



Image above: The Friends of Karingal Yalloc

# Friends Groups and Environmental Volunteers Manual

Please note:

This handbook provides supplementary information for environmental volunteers.

It must be used in conjunction with the

[Nillumbik Volunteer Handbook and Code of Conduct.](#)

ENVIRONMENT  
SERVICES



**Nillumbik**  
The Green Wedge Shire

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## Acknowledgement of Country

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.

# Introduction

The Shire of Nillumbik is widely recognised for its unique flora and fauna and ecologically significant natural areas. Approximately 677 species of indigenous flora have been recorded in the Shire, many of which are considered rare or endangered.

Friends groups and environmental volunteers work throughout the Shire of Nillumbik and Council recognises the importance of these volunteers in helping to sustain our natural environment. Alongside undertaking work to protect and enhance Nillumbik's flora and fauna, the wide ranging benefits of volunteering include:

- strengthening community and local sense of place,
- developing avenues for self-expression and learning,
- mental and physical health and wellbeing benefits,
- opportunities to work in a team situation, and
- opportunities to be involved in Council decision-making processes and generally having fun!

This manual is designed to provide Friends groups and environmental volunteers with information regarding how Council can support individuals and groups, and the roles and responsibilities of Friends group convenors and environmental volunteers whilst working on Council land. Extra information on occupational health and safety and volunteering for Nillumbik Shire Council can be found in the general [Nillumbik Council Volunteer Handbook and Code of Conduct](#).

## Volunteering for the Environment

Environmental volunteers work in various capacities across the Shire. Individuals can assist with monitoring of flora and fauna on a seasonal basis, work on different projects across the reserves with our roaming environmental volunteers or commit to a specific Friends group at a reserve.

Monitoring and roaming volunteers, as well as convenors of Friends groups are registered via My Volunteer Impact – Council's volunteer management software. This ensures that inducted volunteers are aware of and can agree to policies and procedures, can complete the mandatory Child Safe Standards training, and will then have insurance coverage on Council land.

## What is a Friends group?

Friends groups consist of volunteers with an interest in a particular park, reserve, or species of native flora or fauna.

A Friends group is a support group - not the management authority. Nillumbik Council is the management authority for council owned bushland reserves within Nillumbik Shire. Friends groups, whilst being autonomous and independent, operate in partnership with the relevant land manager. The partnership is a cooperative, mutually supportive relationship, which encourages volunteer participation and recognises the legal responsibilities of the management authority.

Friends groups, and groups with similar objectives, work in a great variety of natural situations - coastal sites, bush, grasslands, watercourses or wetlands. They operate in conjunction with the relevant management authority, such as local government, Parks Victoria, or other organisations such as the Trust for Nature.

Many groups organise monthly committee meetings and/or work activities and organise a yearly calendar of events. Others wish to be more informal, and undertake a small number of activities per year. Individual groups operate in different ways; this is determined by the group. Whatever way a group operates, it provides a great forum for local residents to meet and share a common interest.

## Friends groups in the Shire of Nillumbik



Figure 1: Friends groups in the Shire of Nillumbik

Council's Environmental Works team currently supports a number of new and established Friends groups and Environmental volunteers. These groups are spread throughout the Shire, and members predominantly undertake agreed works on a specific Council-managed reserve, to help protect and enhance the natural environment.

## **Friends groups in the Shire of Nillumbik**

Friends groups and Environmental Works volunteers in the Shire of Nillumbik can undertake a number of different activities depending on the groups' interest and the reserve the group works in. Some activities include:

- Revegetation projects
- Site maintenance
- Flora and fauna monitoring
- Special events such as Clean-up Australia Day and National Tree Day
- Weeding
- Mulching and jute matting
- Attending training sessions by Nillumbik Shire Council or Greening Australia.

## **Environmental Works team**

Nillumbik Shire Council's Environmental Works team aims to:

- Enhance and protect the biodiversity values and ecological integrity of the Shire.
- Encourage and facilitate environmental stewardship and best ecological practice within both Council and the community.
- Respect and acknowledge indigenous cultural values and heritage.
- Facilitate the sensitive use, appreciation and enjoyment of the natural environment by people.

The Environmental Works team is responsible for:

- Actively managing approximately 495 hectares across 91 environmentally significant reserves and 235km of environmentally significant roadsides.
- Providing support to community environmental groups working on Council owned or managed land.
- Providing support to internal and external committees.
- Providing advice on environmental issues to the community, other Council Departments and utilities.

## **Becoming a Roaming Environmental Volunteer**

The Environmental Works team have a variety of projects and tasks that require volunteer support throughout the suite of Nillumbik bushland reserves. Roaming environmental volunteers register to volunteer at different events as the need arises. These events occur at various times and on different days with different Environmental Works officers. Events include planting, mulching, assisting with fauna monitoring, weeding and general maintenance.

Volunteers can opt into events as often as desired. Roaming environmental volunteers can also attend Friends Group activities to offer support.

To become a Roaming environmental volunteer register your name with the Environmental Works team or through Councils volunteering hub, [My Volunteer Impact](#).

Once you have completed your induction and training on My Volunteer Impact you will be added to the Roaming Environmental Volunteer network and will receive email updates on approaching events. Bring your own gloves and work boots and join in!

See [position description \(Appendix B\)](#) for a more detailed description of this role.

## **Forming a new Friends Group**

### **Getting started**

To set up a group the following steps need to be followed:

1. Identify a contact person (convenor) and a number of like-minded people in your area who wish to work on a reserve.
2. Complete a proposal for the new Friends group
3. Make contact with the Environmental Works team about your proposal
4. Have your new group approved by Council.

To appropriately encourage and support the Nillumbik community in an equitable manner a proposal for a new Friends Group will have to be assessed by Council's Environmental Works team to ensure it aligns with the teams goals. New Friends groups will be considered for approval by Council based on the following factors:

- Ecological priority of the reserve
- Group viability and support from local community
- Benefits to the reserve and the local community
- Goals of the group and how they align with Council goals for the reserve
- Required support/resources from Council.

Environmental Works officers can help ascertain likely interest by organising mail-outs to local residents and initiate activities. A typical first activity may include a site walk and talk, as well as a morning tea. At such a meeting, all aspects of Friends groups can be discussed, including ascertaining levels of interest. If warranted, additional activities can then be organised by officers.

### **Box 1 – Friends of Watery Gully**

The Friends of Watery Gully formed in 1992 and since then the group has transformed the areas along Watery Gully, such as Peppers Paddock in the centre of Wattle Glen, from a weed infested paddock to an attractive public area enjoyed by local residents and visitors alike.



### **Group structure**

It is up to the group how formally they would like to run. Most groups have simply a convenor that is the main point of contact for group members and Council. Other groups have a committee with a secretary, treasurer, newsletter editor, etc. who meet regularly to discuss issues.

### **Convenor information**

After the initial set up, it is anticipated that groups are somewhat self-sufficient. The main role of the group convenor is to be the primary contact person for the group and Council. The group convenor is responsible for organising activities, with assistance from the Environmental Works Officer. They are also responsible for ensuring that group members work according to the occupational health and safety procedures that are provided in this document.

