

City of Armadale Bushcare Manual 2026



Bushcare and Environmental
Working Group





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List of Abbreviations

AGLG	Armadale Gosnells Landcare Group
BEAC	Bushcare and Environmental Advisory Committee
BEWG	Bushcare Environmental Working Group
DBCA	Department of Biodiversity, Conservation and Attractions
DPIRD	Department of Primary Industries and Regional Development
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
DWER	Department of Water and Environmental Regulation
EO	Environmental Officer
JSA	Job Safety Analysis
LGIRS	Department of Local Government, Industry Regulation and Safety
SERCUL	South East Regional Centre for Urban Landcare
The City	The City of Armadale
WHS	Work, Health and Safety

Acknowledgements

The City acknowledges the Traditional Custodians of this land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures and to Elders both past, present and emerging.

We also extend our heartfelt thanks to the many volunteers who generously contribute their time, skills and passion to support our community and environment. Such commitment drives meaningful change and inspires others to get involved and take part in caring for our natural environment.

1. Introduction

The City of Armadale (the City) has a rich diversity of ecosystems including rivers, streams, wetlands, forests, heathlands, sedgeland and woodlands, each with its own array of plants and animals. The City's environmental goal is to afford a high level of care to the natural environment and its aim is to have a natural environment that is valued and conserved.



Bushcare Volunteers make a valuable contribution to conservation of the natural environment. Volunteer groups have been contributing to bushland conservation in the City for over 50 years. Since 1999, the City has supported and facilitated the Bushcare and Environmental Working Group (BEWG), providing a forum for environment focused community groups to share ideas and collaborate with each other and the City's Environment team and Council representatives.

Between 1999 and 2024, BEWG volunteers contributed to conservation by providing over 165,000 hours of labour and undertaking over \$5,900,000 worth of conservation activities within City reserves.

The City of Armadale is committed to supporting Bushcare Volunteers to achieve agreed goals for the preservation and improvement of natural areas, through the provision of support, advice and BEWG Grant funding.

The Bushcare Manual outlines the processes and requirements for a mutually beneficial working relationship between Bushcare Volunteers and the City. It is important that the City and Bushcare Volunteers each recognise their roles and responsibilities in this relationship and that safety, public liability and environmental best-practice matters are understood and addressed where appropriate to do so.

1.1 Purpose

Community Bushcare volunteers are the backbone of our City's natural areas, dedicating their time to protect and restore the environment for future generations. This Bushcare Manual is designed to support and empower the individuals and groups committed to caring for bushland under City management. It provides a framework and outlines processes for City support as well as guidance on various roles, responsibilities and collaboration with the City to ensure safe, effective and impactful conservation efforts. By fostering strong partnerships, we aim to create a sustainable, thriving natural environment that benefits all. Together we can achieve more, because we are better together.

The purpose of the Bushcare Manual is to:

- Provide a Clear Framework for City Support of Friends Groups and volunteers
- Ensure a Safe Working Environment
- Promote Sustainable Management of Natural Areas
- Support Planning and Safety Procedures
- Align with City Environmental Objectives





1.2 Background and History

In 1999, the City of Armadale established the Bushcare and Environmental Advisory Committee (BEAC) to help guide the Council on environmental matters. In 2009, BEAC evolved into the Bushcare Environmental Working Group (BEWG). This change shifted the group from a formal advisory committee to a more flexible, hands-on working group, keeping the same vision, but allowing for closer collaboration and action.

Today, through BEWG, the City proudly supports a wide range of volunteers from individuals to incorporated groups like Roleybushcare and unincorporated Friends groups such as the Friends of Forrestdale, with each volunteer providing various unique and important roles in caring for our local bushlands.

While every group's story is different, together we share a common goal: to protect and restore the City of Armadale's precious natural areas. Together, we are proud to celebrate more than 25 years of Bushcare volunteering in our City, a milestone that honours decades of hard work, dedication, community spirit and a shared love for our environment.

1.3 Understanding the Environment Team and the Bushcare Operations Team

The City of Armadale has a range of departments, and during your time volunteering you will likely interact with members from both the Environment Team and the Bushcare Team (also known as the Bushcrew). Although both teams sit within the Technical Services Directorate, their roles are quite different.

The **Bushcare Operations Team** operates within Service Delivery (Park Operations) and is responsible for providing on-ground, reactive support. As one of the City's primary 'boots on the ground' teams, they undertake practical tasks such as weed control and assessment, planting, environmental rehabilitation and site maintenance. They also develop detailed operational plans for the City's natural areas and implement relevant policies, strategies and plans.

Although the team responds to reactive requests, the majority of their workload is scheduled maintenance. These planned activities proactively manage natural areas and minimise the need for reactive work. Reactive tasks are addressed as they arise, but the structured maintenance schedule ensures the team is consistently working to maintain healthy, resilient natural areas.

The **Environment Team** is primarily technical and strategic. Their work focuses on planning, policy development, providing environmental advice and recommendations to the City and overseeing the long-term management of natural areas.

Although the two teams work closely together and collaborate regularly to achieve shared environmental outcomes, they remain distinct teams with different responsibilities and areas of expertise.

2. Bushcare Volunteers

2.1 What is a Bushcare Volunteer?

A Bushcare Volunteer is an individual who is registered as a volunteer with the City of Armadale, and roles and levels of involvement vary from person to person. What unites Bushcare Volunteers is a shared love for the environment and a commitment to conserving and protecting natural areas.

2.2 What is a Friends Group?

A Friends Group is a community based volunteer group that nominate to care for, enhance and conserve specific natural area(s). Friends Groups work in partnership with local councils and other organisations to carry out activities such as habitat restoration, weed control, litter management and environmental education.

2.3 Why become involved?

Joining as a Bushcare Volunteer is a rewarding way to make a difference in your local environment. It offers the chance to connect with likeminded people, learn new skills and contribute to protecting valuable natural areas for future generations. By volunteering, you can directly help to improve natural areas, support wildlife habitats and foster a stronger community. Whether you are passionate about nature, keen to get outdoors, learn new skills or want to give back, becoming a Bushcare Volunteer allows you to be part of something both meaningful and impactful.

Some of the advantages of becoming a Bushcare Volunteer include:

- Protect and restore natural areas in your community
- Meet like-minded people and build connections
- Learn about local flora, fauna and conservation
- Stay active outdoors while making a difference
- Help raise community awareness about environmental values
- Contribute to the City's natural area management strategies



The City also supports volunteers through:

Recognition & Collaboration

The City regularly acknowledges volunteer contributions through media releases (e.g, Facebook, news articles). It also facilitates the Bushcare Environmental Working Group (BEWG), bringing volunteers together to share ideas and collaborate with the City's Environment Team and a Council representative.

Events & Community Engagement

The City hosts BEWG plenary sessions, workshops, and training events featuring expert speakers on environmental topics.

Funding Support

The City offers annual BEWG Grants to assist with on-ground projects and administrative expenses reflecting its strong support for Bushcare Volunteers.

Celebration & Appreciation

The year concludes with the BEWG Thank You Bush Breakfast, recognising volunteers' efforts and providing a chance to relax and connect.

Free Training Opportunities

Volunteers receive First Aid Training and Green Card Training at no cost. Additional training can also be requested from the City when a volunteer believes it will support their role and the request is considered reasonable.

Technical Support & Guidance

The City's Environmental Officer is available to provide technical advice on bushland management, restoration methods, and site challenges. Volunteers are supported throughout the year with guidance that helps them work safely, confidently, and effectively.

Registering as a volunteer is essential because:

- It provides appropriate insurance coverage and ensures compliance with Work Health and Safety legislation, which requires that all individuals undertaking activities are properly identified and managed.
- City Property Law prohibits undertaking activities on public land without formal permission, also making registration a legal requirement.
- It enables the City to track planned activities and locations, ensuring that works are protected and not disturbed – for example, by scheduled maintenance such as mowing.



