

# Guidelines for rural and urban partners to carry out volunteer tree planting projects in rural areas



## Rural Partnerships Dissemination Program



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# Background

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*“A Bushcare volunteer approached North Sydney Council in early 2000 with a suggestion of taking a group of local Bushcare volunteers out to Boorowa. The volunteer had recently visited Boorowa and learnt of the environmental problems this rural area (approx. 3.5 hrs south-west of Sydney) was facing. He wondered how he could help. North Sydney Council saw this as a great opportunity to give our local volunteers a taste of the country life and first hand experience of the issues that the country Landcare groups were up against. This would not only broaden their environmental understanding of issues of salinity and endangered species, but also give them a better idea of Landcare (country greening programs) and Bushcare (city greening programs), their similarities and differences showing a more holistic ‘big picture’ of our environment.*

*After consultation with North Sydney Council’s Bushcare Volunteers at a regular Convenors Meeting and endorsement by Councillors at a Council meeting, it was agreed that the trip was a great idea and we should pursue the adventure. Contact with the Mayor of Boorowa and the local Landcare Co-ordinator proved very positive, and arrangements were made to take a group of 29 volunteers out to the country for a weekend (2 days) country experience during September 2000.”*

Brenda Madden, Bushcare Officer 1999-2004

*Building Bridges to Boorowa* is a successful volunteer participation program that has become an annual event for North Sydney Council. Since September 2000, Bushcare volunteers from North Sydney have been working alongside Landcare volunteers from Boorowa in planting local trees, shrubs and groundcovers to create native wildlife corridors. The aim of the planting is to provide habitat for the endangered Superb Parrot, while also reducing the effects of soil erosion and salinity.

Funding from the NSW Environmental Trust allowed North Sydney Council to expand this program during 2005-07. Over 130 volunteers from 19 Council areas in Sydney travelled to Boorowa during the three year project, with an average of 6,700 local plants being planted each year. The weekend trips provided city volunteers with first hand experience of the environmental issues that country Landcare volunteers are tackling.

The following procedural guidelines have been developed and written in consultation with Boorowa Council, Boorowa Community Landcare Group, Lachlan Catchment Management Authority, the NSW Environmental Trust and North Sydney Council Bushcare staff.

# Vision

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That urban-rural partnerships between Sydney Councils (as well as other organisations supporting volunteer programs), rural Councils, Landcare groups and CMA's are established for the purpose of developing environmental restoration programs in rural areas.

# Processes

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## Making contact

Selecting a rural partner that suits the distance you are prepared to travel. The volunteer support required will be up to you and your Bushcare team. A selection of 34 regional NSW local councils that are within 4 hours' drive from North Sydney (a central area of Sydney) have been identified and are listed in Appendix 4. Ideally these councils will put you in contact with the local Landcare coordinator. It is most likely that your chosen regional area will have a number of stakeholders that will all play a role in helping to facilitate your tree planting efforts. Of course this will depend on the resources in the area and those that have very limited resources are probably the areas that really need your help! Once contact is made its important to liaise directly with one group, such as a local Landcare group and let the local coordinator/s make the connections with other relevant groups at their end.

Contact should be made with your rural council or Landcare group about the same time as planning is being done for the Bushcare program for the following years. This would be approximately 10-12 months before you plan to go on the tree planting trip. The best time for tree planting in your chosen regional area should be negotiated between you and the regional contact, often depending on local rainfall patterns.

Contacts and regional organisations will change over the years, but as the many benefits of the program become apparent, the number of stakeholders will probably grow and continued support will be there from one organisation or another.

*The Building Bridges to Boorowa tree planting trips began through contact with Boorowa Council, seeking their support for the proposed project and linking in with the Boorowa Community Landcare Group. The resulting communication and trip development was with a representative or coordinator from the Landcare Group. This coordinator then made contact with such organisations as the Lachlan CMA, Greening Australia (tube stock supplies) and Rotary (bbq lunch) to help supply support and resources. Boorowa Council provides dinner on the Saturday night to thank the city volunteers for their efforts. The first weekend in September has traditionally been the Boorowa weekend and coincides with Biodiversity Month and the late spring rain.*

A complete list of NSW regional Councils can be found on the NSW Dept of Local Government website: [http://www.dlg.nsw.gov.au/dlg/dlghome/dlg\\_InformationIndex.asp?areaindex=DOWNLOADS&index=200&mi=3&ml=6](http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_InformationIndex.asp?areaindex=DOWNLOADS&index=200&mi=3&ml=6)

A list of state-wide and regional NSW Landcare website contacts can be accessed through the Landcare NSW website: <http://www.landcarensw.org/Support.htm#anchorNatContact>

Landcare Online allows you to search for a registered Landcare Group by using a postcode or a Catchment Management Authority area of management: [http://www.landcareonline.com/find\\_group.asp?post\\_code=&cma=46&btn\\_search=Search&submitted=1&search\\_type=](http://www.landcareonline.com/find_group.asp?post_code=&cma=46&btn_search=Search&submitted=1&search_type=)

## Visiting the town, meeting the contacts

Although not vital, a trip to the town and region of your tree planting prior to the group visit could help. This provides an opportunity to meet the main contact people, sort out the best accommodation options, get some preliminary information, take photographs for advertising and gather information for volunteer participants. Not only that, but familiarising yourself with the route, distance, tolls and roadside rest areas both there and on the way back, will help with planning for the actual tree planting trip.



