

Environmental Volunteer Group Manual

**For Volunteers Involved in Bushland Management Activities
in City of Melville Reserves**

July 2025



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1. INTRODUCTION

Urban bushland remnants are highly valued by many people. It is critical to manage these areas well to protect biodiversity and ensure they are available for future generations to enjoy.

The City of Melville has 58 bushland reserves and 18 kilometres of foreshore to look after, covering about 355 hectares. Managing such a large and diverse area requires a lot of skill and resources. Quite simply, we could not do it without the help of volunteers.

Partnering with environmental volunteer groups allows us to achieve more. Volunteers can be the eyes and ears of reserves, giving us information so we can better protect these areas. Without volunteers, many bushland projects would not be possible. Volunteers are an amazing asset to our community, and the City appreciates their time and commitment to preserving our natural environment.

1.1 Volunteer Manual

The Volunteer Manual provides information about:

- Activities that can be undertaken
- An appropriate framework and process for City support
- Safe working environments
- Public liability and insurance
- Funding opportunities
- Training opportunities
- Guides for preparing Friends Group work/project plans

The Volunteer Manual should be read in conjunction with the [Volunteer Handbook](#) and the [Work Health and Safety Induction](#) and [Code of Conduct](#). These are available on the City's [webpage](#) or from [Volunteer Melville!](#) (volunteer.melville@melville.wa.gov.au) or alternatively contact the Natural Areas Community Officer (NACO) to obtain a copy.

1.2 Friends Groups in the City of Melville

Currently, there are approximately 25 local groups that volunteer in City of Melville bushland reserves, wetlands and foreshore areas. All natural areas in the City of Melville receive some degree of management; the level being dependent on their assessed management priority (see Appendix 1 for a full list of reserves).

An up to date list of Friends Groups and contacts can be found by visiting our [Environmental Volunteer Groups](#) webpage.

2. GETTING STARTED

2.1 Forming a Friends Group

A Friends Group usually consists of community members working together to conserve and protect a reserve controlled and managed by the City. Friends Groups work in their own time and at their own pace and are eligible for assistance from the City.

Here are some simple steps to get started:

1. Discuss the reserve you wish to care for with the City's NACO. Volunteer Melville! can also be contacted for general information regarding volunteering and opportunities (volunteer.melville@melville.wa.gov.au).
2. If no Friends Group exists for the reserve, delegate a group coordinator and register the group with the NACO by completing **Form 1 and 2** (Appendix 2 and 3). The group is officially registered once these forms are lodged with the City.
3. Have other group volunteers complete **Forms 1 and 2** to register as an official volunteer of the group.
4. 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 are listed in Section 3.
5. Prepare a Workplan each year in conjunction with the NACO to agree on the group's activities and focus areas for the coming year, detailing any support needed from the City. See section 4 for information on Workplans.
6. Keep a record of the group's activities and a **Workday Register** at events (refer to section 6 – Insurance and Public Liability and **Form 3** – Appendix 4). Complete a Take 5 risk assessment before each activity. These forms need to be returned to the NACO at the end of the year or at the Workplan meetings. Volunteer hours need to be reported at the end of each month.
7. The NACO can be contacted for assistance via email or phone during normal working hours. Responses will be provided via email or a phone call. Meetings can be arranged to discuss starting a Friends Group, major projects and for site inspections (please send brief agenda with issues to be raised prior to meetings).

2.2 Role and Responsibilities of the City Of Melville, Community Groups, and Convenor

City of Melville	Community Group	Convenor
<ul style="list-style-type: none"> Provide volunteers with a safe working environment 	<ul style="list-style-type: none"> Ensure OH & S guidelines are followed and group activities are undertaken in a safe manner. 	<ul style="list-style-type: none"> Have all new volunteers sign the Application and Agreement forms and ensure they have read the Volunteer Manual. Convenors to return completed forms to NACO Provide minutes of meetings (if available) and volunteer hours worked to the NACO (on a monthly basis)
<ul style="list-style-type: none"> Oversee and periodically review management plans across all reserves, including monitoring of biodiversity through ecological surveys 	<ul style="list-style-type: none"> Provide comment and feedback on draft management plans 	<ul style="list-style-type: none"> Provide comment and feedback on draft management plans
<ul style="list-style-type: none"> Carry out activities in reserves based on management plan recommendations 	<ul style="list-style-type: none"> Align Friends Group activities with management plan recommendations 	<ul style="list-style-type: none"> Align Friends Group activities with management plan recommendations
<ul style="list-style-type: none"> Develop an annual Workplan with Friends groups that outlines planned activities for the coming year. 	<ul style="list-style-type: none"> Assist the Convenor to draft an annual Workplan for submission to the City 	<ul style="list-style-type: none"> Develop an Annual Workplan in conjunction with the NACO to plan the group's activities for the coming year Submit plant requests to the NACO by August for planting season the following winter
<ul style="list-style-type: none"> Communicate with Friends Groups about issues in reserves, upcoming works, grants, events and training opportunities 	<ul style="list-style-type: none"> Pass information and queries about reserves to the Convenor to forward to the NACO for action 	<ul style="list-style-type: none"> Be the liaison person between the group and the City about activities, events and projects undertaken in reserves
<ul style="list-style-type: none"> Undertake research to address key questions about natural area management 	<ul style="list-style-type: none"> Assist with monitoring and research where possible 	<ul style="list-style-type: none"> Assist with monitoring and research where possible
<ul style="list-style-type: none"> Support groups to apply for natural area grants 	<ul style="list-style-type: none"> Partner with the City to apply for grants 	<ul style="list-style-type: none"> Partner with the City to apply for grants
<ul style="list-style-type: none"> Provide education opportunities for volunteers in natural area management as applicable 	<ul style="list-style-type: none"> Pass on knowledge gained to other group members and apply knowledge to work undertaken in reserves. 	<ul style="list-style-type: none"> Identify educational needs for group members as applicable

