



# Friends Group and Bushcare Volunteer Program Manual

# Acknowledgement of Country

We respectfully acknowledge the Traditional Owners, the Whadjuk Noongar People as the Custodians of this land. We also pay respect to all Aboriginal community Elders, past, present and future who have and continue to reside in the area and have been an integral part of the history of this region.

## Document Version

<b>Version</b>	<b>Date</b>	<b>Who</b>
D.1 Draft	March 2022	Dallas Lynch
D.2 Document Review	June 2022	Adam Livingston and Nicole O'Neill
D.3 Document Update	July 2022	Michelle Taylor
D.4 Document Update	January 2024	Karl Kjaerheim and Marc Papalia
D.5 Document Update	March 2024	Marc Papalia
D.6 Document Update	May 2024	Marc Papalia
D.7 Document Update	June 2024	Marc Papalia
D.8 Document Update	September 2024	Marc Papalia

# Contents

---

Message from the Mayor	5
1.0 Introduction	6
2.0 An Overview of our City	7
3.0 Objectives	8
4.0 The Benefits for the City's Volunteers	9
5.0 What is a Friends Group?	10
6.0 Becoming a City of Kalamunda Volunteer	12
6.1 Becoming a Bushcare Volunteer	13
6.2 Becoming a Friends Group Member	14
6.3 Becoming a Friends Group Coordinator	15
6.4 Becoming a Bushcare Advocate	16
7.0 Behaviour	17
8.0 Responsibilities of the City of Kalamunda	18
9.0 Safe Volunteering	19
9.1 Duties of the City of Kalamunda Under the Legislation	19
9.2 Duties of the Volunteers Under the Legislation	20
10.0 Workplace Health and Safety Instructions for Volunteers	21
10.1 Personal Protective Equipment	21
10.2 Precautions to Reduce the Risks of Inclement Weather	22
10.2.1 Precautions to Reduce Hot Weather Risks	22
10.2.2 Precautions to Reduce Cold/Stormy Weather Risks	23
10.3 Herbicide Use	23
10.4 Chainsaw Use	24
10.5 Mechanical Equipment Use	24
10.6 Working Within Contaminated Sites	24
10.7 Road Reserves and Verges	25
10.8 Flora and Fauna	25
10.9 Working with Children	25
11.0 Insurance and Public Liability	26
11.1 Public Liability Insurance	26
11.2 Personal Accident Insurance	26
11.3 Risk Management and Induction	27
11.4 Claim Procedures and Reporting	27
12.0 Action Plans	28
13.0 Funding	28
14.0 Training	28
15.0 Personal Information Control	29
Definitions/Glossary of Terms	30



# Message from the Mayor

---

Kaya, welcome to the City of Kalamunda Friends Group and Bushcare Volunteer. We greatly appreciate and value the energy, experience, and expertise that volunteers bring to the City to assist in the management of our Local Natural Areas.

All of us who live, work and visit the City of Kalamunda know what a fantastic place it is. We have much to be grateful for from our unique bushland environment to the abundant wildlife that calls this place home.

Our dedicated volunteers are well-known for their 'can-do' attitude and their openness to get stuck in and lend a hand. There is no doubt that without this commitment from so many people, our City would not be such an amazing place to live, work and play.

We want your experience to be both fun and rewarding! To ensure this outcome, we want to share with you examples of best practice and information that will promote a collaborative, supportive and safe working environment for you now and into the future. At the same time, and to ensure the overall safety of all involved, this document may also be used for compliance purposes to ensure that all volunteers, coordinators and groups are operating in accordance with the City's guidelines.

Volunteering has many benefits such as improved mental health and wellbeing, an opportunity to meet people and build healthy relationships. Volunteering as a Friends Group member allows you to enter a diverse network of environmentally aware people, learn new skills and better understand the great biodiversity values of this beautiful place we live and work in.

On behalf of the City, I thank you for volunteering your time and your ongoing commitment to making our community amazing.

**Mayor, City of Kalamunda**

Cr Margaret Thomas JP

# 1.0 Introduction

---

This manual provides information about the City of Kalamunda's Friends Group and Bushcare Volunteer program, with an emphasis on the Work Health and Safety requirements for volunteers. The manual covers roles and responsibilities, insurance, training, and discusses the function of the volunteer program. It is intended to be read in conjunction with the City's Volunteer Handbook. In particular, this manual aims to ensure that our volunteers work in a safe and responsible manner as they assist the City in preserving our natural environment.

The City of Kalamunda's Friends Group and Bushcare Volunteer program has been active for over 25 years and is a 'grassroots' initiative where local people assist the City of Kalamunda in managing local bushland to maintain and improve biodiversity values. Our volunteers have historically worked as 'Friends Groups' in one or more of our natural areas. Activities commonly undertaken by volunteers range from removing rubbish and debris, to removing invasive plant species (weeds), planting native plant species, and monitoring the success of their work. The program also facilitates important social and health benefits by providing an opportunity for socialising with environmentally like-minded community members while undertaking physical activity in a natural environment.

To assist you on your journey to becoming an experienced 'Bushcarer' and understanding the natural ecosystems in which you are working, the City of Kalamunda provides support through the employment of a dedicated Officer (Education and Engagement Officer- Natural Areas). Our Officer will ensure that you are trained to work safely and provide learning experiences to increase your capacity to undertake conservation activities.

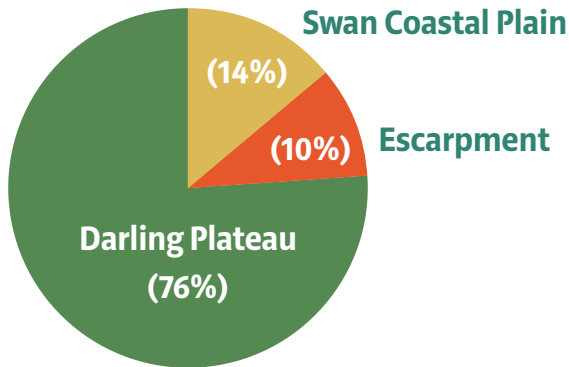


Lemon-scented Darwinia (*Darwinia citriodora*)

# 2.0 An Overview of our City

The City of Kalamunda is approximately 24 kilometres (under 30-minute drive) from Perth's CBD, located in the foothills of Perth's eastern suburbs and part of the Darling Ranges. The area features natural bushland, amazing views and beautiful countryside. With a long history, proud artistic identity, fresh produce, and an abundance of recreational opportunities such as bush walks and mountain bike trails, the City of Kalamunda offers a unique lifestyle for its residents.

