

Hobart City Council

Bushcare Program Policy



Hobart City Council

Bushcare Program

Introduction

Operating since 1993, The Bushcare Program is a successful example of community volunteers working with their local Council to conserve and rehabilitate publicly owned natural bushland. In addition, community education and awareness also form a major component of the program. The program is based around the on-going support for a number of volunteer Bushcare Groups who are working on long-term projects at numerous Bushcare sites.

The Council highly values the contributions made by the Bushcare volunteers and actively seeks to promote and support their work, facilitate best practice volunteer work standards and bushland management practices. Active community involvement in the management of bushland is formally recognised in Council's Strategic Plan through the ongoing development of the Bushcare Program and a commitment to continual improvement in consultation with Bushcare volunteers.

Hobart is fortunate to have such an active community willing to contribute to the protection and rehabilitation of our bushland areas. There are fifteen Bushcare Groups working in Hobart's bushland reserves. On average 120 people volunteer for Bushcare each month and with additional field days and special events, Bushcare volunteers contribute over 2,000 hours per year to environmental restoration and awareness raising activities. Since 2002 Council has partnered with the community to obtain more than half a million dollars worth of external grants for on-ground restoration and awareness-raising activities.

As a result of the Bushcare volunteers hard work our bushland reserves are healthier, more biologically diverse and resilient. Capacity building through the Bushcare program has resulted in broader benefits, strengthening community participation, knowledge and understanding and in turn our natural areas have become more valued by the general community.

The development of the Bushcare Program Policy represents an important milestone as it clearly demonstrates how effectively the program is managed and delivered. Ensuring the safety, well-being and enjoyment of volunteers in the program as well as achieving measurable outcomes is essential. This is especially the case in light of the recent harmonisation of Workplace Health and Safety laws across much of Australia which has had direct implications for volunteers.

Consultation with Bushcare volunteers and Bushcare staff has culminated in the completion of this particular version of this policy, Version 2, and represents a balance between workplace health and safety requirements and the personal expression and choices of volunteers.



Nick Heath, General Manager

Purpose

The Bushcare Policy provides a framework for the effective support and management of volunteers who wish to become involved in the implementation of ecologically sustainable management of the natural bushland areas within the Hobart City Council.

The policy will guide the development of Bushcare Program procedures, which in turn will be used to ensure safe, consistent, effective and efficient work practices for paid staff and volunteers within the program.

Application

This policy applies to:

1. all Hobart City Council Bushcare Program work places and activities;
2. all Bushcare Volunteers working for or on behalf of the Hobart City Council;
3. all Hobart City Council staff involved in the Bushcare Program management and/or on-ground support.

HCC Bushland Management

The Hobart City Council owns and/or manages nearly 4,600 hectares of bushland within and adjacent to the municipal area.

The Hobart City Council aims to protect and enhance bushland and the environment as stated in the Hobart City Council Strategic Plan 2008-2013:

“Maintain and enhance Hobart’s bushland, including support for active community participation” (Future Direction 2.3.8).

“Retain and promote the unique character and values of Hobart’s bushland to the long-term benefit of the community” (Priority Action 2.1.1).

The Hobart City Council’s Bushland and Reserves Unit manages a number of programs and activities to achieve this strategic aim, including:

- Fire and Vegetation Management program;
- Bushcare program;
- Bush Adventures Program;
- Walking Track Management program;
- Public Open Space planning; and
- Educational events.

References

- Hobart City Council Human Resource Policy & Procedures – “Volunteer Policy”
- Hobart City Council Human Resource Policy & Procedures – “Privacy Policy”
- Hobart City Council Human Resource Policy & Procedures – “Equity and Discrimination Policy”
- Hobart City Council Human Resource Policy & Procedures – “Code of Conduct Policy”
- Hobart City Council Safety Management System - “Sun Safe Policy”
- Hobart City Council Safety Management System - “Incident/Accident Reporting and Records Policy”
- Hobart City Council Natural Areas By-Law
- Hobart City Council Bushland Strategy
- Hobart City Council reserve management plans

Legislation

- *Local Government Act 1993*
- *Weed Management Act 1999*
- *Wellington Park Act 1993*
- *Threatened Species Protection Act 1995*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Workplace Health and Safety Act 2012*
- *Privacy Act 1988*

Bushcare Program Aims

The Hobart City Council Bushcare Program aims to:

- 1.** Involve local communities in practical activities to protect and restore bushland and bushland values;
- 2.** Promote bushland values within the community;
- 3.** Engender a spirit of community cooperation and involvement in bushland management matters.

Bushcare Program Policy Principles

P 1 This *Bushcare Program Policy* stems from the Hobart City Council's *Volunteer Policy*. All provisions of the Hobart City Council's *Volunteer Policy* hold true for this policy.

P 2 The Hobart City Council will encourage involvement in, and provide opportunities for, volunteers to become involved in its Bushcare Program.

P 3 The Hobart City Council will provide on-ground and administration support for approved Bushland Program Activities.

P 4 The Hobart City Council's Bushcare Coordinator will undertake the role of the volunteer coordinator of the Bushcare Program, in accordance with the Hobart City Council's *Volunteer Policy*.

P 5 The Bushcare Program will be managed through a network of volunteer Bushcare Groups, each group working at one or more Bushcare Sites. Bushcare Volunteers will become members of existing Bushcare Groups or (as detailed in Policy Statements S 7.1 and S 7.2) form a new group.

P 6 All Bushcare Volunteers will register with Hobart City Council to participate in the Bushcare Program.

P 7 In special circumstances Independent Bushcare Groups, those not associated with a recognised Bushcare Group or those who wish to work outside of their supervised Bushcare Group activities, will be supported within the Bushcare Program (as detailed in Policy Statement S 2.1.1, S 2.1.2, S 2.1.3 and S 6.6).

P 8 Bushcare Volunteers will be provided with a safe work environment¹ to operate in. This policy will comply with all Hobart City Council policies in the *HCC Safety Management System*.

P 9 The Hobart City Council will provide new Bushcare Volunteers with an induction into the Bushcare Program.

P 10 The Hobart City Council will provide all Bushcare volunteers with training relevant to the activities they will undertake as part of the Bushcare Program.

P 11 The Hobart City Council will provide public liability insurance cover for all volunteers participating in Bushcare Program activities that form part of the Council's Bushcare Program.