3. ACTIVITIES

Activities undertaken by Friends Groups are determined by:

- Reserve management plans – these documents are reviewed every five years and include management recommendations based on historical and updated survey information. The Natural Areas Asset Management Plan (NAAMP) and Reserve Management Plans can be found on the City’s website. All activities by Friends groups need to be carried out in consultation with the NACO and be in line with the recommendations contained within the management plans.
- Skills and knowledge level of the group – activities should be undertaken in a safe manner and supported by appropriate training. Training needs can be discussed with NACO.
- Friends Group Annual Workplan – developed with the NACO to outline a schedule of activities for the year and any requirements for assistance from the City. Both the City’s and Friends groups activities are guided by the recommendations from the management plans.

3.1 Activities That Can Be Undertaken By Groups

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.

The following numbers can be used to report:

Incidence	Contact	Phone Number
Fire	Department of Fire and Emergency Services (DFES) (Formerly the Fire and Emergency Services Authority of WA)	000
Rubbish dumping	City of Melville Ranger Services – City of Melville Customer service Community Safety Services	08 9364 0666 (working hours) 0418 943 219 (after hours) 1300 653 643
Feral bees, foxes, rabbits, cats	City of Melville Natural Areas Officer	08 9364 0666 (working hours)

Raising Environmental Awareness

Promote the value of urban bushland and the important work your group is doing. Display photos and information at local community centres (including libraries and shopping centres), share events and photos through the City's social media platforms, website and eNewsletters, and if your reserve has a sign-shelter keep the content up-to-date.

Guided Nature Walks

Run a guided walk to introduce community members to their local flora and fauna. Walks are generally organised on weekends during the day. Evening walks to observe nocturnal animals are also an option. If there is nobody in your group with the confidence or expertise to lead a walk, the City's NACO may be able to recommend a guide. We recommend groups of no more than sixteen people per guide.

Rubbish Collection

Remove rubbish to improve the visual amenity of a bushland reserve and lower the incidence of illegal dumping. Clean Up Australia Day and Keep Australia Beautiful Week are good opportunities to not only clean up the environment but also to encourage more volunteers to join your group. If you would like to organise a rubbish collection event, please ring the Natural Areas Community Officer to discuss further.

Weed Control

Many weeds can be effectively controlled using hand weeding rather than spraying. Prior to undertaking physical weed removal it is important to ensure that the species targeted are environmental weeds.

Guidelines for hand weeding of priority weeds can be provided by the NACO on request. Below is an example of key weed species around the City of Melville and a schedule for conducting hand weeding activities.

Hand removal of:	J	F	M	A	M	J	J	A	S	O	N	D
Perennial Veldt Grass												
Pigface												
Geraldton Wax												
Fleabane												
Geraldton Carnation Weed												
Gladiolus												
Victorian Teatree												
Pelargonium												
Arum Lily												
Nightshade												
Sydney Golden Wattle												

Critical time to remove
 Removal at any time of year

Weeds should be removed either in or before flowering and definitely before seeding can occur. This will ensure seeds are not able to accumulate in the seed bank to germinate in coming years.

Weed control using herbicides can only be carried out by City staff or City of Melville approved contractors. Contractors are employed by the City under a five year tender. All contractors are recognised bushland regenerators with many years' experience in bushland management and are members of the Australian Association of Bushland Regenerators.

Weed control using herbicides needs to be carried out either one or two years before planting activities begin, depending on site conditions. The NACO can meet with representatives of the group on site to plan any weed control that may be required. Weed control is subject to availability, forward planning and budgetary considerations.

Please note that volunteers are not to use chemicals for weed control. Groups wishing to use weed spraying contractors must complete and submit **Form 4** (appendix 5) to the NACO.

Planting Native Species

Annual planting days provide an opportunity to involve the wider community and to enhance degraded areas. Seedlings (including rushes and sedges) are available free from the City through the annual tree and understorey planting program. Planting requires consideration of plant communities, species ratios, provenance, etc.

Requests for plants must be made by August in order to be supplied for the following year's planting season. Late orders will not be accepted. All effort will be made to supply requested plants, however, issues due to strike rates, seed viability, etc. mean that this is not always possible. Plants will be available to groups in May and June.

We suggest that you plant in areas of good condition and work out toward the degraded areas, as per the Bradley method of restoration. A detailed program of weed control should also be planned before planting takes place.

