

# Friends Group Manual



**shire of  
kalamunda**



*Darling Scarp Vegetation at Brine Moran Reserve*





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*View of Perth from Victoria Dam - Ric McDonald*

# Foreword



## Shire of Kalamunda *Friends Group Manual*

It is with much pleasure that I present to you the *Friends Group Manual*, a valuable resource that has been prepared for all our dedicated and passionate Volunteers. The Manual provides practical guidelines for the protection and management of bushland in the Shire of Kalamunda, and was created to support your important work in looking after our precious environment.

The *Friends Group Manual* covers a wide range of topics, including advice on forming and maintaining a Friends Group; safe volunteering; seed collection, tree planting and weed removal; training and funding opportunities; and contact details for Shire officers and other relevant departments and organisations.

**In particular, the Manual aims to ensure our Volunteers work in a safe and responsible manner, and are well informed about the activities that they are planning to undertake as they assist the Shire in the preservation of our natural environment.**

The Manual also seeks to further enhance working relationships between Volunteers, Friends Groups and the Shire. Bushcare Volunteers play an important role in the protection of our natural environment, and through the preparation of the *Friends Group Manual* and our ongoing support for Friends Groups, the Shire of Kalamunda will continue to foster this spirit of stewardship and respect for the environment within our community.

A handwritten signature in black ink that reads "Donald McKechnie". The signature is written in a cursive style and is contained within a light grey rectangular box.

*Cr Donald McKechnie*  
Shire President





*Golden View Totems on the Bibbulmun Track*

# 1. Introduction

The Shire of Kalamunda's *Friends Group Manual* seeks to further facilitate mutually beneficial working relationships between Volunteers undertaking bushcare activities, Friends Groups and the Shire.

The Shire of Kalamunda has identified the need to protect the environment as a key part of its *Strategic Plan 2000–2025*. The Shire's Mission Statement as set out in the plan is as follows –

**Working together to provide support and leadership for our diverse urban and rural communities.**

The Vision for 2025, which was achieved through a community consultation process, refers to the benefits of encouraging and supporting the activities of community groups, and the importance of caring for the environment. This Manual will enable the Shire to provide support and leadership directly to all the Bushcare Volunteer groups operating on Shire reserves.

The objectives and content of this publication have been adapted from the Shire of Mundaring's *Friends Group Manual*, with permission from the report's author.

**The objectives of this manual are -**

- To ensure that bushland reserves are managed to maintain and/or enhance their conservation and community values;



- To provide safety guidelines for Volunteers carrying out bushcare activities on Shire reserves;
- To outline appropriate frameworks and processes for Shire support of bushcare Volunteers.

The Shire's Environmental Reserves Officer (ERO) is the appropriate contact person for Friends Group enquiries and is responsible for supporting and coordinating Friends Groups.

All Friends Groups in the Shire of Kalamunda are part of the wider Eastern Region Volunteer Network, which includes groups from the City of Swan and the Shire of Mundaring. In 2007 this network was nationally recognised for excellence working with the community and received a Natural Resource Management award from the Federal Department of Transport and Regional Development.

*Winter Bell, Blancoa canescens*



## The benefits of this network for the Shire's Bushcare Volunteers include:

- Access to a wide range of expertise and information through the Eastern Metropolitan Regional Council (EMRC) and Eastern Hills Catchment Management Project (EHCMP) officers;
- Access to the Greenpage newsletter;
- Access to the Bush Skills for the Hills Program;
- Invitation to the end of year celebration event hosted by the EHCMP; and
- Access to opportunities such as Greencorps teams and external grant funding such as the Watsonia Eradication project.

Friends Groups can also access assistance with arranging projects that involve other land managers, such as Department of Environment and Conservation (DEC), or private landholders. A recent example of this is the Piesse Brook Private landholder program. For further information about EHCMP, see *Section 6.3*.

### 1.1 Forming a Friends Group

A Friends Group usually consists of a few people working together informally to conserve and protect a reserve under the care, control and management of the Shire of Kalamunda. Friends Groups work in their own time, at their own pace, and are eligible for assistance from the Shire of Kalamunda. You choose the activities most suited to the needs and objectives of your reserve based on your abilities and the time you have available. It is usually best to start at a basic level with a simple work plan and upgrade as the need requires.

To register, complete *Forms 1 and 2* with the members of your group. A group is officially registered once approval has been received from Council's Executive Management Team (EMT). The Shire's Environmental Reserves Officer will notify the group of the acceptance of their registration once this approval has been received.

It will be the responsibility of the group to keep a diary of bushcare activities and a register of participants at bushcare events (refer to *2.2 Insurance and Public Liability & Form 4*).



*Volunteers from the Friends of Railway Reserve*



## 1.2 Shire Assistance

When you register as a Friends Group at the Shire, the ERO will also provide you with –

- a copy of this manual;
- a cadastral map of your reserve;
- an aerial map of your reserve;
- a copy of the latest Greenpage newsletter,
- a copy of the Bush Skills for the Hills training calendar;
- a catchment group newsletter where relevant; and
- other information relevant to your reserve including flora lists, zoning information, etc.



*Rough honey myrtle,  
Melaleuca scabra*

The Shire can provide physical assistance including, but not limited to –

- on-ground assistance from the Bush Regeneration Team (BRT);
- rubbish collection;
- provision of herbicide;
- signage;
- assistance with the hiring of contractors or other work crews;
- provision of native plants and seeds;
- fencing (not extensive);
- seed collection; and
- training.

\* Further details and application forms are provided in *Chapter 4, Section 4.1*.

The ERO is available to meet on site with Friends Groups or individuals wishing to undertake works on Shire reserves to –

- discuss the scope of work and timing of activities;
- provide environmental advice on potential environmental impacts or benefits of the project;
- provide advice to minimise any adverse environmental impacts;
- provide advice on how to undertake activities safely;
- assist the group to complete funding applications;
- help the group to care for the local environment.

Meetings outside of standard business hours can be arranged if necessary.

## 1.3 Bush Regeneration Team

The Bush Regeneration Team (BRT) is a Parks crew, which is shared between standard Parks maintenance tasks and Environmental Services tasks. The BRT began working under the direction of Environmental Staff in May 2005, and continues to have a positive impact on the environment. The goal of the BRT is to protect and rehabilitate the Shire's Environmental Reserves through –

- protecting and improving biodiversity;
- reducing the impact of threatening processes;
- encouraging environmental stewardship within the community through support for Bushcare volunteers; and
- providing a coordinated management schedule for Shire environmental reserves and Friends Groups over time.



*Sunset, Mundy Regional Park*

The BRT is available to work alongside Friends Groups, or to assist with tasks that are too large for Volunteers to manage by themselves. It is also recommended that the BRT be utilised for removal of woody weeds (trees) as preferable to Volunteers using chainsaws on Shire land. Contact Environmental Services Staff for further information.

## **1.4 Friends Group Responsibilities**

The level of involvement and activities undertaken by Volunteers will largely depend upon the management needs of particular bushland reserves and the intentions and capabilities of the group or individual. Responsibilities of registered Friends Groups and their members include –

- acknowledging that health and safety is the responsibility of all those involved in the Group's activities and workplace;
- the activities of the Group should be carried out in a manner that is safe for its members as well as the wider community;
- each member has a duty of care to themselves and others, and will not attempt any task that is beyond their capabilities, nor expect the same from others;
- at no time should the achievement of outcomes be allowed to compromise safety;
- group members are required to maintain an up-to-date record of their bushcare activities for insurance and reporting purposes (refer to 2.2 *Insurance and Public Liability & Form 4*).

Each Friends Group, regardless of size, is required to nominate a coordinator whose duties include -

- completion of all registration, request for assistance, or survey forms required by the Shire (not extensive);
- maintain an up-to-date record of the group's membership and the bushcare activities carried out for insurance and reporting purposes, including a register of participants on all bushcare workdays (forms provided in this manual);
- attend a free 'Safety for Bushcare Volunteers' workshop;
- communication of Shire requirements to all group members (as per this manual);
- communication of any safety concerns, incidents or accidents to the Shire in a timely manner (refer to 2.2 *Insurance and Public Liability & Form 4*).



## 1.5 Shire Responsibilities

The Shire's responsibilities in the support of Friends Groups working on Shire land include –

- providing training and information to enable Volunteers to work safely in the environment;
- providing and maintaining suitable equipment as required;
- providing access to appropriate Shire staff as required;
- requiring all Volunteers to adhere to the safety recommendations;
- encouraging all Volunteers to report hazards, incidents and accidents in a timely manner;
- encouraging all Volunteers to accept that safety is the responsibility of all those taking part in the group's activities;
- recording on file correspondence from the Group, which will include the Group's acceptance of the conditions that have been developed for Friends Groups activities; and
- providing advice on activities proposed by the Group.

# 2 Safe Volunteering

## 2.1 Working Safely

To enable each Friends Group to know how to work safely, the Shire provides regular training opportunities. This is either by assisting with the cost of attending a training course or through partnership support for the 'Bush Skills for the Hills' program.

Each group's coordinator is encouraged to attend a 'Safety for Bushcare Volunteers' workshop which is run annually as part of this program. It is appropriate for this training to be undertaken in the first year of the Group's operation, and then once every three years as safety regulations can change over time. Also, we would encourage each group to send other members along to ensure that this information is transferred throughout the group. This course is provided free of charge for Shire Volunteers.

The main safety requirements necessary for the protection of all Volunteers engaged in bushcare activities on Shire vested reserves are related to protection from the elements, the use of herbicide, chainsaws, mechanical equipment and the supervision of children.



*Bushcare Volunteers working alongside the Bush Regeneration Team to plant native seedlings*

## 2.1.1 Personal Protective Equipment

### Working Outdoors

It is recommended that Volunteers wear protective clothing while carrying out bushcare tasks. The minimum standards recommended are –

- long pants;
- long sleeved shirts;
- sturdy, closed-in footwear;
- hats and sunscreen; and
- sunglasses are also advised.

Volunteers must ensure they are well prepared for the conditions that are prevalent on the day.

### Precautions to reduce the risk of working in hot weather are -

- maintain hydration through regular drink breaks;
- work in shaded areas;
- work in the cooler parts of the day, and avoid heavy exertion through the hottest parts of the day;
- cease work if conditions are felt to be too extreme, or Volunteers are experiencing any symptoms of fatigue.

*Conservation Volunteers Australia – In Safe Hands Guide*

### Precautions to reduce the risk of working in cold conditions are -

- provide warm drinks and food at regular intervals;
- carry out simple warm up stretches before work and after breaks;
- rotate tasks to avoid prolonged exposure;
- identify sheltered areas to use if conditions worsen;
- work in warmest parts of the day;
- wear layered clothing so that they can be adjusted to stay comfortable in changing conditions;
- wear a warm hat.