3. Bushcare Activities for Volunteers

- All Bushcare activities must be authorised and approved by the City before they are undertaken.
- A volunteer register must be completed for all Bushcare activities. This includes the date, start and end times and a brief description of the work carried out.
- All volunteers are required to follow the City's safety measures, procedures, and protocols at all times.
- Volunteers must only undertake tasks that match their skills, experience and physical capabilities.
- Any activity requiring licences or tickets must only be carried out by volunteers who hold the appropriate, valid credentials.
- A risk assessment and Job Safety Analysis (JSA) must be completed for all activities. Hazards must be identified, assessed, and controlled in line with the hierarchy of controls.



3.1 Environmental Monitoring

Monitoring the condition of natural areas is a powerful way for Friends Groups to demonstrate the impact of their work. Simple approaches like taking “before and after” photos at events or setting up permanent photo points can clearly show improvements in vegetation health over time. For more detailed insights, groups can establish quadrats or transects to track changes in weed cover and native species diversity. Recording flora and fauna observations such as flowering periods or seasonal bird activity not only builds valuable biodiversity records but also provides a rewarding experience for volunteers.

Before starting any monitoring or surveys, Friends Groups must obtain approval from the City. All data and reports must be shared with the City to help guide future management decisions for reserves.



3.2 Guided Nature Walks and Information Sessions

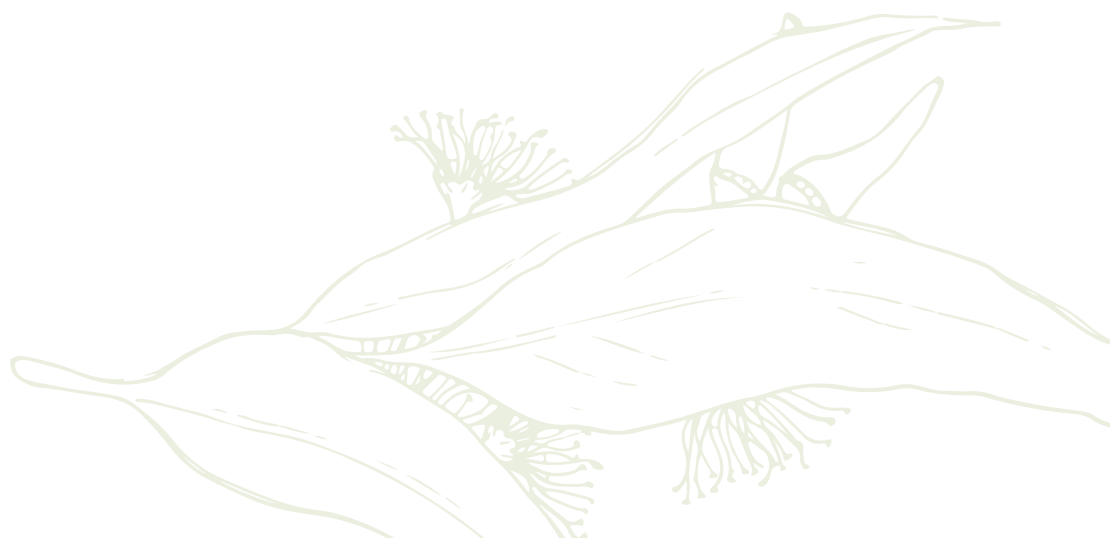
Helping the community understand the value of natural areas is important for everyone and Friends Groups can play a big role in this! One effective way to engage people is by hosting guided nature walks in local reserves. These walks introduce residents to the plants and animals that make these areas special and can be scheduled during the day or in the evening, when nocturnal wildlife are more active. If needed, the City can suggest experienced local guides to assist with leading these walks. To support these activities, the City can help promote Friends Group events through their platforms, ensuring the wider community is aware and encouraged to participate.

3.3 Phytophthora Dieback Stem Injections



Phytophthora cinnamomi, commonly known as dieback, is an introduced destructive soil-borne water mould that attacks plant roots, causing them to rot and preventing the uptake of water and nutrients. This leads to widespread dieback and death in susceptible species across native forests, farms, nurseries and food production systems. The disease spreads through spores in water or root to root contact, though human activity often accelerates its spread. Soil carried by vehicles, machinery, tools and footwear is a major pathway for transmission and because spores are not destroyed by water alone, effective disinfectants must be used during wash down procedures. As such, a precautionary approach is essential, as sites may already contain the disease and people or vehicles can unknowingly transport it.

In response, the City has established an ongoing Dieback Treatment program across numerous reserves. Supported by current scientific literature, the programme promotes the use of phosphite to treat susceptible species. Volunteer groups like Roleybushcare play a central role in this initiative, regularly undertaking dieback injections in consultation with the City to ensure resources are allocated effectively. To participate, volunteers must first demonstrate competency in equipment use, and proposed treatment schedules must be submitted to the Environmental Officer through the annual work plan. Information on the dieback status of individual reserves and planned management activities is available upon request, reinforcing the City's commitment to transparency and coordinated action against this serious plant pathogen.



3.4 Planting

In areas where weed control and rubbish removal have already been carried out, planting local native species can help rehabilitate sites that are heavily degraded. The City encourages the use of the Bradley Method for natural area regeneration. At its core, the method is based on a simple insight: when weeds are removed carefully and strategically and other threats are controlled, the native bushland can regenerate naturally from the existing soil seedbank. This approach supports the recovery of vegetation using genetically appropriate local species.

However, in areas that are highly degraded or where the native seedbank has been depleted, the re-introduction of plants through revegetation may be necessary. In these cases, selecting the right species from the right provenance is essential to conserve local plant genetics and maximise long-term survival.

Before any planting takes place, existing plant communities, species ratios and provenance must be carefully considered, and proposed works included in the Annual Work Plan for assessment by the City's Environmental Officer. This plan should outline:

- The revegetation site with a map
- List the species to be planted
- The source of plant or seed stock
- Specify planting density
- Detail how the site will be maintained during the establishment phase (usually two years)

Volunteers wishing to propagate plants must hold a current and approved DBCA Flora Taking Licence, follow strict hygiene measures and obtain a formal approval from the City in accordance with its Taking of Flora Policy and Property Local Law, noting that plants grown outside NIASA accredited nurseries cannot be used in dieback free areas. For revegetation in such areas, all propagation must occur at a NIASA accredited nursery.





3.5 Raising Environmental Awareness

Distributing information to the community about Bushcare Volunteer activities is a great way to promote the values of urban bushland and the importance of the work volunteers undertake. It may also inspire others to become involved in organised activities or to join a volunteer group. Displays of photos of a reserve's flora and fauna or of previous Bushcare Volunteer events at the City's libraries or local shopping centres can also help raise the profile of Bushcare Volunteers within the City. Throughout the year there may be opportunities for Bushcare Volunteers to include information to promote the work being carried out within City displays and events. At these times the Group Coordinator will be contacted by the City to invite the Group's participation.

3.6 Rubbish removal

Removing rubbish not only improves the visual amenity of a natural area but also lowers the incidence of dumping. The City can support the involvement of groups in rubbish removal by organising the removal of collected rubbish from the reserve. The City can also provide appropriate equipment to dispose of syringes and sharps upon request.

In addition to inclusion in the Annual Work Plan, a written request to the City is required to undertake large scale rubbish collection requiring City removal of rubbish. **Please notify the Environmental Officer at least 10 working days prior to undertaking rubbish collection that will require City removal of rubbish.**

If you plan to carry out a rubbish collection, appropriate safety and risk management measures should be in place, along with suitable equipment (e.g. sharps container, tongs and gloves provided by the City) should be used. Leather gloves or similar must be used for rubbish removal as a safety precaution.

Clean Up Australia Day is held in March each year and is a great opportunity, not only to have a general rubbish pick-up, but also to attract more volunteers to groups. Further information about Clean Up Australia Day is available from <https://www.cleanup.org.au/>

For larger or hazardous items, volunteers should not attempt removal themselves. Instead, these can be reported to the City, which will arrange for safe collection and disposal.

3.7 Surveillance

Bushcare Volunteers play an essential role as the City's "eyes and ears" within local natural areas. Your regular presence on-site means you are often the first to notice issues that may impact the safety, health, or long-term condition of bushland.

