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## **APPENDICES**

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- B Recommended sharps procedure
- C Standard letter regarding rubbish removal
- D Example volunteer register for activity days
- E Sample work plan or action plan letter
- F Ward map and listing of elected members

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## **Document revision history**

- i) Adopted by Council 3 October 2001.
- ii) Reporting of volunteer hours changed to April each year, covering period 1 April to 31 March (BEAC Recommendation 08/04 in 2002).
- iii) Chapter 6.3 Who to contact when amended (BEAC Recommendation 16/02, Dec 2003).
- iv) New Chapter 3 Adopted by Council 28 April 2003. Chapter 3 inserted and subsequent chapters re-numbered. Updated reference to City's Customer Service Charter in Chapter 4.2, confirmed insurance information in Chapter 6, updated contact details in Chapter 8.2 & Appendix F, and added references to Appendix A (May 2003).
- v) Age limits for volunteer cover amended to reflect changes in insurance policy, August 2004.
- vi) Additional text inserted to reflect operations in relation to firebreak and fuel management. Updated contact details of staff throughout document. Also elaborated on the requirements for work plans. May 2006.

## 1. Introduction

A partnership between individuals or groups and Councils to manage community assets is not a new concept for local government, particularly for facilities such as halls, sporting grounds and large reserves such as the Armadale Settlers Common and Bungendore Park.

Partnerships focused on protecting our bushland can have significant benefits including:

- Development of a sense of community and community pride in the City and its Bushland;
- Community groups can access the City's expertise in environmental management, particularly when management plans are prepared;
- Mutual cooperation can be organised between the City's workforce and community volunteers to help achieve agreed objectives for the City's bushland;
- Increased access to resources, particularly grant funds which often require demonstrated Council/ community cooperation. There are some conservation grants that only community groups can apply for; and
- Works can be achieved that are beyond Council's resources.

In recognition of the benefits of working in partnership with the community to protecting our bushland Council resolved in 1996 that it should "encourage and support the creation of Friends Groups to achieve goals of future management plans". In 1998 Council resolved to seek Reserve Custodians to act as "Neighbourhood Watch" for bushland reserves.

This manual aims to ensure that mutually beneficial working relationships can be established and maintained between community groups and individuals concerned with the management of our bushland. Mutually beneficial arrangements have been in place for a number of years for the Armadale Settlers Common and Bungendore Park, and this manual seeks to extend appropriate arrangements for individuals and groups who want to manage smaller but important areas of bushland.

One of the lessons learned over the years is that it is important that both partners have an understanding of the extent to which they can help each other, and their respective roles and responsibilities.

The objectives of this manual are to<sup>1</sup>:

- (a) Ensure that bushland and riparian areas are managed to maintain or enhance their conservation and community values;
- (b) Provide a safe working environment for volunteers undertaking bushcare activities on bushland owned or vested in the City; and
- (c) Determine an appropriate framework and process for City support of bushcare volunteers.

The manual recognises that an individual's contribution may range from maintaining watch over a reserve or regularly removing rubbish to heading an incorporated body that coordinates the activity of many volunteers.

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<sup>1</sup> These objectives are drawn from the Shire of Mundaring's Friends Group Manual, but apply equally to the City of Armadale (see Section 1.1 below).

There is broad community support for community involvement in bushland management - a 1999 survey by the Eastern Metropolitan Regional Council that found approximately 65% of respondents agreed that community groups should be involved in managing parks and reserves.

## **1.1 Development of this manual**

This manual was inspired by the Shire of Mundaring's Friends Group Manual and produced with guidance from the City of Armadale's Bushcare and Environmental Advisory Committee.

The City of Armadale would like to thank the Shire of Mundaring and the Bushcare and Environmental Advisory Committee for their assistance in preparing this manual.

The Bushcare and Environmental Advisory Committee is an advisory committee to the City of Armadale comprising 12 community members and a Councillor representative. More information about the Bushcare and Environmental Advisory Committee appears in Section 7 of this manual.

## **2. Getting involved - Levels of involvement**

Council recognises that people have different levels of interest and available time to commit to helping protect our bushland areas, and that some people prefer to work by themselves whilst others prefer to join a group and work collectively. This section of the manual describes typical levels of involvement and roles that people can play in helping to protect our bushland. Levels of involvement range from keeping an eye on a reserve and reporting unacceptable activities through to chairing a friends group, preparing a management plan and/or being a member of the City's Bushcare and Environmental Advisory Committee.

### **2.1 Roles for individuals**

#### **2.1.1 Neighbourhood watch for reserves - being a Reserve Custodian**

The City of Armadale encourages people to act as Reserve Custodians. A Reserve Custodian's role is to contact a nominated Council Officer or Council Ward Member in the event of:

- illegal dumping of rubbish;
- destruction of flora and fauna;
- inappropriate use of the reserve; or
- behaviour which may act to the detriment of the reserve.

The benefits of registering of a Reserve Custodian are that the City of Armadale will inform you when Council officer or Council ward member contact details change, and you will be on a mailing list to receive advice of activities such as guest speaker nights organised by the Bushcare and Environmental Advisory Committee.

You can register as a Reserve Custodian by contacting the City's Environmental Officer on 9399 0111 during office hours.

#### **2.1.2 Other individual roles**

One or two people taking an interest in a piece of bushland removing litter and tackling weeds by working from the best areas of bushland can make an enormous difference to bushland condition.

Individual effort in managing bushland is encouraged, subject to the requirements detailed in Section 3.

## **2.2 Forming a Friends group**

Friends Groups range from just a few people working together informally to protect or enhance a reserve, through to an incorporated body with office bearers and regular meetings.

Where a Friends Group has more than five members incorporation is an advisable course of action. Incorporation has several advantages such as being able to obtain grants, operate bank accounts, hold property, sign contracts (e.g. for contractors to spray weeds), obtain

insurance cover and provide some legal protection for members from unforeseen liabilities. The Ministry of Fair Trading 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.*”

Advice on becoming incorporated can be obtained from the Ministry for Fair Trading whose contact details appear in Section 7 of this Manual.

Friends groups are advised to register with the City of Armadale and the [Swan Catchment Centre](#). The City will then include your group on the mailing list for information going to and from the Bushcare and Environmental Advisory Committee and provide you with a copy of the City of Armadale Bushcare Directory and this Manual. The Swan Catchment Centre regularly sends information on a range of services, including information on training courses many of which are free and are a necessary pre-requisite to undertaking some types of bushland management works.

### **2.3 Preparing a management plan**

A management plan provides details on the bushland management actions to be undertaken to protect and enhance the values of a park or reserve over a five or ten year period.

A management plan that has been adopted by Council effectively authorises the City’s Officers to help implement the management plan over the life of the plan.

The City of Armadale encourages Friends Groups to prepare management plans for their areas ahead of or outside of the City’s five-year program (described in the City’s State of the Environment Report 2005), provided the format identifies time-frames and costs for recommendations that are identified as being the responsibility of the City.

