

Friends Group Manual



Photo: Kathy Wood – Group Co-ordinator of Friends of Nyaania Creek, Glen Forrest

Foreword

The Shire of Mundaring is predominantly a rural area, encompassing a total land area of 644km² of which nearly half is National Park, State Forest or water catchments. Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We wish to acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

Shire of Mundaring's [Environmental Sustainability Policy](#) highlights our corporate and community commitment to the environment and reflects our responsibility to our natural assets for future generations.

The Shire is responsible for managing nearly 600 reserves totalling over 1,500 hectares. Shire of Mundaring partners with and actively supports and guides a number of Friends Groups that proudly restore and maintain many natural areas and conservation reserves. One of the Shire's great strengths is the extensive and dedicated network of environmental volunteers that undertake bushland conservation and environmental management activities within the Shire's natural areas. Shire of Mundaring recognises the enormous assistance volunteers provide to caring for the natural environment and has developed this Friends Group Manual to support Friends Group volunteers.

The role of Friends Groups is to assist the Shire in responsibly maintaining and enhancing bushland areas. Friends Group volunteers collectively have made a noticeable difference to our environment over the years, and Shire of Mundaring is committed and proud to support our Friends Groups with access to support, training, expert advice and assistance by contractors and the Shire Landcare team. Friends Groups can also be eligible for assistance or grant funding opportunities that the Shire alone cannot access.

Through the compilation and review of the Friends Group Manual, Shire of Mundaring continues to assist and improve outcomes for our environment by ensuring enthusiastic Friends Group volunteers have access to expert advice, training, support and assistance by contractors and the Landcare team. Sincere appreciation goes to our Friends Groups, who strive to ensure the environment is maintained, preserved and enhanced, allowing current and future generations to enjoy the beautiful and unique environment in which we live in.

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1.0 Introduction

The Shire of Mundaring covers a wealth of beautiful and environmentally important natural reserves and welcomes community members to become partners in taking care of them. The Shire values the contribution that the community makes to the management of our natural environment and would like to continue to work with community members to manage, protect, and enhance its unique natural assets now, for and into the future. The Shire's Friends Group Manual seeks to establish and maintain working relationships between Friends Group volunteers undertaking bushcare activities and the Shire.

Shire of Mundaring is committed to protecting the environment and the lifestyle that the community values. Protecting and enhancing the natural environment is consistently identified as a priority for our community in the Shire's Strategic Community Plan and Corporate Business Plan.

The objectives and content of this publication have been revised from earlier editions of the Friends Group Manual. The updated manual will enable the Shire to continue to provide support and leadership directly to all the Friends Groups operating on Shire managed reserves. This manual contains all the information you need to get a new group started, to plan and run activities and ensure you and other members of your group are working safely and are covered by insurance.

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 Friends Groups carrying out bushcare activities on Shire reserves;
- To outline appropriate frameworks and processes for Shire support of volunteers; and
- To provide a guide to preparing work plans or management plans for Shire reserves.

The Shire's Supervisor Environment & Horticulture (**SE&H**), is the key contact person for Friends Group enquiries and is responsible for supporting and co-ordinating the groups, in conjunction with support from the Shire's Landcare team and Natural Areas Project Officer (**NAPO**).

1.1 Definitions and Abbreviations

Action Plan	<p>An action plan is used to establish shared group values regarding the reserve and a common group goal to work towards over a period of time e.g. 2-5 years. Action planning involves:</p> <ul style="list-style-type: none"> • Identifying the environmental issues impacting the reserve; • Setting short and long term objectives to achieve; • Determining how these objectives will be achieved and in what timeframe; and • Allocating responsibilities to get the work done. • Monitoring and reviewing progress against the objectives is undertaken regularly. <p>See Appendix 11.3 for more information about developing an action plan.</p>
Delegated Friends Group Co-ordinator	<p>A member of a Friends Group who takes responsibility for supervision of activities and operations during any working day on the specified reserve.</p>
Friends Group Co-ordinator	<p>Each Friends Group, regardless of size, is required to nominate a Co-ordinator whose duties include:</p> <ul style="list-style-type: none"> • Completion of all registrations, workplans/requests for assistance, or survey forms required by the Shire (not extensive); • Maintaining 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; • Attend a free 'Green Card Training' workshop to learn essential skills and knowledge on preventing spread of dieback in reserves; • 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 Co-ordinator registered to carry out these tasks.
Friends Group Register	<p>Co-ordinators and Delegated Co-ordinators 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 Co-ordinator of a Friends Group. This register also caters for additional volunteers who are not listed as recognised volunteer members.</p>
Supervision	<p>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:</p> <ul style="list-style-type: none"> • 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 Delegated Co-ordinators for insurance purposes.
Volunteer Members	A person who has registered interest and actively supports a Friends Group's operations for a specified reserve.
Work Plan	<p>A work plan (Form 3) outlines the key activities the Friends Group will be undertaking in a given year in the reserve and enables the group to request Shire assistance with any works such as:</p> <ul style="list-style-type: none"> • Landcare Crew support; • Supply of seedlings; • Rubbish collection; and • Supply of equipment and signage. <p>See Section 10.4 for a work plan template (Form 3 – Workplan/Request for Shire of Mundaring Assistance).</p>

Abbreviations

AHIS	Aboriginal Heritage Inquiry System
BRMP	Bushfire Risk Management Plan
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DMIRS	Department of Mines, Industry Regulation and Safety (formerly Department of Commerce)
NAPO	Natural Areas Project Officer
JSA	Job Safety Analysis
NIASA	Nursery Industry Accreditation Scheme Australia
OBRM	Office of Bushfire Risk Management
SALP	Swan Alcoa Landcare Program
SE&H	Supervisor Environment and Horticulture

2.0 Getting Started

2.1 Forming a Friends Group

A Friends Group usually consists of a few people working together informally to conserve and protect a reserve under the management of Shire of Mundaring. Friends Groups work in their own time, at their own pace, and are eligible for assistance from the Shire. 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 or action plan that can be upgraded as you gain experience. The Shire's SE&H can provide advice, direction and priorities for bushcare activities.

To register your group complete Forms 1 and 2 with the members of your group and return them to the SE&H. Your group is officially registered once these forms are lodged with the Shire and you are notified of acceptance of the group's volunteer registrations.

It will be the responsibility of the group to keep a record of bushcare activities, noting the hours worked by volunteers and a register of participants at bushcare events (refer to section 4 - Insurance and Public Liability and Form 4).

2.2 The Role of a Friends Group

The role of a Friends Group is to help maintain and enhance the environmental values of bushland areas. Friends Groups can do this by undertaking bushcare activities such as collecting rubbish, planting and weed control. Appropriate activities are outlined later in this manual in section 5.

2.3 Shire Assistance

When you register as a Friends Group with the Shire, the SE&H will provide you with –

- a copy of this manual;
- an aerial map of the Reserve;
- a dieback occurrence map of the Reserve (where applicable); and
- any other information relevant to the Reserve.

The Shire can provide assistance including, but not limited to:

- on-ground assistance from the Shire's Landcare team;
- rubbish collection;
- signage;
- assistance with applying for and implementing grant projects and hiring contractors;
- provision of native plants; and ;
- training.

The SE&H is available to meet on site with Friends Groups or individuals wishing to undertake works on Shire Reserves to:

- discuss the scope of appropriate work and timing of activities;
- identify priority threats at your Reserve;
- help identify weed species and dieback infested areas;
- provide environmental advice on potential environmental impacts or benefits of the project;
- provide advice to minimise any adverse environmental impacts; and
- provide advice on how to undertake activities safely.

2.4 Supervisor Environment and Horticulture (SE&H)

The SE&H provides operational, strategic and technical input and guidance to foster an environment of continuous improvement within the Shire's Parks and Environmental Operations section.

2.5 Natural Areas Project Officer (NAPO)

The NAPO assists Friends Groups with preparing grant applications and reporting for on-ground projects, providing training for volunteers, serving as a conduit for information and assistance between the Shire and Friends Groups/Catchment Groups and working closely with the SE&H to undertake projects and tasks related to environmental operations in natural areas.

2.6 Landcare Team

The Shire's Landcare Team undertakes bush regeneration tasks in Shire managed bushland reserves to help protect and rehabilitate bushland by:

- protecting and improving biodiversity;
- reducing the impact of threatening processes; and
- encouraging environmental stewardship within the community through support for bushcare volunteers.

