



City of
Joondalup

City of Joondalup

Natural Areas Friends Group Manual

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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 Groups 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 objective of the *City of Joondalup Natural Areas Friends Groups Manual* is 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 Groups 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 recognises 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 within the City of Joondalup. The level of involvement and type of activities undertaken by these volunteers depends 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)
- Fire prevention
- Revegetation and planting

1.2.2 Why Become Involved?

Every individual has 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 of becoming involved in a City of Joondalup Natural Areas Friends Group include:

- an interest in the preservation and conservation of 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

Firstly find out whether there is already an active Friends Group for a particular reserve; individuals are advised to contact the City's Manager Operation Services. If there is no existing Friends Group in place, then the establishment of a new Group will be encouraged.

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 of Joondalup. The Manager Operation Services 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's Manager Operation Services 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 and Natural Areas Friends Groups, it is vital that two-way communication between the two 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.

The following sections provide further detail on the above points.

2.1.1 Registration

By registering a Friends Group with the City of Joondalup, the City's Manager Operation Services 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 6.0 – “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 Groups 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's Manager Operation Services.

The role of the Group Coordinator may include:

- Completion of forms, including *Group Registration Form*, *Volunteer Registration Forms*, *Risk Assessment Forms*.
- Maintenance of up-to-date records of the Group's membership and the activities being carried out.
- Communication with the City's Manager Operation Services on a regular basis, including reporting of any incidents, accidents or other issues.
- Dissemination of information from the City to members of the Group.

Eucalyptus



2.1.3 Meeting with the City

Once the City has received the *Natural Areas Friends Group Registration Form*, the Manager Operation Services will contact the group's nominated representative to arrange a meeting with members.

At this initial meeting, the Manager Operation Services 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 City to assist Groups 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.

In order to receive assistance from the City, Friends Groups are required to submit a *Friends Group Annual Work Plan*. A template is provided to assist Groups in preparing this Work Plan (see section 6.0 — "Appendices") and further assistance is available from the Manager Operation Services.

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. Planning works early for the following year ensures that any plant requirements can be ordered in August, and the City can include those requirements of Friends Group within annual budgets and works programs.

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

1. Meeting with Manager Operation Services — the City's Manager Operation Services will arrange a meeting with the Group to discuss any scheduled works to be carried out by the City and proposals for works to be carried out by the Friends Group.
2. Development of the draft *Friends Group Annual Work Plan* — the development of a draft Work Plan is a requirement for all City of Joondalup *Natural Areas Friends Groups* (see section 6.0 — "Appendices"). The draft work plan should briefly detail:



Broadbeach Park

- activities that the Friends Group will be undertaking during the year. These could include conservation activities, group promotion or research;
- dates of the activities;
- resources required in order to complete the activities; and
- funds secured or intentions to apply for grant funding.

Groups may wish to discuss the development of the Annual Work Plan at the Annual General Meeting of the Friends Group.

3. Lodgement of the *Friends Group Annual Work Plan* with the City — All Work Plans are required to be lodged with the City for approval. This ensures that activities within the Work Plans are included in the City's future budgets and work schedules.
4. Planning Meeting — once the *Friends Group Annual Work Plan* has been approved by the City, the Manager Operation Services will contact the Group Coordinator to arrange a suitable time for a "planning meeting" with the Friends Group. At this meeting, the Manager Operation Services will discuss the Group's schedule of activities for the year and any requests for assistance.

The City's Manager Operation Services is available to assist Friends Groups to complete the requirements of the *Friends Group Annual Work Plan*.

In addition to initial planning meetings, the City will meet with Friends Groups at least twice per year to discuss progress in implementing Annual Work Plans and to provide updates on City of Joondalup projects.



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. This includes recording volunteer attendance at bushcare activities on a *Volunteer Register Logbook Record* (see section 6.0 — “Appendices”).

Friends Groups are required to establish and maintain a *Volunteers Register Logbook Record* where volunteers participate. The following details should be recorded:

- Date
- Volunteer name
- Activities undertaken
- Start and finish times

Copies of completed *Volunteers Register Logbook Record* should be sent to the City, for each event held by the Friends Group.

Completion of the *Volunteers Register Logbook Record* 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. The City should be informed of the incident.

The following actions should be undertaken prior to, during and after each Friends Group event to ensure a safe working environment for volunteers:

- As much as possible, any risks should be identified and assessed when planning the event.
- All identified hazards should 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 (see section 6.0 — “Appendices”).
- Each volunteer should register their name, contact details and hours worked on the *Volunteers Register Logbook Record* for the event.
- Volunteers should immediately inform the Group Coordinator of any incidents, accidents or injuries so that appropriate treatment is administered and the incident is recorded for safety and insurance purposes.