## Working out a budget

Costs involved can be kept to a minimum and shared across the partners involved, including the landholders benefiting from the labour.

## City Council

The following costs are indicative of North Sydney Council's annual trips to Boorowa to date, based on the route and arrangements in the past.

Typical group size: 20 volunteers and 4 staff (including bus driver).

- Community bus & Council support ute/wagon – cost absorbed by city Council
- Toll road fees for 2-3 vehicles approx. \$72 (i.e. Lane Cove Tunnel; M2; M7)
- Accommodation for 2 nights for 4 staff approx. \$320 +GST
- Meal allowances for 4 staff for 2 weekend days approx. \$80 +GST
- Tea/Coffee/Morning tea for volunteers on Fri & Sun approx. \$150 +GST
- Staff cost approx. \$992 pp based on \$32/hr normal-time rate @ 8hr/day over two days (includes weekend penalty rates).
- A total approximate cost to the city Council = \$5,000

Volunteers book and pay for their own accommodation Friday and Saturday, usually with a light breakfast included, costing about \$25-\$35 a night per person. They also pay for their own meals on Friday and Sunday, choosing their own level of expense.

## Landcare/Environment Group

- The rural volunteer group committee funding could provide lunch on Saturday, preferably on site so that time lost to travelling is minimised. This will cost approximately \$20 per person.
- If extra or grant funding is available, purchase of tools such as small mattocks, peter levers and trowels for volunteer planters to use would be a good investment.
- In the past, the Boorowa Community Landcare Group has arranged and provided, with contributions from Boorowa Council, the Saturday night meal/bbq. Some great nights have been had, complete with a local band, poetry and speeches.
- In kind contributions of time from Landcare, CMA and Greening Australia staff and volunteers must be noted. Landcare Coordinator costs include approximately 40 hours of lead up organisation time and 20 hours over the tree planting weekend at \$30 p/hr. Lead up time is spent coordinating and liaising with farmers to ensure site preparation is completed, trees and materials are ordered and ready prior to the weekend.
- A total approximate cost to the Landcare group = \$3,500 - \$4,000.

## Farmer

Landholder's costs involve preparation of the nominated land for planting and readiness for the volunteer planters.

- Ripping an area for 1,000 trees/ha of 3 rows wide with 3m between: \$25/km (based on contractor hire)
- Chemical spraying at least 2 times in Spring and/or Autumn: \$50/ha
- Fencing: \$3,000/km (depending on type of fence i.e. electric is cheaper, rabbit-proof is more expensive) and \$1,000/km for labour/contractor
- Tubestock plants, guards & stakes: approx. \$2.50 each plant
- Afternoon or morning tea (not essential): \$10 pp
- A total approximate cost to the landholder = \$5,000 (depends on size of planting site)

## Rural Council

Boorowa Council has often contributed to or fully provided the dinner and a lunch for the volunteers. This will equate to a contribution to the weekend of approximately \$50 pp = \$1,500 + GST



Prepared tree planting site

## Planting site selection

- Choose sites that are easily accessible by minibus or coach depending on number of volunteer planters you are expecting.
- Spread the sites around from year to year so that different farms receive the benefits (spread the love so to speak).
- Always have back up sites in case a site is not well prepared or for some reason is not suitable for planting that particular weekend (i.e. landholder is away, too wet for access etc).
- Try to pick larger sites or sites in close proximity to each other to reduce down time. Large or contiguous sites are best as they add to the sense of achievement at the finish.
- Liaise with the landholders well in advance so that the sites are well prepared. Make sure fencing is completed and weed control has been undertaken prior to planting (the final weed control should be conducted 2-3 weeks prior to planting).
- It is nice to throw in an urban project (within the rural town visited) from time to time to help improve their urban environment.
- Speak with team leaders from the city council about what is expected as the finished product. This may include the different species and how they should be mixed, any specific requirements like aquatic species that may need to be planted or riparian versus terrestrial species if the site covers both parts of the landscape.
- Be organised- trees must be delivered prior to the weekend, extra tools made available, water for trees (if required), extra water for volunteers, extra hands to help supervise, extra vehicles in case of emergency or if an issue arises, first aid kits, UHF radios, mobile phones etc.
- Assess sites for any extra OHS risks and make sure the volunteer leaders and volunteers are aware of the risks, and put in place strategies to reduce these risks.