### **Hints on forming a Friends group**

Forming a Friends group can require a significant investment of time and energy. Sue from the Friends of Diamond Creek (Eltham Lower Park) provides some helpful hints and tips on how to form and run a group:

1. Be willing to commit yourself for at least two years with monthly action on an activity day, planning, writing newsletters, talking with land managers – many of these roles can be given later to other committed people once you have found them.
2. Have an idea of what you want to aim for (don't say achieve- it might not work out that way), talk with the land manager and other groups – ideally volunteer with a nearby group to understand the issues of the area such as a threatened species, weeds or pest species, how many people turn up to what sort of working bees (we had 90 on our original database – 10 is now a good turnout for weeding and 20-30 for planting with media assistance), talk with other group organisers to discuss challenges and successes.
3. Plan a strategy to involve the local residents – 'ownership' is a really helpful concept – think of finishing an activity with coffee and biscuits or even a BBQ – letterbox drop the locals for special events.
4. Determine a strict start and finish time for activities – volunteers want to know that they will finish at 'x' time so they can plan the rest of their free time at

weekends. You will need to be there 15 minutes beforehand for the early birds who would be discouraged if you weren't. Have enough tools and equipment and always Plan B for extra action if five Scouts suddenly turn up wanting to do environmental activity for badges.

5. Start off with a small, readily achievable project – if you find yourself with 20 people turning up each month - great - then make the project bigger.
6. Get involved with Edendale Farm – know what they can provide in the way of plants – you might find yourself with interested people who are unable to bend down and weed or plant but who can stand and help propagate plants in the nursery for your and other groups to use.
7. Remember that volunteer numbers will fluctuate/drop – it's not your fault, it happens - everyone is juggling different priorities. You are there to try to make a difference – even one patch of weeds cleared and one young tree surviving for the future is success.
8. Remember you chose to do this because you basically want to make a difference to your world.

## Insurance

If a Friends group only undertakes activities on Council owned and managed land, there is no requirement for them to obtain their own public liability insurance for such activities. If an incident occurred as a result of an authorised Friends group activity the legal liability would generally be borne by Council. (Please refer to the [Volunteer Handbook](#)).

Please refer to [Appendix E](#) for more information on Incorporated Friends Groups.

However, if a Friends group also volunteers on land managed by another authority, on privately owned land or occupies their own premises, it is recommended that the group seek advice about obtaining public liability insurance, as Council may only be held responsible for public liability for authorised Friends group volunteer activities on Council land, not for activities on other land or for other land management agencies.

### Box 2 – Friends of Diamond Creek (Eltham Lower Park)

Friends of the Diamond Creek (Eltham Lower Park) started in 1990 in a blaze of community green enthusiasm being the first Friends group in the area. The group are still going 20 years later with original members being somewhat older, greyer and wiser but still enthusiastic.

When the group started they ran revegetation activities along the Diamond Creek through Eltham Lower Park together with wider community activities of Possum Prowls, Birdwatching Walks and Bat Nights.





# Roles and responsibilities

## Friends group convenor

The role of the Friends group convenor is to liaise and work with Council's Environmental Works officers in coordinating and supervising Friends group activities and ensuring the group complies with Council policies.

The group convenor is responsible for working in conjunction with Council's Environmental Works Officers in developing revegetation and restoration activities in Council's reserves and coordinating and supervising the group during activities. Convenors are inducted into Council's formal volunteers system and given access to relevant council policies and procedures. They are provided with online training and support to fulfil training requirements such as compulsory 'child safe' training.

Convenors are responsible for ensuring Friends group members have read and signed off the Friends group member role description and the attendance and safe work practice sheet at each working bee to ensure they are covered by Council's public liability and personal accident insurance. They are also to ensure members work in a safe and responsible manner whilst in Council reserves. It is also the responsibility of the convenor to ensure all members have read Council's volunteer handbook. Convenors may also be required to act as a 'COVID check-in marshal during the COVID pandemic if an environmental officer is unavailable to attend a working bee.

Activities may include site planning for revegetation projects, flora and fauna monitoring, plant propagation and site maintenance activities such as weed control and mulching. Friends groups can also be involved in special events such as Clean-up Australia Day, National Tree Day and other environmental activities and festivals conducted within the Shire.

Friends group convenors can be involved in administration activities such as the production of environmental and group newsletters, record keeping and grants and funding applications.

See [position description \(Appendix A\)](#) for a more details explanation of this role.

## Friends group members

The role of a Friends group member is to work as part of an environmental team in undertaking revegetation and/or regeneration activities to help enhance and conserve the local environment. Any person who attends a group activity on any given day is considered a Friends group member.

The Friends group member is responsible for working within a team in undertaking revegetation and restoration activities in Council reserves and must follow the guidelines set by the group convenor.

Friends group members must read and sign the [Volunteer Role Description for Friends group members \(Appendix B\)](#) before participating in any activities and the Attendance Sheet at each working bee to ensure coverage by Council's public liability and personal accident insurance in the case of an accident. Friends group members must work in a safe and responsible manner.

Activities may include revegetation projects, flora and fauna monitoring, plant propagation and site maintenance activities such as weed control and mulching. Friends group members can also be involved in special events such as Clean-Up Australia Day, National Tree Day, and other environmental activities and festivals conducted within the Shire.

Friends group members can be involved in administration activities such as the production of environmental and group newsletters, record keeping and grants and funding applications.

See [position description \(Appendix B\)](#) for a more detailed explanation of this role.

## **Council support**

The types of activities and assistance offered to Friends groups are outlined below.

### **Public liability insurance**

Please refer to the [Volunteer Handbook](#).

Group members whilst in their capacity as a volunteer as part of a Council endorsed Friends group activity, and where an accurate list of attendees has been kept ([Appendix D](#)), are deemed to be acting on behalf of Council and as such are indemnified under Council's public liability insurance cover. It is the responsibility of the group to keep a diary of activities and a register of participants at events.

Volunteers participating in authorised activities are protected for:

- Injury to other third party people as a result of their activities.
- Damage to third party property as a result of their activities.

Council does not cover volunteers for any valuables, money, clothing or other personal property, lost or stolen whilst volunteering nor insure against the contraction of infectious diseases.

### **Personal accident insurance**

Please refer to the [Volunteer Handbook](#).

Volunteers are not deemed to be employees for the purposes of work cover. Medicare provides cover for medical expenses.

If you are injured during the course of your volunteering you will be required to complete an incident report ([Appendix H](#)) and a register of injury form ([Appendix I](#)).

Council has personal accident insurance to provide limited income protection, disablement and death benefits to volunteers while performing voluntary work. The volunteer must be registered and the activity must be authorised by Council. Any expenses recoverable from any other source such as Medicare, private health insurance, etc. are not claimable.

### **Motor vehicles**

Please refer to the [Volunteer Handbook](#).

Council does not have insurance to cover damage to, or caused by, volunteers private vehicles. All drivers and passengers or registered vehicles are covered by the Transport Accident Commission for medical expenses for bodily injury arising from a

motor vehicle accident. Any speeding offences, traffic parking infringements and toll fees incurred while performing volunteer duties will not be paid by Council.

