



City of
Joondalup

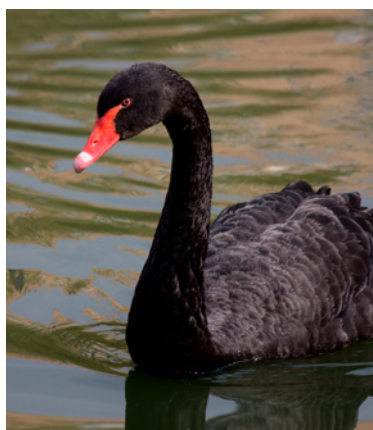
City of Joondalup

Natural Areas Friends Group Manual

Cover Image:
Warwick Bushland

Last update: November 2020

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1.0 Introduction

Friends Groups make a valuable contribution towards the conservation of biodiversity for present and future generations. The City of Joondalup is committed to supporting Friends Groups to achieve agreed goals for the improvement of natural areas through the provision of support and advice.

The City of Joondalup Natural Areas Friends Group Manual outlines the processes and requirements for a mutually beneficial working relationship between volunteers undertaking bushcare activities (Natural Areas Friends Groups) and the City of Joondalup.

It is important that the City and volunteers each recognise their roles and responsibilities in this relationship, and that safety, public liability and environmental best-practice issues are understood and implemented.

1.1 Objective

The objectives of the City of Joondalup Natural Areas Friends Group Manual are to:

- Provide an appropriate framework and process for City of Joondalup support of Friends Groups and volunteers;
- Provide a safe working environment for volunteers undertaking Friends Group activities on land managed by the City of Joondalup;
- Ensure that natural areas are managed to maintain and/or enhance their conservation, scientific and educational values;
- Provide a guide for preparing Friends Group Annual Work Plans for City of Joondalup natural areas; and
- Ensure that the outcomes of Friends Group Annual Work Plans are advancing the aims of Management Plans (when in place) for the City's reserves.

Lake Joondalup



1.2 Natural Areas Friends Groups

The City of Joondalup has a dedicated Natural Areas team with responsibility for managing the natural areas vested in the City. The City does recognise, however, that it would not be possible to meet the conservation expectations of the community without the cooperation of dedicated Friends Groups and volunteers.

1.2.1 What is a Friends Group?

Friends Groups vary from informal groups of a few people, to more formal incorporated bodies. Most have one thing in common, that being the desire to conserve and protect a natural area vested with the City of Joondalup. The level of involvement and type of activities undertaken by these volunteers depend upon the particular needs of the reserve, as well as the intentions and expertise of the overall group.

Friends Groups may be involved in a variety of activities for a particular reserve, with the aim of restoring the reserve's conservation values and the community's appreciation for the natural environment.

Examples of Friends Groups activities may include:

- Monitoring and recording of flora and fauna
- Weed control/removal
- Guided nature walks
- Rubbish clean-up
- Seed collection
- Community education (talks and presentations)
- Revegetation and planting

1.2.2 Why Become Involved?

Individuals have their own reasons for wanting to form or become involved in a local Friends Group. They may have walked in a reserve for many years and noticed particular weeds spreading; they may have an interest or expertise in birds, plants or insects; or they may just be looking for an outdoor social activity. Whatever the reason, the opportunity is there to join or start a Friends Group. Some of the advantages to becoming involved in a City of Joondalup Natural Areas Friends Group include:

- Learning about preservation and conservation of your local natural areas;
- Helping to restore a natural area in your local community;
- Meeting new people who share a common interest;
- Learning more about local flora and fauna;

- Participating in some active physical exercise;
- Raising community awareness of the values of natural areas; and
- Providing input to the City's natural area management strategies.

1.2.3 Forming a Friends Group

To find out whether there is already an active Friends Group for a particular reserve, individuals are advised to contact the City or visit the City's website. If there is no existing Friends Group in place, then the establishment of a new Group would be considered.

One of the first steps in forming a Friends Group is finding people with common objectives who are willing to work together to achieve them. The next step is to gather information about the reserve proposed for adoption.

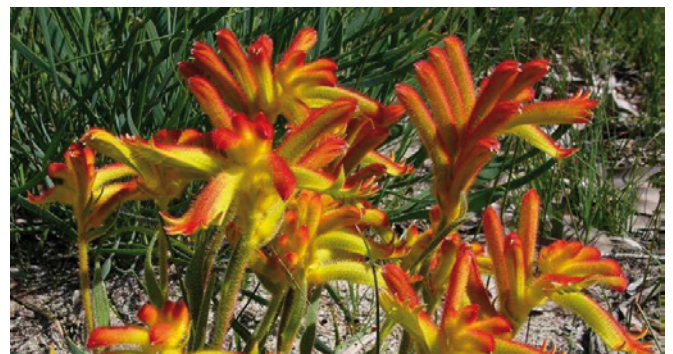
Some relevant information required is:

- Who manages the reserve (City of Joondalup, developers, a State Government department)?
- What is the purpose of the reserve?
- Is there a Management Plan for the reserve?
- What work is already being carried out in the reserve?
- Who is carrying out this work?
- What is the bushland condition?
- What are the main threats to the reserve and the opportunities to overcome them?

The answers to many of these questions can be obtained from the City who can advise newly established Friends Groups on the above issues and provide information on the resources and support available to Friends Group.

If the reserve proposed for adoption is owned or managed by an agency other than the City of Joondalup, the City can help put Groups in touch with the relevant landholder.

Anigozanthos humilis



2.0 Roles and Responsibilities

In order to ensure a mutually beneficial working relationship between the City of Joondalup and Natural Areas Friends Groups, it is vital that two-way communication between the parties is maintained.