In order to assist the smooth passage of your management plan through Council, you should contact the City’s Environmental Officer as early as practicable following the group’s decision to prepare a plan.

Publications that can assist you to prepare a management plan are listed in Appendix A.

## **3. Volunteer Recruitment**

### **3.1 Finding Volunteers**

In the ideal scenario, volunteer services are generally sourced from the local area. A specific demographic of people, have been identified as the main constituent of the Volunteer population. They are known as the Baby Boomers.

#### **3.1.1 Baby Boomers**

Baby boomers are people:

- Who were born between 1946 and 1964,
- Their mind-set is about wanting their lives to be of significance,
- They have a need for social and community involvement,
- Their children have left home,
- They are working towards conventional retirement age.

Because of these characteristics, Baby Boomers frequently make up the main percentage of volunteers. The WA Government conceived the acronym BOOMNET to summarise the Baby Boomers' mind-set and advise Volunteer Organisations on how to target the Baby Boomer Volunteers.

**Boomers-** mind-set is to do things of significance, rather than just pursue success

**Organised** - seek well managed organisations, with a preference for youthful groups and a dislike for 'over managed' groups

**Openness** - choose organisations that seek and act on feedback from them

**Meaningful** - they want to make a difference, so their significance need to be contributed to them

**Needs** - want to benefit personally from volunteering

**Education** - want to enhance their skills by learning from each other, rather than from an authoritative figure

**Time** - prefer short term and time specific projects

Baby Boomers are not the only source of volunteers within the community, when looking for volunteers to complete a Friends Group. A number of other avenues can be explored.

#### **3.1.2 Other volunteers**

*Volunteering Western Australia*

A volunteer referral service that matches volunteers with groups wanting specific tasks completed. Though usually short-term, this is an excellent outlet to find volunteers.

The extensive website <http://www.volunteer.org.au/> has information on volunteer recruitment, the management of volunteers, recent research on volunteering and other useful data.

### *Swan Catchment Centre*

As already mentioned in the Section 2.2, the SCC's services include valuable training of a wide range of skills. People are able to learn skills ranging from the use of a chainsaw, to leadership roles within a group.

### *Existing Groups*

Corporate groups are often looking for ways in which they can 'give back to the community' and are very enthusiastic about environmental based volunteer work.

Other groups that are often involved in volunteer work include Scouts and Girl Guides; 4WD Clubs; Religious Groups; Youth Groups; Lions Clubs; Sporting Clubs; and other community based associations.

These groups provide valuable volunteer services and yet will tend to be quickly discouraged by poorly organised activities. When attempting to acquire volunteers to these groups you need to make them aware of the problem your group is trying to address, and manage the tasks effectively.

### *Seniors and Retirees*

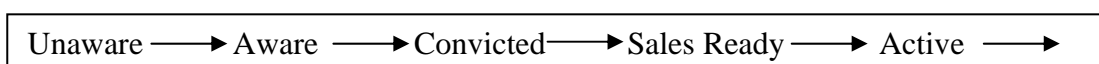
Additionally there is a percentage of the Armadale population, who are also willing to donate their time. Seniors and Retirees make up a group of people, who often provide their services in aid of their community.

## **3.2 The Marketing Perspective**

After seeking professional marketing advice the BEAC has decided to base their Volunteer recruitment strategy on a Marketing premise. Although this sounds difficult, it basically considers how to successfully attract and maintain a volunteer base.

The key marketing concept that we will be using to explain the volunteer strategy is centered on how people move from being aware to being active, in other words, how they are motivated to act.

The following diagram demonstrates how people travel through a pathway from being **unaware** about an activity or product to becoming **aware** and then **acting** on that awareness.



This demonstrates that people go through a number of stages before they take action.

**They are helped through the process by marketing.**

### 3.2.1 The Volunteer Action Process

| Stage in Process   | Aim of Marketing   |
|--|--|
| <b>Unaware:</b> The person is unaware that a problem exists and that volunteers may be required. | <i>Problem is exposed on both a community and individual level.</i>              |
| <b>Aware:</b> A level of knowledge is gained about the problem, and the need for volunteers.     | <i>A learning process is activated.</i>  |
| <b>Convicted:</b> The person acknowledges the need for volunteers.                               | <i>Individual understands problem and why they should be personally involved</i> |
| <b>Sales Ready:</b> The person is convinced that 'they' could volunteer.                         | <i>The person develops a need to assist.</i>                                     |
| <b>Active:</b> The person volunteers.  | <i>The person responds with action, and now requires recognition and reward.</i> |

To help people move through this process from **unaware** to **active**, the BEAC supplies three devices that will provide the required information and the necessary motivation that is specified above.

### 3.2.2 The Thinking Sheet

The 'Thinking Sheet' has been designed to help groups or individuals identify problems and solutions. Each 'sheet' also consists of questions that will help define how the marketing and volunteer recruitment should be formulated.

The individuals or groups that complete the sheet are asked for their opinions on the effects and impacts of the problem. These can be used to define what information is needed and how it is to be presented in order to attract and sustain volunteers.

The thinking sheet is broken into four sections, each with it's own title and objective.

**Identify:** the volunteer answers questions that identify the problem and specify actions and / or solutions.

**Define:** the volunteer then sets relevant objectives to solve the problem.

**Implement:** the volunteer devises specific actions and tasks that will enable the objective to be achieved.

**Recruit:** the volunteer must find the 'personal relevance' of the problem to the individual, the economy, the environment, and the Community.

The sheet also asks leaders to specify what attracts and deters volunteers, define suitable volunteers specific to the task and how the volunteers should be rewarded for their participation.

The Thinking Sheet identifies the problem and solution; it defines 'who' the volunteers should be and specifies 'how' to recruit them,

The information that is collated within the Thinking Sheet is then used to complete the next document - The Volunteer Recruitment Brochure.

### **3.2.3 The reserve-focused Volunteer Recruitment Brochure**

The brochure has been developed to work in conjunction with the Thinking Sheet. Once the sheet has been compiled, the brochure will be used to advertise the problem that is being addressed; how local residents can help; when and where the next group event is to take place and contact details for the group.

The brochure itself is generic and has all the necessary standard BEAC information. Friends Groups will receive the template, which holds the required information.

The Friends Group leader will be responsible for adding the specific details of the task to the Brochure template, customising it to each individual action. Once the brochure has been completed, they will be dispersed within the locality of the 'problem' area.

The City of Armadale, as copyright owner of the brochure, only permits use of the brochure when the City's Environmental Officer is satisfied that:

- The group leader will ensure that the event will be properly run; and
- The additional information will be prepared with due regard to the 'Thinking Sheet'.

The Environmental Officer may rely on previous experience of a leader to deem that they will comply with these requirements. The Environmental Officer can provide assistance in defining the problem from an environmental perspective (see Section 4.2.1).