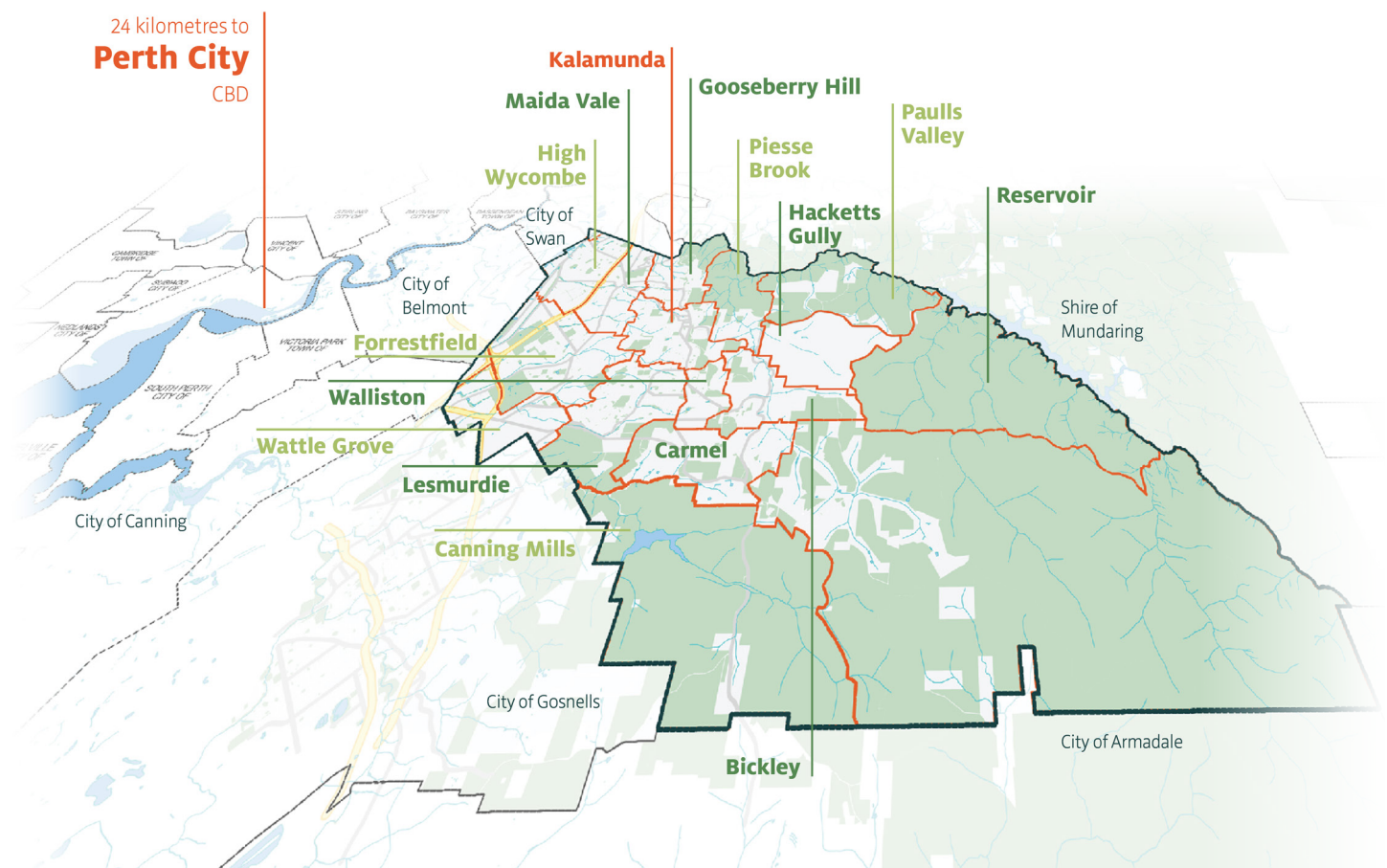
The City is made up of three geographic regions based on landform differences:



The name Kalamunda is associated with local Aboriginal words

**Karilil, Karla (home, fire) with Munnda**

(associated with Munday who was the family head of the clan that inhabited these parts when the area was first settled).



# 3.0 Objectives

---

The overarching objective of this manual is to ensure that the roles and responsibilities of both volunteers and the City are clearly defined allowing for a smooth and transparent relationship between the City and you as volunteer. If you have any queries after reading the manual, please contact the City of Kalamunda to clarify.

The manual aims to provide:

**Clear Understanding of roles and responsibilities of all parties**

**in managing Natural Areas in the City of Kalamunda**

---

**Explanation of differences between Bushcare Volunteers, Friends Group Members and Friends Group Coordinators**

**Outline of the processes and procedures required to access City support for Bushcarers and bushcare projects**

**State safety guidelines and requirements for volunteers carrying out bushcare activities on City bushland areas**

---



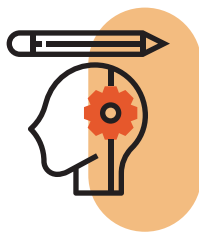
# 4.0 The Benefits for the City's Volunteers

---

Becoming an environmental volunteer offers a range of benefits, creating a rewarding experience that promotes both personal growth and positive environmental outcomes. Here are some key benefits:



- **Connection to Nature:** Gain a deeper appreciation and understanding of local ecosystems and wildlife.
- **Skill Development:** Learn new skills such as plant identification, habitat restoration, and conservation techniques.
- **Health and Well-being:** Enjoy physical activity in natural settings, which can reduce stress and improve mental and physical health.
- **Community Engagement:** Build relationships with like-minded individuals and contribute to local environmental causes.