The Hobart City Council will provide personal accident insurance to all volunteers participating in Bushcare Program activities, with the exception of those volunteers over 80 years of age (due to limitations on Councils current insurance policy).

P 12 A Site Plan will be produced by the Bushcare Coordinator in consultation with each Bushcare group.
The Manager of Bushland Reserves is to endorse Bushcare Site Plans prior to implementation.

P 13 The Hobart City Council will ensure that records of all Bushcare Program activities are kept on file.

P 14 The Hobart City Council will provide forums for communication, updates and information sharing for and between Bushcare Volunteers and Bushcare Program staff.

P15 The Hobart City Council will recognise the work of volunteers through, for example, the submission of award nominations, Bushcare training, end of year Bushcare Barbeque, Bushcare clothing, the Bushcare newsletter (Bandicoot Times) and special promotional events

¹ The safe work environment is provided within the physical limits of the site where an activity is to occur, and in accordance with the *Workplace Health and Safety Act 2012*. Hobart City Council will carry out a risk assessment of each Bushcare Site to identify any hazards and risks and appropriate controls to minimise such hazards and risks.

Key Definitions and Roles

1. Accident

is an unplanned, unexpected event that caused harm or injury to a person in a Hobart City Council workplace or damage to property.

2. Annual Works Program

a program of work on a particular Bushcare site and/or for a Bushcare Group. In general it is described on a month by month basis and acts as a guide for work in each scheduled Bushcare program activity. It is informed by the relevant Bushcare Site Plan or acts as the primary planning tool where one has not been produced or is not current.

3. Bushcare Group Convenor

is an individual or, in some cases, two people who act as the contact point between the group members, the group's Bushcare Supervisor, the Bushcare Operations Officer and the Bushcare Coordinator. They play an important role in group and site planning, promotion and capacity building. They also work closely with their Bushcare Supervisor to aid in decision-making during Bushcare program activities.

4. Bushcare Coordinator

is the Hobart City Council representative responsible for developing and coordinating Council's volunteer Bushcare Program to ensure the inclusion of community volunteers in the management of natural areas. The position coordinates all of the activities that are under the umbrella of the Bushcare Program and manage all of the issues that may arise out of that program.

5. Bushcare Group

is a group of community members who are part of the Bushcare Program and are endorsed by Hobart City Council to carry out specific Bush Regeneration and associated activities in Hobart's bushland areas.

6. Bushcare Operations Officer

is the Hobart City Council representative responsible for providing operational support to the Bushcare Group conveners and Bushcare Supervisors and the Bushcare Program in general through encouraging community participation in and promotion of Hobart's bushland areas.

7. Bushcare Planting Plan

is a plan developed to strategically guide revegetation plantings in bushland and reserves by Bushcare Groups.

8. Bushcare Program

is a joint Council and community initiative to protect and enhance the bushland within the municipal area.

9. Bushcare Program Activity

any activity involving Bushcare Program Volunteers approved by Council as part of the Bushcare Program.

10. Bushcare Site

is a pre-determined work site in a bushland area which forms the primary focus of a Bushcare Group's activity.

11. Bushcare Site Plan

is a document that describes how a Bushcare Site is to be managed and improved over a prescribed time period (generally 5 years) by the Bushcare Group and HCC.

12. Bushcare Supervisor

is the Hobart City Council representative who is generally appointed to supervise Bushcare Program activities. They are responsible for safety, on-site training, leading the delivery of the Annual Works Program and liaison with the Bushcare Conveners to deliver Bushcare Program activities.

13. Bushcare Staff Member

is a paid employee recruited to work as part of the Bushcare Program. This includes the Bushcare Supervisors, the Bushland Operations Officer and the Bushcare Coordinator. It may also include other Hobart City Council employees or individuals being paid to work for Council.

14. Bushcare Volunteer

is an individual who volunteers their time to assist Hobart City Council and the community in the rehabilitation, management and maintenance of Council-managed bushland areas within the City of Hobart.

15. Bushland and Reserves Unit

is a Hobart City Council management unit in the Parks and Customer Services Division that coordinates the Bushcare Program.

16. Council

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17. Incident

is any unplanned, unexpected event that endangered or had the potential to endanger the health and safety of a person in a Hobart City Council workplace

or caused or had the potential to cause damage to property. Incidents include “near misses”.

18. Independent Bushcare Group

is a group of Bushcare Volunteers who work under the supervision of a Volunteer Bushcare Supervisor during most Bushcare Program activities.

19. In-Fill Planting

is planting into an area that has previously been planted.

20. Job Safety and Environment Analysis (JSEA)

is a tool or process used to identify any risks to the health and safety of employees involved in a particular task or job. Once a JSEA has been undertaken appropriate risk controls can be implemented to eliminate or mitigate the risks identified by the JSEA. Once the required risk controls are in place the JSEA document can be used as a means of providing safe work instructions and developing safe operating procedures.

21. Near Miss

an event or occurrence that did not result in injury or damage, but had the potential to do so.

22. Parks & Customer Services

is the Division of Hobart City Council in which the Bushcare Program Operates.

23. Personal Protective Equipment (PPE)

refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury.

24. Project Groups

are groups or individuals, often associated with an external organisation or agency, for instance a school, Polytechnic college or business, that wish to participate in Bushcare-type activities. In general these groups or individuals participate for a limited time frame.

25. Volunteer Bushcare Supervisor

is a volunteer who is appointed by Council and inducted as a Supervisor for the purpose of supervising Bushcare Program activities. In general, Bushcare Volunteers are appointed in these roles when the Bushcare group seeks to undertake additional scheduled Bushcare activities beyond regular monthly working bee or in order to supervise the activities of an Independent Bushcare Group.