*Groups or individuals wishing to use the Thinking Sheet and Recruitment Brochure should contact the City's Environmental Officer.*

### **3.2.4 Recognition and Reward Scheme**

To attract and maintain volunteer numbers, volunteers must feel that they have benefited from their participation. The Recognition and Reward scheme is aimed at thanking and recognising the volunteers for their contributions, and encouraging them to continue in their work.

BEAC holds an Annual Picnic Lunch during late November / early December to thank the volunteers who have helped preserve and enhance the local environment.

The Lunch also provides a platform for award presentations. The Awards are presented to those volunteers who have completed a specific amount of 'hours' on a cumulative basis.

**The Recognition Criteria and subsequent Rewards are as follows:**

| <b>Milestone Achieved</b>    | <b>Example of reward</b>  |
|------------------------------|---|
| 5 to 20 hours Volunteer work | BEAC badge with space for person's name. To be presented at workdays or group meetings, not necessarily at Annual Picnic Lunch. Certificate of Participation. |
| 20 – 50 hours Volunteer work | BEAC Hat & Certificate of Recognition   |
| >50 hours Volunteer work     | BEAC long-sleeved T-shirt & Certificate of Recognition.   |

Certificates of participation can be provided for existing groups that volunteer on a one-off basis (e.g. Schools, Scouts and Girl Guide Groups, Sporting Clubs, other community associations).

## 4. Working on Council reserves and land

The most important aspect of working on Council reserves or land is to plan so that you can be sure that what you are doing is in the best interests of the bushland and so that the City can provide assistance if appropriate. Unfortunately, partly because of insurance requirements, the City requires some paperwork before you do even the most basic activities. The City has endeavoured through this manual to minimise paperwork required by matching the activity proposed to safety or training requirements, and providing ready-made letters that simply require understanding and signature for the most basic activities.

In most instances, the paperwork helps to ensure adequate planning occurs.

Recognising that all such works are a partnership, this part of the manual also describes Council's commitment to supporting individuals and groups to achieve a good outcome for our bushland.

### 4.1 City, safety and training requirements for bushcare activities

Table 3.1 lists types of activity along with the City's requirements and key safety and training requirements.

**Table 3.1 City requirements and key safety and training requirements for activities on land vested or owned by the City of Armadale**

| Activity                                     | City requirements   | Key safety and training requirements  |
|--|---|---|
| Rubbish collection                           | City response to a letter of advice (see Section 3.1.1 below) | Understanding of Council's procedure for syringes and appropriate equipment (e.g. sharps container, tongs and gloves provided by Council) Appendix B describes Council's procedure for sharps. Leather gloves must be used for rubbish removal. |
| Planting local trees and shrubs              | Approved workplan   | None  |
| Direct seeding or other revegetation methods | Approved workplan   | None if direct seeding does not involve the use of mechanical equipment. If mechanical equipment to be used, need supervision or activity by a person competent in equipment use approved by Manager Parks.                                     |
| Physical weed removal                        | Approved workplan   | Supervision or activity by a person able to identify weeds to be removed.   |
| Whipper-snipper (with nylon wire) weeding.   | Approved workplan   | Supervision or activity by a person familiar with machine instructions.   |
| Seed or cutting collection for revegetation  | Approved workplan   | Supervision or activity by a person able to identify local plant species to be collected. CALM and City of Armadale Licence required for reserves.  |

| <b>Activity</b>  | <b>City requirements</b> | <b>Key safety and training requirements</b>                      |
|--|--------------------------|--|
| Dieback control using phosphite                        | Approved workplan        | Supervisor competent in equipment use approved by Manager Parks. |
| Herbicide-based weed control                           | Approved workplan        | Supervisor with training approved by Manager Parks               |
| Construction works (e.g. walk trails, erosion control) | Approved Action Plan     | Supervisor with training approved by Manager Parks               |
| Slashing (with brush-cutters & or similar equipment)   | Approved Action Plan     | Operator must have training approved by Manager Parks            |
| Chainsaw use   | Approved Action Plan     | Operator must have training approved by Manager Parks            |

#### **4.1.1 Letter of advice**

A letter of advice is required to undertake rubbish collection. This is for both insurance purposes and to assist the City in the disposal of rubbish removed. Appendix C is a standard letter for use by individuals or groups wishing to collect rubbish. Simply photocopy or reproduce the letter, fill in the blanks, read and sign the letter and forward to the City of Armadale.

#### **4.1.2 Work plans and action plans**

A work plan or action plan is simply a letter that includes the information necessary for the City of be assured the activities proposed will be of benefit to the reserve, will be undertaken in a safe manner and to assist the City in programming it's workforce to provide assistance where needed.

A work plan letter should include the following details, as appropriate:

- (i) Name and contact details for the relevant person(s) or group;
- (ii) A description of the area where works are proposed - a "mud map" that can be interpreted on the ground may be appropriate;
- (iii) Details of any funding being sought or secured;
- (iv) An activity schedule listing dates, the scope of activities proposed and what volunteers duties will include;
- (v) The name(s) of people who will be responsible for supervision of activities (as per Table 3.1) and some information about them that explains why they should be considered capable of fulfilling a supervisory role for the relevant activity;
- (vi) The need for assistance from the City (e.g to collect weeds removed or funding sought); and
- (vii) A commitment to:

- (a) keep a register of volunteers present on activity days;
- (b) keep an estimate of the total volunteer hours worked; and
- (c) to forward a copy of those records to the City of Armadale every October covering the period 1 October to 31 September.

An example of a register for volunteers on activity days is provided as Appendix D.

An action plan needs to include the above information as well as:

- (i) Copies of certificates for machinery operators that indicate competence in the use of machinery proposed to be used; and
- (ii) A brief description of the measures proposed to ensure safety of the public and the health and safety of the machine operator when hazardous activities are proposed.

Appendix E provides an example work plan or action plan letter.

Two copies of a work plan should be sent to the City of Armadale Locked Bag 2 Armadale WA 6992 to the attention of the Manager of Parks and Environmental Officer. Approved work plans will remain on a file for each reserve. These maps will also be utilised by the City when planning on-ground works such as fuel reduction activities.

To assist in preparing maps, aerial photos are available upon request from the City's Environmental Officer.

## **4.2 Our commitments to you**

This section provides additional commitments to those that appear in the City's Customer Service Strategy.

The City's commitments are described with respect to:

- response times for work plans and action plans;
- advertising of activities;
- rubbish collection and weed control;
- deep ripping for replanting works;
- dieback treatment; and
- supply of herbicides.

The City does not have equipment for hire or use by community groups but in some instances, City staff can undertake works using specialised equipment.

### **4.2.1 Provision of environmental advice and assistance with grant applications**

The City's Environmental Officer will meet on-site with Friends Groups or individuals wishing to undertake works on Council's reserves to discuss the scope of works, provide environmental advice on the potential environmental impacts or benefits of the project, and provide advice to minimise any adverse environmental impacts. This commitment applies to on-site meetings during office hours and after hours meeting organised by prior arrangement.