- **Environmental Impact:** Make a direct, positive impact on the conservation of natural areas, including improving biodiversity and habitat restoration.
- **Educational Opportunities:** Learn from environmental professionals and experts in fields such as ecology, conservation, and sustainability.
- **Career Advancement:** Gain valuable experience that can be useful for a career in environmental science, education, or management.
- **Personal Fulfillment:** Experience a sense of accomplishment and purpose by contributing to the protection and preservation of natural environments.



- **Advocacy and Awareness:** Help raise awareness in the community about environmental issues and the importance of conservation efforts.
- **Cultural and Recreational Value:** Contribute to preserving the cultural heritage and recreational opportunities of natural spaces for future generations.

# 5.0 What is a Friends Group?

---

The role of a Friends Group is to work with the City to help maintain and enhance the biodiversity values of bushland areas. The City of Kalamunda manages approximately 190 bushland reserves and relies on our Friends to be the 'eyes and ears' for these reserves. Friends Groups assist the City in creating and implementing management plans for our reserves. They may assist in gathering valuable data which can be used to formulate decisions or undertake ongoing bushcare maintenance activities which have been prioritised in the planning process.

Each year, our Friends Groups will undertake an activity planning process where the natural values of the reserve are reviewed, the threats to the values identified, and a list of priority actions for their chosen reserve will be reviewed. The Friends Group will then decide on which of the identified actions they would like to undertake. This decision is usually based on their preference and capacity. The City will then support the group to achieve these actions within the constraints of budget, staff capacity, and City priority.

To qualify as an Active Friends Group recognised by the City, your group will need to meet the following criteria:

**1** Conduct at least two events registered by the City per calendar year.

**2** Have more than three members registered to your group.

**3** Adhere to the safety protocols outlined in this manual.

**4** Regularly report to, and collaborate with, the City.

**5** Ensure that at least one member retains the relevant First Aid accreditation.



# 6.0 Becoming a City of Kalamunda Volunteer

---

The City's Bushcare volunteer program is structured into three levels, each corresponding to the level of commitment you would like to offer.

## Bushcare Volunteer

Sign up for our mailing list to receive invitations to registered City bushcare and environmental volunteer events.



## Friends Group Member

Commit services to a specific reserve as scheduled by the group's coordinator.



## Friends Group Coordinator

Manage the group's membership base, assist in developing the Friends Group Action Plan, and schedule events (busy bees) to implement the plan.

# 6.1 Becoming a Bushcare Volunteer

---

As a Bushcare Volunteer with the City of Kalamunda, you will sign-up to a mailing list where you'll be kept informed about upcoming bushcare opportunities. These could include but are not limited to native planting events, Friends Group 'busy-bees', and environmental talks and workshops.

To sign up as a Bushcare Volunteer, please fill out a Volunteer Application Form available on the City's website. Once your form is processed and your details are saved in the City's system, you will start receiving notifications about volunteer events through the City's newsletter and from relevant City officers.

If you're interested in attending an event, please register using the online booking system or inform a City Officer. Personal protective equipment and tools will be provided at the time of the event.

For any inquiries or further details about upcoming volunteering opportunities, don't hesitate to contact the City.

Responsibilities of an Bushcare Volunteer include:

**Submitting a Bushcare Volunteer Application form**, which allows the City to notify you via email of upcoming events. Please provide accurate and truthful information and work within the guidelines outlined in this manual.

**Adhere to the City's Workplace Health and Safety procedures** and follow safety instructions provided by City of Kalamunda staff or Friends Group Coordinators. Ensure that you carry out work safely for yourself and others.

Please **dress appropriately for the activity and the weather conditions**, see section 11.1 Personal Protective Equipment.

**Volunteers are not permitted to speak on behalf of the City of Kalamunda.**

All public communication must go through the City of Kalamunda staff. If you receive any enquiries for members of the community interested in being involved, please direct them to our website or ask them to call us on 9257 9999 or email us at [environment@kalamunda.wa.gov.au](mailto:environment@kalamunda.wa.gov.au)

## 6.2 Becoming a Friends Group Member

As a Friends Group Member, you will conduct bushcare activities within a specific reserve and under the guidance of the relevant Friends Group Coordinator. You will assist in the delivery of a reserve specific Action Plan, which will see you carry out activities such as rubbish pick-ups, weeding, revegetation planting and monitoring.

To register to become a Friends Group Member complete a Volunteer Application form on the City's website. A City officer will notify the relevant Coordinator and will schedule a site meeting so you can become acquainted with the group and City staff. From there you will liaise with the coordinator and become a part of the Groups regular communications and scheduled events.

The responsibilities of a Friends Group Member include:

**Provide true and accurate details** to the City and Friends Group Coordinator and notify them if your circumstances change.

**Sign up for the City's environmental newsletter** to stay informed about environmental initiatives and events happening in Kalamunda.

**Committing to the role, being dependable and reliable, and communicating** with your relevant coordinator and/or the City of Kalamunda when any issues arise, or your circumstances change.

**Acknowledging that health and safety is the responsibility of all those involved** in the Friends Group and individual activities. Ensuring activities are carried out safely by prioritising the safety of oneself, other group members, and the broader community.

**Frequently attend Friends Group 'busy bees' and events** and assist the group in the best way you can within your capacity.

**Maintain PPE and equipment to an approved standard.**

**Volunteers are not permitted to speak on behalf of the City of Kalamunda.**

All public communication must go through the City of Kalamunda staff. If you receive any enquiries for members of the community interested in being involved, please ask them to call us on 9257 9999 or speak to staff in attendance.

## 6.3 Becoming a Friends Group Coordinator

---

As the Friends Group Coordinator, you will play a pivotal role in facilitating collaboration between the City and local community members dedicated to conserving and enhancing biodiversity in a specific natural area. Serving as the liaison between the City and Friends Groups, the Coordinator is responsible for coordinating workdays, communications with members, assistance with the development of Reserve Action Plans and overseeing volunteer recruitment and training efforts. They serve as a central point of contact for both the City and Friends Groups, ensuring that objectives are aligned and activities are carried out effectively and safely. Essential qualities for this role include strong communication skills, a passion for environmental conservation, and the ability to work collaboratively with diverse groups of people.