Bushcare Program Policy Statements

The Bushcare program policy statements are set out in eleven sections:

- 1.** Level of Support for the Bushcare Program
 - S 1.1** General Support
 - S 1.2** Induction and Training
 - S 1.3** External Grant Applications
 - S 1.4** Recruitment

- 2.** Support Structure for the Bushcare Program
 - S 2.1** Program Structure
 - S 2.1.1 Bushcare Groups
 - S 2.1.2 Project Groups
 - S 2.1.3 Independent Bushcare Groups
 - S 2.2** Bushcare Site Plans
 - S 2.3** Annual Works Programs
 - S 2.4** Bushcare Planting Plans
 - S 2.5** Bushcare Group Succession
 - S 2.5.1 Established Groups
 - S 2.5.2 New Groups
 - S 2.6** Third Party Interests

- 3.** Bushcare Volunteers
 - S 3.1** Registration
 - S 3.1.1 Once-Off Bushcare Volunteers
 - S 3.1.2 Regular Bushcare Volunteers
 - S 3.2** Bushcare Volunteer Register
 - S 3.3** Privacy
 - S 3.4** Induction and Training
 - S 3.5** Conditions of Participation
 - S 3.6** Bushcare Volunteer Conduct

- S 3.7** Suspension or Dismissal of Bushcare Volunteer Registration
 - S 3.8** Grievance Procedures
 - S 3.9** Obeying the Law

- 4.** Minors Attending Bushcare Program Activities
 - S 4.1** Management of Minors at Bushcare Program Activities

- 5.** Bushcare Volunteer Supervision
 - S 5.1** Responsibility of Bushcare Supervisors
 - S 5.2** Bushcare Supervisor Knowledge and Experience
 - S 5.3** Bushcare Supervisor Induction
 - S 5.4** Procedures for Bushcare Supervisors
 - S 5.5** Tasks Allocated to Bushcare Volunteers
 - S 5.6** Volunteer Bushcare Supervisors

- 6.** Bushcare Volunteer Health and Safety
 - S 6.1** Appropriate Clothing for Bushcare Program Activities
 - S 6.1.1 Mandatory Clothing
 - S 6.1.2 Recommended Clothing
 - S 6.2** Use of Equipment
 - S 6.3** Use of Herbicides
 - S 6.4** First Aid Kits
 - S 6.5** Safe Conduct
 - S 6.6** Independent Bushcare Volunteers
 - S 6.7** Job Safety and Environment Analysis
 - S 6.8** Safety Brief
 - S 6.9** Incidents and Accidents
 - S 6.9.1 Reporting
 - S 6.9.2 Investigation
 - S 6.10** Emergency Response and Evacuation Plans
 - S 6.11** Extreme Weather Conditions

- 7.** New Bushcare Groups and Bushcare Sites
 - S 7.1** Applications for New Bushcare Groups or New Bushcare Sites
 - S 7.2** Establishing New Bushcare Groups or Bushcare Sites
 - S 7.3** Provisional Period for New Groups

- 8.** Bushcare on Private Land
 - S 8.1** Applications for Working on Private Land
 - S 8.2** Approved applications for Working on Private Land
 - S 8.3** Working on Private Land Outside the Bushcare Program
 - S 8.4** Assistance for Working on Private Land
 - S 8.5** Private Land Owner Agreements

- 9.** Bushcare Program Communications
 - S 9.1** Bushcare Group Convenors
 - S 9.2** Bushcare Reference Group
 - S 9.3** Newsletter and Activities List

- 10.** Bushcare Program Records Review
 - S 10.1** Bushcare Program Activity Records

- 11.** Review and Variation of this Bushcare Program Policy
 - S 11.1** Policy Review
 - S 11.2** Measuring Success

1. Level of Support for the Bushcare Program

Hobart City Council recognises the important contribution that Bushcare Volunteers make to the management of Hobart’s bushland and reserves. Therefore, Council is committed to adequately facilitating and supporting their work through a variety of means including on-ground support, insurance and administrative support.

Policy Statements		Forms and Procedures
S 1.1	<p>General Support</p> <p>The Hobart City Council will support Bushcare Volunteers undertaking activities on Hobart City Council property through the provision of:</p> <ul style="list-style-type: none"> i) public liability insurance for all volunteers; ii) group personal accident insurance for all voluntary workers within the limits of the policy. It should be noted that the current age limit on the policy with respect to voluntary workers is 80 years of age; iii) supervision for Bushcare Volunteers; iv) hand tools, basic materials and appropriate Personal Protective Equipment (PPE); v) on-ground support by integrating Council staff activities with Bushcare Volunteer activities; vi) administration support; and vii) bushland management advice. 	
S 1.2	<p>Induction and Training</p> <p>Bushcare Program Induction and Training Sessions for new Bushcare Volunteers will be conducted on a regular basis. New Bushcare Volunteers who register at a Bushcare Program Activity will be provided with an ‘on-site’ induction by the Bushcare Supervisor prior to commencing work. New Bushcare Volunteers will be encouraged to attend the next available Induction and Training Session. Bushcare Supervisors will provide ‘on-site’ training for volunteers at Bushcare Program activities. The training will be specific to the tasks the volunteer will undertake during that activity. The Bushcare Supervisor will ensure that all volunteers at an activity have completed the appropriate training for the tasks they may undertake as part of that activity.</p> <p>Where demand and resources allow, additional training in relevant bushland management tasks and skills will be</p>	F 4: Key Information for Bushcare Supervisors

	provided to volunteers.	
S 1.3	<p>External Grant Applications</p> <p>The Bushcare Coordinator will assist Bushcare Groups with the development of grant applications for Bushcare Program works, in accordance with the Bushcare Program External Grant Procedures.</p>	F 23: External Grants Procedures
S 1.4	<p>Recruitment</p> <p>The Hobart City Council will actively assist in recruiting new Bushcare Volunteers via advertisements, newsletters, on-site signage etc.</p>	

2. Support Structure for the Bushcare Program

Hobart City Council Bushcare Program activities are usually attended and supervised by a staff member or a Volunteer Bushcare Supervisor who has been inducted into this role. This high level of support means that Bushcare Volunteers can spend more time in the bush doing what they enjoy.

A well-managed and structured program is essential for ensuring a safe, effective and enjoyable environment in which to volunteer.

