

Volunteer Activity Plan 2020/21

1.0 Group Contact Details

Group name: **Friends of Baluk Willam Nature Conservation Reserve**

Registered business name (if different to above)

Group contact Name: Caroline Durre Position: Secretary

Email: cbdurre@gmail.com Phone: 0412 333 008

Second Group Contact Name: Max Eastwood Position: Alternative contact

Email: woodeas@optusnet.com.au Phone: 0418 377 898

Postal address: (Caroline) 5 Wallen Rd Ormond 3204

Website: <http://fobw.rnr.id.au/>

Facebook Page: <https://www.facebook.com/Friends-of-Baluk-Willam-Nature-Conservation-Reserve-113055636828101/>

1.2 Group Insurance Details

Is the volunteer group incorporated? No ✓

Does the volunteer group have Public Liability Insurance? Yes Details: No ✓

Does the volunteer group have Personal Accident Insurance? Yes Details: No ✓

Does the group have Work Cover Insurance Policy? Yes Details: No ✓

Parks Victoria must maintain a copy of current certificates for all of the above, please attach

1.3 Group Membership Details

How many members in the group? 10 Do members pay a membership fee? Yes No ✓
(if yes) amount?

Approximately how many volunteers attend activities? 6-8

How many paid employees do you have?
Please provide details of names, positions and FTE below;

1.1 Parks Victoria Group Contact Details

Contact Name: James Tibbetts

Position: Ranger

Email: James.tibbetts@parks.vic.gov.au

Phone: Tel: 8427 3961 | Mob: 0436 663 208

Park Name: Lysterfield Park

District: South East Melbourne

2.0 Vision and Objectives

What is the groups' overall Vision?

To take care of, learn about, and enjoy the natural values of Baluk Willam Nature Conservation Reserve (NCR).

The remnant bushland of Baluk Willam Nature Conservation Reserve is a little gem of plant diversity in Belgrave South. The Friends of Baluk Willam, in partnership with Parks Victoria, the Shire of Yarra Ranges, and contractors, have worked to keep it healthy and weed-free for many years. The reserve is celebrated for its many native orchid species, however the Friends work in all areas that need attention. We aim to learn more about the plants and animals of the reserve, to inform local people of its value, and to appreciate the beauties of the bush in each season, while doing our best to keep it thriving.

What are the group's overall priorities for this financial year?

- 1- To liaise regularly with PV, Yarra Shire, and contractors in order that our activities align with their long-term management plans. A regular annual planning meeting with PV would be welcome.
- 2- To attract new members for our aging and sparse group. Strategies include more vibrant use of social media, up-to-date Park Connect listing, and improved website.
- 3- To retain volunteer tryouts by demonstrating that our activities are well thought out and effective, and that we are welcoming and inclusive.
- 3- To conduct two or three walk and talk events in the Reserve for Friends and locals. Some possibilities are: insects with Reiner Richter as leader, orchids with ANOS leadership (spring 2020), fungi (leader from Field Nats, suggest autumn 2021). These events to be publicised through local newsletters, websites, flyers, etc.
- 4- To train group members and interested locals in plant and weed identification, bush regeneration and management, and first aid.

As we explore this area, the reserve has significant environmental values. Large proportions of the reserve are relatively undisturbed. Weeds of concern include woody weeds such as boneseed, pittosporum, blackberry, and sallow wattle, and herbs such as freesia, drain sedge, asparagus, ivy, watsonia, angled onion, vinca, and weedy grasses. The group plan to work from the areas of high significance where native species dominate, removing weeds and rubbish creating the space and conditions for them to thrive.

How do the groups goals for this financial year align with Parks Victoria's management priorities?

