



**City of Melville**

# **FRIENDS GROUP MANUAL**

**For volunteers involved in bushland  
management activities  
in City of Melville reserves.**

**January 2008**



## **Introduction**

Bushland remnants in urban and semi-rural environments are unique resources that are highly valued by many groups within the broader community. It is critical that all of our areas of remnant bushland be retained and managed as effectively as possible. Under the principles of ecologically sustainable development, we consider it our obligation to ensure that future generations enjoy the full range of biodiversity that currently exists in our bushland reserves. This clearly includes the need to maintain and protect all aspects of biological diversity and ecological processes in remnant bushland.

The City of Melville has 50 bushland reserves and about 18 kilometres of foreshore to manage and protect, which accounts for about 350 hectares of natural area.

The implications for managing such a large and diverse area of land are that it takes a large amount of skill, knowledge and resources. Quite simply, we cannot do it without the help of volunteers. By forming partnerships with “Friends of” environmental groups we can achieve so much more. Volunteers can contribute by becoming the “eyes and ears” of reserves and feeding back to the Council so that we can maximise the utilisation of our resources in protecting our natural bushland. This commitment may range from keeping watch over a reserve or regularly removing rubbish to heading an incorporated body that coordinates the activity of many volunteers.

We at the City of Melville will support and guide, wherever possible, the actions volunteers decide to undertake in looking after our natural areas. We have a number of individuals and groups that work tirelessly in our bushland reserves and we are extremely grateful for their hard work and dedication.

Without volunteers, there are many bushland projects that would not happen. Volunteers are an amazing asset to our community and the Council recognises and appreciates their time and commitment to preserving and protecting our bushland reserves.

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## 1.0 INTRODUCTION

The City of Melville's Friends Group Manual seeks to establish the means of achieving mutually beneficial working relationships between volunteers undertaking bushland activities, Friends Groups, and Council. It is important that the City of Melville and volunteers each recognise their roles and responsibilities in this relationship and that safety, public liability and environmental best practice issues are understood and implemented.

The City of Melville encourages community groups to be active in Melville reserves because it provides opportunities for the community to learn about the natural environment, gain new skills and meet others. Community groups can assist the City of Melville in promoting and protecting the natural environment. Volunteers can act as the "eyes and ears" for reserves not visited daily by the Environmental Team. Community groups can also assist the Council by applying for additional funding for activities within reserves, which help restore and maintain bushland and river foreshore environments.

The manual outlines:

Suggestions for activities which can be undertaken by community groups in City of Melville reserves

An appropriate framework and process for City of Melville support of Friends Groups and volunteers

- Information about providing a safe working environment for volunteers undertaking bushland activities on City of Melville reserves
- Information about public liability and insurance for community groups working in City of Melville reserves
- Funding opportunities for community groups involved in managing, restoring and protecting bushland reserves
- Training opportunities for community group members working in City of Melville reserves
- Guides for preparing Friends Group work/project plans for the City of Melville's natural areas.



## VOLUNTEER GROUPS IN THE CITY OF MELVILLE

Currently there are nine groups and a number of individuals that volunteer in City of Melville bushland reserves, wetlands and foreshore areas. All of the bushland reserves in the City of Melville receive some degree of management, the level being dependent on their assessed management priority. Local government has limited resources for managing natural areas so community based Friends Groups can make a significant contribution. For a full list of groups see Appendix 1.

## ROLE AND RESPONSIBILITIES OF THE CITY OF MELVILLE AND COMMUNITY GROUPS

CITY OF MELVILLE	COMMUNITY GROUP
<p>Communicating with volunteers Environmental Officer can be contacted via email or phone on Tuesdays Responses will be provided via email or phone call Meetings with Environmental Officer can be arranged to discuss major projects and for site inspections (please send brief agenda with issues to be raised prior to meetings) Environmental Officer will respond to requests and queries that arise from Friends Group meetings – send via email if possible</p>	<p>Communication and consultation with City of Melville about activities, events and projects undertaken in reserves Community groups to provide minutes of meetings (if taken) and volunteer hours worked to Environmental Officer (can be done on quarterly basis) Community groups can alert Environmental Officer to issues in reserves eg. rubbish dumping, feral animal presence, vandalism, fire</p>
Writing and implementing management plans	Provide comment and feedback on draft management plans
Provision of budgeted capital items to enhance reserves eg. signage, fencing	
Weed management according to management plan priorities	Assisting with weed management where appropriate
Undertaking research to address key questions about natural area management	Assisting with monitoring and research where possible
Applying for appropriate funding grants to assist with bushland projects	Partnering with COM to apply for grants
Providing volunteers with safe working environments in which to volunteer	Communicating with COM about safety issues
Providing education opportunities for volunteers in natural area management techniques.	Pass on knowledge gained to other group members, apply knowledge to work undertaken in reserves.

## 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 controlled and managed by the City of Melville. Friends Groups work in their own time at their own pace and are eligible for assistance from the City of Melville.

Friends groups may be involved in a variety of activities within a reserve, with the aim of restoring the reserve's conservation values and the community's appreciation for their natural environment. If you are interested in forming a Friends Group, the City of Melville can assist you.

Here are some simple steps to get started:

1. Discuss the reserve you wish to care for with the Environmental Officer to check that the reserve is under the care and management of, or owned by the City of Melville. (and to see if that reserve already has an active community group)
2. Register your group by completing **Forms 1 and 2** with the members of your group. See Appendix 2 and 3. Your group is officially registered once these forms are lodged with the City of Melville.
3. Choose the activities most suited to the needs and objectives of your reserve based on your abilities and the time you have available. Some examples of activities a group may like to do is listed in Section 3.
4. Keep a record of the groups activities and a **register of participants** at events (refer to Insurance and Public Liability section and Form 4 – Appendix 4). These forms need to be returned to the Environmental Officer at the end of the year. Volunteer hours need to be reported to the Environmental Officer at the end of each month.
5. Prepare a workplan. See section 3.2 Targeted Activities for information on workplans.