Volunteers can establish new Friends Groups in priority local natural areas; however, we strongly recommend joining an already established Friends Group due to limited resources. It is more efficient for the City to support Friends Groups rather than individual volunteers, as we are not equipped to manage individuals effectively. If you are unable to volunteer with a group but wish to advocate for local bushland, please refer section 6.4 Becoming a Bushcare Advocate.

Each Friends Group, regardless of size, is required to nominate a Coordinator whose duties include:

**Submitting an application form** to work as a City of Kalamunda volunteer, provide accurate and truthful information and work within the guidelines in this manual and the City's Volunteer Handbook.

**Acknowledging that health and safety is the responsibility of all those involved** in the Friends Group and individual activities. Ensuring activities are carried out safely by prioritising the safety of oneself, other group members, and the broader community.

**Complete and maintain accurate records and logs** of health and safety forms, volunteer hours, contact information, and relevant certificates and licenses. Ensuring to respect and uphold the privacy and confidentiality of others. All documentation must be supplied to the City of Kalamunda to comply with insurance and reporting requirements.

**Attending mandatory training**, such as a safety induction, Provide First Aid accreditation and action planning, if requested by the City. These sessions are designed to be convenient and held at suitable times to ensure attendance.

**Maintain PPE and equipment to an approved standard.**

**Volunteers are not permitted to speak on behalf** of the City of Kalamunda. All public communication must go through the City of Kalamunda staff. If you receive any enquiries for members of the community interested in being involved, please ask them to call us on 9257 9999 or speak to staff in attendance.

## 6.4 Becoming a Bushcare Advocate

If you are unable to volunteer or participate in bushland maintenance activities but still wish to advocate for the preservation of a local natural area, you can sign up to become a Bushcare Advocate. As an advocate, you will be listed on a register and be considered a stakeholder of a particular reserve. Please contact [environment@kalamunda.wa.gov.au](mailto:environment@kalamunda.wa.gov.au) to register as an advocate for a local natural area.





# 7.0 Behaviour

---

Volunteers are expected to maintain high standards of behaviour to foster a positive and inclusive environment. Appropriate behaviour includes treating all individuals with courtesy, respect, and professionalism. Volunteers should contribute to a supportive environment by working cooperatively and communicating clearly, aligning their conduct with the values of the City of Kalamunda.

Volunteers are expected to maintain a respectful and positive environment by following these standards:



- a. Refrain from bullying, intimidating, or harassing others.
- b. Avoid offensive or derogatory language.
- c. Do not spread gossip, offensive rumors, or disparage the character of colleagues or staff.
- d. Avoid making unfounded accusations of unethical or dishonest behaviour.
- e. Refrain from violence, threats, or violating safety protocols.
- f. Do not exploit the volunteer role for personal gain, seek preferential treatment, or manipulate City services.



If volunteers encounter or experience inappropriate behaviour, they are encouraged to promptly report the issue to the relevant City representatives for appropriate action.

If you'd like to seek more information on appropriate or inappropriate behaviours, please see the City of Kalamunda's Code of Conduct for Employees.

# 8.0 Responsibilities of the City of Kalamunda

The City's responsibilities in the support of Volunteers working on City land include to:



- a. Provide suitable process to enable volunteers to work safely.
- b. Provide suitable training and information to enable volunteers to work safely.
- c. Provide technical and environmental support, advice and direction to Friends Groups.
- d. Provide PPE as required.
- e. Provide and maintain suitable equipment as required.
- f. Provide access to appropriate City staff as required.
- g. Provide for the safety of all volunteers and consider volunteers' capacities.
- h. Provide processes so that all volunteers report hazards, incidents, and accidents in a timely manner.
- i. Effectively communicate with volunteers through each Friends Group coordinator.
- j. Provide volunteering opportunities appropriate to the volunteer's skills, experience, and aspirations.
- k. Providing support for grant applications for approved environmental project works on City managed lands.



- l. Answer Friends Group volunteer questions.
- m. Administering any successful grant funding for approved projects.
- n. On-ground assistance from our Natural Area Officers.
- o. Rubbish collection and disposal.



The City's Environmental Officers are available to meet on site with volunteers or Friends Groups wishing to undertake works on City bushland areas to:

- Discuss the scope of work and timing of activities (Action Plan).
- Provide environmental advice on potential environmental impacts or benefits of the project.
- Provide advice to minimise any adverse environmental impacts.
- Assist the group to complete funding applications.
- Help the group to care for the local environment.

# 9.0 Safe Volunteering

---

Everyone has the right to safety at work, including volunteers. As a volunteer, you play a crucial role in our community, making significant contributions through unpaid work in various roles across the City of Kalamunda every day.

In Western Australia, work health and safety laws comprise:

- *Work Health and Safety Act 2020*, supported by
- Work Health and Safety Regulations 2022,
- Codes of practice, and
- Guidance notes.

Under the *Work Health and Safety Act (WHS Act)*, the inclusion of volunteers within the legislation is clearly defined. Volunteers are entitled to the same duties as all other workers. According to section 19 of the Act, employers must ensure, to the extent reasonably practicable, that their employees are not harmed due to the work they carry out.

As the City of Kalamunda is covered by the model WHS Act, it must ensure, to the extent reasonably practicable, the health and safety of all its workers, including volunteers. This means that you, as a volunteer, are entitled to the same protections as paid workers within the organisation. These protections encompass both your physical safety and your mental health in the workplace.

## 9.1 Duties of the City of Kalamunda Under the Legislation

---

Consistent with the requirements of work health and safety legislation, the City of Kalamunda has a duty and is committed to providing:

- a. Training, information, and instructions on how to work safely.
- b. Provision of personal protective equipment.
- c. First aid facilities or training.
- d. Information on emergency procedures and how to report hazards and incidents.
- e. Providing and maintaining workplaces and systems of work that do not expose volunteers to hazards. This includes the entire working environment, covering premises, work methods, as well as physical factors like lighting, ventilation, dust, heat, noise, etc., and intellectual factors such as stress and fatigue.
- f. Implementing appropriate workplace WHS inductions and training, safe working procedures, and policies to minimise work-related accidents, injuries, and illnesses.
- g. Consulting and cooperating with the City's appointed work health and safety representatives, investigating, and documenting work-related accidents, injuries, illnesses, hazards, or lost hours with the aim of minimising future risks.