Meetings can be arranged outside these hours if necessary. This service is provided partly to ensure that adverse impacts on native fauna from proposed works are considered.

The City also has a program of mapping bushland condition, dieback presence/ absence, weeds and vegetation type where existing mapping are inadequate on all of its nature reserves. The Environmental Officer will provide this information if it is available on request.

The City's Environmental Officer is also authorised to provide technical advice and letters of support for grant applications. Refer to Section 5.1 for information on City funding support for grant applications.

#### **4.2.2 Response times for work plans and action plans**

Insurance requirements mean that work plans and action plans need to be formally agreed to by the Bushcare and Environmental Advisory Committee which meets on a bi-monthly basis.

#### **4.2.3 Advertising of activities**

The City's Bushcare and Environmental Advisory Committee budget provides for advertising community group activities in the local newspapers in twice yearly as a general awareness raising activity. With adequate notice, your activity can be included in these advertisements. Contact the City's Environmental Officer.

You should be aware that newspaper advertising alone will usually not be adequate to ensure people attend your activity. An effective way to raise community interest is to leaflet drop and doorknock houses close to the proposed activity site near to the date of the activity. Refer to section 3.2.2 and 3.2.3 for more information about recruiting volunteers.

#### **4.2.4 Rubbish collection and weed control**

Where these activities are undertaken on reserves owned or managed by the City of Armadale the City will, at no charge:

- Provide appropriate equipment to dispose of syringes and sharps (contact Manager Parks)
- Meet on-site and provide advice on immediate management priorities and weed removal (contact Environmental Officer); and
- Collect and remove refuse or weeds from mutually agreed locations (details usually organised with work plans or letters) or arrange free disposal of rubbish at the City's landfill facility (sorting of waste is required).

Requests for the removal of rubbish must be submitted to the Manager of Waste Services (see Appendix C).

When planning on-ground works that may require the pick up of wastes by the City, Friends Groups are encouraged (where possible) to coordinate with the major waste collection services (Junk Jan to March, Greenwaste May to July and again in Oct/ Nov). Please note that work plans are still required to be submitted advising the location of the wastes.

Small quantities of selected herbicides will be provided to individuals (only) with appropriate training at the discretion of the Manager Parks (See 3.2.7 below).

#### **4.2.5 Deep ripping for replanting works**

City staff, coordinated by the Environmental Officer, will agree to meet on-site to discuss the feasibility and desirability of deep ripping for replanting works to assist in revegetation activities. Council's commitment to providing a deep ripping service is reliant on the support of the Environmental Officer for the project and adequate notice to permit scheduling of the works into the City's works program. Ideally, the meeting to discuss deep ripping requirements should occur in the December preceding the planting season.

#### **4.2.6 Dieback treatment**

Council's Policy is to support individual and community group efforts to manage dieback by:

“Meeting reasonable requests for information about Phytophthora Dieback from community conservation groups and other groups or individuals concerned with protecting the natural environment; and

Providing appropriate materials for dieback management (as determined by the Executive Director Technical Services from time to time) to community conservation groups when:

- i) the material is to be used on land owned or vested in Council; and
- ii) the community conservation group can demonstrate that adequate training has been or will be provided to ensure safe and effective use of the equipment and materials; and
- iii) adequate funds being available.”

The City of Armadale has mapped the occurrence of dieback on all of its reserves with more than 1ha of bushland.

Currently phosphite is provided to the Roleystone Dieback Action Group. The Roleystone Dieback Action Group currently provides training in safe and effective use of equipment.

#### **4.2.7 Supply of herbicides**

Herbicide will be supplied to individual members of community conservation groups for weed control when:

- (i) the herbicide will be used on land owned or vested in Council;
- (ii) the member of the community conservation group can demonstrate training in herbicide usage to the satisfaction of the Manager Parks and commits not to pass on the herbicide to other members of the group without authorisation of Manager Parks; and
- (iii) adequate funds are available.

#### **4.2.8 Control burns**

For safety purposes, the City is required to undertake control burns in bushland when fuel loads exceed 7.5 to 8 tonnes. The City's Ranger Services section undertakes the fuel loading assessments annually. A copy of these assessments will be tabled at the BEAC committee meeting in March each year.

This information should be considered by each of the City's Friends groups to avoid undertaking activities in areas whereby a control burn is planned. On an average, a bushland parcel with increase in fuel loading approximately half a tonne to one tonne a year. It is recommended that Friends Group utilise information available at March BEAC meetings in order to consideration the upcoming burn requirements of their bushland area.

There may be some instances whereby process differs from that stated above. For example;

- Some reserves will not be inspected annually. However a record of the fuel loading at the last date inspected will be tabled with any new data. This should allow for adequate forward planning for bushland management activities.
- Not all reserves will require burning when fuel loadings reach 7.5 to 8 tonnes. For example reserves whereby approve fire management plans are being implemented (such as Bungendore Park, Armadale Settlers Common and Lloyd Hughes Reserve) and adequate buffers to high fuel load areas have been maintained.

If there is uncertainty as to the likelihood of a fuel reduction burn being required in a reserve in which your groups is planning to undertake works, friends groups are encourage to contact the City of Armadale Environmental Officer on 9399 0194.

#### **4.2.9 General reserve maintenance**

General reserve maintenance is undertaken by the City of Armadale Parks Department on advice supplied by Ranger Services following annual firebreak inspections. A copy of a works program will be tabled at each March BEAC meeting indicating the proposed maintenance activities in each bushland area.

Friends groups should be aware of the need for firebreaks to exist in bushland and avoid planting or revegetating within a meter of a firebreak. Firebreaks are required to be a minimum of three meters in width. Whereby a group is unsure of the location or necessity of a firebreak within a bushland reserve, contact the City of Armadale Environmental Officer on 9399 0194.

A map showing the location of areas where revegetation works are planned is required to be submitted to the Parks Department for approval prior to undertaking works (see 4.1.2). To assist in the creation of this map, an aerial photograph of a reserve is available upon request to the City of Armadale's Environmental Officer. Once a work plan is approved, maps will be retained on-file by the City for reference when undertaking unground activities.

## 5. Insurance and public liability

Council values the contributions of volunteers highly and has therefore arranged insurance cover that **applies** when volunteers are engaged **in work authorised by and under the control of Council**, which includes travelling directly to or from such voluntary work.

Council's insurance covers an individual assisting a Council advisory committee, as a volunteer to that committee. The Bushcare and Environmental Advisory Committee's Terms of Reference give the Committee the power to co-opt persons to assist in meeting its objectives, one of which is to foster and facilitate actions by individuals that protect or rehabilitate the natural environment.

A formal resolution by the Bushcare and Environmental Advisory Committee co-opting an individual to the Committee for the purpose of proposed rehabilitation works provides a written record of authorisation and control which would help support any insurance claim.

