

DPIPWE Volunteer Management Framework

VMF - Step 2: Volunteer Program Plan (Community Volunteer Groups)

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) seeks to facilitate volunteering opportunities for community and Government to work together to manage and preserve the diverse natural and cultural heritage of Tasmania.

The following Volunteer Program Plan (VPP) sets out the volunteering program objectives and assists to ensure activities are clearly defined, including information on the volunteering roles, responsibilities, agreed activities and a safe working environment.

The VPP is to be developed in consultation with the Community Partner as listed below, and is not intended to be a legally binding contract. The program appointment and plan may be cancelled at any time by either party.

Any Volunteers wishing to participate in the program outlined below, are also subject to the further guidance and policies as provided within the DPIPWE Volunteer Induction and Participation Handbook.

The following VPP sets out the appointment details between the Community Partner (named as):

SCAGI - Seymour Community Action Group Inc.

and the Department of Primary Industries, Parks, Water and Environment (DPIPWE).

Community Volunteer Group information:

Volunteer Group President / Leader:

Quentin Smith.

Telephone number:

0428 751 411

Email address:

scagi7215@gmail.com.au

Website or Social media accounts (i.e. Facebook Group / Instagram account):

<https://scagi7215.wixsite.com/scagi>

DPIPWE Contact information:

DPIPWE Volunteer Program
Supervisor:

Alena Hrasky

Telephone number:

0428 865 797

Email address:

Alena.Hrasky@parks.tas.gov.au

Appointment period:

This VPP is valid for a period of:

3 years (but subject to annual reviews)

Commencing:

September 2022

Purpose

This VPP sets out the terms for the above named Volunteer Group, as a Community Partner, along with its members once registered as DPIPWE Volunteers, to participate in a volunteer program managed by DPIPWE.

Once signed by the parties, this VPP provides the Volunteer Group with the approval and authority to undertake volunteer duties in accordance with relevant legislation and the agreed conditions herein.

This appointment relates only to DPIPWE volunteer programs and/or volunteer activities on land that is managed by DPIPWE (i.e. National Parks and Reserves; Crown Land; Public Reserves & Future Potential Production Forests). The VPP does not extend to land under other management i.e. local government, freeholds or commercial arrangements.

Where volunteer activities extend beyond the Department's jurisdiction, it is the responsibility of the volunteer group to ensure authorised engagements and insurance cover are in place with the relevant authority. As such, volunteer activities outside of the Department's jurisdiction are not subject to DPIPWE volunteer insurance provision.

Volunteers appointed within this program will not receive remuneration or payment for their work, with the exception of any pre-approved out-of-pocket expenses.

Volunteers may however, be provided with necessary items to undertake their volunteering duties, such as training, catering, accommodation, uniforms or equipment as required. The provision of these resources are provided without any intention to enter into an employment or other contractual relationship.

Volunteer Program Objectives: *Enter the program objectives as aligned to DPIPWE and the community group's objectives e.g. To increase, promote, preserve, support, deliver, improve, reduce, or eradicate.*

To uphold the Workplace Health and Safety values of the Department of Natural Resources and Environment Tasmania (NRE Tas)

To restore the endemic native vegetation of the Seymour Wetlands.

To protect and sympathetically enhance habitat for endangered fauna and flora.

To restore and maintain the land values of the Seymour Wetlands in keeping with the surrounding Seymour Conservation Area.

To recreate a reserve that can be enjoyed for its natural and aesthetic values by the whole community including residents and visitors to the area.

To reduce the need for future fuel reduction burns and thereby impacts on the local community.

To bring a sense of pride to the local community through their involvement in this project.

To encourage and facilitate local adjoining landowners to address their own weed management issues.

To promote the value of working partnerships between the community and the Parks and Wildlife Service to achieve sustainable environmental outcomes.

Volunteer program schedule:

Agreed Activities:

Regular monthly Community Working Bees - Seymour Conservation Area following the methodology as outlined in the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) - Management and Control of Weeds and Diseases and Strategic Action Plan for the relevant year (Refer note Page 10 of this document "Any Additional Information")
Monitoring, weed control and revegetation.