Thanks to the Lachlan CMA for their contribution on the site selection process.



**Many hands make light work**

## Planting site preparation

- Weed control and a soil with a good moisture profile are vital for tree survival.
- It is vital to fence off the tree planting areas prior to planting as farmers have a habit of getting busy coming into spring and will often find it hard to find the time to fence after the trees are in. Stock exclusion is obviously vital to success. Electric and conventional fences are both effective. With electric fencing, the number of wires used depends on the way the landholder works his stock and the stocks familiarity with 'hot' wires.
- Tree orders should really be secured at the very least 9 months prior to planting. Most rural councils and Landcare groups will be aware of sources of local native plant stock.
- An ongoing yearly planting program might spur local Landcare groups or farmers to collect local 'sovereign' tree seeds for propagation in readiness for tree planters. This strengthens the future seed bank of indigenous varieties of appropriate local species as non-local varieties can dilute the 'sovereign' stock.
- Spraying of sites can be done with glyphosate 360g/L at least in the autumn and then again in the spring of the year of planting. This is of course the landholder's responsibility and light rates of the chemical are only required if done a couple of times prior to planting.
- Alternatively, weed control can be achieved with a small disc or tyne plough at the same times of the year as chemical weed control. This is dependent obviously on the landholder's attitude to chemical use.
- Ripping the soil 12 months before planting allows water to penetrate deep into the soil profile.
- Ripping of tree lines should be done 9 months prior to planting, ideally when it is dry and the ripping action 'shatters' the ground, allowing good water infiltration over the autumn and winter prior to planting. Clods of earth that may result from the ripping can be trodden in by cattle if they are contained in the fenced tree lines for short periods of time, or by the use of a small disc plough. This reduces the size of the larger pockets of air within the soil which can create problems for planters if they find that they are planting into 'craters' and not getting the seedling in good contact with the soil. The size of the pockets of air and the need to reduce their size will ultimately depend on the implement used, moisture content of the soil and the type of soil ripped. A spade can be used by the planters to prepare each hole as they go, but this will slow the whole process.
- Landholders can contact local Landcare groups, councils and Catchment Management Authorities for advice on what species to plant, what not to plant (as some common species are actually deemed noxious in some areas) and where to plant. Planting on hill tops (recharge areas), along north/south running fences (to increase effective wind and shade outcomes) and wetter areas (discharge areas) are ideal. Care must be taken to match species with the site. Salt tolerant species of trees are available and would be preferred in areas that have been identified as saline.
- Spacing of trees is generally determined by the landholders. If trees are to be planted for wind breaks, a common mistake is to plant trees too close together. Windbreaks need about 1/3 of the wind to slowly pass through them to be effective. Too dense and they can actually increase the turbulence beyond the tree line. Spacing therefore is contingent on the growth habit of the individual species used and advice should be sought by the landholder when ordering the trees.
- The greater the diversity of species used, the better the biodiversity outcomes.
- Watering the trees immediately after planting to reduce the air spaces around the tree roots will improve the survival rate. Unless in a drought period, further watering should not be necessary.

Thanks to members of the Boorowa Community Landcare Group for their contribution on the site preparation that needs to be undertaken.

## Developing an itinerary

See 2008 Itinerary attached in Appendix 1 for an example.

*The trip to Boorowa began as a weekend (2 day) field trip, which meant arriving on Saturday at around 11.30am and planting all afternoon. Sunday was spent visiting previous planting sites, viewing sheep shearing or the bird aviary where Superb Parrots are bred. Feedback from volunteers established that they would like to spend more time planting while they were there. The idea of departing Sydney on a Friday morning was trialled and the feedback from volunteers was very positive. This has meant more planting can be done plus more time to enjoy the town and surrounds.*

The itinerary has been moulded each year for 9 years, based on volunteer feedback. Striking a balance between squeezing in as much planting as possible as well as providing a tour that incorporates land management issues information sessions and visiting previous year's plantings. For an inaugural tree planting trip, no tour will be necessary but some form of 'big picture' information experience as well as time to wander around town, will be a highlight for many volunteers.



## Advertising for volunteers

Tree planting is a popular activity for which people will volunteer their time. It requires little skill and the result is immediate, creating a satisfying visual impact. Filling a minibus or coach with tree planting volunteers will be easily achievable through advertising in your Bushcare Newsletter. Other avenues of promotion that are available include, your Volunteer Coordinator Network (VCN) contacts: through other/neighbouring Council Bushcare programs: the Sydney Metropolitan Catchment Management Authority (SMCMA) Mambara newsletter or the many natural resource management e-news groups.

Although advertising for volunteer participation can be opened up to the general public, a point to make here is that Bushcare volunteers are already trained and knowledgeable about tree planting and experienced with hands-on work for environmental benefit. They are generally hard working and the trip provides a good opportunity for relationships to build between the volunteers and staff, as well as between Bushcare and Landcare volunteers.