## 3.0 ACTIVITIES

The following provides a brief explanation of the various types of activities commonly undertaken on City of Melville reserves. Groups need to ensure their activities are supported by appropriate training and are undertaken in a safe manner. The management needs for each reserve should also be reviewed to ensure that they are consistent with conservation objectives.

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

Management plans are guiding documents for bushlands and outline recommendations for implementation by the City of Melville, as adopted by Council. City of Melville volunteers work under the direction of the management plans and City of Melville staff.

## 3.1 SIMPLE ACTIVITIES

To some degree, the type of activities you can undertake will be dependent on the skill and knowledge level of the group as well as the needs of the bushland area. Groups often evolve over time to take on higher-level tasks as their expertise grows. It is easier if groups focus on tasks they identify as achievable and having highest priority. Even weeds can be prioritised for removal so that the greatest threats are managed first.

Simple activities require minimal training and can be undertaken on a regular basis or as needed. Activities include:

- **Rubbish collection**

Removing rubbish improves the visual amenity of a bushland reserve and lowers the incidence of dumping. Clean Up Australia Day is a good opportunity not only to have a general rubbish pick up but to get more volunteers for your group. The City of Melville can organise the removal of collected pruning/rubbish from Council reserves and the foreshore.

The procedure is as follows:

All rubbish (except hard rubbish) must be bagged. Rubbish bags for collection are available from the Environmental Officer. Phone or email a request for bags and collect from the Civic Centre

Filled rubbish bags must be left near a green bin and a Waste Truck Driver will collect

Friends groups must phone through their request to Waste Services for collection (see appendix 5)

If there is no green bin close by, please leave with clear directions in an area that trucks can access. Allow 10 days for collection.

Please note that the Environmental Team no longer collects rubbish (unless through prior arrangement with the Environmental Officer).

### **Keeping Watch**

Friends groups play an important role in being the eyes and ears of the reserves and reporting incidences of fire, rubbish dumping, vandalism and unauthorised vehicle access.

In the case of fire, FESA should be phoned (000). For incidences of rubbish dumping, call Ranger Services on 9364 0628 or 0418 943 219 after hours. The presence of feral bees, foxes and rabbits can also be reported to the Environmental Officer.

Other simple activities for community groups can include:

Taking photographs of wildlife, plants and landscapes

Creating signs for signage shelters

Spreading mulch in areas requested by groups. The City of Melville will only spread mulch if it has provided the mulch separately to requests from friends groups.



## 3.2 TARGETED ACTIVITIES

### Weed removal

Hand removal of weeds is an important activity for Friends Groups. Prior to undertaking physical weed removal it is important to ensure that the species targeted are in fact environmental weeds. A **field herbarium** (i.e. a collection of pressed plants) of weed species can be established and verified to ensure that the correct plants are removed from a reserve. Once the species to be removed have been established, an **annual workplan** will help to determine your schedule and requirements for Council assistance. The Environmental Officer and Environmental Team Leader can help you with this planning. The workplan may simply be a one page letter noting activities, dates and requests for Council assistance.

When planning a project area for revegetation, weed control should be a major consideration. The Environmental Officer can be contacted and will meet with representatives of the group on site and may arrange weed control for the site prior to planting either by the Environmental Team or by contractors, if the site adheres with the City of Melville's management considerations.

If preparing a new site for planting, it is recommended to plan at least a year in advance. It is recommended to have a site sprayed at least two years in advance if possible (at least one year is recommended).

Weed spraying contractors are employed by the City of Melville under a five-year tender. All contractors are recognised bushland regenerators with several years experience in

bushland management, including spraying, and are members of the Australian Association of Bushland Regenerators.

### **Guided Nature walks**

Many people do not value bushland because there is nothing in it they can recognise. As such, guided nature walks are an excellent way of introducing these people to their local flora and fauna. Walks are usually held on weekends during the day, but occasional spotlighting walks in the evening can show other fauna not normally seen during the day (especially bats, frogs and possums). If there is nobody in your group with the confidence or expertise to lead a nature walk, the City's Environmental Officer may be able to recommend some experienced local guides.

### **Environmental Monitoring**

Monitoring changes in the environmental condition of the bushland reserve is an excellent way for Friends Groups to highlight their achievements. "Before and after" photos at busy bees and more permanent "fixed photo points" for longer-term monitoring can record changes in vegetation condition and density. Establishing monitoring quadrants or transects through the reserve can also be useful for long-term monitoring of changes in weed density or loss or gain in native species. Creating a record of the flora, fauna or fungi present in a reserve can be very rewarding for volunteers and helps to show the biodiversity value of your reserve. If you are not confident in undertaking your own surveys then why not see if a local high school or university has students who would be interested in undertaking survey work in your reserve.

### **Raising environmental awareness**

Distributing information about your Friends Group's adopted natural area to local residents is a great way of promoting the values of urban bushland and the importance of the work your group is doing. It may also help in recruiting new group members. Displays of photos and information about your group's activity days at the local library, on the City of Melville website or at a shopping centre can help to raise the profile of your group and the reserve you are working to protect.

#### **▪ Native tree and shrub planting**

For many reserves in Melville, planting trees and shrubs should be a low priority for community groups. Planting is not a simple process of filling in gaps with any available native plants, as plant communities, species ratios, provenance, etc. must all be considered. In nature, the majority of seedlings fail; only the plants most suited to the conditions survive to spread their genes. Growing seedlings under nursery conditions, then planting all of them, overcomes this natural selection and can weaken the gene pool.