Weed control - spot spraying, cut and paint, munching
Gorse, Paspalum dilatatum, Holcus lanatus, Sporobolus africanus, Dactylis glomerata, Scotch & Californian Thistle, Blackberry, Lupin, other weeds as identified.
Monitor and review effectiveness of control methods.

Plant propagation and revegetation of species of local provenance - seed & cutting collection, propagation, planting, protective fencing, application of low phosphorus fertiliser, soil conditioner, watering, mulching.
Monitor and review effectiveness of revegetation sites

Bi-annual Sea Spurge working bee (excluding the shorebird nesting season September to March)
Seymour Conservation Area
Sea Spurge Weed Management of foreshore and dunes Templestowe Beach, Templestowe Lagoon and Seymour Beach
Monitor and review effectiveness of control methods.

Monitoring and reporting on shorebird habitat (during Sea Spurge control)
foreshore and dunes Templestowe Beach, Templestowe Lagoon and Seymour Beach
Monitor and maintain existing shorebird signage

Co-ordination of working bees by Activity Team Leaders
Ensuring all attending volunteers have names and contact details registered with NRE Tas on the day of their attendance, including their hours of attendance by registering on the My Impact volunteer software

Continue to record actions relevant to the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) 2021 - Update 7
Review and update documentation Gorse Eradication Strategy for Seymour Wetlands Restoration (or new hitherto renamed management document to be approved) to more efficient standard to meet current administrative and reporting requirements

Requirements:

All on site works listed in this Agreed Activities Schedule require an authority to undertake works on Seymour Conservation Area from PWS prior to commencement
All Volunteers are to have undertaken a Job Safety Briefing (JSB) referencing JRA Seymour Community Action Group Incorporated Working Bees prior to commencement
All weeding and restoration works are to adhere to management and control prescriptions and the Strategic Action Plan for outlined in the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan)

Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) - Management and Control of Weeds and Diseases (Section 5)
Prior to commencement of working bee SCAGI to provide briefing to PWS of area proposed for works, target species and methodology for review to approve works
Provide MSD on site for herbicide use

Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) - Management and Control of Weeds and Diseases (Section 5)
Prior to commencement of working bee SCAGI to provide briefing to PWS of area proposed for works, plant species and methodology for review to approve works
Any potting medium or landscaping materials utilised to be obtained from a Phytophthora Free source

SCAGI to consult with PWS prior to commencement of any planned sea spurge weeding with details of proposed date and times, and method of communication during activity and post activity and confirmation of agreement for access with any adjoining landowners
If for any reason SCAGI cannot undertake Sea Spurge works, the Chair SCAGI is to notify PWS so that alternative resolution to complete the works can be organised.

Shorebird identification reference materials
Record Keeping sheets
Any damage / vandalism to existing shorebird signage needs to be reported to PWS with location, any other relevant details and approval sought to reinstate with assistance of PWS on site. SCAGI Volunteers are not authorised to engage with any person/s observed undertaking unauthorised activities, these need to be reported to the PWS as soon as practicable.

Access to the My Impact software via the NRE Tas Volunteer Page
www.nre.tas.gov.au/about-the-department/volunteering
Troubleshooting assistance from the designated NRE Tas contact

PWS will provide support in development of any funding applications by SCAGI that comply with the approved Gorse Eradication Strategy for Seymour Wetlands Restoration (or updated documentation)

Activity Work Pattern:

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Maximum work hours of 7 hours and 36 minutes per day, unless otherwise negotiated and approved.

☐ Weekly ☐ Monthly

Other:

Most working bees run on Saturdays and may be rescheduled on Sunday or other week days due to weather conditions. Other exceptions are working bees that are run in conjunction with weed spraying contractors - these will depend on the weather and availability of the contractors. Dates for these working bees will be notified to the Ranger In Charge Freycinet as soon as practicable.

Team Leader to record volunteer hours on My Impact within 72 hours of completing working bees.

Specific dates for involvement must be made in consultation with the DPIPWE Volunteer Supervisor.

Where additional activities, or a schedule of dates are required, please provide as an attachment, or list within the additional information section on this form.