Council's insurance cover only applies when volunteers are working within the scope of their duties for and on behalf of the City of Armadale. Therefore, the Bushcare and Environmental Advisory Committee needs to know the scope of work to be undertaken and what volunteers duties will include when considering a formal resolution.

The following points are features of Council's insurance policy as at August 2004:

- it covers death, permanent bodily injuries and loss of income from disabling injuries for up to two years. It is against the law for the City to reimburse medical expenses for which Medicare benefits are payable;
- volunteers are covered from the age of 16 until they reach the age of 80 years. Special arrangements can be made with the City of Armadale for volunteers over the age of 80 by contacting the City prior to conducting the volunteer work; and
- it covers loss or damage to members of the public, provided the works were within the scope authorised by Council. Volunteers may be sued personally should their negligent act be outside of the scope of works authorised by Council.

Unfortunately, Council's insurers will not cover members of an incorporated group and the best option for incorporated groups is for them to take out their own insurance cover. The City of Armadale provides funds to the Bushcare and Environmental Advisory Committee that can be used to fund insurance premiums for incorporated groups (see Section 5.1 of this Manual).

Further details about the scope of Council's cover can be obtained from the City's Safety/ Insurance Officer.

## **6. Getting funding**

Funding can be obtained from a range of sources and the effort required and likelihood of success varies significantly according to the type of project and funding body being pursued. This part of the Manual only discusses City support for activities in detail, because other organisations prepare publications and provide advice on potential funding sources.

### **6.1 City support for activities**

The City of Armadale provides the Bushcare and Environmental Advisory Committee with recurrent funds to be used by the Committee to fulfil its roles. The Committee's roles are listed in Section 6.1.1 of this Manual.

The Bushcare and Environmental Advisory Committee utilises these funds for its own activities (e.g. workshops and seminars) and distributes funds to Friends groups to assist with on-ground projects and administrative expenses.

The Committee writes to all groups in May of each year requesting that groups seeking funds formulate their requests by mid-July. In 2001-02 there was about \$14,000 available for distribution to community conservation groups.

The Bushcare and Environmental Advisory Committee is developing an assessment process for officers to utilise to make decisions about which requests should be funded.

Currently, when groups seek to access Bushcare and Environmental Advisory Committee funds for projects, officers first determine which aspects can be undertaken within the City's Natural Area Maintenance budget, which aspects could best be funded from other sources, and which aspects or projects should be funded from the Bushcare and Environmental Advisory Committee budget.

If funds sought from the Bushcare and Environmental Advisory Committee budget exceed those available, officers consider factors such as:

- the extent to which the request helps fulfil the Bushcare and Environmental Advisory Committee's roles (Section 6.1.1 of this Manual);
- the extent to which the project meets Council's objectives and priorities such as those expressed in the City's Strategic Plan, Environmental Position Paper Reference Document and the Upper Canning Southern Wungong Catchment Management Plan;
- whether the project demonstrates forward planning with clear project goals (a project may cover a number of years); and
- the extent that the project works with others to achieve project goals (e.g. the project combines funding from other sources).

In August 2001 the Committee developed guidelines regarding the funding of administrative expenses (see Section 6.1.1).

If you intend to develop a large project incapable of being funded from Bushcare and Environmental Advisory Committee's recurrent funding, lead times of 18 months may be required, particularly if council funds are sought for plants. Council commences its budget deliberations around February each year, and the budget is brought down in July.

### 6.1.1 Administrative expenses for community conservation groups

The City of Armadale recognises that few grant organisations provide funds to assist groups with administrative expenses, and that effective administration is necessary for groups to function effectively. The following guidelines are intended to assist community conservation groups prepare applications for funds to cover administrative expenses. Applications are assessed using both these guidelines and the criteria described in 6.1 above.

1. Administrative expenses can include letterbox drops, photocopying, stationary, and meeting venue hire. The hire of secretarial services will not be funded.
2. Groups are encouraged to use the free photocopying service for community groups provided by most State and Federal politicians at their offices during office hours. It is recognised that where a group's committee consists primarily of people with full-time commitments, accessing the free photocopying services is often not possible or is uneconomic. Applications to cover photocopying costs should briefly explain why the free photocopying service is not suitable.
3. Requests for administrative funding should be costed in detail. Estimates are acceptable (e.g. five newsletters at four pages delivered to 40 people).
4. Invoices are to be forwarded to the City of Armadale Manager Parks. Invoices will be paid following receipt by Manager Parks.
5. By 15<sup>th</sup> of June each year groups must return Tax Invoices to the value of the administrative funds provided. Tax Invoices must show Australian Business Numbers.

Failure to return Tax Invoices and unspent funds by 15<sup>th</sup> June will disqualify groups from funding in the following year.

In the first year that a group receives funding, evidence of adequate book keeping (i.e. storage of Tax Invoices) will need to be demonstrated three months (i.e. early December) and seven months (i.e. early March) after receipt of funds.

6. Grants for administrative expenses are conditional upon:
  - a) information being provided to the City's Environmental Officer about volunteer hours worked by the Group each September, covering the period 1 October to 30 September; and
  - b) a sentence on all printed material funded by the administrative expenses grant that states:

The [Group Name] acknowledges the funding support provided by the City of Armadale through the Bushcare and Environmental Advisory Committee;

7. Groups that work on land not owned or managed by the City of Armadale are required to (briefly):
  - a) describe how the Armadale community will benefit from the support being sought and the work of the group (e.g. residents will be able to enjoy the natural beauty of the area); and

- b) provide information to enable the City to satisfy itself that the services proposed to be provided by the Friends Group:
  - i) integrate and coordinate with those provided by the land manager; and
  - ii) do not duplicate to an inappropriate extent the services provided by the land manager.

## **6.2 Other sources of funds**

The Swan Catchment Centre has much information on other sources of funds.

If you are preparing funding applications for on-ground works, it is important to contact the City's Environmental Officer early in the development of your application. After receiving a copy of your completed application form, the City of Armadale may then be able to provide you with a letter of support for your funding application. Response times are the same as detailed in Section 3.4 above.

It is preferable, but not essential, for you to contact the City of Armadale for other types of funding applications, such as for brochures promoting the bushland that concerns you.