The current trend towards a drying climate affects the success rate of new plantings. It is therefore advised to plant small numbers of seedlings and provide appropriate pre and post planting care for the seedlings to ensure adequate survival rates.

For many groups, annual planting days provide an opportunity to involve the wider community and deal with degraded areas of their bushland reserve. Seedlings (including rushes and sedges) are available free from the Council through the annual tree and understorey planting program. Requests for plants for the following year must be made by 30 May each year on behalf of your group. Please request species only (numbers cannot be guaranteed). Plants will be delivered to a pre-arranged location in June/July. Mulch can

be requested if the Council considers that it would assist seedling survival and weed suppression.

Guarantees cannot be made that all plants requested will be supplied due to strike rates and seed viability, etc. We suggest that you plant in good areas and work out towards the degraded areas as per the Bradley method.

Maps of areas to plant in will be provided by the Environmental Team Leader each year at time of delivery unless the group has planned an area for planting in consultation with the Environmental Officer.

#### ▪ **Seed collection**

Seed collection is a more specialised activity which requires training (usually available from APACE, Fremantle). Groups and individuals wanting to collect seed from bushland reserves will need to obtain a Seed Collection Licence from the Department of Environment and Conservation (DEC). A letter of endorsement from the City of Melville can be provided to DEC in order to obtain a permit for a community group. Seed collection is an important task and helps to ensure that local provenance seed can be used for both direct seeding and growing seedlings for planting activities.

#### ▪ **Weed control using herbicides**

Volunteers are not to use chemicals unless through prior arrangement with the Environmental Officer. Chemicals will only be supplied for groups who currently own weed wands. See section 2.2 Safety for guidelines.

#### ▪ **Dieback control awareness**

The City of Melville is committed to dieback management in bushland reserves. The two methods used for active dieback control within City of Melville reserves are spraying phosphite over understorey plants and injecting phosphite into dieback susceptible trees. Some equipment (injectors, phosphite) is available to loan from the City of Melville.

Workshops on dieback control are available to groups annually through the Dieback Working Group and provide detailed training on the most effective methods. Group members will need to book into these courses and a contribution towards the cost will be negotiated. The Dieback Working Group also loans equipment. Phone 9257 9999.



**Piney Lakes**

## ACTIVITIES NOT TO BE UNDERTAKEN BY VOLUNTEERS

Due to public safety, liability and duty of care issues, volunteers working in the City of Melville will **not be** permitted to use:

- Chainsaws and brushcutters
- Prune branches from trees
- Spray with herbicides or insecticides
- Manually apply herbicides other than Glyphosate.

## ACTIVITIES UNDERTAKEN BY CITY OF MELVILLE STAFF

### ▪ Erosion control

Issues regarding areas requiring erosion control or changes to current drainage patterns need to be brought to the attention of the Environmental Officer. Maps and photographs showing the area and issue are preferred. Major changes to stormwater outlets that may be required can be requested through Engineering and Design Services at the City of Melville. Areas requiring revegetation and or jute matting to control erosion can be discussed with the Environmental Officer and a plan can be drawn up for the area.

### ▪ Walking trails

The rationalisation of walking trails is often required to deter the public from trampling bushland areas and can occur after the completion of a dieback study. This ensures that the dieback is not transferred from infected areas to dieback-free areas. Environmental Friends Groups can suggest tracks to be closed. This information will be included in a management/action plan approved by Council.



Piney Lakes dampland

## 4 SUPPORT FOR VOLUNTEERS

The City of Melville will support and guide volunteers in their activities by providing assistance with the following:

### Operational Assistance

- Provision of rubbish bags for weeding and the removal of rubbish from designated pick up points
- Use of the BBQ, Portaloo, and community trailer (through prior arrangement with Environmental Officer) for community events
- Refreshments for activity days on occasion (to be pre-arranged with Environmental Officer)
- Copies of aerial photographs and maps for bushland areas.

### Technical Assistance

- Training opportunities and reimbursement for some expenses (to be prearranged with the Environmental Officer – usually on a 75%: 25% contribution ratio)
- Access to management plans, strategic documents, maps, aerial photographs, weed maps and bushland condition maps if available
- Mulch for areas such as bare verges (to be spread by volunteers if requested)
- Assistance with preparation of activity plans and technical project advice
- Liaison with Council and government agencies and other organisations about bushland management.

### Promotional Assistance

- Advertising events in the local newspaper (twice per year per group, must be organised at least four weeks in advance with Environmental Officer – printing space cannot be guaranteed)
- Information about events and updates on environmental management practices
- Printing of flyers, laminating posters for signage shelters, photocopying of flyers
- Promotion of organised events and group activities on City of Melville's website.



## 5 SAFETY

The main safety requirements necessary for the protection of all volunteers engaged in activities on reserves are related to the use of herbicides and the supervision of children.

### ▪ Herbicides/Weed control

Volunteers **will not be permitted** to use herbicides in bushland reserves, unless through prior arrangement with Environmental Services. Some groups have been provided with weed wands and this will be the *only* permitted use of herbicides for groups. Only Roundup Biactive will be permitted for weed wands. Gloves, sunglasses and long sleeved shirts and long pants must be worn when using weed wands, and you must read the label before applying this chemical. It is important that group members read the material safety data sheet provided with the product and apply strictly according to the manufacturer's directions. Warning signs need to be erected advising any members of the public that herbicide application is being undertaken (signs are available to borrow on request). The Environmental Team and contractors employed by the City of Melville will be the only bodies permitted to use herbicides for spraying in bushland reserves within Melville.

### Appropriate Suncare

SPF30+ Sunscreen will be provided to all volunteers groups on request. Sunglasses should be worn at all times during outdoor activities to avoid eye injuries. Long sleeved shirts and full-length pants also help to avoid sun damage.