Volunteer role requirements: *List any essential skills and qualifications*

Essential;

All Volunteers participating in SCAGI Working Bees need to have registered as volunteers with NRE Tas and have completed COVID-19 Training Modules as set out in the Volunteering pages of the NRE Tas website - www.nre.tas.gov.au/about-the-department/volunteering/volunteer-information-covid-19

All volunteers must be fully vaccinated as required by the NRE Tas Vaccination Policy.

All activity leaders must hold a current Workplace Level II First Aid certificate or equivalent.

Volunteers & contractors operating chainsaws or brushcutters or pumps will be required to hold (and produce) a current certificate of competency. Any chainsaws or other plant or similar equipment need to be approved by PWS

Volunteers & contractors mixing chemicals will be required to hold (and produce) a current Chem Cert certificate of proficiency.

Volunteers who drive departmental vehicles will be required to hold (and produce) a current vehicle drivers license and a signed and authorised Department of Natural Resources and Environment Tasmania Motor Vehicle Use Acknowledgement Form. Follow information provided in Tasmanian Govt. Covid-19 Fact Sheets - Sharing vehicles safely during the COVID-19 pandemic & Sharing Vehicles Safely Driver Checklist.

Volunteers may be required to walk several kilometres and work in isolated and remote locations.

Volunteers & Contractors are to adhere to Section 2 - Legislation, Strategies and Plans of the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan).

Are volunteer placements limited?

☐

Yes OR

☒

No

If yes, volunteer numbers must not exceed a maximum of:

Activity Exclusions: *List any work tasks or Land tenure exclusions including other land management areas*

This works program relates to on-ground works to be undertaken only in the designated reserves listed in this agreement; it does not permit members of the group or contractors engaged by the group to work on other reserved land without approval from the land manager.

All works must be carried out in consultation with the PWS Ranger In Charge Freycinet Field Centre.

No activities to be undertaken on crown lands unless a current Grant of Authority has been authorised for the activity.

For volunteers who are authorised to drive departmental vehicles; no driving of departmental vehicles off formed roads. Departmental fleet vehicle or vehicle convoy must include a PWS staff member.

No activity involving / or suspected to involve asbestos is to be undertaken.

Use of a drone / drones on reserve land for scientific purposes will require a separate, date specific grant of authority from the managing land authority.

PWS assistance will be limited to logistical support during the fire season (Generally 1 December to 31 March annually)

Assistance with on ground tasks may be sought within this time frame subject to negotiation with the Ranger In Charge, Freycinet.

During the fire season and critical incidents the PWS may be called away at any time to carry out emergency duties. As much advance notice as possible will be given to the Seymour Community Action Group Inc if this occurs. However, there is the possibility of little to no forewarning at any time of the year.

Natural, Cultural & Heritage Values *List any relevant background information*

All planned activities are to be tested / checked against the NRE Tas Reserve Activity Assessment (RAA) checklist process as a matter of due course prior to commencement. Refer to the NRE Tas website www.nre.tas.gov.au/Documents/RAA%20Overview.pdf

All planned works will be undertaken following guidelines as documented in the Tasmanian Reserve Management Code of

Practice 2003 available on the Parks website - www.parks.tas.gov.au/Documents/Tasmanian_Reserve_Management_Code_of_Practice_2003.pdf

& Tasmanian Coastal Works Manual 2010 available on the NRE Tas website - www.nre.tas.gov.au/conservation/tasmanian-coastal-works-manual
Important reference materials include – The Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) - available on the SCAGI Website. www.scagi7215.wixsite.com/scagi

DPIPWE Code of Practice for Spraying in Public Places available on the NRE Tas website - www.nre.tas.gov.au/Documents/Code%20of%20Practice%20Public%20Places.pdf

Code of Practice for Ground Spraying available on the NRE Tas website - www.nre.tas.gov.au/Documents/Code-of-Practice-for-Ground-Spraying.pdf

Rivercare Guideline for Safe and Effective Herbicide Use Near Water available on the NRE Tas website -

www.nre.tas.gov.au/Documents/HerbicideGuidelines.pdf

Aboriginal Heritage

It is possible that there may still be undiscovered Aboriginal cultural sites and cultural values in the area named in this agreement. All Aboriginal heritage is protected under the Aboriginal Heritage Act 1975. If at any time during works the proponent suspects Aboriginal heritage, they should cease works immediately, contact Aboriginal Heritage Tasmania (AHT) and adhere to the advice within the *Unanticipated Discovery Plan* available on the AHT website www.aboriginalheritage.tasmania.tas.gov.au