*Conservation Volunteers Australia – In Safe Hands Guide*

## 2.1.2 Working Alone

The risks that Volunteers may expose themselves to when working alone are –

- working in situations where mobile phone coverage is limited or non-existent;
- inability to gain assistance when required;
- injury caused by attempting jobs that require more than one person, or are outside the capabilities of the individual due to health reasons.



*Example of appropriate protective clothing for outdoor activities*



It is preferable that Friends Group members do not work alone. Volunteers are recommended to work in groups of two or more and within earshot whenever possible. However, if working alone is the only option for the Volunteers, the following should be observed –

### **Precautions to reduce the risk of working alone -**

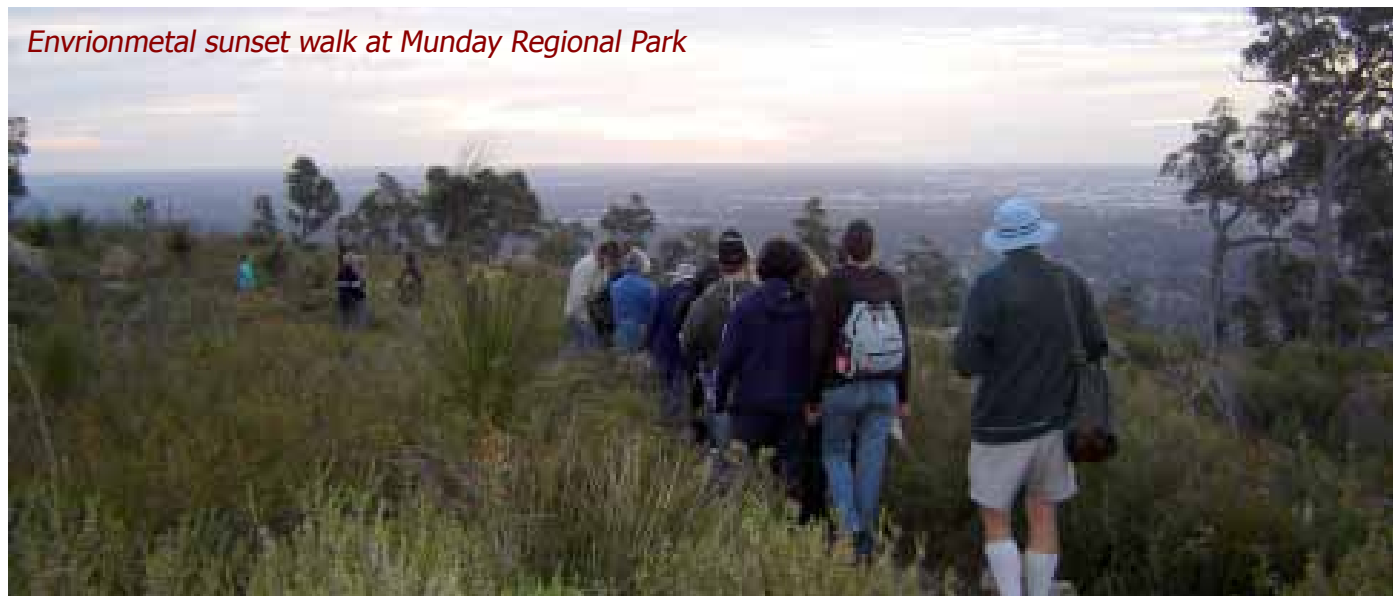
- DO NOT use power tools while working alone.
- DO NOT attempt tasks which are too large or difficult while alone.
- DO NOT work alone if you have a pre-existing medical condition which could affect your safety.
- Test mobile phone coverage prior to going out on a workday, and bring it along on all workdays.
- Notify someone reliable of your expected return time, and ensure that this person will come and look for you in the event you are not back on time.
- Consider taking a basic first aid kit with you and keeping it with you at all times.
- Check out nearby locations which may be useful to you in gaining assistance in the event of an incident, ie. busy street corners; local shops, schools or businesses.
- Ensure that you have the relevant numbers programmed into your phone for easy use in case of emergency. Mobile emergency number (112); SMS emergency number (116).
- Add your elected ICE (in case of emergency) contact phone number into your personal mobile phone in case emergency service personnel need to contact your family on your behalf.

### **2.1.3 Herbicides**

Only Roundup Biactive is to be used for weed spraying (see *Appendix 1* for a guide to weed management) and it is important that group members read the Material Safety Data Sheet (MSDS) provided with the product and spray strictly according to the manufacturer's directions.

Depending on the specifics of the chosen site, it may be necessary to implement measures to ensure that the public is safe from any potentially harmful effects (such as placing signs along a track while work is under way, signs are available from the Shire Office.) These issues will need to be addressed with the Environmental Reserves Officer prior to commencing work.

*Envrionmetal sunset walk at Munday Regional Park*



## 2.1.4 Chainsaws

Chainsaws are not to be used by Volunteers without written approval from the Shire. Approvals will only be given after documentary proof is provided which demonstrates that the chainsaw operator has accredited training in basic chainsaw operation, and that it is confirmed the personal protective equipment recommended by the manufacturer will be worn. Training for chainsaw and slasher usage can be provided by Department of Environment and Conservation (DEC) or TAFE, where courses covering safety and operational aspects for this machinery are available. At times Accredited Chainsaw training will be available through the *Bush Skills for the Hills* Program.

## 2.1.5 Mechanical Equipment

When using other mechanical equipment, the manufacturer's recommendations for the operation of the equipment and recommendations for personal protective equipment must be adhered to. For whipper snipers, as a minimum, safety goggles and safe footwear are to be worn in addition to the standard clothing requirements listed previously in *Section 2.1.1*.

## 2.1.6 Children

To ensure the safety of all concerned whilst undertaking bushcare activities, it is essential that children accompanying Volunteers must have Adult Supervision at all times. The additional section on *Form 2* must be completed to provide insurance cover for Volunteers between 12 and 16; and from ages 80 to 85. All those under the age of 12 and older than 85 are unable to be insured.

## 2.1.7 Road Reserves and Verges

Because of the risks involved in working on roads and verges, we must comply with Main Roads WA Traffic Management for Road Works Code of Practice and Australian Standard AS1742 Manual of uniform traffic control devices. To do this you will need –

- traffic management plans approved prior to work commencing;
- sign placement approved on site by an accredited person;
- reflective vests;
- to be part of a registered Friends Group (for insurance cover;) and
- to notify the Shire where and when you intend to work along roadsides (marking locations on a map.)

The Shire can assist you in your project by providing a generic traffic management plan and assistance with the placement of signs.

## 2.2 Insurance and Public Liability

For insurance purposes, Friends Groups are comprised of Volunteers of the Shire of Kalamunda and come under the direction and control of the Shire. All Unincorporated Friends Groups and their Volunteers are covered for personal accident and public liability under the Shire's policy once they are registered. To maintain this coverage, Groups are required to confirm in writing on an annual basis their acceptance of the conditions developed by the Shire in accordance with this manual (completion of *Form 1*).

*Winged Stem, Dampiera*







Incorporated Friends Groups are not covered under the Shire's insurance and need to seek their own insurance prior to undertaking any group activities. Proof of the Group's insurance will need to be viewed by Shire staff and maintained on file prior to work commencing. Incorporated Groups will need to adhere to the safety guidelines set out in this manual as well as adhering to the guidelines set out by their insurer.

Volunteers also have the option of being covered under the Nature Reserves Preservation Group's (NRP) insurance policy by becoming members (*Section 6.2* for contact details) or under the insurance provided by the Department of Environment and Conservation (DEC). These options may prove useful where there are multiple land managers involved, or where the work moves onto private land. Shire Environmental Staff can advise on this matter. Registration forms for DEC are included in *Section 9* and must be lodged with the DEC Volunteer Coordinator.

### **2.2.1 Volunteer Register**

Establishing and maintaining an accurate Volunteer Register is a key responsibility of a Friends Group's "Delegated Coordinator". This register must record all Volunteers attending workdays or undertaking bushcare activities. The Volunteer Register may need to be examined by the insurance company in the case of an accident or related claim. It will also be necessary to advise the Shire in writing of a list of Volunteers, one of whom will always be required to be on-site to direct activities as a "Delegated Coordinator" (see *Forms 1 & 2*). The "Delegated Coordinator" must ensure all Volunteer details are recorded accurately in the "Volunteer Register".

### **2.2.2 Insurance cover**

#### **Personal Accident Cover**

Please be advised that the Volunteer insurance provided is for personal accident cover. This type of policy covers only specifically identified events such as –

- death or total and permanent disablement
- the loss of a limb
- loss of sight, hearing etc.

A set lump sum payment is made for these occurrences. This policy totally excludes reimbursement of any expense which would, under normal circumstances, be fully or partly (including the gap) recoverable from Medicare. Claims from pre-existing medical conditions are excluded.



### *Materials prepared for a community planting day at Maida Vale Reserve*

*Please note that Medicare recoverable expenses are totally the responsibility of the Volunteer and neither the Shire nor its insurer will consider any reimbursement of this nature.*

Insurance cover under the Shire of Kalamunda policy is ONLY available on reserves vested in the Shire of Kalamunda and Friends Groups need to understand the Shire accepts no responsibility for activities that may be undertaken on other reserves.

If the reserve to be managed is not vested with the Shire of Kalamunda, contact must be made with the appropriate controlling body to determine its requirements for bushland activities and insurance coverage. The Environmental Reserves Officer can help you determine the managing authority for the reserve that you would like to manage.

Volunteer workers between the ages of 16 and 80 are covered by the standard Shire of Kalamunda insurance policy. If Volunteers in your Friends Group are younger than 16 or older than 80, they can still be covered by insurance, but are required to supply additional information about themselves and the tasks they intend to undertake. *Form 2* has a table for these Volunteers to complete.

## **Public Liability Insurance**

The Shire's Public liability insurance covers Volunteers for their legal liability to third parties for bodily injury and/or property damage arising from their activities as Volunteers of the Shire.

### **2.2.3 Incorporation**

If your group has a considerable membership number (ie. more than five members) you do have the option of becoming an incorporated body. Incorporation has several advantages such as being able to obtain more funding, larger grants, operate bank accounts, hold property, obtain insurance cover and provide some legal protection for members from unforeseen liabilities. The Department of Consumer and Employment Protection (DOCEP) website advises that "a member of an incorporated association is not by reason only of his being such a member, liable in respect of the liabilities of the association. However, members of incorporated associations are not protected from liability for their own negligence or other illegal acts committed by them."

There is, however, a significant disadvantage with becoming incorporated. As previously stated in *Section 2.3, incorporated bodies are not covered under Shire insurance*. If you decide to incorporate your group you must get external insurance, which can be costly for not-for-profit organisations such as Friends Groups.