The Boorowa field trip has always been a popular annual trip, with many of the Bushcare volunteers coming back year after year.

## Bookings and accommodation

A booking spreadsheet done in Excel or a Word table is an easy way to take down volunteer information, including:

- Name
- Address
- Phone number including mobile
- Email address
- Dietary requirements (e.g. vegetarian)
- Requiring a seat on the bus or driving separately
- Accommodation booking
- Any health issues Staff need to be aware of
- Other info e.g. which Council area is the volunteer from
- Roll call (for checking presence of volunteers!)

Accommodation options can include camping, caravans, cabins, pubs, hotels and motels or even a farm stay. Options will vary depending on the town and its size. Providing details of the various accommodation options in town with current pricing and contact details, participants can choose their own accommodation and make their own reservation. Encouraging room sharing is often necessary in the country pubs and will be cheaper than having a private room.

*In Boorowa, the pub rooms really vary in size, with some of them being huge family rooms with about 8 beds and others with just a single queen bed.*



**Local accommodation**

## The road trip

Getting an early start out of Sydney is important to try and avoid traffic congestion and to make the most of your weekend. Consider route options and remember e-tags and maps. Provide a stop at a roadside rest area that has toilets and have a mid-point leg stretch. Pulling out some thermoses, cups, tea, coffee and biscuits is a cosy, relaxing and time-effective morning tea break as opposed to having everyone disappear into a service station and make a big slow queue for food and drinks. Make sure a rest stop is provided on the way home too and depending on how you are doing for time, you could stop at a service station this time instead.

## Extra materials and info

The following list of extra materials and information can be attached to the itinerary or handed out on the bus trip. The following suggestions have become must-haves for our trips down to Boorowa. They help to answer common questions that volunteers are likely to ask and nurtures their interest/enthusiasm:

- What is the best way to plant a tree? – tree planting posters are available for download off the PlanetArk website or make your own.  
<http://treeday.planetark.org/howto/how-to-plant.cfm>
- What do the Landcare volunteers do? – current Landcare projects in the region are often documented by the local coordinator or CMA and can be posted or emailed to you for duplicating as a hand-out.
- What are we planting? – a list of species being planted is interesting due to the completely different suite of trees, shrubs and grasses from those that volunteers are familiar with in Sydney.
- Fauna species lists – check with your local contacts and the DECC Wildlife Atlas what wildlife is common in the area and if there are any threatened or locally rare species that are likely to be sighted.
- Books – such as bird books and tree identification guides for volunteers to use over the weekend.



**What are the local land management issues?**

## Sticking to the Itinerary

Is important! Upon arrival at your township, the itinerary begins to unfold in earnest. Volunteers will need to be either dropped off nearby or at their accommodation choices. Volunteers can drop off their bags and meet the bus back at a central location (if the town is small) or be picked up for the first tree planting session. Sometimes groups may need to be split for multiple planting sites and a variety of transport arrangements, such as the farmers picking up some volunteers. Make sure instructions and times are simple and clear for everybody to follow. A Supervisor will need to be assigned to each group. Make sure you let everyone know what the procedure is if volunteers are not at a meeting point in time for departure to a planting site e.g. that the bus won't wait! Maintain a roll/list of planting volunteers at each site and check it off before departure. This will ensure everyone is accounted for and nobody is left behind in the field.



Planting, planting, planting

## Follow-up with the Landcare/environment group/coordinator

Meeting with the Landcare Coordinator before departing town on the Sunday is a good way of checking how the weekend went from their perspective and allows for discussion on how things can be carried out next time, in terms of planning and delivery. Volunteers are always very keen to be updated about the plantings they did, so a follow-up phone call or emails with the Landcare Coordinator and/or landholders will continue to build the education value of the trip. This information can be subsequently published in Council Bushcare Newsletters.

## Evaluation

An evaluation sheet and pen are handed out to volunteers for filling in on the bus trip home and given to those who have driven themselves before they depart town. The feedback from these forms has been very informative for planning the following trips and understanding how the experience was from the volunteer viewpoint. For example, a common issue raised by many participants on one particular trip, was that too much time was wasted waiting around for the same slow people. This told us how eager most of the volunteers are to get out there and experience the planting, while also making sure we tried to more strictly adhere to the timetable by giving clear reminders about departure times and leaving on time.

## What makes the program a success?

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*The Building Bridges to Boorowa tree planting trips have been a success for several reasons:*

**Timing planting with the rain** – this is something rural people know a lot about, so ask them when would be the best time for planting so that rainfall will get the plants established and maximise the success of the volunteer effort.