## 7. How the City works - who to approach when

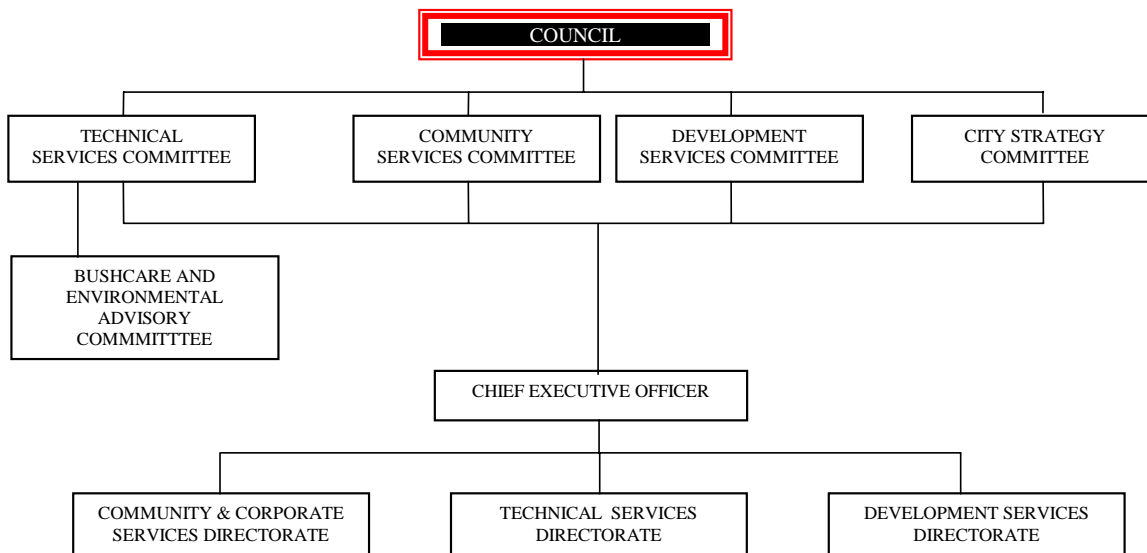
In summary, the Council of the City of Armadale is an elected body that sets policy and determines priorities for financial expenditure, and it is the responsibility of the Chief Executive Officer to ensure that the policies and the outcomes sought from financial expenditure are realised.

Council has established a number of committees to provide it with advice.

The Chief Executive Officer is responsible for the structure and running of the administration and staff are directed by the Chief Executive Officer.

This section describes Council and the committees in more detail and the administration that has been established to implement Council's policy and priorities. Details of who to contact when are included in the summary of the City's administration.

The figure below provides an overview to aid understanding of the following section.



### 7.1 Council and its committees

The Council of the City of Armadale is made up of elected representatives that comprise the governing body and sets policy. The administration's role is to implement Council's policy and directions. The City's staff also provide professional advice to Committees as one of the inputs into the policy and financial priority decision-making process.

The Council of the City of Armadale is made up of 14 elected members, from different parts (wards) of the City (see Appendix F).

Council has established a number of Standing Committees that consider matters in detail and make recommendations to Council. The Technical Services Standing Committee is comprised of seven Councillors and is the committee that considers park and reserve management issues.

Advisory Committees can be established, and they usually provide advice to Standing Committees rather than Council itself. Advisory Committees can be made up of any combination of community members, Councillors and staff. One such committee is the Bushcare and Environmental Advisory Committee, that reports to Council through the Technical Services Committee.

### **7.1.1 Bushcare and Environmental Advisory Committee**

The Bushcare and Environmental Advisory Committee (BEAC) has evolved from a gathering of community conservation groups to an Advisory Committee of Council. When the BEAC became a formal advisory committee to Council its membership base was broadened to include individuals or community groups such as volunteer bush fire organisations, resident and ratepayer groups, and service clubs where they have an interest in or expertise in environmental matters. BEAC can also co-opt members.

BEAC's roles are:

- 3.1 *To provide the primary formal link between Council and community groups or individuals concerned with protection and rehabilitation of the natural environment.*
- 3.2 *To facilitate communication between community groups and individuals concerned with protection and rehabilitation of the natural environment.*
- 3.3 *To advise Council on this Committee's opinion and attitude on environmental issues in the City of Armadale.*
- 3.4 *To assist Council in creating and reviewing policies.*
- 3.5 *To assist in developing, implementing and reviewing strategic conservation strategies.*
- 3.6 *To foster and facilitate care and concern for the natural environment, development of "Friends" groups and actions by individuals that protect or rehabilitate the natural environment.*

It is intended that BEAC consider matters on a strategic basis (e.g. looks at five year plans rather than how much money a particular group should get in a particular year) as well as providing advice on the implementation of Council actions agreed to at a strategic level (e.g. providing advice on this manual).

BEAC meets bi-monthly on the second Wednesday of the month at 6pm in the City of Armadale Administration Building's Committee Room. Members of the public are welcome to attend meetings or make deputations on matters that relate to the Committee's role.

## **7.2 The administration**

The administration is divided into directorates and departments. The Ranger Services and Parks and Reserves departments have operational responsibility for parks (i.e. they deal with day-to-day matters), and the City's Environmental Officer is responsible for the preparation of management plans and strategies.

### 7.3 Who to contact when

Most issues are dealt with at the time you provide a letter of advice, work plan or action plan. However, you may need to contact the City's administration in regard to a range of issues, most of which are addressed below:

| Problem  | Contact  | Notes   |
|--|--|---|
| Dangerous trees  | Services Information Officer<br>9399 0124, or if urgent and after<br>hours 1300 886 885.   |   |
| Erosion from City road<br>works  | Manager Civil Works, 9497 0329   |   |
| Firebreaks and problems<br>with their maintenance  | Manager Parks, 9497 0330   |   |
| Illegal activities such as<br>firewood removal,<br>dumping fill and rubbish<br>dumping                               | Ranger Services 9399 0111 or if<br>urgent <i>and</i> after hours<br>1300 886 885.  |   |
| Illegal discharges from<br>private property into<br>reserves (e.g from pools,<br>mobile carpet cleaners etc)         | Senior Environmental Health<br>Officer, 9399 0151 or if urgent <i>and</i><br>after hours 1300 886 885.   |   |
| Illegal filling of EPP<br>Lakes  | Compliance Officer 9399 0150   |   |
| Implementation of<br>budgeted works & poor<br>performance of<br>contractors (e.g. materials<br>not to specification) | Manager Parks, 9497 0330   |   |
| Major works, strategic<br>matters or management<br>plan issues   | Environmental Officer 9399 0194<br>or e-mail c/o<br>info@armadale.wa.gov.au  |   |
| Mowing of recent<br>plantings  | Manager Parks, 9497 0330   | Should not occur if<br>workplan has been<br>lodged.                               |
| Non-performance of city<br>staff   | Document in writing, send to the<br>City requesting a meeting to discuss<br>the issues raised and arrange<br>meeting with Executive Director<br>Technical Services 9399 0121 |   |
| Official support for<br>projects   | Environmental Officer 9399 0194<br>or e-mail c/o<br>info@armadale.wa.gov.au  | City <i>must</i> have a copy of<br>project proposal to write<br>a letter support. |

| <b>Problem</b>  | <b>Contact</b>   | <b>Notes</b>   |
|---|--|--|
| Parking of any vehicle that damages reserves & bushland | Ranger Services 9399 0111  |  |
| Removal of collected rubbish or weeds                   | Manager Waste Services 9399 0153   | Usually dealt with by letter of advice (Appendix B)  |
| Requests for new signs, gates or fences for reserves    | Write to Manager Parks at City of Armadale, Locked Bag No 2, Armadale WA 6992. |  |
| Seed collection – approval                              | Environmental Officer, 9399 0194   | Approved workplan required (a few paragraphs long). In Threatened Ecological Community vegetation seed collection restricted to specialists. |
| Vandalism reports (including damaged signs)             | Services Information Officer 9399 0124   | Ask for a works order to be written to remedy the works.   |

## **8. Finding out more**

### **8.1 Bushcare Directory**

The City of Armadale Bushcare Directory includes a listing of community conservation groups in the City, useful web sites, and a list of equipment that groups are willing to share or hire. Website details provided include reference to dieback management and preparation of management plans.