The decision of whether to become incorporated (or not) is the responsibility of the Friends Group, but you are strongly encouraged to discuss this option with the Shire Environmental Reserves Officer and the Department of Consumer and Employment Protection (DOCEP) prior to making any decisions. If you do register for incorporation, please inform the Shire Environmental Staff prior to application.



# 3 Bushcare Activities

The following information provides a brief explanation of the various types of activities commonly undertaken on Shire reserves. Groups need to ensure their activities are supported by appropriate training and are undertaken in a safe manner. The management needs for each reserve should also be reviewed to ensure that they are consistent with the conservation objectives. Planning is important to your success and templates are available on request.

## 3.1 Basic Bushcare Activities

These activities require minimal training and can usually be funded through the Shire of Kalamunda budget process. Use the funding request *Form 3*. Activities include the following:

### 3.1.1 Rubbish Collection

The Shire of Kalamunda can organise the removal of collected prunings/rubbish from Shire reserves. Please provide notice to the Shire's Environmental Service prior to workdays to enable this service to be provided when required.

### 3.1.2 Physical Weed Removal

Prior to undertaking physical weed removal, groups need to be sure that the species they are targeting is in fact an environmental weed. A field herbarium (ie. a collection of pressed plants) of weed species should be established and verified to ensure that the correct plants are removed from a reserve. The Environmental Coordinator or Environmental Reserves Officer can help you with planning a weeding program and the establishment of a herbarium. A weeding plan will form part of your work plan noting activities, dates and requests for Shire assistance. The Bush Regeneration Team and other work crews can be requested as part of this annual planning. Budget may be required to gain access to these crews, so it is necessary to apply for them using *Form 3*. Please specify activities and possible dates in your application.

### 3.1.3 Native Tree and Shrub Planting

The Shire provides seedlings and seed mix to Friends Groups in the Shire each June through the Community Group Revegetation Project. An application form (see *Form 6*) needs to be completed and lodged by October on behalf of your group to allow enough lead time to grow the plants your group requests. Plants are available for collection in June/July of the following year. Mulch, revegetation signs, herbicide, stakes and tree guards can also be requested on *Form 6*.

*Australian bluebell, Billardiera heterophylla*



### 3.1.4 Signage and Fencing

Standard Shire of Kalamunda signage may be funded by the Shire, once confirmation of the reserve name is approved by the Geographic Naming Committee (Landgate) and the Shire Council.

## 3.2 Intermediate Bushcare Activities

These activities require training to ensure members of the group use equipment and undertake tasks in accordance with occupational safety and health, as well as with environmental standards. Training for Volunteers and groups undertaking bushcare activities at this level is available through APACE (a bushland management training organisation based in Fremantle), Bush Skills for the Hills, Skills for Nature Conservation and others. External funding may also be needed for these reserve projects; Shire of Kalamunda Environmental Officers and the Eastern Hills Catchment Management Program Natural Resource Management Officers can assist you with completing funding applications.

Intermediate bushcare activities include basic bushcare activities as well as more specialist activities, such as –

### 3.2.1 Action Plans

Scheduled planning is often essential to the success of more complex projects, an action plan is then recommended. See the Environmental Reserves Officer for assistance.

It is envisaged that the Action Plan would be 4 to 5 pages in length and address issues such as priority areas, weed plans, revegetation plans, and the focus of bushcare activities. A generic guide to writing Action Plans is available on request. The Action Plan should include a list of plant species found on the reserve and a separate field herbarium for native species and weed species that occur in the reserve. As a permit is required to collect native species, a photographic record may be preferred. The Shire Officers may already have this data for you.



### 3.2.2 Seed Collection

Groups and individuals wanting to collect seed from bushland reserves for revegetation on their reserve will need to obtain a Seed Collection Licence from the Department of Conservation and the Environment (DEC), forms can be downloaded from the department's website. It is also possible for the Shire to assist the interested Volunteers by sponsoring them to attend the relevant training courses.

*Local native seedlings grown at the Men Of The Trees Nursery*





*Conservation Volunteers Australia taking part in Creekline restoration work at Poison Gully, High Wycombe*

### **3.2.3 Weed Control Using Herbicides**

Roundup Biactive is the only herbicide registered for Friends Groups to use on Shire reserves. Roundup Biactive differs from Roundup in that it has the surfactant removed, which makes it less hazardous to frogs. There are specific requirements for herbicide use around rivers, streams and wetlands – see the Weed Management Guidelines in *Appendix 1* for this specific information. All herbicides are to be used in the concentration and manner outlined in the manufacturer’s specifications. Training in the use of herbicides is periodically on the *Bush Skills for the Hills* training calendar.

### **3.2.4 Revegetation & Bushland Regeneration Based on Recognised Methods**

Accredited training in bush regeneration is available through APACE and AABR (Australian Association of Bush Regenerators). Courses for the more specific hills environment are regularly held through the *Bush Skills for the Hills Program*. The Shire provides plants and/or seeds to all Friends Groups on request. All groups registered with the Shire will receive an application form for requests for plants, seed mix and other associated equipment via *Forms 3 and 6*. The Shire of Kalamunda intends to use local provenance seeds wherever possible.

### **3.2.5 Fire Management**

The details of integrated fire management form part of an Action/Management Plan. Consult the Volunteer Fire Brigade in your locality and the Shire of Kalamunda Rangers Department for advice in compiling a workable fire management plan. Fire-breaks are the responsibility of the Shire of Kalamunda, so please notify the Shire’s Ranger Services if your reserves firebreaks need clearing.



## 3.3 Advanced Bushcare Activities

Advanced bushcare activities may include the use of slashers, chainsaws, dieback control using stem injection, construction works (walk trails, shelters, erosion control) as well as the intermediate and basic bushcare activities mentioned above.

Approval for this level of activity may require the submission of a Management Plan to the Shire for Council approval, which includes timetables for activities and resources and budgets for Management Plan implementation. Volunteers wishing to undertake advanced bushcare activities will be required to undergo training through an appropriate course. Issues related to advanced bushcare activities are outlined below.

### 3.3.1 Dieback Control

Initial dieback assessment can be undertaken by Shire Environmental Officers, however a contractor will be needed for a highly detailed dieback map. It is likely that grant funding will be required to pay for this level of detail. Workshops on dieback control are held throughout the year via the Dieback Working Group and provide detailed training on the most effective methods of treatment. The two methods used for active dieback control within Shire of Kalamunda reserves include spraying phosphite over understorey plants and injecting phosphite into dieback susceptible trees. Friends Groups are able to loan equipment from the Dieback Working Group directly, or contact the Environmental Reserves Officer for more information. Assistance to carry out dieback treatment may also be arranged through the Environmental Reserves Officer and the Bush Regeneration Team, depending on the team's work program at the time of request.

### 3.3.2 Chainsaw Use

Chainsaws are not to be used by Volunteers without written approval from the Shire. Approvals will only be given after documentary proof is provided which demonstrates that the chainsaw operator has basic chainsaw operator accredited training and it is confirmed the personal protective equipment recommended by the manufacturer will be worn. A management or action plan may be required to delineate weeds to be removed in this way.



### 3.3.3 Slashing

The Shire of Kalamunda requires notification of any large-scale removal of vegetation (with brush cutter, whipper snipper or similar) before commencement of work. It is preferable that these actions will be included in a Management/Action Plan approved by Council.

### 3.3.4 Erosion Control

Any changes to current drainage patterns including significant vegetation removal need to be approved by the Engineering Department at the Shire of Kalamunda as this may impact on stormwater drainage systems. These should be addressed in a Management/Action Plan as above. Creeklines should not be altered or modified in any way without appropriate approvals.

*Toornaart Creek, Gooseberry*



*Rose coneflower, Isopogon dubius*

### **3.3.5 Walk trails**

Walk trails, while important for recreation and amenity for the community, can lead to an increase in the impact of certain threatening processes such as dieback infestation, water erosion, and fragmentation of bushland areas. Rationalisation of walk trails is often required after the completion of a dieback study. This can be done to change drainage patterns where erosion is occurring or where revegetation is preferred to ensure that the dieback is not transferred from infected areas to dieback-free areas and that soil is not lost through erosion. Trail rationalisation will be included in a Management/Action Plan approved by Council.

### **3.3.6 Management Plans**

The Management Plan should follow guidelines and include information on natural resources (landforms, landscape values, flora, and fauna) and recreational values such as bushwalking and nature study. A guide to writing management plans is available from the Shire. The Shire's Environmental Staff is available to provide advice with respect to Management Plan preparation. Funding applications may also provide for the hiring of specialists where required (eg. Flora Surveys, Dieback Mapping).

If the Friends Group wish to undertake activities at this level, their responsibilities would include submission of a Management Plan, gaining written authorisation for the loan of safety equipment, recording herbicide collection and usage, keeping a diary of events, registering participants involved in bushcare activities and annual reporting of activities to the Shire, based on a diary of events.

Management Plans become more useful as Friends Groups become more experienced and wish to plan for the longer term. Management Plans will need to take into consideration the timetables for funding approvals and the time required to gain Council endorsement of the plan. It is also likely that some Management Plans will be subject to public review and adequate time to respond to public submissions will also need to be built into the Management Planning process.

## Table 1: Schedule for Management Plan Activities

ACTIVITY	TIMING	DESCRIPTION
<b>Dieback Injecting and Spraying</b>	<b>Sept–May</b>	This activity is dependant on weather conditions, and is best undertaken in the drier months of the year.
<b>Woody Weed Removal</b>	<b>All year round</b>	Preferable in the warmer months when not busy planting or managing seasonal weeds and when trees are not in seed.
<b>Herbicide spraying</b>	<b>All year round</b>	Depend upon the species requiring control, but will often be focused from early winter to spring. Needs to be done when plant is actively growing, and with at least a few hours of fine weather.
<b>Physical Weed Control</b>	<b>All year round</b>	Depend upon the species, but will often be focused from early winter to spring.
<b>Rubbish Removal</b>	<b>All year round</b>	Preferable in the warmer (but not hot) months when you are not busy planting or managing weeds.
<b>Planning your works schedule</b>	<b>Aug–Sep</b>	For the following year.
<b>Ordering plants &amp; related equipment</b>	<b>Sep–Oct</b>	Allows the nurseries time to propagate your requested plants.
<b>Erosion Control Earthworks</b>	<b>Oct–Nov &amp; Feb–Mar</b>	To be undertaken in the dryer months of the year to reduce the risk of spreading dieback.
<b>Signage &amp; Fencing</b>	<b>Oct–Nov &amp; Feb–Mar</b>	To be undertaken in the dryer months of the year to reduce the risk of spreading dieback (signs should be ordered 4 weeks before installation).
<b>Seed Collection</b>	<b>Oct–Dec</b>	Will vary from species to species but is concentrated in late spring and early summer after the prolific flowering season.
<b>Fire Management</b>	<b>May–Aug</b>	Plan in the cooler months for the following fire season to ensure any management activities required are implemented prior to the warmer months.
<b>Training</b>	<b>All year round</b>	As required.
<b>Funding applications</b>	<b>All year round</b>	Varies from funding body to funding body (refer to <i>Chapter 4</i> ) but allow at least 6 months from the planning stage to the time you will require the funds to start the project.