Volunteers are encouraged to report any of the following:

- Fire or smoke observed within or near natural areas
- Illegal dumping of rubbish, green waste, or construction materials
- Unauthorised vehicle access, including trail bikes or 4WDs entering restricted zones
- Vandalism, damage to infrastructure, or suspicious activity
- Any other behaviour that may threaten the environment or public safety

Relevant contact details for reporting incidents are provided in Section 9.0 of this handbook.

Volunteers can also support the City's environmental protection efforts by helping identify early signs of ecological stress or biosecurity threats.

This includes, but is not limited to:

- Unusual plant dieback or sudden canopy thinning
- Evidence of pest activity or new infestations
- Presence of invasive weeds not previously recorded in the area
- Signs of emerging pathogens or disease symptoms in vegetation

A current threat that the City is facing is the Polyphagous Shot-Hole Borer (PSHB) (*Euwallacea fornicatus*), an invasive beetle that poses a serious risk to many tree species.

Volunteers should remain alert for:

- Small, round entry holes in trunks or branches
- Frass (fine, sawdust-like material) collecting at the base of trees
- Sap exudation or staining around borer holes
- Localised branch dieback or canopy decline

If you suspect PSHB or any other biosecurity concern, please report it promptly using the contacts listed in Section 9.0. Early detection is critical to protecting the City's natural areas.



3.7.1 Incident Observation and Reporting

In the event of an emergency, call 000 immediately.

If a volunteer observes illegal, unsafe, or undesirable activity:

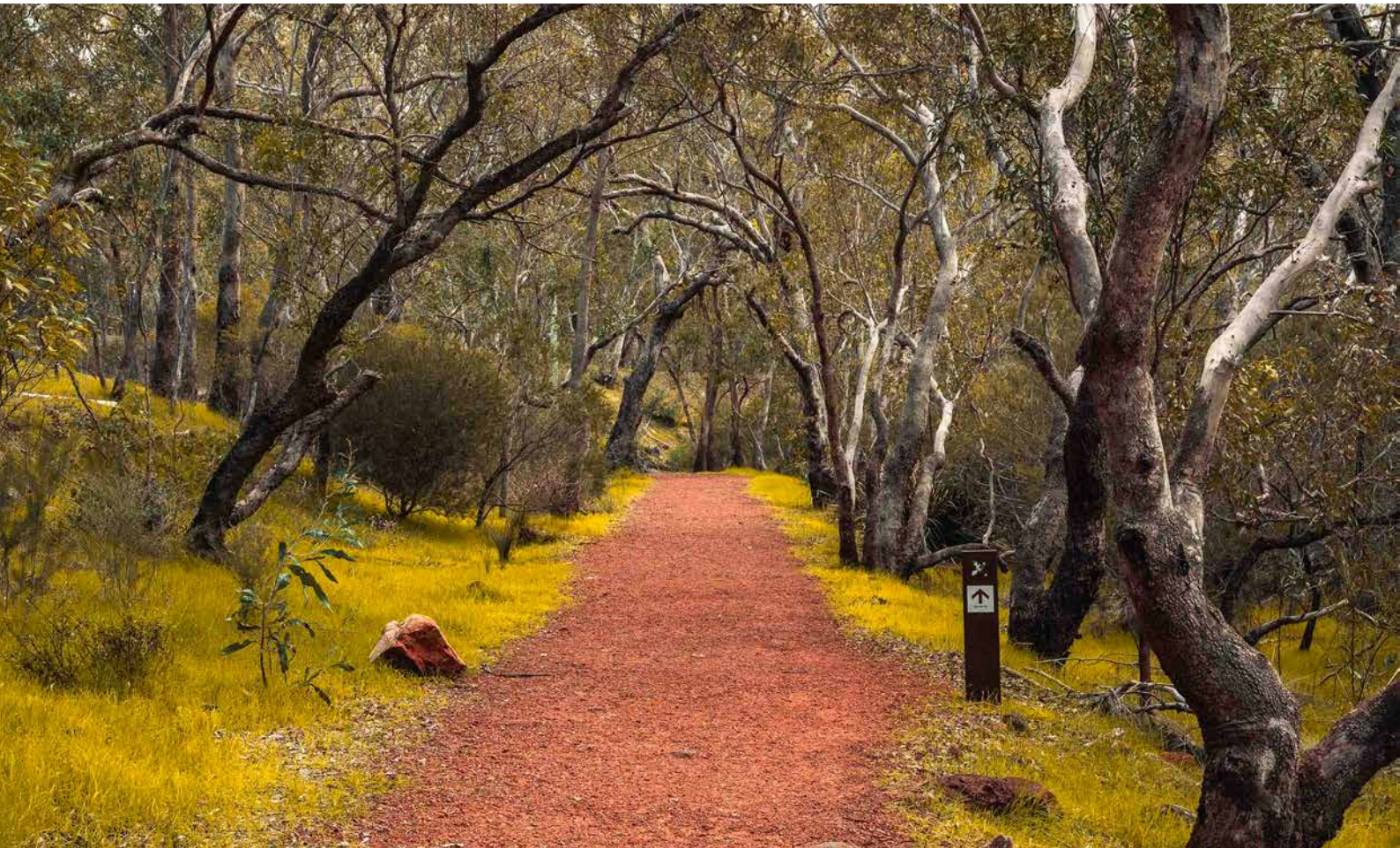
- Volunteers may conduct passive surveillance only.
- Do not place yourself in danger at any time.
- Volunteers are not authorised to approach members of the public who may be causing environmental damage or harm.
- You may take photos and record incident details only when it is safe to do so.
- Report any suspected environmental crime to the City of Armadale Environmental Officers.
- If you feel threatened or unsafe at any time, leave the area immediately and report the incident to the Police and then the City of Armadale.
- If you have concerns regarding rough sleepers, contact either the Police or City Rangers.
- Do not approach anyone if you feel uncomfortable or unsafe.

City of Armadale Rangers:

- 9394 5000 (business hours)
- 1300 886 885 (after hours)

Police (General Attendance/Non-Urgent Matters): 131 444

For all other matters, refer to the contacts listed in Section 9.0.



3.8 Targeted Weed Removal

Hand removal of weeds is an important activity for Bushcare Volunteers. It is important to ensure that plants are correctly identified before removal.

Groups undertaking weed control within the City's bushland must be experienced in weed identification and utilise hand methods only (or with permitted equipment outlined in Section 7.1). Caution must be used when weeding grass species, as local native grasses can easily be mistaken for weed species. If in doubt as to whether a species is a weed, please contact the Environmental Officer to confirm identification prior to undertaking removal. The Environmental Officer can also provide information regarding which weeds should be prioritised in each natural area.

Where possible, the removal of weeds should disturb the soil as little as possible. Weeds should first be removed from sections of bush in good condition where they are competing with native plants. Weed removal can then progress outwards towards more degraded sections at a pace that allows for natural regeneration, so that areas are not left bare, susceptible to erosion and more likely to be reinfested by weeds.

In circumstances where weed removal is being undertaken to facilitate planting, a broad scale approach can be applied to the area in preparation. It is recommended that at least two weed control events be undertaken in Autumn and early Winter prior to planting.

Where large scale weed removal is undertaken on City reserves, the City will collect and dispose of weeds from mutually agreed locations or arrange free disposal of rubbish at the City's landfill facility.

Requests for the removal of green waste must be submitted to the Environmental Officer in writing, at least 10 days prior to weed removal activities being undertaken.

Hand weeding can be labour intensive and in some cases, weeds are difficult to remove by hand (particularly woody weeds). Bushcare Volunteers are not permitted to undertake mechanical weed control on City reserves. Groups may choose to develop a site-specific weed list including prioritisation of species that they wish to be targeted and which can be included in the group's Annual Work Plan. If approved, control of any weeds identified as requiring chemical or mechanical removal can then be undertaken by City approved contractors, or City Bushcare Officers.

3.9 Longer Term Advanced Level Projects

Once Bushcare Volunteers have gained experience and received appropriate training, they can become involved in more advanced environmental management and restoration projects. These specialised tasks need to be carried out in accordance with recognised safety and environmental standards.