The current trend towards a drying climate affects the success rate of new plantings; therefore, it is advisable to plant small numbers of seedlings, consider climatic conditions during species selection and provide appropriate pre and post planting care for the seedlings to ensure adequate survival rates.

Planting Site Maintenance

- Hand weeding inside and around tree guards
- Straightening guards and replacing broken or missing stakes (extra stakes can be provided by the NACO)
- Removing guards and stakes from dead plants (and returning them to the City)

- Removing guards from established plants if they are getting too big (can be cut with scissors if necessary)
- Re-bowling soil around the base of the plant to direct water to roots
- Watering (in consultation with the NACO)

Seed Collection

Seed collection helps to ensure that local provenance seed can be used for both direct seeding and growing seedlings for planting. The City conducts a regular seed collection program that is used for our annual revegetation program. Seed collection is a specialised activity that requires training. Groups and individuals wanting to collect seed from bushland reserves will need to obtain a Seed Collection Licence from the Department of Biodiversity, Conservation and Attractions (DBCA). The City can provide a letter of endorsement to DBCA in order for a community group to obtain a permit, however group members must fill out their own form. Groups members wishing to collect seed should also demonstrate experience or undertake training prior to collecting.

Dieback Control Awareness

The City is committed to dieback management in bushland reserves. Contractors are employed to undertake active dieback control which includes spraying phosphite over understorey plants, and injecting phosphite into dieback susceptible trees. For groups working within dieback affected areas portable Dieback Hygiene Kits will be supplied (brushes, disinfectant spray, and a footbath for washing tools and shoes after work days).

For more information see the Disease and Pathogen Guidelines on the City's website.

Environmental Monitoring

There are a variety of ways for groups to monitor change in their reserve.

- Before and after photos on activity days
- Permanent fixed photo points
- Quadrants or transects through the reserve
- Recording flora, fauna, fungi
- Data sharing

Data from Friends groups, such as flora and fauna observations, bird counts and weed observations, can play a key role in the development and review of reserve management plans. This information can be provided to the NACO throughout the year.

Specific photo monitoring may be required by the City in some reserves. If you are not confident in undertaking your own surveys, training can be arranged. Local high school or university students may also be interested in undertaking survey work.

3.2 Activities Not To Be Undertaken By Volunteers

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

- Undertake activities that do not align with the City's reserve management plans and recommendations
- Undertake activities that have not been agreed to by City staff
- Use chainsaws, brush-cutters and other power tools
- Prune branches from trees.
- Spray with herbicides or insecticides.
- Ringbark or prune trees with axes or handsaws.

4. SUPPORT FOR VOLUNTEERS

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

4.1 Operational Assistance

- Provision of weed bags and the removal of full bags from designated pick-up points.
- Loan of tools and equipment for workdays (such as trowels, mallets and buckets).
- Use of the community watering trailer for revegetation works. The trailer should be booked with NACO and collected from the Piney Lakes EcoHub. The trailer has a 30m and 100m hose and can be filled with water at Piney Lakes if required. Please note that during summer months the watering trailer is only available on Mondays and Fridays.

4.2 Technical Assistance

- Access to management plans, strategic documents, maps, aerial photographs, weed maps and bushland condition maps, if available.
- Assistance with preparation of Workplans and technical project advice.
- Training opportunities and reimbursement for some expenses (pre-arranged).
- Networking with government agencies and other organisations regarding bushland management.
- Annual Friends Group gatherings for networking and updates
- Advice on safety issues or concerns (to be raised through the NACO).

4.3 Promotional Assistance

- Small amount of funding available for signage boards and promotional material. We recommend designing a poster that includes a QR code that can link to a digital brochure. To align with our values of environmental protection we do not print large numbers of brochures or other documents.
- Printing and laminating posters for signage shelters.
- Promotion of organised events and group activities on the City's website and social media pages.
- Maintaining a webpage on the City's website for each group to add information, photos, digital brochures or posters, and any other materials directly related to the group.
- [Volunteer Melville!](#) can assist in the promotion of volunteer positions or activity days/busy bees.

4.4 Funding

The City has an annual allocation of funding for each group (amount dependent on how many groups are operating each year and size of the group) to be spent on small group expenses including:

- Tools and equipment
- Safety gear
- Morning tea and refreshments for activity days
- Insurance (see 6.0 for insurance guidelines)
- Signage boards and banners for groups
- Weed spraying (see 3.2 for weed control guidelines)

All services and budgetary requests must be pre-arranged with the NACO. Otherwise, costs will not be covered or reimbursed.

[Volunteer Melville!](http://www.melvillecity.com.au/community/volunteering) can also provide assistance to volunteers of the City. Please see the website for more details <http://www.melvillecity.com.au/community/volunteering>.

5. SAFETY CONSIDERATIONS

The main safety requirements necessary for the protection of all volunteers engaged in activities on reserves are outlined below. A **Take 5 Risk Assessment** (Appendix 4) should be carried out by the Friends group convenor prior to each bushcare activity.

5.1 Occupational Health and Safety Policy - Clothing

As per the City's Occupational Safety and Health Policy all volunteers shall follow guidelines in wearing clothing and protective equipment that is suitable for working in the bush (e.g. long sleeved shirts, long pants, sturdy footwear, gloves, eye protection).