**Plenty of planting, plenty of satisfaction** – most volunteers are there to plant trees, make a difference, lend a helping hand, leave a legacy and feel satisfied for putting so many plants in the ground. It is important to ensure sufficient planting work is available for the volunteers. Make sure though that it is a manageable amount, as leaving planting work for the farmers to finish is not satisfying, just as not doing enough planting is.



**Lunch provided by a local organisation**

**Well earned meals and social time** – providing opportunities to purchase meals in town gives volunteers some social time and helps the local economy. Often the local Council or a group such as Rotary will provide a bbq lunch for the hard-working planters. This sometimes entails bringing everybody back into town and can reduce the amount of time available for planting. The big dinner held on the Saturday night is a chance for all volunteers and landholders to come together to talk about their day on the farms that were visited. Speeches and thanks are given from both Council parties, sometimes followed by some local talent such as poetry reading and singing.

**The country hospitality and gratitude** – is plentiful and such a breath of fresh air. Tea and scones never tasted so good after planting hundreds of trees! Of course this can't be expected, but will often be willingly provided.

**Minimal costs and sharing of expenses** – heading off with 20 volunteers (or more) plus staff is not an expensive exercise. Hiring of a minibus (or two) for 3 days plus the driver's fees and accommodation can be minimised by using Council owned community buses and staff or volunteers who hold a bus licence (i.e. Light or Medium Rigid). Accommodation costs can be minimised by staying in local pubs and sharing family rooms. Volunteers can choose their own level of comfort and affordability by booking and paying for their own accommodation and some meals.

**Information extras** – many volunteers love to be knowledgeable about what they are doing and the difference it will make. Work with your local partners in gathering as much material as possible on things such as local flora and fauna, crops and livestock activities, Landcare group activities and achievements, catchment management, lots of maps of properties involved, connectivity of plantings and points of historical and local significance.

## The biggest feature

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Each person contributes approximately 10 hours of planting time over the weekend. It would take a farmer a month of working 5 days a week to put that amount of time into tree planting for environmental reasons. Hence the important contribution that this program makes and this explains the huge amount of gratitude from the farmers!

## Benefits

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The benefits of tree planting programs to the environment are countless and will vary from region to region depending on land management practices past and present, as well as providing for the future needs of local wildlife. Depending on you and the local Landcare group's capacity, your tree planting efforts could initiate other projects such as:

- Fencing off remnant vegetation to facilitate natural regeneration of native seeds in the soil
- Nestbox building and/or installation (local schools or Men's Den)
- School excursions – putting your local school/s in touch with a regional school or vice versa could prove to be a very valuable exchange program
- Land for Wildlife agreements - <http://www.environment.nsw.gov.au/cpp/LandForWildlife.htm>
- Carbonsmart - <http://www.carbonsmart.com.au/>
- Carbon Pollution Reduction Scheme (not released at time of writing) <http://www.climatechange.gov.au/emissionstrading/index.html>

There may be opportunities for landowners to benefit from ongoing carbon income. This may be generated by trading the carbon which is sequestered (captured and stored) by the growing trees.

To be eligible to participate in an accredited carbon trading scheme, the tree plantings would need to meet the carbon forest requirements of the Kyoto Protocol. To meet these requirements, planting sites must:

- Have been cleared as at 31st December 1989
- Have been planted on or after 1 January 1990
- Be at least 0.2Ha (2000m<sup>2</sup> or about 0.5acres)
- Have a minimum width of 10m
- Use as the canopy trees, species that reach at least 2m in height at maturity
- Have a canopy cover of at least 20% of the planting site, once the trees are mature.

In addition, the plantings must be human induced. In current and proposed accredited schemes relevant to NSW, the trees need to be protected for at least 100 years through a legal instrument placed on the land title. The aim of this is to ensure that the carbon is sequestered into the future.

Thanks to Blacktown Council's Regenesi s Team for providing the current information available on planting for carbon trading.

Another benefit of these partnerships is the opportunity to have cultural exchange – meeting the country folk and them meeting the city folk is a buzz that generates a good time, but also provides a good learning experience about life on the land and the experiences/motivations of environmental volunteers from the city. Having some time in the weekend to explore the township and discover some local history and have contact with the local community helps create a connection with the town, its surrounds and the people, enriching the weekend vastly.



**Established plantings can initiate further benefits**

## Pitfalls

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Any program is going to have some pitfalls that require thought, adequate planning and perhaps some 'thinking on your feet'. The trips to Boorowa have encountered several areas that need careful planning and communication to minimise, including:

Waiting for 'slow-coaches' – covered previously but must be emphasised that this can become a real problem, it makes others' patience wear thin and causes friction. Make sure that slow or late person is not you!

**Wet weather and planting** – can put a bit of a dampener on things (Ha!), so good preparation is the key with sturdy boots or even gumboots, quality raincoats with a hood or wide-brimmed hat and a gung-ho attitude. Although the thought of getting wet and cold isn't nice, once planting and particularly when finished, the sense of teamwork and achievement is even more than usual.