# 4 Funding

## 4.1 Timetables for Funding Requests

In order for the Shire to assist Friends Groups, requests can be included in the Shire budgets where appropriate; however, it is essential that sufficient lead time is provided by the Friends Groups.

Accordingly Friends Groups will need to submit their requests for assistance by late January or early February of each year, (see *Form 3*). These requests can also be accompanied by a Work plan, Action Plan or Management Plan and are for activities to be undertaken by the group for the upcoming financial year.

Friends Group requests will be assessed and considered during the annual budget development process. Following adoption of the budget, Friends Groups will be advised by letter on the outcomes of their requests.



*Red and Green Kangaroo Paw,  
Anigosanthos manglesii*

## 4.2 Application for Funding from Other Sources

As Friends Groups become involved in larger, more complex projects, it is likely that higher levels of funding will be required. External funds are available from a number of different sources. Some, such as the Lotteries Commission and Swan Alcoa Landcare Program (SALP) Grants, are available each year and others change annually. Different funding bodies supply funding for different activities and a brief outline of a number of useful funding bodies is attached at the end of this chapter to assist groups with sourcing appropriate funding.

For further information and advice on the most suitable grant for your particular project, contact the Environmental Coordinator or Environmental Reserves Officers, or the Eastern Hills Catchment Management Program (EHCMP) Natural Resource Management Officers. They can also provide maps and support letters as well as assist you in completing your grant application. In addition some funding organisations may require you to be incorporated or attached to an incorporated body. In these circumstances, the Shire, a catchment group or the Nature Reserves Preservation Group (NRPG) may be able to administer the grant funds on behalf of the group.

### 4.2.1 Funding and the GST

Friends Groups have two major options when dealing with GST: 1) to not register with the Taxation Department and pay GST on all goods and services bought or used; and 2) allows for low turnover (under \$50,000) not-for-profit organisations to be exempt from the payment of GST; however, to claim this exemption your group must register for GST and therefore complete and submit Business Activity Statements.

The Shire does not advise this second option as the amount of paperwork required in exchange for the small amount of GST the average group would save is not feasible. Unless you are a very large group dealing with substantial grants, it is easier not to register and pay GST on services and goods you utilise. If your group decides to register please contact the Shire Environmental Reserves Officer prior to application to the Taxation Department.

## 4.2.2 Australian Business Number (ABN)

An ABN is not a requirement for Friends Groups, however some funding opportunities are restricted to groups which do have an ABN. If this is the case, it may be possible to apply for the grant in association with the Shire or a catchment group as they are incorporated bodies; or you can apply for an ABN directly through the Australian Tax Office (ATO). Having an ABN does not mean you are registered for GST and therefore you do not have to complete Business Activity Statements (BAS).

# 5 Training

Training courses recommended for Friends Groups are based on the types of bushcare activities they are involved in. The more involved and complex the activity, the greater the level of training required. The Bush Skills for the Hills program workshops are available for all Volunteers regardless of the activities they undertake on the reserve.

The training requirements identified for intermediate and advanced bushcare activities are based on existing training programs available through external organisations and government agencies.

The Environmental Reserves Officers will inform Friends Groups of upcoming training programs relevant to bushland management through regular editions of the Greenpage newsletter. The Greenpage newsletter is produced by Environmental Staff from the Eastern Metropolitan Regional Council (EMRC), the Eastern Hills Catchment Management Project (EHCMP), the Shire of Kalamunda and the Shire of Mundaring.

The Shire will continue to seek on-going opportunities to co-ordinate bushcare training programs specific to the hills environment using local knowledge and recognised experts from this field. At times, this may require external funding through organisations such as the Gordon Reid Foundation and Community Conservation Grants and partnerships with other councils.



*Bushcare Volunteers  
at a Bush Skills for the  
Hills Weed identification  
workshop*

# 6 Contacts

## 6.1 Shire Contacts

Issues relating to the management of bushland reserves vested in the Shire of Kalamunda are dealt with by a variety of Shire staff. *Table 2* below identifies the area of assistance provided by the respective officers.

OFFICER	AREA OF ASSISTANCE
Environmental Reserves Officer P: 9257 9806	<ul style="list-style-type: none"> <li>• Provision of herbicides, signage and other agreed items.</li> <li>• Maintenance of the Friends Group Register.</li> <li>• Assistance with funding applications.</li> <li>• Assistance with the preparation of Work and Action Plans.</li> <li>• Coordination of the Bush Regeneration Team</li> </ul>
Environmental Coordinator P: 9257 9936	<ul style="list-style-type: none"> <li>• Environmental/technical advice.</li> <li>• Training arrangements, education and the encouragement of community involvement in bushcare activities.</li> <li>• Provision of herbicides, signage and other agreed items.</li> <li>• Assistance with the preparation of Work and Action Plans.</li> </ul>
Bush Regeneration Team Contact via the Environmental Reserves Officer P: 9257 9806	<ul style="list-style-type: none"> <li>• Weed removal</li> <li>• Earth/erosion works</li> <li>• Planting</li> <li>• Flora/fauna surveys</li> <li>• Dieback treatment</li> </ul>
Manager Parks Maintenance P: 9257 9949	<ul style="list-style-type: none"> <li>• Responsible for Reserve Management</li> <li>• Contact in event of emergency or sustained adverse outcomes</li> <li>• Contact in the event of public comment with respect to Friends Group activities</li> </ul>
Engineering Staff P: 9257 9947	<ul style="list-style-type: none"> <li>• Register complaints regarding safety, drainage, track maintenance, graffiti, dumped rubbish on reserves, maintenance of crossovers onto Shire reserve, damage to fencing, and access control issues.</li> </ul>
Parks Supervisor P: 9257 9986	<ul style="list-style-type: none"> <li>• Supervision of all Parks Staff, including the Bush Regeneration Team</li> <li>• Information on timing of Parks activities</li> <li>• Weed control on verges</li> </ul>
Environmental Health Service P: 9257 9813	<ul style="list-style-type: none"> <li>• Collection of bagged rubbish</li> <li>• Provision of sharps containers</li> <li>• Enquiries regarding bins on reserves</li> </ul>
Ranger Services P: 9257 9919	<ul style="list-style-type: none"> <li>• Advice on Fire prevention and management on reserves</li> <li>• Fire break maintenance issues</li> <li>• Advice on controlled burning</li> <li>• Report arson or suspicious activities</li> <li>• Stray dogs or other animals</li> </ul>
Eastern Hills Catchment Management Program (EHCMP) Natural Resource Management Officers P: 9424 2222	<ul style="list-style-type: none"> <li>• Assistance with funding applications regarding catchment management</li> <li>• Advice on involvement with, or formation of, catchment groups.</li> <li>• Environmental and technical advice.</li> <li>• Advice to private land holders</li> </ul>
Recreation Officer P: 9257 9997	<ul style="list-style-type: none"> <li>• Any queries regarding the use of reserves by Sporting clubs and their infrastructure</li> </ul>



The Manager of Parks and Maintenance is the 'in line' Manager with responsibility for the management of the Shire's reserves. In the event of an emergency, sustained adverse outcomes or public comment, contact the Manager of Parks and Maintenance at the Shire on 9257 9999.

## 6.2 Eastern Hills Catchment Management Program

The Eastern Hills Catchment Management Program (EHCMP) provides support at Shire, Catchment, Friends Group and private landholder scale to address a range of landcare issues. The Natural Resource Management Officers provide technical advice and information which can all be accessed through the Midland Landcare Centre on 9250 3952.

EHCMP can also provide a tools trailer free of charge for Friends Group Bushcare workdays. The trailer contains basic Bushcare tools such as trowels, rakes, axes, saws and specialised equipment such as herbicide spray packs. To borrow the EHCMP tools trailer, please contact the Shire Environmental Reserves Officer on 9257 9806, or Environmental Services at the Eastern Metropolitan Regional Council on 9424 2222.



## 6.3 South Eastern Regional Centre for Urban Landcare

The South East Regional Centre for Urban Landcare (SERCUL) is one of five sub-regional bodies operating in the metropolitan and semi-rural areas of the Swan catchment. The area covered takes in most of the southern and eastern suburbs of Perth and includes Dyarguu (the Canning River), the Southern-Wungong River and parts of Derbarl Yaragan (the Swan River). SERCUL's aim is to promote and actively participate in an integrated approach to catchment management.

SERCUL provides support to the many community groups that undertake environmental work in our region and can offer support to obtain funding, provide technical advice, help promote a group's activities and host a simple website. The office is available for photocopying, computer and internet use, faxing and access to a fantastic library of environmental books and resources.

All Friends Groups or individuals working (or wanting to work) to help our environment are welcome to contact SERCUL on 9458 5664 or visit the SERCUL Landcare Centre, 69 Horley Road, Beckenham (off the Kenwick Link).

*Prickly Moses, Acacia pulchella*



## 6.4 Dieback Working Group

Currently being run through the Swan Catchment Council (SCC), the Dieback Working Group provides access to information, training and equipment for the treatment and management of Jarrah dieback (*Phytophthora cinnamomi*) on reserves and private land. The equipment available includes tree injectors and a spray trailer for treating areas of understorey. The Dieback Working Group also have a website ([www.dwg.org.au](http://www.dwg.org.au)) with many resources which can be of assistance to individuals and Friends Groups in understanding and managing Dieback.

To hire the Dieback Working Group trailer, please contact the Dieback Officer on 9374 3333.

To ensure your actions as a Friends Group do not spread Dieback either within the reserve or onto your own private property the following checklist has been compiled by the Dieback Working Group –

### 6.4.1 Community Group Work Day - Checklist

#### General –

- No soil will be moved between areas within the bushland.
- Activities are scheduled for days when the soil is too dry to stick to footwear and tools.
- Equipment, tools and footwear are free of soil and mud.
- Footwear will be free of mud and soil when entering the bushland, and when moving between areas within the bushland.
- No vehicles will be taken into the bushland. If vehicles are necessary, they will be clean on entry and confined to hard, well drained surfaces.
- Techniques that minimise soil disturbance will be used.

#### Planting –

- Direct seeding has been considered.
- Tree planting will be conducted in moist, not wet, soil conditions.
- Plants have been grown using hygienic methods.
- If using mulch, it has been well composted.
- Mains or sterilised water is being used to water plants.

#### Weeding –

- If practical, weeding is scheduled for dry soil conditions.
- Weeds will be immediately placed in a bag or container so soil doesn't drop out during transport.