The following section provides a framework to guide the information required to maintain communication and support between the City and Friends Groups.

2.1 Friends Group Responsibilities

In order to be recognised as a City of Joondalup Natural Areas Friends Group, the following criteria must be achieved:

- Membership greater than four people
- Lodgement of a Natural Areas Friends Group Partnership Agreement Form with the City
- Nomination of a Group Coordinator (required for each Friends Group, regardless of size)
- Development of a Friends Group Annual Work Plan, in consultation with the City
- Development of an Annual Report.

The following sections provide further detail on Friends Group responsibilities.

2.1.1 Registration

By registering a Friends Group with the City of Joondalup, the City is able to assist Groups in getting started.

To initiate the registration process, each Friends Group must complete and submit a Natural Areas

Friends Group Partnership Agreement Form (see Section 7.0 – Appendices). This Form will provide the City with information about the Friends Group and the reserve proposed for adoption. It will also confirm that the Group has read, understood and accepted the requirements of the City of Joondalup Natural Areas Friends Group Manual.

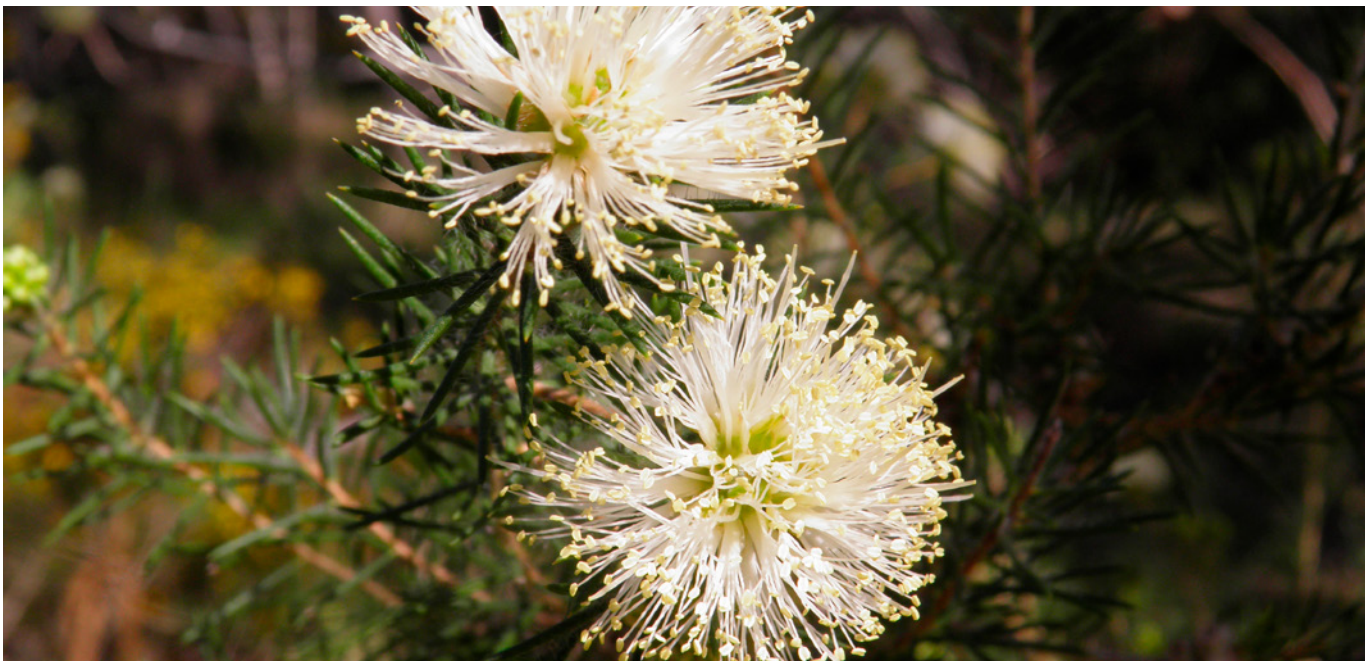
2.1.2 Contact Details – Group Coordinator

Each Natural Areas Friends Group is required to nominate a Group Coordinator. This person will be the main contact for the Group and will liaise directly with the City.

The role of the Group Coordinator includes:

- Completion of forms
 - Partnership Agreement
 - Volunteer Register Logbook Record
 - Insurance Waiver
 - Special Purpose Grant Application
 - Special Purpose Grant Acquittal Completion of Annual Work Plan
- Completion of Annual Report
- Communication with the City on a regular basis, including reporting of any incidents, accidents or other issues
- Dissemination of information from the City to the members of the Group.

Melaleuca Systema



2.1.3 Meeting with the City

Once the City of Joondalup has received the Natural Areas Friends Group Registration Form, the City will contact the Group's nominated representative to arrange a meeting with members.

At this initial meeting, the City will discuss issues relating to the reserve proposed for adoption as well as the Group's preferred activities. The main outcome of the meeting will be to set some key tasks so Friends Groups can start developing a Friends Group Annual Work Plan which will enable the Friends Group to assist the City in carrying out bushcare activities.

2.1.4 Friends Group Annual Work Plans

All activities that Friends Groups undertake within natural areas must be approved by the City prior to commencement of any works.

To obtain approval and receive assistance from the City, Friends Groups are required to submit a Friends Group Annual Work Plan. A template document is provided to assist Groups in preparing this Work Plan (see Section 7.0 – "Appendices") and further assistance is available from the City.