5.2 Protective Equipment

Gloves are available to all volunteers upon request and should be worn when performing all bushcare activities. Enclosed shoes should be worn at all times; however, steel capped boots are preferred when using shovels, spades, and trimming equipment. Reflective vests must be worn when working on a verge (please note that volunteers cannot operate within 2 metres of a roadway without an approved and implemented traffic management plan).

5.3 Appropriate Suncare and Weather Considerations

Volunteers are required to wear long sleeves and long pants and are strongly encouraged to wear a wide brimmed hat and use sunscreen regularly to avoid sun damage. Make sure to carry sufficient drinking water and stay hydrated in hot weather. The group should have SPF50+ sunscreen (cost can be reimbursed). Sunglasses should be worn at all times during outdoor activities to avoid eye injuries.

Under no circumstances are volunteers required to work during storms, high winds or extreme heat.

5.4 Working in Isolation

Volunteers should not work alone in reserves. There are many hazards, including snakes and uneven ground. If volunteers work in pairs or in a group, there will be help available if somebody is put at risk or injured. It is also preferable for volunteers to have a mobile phone with them, in case of an accident.

5.5 Manual Tasks

Bushland management can be very labour intensive; therefore, it is important for all volunteers to take extreme care when carrying out activities involving manual tasks such as lifting, pushing, pulling, and carrying as these tasks can strain the back or cause injury (e.g. hernia). As such, volunteers are not expected to lift anything heavy.

To prevent injury when lifting heavy items, bend the knees and share the load with another group member. Alternatively, advise the City of where the load is and lifting requirements.

5.6 Awareness and Consideration of Others

It is important to remember not to leave tools or rubbish in a position that is dangerous for other workers or the public.

5.7 Flora and Fauna

Avoid destroying or disturbing habitat and watch out for snakes, bees, spiders and other potentially harmful fauna. If in contact with such animals, do not disturb them, warn other workers, and walk away from the area. Be careful around plants, shrubs, etc. which have spiky foliage.

5.8 Incidents, Accidents and Treatment

All accidents must be reported as soon as possible to the group leader or the NACO who can act upon it appropriately. In addition, we ask that volunteers report any unsafe working conditions, hazards, etc. to the leader of your group or the NACO. Your group should have a First Aid Kit on site (cost can be reimbursed).

5.9 Children

It is essential that children accompanying volunteers are under adult supervision at all times.

6. INSURANCE AND LIABILITY

In order to be covered by the City's insurance policies, a volunteer (or volunteer group) must be registered with the City and under direct supervision, direction and control of the City.

6.1 Groups Working Under the Direction of the City

Volunteers conducting activities under the direction of the City are able to be covered by the City's insurance for personal accident and public liability. **All Friends Group members who volunteer more than five (5) times per year must annually confirm their acceptance of the conditions set by the City, as outlined in this manual, by completing the Volunteer Agreement Form and updating their details on the Volunteer Application Form.** Close liaison with the NACO is needed for planned workdays, as the presence of a City staff member may be required to ensure safety in the reserves and fulfil the requirements of the insurance policy. It must be noted that while all volunteers are covered under the City's Voluntary Workers Personal Accident Protection Policy, some age limit restrictions apply.

Volunteer Register

Group convenors 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 City on each occasion and can be retained by the Convenor and given to the City on an annual basis (see Appendix 4). The Workday Register will need to be examined by the insurance company in the case of an accident or related claim.

Insurance Cover

For insurance purposes Friends Groups are comprised of registered volunteers of the City and come under the direction of the City. Members of a group which is an incorporated body are specifically excluded from cover under the City's insurances. Incorporated groups will be required to provide their own insurance before undertaking bushcare activities on City managed reserves.

Members of unincorporated Friends Groups that work under the direction of the City are covered for personal accident insurance. This type of policy covers specific identified events such as:

- Death or total and permanent disablement
- Loss of a limb
- 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 and/or private health insurers.

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

Insurance cover is not available on reserves not vested in the City and Friends Groups need to understand that the City accepts no responsibility for activities which are undertaken on other reserves. If the reserve to be managed is not vested in the City, 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's insurance policy, please contact the City's Risk Management Coordinator.

6.2 Groups Directing Own On-ground Activities

Whilst it is still essential to liaise with the NACO for all activities being conducted in City of Melville reserves, community groups who wish to supervise and direct their own activities and have their own identities are not considered to be volunteers under the City's insurance and protection policies. Groups under this category will need to obtain their own insurance to cover activities and risks associated with working in bushland areas within the City of Melville. This includes incorporated groups.

There is no legislation requiring community groups in Western Australia to hold any type of insurance; however, if they are not a volunteer working under the direction of the City and they do not have insurance for their group, then any individual within that group may be held legally and financially liable for any incident that may occur. It is the City's recommendation that all independent Friends Groups obtain their own insurance.

Insurance Cover

The three types of insurance most frequently procured to protect volunteers of these organisations are:

- **Public liability** – covers the organisation against claims from third parties for injury or property damage resulting from negligent acts by employees or volunteers.
- **Personal accident** – provides benefits to volunteers following injury, disability or death while carrying out duties for the organisation.
- **Officers' liability** – covers committee members and officers of the organisation for legal liability, including legal costs, where in the process of operating the organisation, they have committed a wrongful act.