DPIPWE will assist volunteers to undertake these duties by:

☐ Or, not required

Induction, safety briefings, and on ground training.
Management advice for the reserve including planning and environmental / heritage assessment if required.
Logistical support and transport in departmental vehicles / vessels.
Provision and operation of specialist weeding equipment subject to availability of equipment, logistical requirements and staffing.
Personal protective equipment such as insect repellent, sunscreen, gloves, ear plugs, coveralls, eye protection where the group does not have access to its own.
Training for activities as required/requested when opportunities and funding arise.
Loan of tools, equipment and consumables.
Communications equipment.
Provision, erection and maintenance of infrastructures.
Provision of herbicides.
Where necessary, removal of large amounts of weed debris and / or fallen trees.
Maintenance of tracks where additional materials and / or specialist advice is required.
Support in development of any funding applications by SCAGI that comply with the approved Gorse Eradication Strategy for Seymour Wetlands Restoration (or future approved updated documentation)

Communication plan:

The following communication methods will be utilised to ensure effective communication between parties:

Primary DPIPWE contact: Ranger Fiona Everts 0457 758 232

Primary Volunteer contact: Quentin Smith 0428 751 411

Land line:	03 6256 7000	Mobile phone:	0409 332 595
Satellite Phone:		VHF:	
PLB:		UHF:	
Other:		Spot tracker:	Available on Request

Schedule of contact:

For all working bees there will be a 1200hrs daily check in with the supervising ranger, if required via mobile phone, irrespective of whether the activity is supervised by NRE Tas directly or not.
This will be backed up by the use of a SPOT tracker in sites where there is no mobile coverage.

Prior to commencement of works, sites should be checked for any lease / license holders who will require notification of intended works. The same applies for any works that are planned to be undertaken in close proximity to freehold land. Nearby land owners / stakeholders are to be contacted prior to commencement of works.

☐ Not required, the activity will be managed and supervised by DPIPWE directly.

☒ Please refer to the attached Communication Plan.

Emergency Response

If non-life threatening, please call Tasmania Police on 131 444.

In the case of an emergency, (fire, police, ambulance) Dial '000'.

Nearest medical centre or hospital:

Bicheno Medical Centre, Ph 6375 1455, 94 Foster Street, Bicheno. St Helens District Hospital Ph 6387 5570, 10 Annie Street, St Helens

Emergency muster point:

Freycinet Field Centre, Freycinet Drive, Coles Bay

DPIPWE Emergency contact name:

Alena Hrasky, Ranger

DPIPWE Emergency contact details:

0428 865 797

If the primary DPIPWE Emergency contact is unavailable, please call:

Secondary DPIPWE Emergency contact name:

Adam Smith A / Parks & Reserves Manager North East

Secondary DPIPWE Emergency contact details:

0409 506 029

☐

OR, refer to the attached Emergency Response Plan

DPIPWE Responsibilities:

- Undertake volunteer program planning, including the development of the VPP in consultation with the Volunteer Team Leader and/or Volunteers (where applicable);
- Facilitate the registration and induction of volunteers;
- Manage the volunteer program, by providing supervision, site orientation and safety briefings, ensuring volunteers participating are fit for the activity, recording volunteer attendance and managing any risks or issues as they arise;
- Review the volunteer program through seeking volunteer feedback, provision of volunteer recognition, register the programs achievements, and document any continuous improvement outcomes;
- Establish emergency management plans and communications strategies (where required) between DPIPWE and volunteers (i.e. muster points; key DPIPWE contacts; schedule for contact via mobile; UHF radio; return to base/check-in).
- Other planning, supervision and management activities as required.

Volunteer Activity Supervision:

Volunteers are to be provided with a DPIPWE Supervisor. On occasion, however, an appropriately skilled and experienced Volunteer Team Leader, may be appointed to lead an activity. At a minimum, the Volunteer acting as the Activity Supervisor, must have the skills and demonstrated experience necessary to provide oversight and responsibility for the volunteer group and the agreed activities.