Policy Statements		Forms and Procedures
S 2.1	<p>Program Structure</p> <p>The Hobart City Council will support Bushcare Volunteers working within one of the following three mechanisms:</p> <ul style="list-style-type: none"> • Bushcare groups; • Project Groups; • Independent Bushcare Groups. <p>The detail of the management and support structure for each mechanism is detailed below.</p>	
S 2.1.1	<p><u>Bushcare Groups</u></p> <p>The Hobart City Council will provide Bushcare Groups with a Bushcare Supervisor who will attend and supervise the group’s Bushcare Program activities appearing in the Annual Works Program. In some cases, a Volunteer Bushcare Supervisor may supervise additional activities undertaken by the group. The Bushcare Supervisor or Volunteer Bushcare Supervisor will arrange for all tools, equipment and materials to be on-site for the activities.</p>	

<p>S 2.1.2</p>	<p><u>Project Groups</u></p> <p>These are groups or individuals, often associated with an external organisation or agency, for instance a school, Polytechnic college or business, that wish to participate in Bushcare–type activities. In general these groups or individuals participate for a limited time frame.</p> <p>The Hobart City Council will support Project Groups where resources and work sites are available.</p> <p>Project Groups will sign a Bushcare Program Indemnity form indemnifying the Hobart City Council from liability in relation to the Bushcare Program activities (unless otherwise directed by the Manager Bushland and Reserves).</p> <p>To provide technical support the Hobart City Council will provide a Bushcare Supervisor for activities undertaken by a Project Group, unless otherwise specified. However the supervision of participants will remain the responsibility of the group supervisors.</p> <p>By agreement the Hobart City Council will provide all tools and equipment required for the agreed Project Group activities.</p>	<p>F 22: Bushcare Program Indemnity</p>
<p>S 2.1.3</p>	<p><u>Independent Bushcare Groups</u></p> <p>Independent Bushcare Groups are a group of Bushcare Volunteers who work under the supervision of a Volunteer Bushcare Supervisor during most Bushcare Program activities. This arrangement is negotiated with the Bushcare Coordinator and the Bushcare Volunteers from that group.</p> <p>Independent Bushcare Groups must nominate a Bushcare Convener and an additional group member to receive a Volunteer Bushcare Supervisor induction. These individuals will be assessed for their suitability based on previous experience in bush regeneration, managing or supervising others and/or their commitment to the Bushcare Program.</p> <p>The group will be supplied with the appropriate equipment and PPE to complete the tasks identified in their Site Plan and/or Annual Works Program. The Convener will be responsible for monitoring the condition of the equipment and reporting any faults to the Bushcare Operations Officer. Individual Bushcare Volunteers will be responsible for ensuring all personal PPE issued to them is clean and in</p>	

	<p>good condition. Equipment and tools will be replaced by Council when necessary and an annual inspection of tools and equipment by Council will be undertaken.</p> <p>The Bushcare Convener and any other group members who have been inducted as a Volunteer Bushcare Supervisor will be required to meet on a regular basis with the Bushcare Operations Officer and/or the Bushcare Coordinator at their site to discuss their progress and any arising issues.</p>	
<p>S 2.2</p>	<p>Bushcare Site Plans</p> <p>A Bushcare Site Plan will be developed for each Bushcare Site by groups and the Bushcare Coordinator. Bushcare Site Plans will be will be endorsed by the Manager Bushland and Reserves prior to their implementation. Where there is no endorsed Bushcare Site Plan, a group’s Annual Works Program is to be endorsed by the Bushcare Coordinator.</p>	
<p>S 2.3</p>	<p>Annual Works Programs</p> <p>Each Bushcare Group and Independent Bushcare Group, with the help of their Bushcare Supervisor and/or the Bushcare Coordinator will, at the start of each calendar year, prepare an Annual Works Program of Bushcare Program activities to be completed by the volunteers in that year.</p> <p>The Annual Works Programs will be developed in accordance with the priorities and recommendations in their Bushcare Site Plan.</p> <p>Annual Works Programs are to be endorsed by the Bushcare Coordinator.</p>	<p>F 11: Bushcare - Proposed Annual Works Program</p>

<p>S 2.4</p>	<p>Bushcare Planting Plans</p> <p>Plantings (including in-fill planting) will require a planting plan developed by Bushcare staff in consultation with the Bushcare Groups and approved by the Manager Bushland Reserves and the Bushcare Coordinator.</p>	<p>Rehabilitation Planting Application for Minor Planting Projects, Rehabilitation Planting Application for Significant Planting Projects</p>
<p>S 2.5</p> <p>S 2.5.1</p> <p>S 2.5.2</p>	<p>Bushcare Group Succession</p> <p>Where a group has less than 5 regularly attending group members at Bushcare Program activities, the Bushcare Coordinator may negotiate with the group the level of support they receive at their program activities.</p> <p><u>Established Groups</u></p> <p>If group numbers fall below 3 regularly attending group members, on approval by the Manager Bushland and Reserves, the group members will be given the option of being registered as an Independent Bushcare Group and receive the appropriate level of support or, after negotiation with the Bushcare Coordinator, will discontinue work at their site.</p> <p><u>New Groups</u></p> <p>Within the first 12 months of a new group forming, the group must demonstrate its ongoing sustainability. Should group numbers fall below 3 regularly attending group members, on approval by the Manager Bushland and Reserves, the group members will be given the option of being registered as an Independent Bushcare Group and receive the appropriate level of support or, after negotiation with the Bushcare Coordinator, will discontinue work at their site.</p>	

S 2.6	<p>Third Party Interests</p> <p>Where third parties have a management interest in a Bushcare Site on Hobart City Council property, (for example on power-line easements or in water catchments), a Bushcare Group or Independent Bushcare Volunteer may work with that third party providing the General Manager endorses the work proposal in writing.</p>	
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3. Bushcare Volunteers

Bushcare Volunteers are central to the Bushcare program. Therefore, their well-being, safety and enjoyment during Bushcare Program activities are essential. To achieve this there is a need for clear communication and clarity around the role of volunteers within the program and how they and the program relate to the management of bushland and Hobart City Council as a whole. It is important that all participants in Bushcare activities contribute to creating a harmonious, mutually respectful and safe working environment.