### Protective equipment

Gloves are available to all volunteers (in the community trailer) and should be worn when performing all bushcare activities. Enclosed shoes should be worn and steel capped boots are preferred when using shovels, spades and trimming equipment. Reflective vests can be provided when working near roads.

### Manual handling

Volunteers are not expected to lift anything heavy. If lifting heavy items, bend the knees and share the load with another group member.

### First Aid kits

Will be provided and restocked on request.

### ▪ Children

To ensure the safety of all concerned while undertaking bushcare activities, it is essential that children accompanying volunteers have **Adult Supervision** at all times. It is to be noted that children under 16 years of age are not covered under the City of Melville's public liability insurance.

See Appendix 8 for further safety tips for bushland activity days.



## 6 INSURANCE AND PUBLIC LIABILITY

Volunteers **are able to be covered** by the City's insurance for personal accident and public liability. This requires all Friends Groups to confirm in writing on an annual basis their acceptance of the conditions developed by the City in accordance with this manual. (Form 4 is a sample registration form.) It must be noted that **children under 16 and people over 75 years of age are not covered** by the City of Melville's public liability insurance.

### ▪ Volunteer Register

This involves the establishment of an accurate "Volunteer Register" for each group, which must record all volunteers attending workdays or undertaking bushcare activities. The "Volunteer Register" will need to be examined by the insurance company in the case of an accident or related claim. It will also be necessary to advise the City of Melville in writing of a list of volunteers, one of whom will always be on-site to direct activities as a "Delegated Coordinator" (See Forms 1 & 2). The "Delegated Coordinator" must ensure all volunteer details are recorded accurately in the "Volunteer Register". For insurance purposes, Friends Groups are comprised of volunteers of the City of Melville and come under the direction and control of Council. Members of a group, which is an incorporated body, are specifically excluded from cover under the Council Insurances. Incorporated groups (eg . catchment groups) will be required to provide their own insurance before undertaking bushcare activities on Council-managed reserves.

### ▪ Insurance cover

It should be noted and advice given to all members of Friends Groups that the insurance provided is for personal accident. This type of policy covers only specific identified events such as –

- 1) Death or total and permanent disablement
- 2) The loss of a limb
- 3) Loss of sight, etc.

For these occurrences, a set lump sum payment is made. This policy totally excludes reimbursement of any expense which would, under normal circumstances, be fully or partly (including the gap) recoverable from Medicare.

**Please note that Medicare recoverable expenses are totally the responsibility of the volunteer and neither the City of Melville nor its insurer will consider reimbursement of this nature.**

Insurance cover is not available on reserves not vested in the City of Melville and Friends Groups need to understand that Council accepts no responsibility for activities, which may be undertaken on other reserves. If the reserve to be managed is not vested with the City of Melville, contact must be made with the appropriate controlling body to determine their requirements for bushland activities and insurance coverage.

For further detailed information on the City of Melville's insurance policy contact the Risk Management Coordinator at the City of Melville.

## 7 FUNDING

### CITY OF MELVILLE FUNDING REQUESTS

The City of Melville offers a number of Cultural and Community Development grants. These grants aim to encourage and develop local community projects, supporting community groups that make a positive contribution to community and cultural life in the City of Melville. Every year, funding is available for community groups in the City of Melville.

#### **Major Cultural and Community Development Grants**

To assist with innovative environmental activities, projects and programs that build community strength and connectedness.

Advertised March/April each year - Up to \$10,000 is available

#### **Minor Cultural and Community Development Grants**

To support established and emerging not-for-profit groups in community projects and other activities.

Available throughout the year - Up to \$400.00 is available

See the City of Melville's website for application forms and further information

<http://www.melvillecity.com.au/community/community-grants/city-of-melville-grants-program>

### APPLICATIONS 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 grants from agencies such as the Lotteries Commission and State Minister for the Environment are available each year. Others change annually. Different funding bodies supply funding for different items. Grants available to community groups are passed on to the group during the year by the Environmental Officer in a regular email distribution.

Projects need to be discussed with the Environmental Officer during the planning stage before applying for funding. Contact the Environmental Officer for advice on the most suitable grant for your particular project. The Environmental Officer can also provide maps and support letters if it is endorsed by the City of Melville (and on some occasions may be able to assist you in completing your grant application). The Environmental Officer will meet you on site to give advice on your project.

See Appendix 10 for detailed information about grants and websites with application forms and information.

Grants information is also available from SERCUL, who may be able to assist you with your application.

## 8 TRAINING

The City of Melville encourages Friends Group members to undertake training in skills needed for the types of bushcare activities they are involved in. The more involved and complex the activity, the greater the level of training required.

Information about training opportunities is communicated to Friends Groups by the Environmental Officer through regular distribution emails. The City of Melville seeks ongoing opportunities to coordinate training programs specific to the Melville environment, using local knowledge and recognised experts. This may require external funding through organisations such as the Gordon Reid Foundation and Community Conservation Grants. If you have any new ideas or opportunities for training please let the Environmental Officer know.

Introduction to Bush Regeneration Courses are regularly held through APACE and at least one member from each group each year will be encouraged to participate by the City of Melville, provided they spend a certain number of hours each month working in the reserve and are willing to train others in the skills they have learnt. A contribution of 25% of the cost of the course will be requested (the course cost is currently around \$220 per person). The Environmental Officer will inform group members when a course opportunity arises.

### Skills for Nature Conservation Courses

Free courses for Friends Groups and are available every year. Past courses have included basic plant and weed identification, dieback information, site visits to restored sites, and wetlands. It is recommended you book a place as soon as the information becomes available as these courses are very popular.