The City’s Manager Operation Services can provide advice to groups regarding risk management.

2.1.7 Safety in the Bushland

It is recommended that volunteers wear protective clothing whilst carrying out bushcare tasks. It is recommended that when working in bushland areas Friends Group Members wear:

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

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

To ensure the safety of all concerned whilst undertaking Friends Group activities, it is essential that children accompanying volunteers be supervised and accompanied by an adult at all times. It is also recommended that volunteers avoid working alone in bushland areas and that members work in at least pairs whilst undertaking Friends Groups activities.

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

2.1.8 Dieback Awareness

Dieback is a plant disease caused by a soil-borne water mould (*Phytophthora cinnamomi* and *multivora*). This disease is a serious threat to the flora of the south west of Western Australia, including the Perth Metropolitan area. The disease is known to attack at least 900 plant species; *Proteaceous* species (*Banksia*, *Dryandra* etc.) and *Xanthorrhoea* species (*Grass Trees*) are particularly susceptible.

Phytophthora water mould is spread mainly through the movement of infected soil, often on vehicle tyres or bodywork, and when "rescuing" plants from diseased areas. Any area frequented by four-wheel-drive vehicles is potentially infected by dieback, so moving plants from these areas to local reserves could introduce the disease.

The best strategy to control dieback is to prevent the spread of the fungus by people, in contaminated soil, water and/or plant material. Boots, gloves and tools should be disinfected by removing all material from these items. Before entering the bushland, equipment should be sprayed with methylated spirits prior to work commencing.

2.1.9 Annual Reporting

Each City of Joondalup Natural Areas Friends Group is required to submit an *Natural Areas Friends Group Annual Report* to the City's Manager Operation Services at the end of each financial year (see section 6.0 — "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.
- 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.); and
- suggestions for improving the ongoing partnership between the City and the Friends Group.

Information within *Natural Areas Friends Group Annual Reports* will assist in the allocation of resources towards the management of conservation reserves. Details from each Friends Group's Annual Report will be provided to Council in order to demonstrate the valuable contribution made by volunteers to conservation and the environment throughout the year.

Xanthorrhoea preissii



*Banksia prionotes*

2.2 City of Joondalup Responsibilities

The City of Joondalup is responsible for ensuring that a safe working environment is provided for volunteers and other community members undertaking work within the City's natural areas.

As outlined in the *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 bush care activities, will be covered by the City's 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. The City's insurance only covers volunteers between the ages of 12 and 80 whilst they are engaged in Friends Group activities on behalf of the City where those volunteers are acting with due care (i.e. not behaving recklessly). Volunteers under the age of 12 are not covered by the City's insurance.

Parents/guardians accompanying children under 12 at bushcare events, are required to sign a waiver that acknowledges child volunteers under the age of 12, participating in City sanctioned bushland care activities, will remain under the care and responsibility of the Friends Group volunteers organising the event (see section 6.0 — "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.
- 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 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 used, including but not limited to:

- A Friends Group page on the City's website, including profiles and contact details for all registered City of Joondalup Natural Areas Friends Groups.
- A quarterly *Friends Group Newsletter*, including an overview of activities from the previous quarter, details of training and funding opportunities, and upcoming events.
- At least two one-on-one meetings per year with the City's Manager Operation Services to discuss the progress of the *Friends Group Annual Work Plan*, as well as any other issues or queries and requests for assistance.
- An invitation to the City's Conservation Community Forum.

2.3 City of Joondalup Assistance

The City is also able to provide operational, technical and promotional assistance to Friends Groups.

The City can provide operational assistance to Friends Groups including, but not limited to:

- On-the-ground assistance from the Natural Areas Team, including weed spraying;
- Installation of fencing;
- Rubbish collection;
- Provision and maintenance of brushing;
- Signage;
- Provision of native plants;
- Training; and
- Regular information and updates through the City's quarterly *Friends Groups Newsletter*.

The City's Manager Operation Services is available to meet on site with Friends Groups or individuals wishing to undertake works within City reserves to:

- discuss the scope of work and timing of activities;
- provide advice on potential environmental impacts or benefits of 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;
- photocopying flyers for letterbox drops to local residents;
- laminating pictures for use on displays at environmental events;
- loaning display boards for raising awareness at environmental events; and
- mailing letters to local residents about programmed conservation works.

Requests for assistance should be made to the City's Customer Service Line on **1300 369 972** or by emailing **info@joondalup.wa.gov.au**.

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

- Native seed collection
- Native plant identification
- Weed identification
- Safe equipment usage

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, and the needs of the reserve. Groups often evolve over time to take on higher-level tasks as their expertise grows.