### **8.2 Contact details for organisations mentioned in this manual**

#### **Department of Consumer and Employment Protection**

Head Office  
219 St. Georges Terrace,  
Perth Western Australia 6000

Telephone: 9282 0777  
Fax: 9282 0850  
E-mail: [consumer@docep.wa.gov.au](mailto:consumer@docep.wa.gov.au)  
Website: <http://www.docep.wa.gov.au/associations/>

Guidelines on becoming an incorporated can be found at their web site under Fair Trading Notes on the above website, and information notes can be found at the Urban Bushland Council website.

#### **Swan Catchment Centre**

80 Gt Northern Highway  
MIDDLE SWAN WA 6056

Telephone: 9220 5300  
Info Line: 1800 062 549 (record your request)  
Fax: 9221 4960  
Email: [saicc@wrc.wa.gov.au](mailto:saicc@wrc.wa.gov.au)  
Website: <http://www.wrc.wa.gov.au/swanavon>

#### **Urban Bushland Council**

Contact: Kirsten Tullis or Angela Carr  
PO Box 326  
WEST PERTH WA 6872

Phone: Kirsten phone/fax: (08) 9271 3549 (h) or Angela (08) 9450 6579 (h)  
Email: [ubc@wantree.com.au](mailto:ubc@wantree.com.au)  
Website: <http://members.iinet.net.au/~ubc/>

**Ecoplan (for System 6 and Bushplan sites)**

Department of Conservation and Land Management  
Swan Region Office  
20 Dick Perry Ave  
KENSINGTON WA 6151

PO Box 1167, BENTLEY DELIVERY CENTRE WA 6983

Phone: Ecoplan coordinator 9474 7040, Fax 9368 4299  
E-mail: [ecoplan@calm.wa.gov.au](mailto:ecoplan@calm.wa.gov.au)



## **Appendix A: A guide to further information about managing bushland**

The City of Armadale wishes to acknowledge the Shire of Mundaring for providing their list of further information.

### **General literature and Management Plan examples**

City of Armadale, 2000 *Bob Blackburn Bushland Management Plan 2000-2005*

City of Armadale, 2000 *Lloyd Hughes Park Management Plan 2000-2005*

City of Armadale, 2002 *Kendal Court Bushland Management Plan 2002 to 2007*

City of Armadale, 2000, *Environmental Position Paper Reference Document - A State of the Environment Report*, City of Armadale.

City of Armadale, 2006, *State of the Environment Report*, City of Armadale.

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.

Environmental Protection Authority, 1996, *Guidelines for a Bushland/Wetland Management Plan*, EPA, Perth.

Government of Western Australia, 2000, *Bush Forever Keeping the bush in the City*, Ministry for Planning Perth, W.A.

Hames Sharley, 1997, *Bungendore Park Management Plan 1997-2007* City of Armadale, Perth WA.

Kings Park and Botanic Garden, 1993, *Bushland Draft Management Plan 1993-2003*, Kings Park Botanic Garden, Perth.

Tizard, B. 1995, *Armadale Settlers Common Management Plan Review 1995*, City of Armadale, Perth WA

Tizard, B. 2000, *Reality, Dreams and Pathways: A Manual for Preparing and Implementing Management Plans*, Armadale Settler's Common Field Study Centre & System 6 Ecoplan, WA.

### **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.

### **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.

### **Vegetation**

Bennett, E.M. 1988, *The Bushland Plants of Kings Park Western Australia*, Kings Park Botanic Gardens, Perth.

Hedde, 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 : Darling Range Branch, 1990. *Field Guide to Wildflowers: West Coast Hills*, Quality Publishing Australia.

### **Regeneration - Rehabilitation**

Bradley, J. 1968, *Bringing back the bush: The Bradley Method of Bush Regeneration*, Lansdowne Press, Sydney.

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.

### **Weeds**

Ecoscope, 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.

Brown, K. & Brooks, K. 2003 *Bushland weeds – A practical guide to their management* Environmental Weeds Action Network

### **Dieback**

Anon, 1992, *Dieback - what is the future?*, Northern Sands Dieback Working Party, WA.

Dieback Working Group 2000, *Managing Dieback in Bushland - A Guide for Landholders and Community Conservation Groups*, Perth

Dieback Working Group, 2000, *Managing Phytophthora Dieback, Guidelines for Local Government*, Perth.

Roleystone Dieback Action Group, *Dieback in the Perth Hills*, Roleystone Dieback Action Group, Perth.

### **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.

### **Fauna**

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

### **Acknowledgements**

Photo's for cover supplied by Pat Hart 2004.



## **Appendix B: City of Armadale Procedure for Collection and Disposal of Improperly Discarded Sharps**

### ***INTRODUCTION***

Infectious diseases can be spread by infected needles and other sharp instruments which cut or pierce the skin. Therefore Council employees in the course of their duty must follow procedures to minimise the risk of infection to themselves and others from such objects.

### ***DEFINITIONS***

#### "Sharps"

For the purposes of this procedure, 'sharps' means objects or devices of a medical nature having sharp points or edges capable of cutting or piercing the skin. This definition includes hypodermic needles, scalpels and broken ampoules.

#### "Improperly discarded"

For the purposes of these guidelines "improperly discarded" means where sharps are found in places other than domestic and other waste disposal bins in appropriate sharps containers.

### ***PROCEDURE***

#### **1 Collection**

- Sharps should be disposed of at the site of collection into a suitable container which should be puncture resistant and shatter proof.
- A suitable container is a rigid plastic container with a secure lid (preferably screw top).
- All Council vehicles should carry suitable sharp safe containers at all times.

The following procedure is recommended to all Council employees in the collection of sharps:

- 1.1 Don't be alarmed.
- 1.2 Go and get a suitable container.
- 1.3 Avoid touching the sharp point with your fingers or hands.
- 1.4 Pick up the sharp by the blunt end, away from the point.
- 1.5 Never attempt to replace the protective cover of a needle if it has been left exposed. Do not carry the sharp unless it is in a suitable container.
- 1.6 Put the sharp, point first, into the rigid plastic container with a well secured (preferably screw top) lid.
- 1.7 Make sure the container is tightly sealed.
- 1.8 More than one sharp can be placed in the container but do not overfill.