Past course information notes can be found at [www.wrc.wa.gov.au/swanavon](http://www.wrc.wa.gov.au/swanavon)

### Seed Collection Courses

APACE runs a three-day seed collection course for volunteers in late spring to equip participants with basic skills to collect, process and store native seed across various vegetation communities. The Environmental Officer will inform group members when a course opportunity arises. The City of Melville will fund at least one group member to attend this course each year and will ask for a 25% contribution to course costs for subsequent members participating in the course.

More information can be found at [www.apacewa.org.au](http://www.apacewa.org.au) or by phoning 9336 1262.

Other courses are regularly held and there may be some cost to volunteers, which the City of Melville may subsidise if there is enough interest.

## **Piney Lakes Environmental Education Centre (PLEEC)**

Piney Lakes Environmental Education Centre runs courses on a regular basis for schools, and community groups as well as adult education/information sessions. Tours of the environmental centre building are available by arrangement with staff at the centre. The Friends of Piney Lakes run a Piney Lakes night walk – a guided spotlighting walk around the wetland at night. The centre is also available for function hire for community groups and the general public. The City of Melville's Volunteer Service is run from the PLEEC centre for anyone interested in other types of volunteering experiences.

For more information visit the City of Melville website at [www.melvillecity.com.au](http://www.melvillecity.com.au).

# APPENDICIES

## APPENDIX 1

### List of Reserves and their Status in the City of Melville

Priority One Reserves	Area (ha)	Priority Two Reserves	Area (ha)	Priority Three Reserves	Area (ha)
Bluegum Lake	7.3	Arthur Kay Reserve	0.5	Alex Lambert Reserve	0.4
Bateman Park	1.5	Al Richardson Reserve	0.7	Art Wright Reserve	0.24
Booragoon Lake	9.9	Attadale Bushland Reserve	2.8	Connelly Reserve	0.38
Blackwall Reach	10	Bainton Reserve	0.3	Colleran Reserve	0.27
Beasley Reserve	5.6	Bill Brown Reserve	1.2	Elisabeth Manion Reserve	0.48
Bull Creek Reserve	7.55	Bob Crawford Reserve	1.07	Fred Johnson Reserve	0.36
Dudlee Hartree Reserve	3.6	Douglass Freeman Reserve	2.4	Harold Field Reserve	1.29
George Welby Reserve	1.9	Ern Stapleton Reserve	0.57	Hugh Corbett Reserve	0.3
Harry Strickland Reserve	0.53	Hatfield Reserve	0.53	Jim Ainsworth Reserve	0.4
Harry Sandon Reserve	3.9	Harry Baker Reserve	1.33	PJ Hanley Reserve	0.46
Heathcote Reserve	11	Olding Park	0.28	Trevor Gribble Reserve	0.8
Ken Hurst Reserve	35	Reg Bourke Reserve	2.21	Trevor Knowles Reserve	0.3
Peter Ellis Reserve	2	Tom Firth Reserve	0.48	William Hall Reserve	2.1
Phillip Jane Reserve	3.8			William Reynolds Reserve	0.1
Peter Bosci Reserve	1.4				
Point Walter Reserve	10				
Piney Lakes	30.6				
Quenda wetland	2.4				
Robert Weir Reserve	1.36				
Ron Carroll Reserve	5.58				
Richard Lewis Reserve	3.9				
Wal Hughes Reserve	1.4				
Wireless Hill Park	33				

### Environmental Friends Groups in the City of Melville

Friends of Attadale Foreshore

Bicton Environmental Action Group (BEAG) – Along Bicton foreshore and in Blackwall Reach

Greening Leeming – Helps at Leeming reserves, especially Robert Weir and Peter Ellis

Friends of Harry Sandon

Friends of Ken Hurst Park

MuEnSa- helps at Quenda wetland

Friends of Olding Park

Friends of Piney Lakes

Friends of Wireless Hill

**APPENDIX 2**

**FRIENDS OF RESERVES                      FORM 1**  
**ACKNOWLEDGEMENT FORM**

I.....  
**(NAME OF CONVENOR)**

OF.....

**(ADDRESS)**  
**AND PHONE NUMBER.....**

**REPRESENT THE FRIENDS OF .....**  
**(NAME OF RESERVE)**

**AT.....**  
**(RESERVE ADDRESS)**

**AND RESERVE CODE NO. RES.....**

Acknowledge that I have read and understood the requirements of the City of Melville Friends Group Manual

I also acknowledge that our group \_

1. Will not operate chainsaws without written approval from the Council.
2. When operating any mechanical equipment will wear appropriate protective clothing.
3. Will ensure that all children accompanying volunteers will be supervised at all times.
4. Will maintain an accurate Volunteer Register of all people-attending workday for examination by the Council and Insurance Company in the case of an accident.
5. Recognises that for insurance purposes are acting in our own right and not linked to any incorporated group.
6. Recognises that insurance cover will not be available on reserves not vested in the City of Melville and that the Council will not accept responsibility for any activities undertaken on other reserves.

**Signature of Convenor.....Date.....**

***Please return as soon as possible to:***  
The Environmental Officer  
City of Melville, Locked Bag 1, Booragoon 6954



### **Definitions**

#### **Delegated Coordinator/Convenor:**

A Friends Group member who takes responsibility for the supervision of any activities in the reserve. A Friends Group member who chairs the groups meetings.

#### **Supervision:**

It is preferable that at least one delegated coordinator be on site at all times to supervise any formal Friends Groups activities on a Council reserve.

#### **Volunteer Members:**

A person who has registered interest and actively supports Friends Groups' operations for a specified reserve.