The Landcare Team works under the direction of the SE&H and is available to work alongside Friends Groups, or to assist with tasks that are too large for volunteers to manage by themselves. Tasks such as the use of chainsaws will require the Shire to engage its Landcare Team or contractor to remove woody weeds (trees). The Shire's insurance coverage does not accommodate the use of power tools by volunteers. Contact the SE&H for further information or to arrange assistance from the Landcare Team. For more information on chainsaws, please see item 3.7.

2.7 Responsibilities

2.7.1 Volunteer Responsibilities

The level of involvement and activities undertaken by volunteers will largely depend upon the management needs of particular bushland reserves and the capabilities of the group or individual members. 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;

- 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 section 4 for Insurance and Public Liability & Form 4).

2.7.2 Friends Group Co-ordinator Responsibilities

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

- liaising with the Shire about the group's planned activities in the reserve ahead of time, so the Shire can ensure the group's environmental efforts synchronise with, and do not compromise, those of the Shire;
- completing of all registrations, work plans/requests for assistance
- or survey forms required by the Shire (not extensive);
- maintaining 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 (see section 10.7 for forms);
- attending a free 'Safety for Bushcare Volunteers' workshop in their first year as Co-ordinator and re-new training once every three years after that;
- attending a free 'Green Card Training' workshop to learn essential skills and knowledge on preventing spread of dieback in reserves;
- Communicating the Shire's requirements to all group members (as per this manual); and
- communicating any safety concerns, incidents or accidents to the Shire in a timely manner (refer section 4 for Insurance and Public Liability and Form 4).

2.7.3 Shire Responsibilities

The Shire is responsible for ensuring that Friends Group volunteers are working safely on land under the Shire's management. This manual provides Friends Group volunteers with all of the appropriate activities that can be undertaken by volunteers and the roles and responsibilities of both the Shire and its volunteers.

In support of Friends Groups working on land under the management of the Shire, the Shire's responsibilities include:

- providing training and information to enable volunteers to work safely in the natural environment;
- providing sound technical and environmental advice and direction to Friends Group activities;
- providing and maintaining suitable equipment as required;
- providing access to appropriate Shire staff as required;

- 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 support for grant applications for approved environmental restoration works on Shire managed lands.

3.0 Safety

3.1 Working Safely

To enable each Friends Group to know how to work safely, the Shire provides regular training opportunities. All Friends Group members are encouraged to attend the safety training workshop which is run annually and is provided free of charge. The free workshop focuses on undertaking bushcare activities safely. Friends Group Co-ordinators must undertake this training in the first year of the group's operation and then renewed once every three years, as safety regulations can change over time. The Shire also encourages each group to send all members along to ensure that this information is transferred throughout the group. All Friends Group members are required to adhere to the safety recommendations provided by the Shire.

In Safe Hands Toolkit – A Safety Management Toolkit for Community Groups in Practical Conservation, published by Conservation Volunteers Australia, is a great reference for Friends Group volunteers, covering the main safety requirements necessary for the protection of volunteers engaged in bushcare activities. This resource can be found at:

<https://conservationskills.org.au/in-safe-hands-toolkit/>

3.2 Personal Protective Equipment

Working Outdoors

Volunteers must wear protective clothing while carrying out bushcare tasks. The minimum standards required are:

- long pants;
- long sleeved shirts;
- sturdy, closed-in footwear;
- hats and sunscreen;
- gardening gloves; and
- wearing eye protection.

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

Precautions to reduce the risks associated with working in hot weather –

- 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 if you are experiencing any symptoms of fatigue; and
- do not work on days where the fire danger rating is 'Severe' or above as determined by the Bureau of Meteorology or on days a Total Fire Ban has been declared. Information on fire danger ratings can be found on the following platforms:
 - Shire website: <https://www.mundaring.wa.gov.au/>

- Shire Facebook page: <https://www.facebook.com/ShireofMundaring/>
- Shire Bushfire Safety Information SMS Tool: <https://www.mundaring.wa.gov.au/safety-rangers/bush-fires-and-fire-management/bushfire-information-sms-tool.aspx>
- Emergency WA: <https://www.emergency.wa.gov.au/>

Precautions to reduce the risks associated with working in cold conditions -

- 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; and
- wear a warm hat.

3.3 Working Alone

The risks that volunteers may expose themselves to when working alone are:

- inability to gain assistance when required; and
- injury caused by attempting jobs that require more than one person, or are outside the capabilities of the individual due to health reasons.

It is preferable that Friends Group members do not work alone. Volunteers are recommended to work in groups of two or more and within verbal contact of each other, whenever possible. The Landcare Team may be able to accompany you in these situations. However, if you choose to work alone, the following should be observed.

Precautions to reduce the risk of working alone:

- DO NOT attempt tasks which are too large or difficult whilst 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 carry it with you 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, i.e. 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); and

- 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.

3.4 Situational Awareness

Many natural area reserves include areas of uneven terrain, rivers and creeks and steep slopes. It is important to assess the hazards at your local reserves and ensure all members of your Friends Group are aware of them. The group should plan how they will minimise the identified risks. A Job Safety Analysis template has been incorporated into Form 4 – Workday Registration Form in Section 10.4 of this manual to assist with this risk management planning.

It is also important to remember that the reserve you are working on is a public place. Friends Group volunteers need to ensure that they take all tools and equipment off site at the end of the workday and ensure that they are not leaving hazards, such as planting holes.

3.5 Manual Handling

Manual handling can be defined as ‘any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.’ Manual handling also encompasses:

- repetitive actions, with or without force
- sustained and/or strained work postures; and
- exposure to whole body or hand-arm vibration

The following actions and postures should be avoided or minimised to reduce the risk of injury while undertaking manual handling tasks:

- holding loads or arms away from the trunk;
- reaching upwards and handling a load above shoulder height;
- bending back or neck forwards and handling the load below mid-thigh height;
- twisting the back or neck;
- sideways bending or load handling on one side;
- long carrying distances;
- sudden jerky, rapid or unexpected movements;
- bending hands or wrists forwards or to the side;
- reaching behind;
- crawling, kneeling, crouching, squatting, lying or semi-lying;
- twisting or wringing using fingers or hands
- maintaining the same posture for long periods; and
- repeating similar movements or actions.

The Shire encourages volunteers to take regular breaks, change activities and seek the most comfortable way to undertake tasks and reduce the risk of injury.

Reducing the risk of injury through proper manual handling will also be covered in the Shire's induction process. At any time, Friends Group volunteers can also discuss strategies to minimise these risks with the Shire's SE&H.

3.6 Herbicides

The application of herbicides in most instances should be undertaken by the Shire's Landcare Team. Only Aquatic rated Glyphosate (e.g. Roundup Biactive) is approved to be used for weed spraying (see Appendix 11.1 for a guide to weed management).

Volunteers wishing to undertake chemical weed control on Shire managed land must have approval from the Shire. Approval will only be given after written documentation is provided which demonstrates that the herbicide operator has successfully completed accredited training and that it is confirmed the personal protective equipment (PPE) recommended will be worn. Safe chemical use and understanding a Safety Data Sheet (SDS) is covered in the Shire's annual safety training workshop. It is important that group members read the SDS provided with the product and use herbicide 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 notified of any weed control being undertaken, such as placing signs along a track while work is under way. The Shire has a limited number of 'Weed Spraying in Progress' signs available on loan from the Shire Depot. These issues will need to be addressed with the SE&H prior to commencing work.

3.7 Chainsaws/Mechanical Equipment

Chainsaws and other mechanical equipment, to include but not be limited to whipper snippers, augers and drills, are not to be used by volunteers. Where the use of mechanical equipment may be required, please contact the SE&H.

3.9 Children

To ensure the safety of all concerned whilst undertaking bushcare activities, it is essential that all children (persons under the age of 18) 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. Volunteers under the age of 12 are unable to be insured.

3.10 Volunteers over 80 years

The additional section on Form 2 must be completed to provide insurance cover for volunteers between the ages of 80 to 85. Volunteers older than 85 years are unfortunately, unable to be insured by the Shire.

3.11 Road Reserves and Verges

Due to the risks involved in working on roads and verges, all parties 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 road reserves and verges (marking locations on a map.)