*Tree injection of phosphite to protect against the effects of *Phytophthora cinnamomi* (Jarrah dieback)*



## 6.5 Community Environmental Groups

There are a number of Community Environmental Groups in the Shire which Friends Groups or their members may wish to become involved with.

### 6.5.1 The Nature Reserves Preservation Group

The Nature Reserves Preservation Group (NRPG) is a not-for-profit community organisation in the Shire that acts as a peak body for all Friends Groups in the Shire and can assist with advice and fund administration. A group of nominated members meets once a month, with the general membership able to attend a once yearly Annual General Meeting. Membership is recommended for all Friends Groups who are interested in being involved with the wider environmental issues within the Shire. This group can be contacted on 9293 2283 or through the Shire Environmental Reserves Officer.

### 6.5.2 Community Environmental Advisory Committee

The Shire of Kalamunda has set up a Community Environmental Advisory Committee (CEAC) to –

- advise Council on community opinion and attitude on environmental issues within the Shire;
- work with the community to encourage an environmental ethic;
- consider and provide recommendations to Council on any matter referred to it by Council; subject to Council direction conduct functions and activities involving the community to create environmental awareness, canvas issues and/or gain community opinion or information.

CEAC consists of up to 12 members taken from a cross-sectional representation of interests and localities and includes a Councillor with administrative support provided by the Shire's Planning and Development Services. CEAC meetings usually occur on the second Thursday every second month (excluding January) in the Kalamunda Library Meeting Room with all meetings open to the public.

### 6.5.3 Helena River Catchment Group

The Helena River and its tributaries flow through large tracts of State Forest including the Greenmount, John Forrest, Gooseberry Hill and Kalamunda National Parks. This river system is of high importance to the Perth Region as it is part of a drinking water area, as well as being of high environmental significance. The Catchment spans the boundary of the Shires of Kalamunda and Mundaring with projects frequently involving both local government bodies. A number of sub-catchments within the Shire of Kalamunda flow into the Helena River, which meets the Swan River in Guildford. Sub-catchments include Kadina Brook, Toornaart Creek, Piesse Brook, and Poison Gully.

The Helena River Catchment Group works closely with the EHCMP officers to achieve high success in funding applications, such as the recent SALP (Swan Alcoa Landcare Program) funded Watsonia project. Helena River Catchment Group can be contacted through the Eastern Hills Catchment Management Program (EHCMP) on 9424 2222.

### 6.5.4 Two Rivers Catchment Group

The Two Rivers Catchment Group operates over a large area within the South Eastern Region from Kalamunda, downstream through Belmont to the canning plains on the northern side of the Canning River. Two Rivers are an integrated catchment body that allows the community to protect and preserve natural environments. Information about this group including newsletters, membership forms and local projects can be gained through SERCUL on 9458 5664.



# 7 External Contacts / Other Sources of Assistance

## 7.1 Resources

### 7.1.1 General Literature and Management Plan Examples

- Department of Conservation and Land Management, City of Canning, Nature Conservation Authority, 1997, John Forrest National Parks Management Plan 1997-2007, CALM, Perth.
- Department of Conservation and Land Management, National Parks and Nature Conservation Authority, Lands and Forest Commission, 1997, Serpentine National Park Draft Management Plan 1997, CALM, Perth.
- Ecoscape, 1996, Mundaring Reserves Study Stage II : Vol. I & II, Ecoscape, Perth.
- Environmental Protection Authority, 1996, Guidelines for a Bushland/Wetland Management Plan, EPA, Perth.
- Environmental Protection Agency, 1998, Perth's Bushplan, Department of Environmental Protection, Perth, W.A.
- Kings Park and Botanic Garden, 1993, Bushland Draft Management Plan 1993-2003, Kings Park Botanic Garden, Perth.
- Payne, K & Burns M, 1993, Reserve Study Stage 1, Kalamunda Shire, WA.
- Tizard, B. 1994, Reality, Dreams and Pathways: A Manual for Preparing and Implementing Management Plans, Armadale Settler's Common Field Study Centre & System 6 EcoPlan, WA.
- Urban Bushland Council, 1997, The 1997 Urban Bushland and Community Group Directory, Urban Bushland Council, Perth.



### 7.1.2 Excellent Broad Bushcare Literature

- Buchanan, R.A. 1996, Bush Regeneration: Recovering Australian Landscapes, The Open Training and Education Network, NSW.
- Hussey, B. & Wallace, K. 1993, Managing your Bushland, CALM, Perth.
- Scheltema, M. & Harris, J. (eds.) 1995, Managing Perth's Bushlands: Perth's bushlands and how to manage them, Greening Western Australia, Perth.

*Kingia australis*

### 7.1.3 Landforms and Soil

- Churchwood, H.M. & McArthur, W.M. 1980, 'Landforms and Soils of the Darling System', in Atlas of Natural Resources Darling System Western Australia: Explanatory Text, pp.25-36, Department of Conservation and Environment, Perth.
- McArthur, W.M. 1980, 'Land use in the Darling System, Western Australia', in Atlas of Natural Resources Darling System Western Australia: Explanatory Text, pp.77-85, Department of Conservation and Environment, Perth.

### 7.1.4 Vegetation

- Bell, U. 2002, A Guide to Native Grasses in the Perth Hills, Wildflower Society Perth Western Australia.
- Bennett, E.M. 1988, The Bushland Plants of Kings Park Western Australia, Kings Park Botanic Gardens, Perth.
- Darling Range Branch of the Wildflower Society, 2002, Wildflowers of the West Coast Hills, Quality Publishing Australia.
- Heddle, E.M, Loneragan, O.W. & Havel, J.J. 1980, 'Vegetation Complexes of the Darling System, Western Australia', in Atlas of Natural Resources Darling System Western Australia: Explanatory Text, pp.37-76, Department of Conservation and Environment, Perth.
- Keighery, B. 1994, Bushland Plant Survey: A guide to plant community survey for the community, Wildflower Society of WA (Inc), Perth
- Pieroni, M. Discovering the Wildflowers of Western Australia, QPA - Quality Publishing Australia, Australia.
- Powell, R. 1990, Leaf and Branch – trees and small shrubs of Perth. Department of Conservation and Land Management, Perth.
- Semeniuk, C.A. 1987, 'Wetlands of the Darling System: a geomorphic approach to habitat classification', Journal of The Royal Society of Western Australia, pp. 95-112, no. 69.
- Wildflower Society Western Australia: Australia: Darling Range Branch, 1990. Field Guide to Wildflowers: West Coast Hills, Quality Publishing Australia.



*Hovea trisperma*

### 7.1.5 Regeneration - Rehabilitation

- Bradley, J. 1968, Bringing back the bush: The Bradley Method of Bush Regeneration, Lansdowne Press, Sydney.
- Brown, K. and Brooks, K. 2002, Bushland Weeds: A Practical Guide to their Management, Environmental Weeds Action Network Inc., Perth
- Dalton, G. 1993, Direct Seeding of Trees and Shrubs, Primary Industries (SA), Adelaide.
- Department of Conservation and Land Management, Information Sheet Series 87 – 88, CALM, Perth.



## 7.1.6 Weeds

- Ecoscape, 1994, Environmental Weeds in Perth's Urban Bushland, prepared for the Environmental Protection Authority.
- Hussey, B.M.J. Keighery, G.J. Cousens, R.D. Dodd, J. Lloyd, S.G. 1997, Western Weeds: A guide to the weeds of Western Australia, The Plant Protection Society of Western Australia, Victoria Park, WA.
- Wildflower Society of WA, Invasive Weeds & Regenerating Ecosystems in Western Australia', Conference Proceedings, July 1994, Murdoch University, Perth.

## 7.1.7 Dieback

- Anon, 1992, Dieback - what is the future?, Northern Sands Dieback Working Party, WA.
- Roleystone Dieback Action Group, Dieback in the Perth Hills, Roleystone Dieback Action Group, Perth.

## 7.1.8 Wetlands

- Chambers, M. Fletcher, N.L. McComb, A.J. 1995, A Guide to Emergent Wetland Plants of South Western Australia, The Marine and Freshwater Research Laboratory, Murdoch University, Perth.
- Department of Conservation and Environment, Bulletins 59-63, Wetlands of the Darling System, Perth.
- Semeniuk, 1987, Environmental Significance of Wetlands in the Perth to Bunbury Region, Western Australian Water Resources Council, Perth.
- Water Authority of WA, 1992. Perth - A city of Wetlands. Wetlands of the Perth to Bunbury region. Broadsheet, Water Authority of WA, Perth.

## 7.1.9 Fauna

- Sanders, A. 1999, How to conduct a Community Fauna Survey, CALM Land for Wildlife, Perth.





## 7.2 Organisations

DEPARTMENT	ADDRESS	Type of Information/Assistance
<b>Aboriginal Heritage Sites Register</b> <b>Department of Indigenous Affairs</b> Ph: 1300 651 077 <a href="http://www.dia.wa.gov.au/heritage">www.dia.wa.gov.au/heritage</a>	197 St. Georges Tce Perth 6000 PO Box 7770 Cloisters Square Perth 6850	<ul style="list-style-type: none"> <li>Information on Aboriginal significant sites</li> </ul>
<b>Aboriginal Lands Trust</b> <b>9235 8005</b> <a href="http://www.dia.wa.gov.au">www.dia.wa.gov.au</a>	197 St. Georges Tce Perth 6000	<ul style="list-style-type: none"> <li>Administration of lands</li> <li>strategic land acquisitions</li> </ul>
<b>Agricultural Protection Board</b> Ph: 08 93683333 <a href="http://www.agric.wa.gov.au">www.agric.wa.gov.au</a>	Baron Hay Court South Perth 6151	<ul style="list-style-type: none"> <li>Advice on controlling noxious weeds</li> <li>Controlling feral animals</li> </ul>
<b>Agriculture Western Australia (AGWEST)</b> Ph: 08 93683333 <a href="http://www.agric.wa.gov.au">www.agric.wa.gov.au</a>	3 Baron Hay Court South Perth 6151	<ul style="list-style-type: none"> <li>Advice on soil conservation</li> <li>Advice on use of herbicides</li> </ul>
<b>ALCOA Australia</b> Ph: 08 93165111 <a href="http://www.alcoa.com/australia/en">www.alcoa.com/australia/en</a>	Marmion St. Booragoon 6153	<ul style="list-style-type: none"> <li>Funding opportunities</li> <li>Advice on rehabilitation</li> </ul>
<b>Appropriate Technology Development Group (APACE)</b> Ph: 08 93361262 <a href="http://www.argo.net.au/apace">www.argo.net.au/apace</a>	Winter House 1 Johanna St. North Fremantle 6159	<ul style="list-style-type: none"> <li>Courses in bush regeneration</li> <li>Plant propagation</li> <li>Nursery specializing in native plants</li> <li>Lists of species specific to certain soil types</li> </ul>
<b>Australian Association of Bush Regenerators (AABR)</b> Ph: 08 93361262 <a href="http://www.aabr.com.au">www.aabr.com.au</a>	APACE 1 Johanna St. North Fremantle 6159, PO Box 1498 Subiaco 6904	<ul style="list-style-type: none"> <li>Network of groups/ individuals interested in urban bushland management</li> </ul>
<b>Birds Australia</b> Ph: 08 9383 7749 Liz Walker (secretary) <a href="http://www.birdswa.com.au">www.birdswa.com.au</a>	167 Perry Lakes De Floreat WA 6014	<ul style="list-style-type: none"> <li>Bird surveys</li> <li>Lecture program</li> </ul>
<b>Botanic Gardens and Parks Authority</b> Ph: 08 9480 3600 <a href="http://www.bgpa.wa.gov.au">www.bgpa.wa.gov.au</a>	Kings Park Fraser Ave West Perth 6005	<ul style="list-style-type: none"> <li>Identifying plants</li> <li>Advice on management techniques</li> <li>Information on weed control</li> <li>Library</li> </ul>
<b>Bureau of Meteorology</b> Ph: 08 92632222 <a href="http://www.bom.gov.au/">www.bom.gov.au/</a>	1100 Hay St. West Perth 6005	<ul style="list-style-type: none"> <li>History of climatic conditions</li> <li>Current climatic conditions and weather predictions</li> <li>Storm &amp; strong wind warnings</li> </ul>