#### **Friends Group Register of Attendance on Working Days:**

Delegated coordinators are expected to maintain a register of volunteers in attendance on any particular working day on a reserve. This information does not need to be relayed to the Council on each occasion and can be retained by the convenor of a Friends of Reserves Group. This register also caters for additional volunteers who are not listed as recognised volunteer members.



## APPENDIX 5

## CITY OF MELVILLE CONTACTS

Officer	Area of Assistance
<b>Customer Requests</b> 9364 0666	General requests and problems Maintenance requests Report online at <a href="http://www.melvillecity.com.au">www.melvillecity.com.au</a>
Environmental Officer 9364 0283	Coordinator of bushcare activities Environmental/technical advice Training arrangements, education and support for community involvement in bushcare activities Provision of signage, advertising, rubbish bags and other agreed services Maintenance of the Friends Group Register Assistance with funding applications Assistance with the preparation of Workplans and Action Plans Attendance at Group Activity Days (through prior arrangement) Sightings of feral animals in bushland reserves
Environmental Team 0402 799 033	Advice on firebreaks and fire management Environmental/technical advice Plant delivery, bbq delivery, trailer delivery, portaloos delivery, etc (all through prior arrangement with Environmental Officer) Weed control/site preparation Provision of available safety gear eg. gloves, safety glasses, first aid kits Attendance at Group Activity Days (through prior arrangement)
Environmental Education Officer 9364 0790	Environmental Education programs run at the Piney Lakes Environmental Education Centre (PLEEC), Winthrop – schools, community groups, adult education Guided Tours of the PLEEC building Function rooms at the PLEEC centre for hire
Environmental Programs Manager 9364 0698	Foreshore technical information (also see Swan River Trust) Grievances
Melville Volunteer Resource Centre (PLEEC) 9364 0153 <a href="mailto:volunteering@melville.wa.gov.au">volunteering@melville.wa.gov.au</a> <a href="http://www.melville.wa.gov.au">u</a>	Information and links to volunteering opportunities with suitable agencies and groups in the City of Melville Office hours: 10am-3pm, Monday-Thursday at Piney Lakes Environmental Education Centre, Leach Hwy, Winthrop
Aboriginal Liaison Officer	Advice or information about Aboriginal issues, history,

9364 0657	consultation, etc
Ranger Services 9364 0628 0418 943 219 A/Hours	Rubbish dumping in reserves Dog information (permitted areas, restricted areas, etc)
Security 1300 653 643 (24 Hour service)	Antisocial behaviour in reserves
Waste Services 9364 0266	Rubbish collection (bags)
Reticulation Team	Maintenance of Reticulation
Graffiti hotline 1800 626 119 (free call)	Graffiti removal Also reporting feature available online at <a href="http://www.melvillecity.com.au">www.melvillecity.com.au</a>

## APPENDIX 6

### INFORMATION AND RESOURCES

#### Bushland Regeneration 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.

Bradley, J. 1988. *Bringing Back the Bush: The Bradley Method of Bush Regeneration*. Lansdowne Press, Sydney.

#### 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.

Wildflower Society of WA, *Invasive Weeds & Regenerating Ecosystems in Western Australia*, Conference Proceedings, July 1994, Murdoch University, Perth.

## **Dieback**

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

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

## **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.

## APPENDIX 7

## OTHER ORGANISATIONS

Department	Address	Type of Information/Assistance
<b>Aboriginal Affairs Department</b> Ph: 08 92358000	197 St. Georges Tce Perth 600	Advice on Aboriginal significant sites
<b>Agricultural Protection Board</b> Ph: 08 93683333	Baron Hay Court South Perth 6151	Advice on controlling noxious weeds Advice on controlling feral animals
<b>Agriculture Western Australia (AWA)</b> Ph: 08 93683333	Baron Hay Court South Perth 6151	Advice on soil conservation Advice on use of herbicides
<b>ALCOA Australia</b> Ph: 08 93165111	Marmion St. Booragoon 6153	Funding opportunities Advice on rehabilitation
<b>APACE (Appropriate Technology Development Group)</b> Ph: 08 93361262	Winter House 1 Johanna St. North Fremantle 6159	Courses in bush regeneration Plant propagation Nursery specialising in native plants Courses in seed collection
<b>Australian Association of Bush Regenerators (AABR)</b> Ph: 08 93361262	c- APACE 1 Johanna St. North Fremantle 6159	Network of groups/ individuals interested in urban bushland management
<b>Bureau of Meteorology</b> Ph: 08 92632222	1100 Hay St. West Perth 6005	History of climatic conditions
<b>Bush Fires Board</b> Ph: 08 93239300	Emergency Fire & Rescue 480 Hay St Perth WA 6000	Advice on preventing and controlling fires
<b>Conservation Council of Western Australia</b> Ph: 08 92200652	Lotteries House 2 Delhi Street. West Perth 6004	Contacts with bushland groups Access to West Australian Species Network coordinator
<b>Department of Environment &amp; Conservation (DCE)</b> Ph: 08 93340333	50 Haymen Rd Como WA 6152	Listing of priority species Assistance with the development of Management Plans Advice on management techniques Fauna and flora surveys Library
<b>Department of Aboriginal Sites</b> Ph: 08 93227144	35 Havelock St. West Perth 6005	Detail on Aboriginal significant sites
<b>Department of Environmental Protection (DEP)</b> Ph: 08 92227000	8 <sup>th</sup> Floor Westralia Square 141 St. Georges Tce Perth 6000	Environmental issues System 6 recommendations Library Information on setting up friends groups Information on bushland and wetland management
<b>Department of Land Information</b> Ph: 08 92737373	Midland Square Morrison Rd Midland	Aerial photographs Information on site history
<b>Gordon Reid Foundation</b> Ph: 93405270	Lotteries Commission 74 Walters Drv Osborne Park	Funding opportunities
Greening Western Australia	10-12 The Terrace	<b>Information on sources of</b>