It is important that DPIPWE employees and volunteers, as partners within the volunteer program, maintain and take responsibility for two-way communication during the course of all volunteer duties.

Volunteer Supervisors / Team Leaders:

Where a Volunteer Group Leader has been nominated to act as the Activity Supervisor, by signing this form, that individual agrees to provide supervision and responsibility for:

- Ensuring volunteer group members have read and understood the DPIPWE Volunteer Induction and Participation Handbook (available on the DPIPWE website), the Volunteer Program Plan, including any supporting documentation and have also undertaken any mandatory training prior to participation.
- Ensuring volunteer group members have registered as a DPIPWE volunteers prior to participation.
- Ensuring volunteer attendance is recorded.
- Providing a safety and orientation briefing at the start of each activity, including discussing the importance of all volunteers presenting as fit for purpose on the day of the activity.

NB: All participating volunteers should be encouraged to discuss any fitness or medical management plans with the Activity Supervisor, including the location of any relevant medications or conditions that may need to be provided to attending health services. Conversations should be handled sensitively in a private and confidential manner. Reasonable adjustments to aid participation, or any other matters requiring consideration, must be reported to the DPIPWE Volunteer Program Supervisor.

- Undertaking and abiding by the DPIPWE Work, Health, Safety and Wellbeing, including reporting any near misses, incidents, hazards or code of conduct issues that occur during an activity.
- Leading and managing effective communication strategies between the group and DPIPWE.

☐

Or, not required, the activities will be Supervised directly by a DPIPWE employee

Screening requirements:

Volunteers wishing to participate within the volunteer program should note the following screening requirements are mandatory (Select any relevant screening requirements as listed below):

☐

National Police check.

☐

Working with vulnerable people registration.

☒

Screening is not required for this activity.

First aid requirements:

Please advise if the volunteer group will provide their own first aid supplies and qualified first aid officer at each activity in accordance with the schedule within the VPP.

Yes, provide name:

Quentin Smith, Kerry Smith

☐

No, not required, a DPIPWE First Aid Officer will be available to assist either directly on the activity, or will be available at the nearby DPIPWE Office/Field Centre.

Volunteer code of conduct:

DPIPWE volunteers are expected to act in accordance with the principles of Section 9 of the *State Service Act 2000* (the *State Service Code of Conduct*). Department volunteers are expected to uphold these principles by:

- Behaving honestly and with integrity;
- Performing duties with care and diligence;
- Treat everyone with respect and without harassment, victimisation or discrimination;
- Comply with all applicable Australian law and any lawful or reasonable direction by a Department Supervisor and/or authorised Volunteer Team Leader
- Maintaining confidentiality when dealing with any sensitive information acquired during the course of volunteer duties
- Utilise Government resources responsibly
- Behaving in a way that does not adversely affect the integrity and good reputation of the State Service, including social media use.

Inappropriate behaviours will be subject to a review in accordance with the DPIPWE Issues and Grievance Resolution process. A significant breach may result in a volunteer's registration being cancelled.

Work, health, safety and wellbeing (WHS&WB):

In accordance with Section 28 of the *Work, Health and Safety Act 2012* ('the Act'), while at work a volunteer as a worker must:

- a) *take reasonable care for his or her own health and safety;*
- b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Department to allow DPIPWE to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure, relating to health or safety at the workplace that has been notified to workers*

Individual volunteers are required to be registered with DPIPWE, including providing the Department with advice on any condition that may impair their individual, or others safety. Volunteers must immediately report any hazards or incidents as they occur to the relevant Department Supervisor who will ensure compliance with the Department's Work, Health, Safety and Wellbeing policy and procedures.

All volunteer work tasks are subject to appropriate WHS&WB risk assessments prior to any activity commencing. Volunteer participants must attend a safety briefing and wear any personal protective equipment as identified within the Job or Activity Risk Assessments. Additional WHS&WB information may be included as an attachment to this plan (please refer to the supporting documentation section).

During an activity, if there are any reasonable concerns that a worker may be exposed to a serious risk to their health and safety, work should cease immediately and a report made without delay to the relevant DPIPWE Supervisor.