DEPARTMENT	ADDRESS	Type of Information/Assistance
<b>Conservation Council of Western Australia</b> Ph: 08 9420 7266 <a href="http://www.conservationwa.asn.au">www.conservationwa.asn.au</a>	City West Lotteries House 2 Delhi Street. West Perth 6005	<ul style="list-style-type: none"> <li>List of contacts for affiliated groups</li> <li>Access to West Australian Species Network coordinator</li> </ul>
<b>Department of Consumer &amp; Employment Protection (DOCEP)</b> Ph: 9282 0777 <a href="http://www.docep.wa.gov.au">www.docep.wa.gov.au</a>	219 St. Georges Terrace, Perth WA 6000	<ul style="list-style-type: none"> <li>Worksafe Information</li> <li>Information on incorporation</li> </ul>
<b>Department of Environment &amp; Conservation (DEC) Head Office</b> Ph: 08 6864 6500 <a href="http://www.dec.wa.gov.au">www.dec.wa.gov.au</a>	The Atrium 168 St Georges Tce Perth WA 6000	<ul style="list-style-type: none"> <li>General enquiries</li> <li>Acid Sulphate Soils</li> <li>Contaminated Soils</li> <li>Clearance of native vegetation</li> <li>Wetlands</li> <li>Prescribed premises</li> <li>Air Quality</li> </ul>
<b>Department of Environment &amp; Conservation Local Office</b> Ph: 08 9219 8700	7 Ellam St Victoria Park 6100	<ul style="list-style-type: none"> <li>Clearance of native vegetation</li> <li>Reporting of illegal clearing</li> </ul>
<b>Department of Environment &amp; Conservation (DEC) Parks &amp; Conservation Services: Operations (previously CALM)</b> Ph: 08 93340333 <a href="http://www.dec.wa.gov.au/">www.dec.wa.gov.au/</a> <a href="http://www.naturebase.net/">www.naturebase.net/</a>	50 Haymen Rd Como WA 6152	<ul style="list-style-type: none"> <li>Listing of priority species</li> <li>assistance with the development of Management Plans</li> <li>Advice on management techniques</li> <li>Fauna and flora surveys</li> <li>Library</li> </ul>
<b>Department of Environment &amp; Conservation District Office</b> Ph: 08 9295 1955	Mundaring Weir Road Mundaring WA 6073	<ul style="list-style-type: none"> <li>DEC managed estate (ie. National Parks, Darling Range Regional Park)</li> <li>Motorbikes/ horse riding in DEC managed estate</li> </ul>
<b>Department of Indigenous Affairs</b> Ph: 08 9235 8000 <a href="http://www.dia.wa.gov.au">www.dia.wa.gov.au</a>	197 St. Georges Tce Perth 6000 PO Box 7770 Cloisters Square Perth 6000	<ul style="list-style-type: none"> <li>Advice on aboriginal significant sites</li> </ul>
<b>Department for Planning &amp; Infrastructure (DPI)</b> Ph: 08 92647777 <a href="http://www.dpi.wa.gov.au">www.dpi.wa.gov.au</a>	Albert Facey House 469 Wellington St. Perth 6000	<ul style="list-style-type: none"> <li>Inventory of urban bushland</li> <li>Future landuse</li> </ul>
<b>Department of Water (Head Office)</b> Ph: 6864 7600 <a href="http://www.water.wa.gov.au">www.water.wa.gov.au</a>	The Atrium 168 St Georges Tce Perth WA 6000	<ul style="list-style-type: none"> <li>Water Licensing (Bore licensing)</li> <li>Rights in Water and Irrigation Act</li> <li>Water Management</li> <li>Water Quality</li> </ul>

DEPARTMENT	ADDRESS	Type of Information/Assistance
<b>Department of Water (Local Office)</b> Ph: 6250 8000	7 Ellam St Victoria Park WA 6100	<ul style="list-style-type: none"> <li>• Water Licensing (Bore licensing)</li> <li>• Bed and Banks approval</li> <li>• Reporting of alteration of bed and banks without approval</li> </ul>
<b>Dieback Working Group Dieback Officer</b> Steve McCabe c/o Swan Catchment Centre Ph: 9374 3333 <a href="http://www.dwg.org.au">www.dwg.org.au</a>	80 Great Northern Highway (Cnr Bishop Road) PO Box 1906 MIDLAND WA 6936	<ul style="list-style-type: none"> <li>• Information concerning Phytophthora infestation identification and treatment</li> <li>• Training opportunities</li> <li>• Treatment options</li> <li>• Spray and injection equipment hire</li> </ul>
<b>Eastern Metropolitan Regional Council (EMRC) – Environmental Services</b> Ph: 9424 2222 <a href="http://www.emrc.org.au">www.emrc.org.au</a>	1 <sup>st</sup> Floor Ascot Place, 226 Great Eastern Hwy Belmont, WA 6104  PO Box 234 Belmont WA 6984	<ul style="list-style-type: none"> <li>• Environmental Consulting</li> <li>• Eastern Hills Catchment Management Program Officers</li> <li>• Bush Skills for the Hills Program</li> <li>• Natural Resource Management fact sheets (weeds, dieback, other bushland issues)</li> <li>• Local Government NRM Policy Manual Development Project</li> <li>• Cities for Climate Protection Program</li> <li>• Water Campaign</li> <li>• Ecologist Service</li> </ul>
<b>Emergency Pollution Response</b> Ph: 1300 784 782 or 6364 6501		<ul style="list-style-type: none"> <li>• Pollution incidents</li> </ul>
<b>Environmental Protection Authority (EPA)</b> Ph: 08 6364 6500 <a href="http://www.epa.wa.gov.au">www.epa.wa.gov.au</a>	The Atrium 168 St. Georges Tce Perth WA 6000	<ul style="list-style-type: none"> <li>• Development proposals</li> <li>• environmental issues</li> <li>• system 6 recommendations</li> <li>• library</li> </ul>
<b>Fire and Emergency Services Authority of WA (FESA)</b> Ph: 08 9323 9300 <a href="http://www.fesa.wa.gov.au/internet">www.fesa.wa.gov.au/internet</a>	Emergency Fire & Rescue 480 Hay St Perth WA 6000	<ul style="list-style-type: none"> <li>• Advice on preventing and controlling fires</li> <li>• FAQ's</li> <li>• Current bushfire news</li> </ul>
<b>Gordon Reid Grants C/- Lotterywest</b> Ph: 9340 5270 <a href="http://www.lotterywest.wa.gov.au">www.lotterywest.wa.gov.au</a>	Lotteries Commission 74 Walters Dr Osborne Park 6017 PO Box 1113 Osborne Park 6917	<ul style="list-style-type: none"> <li>• Funding opportunities</li> </ul>
<b>Greening Australia</b> Ph: 9335 8933 <a href="http://www.greeningaustralia.org.au">www.greeningaustralia.org.au</a>	10-12 The Terrace Fremantle WA 6160	<ul style="list-style-type: none"> <li>• Information on sources of funding</li> <li>• Advice on planning projects</li> <li>• Information on management techniques</li> </ul>



DEPARTMENT	ADDRESS	Type of Information/ Assistance
<b>Herbarium of Western Australia</b> Ph: 08 93340 5600 <a href="http://www.florabase.calm.wa.gov.au">www.florabase.calm.wa.gov.au</a>	George St. Kensington 6151	<ul style="list-style-type: none"> <li>• Identifying plants</li> <li>• Public reference herbarium</li> <li>• Library</li> </ul>
<b>Indigenous Natural Resource Management Advisory Group</b> Ph: 9374 3308 <a href="http://www.swancatchmentcouncil.org">www.swancatchmentcouncil.org</a>		
<b>Kalamunda Shire</b> Ph: 08 9257 9999 <a href="http://www.kalamunda.wa.gov.au">www.kalamunda.wa.gov.au</a>	2 Railway Road Kalamunda WA 6076	<ul style="list-style-type: none"> <li>• Friends Group administration and information</li> <li>• Technical advice</li> <li>• Provision of equipment</li> <li>• Funding</li> </ul>
<b>Landgate (previously the Dept of Land Information (DLI))</b> Ph: 08 9273 7373 <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a>	Midland Square Morrison Rd Midland 6056	<ul style="list-style-type: none"> <li>• Aerial photographs</li> <li>• Information on site history</li> </ul>
<b>Midland Landcare Centre</b> Staffed by Eastern Hills Catchment Management Program Officers Four days per week Ph: 9250 3952	23/8–12 Stafford St, Midland	<ul style="list-style-type: none"> <li>• NRM information, grants, resources and technical advice</li> <li>• Meeting space and computer access for Bushcare Volunteers</li> </ul>
<b>Museum of Western Australia</b> Ph: 08 9212 3700 <a href="http://www.museum.wa.gov.au">www.museum.wa.gov.au</a>	Perth Cultural Centre James St Perth 6000	<ul style="list-style-type: none"> <li>• Identifying fauna</li> <li>• Fauna surveys</li> <li>• Identifying sites of aboriginal significance</li> </ul>
<b>National Trust of Australia (WA)</b> Ph: 08 93216088 <a href="http://www.ntwa.com.au">www.ntwa.com.au</a>	4 Havelock St. PO Box 1162 West Perth 6005	<ul style="list-style-type: none"> <li>• Assessment of areas for heritage value</li> </ul>
<b>North Metropolitan Regional Council</b> Ph: 9377 0444 <a href="http://www.nmcg.com.au">www.nmcg.com.au</a>		
<b>Perth Urban Bushland Fungi Project (PUBF)</b> Ph: 9344 0547 Roz Hart <a href="http://www.fungiperth.org.au/">www.fungiperth.org.au/</a>	At Herbarium of WA George St. Kensington 6151	<ul style="list-style-type: none"> <li>• Fungi identification</li> <li>• Fungi field book available on line</li> <li>• Events</li> <li>• Training – fungi identification</li> </ul>
<b>Roleystone Dieback Action Group</b> Ph: 08 93976813 Ian Colquhoun	c/- Roleystone Family Centre Wygonda Rd Roleystone 6111	<ul style="list-style-type: none"> <li>• Advice for dieback control</li> </ul>