#### **2 Disposal**

- 2.1 As soon as is practicable after collection individual sharps in suitable sharps containers shall be disposed of in the Council's general waste stream, preferably at the Council depot's main 240 litre MGB or bulk bin. Sharps should not be accumulated if being disposed of in this manner.

- 2.2 The time, date and location of the sharp found is to be reported to Council's Safety/insurance Officer, who will record the information in a Sharps Collection Register.

### **3 Problem Areas**

In identified problem areas Council will investigate the installation of appropriate disposal bins and any other strategies appropriate to address the problem.

### **4 First Aid**

A person who is pricked or scratched with a discarded sharp has **only a very remote risk** of being infected with Human Immunodeficiency Virus (HIV). There is however, a possibility of other infections such as Hepatitis B or Hepatitis C. Tetanus spores which live in the soil may also cause infections if they are transported into the body through broken skin.

What to do if you have a sharps injury:

- 4.1 Wash the area gently with soap and running tap water as soon as possible.
- 4.2 Apply an antiseptic and sterile dressing.
- 4.3 Obtain prompt medical treatment (within 24 hours if possible). Take the sharp in a suitable container with you to the doctor.
- 4.4 Report incident as per Council "Health and Safety Policy".

## Appendix C: Standard letter regarding rubbish removal

Chief Executive Officer  
City of Armadale  
Locked Bag No 2  
ARMADALE WA 6992

Today's Date \_\_\_\_\_

Your Name: \_\_\_\_\_

Your organisation's name (if relevant): \_\_\_\_\_

Your address: \_\_\_\_\_

Your other contact details (Phone numbers, e-mail) \_\_\_\_\_

---

Dear Sir/ Madam

### ***RUBBISH REMOVAL FROM BUSHLAND***

I write to advise that I would like to help keep the City's environment clean by removing rubbish from the City's Bushland Reserves. I would like to assist at the following areas (s)

Area name(s) or description: \_\_\_\_\_

I/ we undertake to:

- use leather gloves when removing rubbish;
- to follow the City of Armadale's safety procedure when syringes and sharps are found;
- only undertaken rubbish collection during daylight hours;
- notify the Manager Waste Services at least 10 working days in advance if I expect to require the rubbish to be collected by Council; and
- *(if an organisation leave this - otherwise strike out)* to record the volunteers taking part, advise the volunteers of the need to use gloves and the procedure regarding syringes, and advise the City of the volunteer hours worked.

I am between the age of 16 and 80 *(If not, please write your age)*.

I would like to undertake this activity \_\_\_\_\_ *(either state "on a regular basis" or specify date(s) )*.

I look forward to your response.

(Read this letter and sign your name above)



**Appendix D: Example volunteer register for activity days**

Group Name \_\_\_\_\_

Volunteer Registration Sheet

Venue \_\_\_\_\_

\_\_\_\_\_  
Nature of activity

Date \_\_\_\_\_

**Safety Do's and Don'ts**

- Do make sure you are wearing appropriate safety equipment. **Covered shoes** (not thongs) must be worn, and use **gloves** for rubbish removal or weeding.
- Do stretch before you start and every 15 minutes if you are bending forward a lot.
- Do stop if you feel back pain - YOU decide how much you can do.
- Do check nobody is near you when using swinging tools
- Don't pick up syringes and needles - Call our site supervisor \_\_\_\_\_ who has equipment to pick them up and dispose of them properly.
- Do closely supervise your children. Volunteers under the age of 16, are not covered by the City's volunteer insurance policy.
- Do protect yourself from sunburn.
- Don't engage in horseplay, especially with tools
- Do remember to sign out.
- Be sure to understand the conditions of the City of Armadale's insurance cover for volunteers, as described in the 'Friends Group Manual'.

| NAME | Phone No | SIGN OUT |
|------|----------|----------|
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |
|      |          |          |

**Thank you for your help**



## **Appendix E: Sample work plan or action plan letter**

[Contact Person Name]  
[Group Name]  
[Group Address]  
[Contact telephone number]  
[e-mail address (if available)]

Chief Executive Officer  
City of Armadale  
Locked Bag No2  
ARMADALE WA 6992

Dear Sir/Madam

### ***PROPOSED WORKPLAN FOR 2001 - XYZ RESERVE***

Our [Group Name] has decided on the works it would like to complete during this coming year, as is described below.

#### Rubbish removal day [Date]

We intend to stockpile rubbish at the spot marked “R” on the map, and would like Council to collect it as soon as possible thereafter.

We will collect sharps/ syringe containers from the Depot during the week before the work day, and will contact the Manager Park to arrange collection in the week before.

[Person’s name] has agreed to keep a record of volunteer hours, ensure that people are wearing gloves and advise people about the procedures for sharps/ syringes.

#### Dieback injection day [Date]

We plan to inject and spray phosphite along the dieback front identified in the mapping provided by the City of Armadale.

[Person’s name] of the [Group Name] has agreed to supervise the activity. Could you please verify that [Person’s Name] is approved by the Manager Parks as a person able to supervise dieback treatment.

We estimate that five litres of phosphite will be needed and [Person’s name] will contact the Manager Parks to secure phosphite from the City in the week before the treatment day.

#### Exotic tree removal [Date]

Further to our earlier discussions with the Manage Parks, [Person’s name] has agreed to remove the exotic trees marked with a “T” on the map using a chainsaw. Please find enclosed a copy of a certificate of competence in chainsaw use for [Person’s name]. [Person’s name] will be wearing safety equipment as advised in the chainsaw course. The

work will be undertaken after 10am so as not to disturb nearby residents and is expected to be completed by 2 or 3 pm.

[Person's name] has enlisted the help of three other members to ensure members of the public are not present in the area when the trees are felled, and to put out warning signs prior to the commencement of works.

Following completion of felling operations, material will be stacked at location "S" marked on the map and we would appreciate Council to collect it as soon as possible thereafter.

We have obtained sponsorship for the hire of the chainsaw from [Company name].

[Person's name] can be contacted by telephone on XXXX XXXX if you want further details.

Weed removal [Date]

We plan to physically remove bridal creeper, dead veldt grass (to reduce fire hazard) and watsonia on this day, and will stockpile the weeds at the location marked "W" on the map. As discussed with the Environmental Officer we will not remove other plants, particularly grasses that may be native grasses, and we will instruct new volunteers on which plants are weeds and how they are best removed.

Could you please arrange removal of the weeds as soon as possible after the work date.

Our group will:

- (a) keep a register of volunteers present on activity days;
- (b) keep an estimate of the total volunteer hours worked; and
- (c) forward a copy of those records to the City of Armadale in October covering the period 1 October to 31 September.

I look forward to your support.

Signed [Chair/ Secretary or individual doing the work].

## **Appendix F: Ward map and listing of elected members**





# Friends Group Manual

May 2006



Bushcare and Environmental  
Advisory Committee