(GWA) Ph: (08) 9335 8933	Fremantle WA 6160	<b>funding</b> Advice on planning/ management
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<b>Department</b>	<b>Address</b>	<b>Type of Information/Assistance</b>
<b>Herbarium of Western Australia</b> Ph: 08 93340335	George St. South Perth 6151	Identifying plants Public reference herbarium Library
<b>Kings Park Board</b> Ph: 08 94803600	Kings Park and Botanic Gardens West Perth 6005	Identifying plants Advice on management techniques Information on weed control Library
<b>Department of planning &amp; Infrastructure (DPI)</b> Ph: 08 92647777	Albert Facey House 469 Wellington St. Perth 6000	Inventory of urban bushland Future land use
<b>City of Melville</b> 9364 0666 -General Enquiries Environmental Officer -9364 0283 Environmental Programmes Manager- 9364 0698	10 Almondbury Road Booragoon, 6154	Technical advice Provision of equipment Funding advice
<b>Museum of Western Australia</b> Ph: 08 93294411	Francis St. Perth 6000	Identifying fauna Fauna surveys Identifying sites of aboriginal significance
<b>National Trust of Australia</b> Ph: 08 93216088	4 Havelock St. West Perth 6005	Assessment of areas for heritage value
<b>Naturalist Club WA</b> Ph: 08 94272788	63 Meriwa St. Nedlands 6009	Flora/fauna surveys Lecture program
<b>Royal Australian Ornithologists Union (RAOU)</b> <b>Birds Australia</b> Ph: 08 93375673	PO Box 19 Jolimont 6111	Bird surveys Lecture program
<b>Royal Western Australian Historical Society</b> Ph: 08 93863841	49 Broadway Nedlands 6009	Information on the history of the site
<b>Urban Bushland Council</b> Ph: 08 92715707	Lotteries House 2 Delhi Street. West Perth 6004	Directory of community groups Advice on protection and management off urban bushland
<b>Water Corporation</b> Ph: 08 94202420	629 Newcastle St. Leederville 6007	Management of wetlands
<b>Water and Rivers Commission</b> Ph: 08 92780300	Hyatt Centre 3 Plain St. Perth 6000	Wetland management
<b>Wildflower Society of WA</b> Ph: 08 93877979	PO Box 64 Nedlands 6009	Identifying plants Flora surveys Management techniques Lecture program Library
<b>Wetlands Conservation Society</b> (Private Residence) Ph: 08 93377113	14 Stone Court Kardinya 6163	Management of wetlands Lecture program

## **APPENDIX 8**

### **Safety Tips for Community Groups working in City of Melville Reserves**

Wear clothing and protective equipment that is suitable for working in the bush eg. long-sleeved shirts, pants, sturdy footwear, gloves, etc.

Wear a hat and use sunscreen to avoid sun damage.

Carry sufficient water for drinking and be sure to stay hydrated in hot weather.

Be aware of the dangers of different ground surfaces eg. slopes, rocks, holes, tree roots.

Take care when doing activities that may strain the back or cause a hernia eg. bending, lifting, digging and pulling out weeds.

Be aware that we share the environment with many other animals and plants. Avoid destroying or disturbing habitats and watch out for snakes, bees, spiders and other potentially harmful fauna.

If in contact with animals such as snakes or spiders, do not disturb them, warn other workers, and walk away from the area.

Be careful around plants, shrubs, etc. which have spiky foliage.

Do not leave tools or rubbish in a position that is dangerous for other workers or the public.

Do not work during storms, high winds or extreme heat.

Children should be supervised by an adult at all times.

All accidents must be reported as soon as possible to the leader of your working party who can act upon it appropriately.

Report any unsafe working conditions, hazards, etc. to the leader of your working party.

All people working in bushland must sign on and off when working in the bush at any time on friends group or Council business.

## **APPENDIX 9**

### **Bushland Management Principles in the City of Melville**

#### **Management Plans**

These are the guiding documents that outline management issues and determine a course of action and projected budget for activities over five years.

#### **Prioritisation for Bushland Management**

The City of Melville has devised and implemented a prioritisation system for all bushland reserves in the municipality. The priority system helps Council allocate a budget for 350 hectares of bushland and 18 kilometres of foreshore within the municipality. It is obvious that some reserves contain significantly better quality bushland than others and are better supported by the community. A system has been devised that weights each bushland area and categorises them into priority groupings so that more budget can be allocated to preserve the better quality bushland.

##### **1. Definition of Priority 1 bushland**

These areas have the best quality bushland in terms of overstorey and understorey, and are likely to have green links, be listed as a Bush Forever Site and have an active Friends Group. They have low disturbance in the high quality bushland areas and low quantities of weeds. Therefore, they are the best places to start bushland restoration activities following the Bradley Method. It is cost effective to allocate capital as well as maintenance budget to these reserves because there is less work required to see marked improvements in quality and amenity.

##### **2. Priority 2 bushland**

These sites are defined as being in reasonable condition, having potential to be improved but requiring considerable capital input to transform them into priority 1 bushland. The strategy undertaken in these reserves is to prevent further damage from occurring within the reserve. A maintenance program is established which concentrates on weed control and improving general amenity. The management strategy for priority two reserves is to concentrate rehabilitation work on the higher quality bushland and focus on weed control, therefore allocating less funding to parts of the reserve which are already highly degraded.

##### **3. Priority 3 reserves**

The management strategy for these reserves is to carry out a minimal maintenance routine for aesthetics, safety and fire control issues. If the reserve is badly degraded, the effort and financial commitment required to restore it to significant bushland would outweigh the benefit given budgetary constraints. Priority three reserves therefore have very little capital works budget with the funding being allocated to priority one reserves where the benefit of restoration work can be seen over a short period of time.