## 9.2 Duties of the Volunteers Under the Legislation

---

Across the City, good practice extends beyond compliance with work health and safety laws. As a volunteer for the City of Kalamunda, you must:

- a. Take reasonable care for your own health and safety.
- b. Take reasonable care to ensure you don't affect the health and safety of others.
- c. Carry out your tasks in a safe manner.
- d. Follow the reasonable WHS instructions detailed in this manual.
- e. Respect confidentiality.
- f. Cooperate with the reasonable policies and procedures of the organisation related to WHS.
- g. Follow instructions and training provided and cooperate with any reasonable policies or procedures provided to you.
- h. Report all accidents, incidents, and near misses immediately to your supervisor and complete all relevant documentation.
- i. Any volunteers handling food must complete the free Food Safe online food handler training program to meet food safety and hygiene standards. This training is available on the City's website.



Australian Ringneck (*Barnardius zonarius*)

# 10.0 Workplace Health and Safety Instructions for Volunteers

To ensure the safety of volunteers and the community during bushcare activities, please follow these WHS guidelines:



- a. **Work in Pairs:** Volunteers must work in groups of two or more, staying within earshot of each other.
- b. **Event Scheduling:** All Friends Group activities must be scheduled and communicated to City staff.
- c. **Volunteer Register:** Keep a register documenting volunteers' attendance, work times, and tasks performed.
- d. **Induction and Safety Briefing:** Provide all attendees with an induction, including a Job Safety Analysis (JSA) that outlines hazards, risks, and mitigation actions.
- e. **First Aid:** A trained first aid practitioner and a first aid kit must be present at all events.
- f. **Risk Assessment:** Conduct a risk assessment of the site and planned activities, identifying and controlling hazards according to the hierarchy of controls.
- g. **Personal Protective Equipment (PPE):** Ensure volunteers wear appropriate protective gear and clothing.
- h. **Work within Capabilities:** Volunteers must not undertake tasks beyond their skills or physical capabilities.
- i. **Licensing and Qualifications:** Volunteers must hold any required licenses or qualifications for specific tasks.
- j. **Induction Process:** All volunteers must complete an induction covering safety procedures, emergency protocols, and safe work practices related to their tasks.

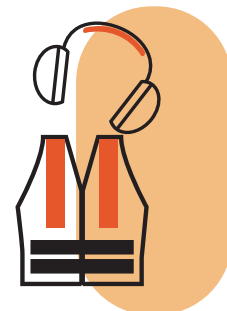


Adhering to these measures is essential for maintaining safety and ensuring insurance coverage during volunteer activities.

## 10.1 Personal Protective Equipment

It is required that volunteers always wear protective clothing while carrying out bushcare activities. The minimum standards required are:

- a. Long pants.
- b. Long-sleeved shirts.
- c. Sturdy, enclosed footwear.
- d. Hats and sunscreen.
- e. Gloves and protective glasses (provided by the City).
- f. Hi-vis vests (provided by the City).



For more information about appropriate PPE or to request additional supplies for yourself or your group, please contact the relevant City staff.

# 10.2 Precautions to Reduce the Risks of Inclement Weather

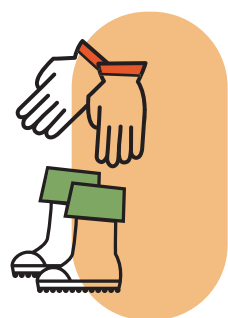
---

Both coordinators and volunteers have a responsibility to ensure that the impact of environmental factors is not worsened by their own conduct or the conduct of others. Volunteers must ensure they are well prepared for the prevailing conditions on the day and should cease activities if the weather is deemed hazardous.

It is advisable to regularly check the Bureau of Meteorology (BoM) website ([www.bom.gov.au](http://www.bom.gov.au)) and Emergency WA ([www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)) for updates on weather conditions and warnings when scheduling and conducting any outdoor work. Additionally, the following general guidelines for mitigating associated weather risks should be followed.

## 10.2.1 Precautions to Reduce Hot Weather Risks

---

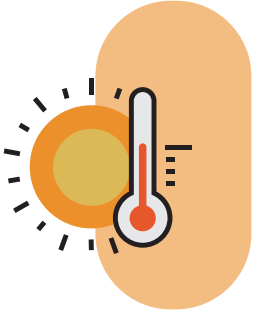


- a. No events to be held on total fire ban and harvest and vehicle movement bans days.
- b. No events to be held in extreme heat weather alerts and days of heat wave warning.
- c. **Stay informed:** Keep updated on weather forecasts, UV Index ratings and warnings from reliable sources, such as the Bureau of Meteorology (BoM).
- d. **Schedule Tasks:** Reschedule the event to a cooler day. Work during cooler periods, avoiding heavy exertion during the hottest times of the day. Plan work in shaded or cooler areas.
- e. Take regular and lengthy breaks.
- f. **Protective Clothing:** Wear lightweight, long-sleeved, loose-fitting, and breathable clothing that covers the skin to protect against direct sun exposure.
- g. **Sun Protection:** Regularly apply SPF 30 (or higher) broad-spectrum, water-resistant sunscreen in high UV conditions. Use sunglasses and wide-brimmed hats to protect the eyes and face.
- h. **Hydration:** Maintain adequate hydration by consuming plenty of fluids and food before, during and after outdoor work. Encourage frequent breaks for water intake.
- i. **Monitoring:** Stop work if conditions are excessively extreme or if volunteers experience symptoms of fatigue.

For more information on reducing the effects of UV exposure during outdoor work, please visit the Cancer Council website ([www.cancer.org.au](http://www.cancer.org.au)) and follow the recommended SunSmart steps and the 'Skin cancer and outdoor work' health and safety guide. For all data regarding UV Index levels, please use the data provided by the BoM (Bureau of Meteorology) and SunSmart website and associated apps.