**Wet weather and transport** - access to some properties can be a problem with flooding: alternate routes may need to be followed (with the help of a local). Try not to get the coach bogged like we did! Also a note on the use of private vehicles, it will need to be clear in the itinerary and also when people opt for driving themselves, their vehicle needs to be suited for dirt roads, possible flooding and helping with transportation of tools, materials and volunteers etc. Sometimes there are no extra seats on the bus once at the country destination and those that have driven will need to be prepared to drive to all the planting sites also.

**Planting sites not prepared** – sites that have not been adequately prepared by the landholder, can significantly blow out time allocated for that planting session. Sites that have not been sprayed and are waist high in grass make the planting ‘production line’ slow going. Planting sites that have not been ripped (long lines of machine torn soil) means digging each and every hole with a small trowel or, if you’re lucky, a small mattock or peter lever. This becomes exhausting and the hope of planting the, for example, thousand trees that afternoon will be slim.

Similarly, inadequate weed control and stock fencing prior to planting can have disastrous effects on long-term viability of the plantings. Tree guards are also recommended for protection from both climatic extremes as well as herbivorous pests, like rabbits.

**Volunteers who don’t work** - often volunteer groups are quite self-regulating and will sort each other out in regard to relaying instructions, planting techniques and working out issues. However, there have been times when volunteers have come for a ‘bus trip to the countryside’, been picked up by relatives upon arrival, and disappeared until the bus ride home! Others have been ill-prepared for dirty hands-on work or have given up in wet weather and sat in vehicles. This can significantly bring down the group dynamic and ability of a group to complete the planting task set before them. It is therefore prudent to screen volunteers at the booking-in stage and make sure they are aware of what is expected of them. They really do need to work as a team.

**No toilets on-site, just trees (hopefully!)** – self-explanatory.

**Town water** – can be from a bore, dam or other source, and may upset stomachs not used to the mineral content. Find out where good drinking water (usually rainwater) taps are for filling drinking bottles. Make sure you give volunteers adequate warning and advice.



# Communication in the Field

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## Mobile phones

You may have poor or no reception in some regional areas. This makes pre planning so much more important! Although the mobile network in regional areas seems to be getting better, the Telstra Next G network has the monopoly but even if all the necessary phones are using this network, coverage may not always be good.

Communication difficulties in non-mobile phone coverage areas need to be anticipated and addressed through the use of UHF 2-way radios or similar technology. This is vitally important when volunteers are split into smaller groups and billeted out to different planting site locations.

## Default plans

Plans for lack of mobile communication have developed over the years on the Building Bridges to Boorowa trips, but are still not perfect. For example, groups are expected to finish planting and head back to town at sunset, even if further planting site plans had been made. If the groups are split and one group finishes planting and another group is close by or on the way back to town, they should drop in and help finish up planting with the other group, before heading back to town.



A team approach

# Roles and Responsibilities

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This will vary depending on the environmental programs in place, funding available and the political arena in the town/region.

## The Urban Council

The main role of the urban council is to arrange the volunteers and equip them with all necessary information and tools for the weekend. Deliver a well coordinated itinerary of events for the weekend. The weekend should involve as much tree planting as possible, a social dinner at a central venue and some interesting delivery of environmental, historical and social information by local landholders.

## The Volunteer

Each volunteer needs to be mentally and physically prepared to plant in all weather conditions and for numerous hours a day, for two days. Weather can be extreme and days could be long, wet and boggy, hot and dry, freezing cold and windy, all on the same weekend in different years. Accommodation options will obviously vary from town to town, giving your volunteers the choice of cost and comfort. They need to book themselves in before departure and possibly be in a shared room.

## The Landcare Group, rural Council or CMA

Your local partner is responsible for liaising with the landholders/Landcare volunteers as to which properties will be planted on, making sure planting areas are well prepared and in time for the tree planting weekend. The coordinator will need to liaise with the urban council to communicate updates to the itinerary as often as necessary. Facilitate other local partners to support aspects of the weekend such as splitting costs between partners or contributing in other ways to add value to the tree planting weekend, such as, catering and entertainment for the Saturday dinner/ bbq; an information session/tour with a farmer on local history, farming issues and what they hope to achieve undertaking the tree planting works; a presentation by another local stakeholder such as Greening Australia or Lachlan CMA. If possible, a lunch provided by a local group (would save on pre-packed lunches or driving everyone back into town to grab something) helps to keep a busy planting day on track.