- Maintain, protect and enhance Parks Victoria estate by conducting vital environmental restoration works, noxious weed removal and general maintenance throughout Baluk Willam NCR.
 - Contribute and support Parks Victoria's Healthy Parks, Healthy people philosophy through encouraging health and wellbeing whilst promoting volunteering at Lysterfield Park.
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Goals

The group aim to aim to:

1. Preserve the pristine nature of the reserve. To monitor and protect threatened plants, maintain diversity and Friends are keen to know of activity and progress around control of feral predators, feral herbivores (deer), and planned burns which Sandie implied were overdue
2. Raise public awareness of the value of Baluk Willam NCR by inviting participation in appropriate ways.
3. Raise community awareness about the value of taking environmental action by encouraging community members:
 - To identify native species,
 - Cut back on waste and reduce litter,
 - Act by removing common weed species as they navigate their own environments.
4. Building community engagement and commitment to bush regeneration by:
 - Networking with other groups, stakeholders, bush crews/contractors, Councils and local environmental groups
 - Working in Partnership with Parks Victoria

3.0 On-ground Activities

When are activities scheduled to occur? Fourth Saturday of every month except December 9am -12md (Monthly)

Estimate how many working bees will be undertaken throughout the year:
11 (full group)

Please detail each project (you may add or delete project tables as required)

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
Weed Control	All Baluk Willam	<ul style="list-style-type: none">• Remove grassy weeds around endangered orchids• Woody weed control cut n paint• Hand weed control cut n paint• Hand weed with attention to reserve edges (roads, tracks, boundaries) particularly weedy herbs inc freesia, asparagus, agapanthus, vinca etc	All Year each month See attached schedule for record of weeds targeted in 2019 by month
Tools/Materials Required: Hand tools, dabber bottle (poison) and PPE			
Supervision Required: No			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
Flora Monitoring	All the reserve, road verges, track edges	<ul style="list-style-type: none"> • Monitor existing orchid populations • Count and record on the VWA Database • Identify new at-risk populations • Record orchid species not previously identified within the reserve and report to both PV and Australasian Native Orchid Society when relevant. • Undertake Graeme Lorimer’s monitoring program for the reserve. <p>Although we observe orchid emergence with interest, and participate in ANOS field trips, we don’t have the people or skills to do these monitoring activities. Long term we would like work with PV to protect our rarest orchids with fencing along the lines of Cam Beardsall’s plots in St Andrews area</p>	Winter, spring, summer
Tools/Materials Required: Various Monitoring equipment, Id books and PPE			
Supervision Required: Botanical consultant for expertise, sometimes assistance from previous members or rangers. Limited valuable knowledge within current friends group members			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
FOBW Website and education tours	Baluk Willam and online	<ul style="list-style-type: none"> • Maintain up to date website with species lists, newsletter, and group contact details and working bee information I am working on improving website with web master Reiner Richter • Provide walk and talks to local govt, parks vic and interest groups as requested We are keen to offer community engagement activities and group education however the expertise will mostly come from outside the group members, see goals 	Various
Tools/Materials Required:			
Supervision Required: No			

Please include any additional tables if there are more projects to be undertaken

4.0 Safety and Environment

Parks Victoria safety documents are currently being updated, please continue to use the current documents to manage safety, assess risks, identify hazards and implement controls. Documents that you may use to control safety include;

Document Name	Description	Who completes
Risk Assessment	to assess the level of risk of a proposed activity prior to the activity being approved and commenced	Parks Victoria staff
Job Safety Analysis	to detail the hazards and relevant controls related to a particular activity that has been approved and planned to be undertaken	Parks Victoria staff
Site Safety Survey	to detail any hazards and controls presented on the day of the activity, to be completed on site prior to the activity commencing	Parks Victoria staff and/or Volunteer leader
Activity Brief	delivered on site prior to activity commencing including safety and activity specific instructions	Parks Victoria staff and/or Volunteer leader

4.1 Tools

Will Parks Victoria supply specialised tools or equipment? Please describe:

Yes

What tools or equipment will your group supply? Please describe (attach inventory if necessary):

Various hand tools, rubbish bags. Group has on hand tools and PPE previously supplied by PV including: tbc

What types of accreditation are required for the activities and who has them? - None

Activity Type	Volunteer Name	Competency	Ticket Number	Expiry

Do the types of tools or equipment require any volunteer to receive a specialised induction plan, see list below;
No

Induction Plan	Complete	Induction Plan	Complete
Chainsaw	<input type="checkbox"/>		<input type="checkbox"/>
Brushcutter	<input type="checkbox"/>		<input type="checkbox"/>
Poisons	✓	Induction conducted by Ranger staff	✓

4.2 Chemical/Tools Storage and Transport

Will chemicals be stored on site? Yes No

Will chemicals be transported by volunteers? Yes No (Issued by PV staff) Is the vehicle appropriate for this purpose? N/A