### **Environmental Works Team support**

Although it is anticipated that groups will be somewhat self-sufficient, Council's Environment Works team can support Friends groups within the Shire of Nillumbik. The Environmental Works team provides support and assistance in a variety of ways, including:

- Technical guidance and support
- Liaison with contractors to undertake on-ground works unsuitable for volunteers
- Tool use, safety equipment and occupational health and safety training
- Delivering and maintaining tools
- Providing of revegetation materials
- Plant propagation
- Applying for external agency grants and funding training
- Organising mail outs for group publications
- Organising special events and community information sessions
- A portable BBQ for Friends group use
- Project guidance and activity planning
- Engaging contractors for herbicide works
- Attendance at working bees where possible
- A copy of this manual
- A cadastre map of the reserve
- An aerial map of the reserve
- Other information relevant to the reserve including flora lists.

### **Planning and programming works**

Council's Environmental Works officers can assist Friends groups in planning and programming activities throughout the year. This generally involves regular meetings with Friends groups convenors to determine what activities need to be undertaken.

### **Contractor support**

In many reserves where there are active Friends Groups, Council will engage contractors on behalf of the group to undertake activities which may be beyond the group's ability. These works may include on-going weed control, pest animal management or fuel reduction programs.

### **Tool use**

Council does not permit people to use personal tools and equipment whilst working on Council land.

Council has a number of tools available for use by Friends groups which can be delivered to the site or to a nominated address. A list of current tools available is below. Council will assess and purchase equipment deemed appropriate if requested.

Lockable trailer	Mattocks	Hand weeders
Mulching/pitch forks	Handsaws	Mallets/hammers
Shovels	Loppers	Rake hoes
Wheelbarrows	Secateurs	Buckets
Hamilton tree planters	Steel and plastic rakes	

Training is made available in the use of Council brush cutters and only people who have completed this training are permitted to use brush cutters on Council property. The use of chainsaws on group sites can only be undertaken by Council officers or Council employed contractors.

### **Revegetation materials**

Council supports groups in carrying out revegetation projects through the provision of plants, mulch, weed matting, tree guards and stakes. Council encourages groups who wish to revegetate to do so in autumn and winter when climatic conditions are suitable. Groups interested in planting need to discuss and plan the project with an Environmental Works Officer.

### **First aid and safety equipment**

Council is committed to the safety of people working in Council reserves. Important occupational health and safety information regarding tool use and working on Council Reserves is included later in this document. A first aid kit and associated safety equipment is provided to groups with any Council tools. Environmental Works team convenors are required to have a working mobile phone at each working bee if the need to dial 000 arises.

### **BBQs, morning tea and afternoon tea**

The Environmental Works team has a portable BBQ which is available for use by groups at special activities and Christmas functions. The team can also help out with hot water, tea and coffee where required.

### **Grant applications**

Community group grants are often available from organisations such as Melbourne Water, Parks Victoria and the Natural Heritage Trust. Information regarding these grants is usually available on the organisation's website (see [Useful Contacts](#) for more information).

Environmental Works officers are available for assistance with completing application forms. Council consent must be given for any grant projects which are to be implemented on Council land.

For groups which are not incorporated, Council can act as a sponsoring organisation for the grant funding. As a sponsoring organisation Council would be required to sign the project agreement and manage the funding on the groups behalf.

## **Training**

Nillumbik Shire Council considers training to be important for members of Friends and Landcare groups. Training can help members gain an understanding of many issues concerned with land management and revegetation of degraded sites. Training can be undertaken in an informal manner by Environmental Works officers attending group activities. Training in areas such as plant identification, revegetation techniques, weed control and tool use is often undertaken in this way.

In addition to informal training, Council offers group members access to more formal training through Council organised training sessions. Previous sessions have included 'Strategic weed management' and 'Grass identification' along with online training and information sessions. Training may also be available for interested groups through Council's environmental events program.

As required, Council can arrange accredited training in the use of specific tools, such as brush cutters. Only people who have attended such training will be permitted to use these tools on Council land at group activities.

Environmental Works also makes available environmental management books and reference material for group members to borrow. To access any of the reference material, please speak with the Environmental Works Officer.

## **Plant supply**

Environmental Works can supply each Friends group with up to 400 plants each planting season. Plant orders are to be discussed with an Environmental works officer and the officer will submit these to the nursery in October. Those plants will be available from April to October the following year.

## **Publicity and promotion**

Some groups like to keep their members up to date with what is happening in their park or reserve and local area through a regular newsletter; others may like to inform the neighbourhood of upcoming activities and events to encourage new members. The Environmental Works team can assist groups with photocopying and mail-outs to reduce costs to groups. The Environmental Works team can also assist groups to promote their activities by providing signage.

## **Organising annual get-togethers for all groups**

Council organises annual get-togethers for groups to meet and discuss their achievements with like-minded people around the Shire. As volunteers for Council, members are also invited and encouraged to attend any volunteer events being held by Council or volunteer agencies. Groups will be notified of these events by email.

## **Working safely**

The health, safety and welfare of Nillumbik volunteers is of paramount importance. Volunteers are a valuable asset to Nillumbik and as such their right to a safe workplace is essential.

Council will ensure, so far as is practical, that volunteers are not exposed to foreseeable risks to their health or safety whilst volunteering with Council.

Nillumbik Shire Council is committed to fulfilling both its moral and legal occupational health and safety responsibilities to provide a safe and healthy work environment for employees, volunteers, contractors, customers and visitors. You must follow all established practices, procedure or guidelines and safe work instructions of Nillumbik Shire Council, which apply to the tasks you have volunteered to perform. Nillumbik will provide the highest level of protection against risks to your health and safety that is reasonably practicable and will continually monitor conditions at any workplace that are under Nillumbik's management and control.

### Box 3 – Friends of Karingal Yalloc

Friends of Karingal Yalloc began in 2002, with the support of Nillumbik Shire Council and Melbourne Water, aiming to work on what was then called the Eltham West Drain. The group undertakes activities on three main sites: Meruka Park, Nerreman Gateway, and Ramptons Park. The group managed to gain Nillumbik's support to change the name of the creek to Karingal Yalloc, which is Wurundjeri for 'Happy Camp Creek' – somewhat more salubrious!



Members of Friends groups also have an obligation whilst volunteering for Council to protect their health and safety by working in a safe manner.

Volunteer safety responsibility:

- Take reasonable care of their own safety and that of others.
- To use safety devices and protective equipment correctly.
- Not to perform any procedure or task unless they have received appropriate training and instruction.
- To report any accident or injury immediately. An incident report form is to be filled in by the volunteer and referred to the program supervisor.
- To ensure that they are not, by the consumption of alcohol or drugs, in such a state to endanger their own safety or that of others.

### Safe Work Method Statement

To ensure that Friends group activities are undertaken in a safe manner, the Environmental Works team has developed a Safe Work Method Statement (SWMS) ([Appendix F](#)). The SWMW addresses activities that Friends group members and Council staff regularly undertake during events, the hazard each activity may pose and controls to mitigate each hazard. Safe Work Instructions have been developed for regular activities such as planting, hand, weeding and mulching.