# List of tools and equipment

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Label all Council/volunteer organisation tools and equipment so that staff and volunteers know what is Council/communal property and helps with the returns audit at the end. Encourage volunteers to bring their own tools such as a solid make of trowel. The following equipment needs to be provided:

- Morning tea - for rest stop on way down
- Sunscreen - for everyone
- Spare hats and gloves
- Peter levers - are by far the best tool – take as many as you can
- Trowels – at least one for every volunteer and staff member

- Small and large mattocks – at least 1 or 2 for every group
- First Aid Kits - for every break away group
- Water vessels and cups

The Boorowa Community Landcare Group recently won grant funding and will now supply many tree planting tools in a custom-made trailer. Small equipment grants are common and are valuable for purchasing small mattocks, peter levers and trowels to add to the pool of equipment available on tree planting sites.

## A note on Insurance

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Volunteers are covered by North Sydney Council's Public Liability and Personal Injury Insurance cover when undertaking supervised activity by Bushland staff. This includes travel with North Sydney Council staff and tree planting work. First Aid kits contain an Incident Report form for filling out when on site in the case of an accident. A Safe Work Method Statement is attached to the back of the Itinerary for volunteers to read before the tree planting weekend and a brief on site induction is carried out prior to each planting activity to highlight any particular hazards that may be present on the site.

## Thanks

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To our partners, in particular Boorowa Community Landcare Group and Boorowa Council whose ongoing support has been vital to making the North Sydney Building Bridges to Boorowa a successful and thoroughly enjoyable yearly event. Thanks also to the Lachlan Catchment Management Authority who have shown great encouragement to the volunteer work and outcomes that benefit the greater environment around Boorowa, as well as valuable input into the writing of these guidelines. The NSW Environmental Trust has been very supportive in providing funds to disseminate this program concept and to help us achieve the goal of many NSW Landcare groups receiving a helping hand. Not to forget our wonderful Sydney Bushcare volunteers who have toiled away planting and then come back again the following year for more hard work. Thanks also to the Superb Parrot for hanging in there over the years and being such a beautiful symbol of motivation for our efforts!





# **Building Bridges to Boorowa in Biodiversity Month**

## **2008 Itinerary**

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September, 2008

Re-establishing habitat to ensure the long-term survival of the endangered Superb Parrot.

Dear Tree Planting Volunteer,

Thanks for volunteering and helping us celebrate Biodiversity Month with some much needed tree planting in the Lachlan Valley! Building Bridges to Boorowa is an annual tree planting field trip and as always we have a wonderful three days in store for you. We are sure you will find the weekend rewarding and most likely, challenging! To help you prepare for the trip, please carefully read the information provided in this itinerary. You will also need to keep this information on you throughout the weekend to keep up with activities as they unfold and you never know when you might need the map.

We are looking forward to a great weekend and hope to spot a Superb Parrot or two!

The Bushland Team  
North Sydney Council

## Things you need to prepare BEFORE September, 2008

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### Book accommodation

Book your accommodation as soon as possible as rooms are limited. **We recommend you opt to share a room to make use of all the beds in each room and reduce your costs.** Accommodation costs and options are listed on page 5.

### Clothing and work gear

**Clothing** needs to be warm, including thermal underwear, wind and rain proof jacket, warm socks and a beanie. It is also possible the weather will be dry and hot! It is recommended that you wear layers (like an onion) to stay warm and dry, but that can be removed easily if you get too warm. Also include clothing for the casual dinner on the Saturday night.

**Work gear** may get (very) dirty. Also bring well fitted **gardening gloves x 2 pairs**, sun hat, sunglasses and solid work boots/shoes (gumboots okay for wet conditions).

### Food

**We recommend you bring a packed lunch for Friday.** Lunch and dinner on Saturday will be provided. If you have special dietary needs, you must let us know at least one week before departure. All other meals are **not provided or funded and will need to be purchased by you.** It is recommended you **bring snack food** to tide you over between meals.

### Water

It is recommended that you bring **at least 1 litre of water** with you and take it with you at all times. Boorowa town water is very limey and can cause stomach upset. We recommend you ask at your accommodation where to source drinking water/rainwater.

### Other

**Camera** – to capture the moment

**Binoculars** – for bird spotting

**Strong torch** – for the spotlight tour on Saturday night.

# Travel to Boorowa

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## Free Bus

We will need to know if you require a seat on the bus when you make your booking. If you are travelling by bus, the following details apply to you:

**Bus departs:** 7am Friday date September from outside North Sydney Council, 200 Miller St, North Sydney

**Returns:** Approx. 3pm Sunday date September to the Council

**Estimated travel time:** 4hrs each way.

**\*A note on parking over the weekend in North Sydney:** The public North Sydney Council carpark cannot be used for three day parking due to weekend markets. Cars left in here will probably be towed away. There is only limited street parking available for people wishing to park in North Sydney over the weekend. We recommend you arrange to be dropped off and picked up at North Sydney Council, before leaving for Boorowa. Public transport is another option, but allow time to walk up Miller Street from North Sydney train station, approximately 15mins. North Sydney Train Station is 3 blocks from the Council Chambers.