## **The Bradley Method of Bushland Regeneration**

The Bradley Method was developed by the Bradley sisters who volunteered in their local patch of bushland in New South Wales in the early 1960s. Their methods have stood the test of time and have shown slow but gradual progress in bushland areas of good to very good condition.

They found that by working from areas of good quality bushland towards more degraded areas they achieved higher rates in weed reduction because of a lower rate of disturbance. This was found to be a highly sustainable way of regenerating the bushland.

At the City of Melville, the Bradley Method is advocated and volunteers are encouraged to use this method. This is based on the theory that very good healthy bushland is sustainable, and requires the least amount of work and resources to help it to restore itself. This is the principle by which we manage all natural environments in Melville.

**Principle 1 - Work from areas in good condition towards degraded areas**

**Principle 2 - Disturb the soil as little as possible**

**Principle 3 - Let the regeneration of native plants govern the rate of weed removal**

**Principle 1** - A higher success of regeneration will occur when working from the good areas out towards the more degraded areas, plus natural regeneration will occur to replace the plants that have been removed.

**Principle 2** - Soil disturbance can encourage more weeds to germinate. Therefore, where ever practicable, it is best to use methods that reduce soil disturbance eg. use herbicides, use knives to remove weeds without ripping the ground open.

**Principle 3** – If there is a high rate of natural regeneration, then there will usually be less to weed. Same as if there is less regeneration then there is more to weed. Therefore the rate of regeneration determines the rate of weed control. You will need to continue to re-weed your site until the rate of regeneration takes over. This usually requires a commitment of many years of weeding to restore an area. Remember the saying 'One years weed seven years seed'

See *Bringing Back the Bush: The Bradley method of Bush Regeneration*.

## **Asset Management & Maintenance**

It is the City of Melville's responsibility to maintain the natural assets of the urban bushland. Activities arising from management objectives include spraying along paths, keeping paths clean and free of shrubs, removing rubbish, reducing fire risks by clearing fire breaks, slashing weedy grasses, removing dead wood from property boundaries and providing mulch on request.

The Environmental Team consists of the Environmental Programs Manager, Senior Natural Resource Technical Officer, Environmental Officer, Sustainability Officer, Environmental Education Officer, Customer Service Officer (Piney Lakes Environmental Education Centre), Environmental Team Leader and three bushland team crew members who carry out maintenance work in the 350 hectares of bushland and 18 kilometres of foreshore within the City of Melville.



## Appendix 10 Grant Information

Organisation	Who can apply	How much money?	Closing date	Eligibility
CALM community grants	Community groups	\$500-\$5000		Grants for community conservation projects in the Perth Region. Department's Regional Parks Unit on 9431 6500.
Envirofund	Individuals, Incorporated community groups and unincorporated sponsored community groups	Up to \$30,000	Awaiting next round information	Funding for on-ground support of a number of local environmental and natural resource management problems such as revegetation, feral animal control, protective fencing and community education. Will generally provide \$1 for every \$1 of in-kind support.  <a href="http://www.nht.gov.au/envirofund/index.html">www.nht.gov.au/envirofund/index.html</a>
Gordon Reid Conservation of Natural Heritage grants	Non profit community groups, LGA's	\$1000 - \$15,000 per year	ongoing	Aims to support community groups in their efforts to protect, manage or monitor their natural heritage. Projects such as planting, fencing, feral animal control, weed control, public educational material, research and any equipment required to undertake projects will be considered.  <a href="http://www.lottery.wa.gov.au">http://www.lottery.wa.gov.au</a>
Conservation Volunteers Australia	Individuals, community groups, LGA's	Volunteers, hand tools, vehicle, insurance. \$440 per day plus GST	Any time	Projects must be designed to preserve and protect planting, seed collection, flora and fauna surveys, walk trail construction and maintenance, fencing and environmental monitoring.  <a href="http://www.conservationvolunteers.com.au">www.conservationvolunteers.com.au</a>
Grants Link				A Commonwealth Government website where you can search for available grants  <a href="http://www.grantslink.gov.au">www.grantslink.gov.au</a>

Landcare, Coastcare, Rivercare	Landcare, Coastcare and Rivercare groups	Advice and support	anytime	Landcare: <a href="http://www.landcareonline.com">http://www.landcareonline.com</a>
Australian Government's community water grants	Schools, groups, community groups, LGA's			Projects that help to improve the health of a community's water resources.
WA local government and regional development grants directory		Information about further government grants		<a href="http://grantsdirectory.dlgrd.wa.gov.au/">http://grantsdirectory.dlgrd.wa.gov.au/</a>
SALP (Swan Alcoa Landcare Program)	Groups with an ABN (joint applications possible)			Provides funding for community groups involved in on-ground revegetation and rehabilitation projects. Funding will only be given to groups with an ABN. If you do not have an ABN, joint applications can be made with a group or local government that does have an ABN.  <a href="http://www.wrc.wa.gov.au/swanavon/pages/funding.html">http://www.wrc.wa.gov.au/swanavon/pages/funding.html</a>
City of Melville grants Major Cultural and Community development grant	Community groups	Up to \$10,000	Advertised March/April each year	To assist with innovative environmental activities, projects and programs that build community strength and connectedness.
City of Melville Minor Cultural and Community Development grants	Community groups	Up to \$400	Available throughout the year	To support established and emerging not-for-profit groups in community projects and other activities.
The Ian Potter Foundation	Community groups, not for profit groups	Funding \$\$ depends on project	Four times per year	<a href="http://www.ianpotter.com.au">www.ianpotter.com.au</a> . See website for further details or call (03) 9560 3188.