Volunteer insurance cover:

Cover is provided to the Department through the Tasmanian Risk Management Fund (TRMF) in respect of approved Department volunteers for:

- Legal liability – where the Department is found to be legally liable for the actions of a volunteer; and
- Personal injury – which is no-fault personal accident cover for personal injury to a volunteer.

This cover is subject to the volunteer satisfying the control test referred to below:

- the individual/group being appointed directly by the agency;
- the existence of a high level of agency supervision over the activities of the individual or group; and
- the Agency having the power to dismiss the individual or group.

Exclusions:

Personal accident cover is not provided in circumstances where workers compensation would not apply to an employee in the same circumstances. In addition, the TRMF will not respond in circumstances where a person:

- acts outside the scope of the activities authorised by the Department, or contrary to its instructions; or
- is affected by alcohol or certain other drugs at the time of the incident;
- is involved in a motor vehicle accident; or
- the personal injury occurs during time off – even if this has been sanctioned by a relevant officer or authorised representative.

Volunteers are encouraged to read the terms and conditions of the TRMF's insurance cover in order to understand that it is limited and if necessary, individual volunteers may wish to review their own personal insurance requirements.

<http://www.treasury.tas.gov.au/tasmanian-risk-management-fund/incident-management/personal-injury/personal-accident-incident-management/personal-accident-extent-of-cover>

The Department policy is to utilise the TRMF Personal Accident Cover to provide compensation to volunteers in the event of an adverse incident. In certain circumstances, alternative legislative provisions may apply.

Supporting documentation to be read in conjunction with this plan: *List any attachments*

- NRE Tas Covid -19 Safe Plan Agency Wide

<https://intranet.nre.tas.gov.au/Documents/NRE%20Tas%20COVID-19%20Safe%20Plan.pdf>

- NRE Tas Covid -19 Safe Plan Site Specific - PWS Field Centres

<https://intranet.nre.tas.gov.au/Documents/COVID-19%20Safe%20Plan%20-%20PWS%20Field%20Centre%20Management%20Areas.pdf>

- Tasmanian Government COVID-19 Fact Sheets - Sharing vehicles safely during the COVID-19 pandemic & Sharing Vehicles Safely Driver Checklist

https://www.coronavirus.tas.gov.au/_media/documents/Factsheet-Sharing-Vehicles-Safely-During-the-COVID-19-Pandemic.pdf

- JRA SCAGI Working Bees 2022 - see attached

- SCAGI communication plan - see attached

- Code of Practice for Spraying in Public Places

<https://nre.tas.gov.au/Documents/Code%20of%20Practice%20Public%20Places.pdf>

- Code of Practice for Ground Spraying

<https://nre.tas.gov.au/Documents/Code-of-Practice-for-Ground-Spraying.pdf>

- Rivercare Guideline for Safe and Effective Herbicide Use Near Water

<https://nre.tas.gov.au/Documents/HerbicideGuidelines.pdf>

- Gorse Eradication Strategy for Seymour Wetlands Restoration (SCAGI 2020) Note that this document will be reviewed (2022) and a new strategy will be developed for the project for 2022 to 2027.

www.347ebe48-2fd7-402a-8061-c61f4dfea28c.filesusr.com/ugd/ebbc25_40754ef5c62f451695981cf3290f2e9c.pdf

Any additional information: *If required*

Description of works

All works in this Volunteer Program Plan with SCAGI and PWS must adhere to the management prescriptions and methodology contained in the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) 2021 Update 7. The activities and actions identified in the plan are on-going. In the latter part of 2022 the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed and Disease Management Plan) will be updated for the period July 2022 to July 2027 (5 years).

Key messages for all works:

Daily task-specific safety briefings must be undertaken.

Consider safety of all personnel working on site and the safety of the general public.

Only undertake works with a minimum of two persons.

Wear the following personal protective equipment (PPE) hi vis vest, sunscreen, insect repellent, sturdy boots with toe protection.

Other considerations:

Practise good *Phytophthora cinnamomi* & weed contamination hygiene (check clothing/tools/vehicles).

Dispose of any waste carefully and thoughtfully (double bag any noxious weeds, contaminated items, sheathe sharp/dangerous items).

Ascertain if any of the works planned require communications plans for stakeholders. (local land owners, members of the public, license and lease holders, neighbours and visitor centre / field staff).

Take photos.