Long term and advanced level projects may include:

- Seed collection for propagation or storage in the City's seed bank (subject to Department of Biodiversity, Conservation and Attractions licensing requirements)
- Reconnaissance and detailed flora and fauna surveys
- Publication of environmental awareness/ interpretation brochures
- Minor construction works (e.g. erosion control)

Bushcare Volunteers must consult with the Environmental Officer before commencing any long-term or advanced projects. The Environmental Officer will provide guidance on feasibility, logistics and appropriate methods to ensure the works are carried out safely and in line with City requirements.



4. Roles and Responsibilities

4.1 Volunteer levels of involvement

There are two ways to get involved:

Individual Volunteer

If you prefer flexibility or working independently, you can contribute as an Individual Volunteer. This option allows you to support specific tasks or projects that match your interests and availability.

As an Individual Volunteer, you might:

- Provide surveillance or monitoring of a particular area
- Be boots on the ground, assisting with on-site environmental work

Please note: For any boots on the ground activities, the Environmental Officer must be notified beforehand to ensure coordination and safety.



Join a Friends Group

If you enjoy working with others and being part of a community, consider joining a local “Friends of...” group or another community-based volunteering group. These groups collaborate on conservation, education and advocacy activities and offer:

- A welcoming community of like-minded people
- Various opportunities to get involved
- Access to additional training, resources and shared knowledge

To find a group that suits your interests, contact the City’s Environmental Officer, they can help connect you with existing groups or upcoming opportunities.

If you are passionate about a natural area that does not yet have a Friends Group, you are welcome to reach out. The Environmental Officer can support you in exploring the possibility of starting a new group and turning your vision into action.

4.2 Incorporated VS Unincorporated Group

Before getting involved with a community or Friends group, it's helpful to understand how the group is structured, specifically, whether it is incorporated or unincorporated. This distinction affects how the group operates, what responsibilities members may have and what protections are in place for volunteers. Knowing the difference can help you make informed decisions about your involvement and ensures you are comfortable with the group's setup.

Unincorporated Groups e.g., Friends of ...

An unincorporated group is a small, informal collective of individuals working together in a specific natural area to achieve positive environmental outcomes. Unlike incorporated groups, unincorporated groups do not need to establish a formal committee or hold regular meetings. They also do not take legal ownership of equipment or property leases. While these groups may not be eligible to apply for certain types of funding directly, they can still be supported by the City or other incorporated volunteer groups when applying for grant funding. This makes unincorporated groups a flexible and low barrier option for local volunteers looking to contribute to environmental conservation projects.

Incorporated Groups e.g., Wildflower Society of Western Australia

An incorporated 'not for profit' group is a legally recognised organisation that operates independently from its members. Through incorporation, the group's activities are conducted under its own legal identity. To be eligible for incorporation under the *Associations Incorporation Act 2015*, the group must have at least six members with voting rights and must not distribute its funds to members.

Incorporation offers several advantages, including:

- The ability to apply for grants directly
- The ability to open and manage bank accounts
- The ability to hold property and sign contracts
- Access to insurance coverage
- Some legal protection for members from unforeseen liabilities

However, incorporated groups also have legal obligations, such as:

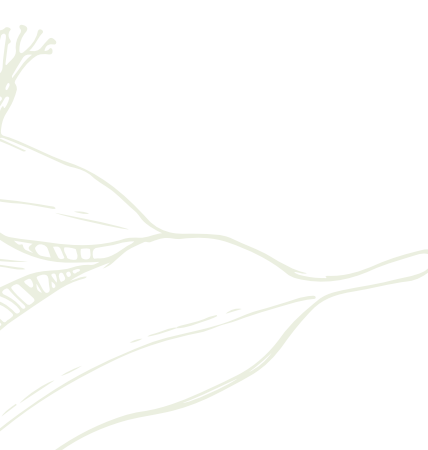
- Establishing a constitution and electing a committee
- Holding regular meetings
- Preparing and maintaining financial records in compliance with the *Associations Incorporation Act 2015*

Although incorporated groups have these advantages, **all Bushcare activities undertaken on land owned or vested in the City of Armadale must be approved by the City's Environmental Officer before beginning any work.**

For guidance on becoming incorporated, please contact the Department of Local Government, Industry Regulation and Safety (LGIRS), Consumer Protection, Charities and Associations.

Phone: 1300 30 40 74

Email: associations@lgirs.wa.gov.au



4.3 Bushcare Volunteers Responsibilities

4.3.1 Becoming a Bushcare Volunteer

If you are interested in forming or joining a Bushcare Volunteer Group, the first step is to contact the City's Environmental Officer. They can let you know if there are already active volunteers working in the reserve you are interested in. If a group is already established, the City will help connect you with them.

If you do not have a specific reserve in mind, the City can help you find a nearby site and link you with an existing Bushcare Volunteer Group.

If there is no active group for the reserve you are interested in, there is an option to register a new group. The Environmental Officer will support you through the process and provide helpful information, such as:

- Who manages the reserve (e.g. City of Armadale or State Government agencies)
- Bushland condition and environmental values (e.g. Threatened species or ecological communities and dieback status)
- Current activities and who is involved
- Heritage values and key threats to the reserve
- Forming a Friends Group



4.3.2 Volunteer Registration and Onboarding



Step 1: Welcome

New volunteers will receive a welcome email containing essential information about being a Bushcare Volunteer. This email will introduce the program, provide a link to the Bushcare Manual for review (which includes guidelines, safety protocols and tasks) and explain the next steps in the onboarding process.

Step 2: Complete the Volunteer Form

Once volunteers have reviewed the Bushcare Manual and wish to proceed with registration, they must complete the Bushcare Volunteer Partnership Agreement and submit it via email to: bewg@armadale.wa.gov.au for approval. After it has been approved and signed by the Environmental Officer, the completed agreement will be emailed back to the applicant.

Step 3: Arrange a Meeting

Decide whether you would like to organise a meeting with:

- a) **A Friends of Group:** A meeting with the local Friends of Group that the volunteer can join to introduce them to the team and upcoming activities.
- b) **The Environmental Officer:** Schedule a meeting with the Environmental Officer to meet at a Bushcare site or attend a Bushcare Environmental Working Group (BEWG) meeting for a more in-depth introduction to the program.

4.3.3 Liaison with the City of Armadale

Once the City receives a completed Bushcare Volunteer Partnership Agreement, the following steps take place:

1. Induction

Before any site-specific discussions, volunteers will complete an induction.

This includes:

- An overview of the Bushcare program and its objectives.
- Safety guidelines and responsibilities for volunteers.
- Information on reporting requirements and communication protocols.

2. Planning

The Environmental Officer will contact the Individual Volunteer or Group Coordinator to begin planning. This stage involves discussing the reserve, understanding site conditions, clarifying expectations and outlining any initial considerations that may influence future activities.

3. Setting Key Tasks

Identifying key tasks will help guide the volunteer or group in developing their Bushcare Volunteer Annual Work Plan, which outlines the activities to be carried out over the financial year.