It is easier if new groups focus on tasks they identify 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's Manager Operation Services is able to advise Friends Groups on how to go about organising and prioritising particular bushcare activities.

Friends Groups should 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 incidences of fire, rubbish dumping, unauthorised vehicle access and vandalism in natural areas. In cases of fire, the Fire Brigade should be contacted also (000). If incidences of rubbish dumping etc. are actually witnessed, the City's Ranger Services should be informed on **9400 4960**.

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 can 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, ie. “remove weeds competing with native plants in the good condition sections of bush and work out at the pace of natural regeneration, disturbing the soil as little as possible” (for more information see Bradley, J 2002, *Bringing Back the Bush: The Bradley Method of Bush Regeneration*, Landsdowne Press, Sydney).

Notwithstanding, 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 considerable period of time. The City recognises the contribution of these Groups, and whilst acknowledging that the “Bradley Method” is the preferred option, will consider Friends Groups wishing to work in more degraded areas. The level of assistance will be assessed on a case-by-case basis.

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 Customer Service Line on **1300 369 972** or by emailing **info@joondalup.wa.gov.au**.



Weed education tour at Craigie Bushland

The City can also support the involvement of Friends Groups in Clean Up Australia Day by supplying rubbish bags and organising the removal of collected rubbish from the reserve.

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 must provide copies of surveys and other research 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, but occasional spotlighting walks in the evening can show other fauna not normally seen during the day (especially spiders, frogs and possums). If required, the City’s Manager Operation Services can recommend a few experienced local guides who may be able to lead the walk.

The City can also support Friends Group event via promotion through the City’s media 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 — a last resort

Despite the fact that most volunteers enjoy planting, it should be a low priority for any Natural Areas Friends Group. It is a last option in areas already badly degraded or on badly disturbed and destabilised sand dunes.

Planting is not a simple process of filling in gaps with any available native plants, as plant communities, species ratios and provenance must all be considered. 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's Manager Operation Services can provide advice to Friends Groups regarding planting requirements for adopted natural areas.

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.

Yellagonga Regional Park



Coast

Long term and advanced level projects may include:

- Seed collection for propagation or storage in the City's seed bank (subject to Department of Environment and Conservation licensing requirements).
- Revegetation with local provenance plants supplied by the City.
- Coastal dune stabilisation.
- Detailed flora and fauna surveys.
- Publication of environmental awareness/ interpretation brochures.
- Assisting with the development and review of Management Plans for specific natural areas.

It is recommended that Friends Groups discuss potential projects with the City's Manager Operation Services who can provide advice to Friends Groups regarding the feasibility and logistics of long term and advanced level projects.

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 hand methods only.

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; or
- 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 and Special Purpose Grants Program.

4.1 Funding from the City

City of Joondalup Community Funding Program

The City of Joondalup's Community Funding Program aims to assist community groups in conducting projects, events and activities to develop and enhance the Joondalup community.

The Community Funding Program is a grant-based program, which provides funding in the categories of sport and recreation development, culture and the arts development, environmental development and community development. The environmental development funding aims to encourage and support environmental initiatives, projects and programs, including those within the City's natural areas.

Please note that activities which are ongoing are not eligible for funding under the Environmental Development Community Funding Program.

The City holds two rounds of Community Funding each year. For more information on the Program and the specific criteria to be eligible, contact the City on **9400 4000** or visit: **www.joondalup.wa.gov.au**

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 per year is available upon application to each Natural Area Friends Group once *Friends Group Annual Work Plans* have been approved by the City.

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

Non-incorporated Natural Area Friends Groups will need to provide the following information to the City:

- Approved Annual Work Plan
- Notes of an Annual General Meeting of the Group (each group must hold a meeting to determine the Annual Work Plan)
- Confirmation of the group structure/membership (list of members)
- Copies of invoices for expenditure of funds

Non incorporated Groups are required to pay expenses and seek reimbursement from the City, as per current arrangements.

Incorporated Natural Areas Friends Groups will need to provide the following information to the City:

- Annual Work Plan
- Minutes of Annual General Meeting (each group must hold a meeting to determine the Annual Work Plan)
- Confirmation of the group structure/membership
- Audited accounts of funds expenditure

Incorporated Groups can receive funding in advance, upon application from the City, as per current funding arrangements.

Lake Joondalup Wetlands



Friends Groups Special Purpose Grants

Registered City of Joondalup Natural Areas Friends Groups are eligible to apply for up to \$2000 per year to fund projects that are included in approved Annual Work Plans or for funding activities related to unexpected incidents requiring an immediate response.