It is compulsory that group convenors will read, understand and ensure that all safety rules associated with on-ground activities are adhered to by all members attending an activity.

It is also compulsory that convenors will read, understand and help Environmental Works officers implement the occupational health and safety conditions set out in the volunteer role descriptions ([Appendices A & B](#)).

(Refer to [Appendix F](#) to view Safety check lists)

### **Extreme weather protocol**

Modelling undertaken by the CSIRO and Bureau of Meteorology indicates that climate change will result in a warmer and drier climate in Victoria, with more days over 35 degrees, less annual rainfall (but more intense rainfall events), more days with very high and extreme fire danger, and more extreme weather events.

The Environmental Works team have produced a working in extreme weather protocol ([Appendix G](#)) to minimise the risk to Environmental Works team and Friends group volunteers from the effects of unusual and extreme weather conditions that may be encountered when working in Nillumbik.

### **Incident reporting**

In the case of an incident on-site during a Friends group activity, it is the role of the group convenor to complete an incident report form ([Appendix H](#)). The incident report form must be returned to the Environmental Works team on the next working day. If an injury is sustained during a Friends group activity a register of injury form ([Appendix I](#)) must also be completed.

# Useful contacts

**Nillumbik Shire Council** 9433 3111 [nillumbik@nillumbik.vic.gov.au](mailto:nillumbik@nillumbik.vic.gov.au)

## Environmental Works team

Brad Tadday	0400 585 579	<a href="mailto:brad.tadday@nillumbik.vic.gov.au">brad.tadday@nillumbik.vic.gov.au</a>
Nicole Drever	0428 833 067	<a href="mailto:nicole.drever@nillumbik.vic.gov.au">nicole.drever@nillumbik.vic.gov.au</a>
Tim Krasevac	0429 539 952	<a href="mailto:tim.krasevac@nillumbik.vic.gov.au">tim.krasevac@nillumbik.vic.gov.au</a>
Helen Corney	0438 010 549	<a href="mailto:helen.corney@nillumbik.vic.gov.au">helen.corney@nillumbik.vic.gov.au</a>

## Current Friends groups in Nillumbik

[Friends groups - Nillumbik](#)

## Taxation and incorporation information

Consumer Affairs Victoria	1300 558 181	<a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a>
Business Tax Reform Information	13 24 78	<a href="http://www.business.gov.au">www.business.gov.au</a>

## Volunteering resources

Victorian  
Environmental Friends  
Network

<http://home.vicnet.net.au/%7Efriends/>

Victorian Government  
Volunteering

<http://www.environment.vic.gov.au/volunteering>

Our Community

[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

Volunteering Victoria

[www.volunteeringvictoria.com.au](http://www.volunteeringvictoria.com.au)

Volunteering Australia

[www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)

## Other useful contacts

Melbourne Water	131 722	<a href="http://www.melbournewater.com.au">www.melbournewater.com.au</a>
Port Phillip & Westernport CMA	8781 7900	<a href="http://www.ppwcma.vic.gov.au">www.ppwcma.vic.gov.au</a>
Wurundjeri Tribe Land & Compensation Cultural Heritage Council	9416 2905	<a href="mailto:info@wurundjeri.com.au">info@wurundjeri.com.au</a>
Birds Australia		<a href="http://www.birdsaustralia.com.au">www.birdsaustralia.com.au</a>



# Appendices

## Appendix A – Convenor volunteer role description

### Environmental volunteer - Friends Group convenor role description

#### **PURPOSE:**

This role will assist Environmental Works Officers in the supervision of volunteers involved in environmental works and/or friends group activities within the Nillumbik Shire Council.

#### **LOCATION:**

Nillumbik Shires Council bushland reserves – various locations.

#### **KEY RESPONSIBILITIES:**

- Supervise Friends Group members and volunteers
- Developing revegetation and restoration activities in conjunction with Environmental Works Officers
- Environmental works e.g. weeding, planting, mulching
- Support special events e.g. Clean-Up Australia Day, Festivals
- Providing collected data to the Environmental Works team
- Input friends group data (e.g. volunteer working hours) into councils Better Impact data base

**REPORTS TO:** Nillumbik Shire Council Environmental Works Officers

**TIME COMMITMENT:** Between 4 – 10 hours per month (negotiated depending on the project).

#### **REQUIRED SKILLS:**

- Good communication
- Ability to work autonomously and as part of a team
- Ability to perform physical tasks
- Able to follow detailed instructions
- Able to enter information into a data base

#### **SUPPORT:**

Training and orientation for this position will be provided by the Volunteer Coordinator and other relevant staff within the Environmental Works team. Ongoing support will be provided throughout the volunteer's involvement in the program.

#### **SECURITY/MEDICAL CHECKS AND LICENCE REQUIREMENTS:**

- Reference check (minimum of one referee required)
- Current Working with Children check
- Mobile phone with access to 000 emergency call

**POLICIES:**

Please refer to Council’s Volunteer Handbook for details regarding Occupational Health and Safety, Equal Opportunity, Bullying & Harassment, Privacy & Confidentiality and Code of Conduct policies and procedures. Full policy documents can be requested from the Volunteer Coordinator.

**Name:** .....

**Signed:** .....

(Supervisor)

**Date:** .....

I have read and understood this Role Description and the Volunteer Handbook and agree to the requirements of the role.

**Name:** .....

**Signed:** .....

(Volunteer)

**Date:** .....

**NOTES ON PROBITY CHECKS:**

**CRIMINAL BACKGROUND CHECKS**

If your role requires you to work with vulnerable members of the community, valuable Council assets or confidential information, the position has a requirement for a criminal background check. It is also a requirement that you advise Council if you are convicted of a criminal charge during the term of your volunteer position.

**WORKING WITH CHILDREN CHECKS**

If your role involves working with children you will require a valid Working with Children Check card and assessment notice. It is a requirement of your volunteer role to advise your supervisor within seven days of receipt of a Negative Notice. As this is an inherent requirement for this position the volunteer position of individuals without a valid WWC Check will be terminated.

**LICENCE AND CERTIFICATION COMPLIANCE**

If your role involves driving a motor vehicle (either your own vehicle or a Council vehicle) you are required to hold a current, valid and full Victorian drivers licence. Your supervisor will require a copy of your driver’s licence prior to commencing your volunteer role. A licence and certification compliance form must be completed if your role involves driving a Council vehicle. It is also a requirement that you advise Council if your licence is cancelled or suspended during the term of your volunteer role.

## **Appendix B – Environmental volunteer position description**

### **Environmental volunteer role description**

#### **PURPOSE:**

Nillumbik Shire Council manages a number of reserves with important indigenous plant and animal species.

This role will assist Environmental Works Officers in environmental works and/or friends group activities within the Nillumbik Shire Council.

#### **LOCATION:**

Nillumbik Shires Council bushland reserves – various locations.

#### **KEY RESPONSIBILITIES:**

- Environmental works e.g. weeding, planting, mulching
- Support special events e.g. Clean-Up Australia Day, Festivals

#### **REPORTS TO:**

Nillumbik Shire Council Environmental Works Officers

#### **TIME COMMITMENT:**

Working bees run for two hours per month.