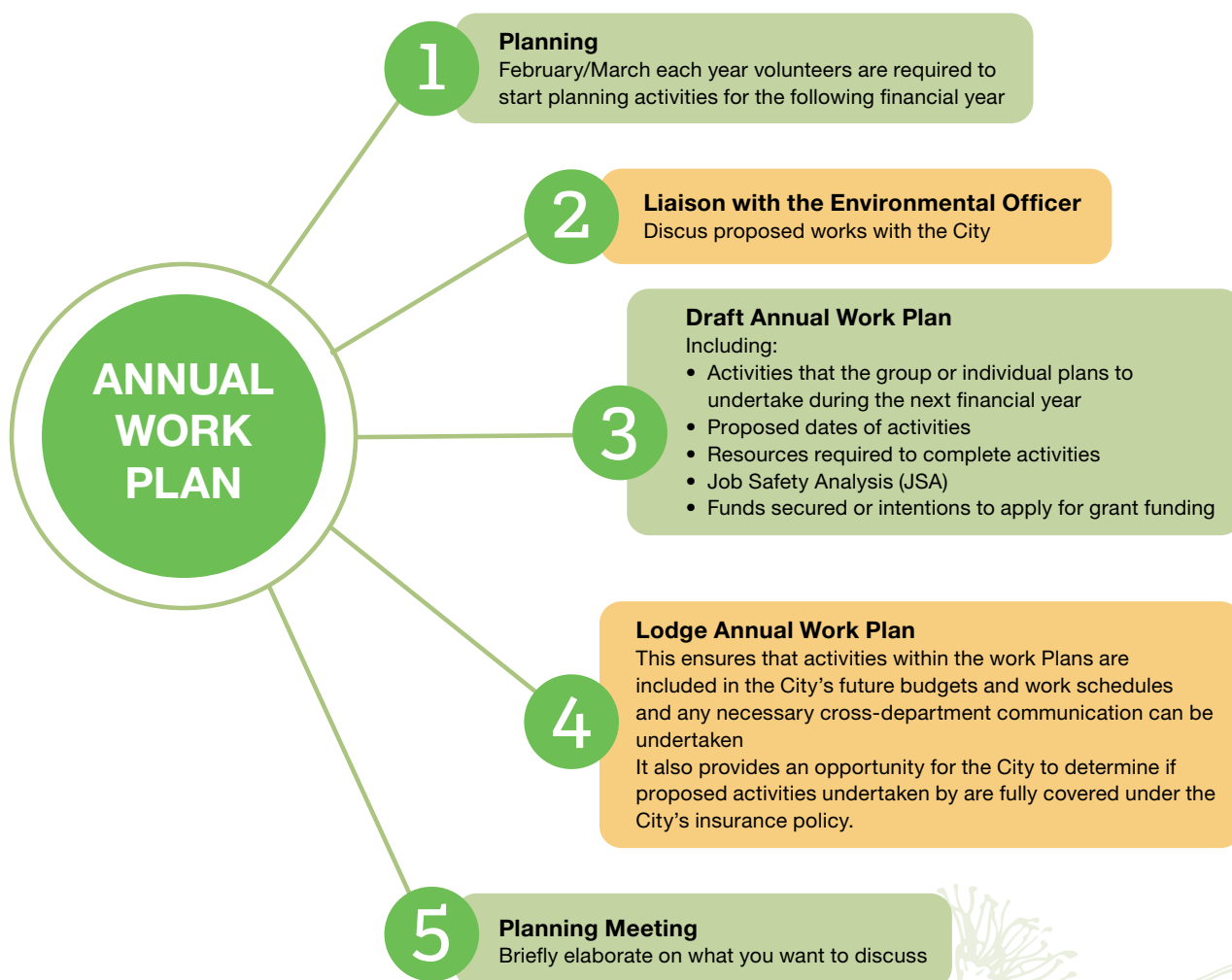
4.3.4 Annual Reporting and Workplan

An **annual work plan** must be completed by an Individual Volunteer or Group prior to commencement of any activities undertaken by Bushcare Volunteers on City land. An annual work plan must also be completed for volunteers to be eligible to receive assistance from the City and apply for City grant funding. A form is provided to assist volunteers in preparing this work plan and further assistance is available from the Environmental Officer.

The annual work plan is completed each year for the period 1 July to 30 June. A draft must be submitted to the Environmental Officer by the **31st of May** (or the preceding Friday if this date falls on a weekend) to allow sufficient time for review and finalisation before the end of June.

An **annual report** gives volunteers a clear record of their achievements, progress and impact over the year. The annual report is completed each year for the period 1 July to 30 June of the previous year. The final report is due by the **31st of July** each year.

The City provides Annual Report and Annual Work Plan templates, which can be obtained upon request from the Environmental Officer.



4.3.5 Volunteer Register

It is important for individuals and groups to keep accurate and up to date records of all activities undertaken on reserves vested in the City.

Keeping a volunteer register is an important part of Bushcare activities. It ensures that everyone involved is properly recorded. If an incident occurs during a volunteer activity, having a register helps confirm who was present and ensures that insurance coverage can be applied appropriately. It also supports safety and accountability, allowing the City to respond effectively in case of emergencies. Beyond that, the register helps recognise volunteer contributions, plan future activities and report on the success of the program. It's a simple step that helps protect and support everyone involved.

Both Individual Volunteers and groups are required to establish and maintain this logbook wherever volunteer activities take place. Completed records should be sent to the City. Unless requested earlier, these can be submitted annually along with the group's Annual Report.

The City provides a Volunteer Register Logbook template, which can be obtained upon request from the Environmental Officer.

4.3.6 Risk Management and JSA's

Whether working individually or as part of a group, all volunteers must behave in a safe and responsible manner while undertaking Bushcare activities. As part of their duty of care, the Group Coordinator of any group must ensure that volunteers behave in a responsible manner. All volunteers are required to comply with the City of Armadale Employee and Volunteers Code of Conduct.

Any volunteer acting recklessly or irresponsibly should be asked to leave the activity. The **City must be notified of the incident** in writing at bewg@armadale.wa.gov.au.

Volunteer-run events and activities also carry Work Health and Safety (WHS) requirements. These obligations arise from legislation such as the *Work Health and Safety Act 2020*, which places a legal duty of care on organisations and individuals to protect the health and safety of all participants including volunteers, paid staff and members of the public. These responsibilities also extend to ensuring appropriate insurances are in place. By following WHS processes, risks are reduced, legal responsibilities are met and volunteers are supported to carry out their work safely and confidently.

Pre-Event Safety Planning

The City of Armadale requires that Bushcare Volunteers use Risk Management principles when planning and carrying out activities. Risk management involves identifying what could go wrong, understanding the potential consequences and putting measures in place to reduce harm and improve safety.

Group Coordinators and Bushcare Volunteers should consider:

- What could go wrong?
- How can it be prevented?
- What are the likely consequences if this occurs?
- What is the likelihood of it occurring?

To support effective risk management, a Job Safety Analysis (JSA) should be completed for all tasks and activities included in the Annual Work Plan.

This involves:

1. Identifying the risk
2. Evaluating the risk and assigning the likelihood and consequence
3. Risk management strategies
4. Implement, monitor and review

The JSA should be documented and shared with all relevant volunteers and reviewed regularly. All volunteers must understand the JSA before beginning any task. The Environmental Officer can assist with preparing or reviewing the JSA if needed. Completed JSAs must be submitted to the Environmental Officer by 30th of June each year.

Risk assessments must be conducted prior to each event. A sample **Job Safety Analysis (JSA)** is available on the City's Environmental webpage or by request. Groups may adapt this JSA to suit their specific activities.

- All identified hazards should be eliminated or clearly marked (e.g. with flagging tape or signage) before work begins.

Safety Briefings

- Group Coordinators must brief volunteers on all relevant safety considerations and ensure that the Job Safety Analysis (JSA) has been understood and signed by all participants before the event begins.
- Individual Volunteers should also assess safety risks and sign onto a JSA before commencing work.

Volunteer Registration

- Every volunteer, including those working alone, must record their name, contact details and hours worked in the Volunteer Register Logbook.
- All personal data must be collected, stored and managed in accordance with the *Privacy Act 1988*, the *Privacy and Responsible Information Sharing Act 2024 (WA)* and any other applicable federal and state privacy legislation to ensure lawful and responsible handling of information.

Incident Reporting

- Volunteers must **report any incidents, injuries, or near misses immediately:**
 - a. Group Volunteers should notify their Group Coordinator.
 - b. Individual Volunteers should cease work and seek appropriate assistance.
- All incidents must be documented and submitted to the City in writing for insurance and safety compliance purposes.

4.3.7 Safety in the Bushland

Whether working as an Individual Volunteer or as a Group, all volunteers are required to behave in a safe and responsible manner while undertaking Bushcare activities.

To ensure volunteer safety, all volunteers involved in Bushcare activities must adhere to the following:

- Act within the scope of their assigned tasks and only undertake activities that have been reviewed and authorised by the City.
- Attend all necessary induction and training sessions to understand their tasks, safety protocols, policies and expectations.
- Adhere and comply to Safety Protocols by wearing appropriate Personal Protection Equipment (PPE), following all safety guidelines while performing tasks and be mindful of the risks associated with their activities.
- Report hazards and injuries. Volunteers must report any hazards, unsafe conditions, or injuries immediately to the Group Coordinator (if applicable) and the City.
- Act in good faith within the scope of their assigned duties.