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 6.0 — “Appendices”)
- All contractors to be used utilising grant funding must be approved by the City
- Friends Groups must seek support of any 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
- Applications are subject to approval by the City’s Manager Operation Services and Director Infrastructure Services
- 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 6.0 — “Appendices”).
- Supporting evidence such as invoices and receipts should be retained and submitted to City with the *Friends Groups Special Purpose Grants Acquittal Form*
- 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*. Projects should aim to improve the condition of the City’s natural areas. Funding can be used to engage contractors to undertake hand weeding projects and other conservation activities or to engage consultants to carry out scientific research, surveys or other relevant investigations.

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

- Projects that have already been commenced (no retrospective funding)
- Administrative related items
- Small capital items
- 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 at \$2000 per year for each registered group.

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

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.

Intentions for funding should be included in *Friends Group Annual Work Plans* and applications should be discussed with the Manager Operation Services 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
Manager Operations Services	Friends Group and Natural Areas advice and information	9400 4341	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
Coordinator Natural Areas	Friends Group and Natural Areas advice and information	9400 4320	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
Customer Service	Rubbish pick up, maintenance requests	1300 369 972	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
City Watch	Graffiti removal, report anti-social behaviour or damage to City property	1300 655 860	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919
Rangers	Illegal rubbish dumping	9400 4960	info@joondalup.wa.gov.au	PO Box 21 JOONDALUP WA 6919

Organisations and State Government Agencies				
Name	Type of information / assistance	Phone	Email	Postal Address
Birds Australia (WA Branch)	Bird surveys	9383 7749	bawa@birdsaustralia.com.au	Peregrine House 167 Perry Lakes Drive FLOREAT WA 6014
Department of Environment and Conservation (Head Office)	General enquiries	6467 5000	info@dec.wa.gov.au	Locked Bag 104 BENTLEY DELIVERY CENTRE WA 6983
Department of Environment and Conservation (Wildlife Watch)	Immediate assistance for sick, injured or orphaned native animals. To report illegal wildlife activity	9474 9055 (24 hours) 1800 449 453		
Dieback Working Group Brendan Nock (Dieback Project Coordinator)	Information on dieback, training opportunities	9424 2222	brendan.nock@emrc.org.au	PO Box 234 BELMONT WA 6104
Perth Region NRM North Kate Sputore (Metro Coastcare Officer)	Advice and assistance on coastal natural areas	9285 5099 or 0439 698 039	kate@cottesloe.wa.gov.au	PO Box 2206 MIDLAND WA 6936

City of Joondalup Natural Areas Friends Groups				
Group Name	Contact Person	Phone	Email	Website
Friends of Alfreton Reserve	Allison Leitch	92460790		
Friends of Carnaby Reserve	Liz Farquhar	9300 2578	jeswa@iinet.net.au	
Friends of Craigie Bushland	No active group at present. Contact the City's Natural Areas Coordinator for information	9400 4320		
Friends of Harman Reserve	Rhona Johnson	9203 8323		
Friends of Hepburn and Pinnaroo Bushland Inc.	Ralph Henderson	9401 4320	ralph@primus.com.au	
Friends of Korella Park Bushland	Marilyn Zakrevsky	9401 7132		
Joondalup Community Coast Care Forum Inc.	Marjorie Apthorpe	9300 8573	aptpal@ozemail.com.au	www.joondalupcoastcare.com
Friends of Magpie Park	Wendy Griffiths	0438 641 772	griffs@bigpond.com.au	
Friends of Maritana Bushland	Sue Bailey	9307 4117	suebailey@iinet.net.au	
Friends of Marmion Marine Park	Lynda Arnold	9342 8684		
Friends of Mullaloo	Sharon McArthur	93009392		www.joondalupcoastcare.com
Friends of North Ocean Reef / Iluka Foreshore	Marjorie Apthorpe	9300 8573	aptpal@ozemail.com.au	
Friends of Periwinkle Park	Barry Fitzsimmons	9307 6714	barryfitz@amnet.net.au	
Friends of Porteous Park	Mike Norman	04387 10527	mike.norman@bigpond.com	www.porteouspark.org.au
Friends of Sorrento Beach	Mike Norman	04387 10527	mike.norman@bigpond.com	www.joondalupcoastcare.com
Friends of Warwick Bushland	Janina Pezzarini	9404 8756	friendsofwarwick@gmail.com	
Friends of Yellagonga Regional Park Inc.	Heather Chester Graham Sinclair	9309 2434 9302 4677	friendsofyellagonga@bigpond.com	www.yellagonga.org



T: 08 9400 4000

F: 08 9300 1383

Boas Avenue Joondalup WA 6027

PO Box 21 Joondalup WA 6919

www.Joondalup.wa.gov.au