During February and March each year, Groups are required to commence planning bushcare activities for the following financial year. The Friends Group Annual Work Plan will outline a calendar of bushcare activities that will be undertaken by the Friends Group.

Below is the process to be undertaken for the development of a Friends Group Annual Work Plan:

1. Planning meeting with the City – the City will arrange a meeting with the Group in February/ March to discuss scheduled works to be carried out by the City and proposals for works to be carried out by the Friends Group, including any requests for assistance.
2. Development of the draft Friends Group Annual Work Plan – the Friends Group complete their draft Annual Work Plan based on the outcomes of the Planning Meeting. The Plan should briefly detail:
 - Activities that the Friends Group will be undertaking during the year. These may include conservation activities, group promotion or research;
 - Dates of the activities;



Broadbeach Park

- Resources required in order to complete the activities; and
 - Funds secured or intentions to apply for grant funding.
3. Lodgement of the Friends Group Annual Work Plan with the City – Work Plans are required to be lodged with the City by 15 June for approval. This ensures that activities within the Work Plans can be considered in the City's draft budget and work schedules.
 4. Approval of the Plan – once the Friends Group Annual Work Plan has been approved by the City, the City will contact the Group Coordinator to advise of the approval.

In addition to the Annual Work Plan meeting, the City is available to meet with Friends Groups throughout the year on an 'as required' basis.

It is important that the City is notified of any activities the Friends Group would like to undertake outside of the agreed Annual Work Plan prior to the Friends Group undertaking the activity. This is to ensure duplication of activities organised by the City does not occur and to maintain efficiency and sustainable management of the City's natural areas.

*Lake Goolelal*

2.1.5 Volunteer Register

It is important for Friends Groups to keep accurate and up-to-date records of all bushcare activities being undertaken on reserves vested in the City of Joondalup. This includes recording volunteer attendance at bushcare activities on a Volunteer Register Logbook Record (see Section 7.0 – Appendices).

Friends Groups are required to establish and maintain a Volunteers Register Logbook Record where all volunteers working on a Friends Group event enter their details. The following details should be recorded:

- Date
- Volunteer name
- Activities undertaken
- Start and finish times of hours worked

Copies of completed Volunteers Register Logbook Records are required to be sent to the City, for each event held by the Friends Group.

Completion of the Volunteers Register Logbook Records ensures that all requirements are met to maintain insurance cover for Friends Group members over the age of 12 years.

2.1.6 Risk Management

As part of their duty-of-care, the Group Coordinator of any Friends Group must ensure that volunteers behave in a responsible manner. Any volunteer acting in an irresponsible or reckless manner should be asked to leave the activity by the Group Coordinator and the City informed of the incident in writing or by email to friendsgroups@joondalup.wa.gov.au

There are certain steps that should be undertaken prior to, during and after each Friends Group event to ensure a safe working environment for volunteers:

- Risks should be identified and assessed when planning the event;
- Hazards are to be highlighted (e.g. with flagging tape or signage) or, if possible, removed prior to the commencement of the event;
- The Group Coordinator will ensure that a first aid kit is on site for each event;
- The Group Coordinator should advise volunteers of all safety considerations prior to the commencement of the event;
- Each volunteer should register their name, contact details and hours worked on the Volunteers Register Logbook Record for the event; and
- Volunteers should immediately inform the Group Coordinator of any incidents, accidents or injuries so that appropriate treatment is administered and the incident reported for safety and insurance purposes.

The City can provide advice to Groups regarding risk management.

2.1.7 Safety in the Bushland

It is a requirement that volunteers wear protective clothing while carrying out bushcare tasks. When working in bushland areas Friends Group members are required to wear:

- Long pants
- Long-sleeved shirts
- Gloves
- Sturdy, closed-in footwear
- Hats and sunscreen.

Appropriate gloves must be worn, and sharps, such as broken glass and syringes, must only be handled by adults in accordance with advice provided by the City. Sharps containers will be supplied to Friends Groups for use in bushland activities.

It is essential that children accompanying volunteers are supervised and accompanied by an adult at all times. It is also recommended that volunteers avoid working alone in bushland areas; members should work in groups of two or more while undertaking Friends Groups activities.

It should be noted that children under the age of 12 years are not covered by the City's insurance policies (unless they are part of a school group and covered by Department of Education policies). Friends Groups are therefore responsible for children under 12 years of age (see Section 2.2.1 – Insurance and Liability).

2.1.8 Pathogen Awareness

Pathogens are organisms such as fungi, bacteria and viruses that cause plant disease. Pathogens have the potential to cause significant adverse environmental, economic and social impacts on City managed bushlands.

The City has delivered a pathogen mapping and sampling program since 2014 which has identified a wide variety of pathogens in natural areas and parks.

The City can inform your Group whether pathogen sampling has been undertaken on your site and provide a pathogen map if pathogens have been identified.

Pathogens and weeds are spread or introduced by the movement of reproductive material or infected materials such as soil, mulch or gravel. This movement can occur naturally by wind, water or animals. It can also occur through human activities such as the movement of vehicles, equipment, tools and people. Fire occurrences can also disturb the soil and enable the spread of pathogens.

Revegetation activities using plants propagated in nurseries have the potential to carry and introduce pathogens in natural areas.

Where possible direct seeding and cuttings should be used from material collected from the same site where revegetation activities are to occur. If plants are required, only stock procured from Nursery Industry Accreditation Scheme Australia (NIASA) must be purchased in consultation with the City.