Personal Protective Equipment PPE

Volunteers must wear protective clothing whilst carrying out Bushcare tasks. It is recommended that when working in bushland areas Bushcare Volunteers wear:

- Long pants
- Long-sleeved shirts
- Sturdy, closed-in footwear
- Gloves
- Hats and sunscreen
- Eye Protection
- Insect repellent

First Aid Representative

Volunteer groups should nominate at least one first aid representative with current first aid qualifications for each event. First aid training opportunities will be advertised to Bushcare groups intermittently. Alternatively, groups may request first aid training for their nominated first aid representative. The first aid representative is responsible for ensuring a first aid kit is available, stocked and up to date at all events.

It is recommended that groups nominate several members to undertake first aid training so that there is always at least one member available to act as the first aid representative for each event.

Working with Children

To ensure the safety of all concerned whilst undertaking Bushcare activities, it is essential that children accompanying volunteers be supervised and accompanied by an adult at all times.

Insurance coverage for children under the age of 16 is limited by the City's insurance policies (unless they are part of a school group and covered by Education Department Policies). Bushcare groups are therefore responsible for the safety and supervision of any children under 16 years of age. Children under 16 are not eligible to register as Individual Volunteers and are not permitted to undertake Bushcare activities alone. An Insurance Waiver Form (Volunteers Under 16 Years) must be completed by the child's parent or guardian before any volunteer work is undertaken, unless the child is participating as part of a school group.

Where activities involve child-related work, including regular contact with children in contexts such as education, coaching, support, or similar roles, it is mandatory that volunteers hold a valid **Working with Children (WWC) Check** (WWC Card) in accordance with Western Australian legislation. This requirement helps ensure that individuals engaged in child-related duties are suitable and do not pose a risk to children.

Working alone

Working alone is permitted with management approval when the Group Coordinator or the City, along with a nominated friend or family member, have been informed of the planned work, including the start and expected finish times. Volunteers may work independently in low-risk environments provided they have a reliable means of communication and follow appropriate personal security measures. A friend or family member should be contacted before starting work and again once the volunteer has completed the task and left the site, with regular check-ins (for example, at least every two hours) required for longer periods of working alone. Volunteers who intend to work alone are also required to have current first aid training. Chemicals and equipment are not permitted to be used while working alone unless the volunteer is trained and explicit permission has been granted by the City.

4.3.8 Pathogen Awareness

Phytophthora Dieback

***Phytophthora Dieback* is a serious plant disease caused by soil borne organisms that attack plant roots. It affects over 900 species, including Jarrah, Banksia and Grass Trees. Dieback spreads easily, mainly through contaminated soil on boots, vehicles and tools and is very hard to remove once introduced.**

To help prevent its spread:

- **Clean and disinfect** boots, tools, and vehicles before and after entering bushland using bleach, methylated spirits, or Phytoclean.
- Use **site specific hygiene stations** (phytofighters) where available.
- Only use plants from **NIASA-accredited nurseries** for revegetation.



- Volunteers propagating plants must follow approved hygiene procedures.
- At least one group member is encouraged to complete **Green Card Training** to support best-practice dieback management.
- Include dieback precautions in your **Job Safety Analysis (JSA)** and **Annual Work Plan**.

Dieback mapping for City reserves can be made by request from the Environmental Officer.

Myrtle Rust (*Austropuccinia psidii*)

Myrtle Rust is a fungal disease originating from South America that spreads through wind borne spores. It affects plants in the Myrtaceae family, which includes many native Australian species. The disease is identifiable by bright yellow spores that appear on leaves and can infect actively growing shoots, stems, fruits, flowers and seedlings. If you suspect the presence of Myrtle Rust in bushland areas, please report it to the City of Armadale and/or via the MyPestGuide app to help manage and prevent its spread.

4.3.9 Heritage Awareness

Heritage is important in understanding the story of our local area and for providing a link to past and present culture and history. Heritage refers to both Aboriginal and Non-Aboriginal values and incorporates both the tangible and intangible. Heritage values can include landmarks, places, artefacts, buildings and contents, spaces, views and the stories associated with them.

There are hundreds of known heritage sites within the City of Armadale. As a community, we share the responsibility to identify and respect heritage values and preserve them to pass on to future generations. In the context of this manual and a bushland setting, this means ensuring that Bushcare Volunteers are aware of any heritage values of a particular location prior to undertaking work. The Environmental Officer can help by providing information on any known heritage values within a proposed work site.

Bushcare Volunteers may wish to acknowledge the Traditional Custodians of the land prior to commencing work. For example:

“The Group acknowledges the Traditional Custodians of this land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past, present and emerging.”

If a volunteer group would like the opportunity to work with Traditional Custodians, or have a Traditional Custodian address the group on the Aboriginal culture of the area that you are working in please contact the City Environmental Officer.

4.4 Friends Group Coordinator Responsibilities

Each Friends Group must nominate a Group Coordinator, who acts as the main point of contact between the group and the City. The Group Coordinator plays a key role in ensuring the group operates safely, effectively and in line with City requirements.

Responsibilities include:

- Liaising with the City on behalf of the group, including regular communication and reporting any incidents or issues.
- Completing and submitting required forms, such as:
 - Partnership Agreement (for new members)
 - Volunteer Register
 - Insurance Waivers (for volunteers <16 years of age)
 - Grant Applications and Acquittals
 - Annual Work Plan
 - Annual Report
- Sharing information from the City with group members to ensure everyone is informed and up to date.
- Ensure Bushcare activities are well organised, compliant with safety and environmental standards and supported by the City.

5. City of Armadale Responsibilities

5.1 Bushcare Volunteer Induction Session

All new Bushcare Volunteers must complete an induction before participating in any activities. The induction covers:

- Volunteer roles and responsibilities
- Safety protocols and procedures
- Personal Protective Equipment (PPE) requirements
- Required documentation
- Relevant City policies and procedures

Completing the induction ensures volunteers are informed, prepared and working safely in accordance with City guidelines, policies and procedures.



5.2 Technical and Operational Assistance

The City's Environmental Officer and Bushcare Supervisor are available to meet on site with groups or individuals wishing to undertake works within City reserves to:

- Discuss the scope of work and timing of activities
- Provide advice on potential environmental impacts or benefits of a project
- Provide advice to minimise any adverse environmental impacts
- Provide advice on how to undertake activities safely
- Provide advice on dieback and weed hygiene
- Assist the group to complete funding applications
- Help the group to care for the local environment

Operational assistance may include, but is not limited to:

- Herbicide application by authorised personnel
- Auguring of holes for planting
- Installation of fencing
- Rubbish collection
- Signage
- Provision of native plants
- Training

Requests for assistance should be made to the City Environmental Officer.



5.3 Communication and Information

To keep Bushcare Volunteers informed of City operations and to provide opportunities for promoting the activities of volunteer groups, a number of communication mechanisms will be used, including but not limited to:

- A Bushcare Volunteer page on the City's website, including profiles for registered City Bushcare Volunteer Groups and opportunities to promote upcoming activities.
- Inclusion on the Bushcare Environmental Working Group electronic mailing list, which receives details of training and funding opportunities, upcoming events and information that may be of interest.
- A minimum of one meeting per year with the City's Environmental Officer to discuss the progress of the group's Annual Work Plan, as well as any other issues or queries and requests for assistance.
- An invitation to the City's biannual BEWG plenary sessions, annual thank you Bush Breakfast and training opportunities.

It is recommended that Volunteer Groups undertake further advertising if they want to promote the group and upcoming activities to the broader community. An effective way to raise awareness about your Group is to go through established networks within the local community, for example create a Facebook page and share it to existing community groups. You could also gain interest by doing a leaflet drop and door knock in areas close to the proposed activity site.

5.4 Recruitment and Assistance

The City's Volunteer Service, Armadale Volunteer Services, is available to assist with volunteer recruitment. The service invites community members to attend an informal interview, to discuss the principles and responsibilities of being a volunteer and the interests, skills and experience of the potential volunteer. Potential volunteers are then provided with the contact details of an appropriate registered 'not for profit' organisation and directed to contact the Group Coordinator.