If your group is interested in working on roads and verges in the Shire, please first discuss this with the SE&H to ensure all appropriate safety measures are in place.

3.12 Risks to the Environment

Friends Group volunteers should also consider the risks to the environment of bushcare activities and take steps to reduce these risks. These risks include:

- spreading *Phytophthora dieback* or other plant diseases (see section 5.3.6);
- trampling or causing other disturbance to rare or poorly known flora or recently planted vegetation;
- spreading weed seed when removing weeds or when moving off-site or between sites (on footwear, clothing, bags, equipment etc.) See Appendix 11.1 for a guide to weed management.

Information on areas of environmental significance and identifying where recent works have been carried out can be provided by having a discussion with the SE&H.

4.0 Insurance and Public Liability

For insurance purposes, Friends Groups are comprised of volunteers of the Shire of Mundaring and come under the direction and control of the Shire. All non-incorporated Friends Groups registered with the Shire, and their volunteers, are covered for personal accident and public liability under the Shire's policy, once they are registered.

To register, and ensure your group is covered by the Shire's insurance, volunteers must complete Forms 1 and 2 as appropriate. This indicates that the volunteer accepts the conditions outlined by the Shire in accordance with this manual.

Incorporated Friends Groups are not covered under the Shire's insurance. It is a legal requirement for incorporated groups to seek and maintain their own insurance. Proof of the group's insurance will need to be viewed by Shire staff and maintained on file prior to work commencing on Shire managed land. 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.

If your group wishes to undertake work on land managed by the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Service) you will need to contact them (see Section 10.5 for contact details), to register as a DBCA volunteer and ensure you are covered under their insurance.

4.1 Volunteer Register

All Friends Group volunteers must be registered with the Shire. This is achieved by completing Form 2 and submitting it to the SE&H. The SE&H will advise of the acceptance of the volunteer, and maintains the Shire's Friends Group Volunteer Register.

Ensuring accurate information is provided to SE&H is a key responsibility of a Friends Group's "Delegated Co-ordinator". The Friends Group Co-ordinator must also keep an up to date record of volunteer registrations. Additionally, the Friends Group Co-ordinator must record all volunteers attending workdays or undertaking bushcare activities (utilising Form 4). These records may need to be examined by the insurance company in the case of an accident or related claim.

Please note that if the Friends Group Co-ordinator is not available to attend Friends Group work days, the group will need to nominate a registered volunteer to act as the "Delegated Co-ordinator" for that event. This volunteer will be responsible for directing on site activities and must ensure all volunteer details are recorded accurately in the Workday Registration Form (see Form 4).

4.2 Insurance cover

4.2.1 Personal Accident Cover

Please be advised that the Volunteer insurance provided by the Shire 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; and

- 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.

Please note that Medicare recoverable expenses are 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 Mundaring policy is **ONLY** available on reserves vested in the Shire of Mundaring and Friends Groups need to understand the Shire accepts no responsibility for activities that may be undertaken on other reserves.

If the reserve that a Friends Group wants to work on is not managed by Shire of Mundaring, contact must be made with the appropriate controlling body to determine its requirements for bushland activities and insurance coverage. The SE&H can help you determine the managing authority for the reserve that you would like to manage. In some cases, the SE&H can put you in contact with the appropriate land manager.

Volunteers between the ages of 16 and 80 are covered by the standard Shire of Mundaring 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 an additional section for these volunteers to complete.

4.2.2 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.

4.3 Incorporation

If your group has a considerable membership number (i.e. 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 Mines, Industry Regulation and Safety (DMIRS) (formerly Department of Commerce) website (www.commerce.wa.gov.au) 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 at the beginning of Section 4, 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's SE&H and the DMIRS prior to making any decisions. If you do register for incorporation, please inform the Shire prior to application.

5.0 Bushcare Activities

5.1 Principles of Bushcare

5.1.1 Ask First

If you are not sure what a species is, please do not kill it, plant it, collect or spread its seed. Do some research, attend some training or ask the Shire's SE&H.

5.1.2 The Bradley Method

The Bradley Method is a simple and adaptable approach to bushland regeneration based on helping the bush to help itself. It was developed by Joan and Eileen Bradley from many years of hard work as conservation volunteers in NSW. Three main principles should be adhered to as far as practicable when undertaking bushcare activities

- **Minimal disturbance**

Disturbance is an opportunity for weed invasion. Consider your options for weed control and apply methods appropriate to both the species being controlled and the scale of the problem.

- **Work from good to bad**

Start to undertake weed control and other regeneration methods in areas of bush that are largely intact and in good condition. Work out from these areas towards weed infested areas.

- **Don't over clear**

Clearing or 'cleaning up' your reserve can remove habitat niches and open the bushland up to weed invasion. Where possible, you should let the rate of natural regeneration dictate the rate that you remove weeds.

5.1.3 Clearing

It is important to note that all native vegetation is protected under the *Environmental Protection Act, 1986*. This is governed by Clearing Regulations and administered by the Department of Biodiversity, Conservation and Attractions. Under these regulations, trees, shrubs, ground covers, and native grasses are all protected - even if they are dead.

Although dead vegetation can look unsightly, it is important habitat for native flora and fauna, which includes native plants, insects, small birds, lizards and bandicoots. Dead vegetation often promotes regeneration of native plants through providing shelter, retaining soil moisture and moderating soil temperatures. If you are concerned about dead vegetation on the reserve in regards to fire hazard or fuel loads, talk to the SE&H. There are often other, more sustainable ways to reduce the fuel load or fire hazard of the reserve.

Clearing of woody debris from creeks and rivers can have a significant negative impact on these waterways. This may include removing natural habitat niches and speeding up the rate of flow of the water, leading to erosion issues.

5.1.4 Planting Appropriate Species

Any planting at a Shire managed reserve must be approved by the SE&H. Only local native species should be planted in Shire managed reserves. The Shire can provide you with plant species appropriate to your reserve.

The following information provides a brief explanation of the various types of activities commonly undertaken on Shire reserves. Groups need to ensure that 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 key to the success of bushcare activities. Friends Group volunteers are encouraged to develop a simple Action Plan. A guide to assist with this is appended to this manual (please see 11.3). The Shire's SE&H is available to provide advice and direction to your bushcare activities.

5.1.5 Aboriginal Heritage Considerations

The Aboriginal Heritage Inquiry System (AHIS) provides access to information on Aboriginal sites and other heritage places. To find out if the reserve is located within a registered site, access the AHIS via <https://www.wa.gov.au/service/aboriginal-affairs/aboriginal-cultural-heritage/search-aboriginal-sites-or-heritage-places-ahis>. The NAPO can assist with this inquiry and with identifying if traditional owner consultation is required to undertake works in a respective reserve.

5.2 Basic Bushcare Activities

These activities require minimal training and can be undertaken by all Friends Group volunteers. Assistance to undertake some of these tasks can be funded through the Shire of Mundaring's budget process (please see Form 3). Basic bushcare activities include the following:

5.2.1 Rubbish Collection

Shire of Mundaring can organise the removal of collected rubbish from Shire reserves. Please provide notice to the SE&H prior to volunteer group workdays to enable this service to be provided promptly.

Collection of large volumes of waste or weeds (e.g. woody weeds, typha) may require an allocation of funding to utilise an appropriate waste disposal contractor to remove it to an authorised receiving facility. Please talk to the SE&H before undertaking activities that may result in large quantities of waste.

5.2.2 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 (i.e. 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 Shire's *Plants out of Place* book is an excellent, relevant reference for our region which is available for free from the SE&H and the Shire's website at <https://www.mundaring.wa.gov.au/ResidentServices/Environment/Pages/PoliciesStrategies.aspx> (refer to Appendix 11.1 for more information on weed management). If you are not sure if it is a weed, let it be and seek advice. Remember that not all grasses are weeds. The Shire's SE&H can provide assistance with identifying weed species and control methods in the reserve. Please also refer to Appendix 11.1, 'A Guide to Weed Management'.

The SE&H can help you with planning a weeding program and the establishment of a field herbarium. A weeding plan will form part of your work plan or action plan, noting activities, dates and requests for Shire assistance. Assistance from the Landcare Team, other work crews and contractors can be requested by Friends Groups. All requests will be considered as part of the

annual planning for Environmental Operations. Budget may need to be allocated 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.