Insurance Options

For groups that require their own insurance, the City may offer to reimburse insurance costs as part of the group's annual allocation of funding (subject to budgetary considerations) or alternatively, the group can seek external grant funding to cover the cost of insurance. Any group wishing to seek reimbursement for insurance must contact the NACO to arrange.

Please note that the City cannot recommend any insurance organisation over another and suggests that all groups undertake their own research to find insurance policies that best meet their needs and provide the best value for money.

8. GRANT FUNDING

8.1 City of Melville Community Partnership Grants

The City offers a number of Community Partnership Funding grants each year. These grants aim to encourage and develop local community projects, and support community groups that make a positive contribution to community and vibrant life in the City of Melville. They are usually given to new projects each year and the same project will not be funded over multiple years.

Levels of funding available vary from \$1,000 up to \$10,000

Application forms and further information can be found on the City's website.

8.2 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; whilst others change annually. Different funding bodies supply funding for different types of projects. Information about grants available to community groups is communicated to the Group Convenor as they arise.

Projects need to be discussed with the NACO during the planning stage before applying for funding, however **groups are responsible for writing their own applications**. The City can also provide maps and support letters and may be able to provide some in-kind support for the grant.

See Appendix 9 for information about grants.

9. TRAINING

The City encourages Friends Groups 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 by email to Friends Groups by the NACO. The City seeks ongoing opportunities to coordinate training programs specific to the City of Melville environment; using local knowledge and recognised experts. If you have any new ideas or opportunities for training, please let the NACO know.

Seed Collection Courses

Seed collection courses are available for volunteers that provide the basic skills to collect, process, and store native seed across various vegetation communities. Please contact the NACO for more information.

Conferences and Workshops

Conferences and workshops are run regularly throughout the year. The NACO will communicate when such events are running and the City may subsidise the cost if there is interest.

Piney Lakes EcoHub

The [Piney Lakes EcoHub](#) runs courses on a regular basis for community groups and a range of adult education and information sessions. The centre is also available for environment related community groups to hold meetings or events.

APPENDICES

Appendix 1 List of Reserves

Priority One Reserves	Area (ha)	Priority Two Reserves	Area (ha)	Priority Three Reserves	Area (ha)	Priority Four Reserves	Area (ha)
Attadale Bushland Reserve	2.8	Bill Brown Park	1.2	Al Richardson Reserve	0.7	Alec Lambert Reserve	0.4
Bateman Park	1.5	Ern Stapleton Reserve	0.57	Art Wright Reserve	0.24	Bainton Reserve	0.3
Blackwall Reach Reserve	10	George Welby Park	1.9	Bob Crawford Reserve	1.07	Elisabeth Manion Reserve	0.48
Blue Gum Lake	7.3	Harry Stickland Park	0.53	Beasley Park	5.6	Red Gum Park (Ellis Road Reserve)	0.77
Booragoon Lake Reserve	9.9	Peter Bosci Park	1.4	Ken Ingram Park	0.27	Fred Johnson Reserve	0.36
Bull Creek Park	7.55	Phillip Jane Park	3.8	Connelly Park	0.38	Harry Baker Reserve	1.33
Harry Sandon Park	3.9	Ron Carroll Reserve	5.58	Douglas Freeman Park	2.4	Hugh Corbet Park	0.3
Heathcote Reserve	11	Trevor Gribble Park	0.8	Dudley Hartree Park	3.6	Jim Ainsworth Reserve	0.4
Ken Hurst Park	35	Wal Hughes Reserve	1.4	Harold Field Reserve	1.29	William Hall Reserve	2.1
Peter Ellis	2			Hatfield Park	0.53	William Reynolds Reserve	0.1
Piney Lakes	30.6			Len Shearer Reserve	2.64	Arthur Kay Reserve	0.5
Point Walter Reserve	10			Olding Park	0.28	Trevor Knowles Reserve	0.3
Quenda Wetlands	2.4			PJ Hanley Reserve	0.46		
Reg Bourke Park	2.21			Reg Seal Reserve	0.35		
Richard Lewis Park	3.9			Tom Firth Reserve	0.48		
Robert Weir	1.36						
Wireless Hill Park	33						

Appendix 2 Friends of Reserves – Form 1

Volunteer Induction Checklist and Agreement Form

Use this form to introduce your new volunteer to the City of Melville.

Volunteer Induction Checklist

The information in this form shall be covered within the **first week** of new volunteer commencing at the City of Melville.

Role of Volunteer Manager: is to observe and act upon the National Standards for Volunteer Involvement.

Volunteer Name:

Prior To Volunteer Starting Volunteer

☐ Perform Police Check

Volunteer Managers Responsibility on Commencement

<input type="checkbox"/> Position Description Provided	<input type="checkbox"/> Conduct Training (OSH Volunteer Induction Manual and City of Melville Code of Conduct)
<input type="checkbox"/> Discuss Work Hours and Days	<input type="checkbox"/> First Aid Kits
<input type="checkbox"/> Introduce Volunteer to other group members and City of Melville Natural Areas Community Officer	<input type="checkbox"/> Conduct Training on Hazard Reporting
<input type="checkbox"/> Emergency Procedures and Plans Explained	<input type="checkbox"/> Explained Who to Contact in Certain Circumstances & Given Contact List
<input type="checkbox"/> Ensure Agreement Below Is Signed	

Volunteer Agreement Form

The City of Melville accepts the Services of _____ as a volunteer.