#### **REQUIRED SKILLS:**

- Good communication
- Ability to work autonomously and as part of a team
- Ability to perform physical tasks
- Able to follow detailed instructions
- Able to enter information into a data base

#### **SUPPORT:**

Training and orientation for this position will be provided by the Volunteer Coordinator and other relevant staff within the Environmental Works team. Ongoing support will be provided throughout the volunteer's involvement in the program.

#### **SECURITY/MEDICAL CHECKS AND LICENCE REQUIREMENTS:**

- Reference check (minimum of two referees required)
- Working with Children Check

#### **POLICIES:**

Please refer to Council's Volunteer Handbook for details regarding Occupational Health and Safety, Equal Opportunity, Bullying & Harassment, Privacy and Confidentiality and Code of Conduct policies and procedures. Full policy documents can be requested from the Volunteer Coordinator.

**Name:** .....

**Signed:** .....

(Supervisor)

**Date:** .....

I have read and understood this Role Description and the Volunteer Handbook and agree to the requirements of the role.

**Name:** .....

**Signed:**.....

(Volunteer)

**Date:**.....

**NOTES ON PROBITY CHECKS:**

**CRIMINAL BACKGROUND CHECKS**

If your role requires you to work with vulnerable members of the community, valuable Council assets or confidential information, the position has a requirement for a criminal background check. It is also a requirement that you advise Council if you are convicted of a criminal charge during the term of your volunteer position.

**WORKING WITH CHILDREN CHECKS**

If your role involves working with children you will require a valid Working with Children Check card and assessment notice. It is a requirement of your volunteer role to advise your supervisor within seven days of receipt of a Negative Notice. As this is an inherent requirement for this position the volunteer position of individuals without a valid WWC Check will be terminated.

**LICENCE AND CERTIFICATION COMPLIANCE**

If your role involves driving a motor vehicle (either your own vehicle or a Council vehicle) you are required to hold a current, valid and full Victorian drivers licence. Your supervisor will require a copy of your drivers licence prior to commencing your volunteer role. A licence and certification compliance form must be completed if your role involves driving a Council vehicle. It is also a requirement that you advise Council if your licence is cancelled or suspended during the term of your volunteer role.

## Appendix C – Friends Group proposal form

Group Name: \_\_\_\_\_

Convenor Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date:     /     /

Friends Group Title: \_\_\_\_\_

### Project Site

*Please provide a map or an address with a description of the area that you wish to focus on (e.g. along the creek banks, within the remnant vegetation).*

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**Why do you wish to form a Friends group and what do you hope to accomplish?**

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**Who would you like to get involved, and how many people have registered firm interest?**

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**What types of activities would you like to undertake and what assistance would you need from Council?**

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**How many hours would you like your working bees to run for and when would your group want to undertake activities?**

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**What other community interest is there from existing groups in this area, local residents, schools, scouts, etc.?**

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**Other information you would like to provide.**

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Environmental Works Approval

Date:

Officer:

Signature:

## Appendix D – Event attendance sheet

We, the undersigned, have read and agreed to the conditions of the role of Environmental Group Convener/Member, have been inducted in the implementation of safe work practices for the tasks to be undertaken and have attended a group activity on the below mentioned date.

Group: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name	Signature	Emergency contact name and number

Activities:

## Appendix E – Incorporation information

### 1.1 Group Incorporation

Incorporation is the official registration of a group name. Incorporation is a voluntary process whereby a not-for-profit club or community group can apply to become its own 'legal person,' i.e. the association becomes a distinct legal entity that continues regardless of changes to its membership.

#### 1.1.1 Benefits of incorporation

- Ability to make and enter contracts
- Ability to own property
- Liability rests with the Incorporated Association not with members of the Committee
- Ability to receive grants from private and public organisations

#### 1.1.2 Advantages of remaining unincorporated

- Ease of dissolution (generally)
- Privacy of affairs
- Difficult to sue
- No legal reporting requirements

#### 1.1.3 Do volunteer groups need to be incorporated?

Yes, if:

- The association wishes to receive funds from a government body or other fund, which requires incorporation (and Nillumbik Shire Council is unable to act as a sponsoring organisation – see NB below)
- The activities of an association involve any real risk of personal injury or any other claim for damages
- The group wishes to hold property
- The group proposes to enter important contracts
- The group is prepared to satisfy the continuing reporting and procedural requirements of an Incorporated Association. There is a requirement to lodge an annual return.

**NB:** For a group to be eligible to receive grants under most grants programs, it must be incorporated or be able to make arrangements with another incorporated association to auspice their application.

However for groups who wish to remain unincorporated, Nillumbik Shire Council can act as a sponsoring organisation in order to administer the grant.

Incorporated status also protects the personal assets of the committee members and individual volunteers in the event an incorporated volunteer group is sued. The incorporated body could only be sued for the value of the incorporated body's assets, e.g. property, cash in bank, tools, equipment, and other assets.

However, if an incident occurred as a result of an authorised volunteer activity, the legal liability would generally be borne by the 'higher' authority, usually the land manager, i.e. Nillumbik Shire Council for groups working on Council owned land.



#### **1.1.4 How to become incorporated**

Incorporation is best achieved by following the procedures set out in the Associations Incorporations Act 1981. The application process takes about five weeks after lodgement of the form.

Contact Consumer Affairs Victoria for further information or assistance with becoming incorporated on 1300 558 181 or visit their website [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au).

#### **1.1.5 ABN and GST**

##### **1.1.6 Do groups need an ABN?**

The Australian Business Number (ABN) is a single identifier used by organisations for dealings with the Australian Taxation Office (ATO).

The main reason for volunteer groups to have an ABN would be to access grants and funding. Without this, tax legislation requires the grant agency to withhold 48.5% of the grant, and send it to the Australian Tax Office.

Nillumbik Shire Council has structured its Friends Group Support Program so that Council manages the funding on the group's behalf and handles all the GST and tax credits. This means that if you only volunteer with Nillumbik Shire Council and do not plan to seek other funding, there is no need to have an ABN.

##### **1.1.7 How to get an ABN?**

Groups can register electronically at [www.business.gov.au](http://www.business.gov.au) or obtain an application pack from any major bank, Post office, Newsagent or by phoning the Business Tax Reform Info Line on 13 24 78. There is no cost involved in registering for an ABN or the GST.

##### **1.1.8 Goods and Services Tax (GST)**

On 1 July 2000 the Goods and Services Tax (GST) was introduced through which suppliers change up to 10% GST.

##### **1.1.9 Will our group need to register for the GST?**

Not for profit organisations with an annual turnover of \$100,000 or more, must by law, register for the GST. The threshold for all other entities is \$50,000.

If turnover is less than \$100,000, and you wish to receive other grants it is still recommended that you be registered for the GST. Registration allows your group to claim Input Tax Credits on GST you have paid on various goods and services. You should be aware that if you are not registered for the GST, your grant spending power may be around 10% less than if you are registered.