5.2.3 Native Tree and Shrub Planting

Limited quantities of seedlings are available through the Shire's *Seedlings for Landcare Program* for planting in Friends Groups reserves. Previously known as the Tree Canopy and Understorey Program, over a million free native seedlings have been provided over the years to local residents, ratepayers and community groups for planting within the Shire. The range of native endemic species available through this program are chosen to suit to the local environmental conditions. The *Seedlings for Landcare Program* aims to restore local bushland, creek lines and wildlife corridors, improving habitat for native animals. Under the new program, approximately 20,000 free seedlings will be available annually for schools, volunteer environmental groups and rural properties. Applications for seedlings are available from mid-February and close late March (please see website for closing date).

5.2.4 Signage

Friends Groups can request to have a generic Friends Group sign installed in the reserve to encourage new memberships. Contact the SE&H to request a Friends Group sign for your reserve.

5.3 Intermediate Bushcare Activities

These activities require training to ensure members of the group use equipment and undertake tasks in a safe manner and in accordance with occupational safety and health standards, as well as with environmental standards. Training for Volunteers and groups undertaking bushcare activities at this level is available through APACE (a bushland management and training organisation based in Fremantle), as well as courses run through North Metropolitan TAFE – Midland Campus as part of their Conservation and Land Management program.

External funding may also be needed to undertake such projects on reserves. Shire of Mundaring's SE&H and NAPO can assist you with completing funding applications.

Intermediate bushcare activities include basic bushcare activities as well as more specialist activities such as Action Plans, Seed Collection, Weed Control Using Herbicides, Revegetation and Bushland Regeneration Based on Recognised Methods, Fire Management and Dieback Management.

5.3.1 Action Plans

Scheduled planning is often essential to the success of more complex projects. If this is the case, then an action plan is recommended. This can be sent in as part of the annual survey and works programming information returned to the Shire. Speak to the SE&H for more assistance.

An action plan should be brief (no more than five pages) and address issues such as priority areas, mapping, weed plans, revegetation plans, seed collection and sowing plans, herbicide use, dieback management, liaison with authorities on fire management and the focus of bushcare activities. A generic guide to writing action plans can be found in section 11.3. The action plan may include a list of plant species found on the reserve and a separate field herbarium for native

species and weed species that occur on the reserve. As a permit from the Department of Biodiversity, Conservation and Attractions is required to collect native species, which requires a letter of permission from the Shire or other land manager, a photographic record may be preferred.

5.3.2 Seed Collection

Groups and individuals wanting to collect seed from bushland reserves for revegetation on their Friends Group reserve will need to obtain a permission letter from the SE&H prior to obtaining a Seed Collection Licence from the Department Biodiversity, Conservation and Attractions (<https://www.dpaw.wa.gov.au/plants-and-animals/licences-and-authorities?showall=>). Forms can be downloaded from the department's website.

5.3.3 Revegetation & Bushland Regeneration Based on Recognised Methods

Accredited training in bush regeneration is available through APACE and AABR (Australian Association of Bush Regenerators). The Shire provides plants to all Friends Groups on request. All groups registered with the Shire will receive an application form for requests for plants and other associated equipment via Form 3 (page 42). Shire of Mundaring intends to use local provenance seed wherever possible.

5.3.4 Fire Management

Shire of Mundaring has a Bushfire Risk Management Plan (BRMP) which has been adopted by Council and endorsed by the Office of Bushfire Risk Management (OBRM). This is a tenure blind plan meaning all stakeholders are required to mitigate bushfire risk on their land, including private property and shire reserves.

All works carried out on shire reserves are in line with the BRMP and has its risk ratings determined through the Bushfire Risk Management System provided by OBRM and the Department of Fire & Emergency Services (DFES). Prior to any works being started, Fire Officers will liaise with Environmental Officers to discuss sensitivity's such as, but not limited to: dieback, heritage, water courses, habitat trees and any rare flora and fauna. Friends Groups will also be consulted during this process. Whilst some works may not satisfy all parties involved, all efforts will be made to assist with concerns from all those involved. As the Shire is the vested manager of these reserves and bushfire risk is to properties surrounding these reserves, this will need to be taken into consideration when discussing possible works as the Shire is responsible for the safety of the community and managed reserves.

All contractors carrying out mitigation works on shire reserves will be required to have a Green Card prior to any works being carried out. Depending on the reserve size and dieback infection, limestone wash down bays will be created before works commence and limestone will be used on firebreaks that may go through these infected areas.

Bushcare activities, such as the removal of woody weeds and the control of non-native grasses or *Watsonia*, are environmentally friendly ways to reduce both the fire hazard and fuel loading of the Friends Group reserve. Environmental revegetation initiatives can inadvertently increase fuel loads and bush hazards to surrounding residents, and can obstruct firebreaks. It is critical that Friends Groups activities do not result in the blocking or obstruction to firebreaks which are essential for community safety. Communication between the Shire and Friends Groups is critical and revegetation should be carefully planned to ensure volunteer and Shire works are complementary.

5.3.5 Dieback Control

The Shire may already have information on the *Phytophthora dieback* status at the reserve your Friends Group wishes to adopt, so speak with the SE&H in the first instance. If this information is not available, a dieback interpreter will be needed to create a highly detailed dieback map. It is likely that grant funding will be required to pay for this level of detail.

Workshops on dieback awareness are held yearly facilitated by the Dieback Working Group. It is recommended that all Friends Group members undertake dieback awareness training to assist in minimising the spread of dieback in bush reserves. Assistance to carry out dieback treatment may also be arranged through the Landcare Team if deemed appropriate by SE&H, depending on the workload and priorities at the time of the request.

To ensure your actions as a Friends Group do not spread *Phytophthora dieback* either within the reserve or onto your own private property, the Dieback Working Group has compiled the following 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;
- Techniques that minimise soil disturbance will be used.

Planting

- Direct seeding can be considered, if deemed appropriate by SE&H;
- Tree planting will be conducted in moist, not wet, soil conditions;
- Plants should be sourced from Nursery Industry Accreditation Scheme Australia (NIASA) accredited suppliers to avoid the introduction of dieback;
- Mains or sterilised water is preferred 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 does not drop out during transport;
- Alternatively, weeds can be pulled out and left to compost in-situ.

5.4 Advanced Bushcare Activities

Advanced bushcare activities may include the use of hand saws, tree poppers and other manual equipment as well as the intermediate and basic bushcare activities mentioned earlier in this document.

Approval for this level of activity requires the submission of an action plan to the Shire for approval, or alternatively consultation with SE&H. A Guide to Action Planning is appended (appendix 11.3) to this document. An action plan is more detailed than a workplan and includes a timetable for proposed activities and an outline of the required resources and budget funding required for the project's implementation.

Volunteers wishing to undertake advanced bushcare activities will receive guidance from SE&H on-site as part of the discussion of these works being undertaken.

5.4.1 Erosion Control

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

5.4.2 Walk Trail Closure

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 (closing of some trails – often those created 'informally' by people walking through the reserve) 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 may be included in an Action Plan approved by the Shire.

6.0 Running Your Group

6.1 Group Management

Most Friends Groups are run informally. For a Friends Group that is not incorporated, there is no legal or Shire requirement to hold formal meetings. However, it can help to clearly identify who is responsible for a few specific roles: e.g. the contact person for enquiries, or person who tracks and reports on grants etc.

6.2 Communication

Group members will generally feel more a part of the group when they are kept informed. This can be done by holding an informal meeting with a cup of tea at a regular workday (e.g. first Sunday of the month), or via an email group for core group members or an email 'newsletter' for a wider group of volunteers or community members who just want to keep in touch. Some groups find this easier to achieve using a website or Facebook page.

6.3 Attracting New Members

Advertising to attract new volunteers is an important way to ensure longevity of the group through succession of members and helps to prevent volunteer burnout. It also gives other people the chance to enjoy being part of your great project.

There are a number of ways to encourage new members to join your group. Request a generic Friends Group sign to be installed in your reserve to raise the profile of your Friends Group. Promoting an occasional community workday, such as a planting day, is a good way to get the local community involved in your project. With flyer design and printing assistance from the Shire, you may choose to promote work days and activities by doing a letterbox drop to homes adjacent to the reserve. You could also advertise in a local school newsletter or set up a stand at a local community events and festivals.