Will other tools and/or materials be transported by the group? Yes No Is the vehicle appropriate for this purpose? Yes No

Does the group operate any vehicles requiring Parks Victoria registration during their activities? E.g. trailers, cars, boats. Please list: No

Only personal vehicles to get to location: Yes

4.3 Waste Management

Describe the routine wastes that will be generated from the volunteer activities and how the wastes will be managed (refer to Waste Management Procedure (PRO-XXX) *still under development*)

Waste type	Waste management (reuse, recycling or disposal)	Waste receiving facility	Comments
General Waste	Disposal	Lysterfield Park	As per waste management plan
Organic matter	Compost	Lysterfield Park	

4.4 Emergency procedures

Is there a First Aid trained volunteer on site during activities? Yes No
Fill in the First Aid box below

First Aid Person			
Name:	Telephone No:	First Aid Level:	Expiry:

If no has Parks Victoria arranged training for 1 volunteer to be a First Aid representative? Yes No Please contact HPHP Branch to arrange

Is there a current First Aid kit taken on site suitable for activities? Yes No Please contact HPHP Branch to arrange

In the event of an Emergency please provide details of the below:

Nearest Medical Centre		
Name:	Belgrave Medical Clinic	Address: 1575 Burwood Hwy, Tecoma VIC 3160

Nearest Hospital		
Name:	Casey Hospital	Address: 62-70 Kangan Dr, Berwick VIC 3806

Attachment 3 - Please attach the Emergency response plan and evacuation map for the group's location

4.5 Communication Plan

<input checked="" type="checkbox"/> Mobile/Satellite phone	<input type="checkbox"/> Back to base monitoring
<input type="checkbox"/> UHF Radio	<input type="checkbox"/> Other:

Will any volunteers work alone? Yes No

If yes have you provided the SWP 036 Remote and Isolated Work and have a Work Permit (please attach)?

4.6 Worksite Inspection and Monitoring

Has a Worksite Inspection been undertaken?	Yes <input checked="" type="checkbox"/> Date: May 2020	No <input type="checkbox"/>
If no Please provide scheduled date <i>Please notify the Community Engagement and Partnerships Manager and/or Volunteer Coordinator if you require support</i>	Date:	
How many monitoring dates are required? <i>Based on supervision levels identified in 3.0 On-ground Activities</i>	Number: 1	

Attachment 4 – please use the worksite inspection and monitoring form attached

5.0 Funding

List grants or sponsorship the group will has received during the previous financial year

Received (R)	Funding Body	Project Name/Location (detail any projects in 3.0)	Amount (\$ and/or Labour eg Green Army)	Parks Victoria Approved (circle)
No grants or funding has been received				Yes/No
				Yes/No
				Yes/No
				Yes/No

List grants or sponsorship the group will apply for or receive during this financial year

Apply (A)	Funding Body	Project Name/Location (detail any projects in 3.0)	Amount (\$ and/or Labour eg Green Army)	Parks Victoria Approved (circle)
No grant applications have been made this year				Yes/No
				Yes/No
				Yes/No
				Yes/No

Will you require Parks Victoria to be the Project Proponent? Yes No

If an application for funding is not listed, you will need to seek additional approval of your Parks Victoria contact and the project will be considered and added to the above list on approval. Please send a copy of any approved applications following submission to your Parks Victoria contact

5.1 Fundraising

Will you raise funds on Parks Victoria estate?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
No			

6.0 Volunteer Group Declaration

By signing this Volunteer Activity Plan I understand that our (enter group name) and Parks Victoria have a mutual understanding of the works to be undertaken and the relevant roles and responsibilities. If other works are proposed at any time they will need to be added to the VAP or require an additional agreement depending on location, activity and delivery model.

Name of group

Volunteer Activity Plan Accepted group convenor

**Volunteer Activity Plan Approved Area Chief Ranger
(Parks Victoria)**

Signature

Date

Signature

Date

7.0 Record Keeping;

Three copies of the document are required;

1. Parks Victoria staff member who completed to keep
2. Email a copy to Melbourne Division Volunteer Coordinator bernice.dowling@parks.vic.gov.au
3. The volunteer group to keep and take Volunteer Activity Plan to on ground working bees