DEPARTMENT	ADDRESS	Type of Information/Assistance
<b>Royal Western Australian Historical Society</b> Ph: 08 93863841 <a href="http://www.histwest.git.com.au">www.histwest.git.com.au</a>	Stirling House 49 Broadway Nedlands 6009	<ul style="list-style-type: none"> <li>• Information on the history of the area</li> <li>• Research advice</li> </ul>
<b>South East Regional Centre for Urban Landcare</b> <b>9458 5664</b> <a href="http://www.sercul.org.au">www.sercul.org.au</a>	69 Horley Road Beckenham WA 6107	<ul style="list-style-type: none"> <li>• brings together the community, business and government to develop and implement projects that improve the health of our waterways and other ecosystems</li> </ul>
<b>Perth Region NRM</b> Ph: 9374 3333 <a href="http://www.perthregionnrm.com">www.perthregionnrm.com</a>	80 Great Northern Highway (Cnr Bishop Road) PO Box 1906 MIDLAND WA 6936	<ul style="list-style-type: none"> <li>• Natural Resource Management</li> <li>• Funding opportunities – SALP program</li> <li>• Access to environmental information and resources</li> </ul>
<b>South West Aboriginal Land &amp; Sea Council</b> <b>9358 7400</b> <a href="http://www.noongar.org.au">www.noongar.org.au</a>	1490 Albany Hwy Beckenham Western Australia 6107	<ul style="list-style-type: none"> <li>• works with members to progress resolution of the Noongar native title claims, while also advancing and strengthening Noongar culture, language, heritage and society</li> </ul>
<b>Urban Bushland Council</b> Ph: 08 9420 7207 <a href="http://members.iinet.net.au/~ubc">members.iinet.net.au/~ubc</a>	Lotteries House 2 Delhi Street. West Perth 6004	<ul style="list-style-type: none"> <li>• Directory of community groups</li> <li>• Advice on protection and management of urban bushland</li> </ul>
<b>Urban Nature/ Ecoplan Department of Environment and Conservation</b> Ph: 9368 4399 <a href="mailto:urbannature@dec.wa.gov.au">urbannature@dec.wa.gov.au</a> <a href="http://www.naturebase.net">www.naturebase.net</a>	PO Box 1167, Bentley Delivery Centre Western Australia 6983	<ul style="list-style-type: none"> <li>• Bush Forever Information</li> <li>• Best practice bushland management information</li> <li>• Raising public awareness of urban bushland values</li> <li>• Training opportunities</li> <li>• Ecoplan News distribution</li> </ul>
<b>Water Corporation</b> Ph: 08 94202420 <a href="http://www.watercorporation.com.au">www.watercorporation.com.au</a>	629 Newcastle St. PO Box 100 Leederville 6902	<ul style="list-style-type: none"> <li>• Management of wetlands</li> <li>• Rainfall information</li> <li>• Water wise plants</li> </ul>
<b>Western Australian Naturalists' Club</b> Ph: 08 94272788 <a href="http://www.wanats.iinet.net.au">www.wanats.iinet.net.au</a>	82 Beaufort St, Perth PO Box 8257 Perth Business Centre WA 6849	<ul style="list-style-type: none"> <li>• Flora/fauna surveys</li> <li>• Lecture program</li> </ul>
<b>Wetlands Conservation Society</b> Ph: 08 93377113	14 Stone Court Kardinya 6163	<ul style="list-style-type: none"> <li>• Management of wetlands</li> <li>• Lecture program</li> </ul>
<b>Wildflower Society of WA</b> Ph: 08 9383 7979 <a href="http://members.ozemail.com.au/~wildflowers/">members.ozemail.com.au/~wildflowers/</a>	Perry House, Perry Lakes Dr. Floreat PO Box 64 Nedlands 6909	<ul style="list-style-type: none"> <li>• Identifying plants</li> <li>• Flora surveys</li> <li>• Management techniques</li> <li>• Lecture program</li> <li>• Library &amp; books for sale</li> </ul>

# 8 Standard Forms

## 8.1 FRIENDS OF RESERVES: FORM 1

### FRIENDS GROUP REGISTRATION FORM

APPLICATION DATE\_\_\_\_\_ EXPIRY DATE\_\_\_\_\_

I (NAME OF GROUP COORDINATOR)\_\_\_\_\_

OF (ADDRESS)\_\_\_\_\_

PHONE\_\_\_\_\_ MOBILE\_\_\_\_\_

EMAIL ADDRESS\_\_\_\_\_

REPRESENT THE FRIENDS OF (NAME OF RESERVE)\_\_\_\_\_

AT (RESERVE ADDRESS) \_\_\_\_\_

AND RESERVE CODE NO. \_\_\_\_\_

I acknowledge that I have read and understood the following and that I:

1. Acknowledge that health and safety are the responsibility of all those involved in the Group's activities and workplace;
2. Will not operate chainsaws without written approval from the Shire;
3. Will wear appropriate protective clothing at all times;
4. Will ensure that children under my care are supervised at all times;
5. Will maintain an accurate Volunteer Register of all people attending workdays for examination by the Shire and Insurance Company in the case of an accident;
6. Will provide an action plan to the Shire Environmental Reserves Officer describing the anticipated time span for and scope of weeding, the species to be removed, the type and volume of herbicides and relevant competency of spray operator;
7. Recognise that, for insurance purposes, we are acting in our own right and are not linked to any incorporated group;
8. Recognise that insurance cover will only be available on reserves vested in the Shire of Kalamunda and that the Shire will not accept responsibility for any activities undertaken on other reserves;
9. Will only undertake bushcare activities during day light hours;
10. Will have an appropriate sharps container on site at all times during the bushcare activities; and
11. Will assign a group member to safely dispose of any collected sharps and the container on completion of bushcare activities.

Signature of Coordinator\_\_\_\_\_ Date\_\_\_\_\_

Please return as soon as possible to:  
Environmental Reserves Officer: Shire of Kalamunda  
PO Box 42  
Kalamunda WA 6076



## 8.1.1 Definitions

### Coordinator

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

- Completion of all registrations, request for assistance, or survey forms required by the Shire (not extensive);
- Maintain an up-to-date record of the Group's membership and the bushcare activities carried out for insurance and reporting purposes, including a Register of participants at all bushcare workdays (forms provided in this manual);
- Attend a free 'Safety for Bushcare Volunteers' workshop;
- Communication of Shire requirements to all Group members (as per this manual);
- Communication of any safety concerns, incidents or accidents to the Shire in a timely manner; and
- A Group can have more than one Coordinator registered to carry out these tasks.

### Delegated Coordinator

A member of a Friends of Reserves Group who takes responsibility for Supervision of activities and operations during any working day on the specified reserve.

### Supervision

It is a requirement that at least one Delegated Co-ordinator be on site at all times to supervise any Friends Group activities on a Shire reserve.

Supervision duties include:

- Maintaining an accurate Volunteer Register utilising the forms in this manual; and
- Recording the activities and time spent by all attendees.

Volunteers who intend to work alone are considered to be Delegated Coordinators for insurance purposes.

### Volunteer Members

A person who has registered interest and actively supports a Friends of Reserves Group's operations for a specified reserve.

### Friends Group Register of Attendance on Working Days

Coordinators and Delegated Coordinators are expected to maintain a register of Volunteers in attendance on any particular working day on a reserve. *This information does not need to be relayed to the Shire on each occasion* and can be retained by the Coordinator of a Friends of Reserves Group. This register also caters for additional Volunteers who are not listed as recognised Volunteer members.

## 8.2 FRIENDS OF RESERVES: FORM 2

### VOLUNTEER REGISTRATION FORM

APPLICATION DATE \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

I (NAME OF GROUP MEMBER) \_\_\_\_\_

OF (ADDRESS) \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MEMBER OF THE FRIENDS OF (NAME OF RESERVE) \_\_\_\_\_

AT (RESERVE ADDRESS) \_\_\_\_\_

AND RESERVE CODE NO. \_\_\_\_\_

I WILL BE ACTING AS A DELEGATED COORDINATOR: YES / NO

I HAVE A PRE-EXISTING MEDICAL CONDITION/ ALLERGY/ DISABILITY THAT COULD AFFECT MY ABILITY TO CARRY OUT ON-GROUND ACTIVITIE: YES / NO

All Volunteers with pre-existing medical conditions are required to notify a group member, preferably a Coordinator at all work days. Volunteers are responsible for management of their own medical conditions. Medical claims for pre-existing conditions are excluded under Shire insurance.

EXTRA INFORMATION FOR VOLUNTEERS AGED 12–16 OR 80–85:

DATE OF BIRTH \_\_\_\_\_

EXPECTED DUTIES \_\_\_\_\_

I acknowledge that I have read and understood the following and that I:

1. Acknowledge that health and safety are the responsibility of all those involved in the Group's activities and workplace;
2. Will not operate chainsaws without written approval from the Shire;
3. Will wear appropriate protective clothing at all times;
4. Will ensure that children under my care are supervised at all times;
5. Will maintain an accurate record of the time I spend on bushcare activities for examination by the Shire and Insurance Company in the case of an accident;
6. Recognise that, for insurance purposes, we are acting in our own right and not linked to any incorporated group;
7. Recognise that insurance cover will only be available on reserves vested in the Shire of Kalamunda and that the Shire will not accept responsibility for any activities undertaken on other reserves;
8. Will ensure that I will only undertake bushcare activities during day light hours;
9. Will have an appropriate sharps container on site at all times during the bushcare activities; and
10. Will assign a group member to safely dispose of any collected sharps and the container on completion of bushcare activities.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Please return as soon as possible to:  
Environmental Reserves Officer: Shire of Kalamunda  
PO Box 42, Kalamunda WA 6076

## 8.2.1 Definitions

### Coordinator

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

- Completion of all registrations, request for assistance, or survey forms required by the Shire (not extensive);
- Maintain an up-to-date record of the Group's membership and the bushcare activities carried out for insurance and reporting purposes, including a Register of participants at all bushcare workdays (forms provided in this manual);
- Attend a free 'Safety for Bushcare Volunteers' workshop;
- Communication of Shire requirements to all Group members (as per this manual);
- Communication of any safety concerns, incidents or accidents to the Shire in a timely manner; and
- A Group can have more than one Coordinator registered to carry out these tasks.