6.4 Orientating and Educating New Members

It is important to take the time to show new members around your reserve, point out any hazards and talk to them about what your group is trying to achieve and how you plan to go about it. Doing this at the beginning of the relationship will ensure you are all working safely, towards a common goal.

It is a good idea to nominate a member of the group to orient new members, e.g. to show them how to plant on a workday, or how to use a hand tool. It is also necessary for the co-ordinator of the group to be responsible for signing volunteers in and out on workdays, by using Form 4.

6.5 Celebration

Take time to get together and celebrate your efforts. The Shire hosts an End of Year Volunteer Appreciation Event that all members of Friends Groups are invited to annually.

7.0 Funding

7.1 Timetables for Funding Requests

In order for the Shire to assist Friends Groups, requests must be received via the annual request form to enable the Shire to program its assistance and funding.

Accordingly, Friends Groups will need to submit their requests for assistance by late January of each year (see Form 3). These requests are to be accompanied by a work plan or action plan and are for activities to be undertaken by the group for the upcoming financial year.

Friends Group requests will be assessed, considered and contacted on the outcomes of their requests.

7.2 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 Swan Alcoa Landcare Program (SALP), Department of Biodiversity, Conservation and Attractions' Community Rivercare Program, the State Natural Resource Management Program's Community Stewardship Grants and Lotterywest 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 entities in Section 8.0 of this manual to assist groups with sourcing appropriate funding.

It is important to have a clear idea of what you want to achieve and how you plan to go about it, including realistic and achievable timeframes, before beginning to seek funds. Ensure you read all application guidelines to find a good fit for the work you want to undertake. Applications that show good community support and value for money in terms of volunteer hours being contributed and partnerships with other groups, such as the Shire, are more likely to be successful.

For further information and advice on the most suitable grant for your particular project, contact the SE&H or NAPO. 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 or a Catchment Group may be able to administer the grant funds on behalf of the group. If a Catchment Group takes on this sponsorship arrangement, it is important to note that the Catchment Group will be responsible for providing the insurance cover for all grant-related work undertaken by the Friends Group. The Friends Group will need to comply with the work-day registration procedures of the Catchment Group.

7.2.1 Australian Business Number (ABN)

An ABN is not a requirement for Friends Groups. However, some funding opportunities are restricted to groups that 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).

8.0 External Funding Opportunities

To extend the capacity of your group to achieve on-ground results, there are several external funding opportunities or grants available to Friends Groups in the Shire of Mundaring. The Shire's SE&H or NAPO can assist Friends Groups in developing a grant application

The Shire may be able to support your application through in-kind or financial support. Discuss your project ideas with the SE&H. For any project on Shire managed land, you will need a letter of support and permission from the Shire. Shire of Mundaring may also hold grant funds for Friends Groups that are not incorporated.

8.1 Swan Alcoa Landcare Program (SALP)

SALP provides funds for community groups involved in on-ground revegetation and rehabilitation projects. The program aims to protect, restore and manage natural assets by funding the community to enhance and restore critical habitat and ecological linkage within the Swan Region. SALP provides community groups with a simple process to access funding for a broad range of environmental activities within the Swan and Canning catchments. Perth NRM manages the program which is funded by Alcoa of Australia and the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife).

Projects eligible for SALP funding feature disease and pest management, erosion management, fencing for conservation, revegetation, seed collection and weed treatment. The SALP grant round generally opens in February each year. Check out the Perth NRM website for more information at <https://www.perthnrm.com/project/swan-alcoa-landcare-program-salp/>.

8.2 Department of Biodiversity, Conservation and Attractions Community Rivercare Program Grants

The Department of Biodiversity, Conservation and Attractions (DBCA) offers grants through the Community Rivercare Program. Community groups and not-for-profit organisations are eligible to apply to fund projects that deliver:

- Habitat improvement for birds and/or other species dependent on waterways;
- Foreshore revegetation and weed control;
- Weed control to promote natural regeneration;
- Bank stabilisation to repair or prevent foreshore erosion; and
- Water quality improvement.

More information about Community Rivercare Program Grants can be found at <https://www.dpaw.wa.gov.au/management/swan-canning-riverpark/ecosystem-health-and-management/505-community-rivercare-program>.

8.3 State Natural Resource Management (NRM) Program

The State Program offers two types of community grants – Community Stewardship Grants and Community Collaboration Grants. These grants are available for community-based projects that help conserve, restore, rehabilitate or enhance a local natural area, conserve WA's biodiversity and maintain or build the capacity of NRM groups across the State. Find out more information about

these grants at <https://www.wa.gov.au/organisation/department-of-primary-industries-and-regional-development/state-natural-resource-management-program>

8.4 Lotterywest

Lotterywest provides funding across five priority areas:

- Inclusive thriving community;
- Connected cultural experiences;
- Protected sustainable ecosystems;
- Smart innovative society; and
- Active healthy people

This grant funding is more applicable for larger, collaborative projects with community benefit. To find out more about Lotterywest Grants, visit <https://www.lotterywest.wa.gov.au/grants/grant-opportunities>.

9.0 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 number of workshops offered annually through the Shire will vary from year to year. Additional training opportunities may be offered through grant-funded projects and collaborative arrangements.

9.1 Workshops and Networking Events

Shire of Mundaring will deliver a series of environmental workshops and networking opportunities to support the learning of Friends and Catchment Group members. These workshops will focus on skill and knowledge development specific to the natural hills environment. Contact the SE&H or NAPO for more information about upcoming workshops or if you have any particular subjects you would like to see covered as part of this program.

9.3 Accredited Revegetation and Bushland Regeneration Training

Accredited training in bush regeneration can be pursued independently through organisations such as APACE, an environmental community organisation located in North Fremantle; the AABR (Australian Association of Bush Regenerators); courses run through North Metropolitan TAFE in Midland as part of their Conservation and Land Management course; and others.

10. Forms and Contacts

10.1 Shire of Mundaring Contacts

OFFICER	AREA OF ASSISTANCE
SE&H P: 9290 6749 M: 0427 251 905	Friends Groups and Landcare Team assistance, training, workshops.
NAPO P: 9290 6774 M: 0499 565 856	Assist with grant applications and acquittals, training, environmental projects, Catchment Group liaison
Coordinator Parks and Environmental Operations P: 9290 6693	Overseeing environmental operations.
Infrastructure Services Customer Service Officer P: 9290 6716	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.
Infrastructure Services Administration Officer P: 9290 6738	Collection of bagged rubbish. Enquiries regarding bins on reserves.
Ranger Services P: 9290 6629	Advice on fire prevention and management on reserves. Fire break maintenance issues. Advice on controlled burning. Report arson or suspicious activities. Stray dogs or other animals.
Recreation Community Facilities Officer P: 9290 6781	Any queries regarding the use of reserves by Sporting clubs and their infrastructure.

10.2 Catchment Groups

Three incorporated Catchment Groups that work across the Shire are:

- Helena River Catchment Group (HRCG) which was founded in 1997 with the aims of promoting and facilitating biodiversity conservation in the Helena River Catchment;
- Jane Brook Catchment Group which was founded in 1997 and formed from a number of other groups within the catchment area; and
- Susannah Brook Catchment Group which reformed in 2017 after the original group disbanded in 2014 – this group supports projects across Shire of Mundaring and City of Swan

These Catchment Groups operate by contributing to committees and working groups, developing partnerships with other organisations, lobbying and directly undertaking on-ground projects. They

also act as an umbrella group for a number of Friends Groups within the catchment, providing support by holding grant moneys and offering technical assistance as required.