City of Melville

I (name of Natural Areas Community Officer) _____ agree on behalf of the City of Melville to the following:

- To provide information, training and support appropriate to your position.
- To provide feedback on your work performance as a volunteer.
- To act in accordance with the City of Melville Code of Conduct.
- To ensure insurance (Public Liability Insurance and Volunteer Personal Accident Insurance) cover (if working under the direction of City of Melville staff).
- To provide a healthy and safe work environment.
- To consult (as reasonably practicable) with you, about any Work, Health and Safety matters that affects you

Volunteer

I (name of volunteer) _____ hereby agree to accept the volunteer opportunity offered by the City of Melville and agree to the following:

- To carry out the tasks assigned to me as a volunteer staff member to the best of my ability.
- To recognise the principles of volunteering and the codes of practice and policies of the City of Melville.
- To be guided by any staff member delegated responsibility for certain tasks.
- I have read, understood, and agree to act in accordance with the City of Melville Code of Conduct.
- I have read, understood, and agree to follow the City of Melville Occupational Health and Safety Policy, Procedures, and other related documents.
- To participate in a review of my role as a volunteer with the City of Melville annually after the initial 6 months.
- To disclose any health issues that may affect my ability to perform the functions of tasks associated with my volunteer position, or which may put others at risk.

Please sign and date:

Volunteer/Parent Guardian

City of Melville Officer

Date: ____/____/____

Date: ____/____/____

Appendix 3 Friends of Reserves – Form 2

Volunteer Application Form

Position applying for: _____

Location: _____

Personal Details

Legal Name: _____

Preferred Name: _____

Address: _____

Suburb: _____ Post Code: _____

Email: _____ Phone: _____

Date of Birth: _____

Place of Employment: (If applicable) _____

Emergency Contact

Name: _____

Phone: _____

Relationship: _____

Medical

It is to your benefit to equip us with relevant medical information to ensure your role and duties are appropriate for you and allow us to provide any necessary support. This information will not be disclosed without your permission.

Do you have medical conditions that we should be aware of?

☐ Yes

☐ No

Please provide details

Licenses and Checks

Do you have a current Drivers Licence?

☐ Yes ☐ No ☐ Not Applicable

Please note that you may be required to provide licence details if you are using vehicles as part of your volunteer duties

It is a requirement that all City of Melville Volunteers undergo a Volunteer National Police Check. This check will be conducted by and paid for by the City of Melville.

Qualifications and Experience

Please list any relevant qualification, training and previous experience?

Do you have any other skills you may wish to use in volunteering? (Proficiency with Microsoft office, other languages, etc.)

Acknowledgement and Agreement:

- ☐ I understand that I am volunteering my services to the City of Melville and that I will not receive any wage or salary for those services.
- ☐ I understand the City of Melville will conduct a Volunteer National Police Check on my behalf.
- ☐ I understand the City of Melville reserves the right to terminate my engagement as a Volunteer should I fail to comply with the provisions of the Code of Conduct, relevant legislation and all other City of Melville policies and procedures that I am inducted in, or I must comply with.
- ☐ I agree to undertake induction and/or service/program training prior to my commencement and complete any refresher or additional trainings that may be required.
- ☐ I understand that as a volunteer I have rights and responsibilities and access to the City of Melville Grievance process.
- ☐ I also acknowledge that it is my responsibility to inform the City of Melville should any of my details or circumstances change that may impact on my volunteer role.

☐ I also acknowledge that The City of Melville takes no responsibility for damage to vehicles.

Applicant's Name:

.....

Applicant's Signature:

Date:

For applicants under 18 years of age:

I give permission for the applicant to work as a volunteer for the City of Melville

Parent/Guardian Signature:

Date:

Please forward a copy to the Natural Areas Community Officer for records.

Friends Group Take 5 Form

Date:

Location of task:

Take 5 completed by:

What is the task?

1) Think about the task

Do you understand the task and steps required to complete the task?

Can you perform the task on your own?

Do you have the correct tools/equipment?

Do you have the correct permits/delegated authority and understand the legislation?

Do you have the correct PPE?

Yes

No

N/A

If no to any of the above, do not proceed and contact the NACO

2) Spot the hazards

Manual handling, slips, trips, falls?

Mechanical, moving parts, etc?

Movement/traffic (roads, cycle paths)?

Surrounding and environment (overhead, noise, heat, cold, weather)?

Any hazardous materials?

Any other hazards?

Safe

At
risk

N/A

3) Assess the risk for the task

Is the risk rating high or extreme?

Use the City's Risk Management Matrix.

Yes

No

4) Make the changes

Are any hazards left uncontrolled?

After making changes, is the risk rating still high or extreme?

Yes

No

If yes to any of the above, do not proceed and contact the NACO. If no, do the task.

Once this form is completed, please give to the NACO.