## 10.2.2 Precautions to Reduce Cold/Stormy Weather Risks

---



- a. No events to be held on days with storm weather alerts, thunderstorms and lightning alerts.
- b. **Stay Informed:** Regularly check weather forecasts and warnings from reliable sources, such as the Bureau of Meteorology (BoM) and Emergency WA to anticipate and prepare for incoming storms, cold fronts and hazardous conditions.
- c. **Schedule Tasks:** Cancel or reschedule event if weather forecast indicates warnings of hazardous weather conditions such as storms, wind, rain, lightning, frost, hail and extreme cold.
- d. **Protective Clothing:** Wear suitable clothing for cold and wet weather, including layered, insulated, and waterproofing attire to keep warm and dry. Use hats, gloves, and waterproof boots as necessary.
- e. **Safety Assessment:** Conduct a risk assessment before commencing work to identify potential hazards and address them accordingly.
- f. **Shelter:** Identify and use designated shelters or safe areas to take refuge during severe storms or adverse weather conditions.
- g. **Hydration and Warmth:** Keep hydrated and maintain body warmth by consuming warm beverages and food and staying active during cold weather conditions.
- h. **Evacuation Plan:** Establish and understand evacuation routes or procedures in case of severe weather emergencies.

## 10.3 Herbicide Use

---

Weed control using chemicals is carried out by City staff or approved contractors. The use of pesticides by Friends Group members shall only be undertaken with written approval from the City. Approval may be granted if:

- a. The nominated person(s) is trained in the safe use, transport, and application of pesticides and should have obtained an appropriate certification or qualification. Acquiring this training is the responsibility of the volunteer and will be at their expense.
- b. Only Glyphosate Biactive (e.g. Roundup Biactive) is to be used for weed spraying by Friends Group Volunteers.
- c. Nominated person(s) must be familiar with Safety Data Sheet (SDS) provided with the product and wear PPE as instructed.
- d. Appropriate pesticide warning signage is displayed on-site as outlined by the Department of Health WA requirements.
- e. Completion of a Job Safety Analysis (JSA) and take 5 before usage is mandatory.

## 10.4 Chainsaw Use

---

The use of chainsaws by Friends Group members requires written approval from the City, which may be granted under specific conditions, including:

- a. The nominated person(s) is trained in the safe use and maintenance of chainsaws and have attained an appropriate certification or qualification. Acquiring this training is the responsibility of the volunteer.
- b. Chainsaw operator must be accompanied by another person to improve safety.
- c. Completion of a Job Safety Analysis (JSA) and take 5 before usage is mandatory.
- d. The designated person(s) must use appropriate PPE outlined in the manufacturer's instructions.

## 10.5 Mechanical Equipment Use

---

The use of mechanical equipment, such as brushcutters and augers, by Friends Group members requires written approval from the City. When using any mechanical equipment, it's important to adhere to the following guidelines:

- a. Follow the manufacturer's instructions and guidelines for operating the specific equipment.
- b. Comply with the manufacturer's instructions for PPE requirements, including but not limited to gloves, goggles, hearing protection, and appropriate footwear.
- c. Inspect machinery for damage or faults before starting equipment. If any damage or faults are detected, do not operate the equipment until repairs are made.
- d. Operate mechanical equipment according to the City's safety protocols, maintaining a safe distance from others, conducting take 5s and JSAs, and avoiding working alone in hazardous conditions.
- e. Training and refreshers on safety practices will also be provided to all personnel involved in handling and operating mechanical equipment.

## 10.6 Working Within Contaminated Sites

---

The City is dedicated to ensuring community safety and to effectively manage land use risk (activities) on its "classified" contaminated sites. Contaminated sites (CS) risk assessment and management is a legislated process and often involves detailed investigations over extended periods of time due to potential unknown or changing risks. The extent of the investigations is determined by State legislative authorities responsible for administering the relevant CS legislation. Friends Groups / volunteer proposals for accessing or conducting any activities on classified contaminated sites (sites) can usually only be considered if:

- a. An effective Site Management Plan (SMP) is in place for the site
- b. The SMP is assessed by an accredited Contaminated Sites Auditor as effectively managing risk specific to the proposed activity.
- c. The community group / volunteer / ecological health and safety can be maintained effectively through SMPs.
- d. The final decision is subject to other clauses within this Manual being satisfied.
- e. The activity is not restricted by the site classification issued under the *Contaminated Sites Act 2003*.



More information on Contaminated Sites can be requested through the Contaminated Sites Team via Email [enquires@kalamunda.wa.gov.au](mailto:enquires@kalamunda.wa.gov.au) or through the Department of Water and Environmental Regulation Contaminated Sites page and portal: <https://www.wa.gov.au/government/document-collections/contaminated-sites-guidance>

## 10.7 Road Reserves and Verges

---

Working on road reserves and verges by Friends Group members shall only be undertaken with written approval from the City. Volunteers cannot operate within two meters from a roadway without an approved and implemented Traffic Management Plan. If work on these locations is required, the City Officers will be required to undertake process compliant with Main Roads WA Code of Practice.

## 10.8 Flora and Fauna

---

When working in local natural areas of Kalamunda, it is crucial to exercise caution and refrain from disturbing the natural environment and wildlife. Maintaining a safe distance from wildlife is imperative for personal safety and the welfare of the animals. If encountering potentially harmful fauna, it is advised not to disturb them and to move away from the area, ensuring to notify other volunteers.

All Friends Groups are required to comply with the *Biodiversity Conservation Act 2016* (BC Act) and abstain from activities that qualify as taking or disturbing fauna, as outlined in section 5 of the act. Environmental Volunteers must seek the permission of the City to take or disturb native flora. If you encounter injured or sick wildlife, please contact Kanyana Wildlife Rehabilitation Centre or the Wildcare Helpline and follow their advice.

## 10.9 Working with Children

---

The City of Kalamunda is committed to safeguarding the safety and wellbeing of children and young people who engage with City staff, facilities, programs, and communications. Volunteers working with minors (individuals under the age of 18) must adhere to specific guidelines that prioritise child safety, following directives from the Royal Commission into Institutional Responses to Child Sexual Abuse. Volunteers are required to have a valid Working with Children Check if involved in direct supervision of minors.