Sound pathogen hygiene measures are necessary to keep bushland healthy. The following practices should be observed when entering or leaving bushland areas:

- Remove and inspect footwear, clothing, tools and equipment for any soil or reproductive material when entering and exiting site or fire occurrence area within site, utilising boot cleaning stations where available;
- Where possible use established formal paths when accessing an area where work is programmed. If access to vegetated areas is required, try to use the same path in and out of the area to minimise treading in multiple areas;
- Collect all soil and reproductive material from clean down (seeds, plant matter) and place in a plastic bag for later disposal;
- Spray all tools and equipment with 70% methylated spirits and allow to dry for two minutes;
- Avoid bringing vehicles into the bushland;
- Aim to undertake activities in dry conditions as dispersal of pathogens is favoured by moist or wet conditions;
- If purchasing seeds or plant stock, opt for certified pathogen free products that meet Australian Standards and/or are from Nursery Industry Accreditation Scheme Australia (NIASA) accredited nurseries; and
- Report any sick or unhealthy vegetation you observe to the City as soon as practicable.

The City is to supply each Friends Group with a pathogen hygiene kit consisting of the following items:

- | | |
|-------------------|----------------------|
| • Storage tub | • Methylated spirits |
| • Scrubbing brush | or bleach |
| • Pick | • Mat |
| • Spray bottle | • Plastic bags. |

More detailed information can be obtained from the City's Pathogen Management Plan that can be found at joondalup.wa.gov.au

2.1.9 Annual Reporting

Each City of Joondalup Natural Areas Friends Group is required to submit a Natural Areas Friends Group Annual Report covering the previous financial year by 15 September (see Section 7.0 – Appendices).

The Annual Report should include information such as:

- The total number of volunteer bushcare hours carried out on the reserve;
- A review of bushcare events/activities carried out by the Friends Group;
- An overview of the Friends Group's achievements in on-the-ground activities, membership, community education etc. for the year;
- Details of any external funding received for equipment, materials or other activities;
- Data collected by the Friends Group during the year (e.g. flora and fauna records etc.);
- Suggestions for improving the ongoing partnership between the City and Friends Groups; and
- Aerial photographs showing project sites.

Information within Natural Areas Friends Group Annual Reports will assist in the allocation of resources towards the management of conservation reserves. The report can be mailed to the City or emailed to friendsgroups@joondalup.wa.gov.au

2.2 City of Joondalup Responsibilities

As per the Group's signed Friends Group Partnership Agreement, the following section provides guidance and information to enable a safe working environment for Friends Groups.

2.2.1 Insurance and Public Liability

All volunteers aged 12 years and over involved in City of Joondalup sanctioned bushcare activities will be covered by the City of Joondalup *Volunteers Insurance Policy*.

In order to guarantee insurance coverage in the event of any incident, Friends Groups are required to establish and maintain a Volunteer Register Logbook Record where all volunteers working on a Friends Group event must enter their details. Note that the City's insurance only covers volunteers between the ages of 12 and 80 while they are engaged in Friends Group activities on behalf of the City of Joondalup, and as long as they are acting with due care (i.e. not behaving recklessly). Volunteers under the age of 12 years are not covered by the City's insurance.

Parents/guardians accompanying children under 12 years at bushcare events are required to sign a waiver that acknowledges child volunteers under the age of 12 years participating in City sanctioned

bushland care activities will remain under the care and responsibility of the Friends Group volunteers organising the event (see Section 7.0 – Appendices).

The following advice is a summary of the City's position in relation to bushland volunteers insurance:

- All participants aged 16 and over participating in City-sanctioned bushcare activities are covered by the City's insurance with an upper limit of \$100,000 and personal injury cover to an upper limit of \$500,000;
- Participants aged between 12 and 16 participating in City-sanctioned bushcare activities are covered by the City's insurance cover which is limited to broken bones and non-refundable medical expenses; and
- Child volunteers under the age of 12 accompanying their parents/guardians at City-sanctioned bushcare activities will not be covered by the City's insurance policy.

2.2.2 Communication and Information

In order to keep the City's Natural Areas Friends Groups informed of City operations and to provide mechanisms for promoting the activities of Friends Groups, a number of communication mechanisms will be utilised including, but not limited to:

- A Friends Group page on the City of Joondalup website, including profiles and contact details for all registered City of Joondalup Natural Areas Friends Groups;
- The publication of a biannual Friends Group Newsletter, including overviews of activities from the past six months, details of training and funding opportunities and upcoming events;
- A minimum of one face to face meeting per year with the City to formulate and review the Friends Group Annual Work Plan, as well as issues or queries and requests for assistance as required; and
- A dedicated Friends Group email address, friendsgroups@joondalup.wa.gov.au

2.3 City of Joondalup Assistance

The City of Joondalup can provide operational, technical and promotional assistance to Friends Groups.

The City is available to meet with Friends Groups 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 the project;
- Provide advice to minimise any adverse environmental impacts;
- Provide advice on how to undertake activities safely;
- Assist the Group to complete funding applications; and
- Help the Group to care for the local environment.

The City can also support the work of Friends Groups by providing assistance to promote activities and events throughout the year through:

- Promotion of organised bushcare events on the City of Joondalup's website;
- Limited photocopying of flyers for letterbox drops to local residents; and
- Loan of a display board and environmental posters plus environmental brochures for raising awareness at environmental events.

Requests for assistance should be made to the City's Infrastructure Services Customer Relations on **9400 4255** or by emailing **friendsgroups@joondalup.wa.gov.au**

Training will be offered to members of City of Joondalup Natural Areas Friends Groups as opportunities arise. Topics may include:

- Native seed collection
- Native plant identification
- Weed identification and prioritisation
- Safe equipment usage
- Weed and pathogen hygiene practices
- Environmental monitoring

Clean Up Australia Day



3.0 Bushcare Activities

The type of activities Natural Areas Friends Groups can undertake will be dependent upon the skill and knowledge-level of the Group, as well as the needs of the reserve. Groups often evolve over time to take on higher-level tasks as their expertise grows.