CATCHMENT GROUP	CONTACT DETAILS
Helena River Catchment Group	E: secretary.helenarivercg@gmail.com
Jane Brook Catchment Group	E: janebrookcg@gmail.com F: www.facebook.com/janebrookcg
Susannah Brook Catchment Group	E: secretary.sbcg@gmail.com F: www.facebook.com/pg/SusannahBrookCatchmentGroupInc

10.3 Other Contacts

Department / Organisation	Contact details	Type of Information / Assistance
Apace WA	<p>T: 08 9336 1262 A: 1 Johannah St, North Fremantle WA 6159 E: admin@apacewa.org.au W: apacewa.org.au/</p>	<p>Courses in bush regeneration and plant propagation Native plant nursery Native plant species lists by vegetation complex</p>
Australian Native Nurseries Group	<p>T: 08 9525 1324 A: 141 King Road, Oakford WA 6121 W: www.australiannativenursery.com.au/</p>	<p>Native plant nursery</p>
BirdLife Western Australia	<p>T: 08 9383 7749 A: Peregrine House, 167 Perry Lakes Dr, Floreat WA 6014 E: wa@birdlife.org.au W: www.birdlife.org.au/locations/birdlife-western-australia</p>	<p>Bird surveys and excursions Bookshop</p>
Botanic Gardens and Parks Authority	<p>T: 08 9480 3600 A: 1 Kattidj Close, Kings Park WA 6005 E: enquiries@bgpa.wa.gov.au W: www.bgpa.wa.gov.au/</p>	<p>Guided walks, public workshops</p>
Bureau of Meteorology	<p>T: 08 9263 2222 A: Level 3, 1 Ord St, West Perth WA 6005 W: www.bom.gov.au</p>	<p>History of climatic conditions Current climatic conditions and weather predictions Storm and strong wind warnings</p>
Conservation Council of Western Australia	<p>T: 08 9420 7266 A: City West Lotteries House, 2 Delhi Street, West Perth WA 6005 W: www.ccwa.org.au/</p>	<p>Advocacy and action on conservation and environmental issues</p>
Department of Biodiversity, Conservation and Attractions	<p><u>Parks And Wildlife Service</u> State Operations Headquarters T: 08 9219 9000</p>	<p>General enquiries Variety of publications and information products available through the Information Centre and DPAW Shop Funding opportunities</p>

Department / Organisation	Contact details	Type of Information / Assistance
Department of Biodiversity, Conservation and Attractions (continued)	<p>A: 17 Dick Perry Ave, Technology Park, Western Precinct, Kensington WA 6151</p> <p>E: enquiries@dbca.wa.gov.au</p> <p>W: www.dbca.wa.gov.au/</p> <p>Perth Hills District office</p> <p>T: 08 9290 6100</p> <p>A: 275 Allen Rd, Mundaring WA 6073</p> <p>F: 08 9290 6101</p> <p>W: www.dbca.wa.gov.au/</p>	<p>Land for Wildlife</p> <p>Nature Conservation Covenant Program</p> <p>Regulations for clearance of native vegetation</p> <p>Reporting of illegal clearing</p> <p>Prescribed burning</p> <p>The Public Reference Herbarium, a collection of typical specimens of all known plant species in WA, is available for use by the public to help identify wildflowers and other plants.</p> <p>The Florabase online database provides access to information on plant names, images, and distribution maps.</p> <p>Botanical Library</p>
	<p><u>Community Rivercare Program</u></p> <p>T: 08 9219 9000</p> <p>A: Healthy Catchments Program, Rivers and Estuaries Branch, Department of Biodiversity, Conservation and Attractions, 17 Dick Perry Avenue, Kensington WA 6151</p> <p>E: rivers.systems@dbca.wa.gov.au</p> <p>W: www.dpaw.wa.gov.au/management/swan-canning-riverpark/ecosystem-health-and-management/505-call-out-to-community-groups</p>	<p>Provides grant funding for projects that address the following criteria:</p> <ul style="list-style-type: none"> • Habitat improvement for birds and/or other species dependent on waterways; • Foreshore revegetation and weed control; • Weed control to promote natural regeneration; • Bank stabilisation to repair or prevent foreshore erosion; or • o Water quality improvement.
	<p><u>Urban Nature</u></p> <p>T: 08 9442 0300</p> <p>A: Cnr Australia II Dr and Hackett Dr, Crawley WA 6983</p> <p>E: urban.nature@dpaw.wa.gov.au</p> <p>W: www.dpaw.wa.gov.au/management/off-reserve-conservation/urban-nature</p>	<p>Technical advice and on-ground support for land managers working to protect, manage and restore bushlands and wetlands</p> <p>Field days, workshops and training programs</p> <p>Bushland News quarterly newsletter</p>

Department / Organisation	Contact details	Type of Information / Assistance
	<u>Wildcare Helpline</u> T: 9474 9055 W: www.dpaw.wa.gov.au/about-us/contact-us/wildcare-helpline	A 24 hour, seven days a week telephone referral service providing advice for members of the public who find sick, injured or orphaned native wildlife
Department of Fire and Emergency Services (DFES)	Head Office T: 08 9395 9300 A: Emergency Services Complex 20 Stockton Bend Cockburn Central WA 6164 W: www.dfes.wa.gov.au/Pages/default.aspx	Advice on preventing and controlling fires Current bushfire news
Department of Mines, Industry Regulation and Safety (formerly Dept Commerce) – Charities and Associations	T: 1300 304 054 A: Gordon Stephenson House Level 2, 140 William Street, Perth WA 6000 E: consumer@dmirs.wa.gov.au W: www.commerce.wa.gov.au	Information on incorporation
Department of Planning, Lands and Heritage	T: 1300 651 077 A: Ground Floor, 151 Royal Street East Perth WA 6004 E: info@dplh.wa.gov.au W: www.wa.gov.au/service/aboriginal-affairs	Aboriginal Heritage Inquiry System: information on Aboriginal heritage sites Aboriginal Lands Trust
Department of Primary Industries and Regional Development	T: 08 9368 3333 A: 3 Baron-Hay Ct, South Perth WA 6151 E: enquiries@dpird.wa.gov.au W: www.agric.wa.gov.au	Advice on controlling noxious weeds and feral animals, use of herbicides, and soil conservation Publications for sale
Department of Water and Environmental Regulation (DWER) - Emergency Pollution Response	T: 08 6364 7000 A: Prime House, 8 Davidson Terrace, Joondalup WA 6027 E: primehouse.reception@dwer.wa.gov.au W: www.wa.gov.au/organisation/departments/departments-of-water-and-environmental-regulation	Amalgamation of the Department of Environmental Regulation, Department of Water and the Office of the Environmental Protection Authority. Water licensing (Bore licensing) Rights in Water and Irrigation Act Water management Water quality Bed and Banks approval Respond to pollution incidents

Department / Organisation	Contact details	Type of Information / Assistance
Dieback Working Group Inc.	W: www.dwg.org.au	Information concerning <i>Phytophthora</i> infestation, identification and treatment
Eastern Region Catchment Management Program (ERCMP)	T: 08 9374 3333 A: Perth NRM, Level 2, 161 Great Eastern Hwy, Belmont WA 6104 W: www.perthnrm.com	Bush Skills for the Hills Program Greenpage Newsletter Combined Catchment Group Forums
Environmental Protection Authority (EPA)	T: 08 6364 7000 A: The Atrium, Level 4, 168 St Georges Tce, Perth WA 6000 W: www.epa.wa.gov.au	Environmental impact assessments System 6 recommendations Library
Fungi Study Group and Perth Urban Bushland Fungi Project (PUBF)	T: 08 9228 2495 A: 1 st Floor, 82 Beaufort St, Perth 6000 E: info@wanaturalists.org.au W: www.wanaturalists.org.au/branches-groups/fungi/	Information about Perth's fungi Events and workshops Downloadable Fungi field book (<i>Fungi of the Perth Region and Beyond</i> , 2009, Bougher, N.)
Greening Australia	T: 08 9287 8300 A: Suite 2, Level 2, 8 St Georges Terrace, Perth WA 6000 W: www.greeningaustralia.org.au	Environmental restoration services Conservation planning and science Carbon offsetting Native seed services
Kanyana Wildlife Rehabilitation Centre	T: (08) 9291 3900 A: 120 Gilchrist Rd, Lesmurdie WA 6076 E: info@kanyanawildlife.org.au W: https://kanyanawildlife.org.au/	Advice and assistance for sick, injured or orphaned native wildlife Nocturnal tours
Lotterywest Grants	T: 133 777 A: 38 Station St, Subiaco WA 6904 E: grants@lotterywest.wa.gov.au W: www.lotterywest.wa.gov.au	Funding opportunities
National Trust of Western Australia	T: 08 9321 6088 A: The Old Observatory 4 Havelock St, West Perth WA 6005 E: trust@ntwa.com.au W: www.nationaltrust.org.au/wa	Assessment of areas for heritage value Voluntary conservation covenants