5.5 Training

Training will be offered to Bushcare Volunteers as opportunities arise. Topics may include:

- First Aid
- Green Card (*Phytophthora* Dieback training)
- Native seed collection
- Native plant identification
- Weed identification
- Safe equipment usage
- Plant propagation
- Occupational Health and Safety

Volunteers are also welcome to request additional training topics to support their confidence and capability in carrying out their Bushcare Volunteer role.



5.6 Hazard Reduction Burning (HRB) and Firebreaks

Climate change in recent decades has resulted in increased average temperatures and lower winter rainfalls, resulting in a longer ‘fire season’ and a greater proportion of the landscape that is sufficiently dry to burn. Most of the City has been identified as Bush Fire Prone by the Fire and Emergency Services Commissioner. The City seeks to minimise the risk of bushfire hazards while balancing the need to protect remnant native vegetation for its environmental and landscape values.

Bushfire severity greatly depends on weather, topography and fuel load. Of these, fuel load is the only factor that the City can manage.

Fuel comprises living and dead vegetation that accumulates over time, including dead leaves, twigs and bark. Regular prescribed burns are considered the most effective way to manage fuel loads and bushfires can usually be successfully and safely controlled when they burn into low fuel areas. Each year the City undertakes assessments in most bushland reserves to determine fuel load. The City is required to undertake control burns in bushland when fuel loads exceed 7.5 to 8 tonnes per hectare.

The City also undertakes firebreak maintenance to ensure that bushland areas can be accessed by Emergency Service vehicles in the event of a bushfire. Firebreak maintenance is undertaken based on annual firebreak inspections undertaken by the City.

Bushcare Volunteers are not permitted to revegetate in firebreaks and are encouraged not to revegetate in areas where a control burn is planned in the near future. The Environmental Officer will assess Annual Work Plans against the locations of firebreaks and planned burns for the year to assist volunteers in avoiding working these areas. Approved Work Plans and maps will be retained by the City for reference when undertaking their fuel load and firebreak maintenance activities. Groups will be notified by the City where Hazard Reduction Burns (HRB) and fire break works are planned. The Group can then plan revegetation projects in areas following HRB’s if deemed necessary.



5.7 Privacy

The City abides by the Australian Privacy Principles and all employees with access to personal and business information are responsible for ensuring that such information is appropriately handled and stored, is used only for legitimate City purposes and is not used or disclosed contrary to the Australian Privacy Principles.



6. Funding

A number of funding opportunities are available to Bushcare Volunteers. Funding may be sought through the City's BEWG Grant program or from external agencies.

Bushcare Environmental Working Group (BEWG) Grants

The following guidelines apply to the BEWG grants:

Applications should relate to expenses that are:

- a) Included in an approved Annual Work Plan
- b) Administrative expenses required to facilitate the conservation/educational objectives of the group; or
- c) Related to unexpected incidents requiring immediate response.

An application for funding must be lodged with the City utilising the Bushcare Environmental Working Group Grants Application Form by July 31st each year.

- Under special circumstances funding may be used to engage contractors to undertake conservation activities, or to engage consultants to carry out scientific research, surveys or other relevant investigations; however, conditions apply.
- Bushcare Volunteers must seek the support of any relevant external organisations or stakeholders that will be involved in the project and submit a letter of support with their application.
- Bushcare Volunteers must supply copies of any licences required to carry out their project.
- Applications can be made for funds to pay for insurance premiums for Incorporated Groups (note: Individual Volunteers and Unincorporated Groups are insured under the City's insurance policy subject to requirements)
- Applications are subject to approval by the City.
- Upon completion of a project funded by a BEWG grant, Bushcare Volunteers are required to provide a completed Bushcare Environmental Working Group Grants Acquittal Form

The following items will not be funded under the BEWG Grants:

- Projects that have already been commenced (i.e. no retrospective funding)
- Administrative related items not detailed below in Section 6.2.
- Expenses relating to personal phone, computer or vehicle use (including fuel); and/or
- Catering for meetings/events.

All BEWG grant funding allocation is at the discretion of the City. When assessing BEWG grant applications the City considers whether the items proposed for funding are already budgeted for by the City and/or whether there are other more appropriate funding sources.

If funds sought from the BEWG grant budget exceed those available, Officers consider the following:

- How the project meets Council's objectives and priorities expressed in the City's Strategic Community Plan, Environmental Management Framework and other strategic documents
- Whether the project demonstrates forward planning with clearly defined project goals (a project may span several years)
- The extent the project compliments others to achieve project goals (e.g. the project combines funding from other sources).

Successful BEWG Grant recipients must submit a Grant Acquittal Form each year, along with tax receipts for all eligible expenses. The acquittal is due by 30 June annually and completing it is required to remain eligible for future funding.



6.1 Grant Applications

Volunteers may seek external funding to support approved environmental or community projects. Grants can provide resources for equipment, materials, training, events and other activities that enhance the outcomes of volunteer work. To ensure compliance with organisational requirements and to maintain accountability, the following guidelines apply:

- All grant applications must relate directly to approved volunteer activities and align with the objectives of the City's environmental programs.
- Volunteers must obtain written approval from the City before submitting any grant application on behalf of a volunteer group or project.
- Applications submitted without prior approval may not be supported or administered by the City.

The City can provide guidance on suitable grant opportunities, application requirements and project planning. Where appropriate, the City may supply supporting documentation such as letters of endorsement, project plans, or cost estimates. Volunteers are encouraged to contact the City early in the process to discuss project ideas and funding needs.

6.2 Administration Expenses

The City recognises that few grant organisations provide funds to assist groups with administrative expenses and that good administration is necessary for groups to function effectively. Some administrative expenses can be applied for under the BEWG grant.

Administrative expenses can include City approved:

- Volunteer training
- Licences (for example flora and/or seed collection licences)
- Printing of educational/information brochures, event flyers, or other publications
- Printing of photos for educational displays
- Bookkeeping services
- Post Office Box hire
- Website maintenance
- Membership subscriptions
- Meeting venue hire

Requests for administrative funding should be costed in detail.

6.3 Consumables

Each Bushcare Volunteer group is eligible to apply for \$150 towards consumables that do not need to be itemised within the grant application. The consumables allowance is to serve as 'petty cash' to be distributed at the discretion of the group. Note however that tax receipts for items purchased with the allowance are still required for acquittal, with the item attributed to the consumables line item. Any consumables that cannot be covered by the \$150 allowance should be costed in detail in the grant application.

Grants for administrative expenses are conditional upon a sentence on all printed material funded by the BEWG grant stating:

"The group acknowledges the funding support provided by the City of Armadale through the Bushcare and Environmental Working Group Grant."

6.4 Grant Acquittal

To be eligible for grant acquittal, and to be considered for future funding, the following must be provided to the City Environmental Officer within the timeframes indicated:

- Completed grant acquittal form
- Tax Invoices and receipts no later than June 1st each year. Tax Invoices must show Australian Business Numbers. Invoices will be paid following receipt by Environmental Officer; and
- Copies of reports and/or results of any scientific research, surveys or other relevant investigations that are funded under the grant.

6.5 Other Funding Opportunities

A number of agencies and organisations provide funding to community groups undertaking conservation activities with applications opening throughout the year.

Any application for funding for activities that will be carried out on City of Armadale land will require approval from the City.

Intentions for funding should be included in Bushcare Volunteer Annual Work Plans and applications should be discussed with the Environmental Officer to ensure the activity is consistent with current management of the reserve or natural area. This will also ensure that any assistance to be provided by the City is scheduled into the City's conservation maintenance program and relevant annual budgets.



7.0 Safe Work Procedures

When working with equipment or chemicals, volunteers must ensure that all relevant Safe Work Procedures (SWPs) are always followed. The appropriate Safety Data Sheets (SDS) for any chemicals being used must be readily accessible on site and volunteers are expected to understand and apply the safety requirements outlined in these documents before commencing work.