New groups can focus on tasks they identify in consultation with the City as achievable and as having the highest priority. Even weeds can be prioritised for removal such that the greatest threats are managed first. The City is able to advise Friends Groups on how to go about organising and prioritising particular bushcare activities.

Friends Groups are required to notify the City of the dates and times when volunteers and contractors will be undertaking work within any City of Joondalup reserve.

The following section provides some examples of activities that Friends Groups may wish to undertake.

Three-Stampered Fringe Lily at Yellagonga Regional Park



3.1 Keeping Watch

Natural Areas Friends Groups have an important role to play as “eyes and ears” for the City. The City encourages local residents to report incidents of fire, rubbish dumping, unauthorised vehicle access and vandalism in natural areas. In cases of fire, the fire brigade should be contacted on 000. If incidents of rubbish dumping etc. are witnessed, the City’s Ranger Services should be informed on **1300 655 860**.

3.2 Targeted Weed Removal

Hand removal of weeds is an important activity for Natural Areas Friends Groups. It is important to ensure that plants are correctly identified before removal. Weeds present in the natural area should be prioritised. The City will provide Friends Groups with information regarding which weeds should be treated as a priority in each natural area.

Where possible, the “Bradley Method” of bush regeneration should be used. This includes protecting the areas of best condition vegetation first, minimising disturbance to the natural area, i.e. through the removal of weeds and allowing natural regeneration to set the pace of further regeneration activities. (for more information see *Bradley, J 2002, Bringing Back the Bush: The Bradley Method of Bush Regeneration, Landsdowne Press, Sydney*).

The City acknowledges that many Natural Areas Friends Groups have an association with bushland that is degraded, and works carried out in these areas have resulted in improved vegetation condition of the bushland over a period of time.

3.3 Rubbish Removal

Removing rubbish not only improves the visual amenity of a natural area, but also lowers the incidence of dumping. Clean Up Australia Day is held in March each year and is a good opportunity, not only to have a general rubbish pick-up, but also to get more volunteers for Friends Groups.

Ongoing requests for rubbish removal should be made to the City’s Infrastructure Services Customer Relations on **9400 4255** or by emailing **friendsgroups@joondalup.wa.gov.au**.

The City of Joondalup can also support the involvement of Friends Groups by supplying rubbish bags and organising the removal of collected rubbish from the reserve.



Weed education tour at Craigie Bushland

3.4 Environmental Monitoring

Monitoring changes in the environmental condition of a natural area is an excellent way for Friends Groups to highlight their achievements. “Before and after” photos at Group events and more permanent “fixed photo points” for longer term monitoring can record changes in vegetation condition and density.

Establishing monitoring quadrats or transects through the reserve can also be useful for long term monitoring of changes in weed density and loss or gain in native species. Building-up flora and fauna lists, which can include flowering times of plants, or months during which particular birds are present, can be very rewarding for volunteers and can help to show the biodiversity value of a reserve.

Friends Groups are required to request permission from the City prior to conducting flora or fauna monitoring and surveys. Copies of surveys and other research must be provided to the City so that this information can be used to inform management decisions regarding City reserves.

3.5 Guided Nature Walks

Educating the community about the value of natural areas is a key role of local government. Friends Groups can assist the City in these efforts by leading guided nature walks in local reserves. Guided walks are an excellent way of introducing the local community to flora and fauna.

Walks can be held on weekends during the day or in the evening when fauna not normally seen during the day can be seen (especially spiders, frogs and possums). If required, the City can recommend a few experienced local guides who may be able to lead the walk.

The City can also support Friends Group events via promotion through the City’s newsletter and website.

3.6 Raising Environmental Awareness

Distributing information to local residents about Friends Groups activities is a great way of promoting the values of urban bushland and the importance of the work Friends Groups undertake. It may also inspire others to become involved in organised activities or to join a Friends Group.

Displays of photos of a reserve’s flora and fauna or of previous Friends Groups events at the City’s libraries or local shopping centres can also help raise the profile of Friends Groups within the City.

Throughout the year there may be opportunities for Friends Groups to include information to promote the work being carried out within City displays and events. At these times the Friends Group Coordinator will be contacted by the City to ask for the Group’s participation.

3.7 Planting

Planting requires consideration of factors such as plant communities, species ratios and provenance. In nature, the majority of seedlings fail; only the plants most suited to the conditions survive to spread their genes. Growing seedlings under nursery conditions, then planting all of them, overcomes this natural selection and can weaken the gene pool.

The City can provide advice to Friends Groups regarding planting requirements for adopted natural areas. Friends Group are required to request permission from the City prior to conducting plantings and revegetation.

3.8 Longer Term and Advanced Level Projects

Once Natural Areas Friends Groups have gained experience and received appropriate training, they have the opportunity to 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);



Coast

- Revegetation with local provenance plants supplied by the City;
- Coastal dune stabilisation;
- Detailed flora and fauna surveys;
- Publication of environmental awareness/interpretation brochures; and
- Assisting with the development of Management Plans for specific natural areas.

It is recommended that Friends Groups discuss potential projects with the City which can provide advice to Friends Groups regarding the feasibility and logistics of long term and advanced level projects.