Keep concise records including updating the Gorse Eradication Strategy for Seymour Wetlands Restoration (Weed & Disease Management Plan) or any future volumes.

Weed management: Discuss selection of any specific contractor with the managing land authority prior to engagement. Mechanical removal of woody and herbaceous weeds including use of a mulcher. Cut and paste woody weeds. Where appropriate spray woody and herbaceous weeds. Bag and physically remove any fruiting /seeding plant parts. Dispose of same thoughtfully (do not contaminate any Green Waste areas at municipal waste transfer sites) Maintain site records including GPS data. Ensure follow up.

Pruning of native vegetation to keep tracks, fences and signage clear. Undertake pruning with regard to plant vulnerability status, aesthetic values, longevity of pruned state and any hazard it may cause (trip hazard, flammability, smothering other species, block drains), re-place slash /dispose of thoughtfully.

Light track maintenance tasks including keeping drains clear and clearing fallen debris. Cordon off / appropriately flag and sign to maintain safety. Any major issues along the tracks are reported to the PWS.

Erect and maintain approved infrastructure such as information fencing, signs, gates, vehicle barriers.

Re-vegetate degraded areas with local provenance native species, including canopy, understorey and herbaceous plants.

Rubbish collection and removal.

Assist Parks and Wildlife Service to promote other NRE Tas volunteer opportunities.

Undertake discrete surveillance and advise the PWS Rangers at Freycinet of any issues needing to be addressed, e.g. inappropriate activities; driving of unauthorised vehicles on beaches, vandalism, dumping of rubbish, taking of firewood, unauthorised removal of vegetation, feral animals, fires/incendiary devices, problem weeds, dangerous trees, large scale erosion issues, whale and cetacean strandings, fish kills, pollution.

Volunteer Program Information Amendments:

Additional volunteer activities or changes to the schedule of activities may be made following a period of consultation. It is imperative that any requests for change are communicated to DPIPWE in advance to allow for any additional planning tasks, permissions or management reviews to be undertaken. Following change approval, the VPP must be updated to reflect the agreed changes.

Please note, at times operational, resourcing or environmental factors may result in the requirement for DPIPWE to cancel or postpone a scheduled volunteer activity. Where this occurs, notification will be made as soon as is reasonably possible.

VPP Signatories:

Name of the Volunteer Team Leader:

Quentin Smith

Date:

05-Jul-22



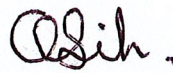
I agree to the terms and conditions as required of the Volunteer Team Leader, as outlined within this VPP (including any supporting documentation).



I also agree to manage and support the safe participation of individual volunteers in accordance with the WHS&WB information as part of this VPP, and agree to escalate any concerns or issues to the DPIPWE representative as soon as is reasonably practicable.

Volunteer Team Leader Signature:

If unable to complete the electronic signature by email, print, sign and return the hard copy page



Digitally signed by Quentin Smith
Date: 2022.07.05 17:53:02 +08'00'

If required, please nominate any additional Volunteer Group Supervisor(s) authorised to lead activities for when the nominated leader is unavailable.

Please note, any additional Volunteer Team Leaders listed below must also abide by the terms and conditions as outlined within this plan:

Kerryn Smith, Daniel Steiner, Andy De Jonge, Melissa Manton, David Quon, Cheryl Quon, Paul Peacock, Alisson Peacock, Todd Dudley, Garry Langford, Jan Mary Butcher, Paul Williams, Warren Bretag.

DPIPWE Office use only:

Completed forms are to be emailed to: volunteering@dpiuwe.tas.gov.au

Will the VPP be treated as a works or activity approval to support volunteer participation within a National Park, Reserve or on Crown Land? (e.g. Conservation Area, National Park, nature Recreation Area, Public Land or Reserve) If yes, in accordance with legislation, the relevant authority must sign below:

Delegated Authority (Name and Position Title):

Donna Stanley, Regional Manager North

Signature:

Donna Stanley

Digitally signed by Donna Stanley
Date: 2022.09.29 17:03:56 +10'00'

Date:

Secondary Authority (if required):

Signature:

Date:

Document expiry date extended by 6 months,
until 29 March 2026.  A Hrasny, RIC Foxcroft
25/6/25