Policy Statements		Forms and Procedures
<p>S 3.1</p> <p>S 3.1.1</p>	<p>Registration</p> <p>Joining the Bushcare Program is free and is open to all members of the public.</p> <p><u>Once-Off Bushcare Volunteers</u></p> <p>Once-Off Bushcare Volunteers are volunteers who only attend a Bushcare Program Activity on a single occasion. They may be an attendee at a public event or an individual who hasn't decided whether they will be participating in Bushcare program activities again in the future.</p> <p>Once-Off Bushcare Volunteers must register for the activity in which they are participating on the Bushcare Program Activity Record form. However, they do not need to complete the Bushcare registration process described in S 3.1.2.</p>	<p>F5: Bushcare Program Activity Record</p>
<p>S 3.1.2</p>	<p><u>Regular Bushcare Volunteers</u></p> <p>Regular Bushcare volunteers are those individuals who either intend to participate on a regular basis in Bushcare activities or who have been to more than one Bushcare Program Activity (excluding special public events).</p> <p>All Regular Bushcare Volunteers must complete a Bushcare Volunteer Registration form before the commencement of</p>	<p>F 1: Bushcare Volunteer Registration</p>

	any work as part of the Bushcare Program. Minors (persons under the age of 18 years) will require the written endorsement of their parent or adult guardian as part of their registration application.	
S 3.2	Bushcare Volunteer Register The Hobart City Council will maintain a confidential register of Bushcare Volunteer’s personal information. The register will contain but is not limited to contact details, relevant medical conditions, next of kin, emergency contact details and details of any relevant training.	Council Data Register
S 3.3	Privacy A Bushcare Volunteer’s personal information, collected as part of the Bushcare Volunteer Registration process, is subject to the Hobart City Council’s <i>Privacy Policy</i> .	<i>Privacy Policy</i>
S 3.4	Induction and Training Bushcare Volunteers will be encouraged to attend the relevant Bushcare Program Induction and Training Sessions.	
S 3.5	Conditions of Participation Bushcare Volunteers must be registered through one of the mechanisms described in S 3.2 to participate in the Bushcare Program. Regular Bushcare Volunteers must complete a Bushcare Volunteer Registration form, which includes accepting the following Conditions of Participation described below. The Bushcare Volunteer agrees to comply with the following terms that refer to their participation in all Bushcare Program activities: 1) disclose any relevant medical conditions and pre-existing injuries; 2) complete designated tasks in a safe and reliable manner; 3) comply with all reasonable directions of the Bushcare Supervisor or Volunteer Bushcare Supervisor at all times during Bushcare Program activities (including wearing all appropriate PPE); 4) only complete tasks in accordance with their Bushcare Group’s Annual Works Program and at their designated Bushcare Site(s); 5) report all accidents or near misses to the Bushcare	F 1: Bushcare Volunteer Registration F 3: Key Information for Bushcare Volunteers

	<p>Supervisor immediately and, with their help, complete an Incident/ Accident Reporting form; and</p> <p>6) not smoking, consuming or storing alcohol or illicit drugs while working on a project site.</p> <p>7) respecting the rights, feelings and property of all others associated with the Bushcare Program.</p> <p>The Director Parks and Customer Services reserves the right to cancel a Bushcare Volunteer’s registration, should these conditions be breached.</p>	
<p>S 3.6</p>	<p>Hobart City Council’s Code of Conduct</p> <p>Bushcare Volunteers will act in a manner consistent with the Hobart City Council’s <i>Code of Conduct Policy and Equity and Discrimination Policy</i> whilst undertaking Bushcare Program activities.</p> <p>Bushcare Volunteers are expected to:</p> <ul style="list-style-type: none"> i) work constructively with Council to manage Bushcare sites; ii) treat the community, the Hobart City Council, its employees and fellow volunteers with honesty, courtesy and respect; iii) maintain the confidentiality of information relating to the Hobart City Council or other parties, gained in the course of their volunteer role¹; iv) respect and safeguard the property of the community, the Hobart City Council, its employees and fellow volunteers; and v) work constructively with Council to resolve any issues that may arise during the course of Bushcare activities and the management of Bushcare sites. 	<p><i>Code of Conduct Policy and Equity and Discrimination Policy</i></p>

<p>S 3.7</p>	<p>Suspension or Dismissal of Bushcare Volunteer Registration</p> <p>Should a Bushcare Volunteer’s behaviour be in breach of the Conditions of Participation or Council’s Code of Conduct this may result in Council issuing a verbal warning. Such warnings will be placed on file for Council records. Repeated warnings may result in dismissal from the Bushcare Program as per Council’s <i>Disciplinary Policy and Procedure</i>.</p> <p>If the volunteer’s actions cause an immediate and/or significant danger or harm to others, or is regarded as significantly inappropriate during a Bushcare Program activity, a Bushcare Supervisor may suspend a Bushcare Volunteer’s registration and, at the discretion of the Director of Parks and Customer Services, may no longer be able to volunteer in the Bushcare Program.</p> <p>In either instance, a Bushcare Volunteer must immediately cease all activities relating to the Bushcare Program.</p> <p>Every effort will be made to consult with the Bushcare Convener in regards to any actions made by Council. However, the Director Parks and Customer Service reserves the right to suspend or terminate a Bushcare Volunteer’s registration.</p>	<p><i>Disciplinary Policy and Procedure</i></p>
<p>S 3.8</p>	<p>Grievance Procedures</p> <p>Bushcare Volunteers who have a grievance or dispute in relation to the Bushcare Program should refer to the Grievance Procedure in the Hobart City Council’s <i>Volunteer Policy</i> and contact the Bushcare Coordinator.</p>	<p><i>Volunteer Policy</i></p>
<p>S 3.9</p>	<p>Obeying the Law</p> <p>Bushcare Volunteers are bound by all federal and state laws and by all Council’s By-Laws whilst completing their volunteering work.</p>	

¹ This does not interfere with an individual’s right to express their opinions or object to any actions taken by Council. Rather, it refers to our legal obligations under the Privacy Act 1988 in relation to personal information and its various legislative obligations relating to the operations of the Council, including respecting and maintaining confidentiality of sensitive information relevant to the management of Bushland areas.

4. Minors Attending Bushcare Program Activities

There are inherent risks in all activities present in bushland areas that need to be managed and participants need to be made aware of. Further emphasis needs to be placed on safety when working with minors to ensure a safe and well-supervised environment. This includes supervision by parents and guardians.

Policy Statements	Forms and Procedures
<p>S 4.1 Management of Minors at Bushcare Program Activities</p> <p>Minors are persons under the age of 18 years.</p> <p>The Hobart City Council encourages the participation of families in the Bushcare Program. Minors are welcome to attend Bushcare Program Activities subject to the following conditions:</p> <ul style="list-style-type: none"> i) minors who participate in Bushcare Program activities must be registered Bushcare Volunteers as per Policy Statement S 3.1 above; ii) minors under the age of 16 years must be accompanied to the activity by their parent or adult guardian, they must be closely supervised by that parent or adult guardian during the activity and they will remain the responsibility of that parent or adult guardian for the duration of the activity; iii) minors under the age of 16 years will be permitted to complete Bushcare Program tasks at Bushcare Program Activities providing that both the parent or adult guardian and the Bushcare Supervisor agree that the tasks, tools and supervision allocated to the minor are appropriate to their age, skill and experience; iv) minors under the age of 16 years will not be permitted to use herbicides; and v) minors who attend Bushcare Program Activities with their parent or adult guardian, but who are not engaged in the Bushcare Program tasks being completed as part of that activity, will not be covered by the insurance provisions of this policy. 	