Yellagonga Regional Park



3.9 Activities Not to be Undertaken by Volunteers

City of Joondalup Natural Area Friends Groups are not permitted to undertake activities using chemicals of any type. This includes the use of herbicides and pesticides.

Groups undertaking weeding within the City's Natural Areas must utilise manual methods only. The use of pesticides by Friends Groups is not permitted.

In addition, due to public safety, duty-of-care and public liability issues, Friends Group volunteers working in City-managed natural areas will not be authorised to:

- Use chainsaws or brush-cutters
- Prune branches from trees.

4.0 Funding

A number of funding opportunities are available to Natural Area Friends Groups. Funding may be sought from external agencies as well as through the City's Community Funding Program.

4.1 Funding from the City

Friends Groups Special Purpose Grants

Registered City of Joondalup Natural Areas Friends Groups are eligible to apply for funds for projects that are included in the approved Annual Work Plans or for funding activities related to unexpected incidents requiring an immediate response. Current funding levels can be obtained from the City's website.

The following criteria apply to the Friends Groups Special Purpose Grants:

- Friends Groups must discuss the proposed project with the City prior to lodging an application for funding;
- An application for funding must be lodged with the City utilising the Friends Groups Special Purpose Grants Application Form (see Section 7.0 – Appendices);
- All contractors to be used utilising grant funding must be approved by the City;
- All contractors must specify pathogen hygiene practices prior to being appointed;
- Friends Groups must seek support of relevant external organisations or stakeholders that will be involved in the project and submit a letter of support with their application;
- Friends Groups must supply copies of any licences required to carry out their project;
- Friends Groups must supply bank account details in the Friends Group name;

- Applications are subject to approval by the City.
- Groups are required to provide the City with evidence of the completed project and expended funds. Information should be provided using the Friends Groups Special Purpose Grants Acquittal Form (see Section 7.0 – Appendices);
- Supporting evidence such as invoices and receipts should be retained and submitted to City with the Friends Groups Special Purpose Grants Acquittal Form (Note: Acquittal of funds is to occur within six (6) weeks of completion of the project, activity or event.); and
- The City is to be provided with copies of reports and/or results of any scientific research, surveys or other relevant investigations that are funded under the Friends Groups Special Purpose Grants.

The following items will not be funded under the Friends Groups Special Purpose Grants:

- Projects that have already commenced (no retrospective funding);
- Administrative related items;
- Small capital items; and
- Costs related to running Friends Groups events (catering, advertising etc.).

Friends Groups may apply for multiple projects throughout the year, however the total of approved funding is capped for each registered group. See City's website for details of funding levels.

Please contact the City for more information on the financial support available to Friends Groups.

Lake Joondalup Wetlands



Financial Support for Administrative Requirements

Assistance is available to registered City of Joondalup Natural Areas Friends Groups to cover costs relating to administrative requirements. Up to \$500.00 per year is available upon application to each Natural Area Friends Group.

The eligibility criteria for Groups to receive this funding are identified below.

The following is applicable to Non-Incorporated Natural Area Friends Groups:

- The Group may receive administration funding of \$250.00 on 1 July subject to the receipt of a City-approved work plan;
- The Group must provide confirmation of the group structure/membership (number of members) to the City;
- The Group must provide copies of all invoices for reimbursement of expenditure of funds to a limit of \$500.00; and
- The Groups must supply bank account details in the Friends Group name.

The following is applicable to Incorporated Natural Areas Friends Groups:

- The Group may receive administration funding of \$250.00 on 1 July subject to the receipt of a City-approved work plan;
- The Group must provide Minutes of Annual General Meeting;
- The Group must provide confirmation of the group structure/membership (number of members);
- The Group must provide audited accounts of funds expenditure to a limit of \$500.00; and
- The Group must supply bank account details in the Friends Group name.

4.2 Applications for Funding from External Sources

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 within a City of Joondalup Natural Area will require approval from the City.

Proposals for funding should be included in Friends Group Annual Work Plans and applications should be discussed with the City to ensure the activity is consistent with current management of the reserve. Ensuring that the City has reviewed the application will also guarantee that any assistance to be provided by the City is scheduled into the City's conservation maintenance program and relevant annual budgets.

Mirbelia spinosa



5.0 Contact Details

City of Joondalup Contacts				
Name	Type of information / assistance	Phone	Email	Postal Address
City of Joondalup	General City information	9400 4000	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
City Rangers	Illegal rubbish dumping, Graffiti removal, report anti-social behaviour or damage to City property	9400 4960	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
Infrastructure Services Customer Relations	Friends Groups and natural area advice, maintenance requests and information	9400 4255	info@joondalup.wa.gov.au friendsgroups@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919

6.0 Appendices

6.1 Useful resources

- Event safety information sheet
- Risk management planning guide

Acacia cyclops seed



Natural Areas Friends Group

Event Safety Information Sheet

1. To ensure duty of care for volunteers, it is strongly recommended that the Event Coordinator holds a current Senior First Aid Certificate.
2. The Event Coordinator should carry a mobile phone in case of an accident or other emergency.
3. The Event Coordinator will inspect the site prior to the community arriving, in order to identify and flag or remove any potential hazards.
4. In the case of a night walk, the Event Coordinator will have walked the path before the event to ensure all obstacles are removed.
5. The Event Coordinator will have a first aid kit on site, which is easily accessible at the event.
6. A sharps container should be located on site.
7. Water, sunscreen and hats should be listed as “things to bring” when advertising the event.
8. All volunteers will sign the Volunteer Register Logbook Record at the beginning and end of the event, to ensure they are covered by the City’s insurance in case of an accident or injury. A copy is required to be submitted to the City within ten days of the event.
9. The Event Coordinator should give a short safety talk at the start of the event to explain the risks associated with the activity (e.g. toxic sap, sharps, potential for snakes etc.).
10. Volunteers should be given clear instructions on the correct way to carry out tasks (e.g. use of tools, correct planting method, etc.).
11. Activities such as weeding, planting or rubbish removal will only be undertaken during daylight hours.
12. When removing rubbish, volunteers will wear appropriate gloves.
13. All weeds and rubbish collected will be placed into bags supplied by the City and left at a pre-arranged site for pick-up by the City. The site selected must not block pedestrian access or hinder drivers’ visibility of the road.

