that time however, you should cancel any bookings and provide advice to all potential users of the closure of oval 1 and include the reason for this closure in your advice)>.

---

---

**The pesticide will be applied by:** <insert the name of the applicator and the organisation they belong to>

---

**Contact number(s):** <insert the contact details of the applicator and/or the organisation they belong to>

---

#### About this notice

Under Clause 41 of the NSW Pesticides Regulation 2017, the University must provide notice of pesticide applications in accordance with the UOW Notification Plan (Insert link to the plan on the website). As per Clause 48 of the NSW Pesticide Regulation 2017, at least five working days' notice must be provided before a licenced person applies pesticides to a public place within 20 metres of a sensitive place (such as schools and childcare centres). This minimum of five working days' notice does not apply to emergency pesticide applications but prior notice must still be provided.


You may request a copy of a safety data sheet for the pesticide(s) by contacting the < insert the best contact details> .

**Date of this notice:**

---

**Attachment 4: Template pesticide application sign**

**Pesticide application  
in progress**



**PESTICIDE IN USE**  
[Blank input field]

**TO CONTROL**  
[Blank input field]

**RE-ENTRY PERIOD**  
[Blank input field]

**DATE** [Blank input field] **TIME** [Blank input field]

Further information call Facilities Management 4221 3217

**Attachment 5: Template grounds closed sign**

# **GROUND S CLOSED**

Further information call Facilities Management 4221 3217



**Attachment 6: Notice to building users sign**

# **ATTENTION BUILDING USERS**



**UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA**

**PESTICIDE WILL BE IN USE**

**TO CONTROL**

**AT THE FOLLOWING LOCATION**

**DATE OF PROPOSED APPLICATION**

Further information call Facilities Management 4221 3217