Department / Organisation	Contact details	Type of Information / Assistance
Perth NRM Inc.	T: 08 9374 3333 A: Level 2, 161 Great Eastern Hwy, Belmont WA 6104 E: enquiries@perthnrm.com W: https://www.perthnrm.com/	Access to environmental information and resources
	(Swan Alcoa Landcare Program – SALP) T: 08 9374 3333 A: Suite 3, 11 Brodie-Hall Drive Bentley WA 6102 E: melinda.mcandrew@perthnrm.com W: https://www.perthnrm.com/project/swan-alcoa-landcare-program-salp/	Provides funding for on-ground projects such as: Disease and Pest Management; <ul style="list-style-type: none"> • Erosion management; • Fencing for conservation; • Revegetation; • Seed collection; and • Weed treatment
Royal Western Australian Historical Society	T: 08 9386 3841 A: Stirling House, 49 Broadway, Nedlands WA 6009 E: admin@histwest.org.au W: www.histwest.org.au	Reference library
South West Aboriginal Land and Sea Council	T: 08 9358 7400 A: Level 2, 100 Royal St, East Perth WA 6892 E: reception@noongar.org.au W: www.noongar.org.au	Native title representative body which works in the interests of the Noongar People
State Natural Resource Management Program	T: 08 6552 2158 A: Level 4, 1 Nash Street, Perth WA 6000 E: snrmo@dpiird.wa.gov.au W: https://www.wa.gov.au/organisation/departments/department-of-primary-industries-and-regional-development/state-natural-resource-management-program	Provides funding through Community Stewardship Grants and Community Collaboration Grants
Swan River Trust	T: 08 9219 9000 A: Rivers and Estuaries Branch, Department of Biodiversity, Conservation and Attractions 17 Dick Perry Avenue, Kensington WA 6151	Strategic planning for the Swan and Canning Rivers <i>Swan Canning River Protection Strategy</i>

Department / Organisation	Contact details	Type of Information / Assistance
	W: rivers.info@dbca.wa.gov.au	
Urban Bushland Council WA Inc.	T: 08 9420 7207 A: 2 Delhi Street, West Perth WA 6005 E: ubc@iinet.net.au W: www.bushlandperth.org.au	Support for local community groups by providing access to information and expertise concerning bushland Lobby government for bushland protection
WA Landcare Network	T: 0429 409 231 A: PO Box 48, Dandaragan WA 6507 E: enquiries@landcarewa.org.au W: www.landcarewa.org.au	Information and resources Landcare Check-Ins Landcare forums and conferences Networking opportunities WA Landcare Insurance Scheme for incorporated groups
Water Corporation	T: 13 13 85 A: PO Box 1600, Osborne Park DC WA 6916 W: www.watercorporation.com.au	Rainfall data Waterwise information, report breach of water restrictions Waterwise partnership program
Western Australian Museum	T: 1300 134 081 A: Perth Cultural Centre, James St, Perth WA 6000 E: reception@museum.wa.gov.au W: http://museum.wa.gov.au/exploration/frogwatch/frogs	Terrestrial fauna collections Frog Watch program and Cockatoo Care online exhibition
Western Australian Naturalists' Club	T: 08 9228 2495 A: 1st Floor, 82 Beaufort St, Perth WA 6000 E: info@wanaturalists.org.au W: www.wanaturalists.org.au	Bushwalks, talks and excursions Library
Wildflower Society of WA Inc.	T: 08 9383 7979 A: Perry House, Cnr Perry Lakes Dr & Oceanic Dr, Floreat WA 6014 E: enquiry@wildflowersocietywa.org.au W: http://www.wildflowersocietywa.org.au/ Eastern Hills Branch A: PO Box 111,	Wildflower talks and guided walks Plant identification Books for sale Native plants and seeds (for gardens) for sale when available Quarterly newsletter

Department / Organisation	Contact details	Type of Information / Assistance
Wildflower Society of WA Inc. (continued)	Glen Forrest WA 6071 E: eastern.hills.branch@wildflowersocietywa.org.au Meet 4th Friday of month: Octagonal Hall, 52 McGlew Rd, Glen Forrest Doors open 7:00pm for 7.30pm	
Wildlife Land Trust (Humane Society International)	Phone: 1800 333 737 Web: www.wildlifelandtrust.org.au	Non-legally binding conservation agreements

10.4 Friends Group Forms

FRIENDS OF RESERVES: FORM 1

FRIENDS GROUP REGISTRATION FORM

Application Date: _____

I (Name of Group Co-ordinator): _____

Of (Address): _____

Phone: _____ Mobile: _____

Email Address: _____

Represent the Friends of (Name of Reserve): _____

At (Reserve Address): _____

Reserve Number: _____

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 mechanical equipment;
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 ensure all activities undertaken are approved by the Shire's SE&H.
7. Will provide a work plan to the Shire's SE&H prior to undertaking intermediate or advanced Bushcare Activities.
8. Recognise that, for insurance purposes, we are acting in our own right and unless the particular activity is sponsored by an incorporated Catchment Group;
9. Recognise that insurance cover will only be available on reserves vested in the Shire of Mundaring and that the Shire will not accept responsibility for any activities undertaken on other reserves;
10. Acknowledge the Shire as the managing authority of the Reserve may be required to undertake fire hazard reduction works or associated works to meet its legal obligations.

Signature of Co-ordinator _____ Date _____

Please return as soon as possible to shire@mundaring.wa.gov.au or:

Shire of Mundaring
7000 Great Eastern Hwy
MUNDARING WA 6073

FRIENDS OF RESERVES: FORM 2

VOLUNTEER REGISTRATION FORM

Application Date: _____

I (Name of Group Member): _____

Of (Address): _____

Phone: _____ Mobile: _____

Email Address: _____

Member of the Friends of (Name of Reserve): _____

At (Reserve Address): _____

Reserve Number: _____

I will be acting as a Delegated Co-ordinator: Yes / No

I have a pre-existing medical condition/ allergy/ disability that could affect my ability to carry out on-ground activities: Yes / No

All Volunteers with pre-existing medical conditions are required to notify a group member, preferably a Co-ordinator 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 mechanical equipment;
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 unless the particular activity is sponsored by an incorporated Catchment Group;
7. Recognise that insurance cover will only be available on reserves vested in the Shire of Mundaring 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 approved by the Shire's SE&H;
9. Accept that the Shire is ultimately the managing authority of the Reserve and may be required to intervene and undertake hazard reduction works or associated works to protect the safety surrounding residents.

Signature of Volunteer: _____ Date: _____

Please return as soon as possible to shire@mundaring.wa.gov.au or:

Shire of Mundaring
7000 Great Eastern Hwy
MUNDARING WA 6073

FRIENDS OF RESERVES: FORM 3

WORK PLAN / REQUEST FOR SHIRE OF MUNDARING ASSISTANCE

Name of Friends Group: _____

At (Reserve Address): _____

Work Planned for Year: _____

(Listed in Priority Order)

Approximate Month Required	Friends Group Activity (e.g. weeding, planting, signs etc.)	Shire Assistance Requested (e.g. Landcare Crew, funding, plants, seeds, rubbish collection, signs, or equipment etc.)

Comments.....

Completed by (signature) _____ Date _____

Print Name _____

Please return as soon as possible to shire@mundaring.wa.gov.au or:

Shire of Mundaring
 7000 Great Eastern Hwy
 MUNDARING WA 6073

FRIENDS OF RESERVES: FORM 4

WORKDAY REGISTRATION FORM

Name of Friends Group: _____

At (Reserve Address): _____

Reserve Number: _____ Date: _____

Job Safety Analysis (JSA)

Task/Project:			Prepared by:	
Potential Hazards			PPE Requirements	
<input type="checkbox"/> Bites/stings	<input type="checkbox"/> Back injury	<input type="checkbox"/> Sunburn	<input type="checkbox"/> Safety boots	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Snake bite	<input type="checkbox"/> Needle stick injury	<input type="checkbox"/> Dehydration/heat stress	<input type="checkbox"/> Hat/sunscreen	<input type="checkbox"/> Safety glasses
<input type="checkbox"/> Slip/trip/fall	<input type="checkbox"/> Falling branches	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Long sleeves/long pants	<input type="checkbox"/> Drinking water
<input type="checkbox"/> Blisters/cuts	<input type="checkbox"/> Bushfire	<input type="checkbox"/> Drowning	<input type="checkbox"/> Gloves	<input type="checkbox"/> Insect repellent

Job Breakdown List the main tasks involved in the job.	Potential Hazard Identify the hazard/s associated with each task.	Initial Risk Rating Use the rating table on page 2 to determine the assigned to each hazard without controls.	Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard/s.	Revised Risk Rating Reassess the risk with the controls in place using the rating table on page 2.	Person Responsible Identify the person coordinating the on-ground works.