During any event or program, volunteers must ensure appropriate supervision, with more than one adult present when a parent or guardian is not available. Additionally, volunteers are trained to recognise and respond to diverse needs and must refrain from unnecessary physical contact or social media interactions with minors.

Volunteers play a vital role in creating safe environments by upholding safeguarding measures, respecting the rights of children, and promptly reporting any concerns or disclosures of harm through the appropriate channels.

# 11.0 Insurance and Public Liability

---

Effective insurance and public liability coverage is essential to safeguard volunteers, the City of Kalamunda, and community members engaged in activities under the Friends Group program. This section outlines the coverage types, requirements, and procedures necessary to manage risks related to volunteer work.

## 11.1 Public Liability Insurance

---

Volunteers working under the City of Kalamunda's Friends Group are covered by the City's Public Liability Insurance policy. This policy provides protection if a volunteer's actions or negligence cause injury to a third party or damage to their property.

1. Eligibility:
  - a. Activities must align with the agreed volunteer scope and be officially authorised by the City.
  - b. Volunteers must appear in the City's official Volunteer Register.
  - c. No remuneration is provided to volunteers beyond reimbursement for approved expenses.
2. Exclusions:
  - a. Volunteers acting outside their assigned tasks or approved hours are not covered.
  - b. Any illegal activity or conduct performed under the influence of drugs or alcohol is excluded from coverage.

Volunteers should be informed during induction that actions beyond their assigned role will void coverage under this policy.

## 11.2 Personal Accident Insurance

---

The City offers Personal Accident Insurance to protect volunteers from injuries incurred while performing assigned tasks.

1. Age Restrictions:
  - a. Coverage is available for volunteers aged 15 to 90.
  - b. Volunteers aged between 75-90 may require additional assessments or medical clearance.
  - c. Volunteers over 90 years or under 15 require special approval and assessments for insurance to apply.
2. Scope of Coverage:
  - a. Injuries sustained while performing authorised tasks.
  - b. Non-Medicare-covered medical expenses, excluding treatments subject to the Medicare Act.

The City advises volunteers to report injuries promptly to ensure proper care and facilitate insurance claims through the City's Insurance Officer.

## 11.3 Risk Management and Induction

---

The City ensures compliance with best practices by implementing thorough induction programmes and risk management processes for volunteers.

- a. **Induction Training:** Volunteers are briefed on their insurance coverage and responsibilities during orientation.
- b. **Risk Assessments:** Every volunteer activity is subject to a risk assessment to ensure safety, in alignment with AS/NZS ISO 31000:2009 Risk Management standards.
- c. **Supervision and Documentation:** Volunteer roles are monitored, and all activities are recorded in the Volunteer Register.

## 11.4 Claim Procedures and Reporting

---

In the event of an incident or injury, volunteers should report to their supervisor immediately. The steps to follow include:

- a. Completing the Accident and Incident Report Forms.
- b. Consulting the City's nominated medical practitioner or their own GP.
- c. Submitting claims through the City's Insurance Officer for processing.



Scarlet Robin (*Petroica boodang*)

# 12.0 Action Plans

---

The City of Kalamunda Officers work in collaborations with Friends Groups to develop Action Plans for sites that have active Friends Groups. The Action plans are very important and help to ensure everyone understands what we are collectively working to achieve on the site. Action Plans respond to the reserve Operations Plans and address the documented threats to the project area such as vegetation loss, weed invasion, fire hazard, erosion, and disease. Once the threats to the bushland are identified, the action plan will outline the activities needed to address them, the timeframe for action, and the parties responsible for carrying out the tasks. The responsible parties could be identified as volunteers, City Officers, Contractors or Consultants depending upon the action required and the capacity of personnel. The plan may include weed mapping and control, phytophthora dieback assessments and mitigation actions and vegetation surveys for determining and vegetation condition and species identification.

The Action Plan will require tasks, timelines, and costings to allow for funding of the project such as a grant application. The Environmental Team will support the creation of action plans.

# 13.0 Funding

---

The City has a dedicated budget for the support of the Friends Group Program. To assist in undertaking larger projects developed by Friends Groups it is essential to apply for external funding to achieve the desired outcomes.

External funds are available from a variety of different sources, such as Lotterywest, Perth NRM (Alcoa Landcare Program), WA State NRM Office, the Department of Biodiversity Conservation and Attractions (DBCA) Community Grants programs. These grants are available with annual funding guidelines released each year. The City works collaboratively with Friends Groups in the development of grant applications for projects on sites. Friends group members are encouraged to discuss your project ideas with the City of Kalamunda Parks and Environmental team.

# 14.0 Training

---

The City aims to have highly engaged, motivated, competent, and skilled volunteers, and supports them having access to training opportunities through an annual program. These courses span from weed identification to provide first aid, with an emphasis on tailoring training for Friends Groups based on their bushcare activities and interests.

Seeking ongoing collaboration, the City aims to coordinate bushcare training programs specific to the local environment, leveraging local expertise. Volunteers are encouraged to suggest training subjects for consideration.

Mandatory training, particularly in Workplace Health and Safety, is prioritised to ensure adherence to safety standards. This training, designed to equip volunteers with the knowledge to identify and mitigate hazards, familiarising them with safe working procedures and essential documentation. While all volunteers are encouraged to attend, Friends Group Coordinators are required to participate in these sessions to uphold safety standards and compliance.

# 15.0 Personal Information Control

---

The City of Kalamunda values its volunteers and thanks you for your interest in the Bushcare Volunteers and Friends Group Program. There are a number of forms and documents where you will be required to provide your personal information. Maintaining the confidentiality of your personal information is of utmost importance to us. This information will be held in confidence and will only be used for insurance purposes and to assist the City in placing you in a position that will best utilise your skills and experience. The information collected will not be disclosed to anyone who is not managing volunteers or outside of Human Resources.

If you would like to progress your application to be an Bushcare Volunteer and/or Friends Group member please access the application form from the City's website and complete and send to the City at [environment@kalamunda.wa.gov.au](mailto:environment@kalamunda.wa.gov.au). Our team will contact you once your applicationv has been processed.