Appendix 5- Friends of Reserves Form 4

Application to use Contractor within City of Melville Natural Areas

Group details

Name of Group:

Name of Group Coordinator:

Phone:

E-mail:

Project details

Reserve name/project area:

When would you like the works to be carried out by?

Was this work identified in your annual workplan (developed with the City of Melville)?

Yes/No

If No, please provide a Project Summary: (Please provide specific details such as type of work, fencing, matting required, weeds to be sprayed etc. and attach supporting information such as maps, photographs or diagrams)

Type of contractor required:

Weed control	<input type="checkbox"/>	Electrical work	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	Mulching	<input type="checkbox"/>
Fencing	<input type="checkbox"/>	Tree services (removal/pruning)	<input type="checkbox"/>
Tree watering	<input type="checkbox"/>	Seed collection & preparation	<input type="checkbox"/>
Greenstock (Reveg)	<input type="checkbox"/>	Building maintenance	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

Budget details

Has your Group sought external funding for this project? Yes/No

If Yes please provide details:

Is additional funding required? Yes/No

If Yes please provide details:

Please list any partners or stakeholders to be involved in the project:

Appendix 6 City of Melville Contacts

Officer	Area of Assistance
Customer Requests 08 9364 0666	<ul style="list-style-type: none"> General requests and problems Maintenance requests Report online at www.melvillecity.com.au
Natural Areas Community Officer 0416 267 134 08 9364 0695	<ul style="list-style-type: none"> Environmental/technical advice Arranging training, education and support for Bushcare activities Provision of signage, weed and rubbish bags, advertising and other agreed services Assistance with funding applications Assistance with the preparation of Group Workplans and Action plans Arrange annual plant requirements for the group Annual provision for a function room at the Piney Lakes Environmental Education Centre for a group meetings Attendance at Group activity days (by prior arrangement)
Friends Group information	<ul style="list-style-type: none"> https://www.melvillecity.com.au/waste-and-environment/environmental-conservation-and-management/environmental-volunteer-groups
Management plans and guidelines	<ul style="list-style-type: none"> https://www.melvillecity.com.au/waste-and-environment/environmental-conservation-and-management/environmental-management-plans
Volunteer Melville! 08 9364 0666 volunteer.melville@melville.wa.gov.au	<ul style="list-style-type: none"> Information and links to volunteering opportunities with suitable agencies and groups in the City of Melville
Ranger Services 1300 635 845 or 08 9364 0666 0418 943 219 (after hours)	<ul style="list-style-type: none"> Rubbish dumping in reserves Dog information (permitted areas, restricted areas, etc.)
Security 1300 653 643 (24 hour service)	<ul style="list-style-type: none"> Antisocial behaviour in reserves
Graffiti Hotline 1800 626 119 (free call)	<ul style="list-style-type: none"> Graffiti removal Reporting feature available online at www.melvillecity.com.au

Appendix 7 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

Ecoscape, 1994, *Environmental Weeds in Perth's Urban Bushland*, prepared for the Environmental Protection Authority.

Hussey, B.M.J. Keighery, G.J. Cousens, R.D. Dodd, J. Lloyd, S.G. 1997, *Western Weeds: A guide to the weeds of Western Australia*, The Plant Protection Society of Western Australia, Victoria Park, WA.

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

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 8 Other Organisation Contacts

Department	Contact Information	Type of Information/Assistance
Apace WA	1 Johannah Street North Fremantle WA 6159 08 9336 1262 admin@apacewa.org.au	<ul style="list-style-type: none"> Nursery specialising in native plants Courses in seed collection
Australian Association of Bush Regenerators Inc.	enquiries@aabr.org.au	<ul style="list-style-type: none"> Network of groups/individuals interested in urban bushland management
BirdLife Western Australia	Peregrine House 167 Perry Lakes Drive Floreat WA 6014 08 9383 7749 wa@birdlife.org.au	<ul style="list-style-type: none"> Bird surveys Lecture program
Bureau of Meteorology (WA)	PO Box 1370 West Perth WA 6872 (Level 3, 1 Ord Street) 08 9263 2222	History of climatic conditions
Conservation Council of Western Australia	Lotteries House 2 Delhi Street West Perth 6005 08 9420 7266 conswa@ccwa.org.au	<ul style="list-style-type: none"> Contacts with bushland groups Access to West Australian Species Network coordinator
Conservation Volunteers Australia	12 James Street Fremantle WA, 6160 (08) 9335 2777 info@cva.org.au	Volunteers and Corporate Groups for assistance with on-ground activities (Fees apply)
Department of Agriculture and Food, Western Australia (DAFWA)	3 Baron-Hay Court South Perth WA 6151 08 9368 3333 enquiries@dpird.wa.gov.au	Advice on: <ul style="list-style-type: none"> soil conservation use of herbicides controlling noxious weeds controlling feral animals
Department of Planning, Lands and Heritage (Formerly Department of Aboriginal Affairs)	140 William Street, Perth WA 6000 (08) 6551 8002 or 1300 651 077 info@dplh.wa.gov.au	<ul style="list-style-type: none"> Advice on Aboriginal significant sites