FRIENDS OF RESERVES: FORM 5

ANNUAL REPORT/SURVEY FORM

Annual reporting of Friends Groups activities is vital to ensure the quality of the services provided to Friends of Reserves Groups. Your assistance is sought by completing the following and return to the Shire of Mundaring by the end of January.

Friends Group name: _____

Number of members: _____

Number of hours worked for year: _____

Number of seedlings planted: _____

Amount of funding given from sources other than the Shire (SALP etc.): _____

Have your activities compared to last year; increased? decreased? or about the same ?

Have you made contact with Shire Officers to discuss your Reserve? YES/NO

Has the Landcare Team assisted you this year? YES/NO

If yes, how many hours have they worked with you? HOURS: _____

Are you satisfied with the help your group received from the Shire this year? YES/NO

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

Any suggestions for future educational workshops or events? _____

Any other comments or suggestions?

Thank you for completing this survey.

Signature of Co-ordinator _____ Date _____

Print Co-ordinator's Name _____

Please return as soon as possible to shire@mundaring.wa.gov.au or:

Shire of Mundaring
7000 Great Eastern Hwy
MUNDARING WA 6073

11. Appendix

11.1 Guide to Weed Management

'Plants out of Place' has been prepared to assist Friends Groups in undertaking weed control on Shire vested bushland reserves. The guidelines draw from best practices for the control of weeds, including the Bradley method of bush regeneration and the application of herbicides (in accordance with manufacturer's instructions) based on the precautionary principle. Please note that herbicide treatments are best undertaken by Shire staff.

Any weed control should be undertaken with consideration of the Bradley Method Principles; namely

- minimal disturbance;
- work from good areas to bad; and
- do not over clear.

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 a large disturbance of the soil and lead to other impacts such as erosion and/or damage to native vegetation. Hand removal is recommended if the weeds are not too invasive or if the infested area is small (<1m²).

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;
- treating weeds with bulbs or rhizomes;
- 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

Aquatic-rated Glyphosate (e.g. Roundup Biactive, Zero Aqua, Weedmaster Duo) is the only herbicide to be used in or around watercourses and catchment areas. Envirodyne may be used in conjunction with Aquatic rated Glyphosate. Please note that herbicide treatments are best undertaken by Shire staff.

Aquatic rated Glyphosate

Aquatic-rated Glyphosate is a non-selective systemic herbicide that kills most plants on contact. The surfactant in this formulation is suitable for water courses with no impact on aquatic fauna when used in accordance to manufacturer's specifications.

Assistance with Herbicide Use

A Friends Group can place a request for the Shire's professional weed control staff or a contractor to undertake spraying activities. Please use the 'Work Plan / Request for Shire of Mundaring Assistance form (Form 3).' Contract spraying is limited by the amount of funding available.

Grant funding becomes available throughout the year from other agencies and NRM organisations. All of these agencies will fund weed spraying/wiping contractors. Contact the SE&H or NAPO for assistance to apply for these funds.

Spraying on Reserves Adjoining Roadways

Generally, only verges adjoining bushland reserves should be sprayed for weed management. A traffic management plan may be required for work on Shire verges.

11.2 Community Group Work Day Checklist

This Checklist has been produced to ensure that Friends Group volunteers are not inadvertently spreading *Phytophthora dieback* while undertaking bushcare activities.

General Best Practice

- No soil will be moved between areas within the bushland, or into other areas of 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 you are 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; and
- Carry Phytoclean or a mixture of 70% Methylated Spirits and 30% water in a water spray bottle to clean shoes and equipment.

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; and
- Mains or sterilised water is being used to water plants.

Weeding

- If practical, weeding is scheduled for dry soil conditions; and
- Weeds will be immediately placed in a bag or container so soil does not drop out during transport.

11.3 A Guide to Action Planning

Action planning can help you to achieve your goals. An action plan outlines exactly what you are trying to achieve, who will do what and when key tasks will be undertaken.

The benefits of creating an action plan:

- everyone works towards a common goal;
- tasks can be shared amongst the team;
- short and long terms objectives can be seen;
- a sequence of works can be determined which meets the site's needs;
- objectives are undertaken at the right time of year and with the right resources;
- future Shire funding or external funding (grants) can be applied for;
- objectives can be adjusted to ensure success; and
- encourage effective management.

Here are six simple steps to creating an action plan for a reserve:

1. Determine a **common goal** e.g. improve the environmental and social aspects of Hills Street Reserve between 2022 –2024;
2. Identify the **values** of your reserve e.g. diversity of plant species, large mature trees, walk trail and seating, presence of animals and birds such as Black Cockatoos and Quenda;
3. Identify the **environmental issues** on your reserve e.g. weeds, illegal dumping and access, feral animals, erosion and dieback;
4. Determine your **objectives**. Think about the values and issues your team has already identified. How do you want to manage these and what do you want to accomplish? Does your objective meet the team's goal? Remember to be specific, as your plan should detail:
 - **What** you are targeting;
 - **When** you will target or undertake the works;
 - **How** you will achieve it; and
 - **Who** will be allocated the responsibility of undertaking or managing the action?

Example:

Control Weeds - Friends Group to hand remove Cotton Bush in January before it seeds and seek assistance from the Landcare Team to remove from site.

Encourage Black Cockatoos to frequent the site – revegetate the north-west corner of the reserve with plants known to be consumed by Black Cockatoos in June.

Another way of presenting the same information is through a simple table that provides a visible overview.

Objective	What	When - Timing	How	Required Resources	Who - Person Responsible
Control Weeds	Cotton Bush	January 2022 before seed set	Hand removal	1. Bags, gloves, vehicle to remove from site. Cutting tools. 2. Team of three people for two hours. Shire Landcare Team	Ian

5. **Monitor and review** - Monitoring involves checking, observing and recording the progress and outcome of your objective. Did your team achieve its objective, was the desired outcome achieved? Have you collected enough information to assess success?

Photos are great at tracking progress. Make a list of what didn't go to plan and what lessons you learnt. Review your objectives and adjust them as necessary to meet constraints, changing issues and even resources; and

6. **Report** - It is important to keep track of hours, specific areas of work within your reserve, how many plants you planted and what has regenerated. For example, the Shire's Annual Report / Survey Form that your Friends Group Co-ordinator completes certainly provides some of this valuable information - not only for your team but also for the Shire.

Shire Officers can provide you expertise and assistance to produce your own action plan specific for the reserve. They can also align your values and issues with the many high level strategies in local and state government, which has the added benefit of allowing us all to work towards a common goal.

11.4 Schedule for Action Plan Activities

ACTIVITY	TIMING	DESCRIPTION
Dieback injecting and spraying	Sep–May	This activity is dependent on weather conditions, and is best undertaken in the drier months of the year.
Woody weed removal	All year round	Preferable in the warmer months when not busy planting or managing seasonal weeds and when trees are not in seed.
Herbicide spraying	All year round	Dependent upon the species requiring control, treatment needs to be done when plant is actively growing, and with at least a few hours of fine weather and low wind to reduce the chances of off target damage.
Physical weed control	All year round	Dependent upon the species, but often be focused from early winter to spring due to softer soil conditions making it easier to remove weeds.
Rubbish removal	All year round	Preferable in the warmer (but not hot) months when you are not busy planting or managing weeds.
Planning your works schedule	Nov–Mar	Plan ahead as far as practicable.
Ordering plants and related equipment	Sep–Oct	Allows the nurseries time to propagate your requested plants for the following winter.
Erosion control earthworks	Oct–Nov Feb–Mar	To be undertaken in the drier months of the year to reduce the risk of spreading dieback and to allow access to creek lines for bank stabilisation works.
Seed collection	Oct–Apr	Will vary from species to species but is concentrated in late spring and summer after the prolific flowering season.
Fire management	May–Aug	Plan in the cooler months for the following fire season to ensure any management activities required are implemented prior to the warmer months.
Training	All year round	As required.
Funding applications	All year round	Varies from funding body to funding body. Allow at least six months from the planning stage to the time you will require the funds to start the project.

11.5 References

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