5. Bushcare Volunteer Supervision

There are numerous factors that need to be considered during Bushcare Program activities including the ecology of the site, threatened species management, different land uses, management regimes and safety. Consistent and effective supervision is required to ensure that these activities are both safe and strategic (from a land management perspective).

We are fortunate in the Bushcare Program to have suitably qualified and reliable Bushcare Supervisors who provide this consistency and are well-acquainted with the history and management of the site. Their ability to safely and effectively supervise and provide guidance to a group is a key element in the success of the Bushcare Program.

Policy Statements		Forms and Procedures
S 5.1	<p>Responsibility of Bushcare Supervisors</p> <p>Bushcare Group Convenors and Bushcare Supervisors have a critical role in decision-making at Bushcare Program activities. However, Bushcare Supervisors are the Hobart City Council representatives on activity days and have responsibility for Workplace Health and Safety and overseeing and implementing the works program.</p>	
S 5.2	<p>Bushcare Supervisor Knowledge and Experience</p> <p>Bushcare Supervisors are expected to have a sound knowledge of and significant experience in, the field of bushland management, and be deemed competent by the Bushcare Coordinator in the management of bushland areas and volunteers.</p>	
S 5.3	<p>Bushcare Supervisor Induction</p> <p>Bushcare Supervisors will complete the Bushcare Supervisor Induction Session, to the satisfaction of the Bushcare Coordinator, prior to supervising any Bushcare Program Activity.</p>	F 13: Bushcare Supervisor Induction Session Procedure
S 5.4	<p>Procedures for Bushcare Supervisors</p> <p>Bushcare Supervisors will follow the 'Procedures for Bushcare Supervisors' at all Bushcare Program Activities.</p>	F 4: Key Information for Bushcare Supervisors

<p>S 5.5</p>	<p>Tasks Allocated to Bushcare Volunteers</p> <p>At Bushcare Program Activities, Bushcare Supervisors are to match the tasks assigned to each volunteer with that volunteer’s abilities and experience.</p>	
<p>S 5.6</p>	<p>Volunteer Bushcare Supervisors</p> <p>Volunteer Bushcare Supervisors may be supported within the Bushcare Program, subject to the following conditions:</p> <ul style="list-style-type: none"> i) they have appropriate on-ground bush regeneration experience; ii) they have adequate current first aid training and experience; iii) they demonstrate access to a means of communication for emergency response (eg. mobile phone); iv) they are committed to further training as it arises; and v) they have satisfactorily completed the Bushcare Supervisor Induction Session. <p>All policy statements in this <i>Bushcare Program Policy</i> in regard to Bushcare Supervisors will be true for Volunteer Bushcare Supervisors.</p>	

6. Bushcare Volunteer Health and Safety

Hobart City Council has a legal ‘duty of care’ to provide volunteers with a safe working environment. This duty of care applies equally to voluntary workers as it does to the Council’s own employees.

In addition, volunteers also have a ‘duty of care’ in the workplace, which includes working in a safe manner and following any reasonable directions from supervisors. Volunteers always have the right to object to any unsafe or unreasonable requests and not participate in any activity that they do not feel is safe for them to participate in. In addition volunteers must be consulted over safety issues at a worksite.

Policy Statements		Forms and Procedures
<p>S 6.1</p> <p>S 6.1.1</p>	<p>Appropriate Clothing for Bushcare Program Activities</p> <p><u>Mandatory</u></p> <p>Bushcare Volunteers must wear fully enclosed, sturdy shoes to Bushcare Program activities at all times to the satisfaction of their Bushcare Supervisor.</p> <p>While working with vegetation that has thorns, in dense vegetation where the supervisor deems there is an increased risk of snake or spider bite or when using herbicides Bushcare Volunteers must wear a long-sleeved shirt and trousers.</p> <p>Individuals working alone must wear a long-sleeved shirt and trousers at all times due to the increased risks associated with working alone and extended periods of sun exposure.</p>	<p><i>Sun Safety Policy</i></p>
<p>S6.1.2</p>	<p><u>Recommended</u></p> <p>Bushcare Volunteers should wear a hat and sunscreen during Bushcare activities. The Hobart City Council will provide SFP 30+ sunscreen for all Bushcare Volunteers completing Bushcare Program activities during daylight hours.</p> <p>Bushcare Volunteers are recommended to wear a long-sleeved shirt and trousers at all times for general protection. Zip-off trousers are an appropriate option for people who prefer to wear shorts.</p>	
<p>S 6.2</p>	<p>Equipment</p> <p>Bushcare Volunteers will be provided with the information, equipment, instruction, training and supervision needed to ensure their health and safety whilst participating in Bushcare Program activities.</p> <p>Bushcare Volunteers will be trained in the safe use of the tools and equipment they will use to complete their assigned tasks.</p> <p>Bushcare Volunteers will be provided with all PPE required to complete their Bushcare Program tasks.</p> <p>The Bushcare Supervisor will ensure that Bushcare Volunteers under their supervision are trained in the correct use of the PPE supplied.</p> <p>Bushcare Volunteers are required to use the PPE provided.</p>	<p>F 2: Training Achievement Record</p>