##### **1.1.10 How to register for the GST?**

Organisations can register for GST, in the same application to register for an Australian Business Number (ABN). You can register for the GST at any time. You need to apply 21 days prior to when you wish to be registered. Contact your land manager to discuss the GST before you start the registration process.

For information on the Australian Business Number or registration for the GST, contact the Business Tax Reform Information Line on 13 2478 or [www.business.gov.au](http://www.business.gov.au).

## Appendix F - Safe Work Method Statement for Friends Group Activities

Purpose: The purpose of this Safe Work Method Statement is to provide a template for Environmental Works Unit staff and volunteers undertaking Friends Group activities in Council reserves.							
Unit: Environmental Works Unit				Work Location: Various Environmentally Significant Reserves			
JSA Number:			Audited/Reviewed By:			Date:	
TYPE OF LICENCE/ PERMIT/TRAINING/ REQUIRED: <i>(please mark the appropriate box with X)</i>							
Licenced Operators ONLY for:		Equipment. Trained & competent operators only		Tools		Permits/Training required	
Truck /Trailer	X	Chains		Rubbish Pickup tool	X	Work at Heights	
Tipper		Chipper		Electric Power tools		Manual Handling	X
Vic drivers licence	X	Chainsaw	X	Hand Tools	X	NO GO" Zones	
		Truck mounted crane				Traffic Control	
Current Limits of Approach Certificate		EWP				Relevant licence/competency certificate	
		Brush cutter	X			Chemical Safety	X
		Gas Burner	X			Bucket emergency descent drills	

PPE AND/OR CONTROL MEASURES REQUIRED: <i>(please mark the appropriate box with X)</i>							
Mandatory PPE		Additional PPE			Control Measures Req'd		
Safety glasses	X	Dust mask	X	Traffic Signage			
Hearing protection	X	Respirator	X	Traffic control Diagram No:			
Gloves	X	Face Shield	X	Prevention of Falls			
Long trousers	X	Safety Harness	X	Electrical Safety			
Long sleeved shirt	X	Reflective Vest	X	Extinguisher			X
Steel capped safety boots	X			Barricades			
Sunscreen & hat	X			First Aid Kit			X
Helmet	X			Sharps Container			
Chainsaw pants	X						
Chaps	X						

<b>Potential Hazards <i>(please mark the appropriate box with X)</i></b>							
This item requires continual review to include the specific area or activity							
<b>Environmental</b>		<b>Safety</b>		<b>Health</b>		<b>Hazardous Materials &amp; Substances</b>	
Air Pollution (dust, fumes)		Weather: wind, rain, UV., Total Fire ban	X	Sprains & strains	X	Petrol/Diesel	X
Noise (plant & equipment)	X	Animals, insects, snakes	X	Falls	X	Roundup	X
Spills to drains/waterways	X	Terrain	X	Hearing loss	X	2 stroke	X
Hazard to Flora or Fauna	X	Falling Tree Limbs/Branches	X	Electric Shock/Electrocution		Syringes/sharps	
Soil Erosion	X	Kickback Danger	X	Cut & Lacerations	X	Spray Paint	
Weed Control	X	Isolated areas		Eye Injuries	X		
Smoke		Fires	X	Burns			
				Dehydration	X		

This SWMS is not based on individual site conditions  
 This SWMS should be used where the site does not pose any mitigating risks.  
 Where a particular site poses a hazard, you must complete a Risk Assessment detailing the hazards that exist and recommendations to control or reduce the risk. Contact your Coordinator/Team Leader to advise of the hazards and the actions you have taken to reduce the risk to your safety, prior to commencing any works. Where you are unable to reduce the risk, you must contact your Coordinator/Team Leader for further instructions.

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
Before travelling to site	Unsecured load Malfunction of trailer lights and indicators Trailer breaks from coupling	High	<ul style="list-style-type: none"> <li>• Ensure load is secure</li> <li>• Ensure brake lights and indicators are working</li> <li>• Ensure trailer is correctly attached to the hitch</li> <li>• Ensure both trailer safety chains are individually attached to tow bar.</li> </ul>	Driver of vehicle
Travelling to and from site with trailer	Traffic accident	High	<ul style="list-style-type: none"> <li>• Only licensed operators to drive, drive safely refer to <b>SWI 523</b></li> <li>• Be aware of your surrounds and the traffic</li> <li>• Travel at or under the designated speed limit</li> <li>• Refer <b>SWI 529</b> Work Area Assessment General</li> </ul>	Driver of vehicle
Packing and unpacking trailer or vehicle	Trailer flipping upwards Dropping trailer on foot	Significant	<ul style="list-style-type: none"> <li>• Use jockey wheel in the correct manner</li> <li>• Ensure the wheel lock is in place</li> <li>• Ensure load is evenly balanced in the trailer</li> <li>• Do not attempt to lift heavy items unassisted</li> <li>• Wear appropriate PPE including leather boots with steel capped toes</li> <li>• Ensure feet are kept clear of trailer</li> <li>• Ensure trailer load is biased toward the front of the trailer</li> <li>• Ensure release of coupling prior to unhitching safety chains</li> <li>• Do not climb on trailer</li> <li>• Keep people who are not engaged in trailer use away from the area</li> </ul>	All staff & volunteers on site

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
	Back strain Muscle sprains and strains Injuries to muscles, ligaments, intervertebral discs and other structures in the back Injuries to soft tissues such as nerves and tendons Abdominal hernias Chronic pain Slips or trips	Significant	<ul style="list-style-type: none"> <li>• Lift objects in appropriate manner</li> <li>• Avoid repeated bending</li> <li>• Avoid twisting</li> <li>• Complete training in manual handling techniques</li> <li>• Do not attempt to lift heavy items unassisted</li> <li>• Use lifting aids where necessary</li> <li>• Use two person lifts</li> <li>• Avoid repeated or sustained postures, movements or forces</li> <li>• Avoid unnatural postures such as twisting of the neck and back</li> <li>• Stretch and warm up muscles prior to performing manual handling tasks</li> <li>• Ensure the path of carry is clear of all obstacles or trip hazards</li> <li>• Place feet about shoulder width apart in a good, comfortable, balanced position close to the load being lifted.</li> <li>• Bend at the knees and grasp the load</li> <li>• Keep the back straight</li> <li>• When lowering maintain a good grip and keep the back straight</li> </ul>	All staff & volunteers on site
Inspection of, and working in reserve	Animal hazards – bites and stings	Significant	<ul style="list-style-type: none"> <li>• Be watchful and take care if placing body parts in obscured locations that may harbour dangerous animals</li> <li>• Do not handle any fauna on site</li> <li>• Wear appropriate PPE including boots, long pants and gloves</li> <li>• Compression bandages and first aid kit available on site</li> <li>• At least 1 person to be First Aid trained</li> <li>• Carry mobile telephone</li> <li>• Call 000 for emergency services if needed</li> </ul>	All staff & volunteers on site
	Slips, trips, falls (slope / uneven ground)	Significant	<ul style="list-style-type: none"> <li>• A thorough inspection of the work site to be undertaken to identify and assess trip / fall hazards</li> </ul>	All staff &