Natural Areas Friends Group

Risk Management Planning Guide

The City of Joondalup requires that Friends Groups adopt a culture of Risk Management for all activities they intend undertaking. Risk Management is defined in the Australian Standard AS/NZS ISO 31000:2009 as: “Coordinated activities to direct and control an organisation with regard to risk”. This can seem to be an imposing statement but can be defined more simply:

- What can go wrong?
- What is the likelihood of it going wrong?
- What are the consequences if it goes wrong?
- What can we do to remove or reduce the chances of it going wrong?

Basic Risk Management can be easily addressed by Friends Groups taking this four-step approach and analysing what risks (if any) exist for a particular event. It is recommended that this be done in reasonable time before the actual event, thus giving time to take appropriate action if necessary. The exercise should also be done reasonably formally, in that a number of Group members should meet to discuss the risks, taking the four-step approach and recording the outcome.

STEP 1: The first part of the exercise should be a “brainstorming” activity in order to record anything and everything that could possibly go wrong at any given event. Make sure everything is recorded, no matter how trivial or far-fetched it may seem at the time, as these will be removed later in the process.

STEP 2: Once everything has been thought of, take the time to discuss every item on the list and then establish what the likelihood is that it will happen. Hopefully, in most cases the likelihood will be remote. Then arrange your items on a chart, ranking from “most likely” to “least likely” to happen.

STEP 3: Discuss all the items on the chart with the view of establishing the “worst case” scenario if the event did occur. For example, a consequence of a participant falling from a cliff top could be death of the participant, whereas the consequence of a participant slipping on loose gravel on a pathway might be the need for minor first aid treatment. At this stage you can now rearrange your chart to reflect an order starting with those events that are both likely to occur and have relatively serious consequences if they do occur. This gives you a basic “action plan” in order of importance.

STEP 4: Now is the time to start from the top of your chart and make any plans to remove or minimise the chances of the event occurring. Using the examples, you might arrange for the installation of a barrier to keep people well away from the cliff, as well as giving instructions to all participants at the start of the day. Or you might simply clear the loose gravel on the pathway or place a warning sign to highlight the need to be careful in that area.

7.0 Appendices – Forms and Templates

1. Friends Group Partnership Agreement Form
2. Natural Areas Friends Group Annual Work Plan Template
3. Friends Group Annual Report Template
4. Volunteer Register Logbook Record
5. Insurance Waiver Form (Volunteers Under 12 Years)
6. Friends Group Special Purpose Grant Application Form
7. Friends Group Special Purpose Grant Acquittal Form

Black Swan



Friends Group Partnership – Agreement

Details	
Name of Group:	
Name of Group Coordinator:	
Address:	
Phone:	Mobile:
E-mail:	
Name of Reserve:	Reserve Address:
Number of Members in Group:	
Is your Group Incorporated? Yes <input type="radio"/> No <input type="radio"/>	If yes, does your Group have insurance? Yes <input type="radio"/> No <input type="radio"/>
<p>I acknowledge that I have read and understood the following and that I:</p> <ol style="list-style-type: none"> 1. Accept the roles and responsibilities of a City of Joondalup Friends Group, as specified in the City's <i>Natural Areas Friends Group Manual</i>; 2. Will ensure that members of the Friends Group behave in a safe and responsible manner; 3. Will maintain an accurate Volunteer Register of all people attending workdays and submit to the City within ten days for examination by the City and Insurance Company in the case of an accident; 4. Will provide an Annual Work Plan to the City each year which will detail the anticipated activities to be undertaken by the Group; 5. Recognise that, for insurance purposes, we are acting in our own right and are not linked to any incorporated group; 6. Recognise that insurance cover will only be available on reserves vested in the City of Joondalup and that the City will not accept responsibility for any activities undertaken on other reserves; 7. Will liaise with the City regarding all bushcare activities and any issues arising relating to the adopted bushland. 	
Signed Friends Group Coordinator:	Date:
<p>The City acknowledges and agrees to the following:</p> <ol style="list-style-type: none"> 1. That the City will provide operational assistance to Friends Groups as per agreed City of Joondalup Natural Areas Friends Groups Annual Work Plans; 2. The City will respond to requests from Friends Groups in a timely manner; 3. The City will provide financial assistance to support the activities of Natural Areas Friends Groups when the Group's Annual Work Plan has been approved; 4. The City will work with Friends Groups to raise the awareness of conservation volunteers amongst the community; and 5. The City will provide advice and information to Natural Areas Friends Groups to enable activities to be conducted in a safe and responsible manner. 	
Signed Team Leader Natural Areas:	Date:
Signed Manager Operation Services:	Date:
Signed Director Infrastructure Services:	Date:

Please return to Team Leader Natural Areas.

Friends Group Annual Work Plan

Details		
Name of Group:		
Name of Group Coordinator:		Date:
Major objectives for current year		
Please list the major activities to be carried out by your Group for the next financial year		
Month	Event or Activity (e.g. weeding, guided nature walks, rubbish cleanups etc)	Resources required (e.g. number of seedlings required)
July		
August		
September		
October		
November		
December		

Please return to Team Leader Natural Areas.