	Bushcare Volunteers will not be permitted to use machinery (including power tools but excluding cordless drills) without the permission of the Manager Bushland Reserves.	
S 6.3	<p>Use of Herbicides</p> <p>Bushcare Volunteers will be trained in the safe use of herbicides.</p> <p>Bushcare Volunteers may only use those herbicides permitted by the Manager Bushland and Reserves and in accordance with the requirements of the herbicide Material Safety Data Sheet (MSDS) or any relevant State Government permits.</p> <p>The method(s) of herbicide application used by Bushcare Volunteers will be at the discretion of the Bushcare Staff Member charged with supervising the Bushcare Program activity and in accordance with Council’s Workplace Health and Safety policies and procedures.</p> <p>Herbicide use by any Bushcare Volunteer at a Bushcare Program Activity will be at the discretion of the Bushcare Supervisor. Use of herbicides at a Bushcare Program Activity must be recorded on the Bushcare Program Activity Record.</p> <p>Minors under the age of 16 years are not to use herbicides at Bushcare Program activities at any time.</p>	F7: Bushcare Program Activity Record
S 6.4	<p>First Aid Kits</p> <p>Bushcare Supervisors and Volunteer Bushcare Supervisors will carry a first aid kit and be qualified to provide first aid treatment.</p> <p>First aid kits will be of a standard to the satisfaction of the Hobart City Council’s Workplace Health and Safety Coordinator.</p>	
S 6.5	<p>Safe Conduct</p> <p>Bushcare Volunteers are to act in a manner that provides a safe environment for themselves, fellow volunteers and the public and is consistent with the Hobart City Council’s Workplace Health and Safety policies and procedures.</p>	
S 6.6	<p>Working Alone</p> <p>There may be occasions where Bushcare volunteers may wish to work alone outside of scheduled activities. To ensure the safety of Bushcare Volunteers working alone</p>	F7: Key Information for Working Alone

	<p>they must satisfy the following requirements:</p> <ul style="list-style-type: none"> i) seek permission from the Bushcare Coordinator to work alone prior to undertaking these activities; iii) the volunteer is familiar with and adheres to the JSEA and evacuation plan relevant to the site on which they are working; iv) the volunteer reports any Workplace Health and Safety incidents as soon as possible to the Bushcare Coordinator. All incidents and accidents are to be formally reported by completion of the 'Incident / Accident Reporting Form;' v) carry a mobile phone at all times; vi) the volunteer notifies another person prior to commencement of work of when and where they will be working and notifies that person on their return; vii) complete the Bushcare Program Activity Record form and submit these records to their Bushcare Group Convenor within three months; viii) not undertake Bushcare Program activities on Total Fire Ban Days or during extreme weather such as strong winds and floods; ix) wear appropriate PPE (including long-sleeved shirt and trousers – see S6.1 Appropriate Clothing for Bushcare Program Activities); and x) must not operate power tools. <p>Bushcare volunteers working alone should:</p> <ul style="list-style-type: none"> xi) Carry a first aid kit and xii) Carry adequate food and water. 	<p>F7a: Bushcare Program Activity Record – Working Alone</p>
<p>S6.7</p>	<p>Job Safety and Environment Analysis (JSEA)</p> <p>A JSEA will be completed annually for each Bushcare site and prior to working at any new site (including one-off activities and on private land where HCC plays a supporting role). This will be coordinated by the Bushcare Coordinator in consultation with the Bushcare Group Convenor (where on a regular Bushcare site). JSEA's must be communicated to and signed by all Regular Bushcare Volunteers on an annual basis. Hazards and control measures relevant to the activities to be undertaken at each Bushcare Program activity must be communicated to each group (in the form of a safety talk) prior to work commencing at each working bee.</p>	<p>Bushland Operations Job Safety and Environment Analysis Form</p>

<p>S 6.8</p>	<p>Safety Brief</p> <p>Prior to any Bushcare Program activity the Bushcare Supervisor or Bushcare Volunteer Supervisor will perform a safety brief covering hazards and controls relevant to the tasks to be performed.</p>	
<p>S 6.9</p> <p>S 6.9.1</p> <p>S 6.9.2</p>	<p>Incidents and Accidents</p> <p><u>Reporting</u></p> <p>Bushcare Volunteers will adhere to Hobart City Council’s <i>Incident/Accident Reporting and Records Policy</i></p> <p>Bushcare Volunteers will report all incidents, accidents or near misses to their Bushcare Supervisor immediately. The Bushcare Supervisor will ensure that an Incident/Accident Reporting Form is completed and submitted for each reported incident, accident or near miss.</p> <p><u>Investigation</u></p> <p>Each reported incident or accident will be subject to an appropriate investigation as per the HCC Safety Management Standard</p>	<p><i>Incident/ Accident Reporting and Records Policy</i></p>
<p>S 6.10</p>	<p>Emergency Response and Evacuation Plans</p> <p>An Emergency Response and Evacuation Plan which will be in place for all Bushcare Program Activities.</p> <p>The Bushcare Supervisor will ensure that Bushcare Volunteers are familiar with their Emergency Response and Evacuation Plan.</p> <p>Bushcare volunteers who have sought permission to work alone will be issued with a copy of the Emergency Response and Evacuation Plan relevant to the site(s) they are working on.</p>	<p>F 12: Bushcare Site - Emergency Response and Evacuation Plan procedure</p>
<p>S6.11</p>	<p>Extreme Weather Conditions</p> <p>Bushcare Program activities will be cancelled under the following conditions:</p> <ul style="list-style-type: none"> ● Total Fire Ban Days ● Strong wind ● Heavy rainfall and storms <p>The Bushcare Supervisor has the discretion to cancel a Bushcare Program event at any time if they determine that the weather conditions are unsafe.</p>	

7. New Bushcare Groups and Bushcare Sites

The formation of new Bushcare Groups and Bushcare Sites is encouraged within the Bushcare Program. To ensure that new groups and sites are sustainable and adequately resourced groups need to be able to demonstrate an on-going commitment. In addition, there are many considerations when selecting a site as part of an application process. These include differing land-uses, vegetation type, resilience of the site (that is, the ability to recover after a disturbance event), available resources, site safety and access.

	Policy Statements	Forms and Procedures
<p>S 7.1</p>	<p>Applications for New Bushcare Groups or New Bushcare Sites</p> <p>Individuals who wish to either:</p> <ul style="list-style-type: none"> i) start a new Bushcare Group; or ii) start work at a new Bushcare Site, <p>must apply in writing to the Bushcare Coordinator</p>	<p>F8: New Bushcare Group or New Bushcare Site Application</p>
<p>S 7.2</p>	<p>Establishing New Bushcare Groups or Bushcare Sites</p> <p>A new Bushcare Group or new Bushcare Site will be considered by the Manager Bushland and Reserves subject to the following conditions:</p> <ul style="list-style-type: none"> i) the Bushcare Coordinator has deemed the proposed Bushcare Site(s) to be suitable and strategically important; and ii) the proposal satisfies the requirements of this Policy; and iii) resources for supporting the proposal are available; and iv) proposed new groups nominate an interim contact person with whom all communication regarding the proposed group will be directed, until the group becomes formally recognized and a Bushcare Group Convenor is appointed; and v) proposed new groups have enough group members to be sustainable; and vi) group members are committed to undertaking training (induction and site-based training). <p>The Hobart City Council will formally recognise a new Bushcare Group or a new Bushcare Site via written approval forwarded to the group from the Manager Bushland and Reserves.</p> <p>Once formally recognised, a new Bushcare Group will be able to access Bushcare Program supervision, training, tools and materials.</p>	