Department	Address	Type of Information/Assistance
Department of Water and Environmental Regulation	The Atrium, Level 4 168 St Georges Terrace Perth WA 6000 08 6364 7000 gnangara.planning@dwer.wa.gov.au	<ul style="list-style-type: none"> Contaminated sites Clearing Regulations
Department of Biodiversity Conservation and Attractions Includes DPAW, Rottnest Island, Perth Zoo and Kings Park & Botanic Gardens	17 Dick Perry Avenue Technology Park (Western Precinct) Kensington WA 6151 08 9219 9000 enquiries@dbca.wa.gov.au	<ul style="list-style-type: none"> Advice on management techniques Fauna and flora surveys Wildlife enquiries Rivers and Estuaries Division (Formally Swan River Trust)
Department of Transport	140 William Street Perth WA 6000	<ul style="list-style-type: none"> Inventory of urban bushland Future land use
Dieback Working Group	Website: www.dwg.org.au	<ul style="list-style-type: none"> Advice on Dieback Dieback Awareness training
Department of Fire & Emergency Services of Western Australia – Perth	Emergency Services Complex 20 Stockton Bend Cockburn Central WA 6164 08 9395 9300	<ul style="list-style-type: none"> Advice on preventing and controlling fires
Greening Western Australia	UWA Field Station 1 Underwood Avenue Shenton Park WA 6008 08 9287 8300	<ul style="list-style-type: none"> Information on sources of funding Advice on planning/management
Landgate	200 St Georges Terrace Plaza Level Perth WA 6000 08 9273 7373 customerservice@landgate.wa.gov	<ul style="list-style-type: none"> Aerial photographs Information on site history
National Trust of Australia (WA)	The Old Observatory 4 Havelock Street West Perth WA 6005 08 9321 6088	<ul style="list-style-type: none"> Assessment of areas for heritage value

Department	Address	Type of Information/Assistance
Royal Western Australian Historical Society	49 Broadway Nedlands WA 6009 08 9386 3841 admin@histwest.org.au	<ul style="list-style-type: none"> Information on the history of the site
SERCUL	1 Horley Rd Beckenham WA 6107 (08) 9458 5664 sercul@sercul.org.au	<ul style="list-style-type: none"> Incorporated, independent community environmental organisation that works to deliver projects to improve the natural environment.
Urban Bushland Council WA Inc.	City West Lotteries House 2 Delhi Street West Perth WA 6005 08 9420 7207	<ul style="list-style-type: none"> Directory of community groups Advice on protection and management of urban bushland
Water Corporation	629 Newcastle Street Leederville WA 6007 13 10 39	<ul style="list-style-type: none"> Being waterwise Water restrictions and exemptions
Western Australian Herbarium	WA Conservation Science Centre 17 Dick Perry Avenue Technology Park (Western Precinct) Kensington WA 6151 enquiries@dbca.wa.gov.au	<ul style="list-style-type: none"> Identifying plants Public reference herbarium
Western Australian Museum – Perth	Perth Cultural Centre James Street Perth WA 6000 1300 134 081 reception@museum.wa.gov.au	<ul style="list-style-type: none"> Identifying fauna Fauna surveys Identifying sites of aboriginal significance
Western Australian Naturalists' Club Inc.	1/82 Beaufort Street Perth WA 6000 08 9228 2495	<ul style="list-style-type: none"> Flora/fauna surveys Lecture program
Wetlands Conservation Society (Private Residence)	Contact the Urban Bushland Council as above	<ul style="list-style-type: none"> Management of wetlands Lecture program
Wildflower Society of Western Australia (Inc.)	Cnr Perry Lakes Drive and Oceanic Drive, Floreat WA 08 9383 7979	<ul style="list-style-type: none"> Identifying plants Flora surveys Management techniques Lecture program

Appendix 9 – Grant Information

Organisation	Who can apply?	How Much Funding / Other Support?	Eligibility
State NRM grants	<ul style="list-style-type: none"> Community Groups Schools LGAs 	\$5,000-\$55,000	Various Grants throughout the year for: Activities that help conserve, restore, rehabilitate or enhance a local natural area or conserve biodiversity in either land, water or marine areas. Community Action, Stewardship and Capabilities.
Lotterywest-Conservation of Natural Heritage	<ul style="list-style-type: none"> Not-for-profit community groups LGAs 	\$1,000 - \$15,000 per year	Support to conserve natural habitats and maintain the diversity of animal and plant species. Projects such as planting, fencing, feral animal control, weed control, public educational material, research, and any equipment required to undertake projects will be considered. http://www.lottery.wa.gov.au
Grant Connect			A Commonwealth Government website where you can search for available grants. https://www.grants.gov.au/
Coastwest	<ul style="list-style-type: none"> Schools Community groups LGAs 	\$1,000 - \$50,000 per year	
City of Melville Community Partnership Funding	<ul style="list-style-type: none"> Community groups Not-for-profit groups 	Up to \$10,000	Groups looking at running events or campaigns focused on reducing environmental impacts within the City of Melville.
The Ian Potter Foundation	<ul style="list-style-type: none"> Community groups Not-for-profit groups 	Funding amount depends on project	See website for further details www.ianpotter.com.au
Swan Alcoa Landcare Program (SALP)	Groups with an ABN (joint applications possible)	Up to \$20,000	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.