### Delegated Coordinator

A member of a Friends of Reserves Group who takes responsibility for Supervision of activities and operations during any working day on the specified reserve.

### Supervision

It is a requirement that at least one Delegated Co-ordinator be on site at all times to supervise any Friends Group activities on a Shire reserve.

Supervision duties include:

- Maintaining an accurate Volunteer Register utilising the forms in this manual; and
- Recording the activities and time spent by all attendees.

Volunteers who intend to work alone are considered to be Delegated Coordinators for insurance purposes.

### Volunteer Members

A person who has registered interest and actively supports a Friends of Reserves Group's operations for a specified reserve.

### Friends Group Register of Attendance on Working Days

Coordinators and Delegated Coordinators are expected to maintain a register of Volunteers in attendance on any particular working day on a reserve. *This information does not need to be relayed to the Shire on each occasion* and can be retained by the Coordinator of a Friends of Reserves Group. This register also caters for additional Volunteers who are not listed as recognised Volunteer members.



## 8.3 FRIENDS OF RESERVES: FORM 3

### REQUEST FOR SHIRE OF KALAMUNDA ASSISTANCE

NAME OF FRIENDS GROUP \_\_\_\_\_

AT (RESERVE ADDRESS) \_\_\_\_\_

RESERVE CODE NO. \_\_\_\_\_

WORK PLANNED FOR FINANCIAL YEAR \_\_\_\_\_ / \_\_\_\_\_

(LISTED IN PRIORITY ORDER)

DATE / MONTH	FRIENDS GROUP ACTIVITY / RESPONSIBILITY (EG WEEDING, PLANTING ETC)	SHIRE ASSISTANCE REQUESTED (EG PLANTS, SEEDS, BUSHCREW, RUBBISH COLLECTION, ROUNDUP, SIGN, DIEBACK INJECTION ETC)

All funds will be held by the Shire of Kalamunda until invoiced by suppliers of goods and services. Quotes for works are to be submitted to the Environmental Reserves Officer prior to commencement of work.

Please return as soon as possible to:

Shire of Kalamunda  
PO BOX 42  
KALAMUNDA WA 6076

## 8.4 FRIENDS OF RESERVES: FORM 4

### WORKDAY REGISTRATION FORM

NAME OF FRIENDS GROUP \_\_\_\_\_

AT (RESERVE ADDRESS) \_\_\_\_\_

RESERVE CODE NO. \_\_\_\_\_

DATE \_\_\_\_\_

I acknowledge that I have read and understood the conditions of Volunteer Registration (Form 2)

NAME OF PARTICIPANT	ACTIVITIES UNDERTAKEN	TIME WORKED	VOLUNTEER REGISTRATION FORM COMPLETED (PLEASE SIGN)

Please return as soon as possible to:

Shire of Kalamunda

PO BOX 42

KALAMUNDA WA 6076

## 8.5 FRIENDS OF RESERVES: FORM 5

### ANNUAL REPORT/SURVEY FORM

Annual reporting of Friends Group activities is vital to ensure the quality of the services provided to Friends of Reserves Groups. It is also particularly interesting where budgeted funds are going. If you would complete this form and return it to the Shire of Kalamunda office, it would be greatly appreciated.

The Friends of \_\_\_\_\_

Number of members: \_\_\_\_\_

Number of hours worked for year: \_\_\_\_\_

Number of seedlings planted: \_\_\_\_\_

Have you direct seeded? YES/NO

Amount of funding granted from other sources SCULP etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have your activities increased?  decreased?  or are the same as last year?

Have the Shire Officers been of assistance to you during the year? YES/NO

Have you received assistance from your local catchment group? YES/NO

or the NRRPG? YES/NO

Has the condition of your bushland/creek improved compared to last year? YES/NO

In what way? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any comments? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for completing this survey.

Signature of Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Please return as soon as possible to:

Environmental Reserves Officer

Shire of Kalamunda

PO Box 42

Kalamunda WA 6076



## 8.6 FRIENDS OF RESERVES: FORM 6

### ANNUAL PLANT ORDER FORM

Friends Group Name: \_\_\_\_\_

Reserve Address: \_\_\_\_\_

Reserve No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Size of area to be replanted/seeded: \_\_\_\_\_

Revegetation area: Dryland  Creepline  Slope  Dampland

Description of area and condition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there any specific issues you are trying to address by planting/seeding? (ie. erosion control, to out compete weeds, provide fauna habitat, cover bare ground)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your reserve have dieback, and if yes, to what extent?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the area you are planting/seeding bare ground or is some native vegetation present? (describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want: Seedlings  A seed mix  Combination

Area required for seedlings (ha): \_\_\_\_\_

Area required for seed mix (ha): \_\_\_\_\_

Please indicate additional items you would like and the quantity if appropriate :

Roundup Bi-active  \_\_\_\_\_ Revegetation Signs  \_\_\_\_\_ Dieback Signs  \_\_\_\_\_  
 Can of Ground Paint  \_\_\_\_\_ Posts for Signs/Markers  \_\_\_\_\_ Bamboo Stakes  \_\_\_\_\_

Are you already collecting seed or growing seedlings? If yes, please indicate species and quantity (number or kgs)

Species	Amount

Indicate what you require below (attach further sheets if necessary). Contact Shire of Kalamunda Bushcare/ Reserves Officer for assistance with species.

Plant type (tree, understorey) or seed	Species (or common name) if known	Number
Eg. low shrubs	Acacia pulchella, hypocalymma, kangaroo paws	10 of each
Eg. understorey	Assorted, suitable for xyz reserve	Between 20 and 40

Please be aware that we will do our best to source the seedlings you request, but may have to make changes due to availability

Signature of Coordinator \_\_\_\_\_ Date \_\_\_\_\_

# Appendix 1:

## A Guide to Weed Management

A Guide to Weed Management has been prepared to assist Friends Groups whilst undertaking chemical weed (herbicides) control on Shire vested bushland reserves and road verges. The guidelines draw from best practices for the application of herbicides (in accordance with manufacturer's instructions) based on the precautionary principle.

### Alternatives to Herbicides

Wherever practical, alternatives to chemical control of weeds such as physical methods should be used, providing that it will not result in other impacts such as erosion and/or damage to native vegetation. Hand removal is ideal if the weeds are not too invasive or if the infested area is small.

Biological control can be effective if the correct agent can be identified and safely introduced. The Bridal creeper leaf-hopper and/or rust fungus is an example of a current biological control method available.

### Herbicides

The use of herbicides is recommended when –

- The weeds are thick and little native vegetation is present;
- Removal of plant roots will cause erosion;
- A steep slope will erode with the removal of weed roots; and
- The area to be weeded is a distance of 1 metre or more from a watercourse or drain containing water.

### Permitted Chemicals

- Roundup Biactive is the only herbicide to be used on Shire reserves.



### Roundup Biactive

- Is a glyphosate formulation registered by Monsanto Australia;
- Is a non-selective systemic herbicide which kills most plants on contact; and
- The surfactant in this formulation has lower aquatic toxicity than standard roundup.

The following recommendations are made when using Roundup Biactive –

- It is only to be used in dry conditions (3 non-rain days following spraying);
- It is not to be used within 5 metres of a flowing creek; and
- The Shire of Kalamunda's practice is that spraying in dry creeklines can only occur if dry weather is expected over the following 3 days.

*Weed Wigandia urens*



## Procedures

1. Read herbicide data sheet before using
2. Weeds are best treated when actively growing and healthy
3. Don't use herbicides when:
  - The weeds are stressed and unhealthy (drought, heat, frost, flooding) as the herbicide will not be absorbed well;
  - The weeds are flowering because the herbicide will not be as effective;
  - Wet weather is forecast in the next 3 days as the herbicide will wash off;
  - Windy weather (12kph) as may increase herbicide drift.
4. Spraying within 5 metres of a creekline should only take place when the creek is dry. This may not be the optimal time to spray the weed, but it is the least environmentally damaging.
5. Use low drift nozzles and a large drop size to minimise overspray
6. Wiping or using a wand is another method of applying herbicide to minimise the effects to surrounding vegetation
7. To protect a lone plant amongst weeds, place a bucket over the plant and spray around it. Do not remove the bucket until the spray has dried on the weeds.
8. Warning signs are to be placed at each end of the spraying operations to notify anyone who may enter the area.
9. If signage is not available, a person can be posted at these locations.

## Safety & Insurance

1. All instructions on the chemical container for decanting, use and cleaning equipment afterwards are to be complied with.
2. Suitable clothing should be worn when using chemicals
  - Enclosed footwear with socks
  - Long trousers
  - Long sleeved shirts
  - Rubber gloves
3. A responsible person (a delegated coordinator) is to ensure that herbicide users know what they are doing.
4. If anyone approaches within 10 metres of the person spraying then spraying should cease immediately.
5. Spraying activities will only be covered by insurance if the appropriate records are kept in accordance with the Friends Group Manual.
6. If extensive areas are to be sprayed notification to the Environmental Reserves Officer is required. The public can then be advised that the volunteers are working with the permission of the Shire of Kalamunda.

## Training

The Shire of Kalamunda provides periodic training courses through 'Bush Skills for the Hills' in the use of herbicides and it is a preferred pre-requisite for the use of herbicides. Other agencies (The Swan Catchment Centre and Midland TAFE, among others) also run training courses through the year. Friends Groups in the Shire of Kalamunda will be notified when these courses become available.

## Friends Group Application for Herbicides

1. The Shire will provide herbicide to groups on request to the Environmental Reserves Officer (ERO). Requests can also be made through the Annual Plant Order Form (*Form 6*).
2. Requests for herbicide will be filled within the limits of available budget as long as the group's activities have been discussed with the ERO, and the volunteers level of training is adequate.

## Assistance with Herbicide Use

If the Friends Group does not feel qualified or capable of using herbicides, there are alternatives.

1. A friend's group can place a request for the Shire's professional weed control contractor to undertake spraying activities. Please use the, 'Request for Assistance *Form 3.*' Contract spraying is limited by the amount of funding available.
2. Grant funding becomes available throughout the year from other agencies and organisations, such as Lotterywest. Many of these agencies will fund weed spraying/wiping contractors. Contact the Environmental Reserves Officer to help you to apply for these funds, with information of opportunities regularly updated in the Greenpage newsletter.

## Spraying on Reserves Adjoining Roadways

1. Generally only verges adjoining bushland reserves should be sprayed for weed management.

*A view from Crumpet Creek*



# NOTES



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