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
			<ul style="list-style-type: none"> <li>• Wear appropriate PPE including safety footwear</li> <li>• Do not work on or near steep/unstable ground</li> <li>• Avoid wet, oily or muddy areas</li> <li>• Walk – do not run whilst undertaking on-ground activities</li> <li>• Carry mobile telephone</li> <li>• First aid kit available on site</li> </ul>	volunteers on site
	Exposure to sun	Significant	<ul style="list-style-type: none"> <li>• Utilise protective clothing including a wide-brimmed hat and sunglasses and apply sunscreen</li> <li>• Take regular rest breaks</li> </ul>	All staff & volunteers on site
	Heat Exhaustion / Dehydration	Significant	<ul style="list-style-type: none"> <li>• Ensure adequate quantity of water available and consumed</li> <li>• Minimize exposure times</li> <li>• Wear appropriate clothing including wide brimmed hat and sunglasses</li> <li>• Monitor personal and colleagues condition regularly</li> <li>• Consider rescheduling activity to another day</li> </ul>	All staff & volunteers on site
	Abrasions, cuts and scratches	Moderate	<ul style="list-style-type: none"> <li>• Wear appropriate PPE including long-sleeve top and long pants.</li> <li>• Ensure a first aid kit is available on site.</li> </ul>	All staff & volunteers on site
	Syringes	Significant	<ul style="list-style-type: none"> <li>• Do not touch. Council Environmental Health officers will collect syringes during business hours. Phone 9433 3340</li> </ul>	All staff & volunteers on site
	Allergic reactions	Significant	<ul style="list-style-type: none"> <li>• Wear appropriate PPE</li> <li>• Ensure a first aid kit is available on site.</li> </ul>	All staff & volunteers on site
	Traffic / vehicles	Significant	<ul style="list-style-type: none"> <li>• Wear appropriate PPE including high visibility vests</li> <li>• All proposed work activities within 5 m of a road to be reviewed and approved by Environmental Works Officer</li> <li>• Use warden hats and signage where appropriate</li> </ul>	All staff & volunteers on site
Herbicide Use	On-site use of herbicide	High	<ul style="list-style-type: none"> <li>• Always consult Material Safety Data Sheet (MSDS) prior to using herbicide for health hazards, appropriate controls and medical</li> </ul>	All staff & trained volunteers

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
			information • Appropriate PPE must be worn including gloves, steel capped gumboots, respirator and safety glasses • Spare set of clothes to be carried in vehicle • Chemicals to be mixed on-site • Clean washing water to be carried in vehicle • Only Environmental Works Officers can undertake herbicide spraying	
	Storage of herbicide container	High	• Herbicide container to be stored in Infrastructure Maintenance herbicide compound	All staff & trained volunteers
	Decanting of herbicide	High	• Wear gloves • Decant in open area • Wear face mask and respirator • Label container with Poison, schedule of herbicide and name of herbicide • Herbicide should not be decanted into glass containers • Wash hands after decanting	All staff & trained volunteers
	Movement of decanted herbicide	High	• Herbicide is to be transported securely in a ute tray or trailer. Herbicide is not to be transported in the cabin of a vehicle. • Herbicide is to be transported in a fashion that reduces the risk of herbicide spilling	All staff & trained volunteers
Working with Small Tools <ul style="list-style-type: none"> <li>• Handsaw</li> <li>• Shovel</li> <li>• Tree Planter</li> <li>• Secateurs</li> <li>• Mallet/Sledge</li> </ul>	Laceration Overuse Struck by debris Back strain Splinters Slips, trips, falls	Significant	<ul style="list-style-type: none"> <li>• Keep hands clear of blades or sharp edges of tools</li> <li>• Wear eye protection where required</li> <li>• Beware of others working close by</li> <li>• Wear appropriate PPE including leather gloves, safety footwear and clothing including hardhat and glasses where required</li> <li>• Keep back straight and bend knees</li> <li>• Do not twist</li> </ul>	All staff & volunteers on site

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>• Hammer</li> <li>• Pruner</li> <li>• Wheelbarrow</li> <li>• Mattock</li> <li>• Loppers</li> <li>• Pitch/Mulching Fork</li> <li>• Rake &amp; Rake Hoe</li> </ul>			<ul style="list-style-type: none"> <li>• Keep hands clear of target</li> <li>• Limit the duration of tool use</li> <li>• Do not work on or near steep/unstable ground</li> <li>• Do not leave tools lying around on site</li> </ul>	
	Damaged or unsafe tools	Moderate	<ul style="list-style-type: none"> <li>• All tool defects must be reported to the Group Convenor</li> <li>• Attach a “Danger – Do Not Operate” tag to the damaged or unsafe tool – tags will be supplied to Group Convenors</li> <li>• Group Convenors must notify an Environmental Works Officer of any damaged or unsafe tools which have been tagged.</li> </ul>	All staff & volunteers on site
Brush-cutter Use	Noise	Moderate	<ul style="list-style-type: none"> <li>• Wear ear protection</li> </ul>	All staff & trained volunteers
	Lacerations from flying objects	Significant	<ul style="list-style-type: none"> <li>• Wear appropriate PPE including long-sleeved top, long pants, leather boots with steel capped toes, gloves, ear protection and safety glasses</li> </ul>	All staff & trained volunteers
	Laceration from brush cutter	Significant	<ul style="list-style-type: none"> <li>• Wear appropriate PPE including long-sleeved top, long pants, leather boots with steel capped toes, gloves and safety glasses</li> <li>• Only trained volunteers and Environmental Works Unit staff to use brush-cutter</li> </ul>	All staff & trained volunteers
	Fumes from refueling	Significant	<ul style="list-style-type: none"> <li>• Refuel in open areas</li> <li>• Use funnel</li> <li>• Do not smoke or bring fire/flare near fuel</li> </ul>	All staff & trained volunteers
	Lacerations, eye damage to others from flying objects	Significant	<ul style="list-style-type: none"> <li>• Do not use brush cutter within 15 meters of another person</li> </ul>	All staff & trained volunteers

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
	Lacerations from brush cutter to others	Significant	<ul style="list-style-type: none"> <li>Do not use brush cutter within 15 meters of another person</li> </ul>	All staff & trained volunteers
	Back strain	Significant	<ul style="list-style-type: none"> <li>Use harness</li> <li>Limit duration of use</li> <li>Do not twist back, use feet to turn and move</li> </ul>	All staff & trained volunteers
	Operation of brush cutter	Significant	<ul style="list-style-type: none"> <li>Read safety manual and familiarise yourself with the equipment</li> <li>Check site where brush cutting to ensure it is free of stones, glass and other objects</li> <li>Check brush cutter prior to starting. i.e. throttle trigger, stop switch, cutting tool</li> <li>Never let brush cutter run unattended</li> <li>Wear appropriate safety equipment and clothing</li> <li>Do not operate brush cutter when under the influence of alcohol, other substances or when fatigued.</li> <li>Do not use brush cutter on Total Fire Ban days</li> </ul>	All staff & trained volunteers
Chainsaw Use	Noise	Moderate	<ul style="list-style-type: none"> <li>Wear ear protection</li> </ul>	Staff with approved training only
	Lacerations from flying objects	Significant	<ul style="list-style-type: none"> <li>Wear appropriate PPE including long-sleeved top, long pants, leather boots with steel capped toes, gloves, hard hat and safety glasses</li> </ul>	Staff with approved training only
	Laceration from chainsaw	Significant	<ul style="list-style-type: none"> <li>Wear appropriate PPE including long-sleeved top, leather boots with steel capped toes, gloves and chainsaw chaps</li> <li>Ensure adequate knowledge of use of equipment</li> </ul>	Staff with approved training only
	Fumes from refueling	Significant	<ul style="list-style-type: none"> <li>Refuel in open areas</li> <li>Use funnel</li> <li>Do not smoke or bring fire/flare near fuel</li> </ul>	Staff with approved training only
	Lacerations, eye damage	Significant	<ul style="list-style-type: none"> <li>Do not use chainsaw within 15 meters of another person</li> </ul>	Staff with approved



JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
	to others from flying objects			training only
	Lacerations from chainsaw to others	Significant	<ul style="list-style-type: none"> <li>Do not use chainsaw within 15 meters of another person</li> </ul>	Staff with approved training only
	Back strain	Significant	<ul style="list-style-type: none"> <li>Limit duration of use</li> </ul>	Staff with approved training only
	Operation of chainsaw	Significant	<ul style="list-style-type: none"> <li>Only persons who have completed an approved course of instruction are permitted to use a chainsaw</li> <li>Read Safety Manual, Operation Manual and familiarise yourself with the equipment</li> <li>Check site where chainsaw is to be used to ensure it is free of foreign objects</li> <li>Check chainsaw prior to starting i.e. throttle trigger, stop switch, cutting tool and chain break</li> <li>Never leave chainsaw running unattended</li> <li>Wear appropriate PPE</li> <li>Do not operation chainsaw under the influence of alcohol, other substances or when fatigued</li> <li>Do not use chainsaw on Total Fire Ban days</li> </ul>	Staff with approved training only
Fence Building	Manual Handling	Moderate	<ul style="list-style-type: none"> <li>Lift equipment in appropriate manner</li> <li>Lift equipment using cooperative lifting process where needed</li> <li>Use appropriate lifting equipment to minimise back strain</li> </ul>	All staff & volunteers on site
	Lacerations from wire	Moderate	<ul style="list-style-type: none"> <li>Wear appropriate PPE including long-sleeved top, long pants, leather boots with steel-capped toes, gloves and safety glasses</li> </ul>	All staff & volunteers on site
	Noise	Moderate	<ul style="list-style-type: none"> <li>Wear ear protection when using picket rammer</li> </ul>	All staff & volunteers on site

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
Auger Use	Noise	Moderate	<ul style="list-style-type: none"> <li>Wear ear protection</li> </ul>	All staff & trained volunteers
	Fumes from refueling	Significant	<ul style="list-style-type: none"> <li>Refuel in open areas</li> <li>Use funnel</li> <li>Do not smoke or bring fire/flare near fuel</li> </ul>	All staff & trained volunteers
	Manual Handling	Moderate	<ul style="list-style-type: none"> <li>Lift equipment in appropriate manner</li> <li>Lift equipment using cooperative lifting process where needed</li> <li>Use appropriate lifting equipment to minimise back strain</li> </ul>	All staff & trained volunteers
	Back strain	Significant	<ul style="list-style-type: none"> <li>Limit duration of use</li> </ul>	All staff & trained volunteers
	Operation of Auger	Significant	<ul style="list-style-type: none"> <li>Check site where auger is to be used to ensure it is free of stones, glass and other objects</li> <li>Check auger prior to starting. i.e. throttle trigger, stop switch, cutting tool</li> <li>Never let auger run unattended</li> <li>Wear appropriate safety equipment and clothing including steel-capped safety boots</li> <li>Do not operate auger when under the influence of alcohol, other substances or when fatigued.</li> <li>Do not use auger on Total Fire Ban days</li> </ul>	All staff & trained volunteers
Weed Burner Use	Manual handling	Significant	<ul style="list-style-type: none"> <li>Only use 5kg gas bottles</li> <li>Lift equipment in an appropriate manner</li> <li>Lift equipment using cooperative lifting process where needed</li> <li>Do not overfill knap sacks (10 litres max)</li> </ul>	Staff & Volunteers with approved training
	Burns	Significant	<ul style="list-style-type: none"> <li>Wear appropriate PPE including long-sleeved top, long pants, leather boots with steel-capped toes, gloves and safety glasses</li> </ul>	Staff & Volunteers with approved training

JOB STEPS	POTENTIAL HAZARDS	Risk Rank	HAZARD CONTROLS Control measures, Procedures or SWI required to eliminate or minimize the risk of injury.	PERSON RESPONSIBLE
	Fire	High	<ul style="list-style-type: none"> <li>• Ensure that full knap sack is on-site for extinguishing fire</li> <li>• Do not use gas burners on Total Fire Ban Days</li> <li>• Notify VicFire of proposed activity on 9887 7766.</li> <li>• Discuss all proposed activities with Council's Emergency Management Coordinator prior to commencing works.</li> <li>• Refer to the Gas Burner Standard Work Instruction (SWI) for further information</li> </ul>	Staff & Volunteers with approved training

## **Appendix G – Eastern Metropolitan Councils Local Government Extreme Heat Plan**

[nillumbik.vic.gov.au/files/assets/public/environment/friends-of-landcare-groups/appendix-g-eastern-metropolitan-councils-local-government-extreme-heat-plan.pdf](http://nillumbik.vic.gov.au/files/assets/public/environment/friends-of-landcare-groups/appendix-g-eastern-metropolitan-councils-local-government-extreme-heat-plan.pdf)

Version 2.0 February 2018

## **Appendix H – Incident report form**

Incidents should be reported using this link to our online incident form:

[quickclaim.elumina.com.au/external/?key=nillumbik](https://quickclaim.elumina.com.au/external/?key=nillumbik)

## Appendix I: Register of injury form

<b>1. Workers Name</b> Surname: _____ Given Names: _____
<b>2. Workers Occupation or job title</b> _____
<b>3. Time and Date of injury:</b> Date: _____ Time: _____
<b>4. Worker's exact location at time of injury:</b> _____
<b>5. Describe in detail how the injury was sustained:</b> _____ _____ _____
<b>6. Describe the harm (nature) and body parts affected by injury</b> Nature: _____ Body Parts: _____
<b>7. Witness. If any to the injury:</b> Surname: _____ Given Names: _____ Surname: _____ Given Names: _____
<b>8. Name of person making entry. Date of entry and declaration:</b> I, _____ declare that all particulars given are a true and accurate account of details of the injury as known by me. Signature: _____ Date: _____
<b>Organisational Development and Risk Use Only:</b> <b>9. Name of representative acknowledging receipt of advice of injury. Date of entry and declaration:</b> Surname: _____ Given Names: _____ Job Title: _____ I acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured worker Signature: _____ Date: _____
COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY ORGANISATIONAL DEVELOPMENT AND RISK REPRESENTATIVE AS ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY.

## **Nillumbik Shire Council**

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