S 7.3	Provisional Period for New Groups All new groups will undertake a 12 month provisional period before being formally accepted as a Bushcare Group. During this period the new group will demonstrate they have enough group members to be sustainable, receive supervision for at least 4 Bushcare program activities (in the case of Independent Groups) and all other provisions set out in this policy.	
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8. Bushcare on Private Land

Bushcare groups can play a valuable role in addressing weed issues on private land adjacent to bushland reserves. A Bushcare Group may work on private land as part of their scheduled activities in accordance with the provisions out-lined below.

Policy Statements	Forms and Procedures
<p>S 8.1 Applications for Working on Private Land</p> <p>Existing Bushcare Groups who have reached consensus as a group and who, for strategic reasons, wish to work on private land with Council’s support must apply to the Bushcare Coordinator.</p> <p>The landowner must have current Public Liability Insurance in order for the application to be considered and evidence of this must be provided to the Council.</p>	
<p>S 8.2 Assistance for Working on Private Land</p> <p>Existing Bushcare Groups working on approved private land as part of their Annual Works Program or an approved special activity will be eligible to receive the same support as any other scheduled activity by negotiation.</p> <p>However, due to resourcing issues scheduled activities on private land can only be supported up to 3 times per year.</p>	
<p>S8.3 Working on Private Land Outside of the Bushcare Program</p> <p>Bushcare Group members may choose to work on private land without Council support outside of the Bushcare Program, in which case Council is unable to provide tools, insurance and other resources.</p>	
<p>S 8.4 Approved applications for working on private land</p> <p>Bushcare groups who have successfully applied to work with Council’s support on private land must do a site inspection of the private land with the Bushcare Supervisor and / or the Bushcare Coordinator and the landowner prior to commencing any work. A Private Land Site Inspection Form and a JSEA are to be completed at this inspection.</p>	<p>F9: Private Land Site Inspection, Bushland Operations Job Safety and Environment Analysis Form</p>

S 8.5	<p>Private Land Owner Agreements</p> <p>The landowner will sign an agreement acknowledging the conditions of participation in the Bushcare Program Activity and describing their ongoing commitment to maintaining the work completed during the activity. This must be signed and returned to the Bushcare Coordinator prior to the activity. The level of commitment will be negotiated between Council and the landowner with due consideration for the individual circumstances of the landowner. Examples may include (but are not limited to) participating in the activity on their property, follow-up weeding and additional weed control.</p>	F14: Private Land Agreement
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9. Bushcare Program Communications

Clear and consistent communication between Bushcare groups and Hobart City Council staff is essential for safe and effective program functioning and continual improvement. Bushcare volunteers are encouraged to share both their ideas and concerns. Below are a variety of mechanisms for achieving this.

Policy Statements		Forms and Procedures
S 9.1	<p>Bushcare Group Convenors</p> <p>Bushcare Groups will nominate a Bushcare Group Convenor. The nominated Convenor will be appointed upon the approval of the Bushcare Coordinator. The Convenor will be the liaison point between the group and the Hobart City Council in matters relating to the Bushcare Program.</p>	
S 9.2	<p>Bushcare Reference Group</p> <p>Part of the role of a Bushcare Group Convenor is to attend the regular Bushcare Reference Group meeting. The meeting will be chaired by the Bushcare Coordinator and will provide a forum for communication and reporting between the groups and Bushcare Program staff.</p>	
S 9.3	<p>Newsletter and Activities List</p> <p>The Hobart City Council will facilitate the production and distribution of a regular newsletter for Bushcare Volunteers, providing updates and information about the Bushcare Program and general bushland management issues.</p> <p>The Hobart City Council will produce and distribute a list of upcoming Bushcare Program Activities to Bushcare Volunteers.</p>	

S 9.4	<p>Bushcare Web Pages</p> <p>The Hobart City Council will maintain an up-to-date Bushcare Program webpage(s) on the Hobart City Council website, providing information on the Bushcare Program, how to get involved, the Bushcare Policy, the newsletter and a calendar of Bushcare Program Activities.</p>	
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10. Bushcare Program Records

Program records are a helpful tool for monitoring trends in volunteer participation, trying new initiatives and promotion strategies. In addition, they are vital for providing evidence of volunteer attendance at an activity in the event of any Workplace Health and Safety accident or incident.

Policy Statements		Forms and Procedures
S 10.1	<p>Bushcare Program Activity Records</p> <p>The Bushcare Supervisor or Volunteer Bushcare Supervisor will complete the relevant Bushcare Program Activity Record form(s) for each Bushcare Program Activity.</p> <p>Bushcare Volunteers working alone will complete the relevant Bushcare Program Activity Record form for each activity they complete, and will lodge those forms with their Bushcare Group Convenor within 3 months.</p> <p>Bushcare Volunteers who are completing additional tasks, such as administration duties, project planning, grant applications or reports, site newsletter and brochure development etc, are to keep a log of the hours they contribute and submit this information to the Bushcare Coordinator on request. This must include total number of hours per month and types of activities.</p> <p>The Council will collect and store Bushcare Program Activity Records.</p>	F5: Bushcare Program Activity Record

11. Review and Variation of this Bushcare Program Policy

This policy will be reviewed on a regular basis to capture changes in community, legislative standards and attitudes.

Policy Statements		Forms and Procedures
S 11.1	<p>Policy Review</p> <p>The policy will be reviewed on a biennial basis by the Bushcare Coordinator in consultation with the Bushcare Group Convenors.</p> <p>The General Manager reserves the right to review, vary or revoke this policy at any time.</p>	
S 11.2	<p>Measuring Success</p> <p>The success of the Bushcare Program will be measured using the following Key Performance Indicators (KPI's):</p> <ul style="list-style-type: none"> i) the total number of hours contributed by Bushcare Volunteers ii) the total number of volunteers participating in Bushcare program activities iii) proportion of bushland being cared for by Bushcare Groups 	