Month	Event or Activity (e.g. weeding, guided nature walks, rubbish cleanups etc)	Resources required (e.g. number of seedlings required)
January		
February		
March		
April		
May		
June		

Please specify if external funding will be sought for bushcare activities for next financial year in the table below. Please note that all applications for funding for works within City reserves will require approval by the City.

Project	Funding Body	Funds Required	Timeframe	Will this application require City support (in kind or financial)
				Yes <input type="radio"/> No <input type="radio"/>
				Yes <input type="radio"/> No <input type="radio"/>
				Yes <input type="radio"/> No <input checked="" type="radio"/>
				Yes <input type="radio"/> No <input type="radio"/>

Signed Friends Group Coordinator:	Date:
Signed Team Leader Natural Areas:	Date:
Signed Manager Operation Services	Date:

Friends Group Annual Report

Details			
Name of Group:			
Name of Group Coordinator:			
Date:			
Reserve Name/s:			
Total hours of Volunteer Hours Worked for the year: (using details from Volunteer Registers) (e.g.: Hours involved in guided nature walks, weed removal, site meetings etc)			
Review of Programmed Activities from Annual Work Plan			
Date	Activity	Attendance	Notes
Please list the Group's major achievements for the year			
Data Collection: please attach/detail any information on the data that the Group has collected over the year			

Please return to Team Leader Natural Areas.

Please provide details of any external funds secured by the Group	
Please provide any other comments such as suggested improvements for the partnership between the City and the community.	
Signed Friends Group Coordinator:	Date:
Signed Team Leader Natural Areas:	Date:

Insurance Waiver – Volunteers under 12 years

I am the Parent or Guardian of a volunteer under 12 years of age who is participating in a volunteer bush care activity organised by the City of Joondalup and the natural Area Friends Group.

I am aware that neither the City nor the Group has insurance cover for participants under 12 years of age. I acknowledge that allowing the person for whom I am responsible to participate in this activity, may expose that person to the risk of loss or personal injury, or to the risk of causing loss, damage or injury to a third party.

Accordingly, I agree to indemnify the City and the Bushlands Group against any claim for loss, damage or injury arising from the participation by the person named below in the volunteer bush care activity.

Details	
Name of Group:	
Participant's Name:	
Address:	
Phone:	Mobile:
E-mail:	
Parent/Guardians Name:	
Parent/Guardians Signature:	Date:

Please return to Team Leader Natural Areas.

Special Purpose Grants Application

Details	
Name of Group:	
Name of Group Coordinator:	
Address:	
Phone:	Date:
E-mail:	
Project Title:	Funding Sought: \$
Proposed Project Commencement Date:	Proposed Project Finish Date:
Project Summary: (Please attach supporting information such as maps, photographs or diagrams)	
Project Aims / Objectives:	
Please list any partners or stakeholders to be involved in the project:	
Please list the details of any contractors or suppliers to be utilised for the project:	
Is your Group Incorporated? Yes <input type="radio"/> No <input type="radio"/>	

Please return to Team Leader Natural Areas.

Does your Friends Group have an ABN or ACN? Yes <input type="radio"/> No <input type="radio"/>	
ABN or ACN Number:	
Has your Group sought funding from any other funding body for this project? Yes <input type="radio"/> No <input type="radio"/>	
If Yes: Which funding body/s has your Community Group sought funding from?	
If the application for funding was successful, how much funding was/will be received?	\$

Proposed Budget: \$	
Please list the individual components of the project with cost estimates. Please attach written quotes where possible	
Item	Cost

Checklist	
Have you discussed the proposed project with the City?	Yes <input type="radio"/> No <input type="radio"/>
Have you sought support of any relevant external organisation or stakeholder that will be involved in the project? (If 'Yes' please attach letter of support)	Yes <input type="radio"/> No <input type="radio"/>
Have you included copies of any licences required to carry out their project?	Yes <input type="radio"/> No <input type="radio"/>
Have you included copies of written quotes from contractors or suppliers?	Yes <input type="radio"/> No <input type="radio"/>

I acknowledge that I have read and understood the following and agree that:

1. If successful in this application for funding the monies requested will only be utilised for the purposes of the project, as described within this application;
2. If successful in this application for funding the Group is required to submit an Friends Groups Special Purpose Grant Acquittal Form at the completion of the project;
3. The proposed project may be funded in whole or in part, as per the decision of the Director Infrastructure Services;
4. No works are permitted to be commenced until written approval of this project, as described within this application, has been provided by the Director Infrastructure Services;
5. The City must approve the use of any supplier or contractors to undertake works involved in this project.

Signed Friends Group Coordinator:	Date:
Signed Team Leader Natural Areas:	Date:
Signed Manager Operation Services:	Date:
Signed Director Infrastructure Services:	Date:

Friends Group Special Purpose Grant Acquittal

Details			
Name of Group:			
Name of Group Coordinator:			
Project Title:			
Project Commencement Date:		Project Completion Date:	
Project Expenditure: \$		Date:	
Please provide details below of use of grand funding for approved project			
Date	Item	Cost	Invoice / Receipt Attached
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
Project Summary: (Please attach additional information and supporting documents / images)			
Signed Friends Group Coordinator:		Date:	
Signed Team Leader Natural Areas:		Date:	
Signed Manager Operation Services:		Date:	

Please return to Team Leader Natural Areas.



T: 08 9400 4000
F: 08 9300 1383

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