7.1 Permitted Equipment

The following battery-powered tools are approved for use in light-duty environmental works:

- Blower
- Line Trimmer
- Cultivator
- Reciprocating pruning saw
- Hedge Trimmer (two handed)
- Handheld Drill (strictly approved for phosphite injection into trees to treat dieback-infected areas).

Volunteers will be permitted to use unscheduled chemicals and Schedule 5 poisons or below, applied via hand-pressure sprayers, a dabber herbicide applicator, or backpack units with a maximum capacity of 15 litres per batch.

To ensure safe and effective application, the following precautions apply:

- Use of a shielded spray nozzle to minimise drift onto non-target species
- Addition of dye to clearly identify treated areas
- Equipment specific PPE to be worn

A training day is mandatory before any equipment use or chemical applications.

Prior to use, written approval must be obtained from the City's Environmental Officer. The equipment and the user's name must be explicitly listed in the approved Annual Work Plan and in the Job Safety Analysis (JSA) endorsed by the City.

All equipment must be stored in a secure location. **Batteries must be removed from all tools when not in use** and **chargers must be disconnected from mains power** when leaving the venue to prevent unnecessary energy use and reduce fire risk. Chemicals must be stored in accordance with the requirements outlined in their relevant Safety Data Sheets (SDS).



7.2 Activities not to be Undertaken by Volunteers

Bushcare Volunteers must not use any chemicals other than those authorised in Section 7.1.

In addition, due to public safety, duty-of-care and public liability issues, Bushcare Volunteers working in City-managed reserves are not authorised to:

- Use chainsaws or brush-cutters
- Use augers
- Prune branches from trees
- Operate heavy machinery
- Use stump grinders or woodchippers
- Conduct controlled burns or use of fire for clearing
- Collect or remove natural materials: rocks, logs, seeds, or soil must remain in place unless directed by the City



7.3 Personal Vehicle Use

Due to public safety, duty-of-care and public liability issues, **Bushcare Volunteers are not permitted to drive personal vehicles within City managed reserves, unless:**



- A Request for Private Vehicle Use Form has been completed and approved by the City, preferably as part of an Annual Work Plan.
- The vehicle being used has been approved by the City.
- Green Card Training has been undertaken by the driver of the vehicle or a passenger
- A JSA has been completed and approved by the City.
- Proof of vehicle insurance has been sent to and approved by the City.

Once approved by the City, volunteers will not be required to submit a new Request for Private Vehicle Use Form with each subsequent Annual Work Plan. Any volunteer who is approved to drive within City managed reserves will be issued with a laminated authorisation notice, for the specific vehicle registered by that volunteer. The notice is to be always displayed on the dashboard of the vehicle whenever driving, or stationary, within a City reserve. If the volunteer wishes to transfer their approval to a different vehicle a request may be made to the Environmental Officer in writing and if approved a new authorisation notice will be issued. The City reserves the right to suspend or revoke the approval at any time.

In addition to standard JSA requirements, any JSA that includes vehicle use within a City reserve must include:

- Written notification of proposed entry to a reserve, whereby volunteers must notify their City contact by email within 48 hours prior to entering the reserve. Written notification should be sent to: bewg@armadale.wa.gov.au
- Scheduled calls, whereby if entering the reserve using a private vehicle, volunteers notify a designated contact person (for example a family member or friend) upon entering and exiting the reserve. If the planned activities extend beyond four hours, additional scheduled calls must be made every four hours.
- Hygiene measures that will be undertaken to prevent the spread of dieback and weed seeds.
- Pedestrian safety measures (for example maximum speed of 10km/hr and using a spotter).

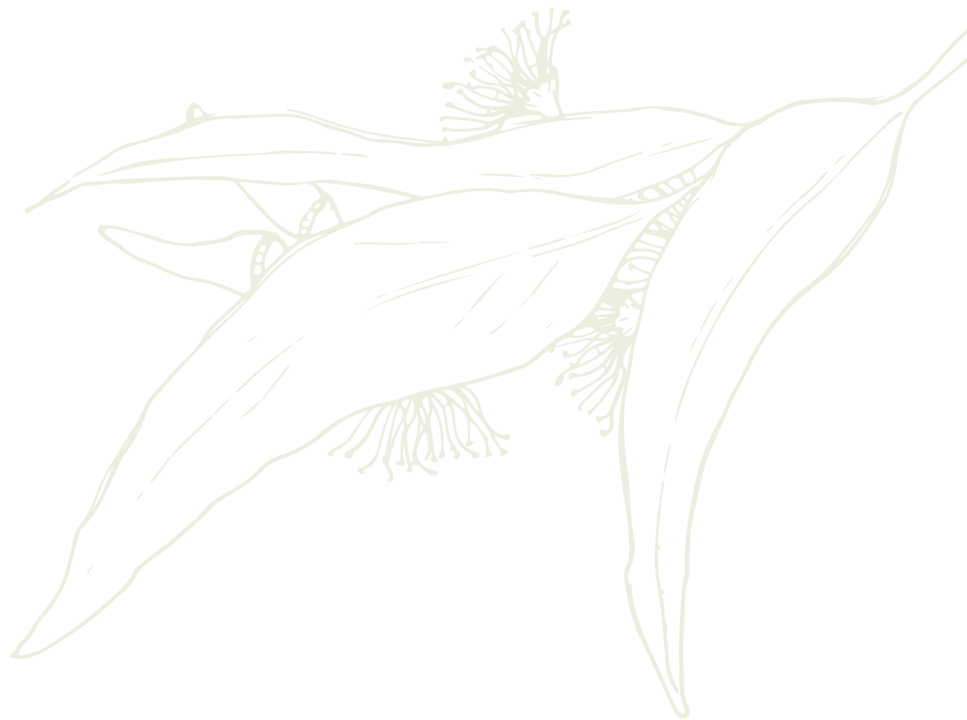
8.0 Access to the Armadale Environmental Centre

Members of the Bushcare and Environmental Working Group (BEWG) have an agreement with the City of Armadale granting exclusive access to the Armadale Environmental Centre, which includes a meeting area, storerooms and a kitchen. All Bushcare Volunteers may use the facility and its shared assets free of charge. The facility may be used for meetings, workshops, talks, presentations, training sessions and for storing equipment, banners, pamphlets and other group materials. There is also a range of shared assets available to all BEWG members, including gazebos, a portable public address (PA) system and tools.

The Centre is managed by the Environmental Centre Management Committee, which is made up of volunteers from various BEWG groups and oversees facility access, day-to-day use and the coordination of shared resources.

To access the facility or borrow equipment, volunteers should contact the Environmental Officer, who will connect them with an Environmental Centre Management Committee representative to arrange access.

Note: Any event held at the Centre must relate to the group's activities or to environmental initiatives within the City of Armadale.



9.0 Useful Contacts

	Category	Contact Details	Notes
City of Armadale	Environmental Officer	bewg@armadale.wa.gov.au (08) 9394 5000	Notification of activities, queries and technical requests relating to BEWG volunteering
	Antisocial Behaviour / Property Damage	General Contact including Ranger Services info@armadale.wa.gov.au Business Hours: (08) 9394 5000 After Hours: 1300 886 885	For issues in parks, reserves and public spaces
	Feral / Nuisance Animals		Includes roaming dogs, feral animals, nuisance wildlife
	General Information		
	Graffiti		
	Rubbish Dumping		Helpful to include photos and GPS coordinates to help locate the site
DBCA	Feeding Native Wildlife	(08) 9219 9000	
DPIRD	Illegal Fishing	FishWatch tipoff@dpiird.wa.gov.au WA Government website 1800 815 507	
	Plant pests, diseases, weeds, animals and aquatic organisms.	MyPestGuide® https://www.dpiird.wa.gov.au/online-tools/mypestguide/	Helpful to include photos and GPS coordinates/ address to help assessments.
Fire / Emergency Services		000	Life threatening emergencies only
Non-urgent Police Assistance	Available 24/7 for incidents requiring police attendance that are not immediately life-threatening	131 444	For emergencies, such as immediate threats to life or property, always call 000
Wildcare Helpline	Sick, injured or orphaned wildlife	(08) 9474 9055	