The City of Kalamunda thanks you for your time considering our Bushcare Volunteer and Friends Group program and we look forward to working with you to make a difference to our Local Natural Areas.



Firewood Banksia (*Banksia menziesii*)

# Definitions/Glossary of Terms

**Friends Group Coordinator:** A leader responsible for managing a Friends Group, including organizing events, coordinating with the City of Kalamunda, developing action plans, overseeing volunteer recruitment, and ensuring safety protocols.

**Friends Group Member:** A volunteer who conducts bushcare activities within a specific reserve under the guidance of a Friends Group Coordinator, contributing to the group's action plan and maintaining safety standards.

**Natural Area Officers:** City staff who provide on-ground assistance to volunteers and Friends Groups, offering environmental advice, helping with funding applications, and assisting with local conservation efforts.

**Personal Protective Equipment (PPE):** Safety gear provided to volunteers during bushcare activities to protect against hazards, including gloves, safety glasses, and appropriate clothing. Minimum PPE standards include long pants, long-sleeved shirts, sturdy enclosed footwear, hats, sunscreen, gloves, protective glasses, and hi-vis vests.

**Safe Volunteering:** The principle that ensures volunteers are protected from harm and provided with a safe working environment, including appropriate training, PPE, and emergency procedures.

**Work Health and Safety (WHS):** Legislation and regulations in Western Australia that set standards for the safety and health of all workers, including volunteers. Includes the Work Health and Safety Act 2020 and associated regulations and guidelines.

*Work Health and Safety Act 2020:* The primary legislation governing work health and safety in Western Australia, outlining the duties of employers and workers to ensure a safe working environment.

**Work Health and Safety Regulations 2022:** Regulations supporting the Work Health and Safety Act 2020, providing detailed requirements for maintaining health and safety standards.

**Codes of Practice:** Documents that provide practical guidance on how to comply with work health and safety laws and regulations.

**Guidance Notes:** Additional advice and recommendations on best practices for work health and safety.

**Workplace Health and Safety (WHS) Instructions for Volunteers:** Guidelines for ensuring volunteer safety during bushcare activities, including working in pairs, scheduling events, maintaining a volunteer register, providing inductions and safety briefings, conducting risk assessments, and ensuring the use of protective equipment.

**Risk Assessment:** The process of identifying and evaluating potential hazards associated with a task or activity, and implementing measures to control or mitigate those risks.

**Induction:** A training session for new volunteers covering safety procedures, emergency protocols, and safe work practices related to their tasks.

**First Aid Accreditation:** Certification required for Friends Group Coordinators, ensuring they have the skills necessary to provide basic first aid during volunteer activities.

**Event Scheduling:** The process of planning and organizing Friends Group activities, which must be communicated to City staff.

**Volunteer Register:** A log documenting volunteers' attendance, work times, and tasks performed during bushcare activities.

**Job Safety Analysis (JSA):** An evaluation that outlines hazards, risks, and mitigation actions for specific tasks or activities, provided during volunteer inductions.

**Licensing and Qualifications:** Any required certifications or credentials needed for specific tasks, which volunteers must hold to perform those tasks safely.

**On-ground Assistance:** Support provided by City staff, including Natural Area Officers, to help volunteers with their conservation activities and ensure effective project implementation.

**Herbicide Use:** The application of chemicals for weed control, which must be done by City staff or approved contractors. Friends Group members may use herbicides only with written approval from the City and must follow specific guidelines, including training, using approved products, and displaying warning signage.

**Chainsaw Use:** The use of chainsaws by Friends Group members requires written approval from the City, with conditions including proper training, certification, and adherence to safety protocols.

**Mechanical Equipment Use:** The use of equipment such as brushcutters and augers by Friends Group members requires written approval from the City and adherence to safety guidelines, including proper training, equipment inspection, and PPE use.

**Working Within Contaminated Sites:** Guidelines for conducting activities on classified contaminated sites, including the requirement for a Site Management Plan (SMP), risk assessment, and adherence to legislation.

**Precautions for Inclement Weather:** Guidelines to manage risks associated with extreme weather conditions, including hot weather, cold weather, and storms. Includes rescheduling events, appropriate protective clothing, hydration, and safety assessments.

**Road Reserves and Verges:** Work on road reserves and verges by Friends Group members requires written approval from the City. Volunteers cannot operate within two meters of a roadway without an approved Traffic Management Plan. The City Officers must comply with Main Roads WA Code of Practice for these activities.

**Flora and Fauna:** Guidelines for interacting with local flora and fauna, including maintaining a safe distance from wildlife, compliance with the Biodiversity Conservation Act 2016 (BC Act), and seeking permission from the City to disturb native flora. Procedures for handling injured or sick wildlife are also outlined.

**Working with Children:** Guidelines for volunteers working with minors, including adherence to child safety directives, having a valid Working with Children Check, ensuring appropriate supervision, and avoiding unnecessary physical contact or social media interactions.

**Insurance and Public Liability:** Details about insurance coverage for volunteers, including public liability and personal accident insurance. Coverage specifics, reporting requirements, and limitations are outlined.

**Action Plans:** Collaborative plans developed with Friends Groups to address threats to project areas, including tasks, timelines, costings, and responsible parties. Action Plans may include weed mapping, phytophthora dieback assessments, and vegetation surveys.

**Funding:** Information on available external funding sources for Friends Group projects, including Lotterywest, Perth NRM, WA State NRM Office, and DBCA Community Grants programs. The City supports Friends Groups in developing grant applications.

**Training:** Opportunities for volunteers to access training related to bushcare activities, including mandatory Workplace Health and Safety training. Volunteers are encouraged to suggest training topics and participate in tailored programs.

**Personal Information Control:** Policies on handling personal information provided by volunteers, ensuring confidentiality and use only for insurance and placement purposes.



2 Railway Road, Kalamunda WA 6076

PO Box 42, Kalamunda WA 6926

T: 9257 9999

E: [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au)

[kalamunda.wa.gov.au](http://kalamunda.wa.gov.au)