## Personal Car

If you are driving your own car to Boorowa, please depart at 7am as this will ensure you can meet the bus at **11am – 11:30am in front of the Top Pub** (also called Boorowa Hotel), Marsden Street, Boorowa.

**\*A note on taking your own vehicle:** We have experienced heavy rain during the Boorowa tree planting weekend in the past and rivers have flooded, making access to properties for planting difficult. If you drive, be prepared to drive on unsealed roads, transport yourself to all the various planting sites and properties, plus be willing to take passengers and tools. Please keep this in mind when deciding whether to take your own vehicle or have a seat on the bus.

## Mobile Phones

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Please note that mobile phone coverage in Boorowa and the surrounding district is non-existent unless you are with Telstra Next G. This offers the most consistent coverage but cannot be fully relied upon either – this is one of the beauties of rural Australia! There are coin operated phone boxes in the pub and on the main street.

(See Map 1 for general route to Boorowa & Map 2 for map of Boorowa Township)

## Accommodation in Boorowa

**Five choices – these are at your own expense.**

### 1. The Top Pub Boorowa Hotel (Chris & Anna)

**Address:** Marsden Street, Boorowa

**Phone:** (02) 6385 3000

**Email:** top.pub@bigpond.com.au

**COST:** Ranges between \$30 - \$50/night/per person – incl continental brekky.

Sharing rooms with other Boorowa Tree Planting volunteers will reduce the cost per night. Brekky is self serve in the upstairs kitchenette anytime. For extra charge, a hot breakfast is available upon request the night before. Shared bathroom facilities. Please note- This pub is in the centre of town but can be noisy for the light sleeper, so bring ear plugs.

► [List details of all other accommodation options](#)

## Itinerary

**\*\*PLEASE NOTE:** To ensure the smooth running of the weekend, meeting times on the itinerary need to be strictly observed as the bus will be leaving on time. Don't be the one we are all waiting for!

► [List contact mobile numbers for Bushland Team for the weekend:](#)

Friday September 12 2008	
7am sharp	Bus departs from outside North Sydney Council Chambers, 200 Miller St, North Sydney. Note: Remember to arrange any necessary pick ups before you leave Sydney, as reception on mobile phones can be limited in the country and doing this will reduce your waiting time when we get back to North Sydney.
9am	Morning tea stop en route (supplied)
11am	Arrive Boorowa township <ul style="list-style-type: none"> <li>• Check into accommodation, change into work clothes.</li> <li>• Eat lunch – there is a nice place to eat your lunch outside the Old Courthouse building (big white building across from Top Pub) if the weather is fine.</li> </ul>
12 noon sharp	<b>Bus departs from outside the Top Pub Hotel.</b> Bring your gloves, hat & water/snacks etc. Ray Martin's property is towards Murringo, where we will be planting 2,000 trees to address salinity, erosion and create much needed habitat connectivity.
6pm	Arrive back in town to freshen up and have some dinner. Some dinner options: <ul style="list-style-type: none"> <li>• Top Pub Hotel 02 6385 3000</li> </ul> ► <a href="#">List others</a>

## Appendix 1 - EXAMPLE ONLY

Saturday September 13 2008	
7.30am	Awaken to the fresh country air! Some breakfast options <ul style="list-style-type: none"> <li>• Top Pub Hotel - cooked breakfast</li> <li>▶ <a href="#">List others</a></li> </ul>
8.30am sharp	Bus departs from outside the Top Pub Hotel for tree planting. Make sure you wear your work clothes and bring gloves, hat water/snacks etc – we'll be out of town all day!  Our first planting site will be on Glen Oag's property, where we will be planting around 1000 trees to address salinity issues. As always, habitat for the endangered Superb Parrot will be an additional benefit of these plantings in years to come.
12.30pm	LUNCH at Tony Crokers property – kindly provided by Boorowa Community Landcare.
1.30pm	More tree planting! 8 volunteers will stay and plant 5-800 plants on the Croker's property. The other volunteers will jump in the bus and go to Tom McGrath's property (just down the road) to plant 1000 trees in a saline area.
6pm	Arrive back in town to freshen up and travel out to a social bbq. We'll be taking a spotlight tour, so bring a good torch.
6.30pm	Buses depart for Rye Park.
7pm	Celebratory BBQ provided by Boorowa Council Location: Southwell's property Enjoy a drink and celebrate your tree planting efforts! Meet the locals and hear some stories from the bush!

Sunday September 14	
	Some breakfast options: <ul style="list-style-type: none"> <li>• Top Pub Hotel</li> <li>• List others</li> </ul> Free Time! Here are some options: <ol style="list-style-type: none"> <li>1. The Boorowa Visitors Info &amp; Art and Craft Co-op at the Old Courthouse building (big white building across from Top Pub) will be open especially for our visit. They have a tea room, jams, pickles, jumpers and lots of other crafty items for sale.</li> <li>2. Glenara Gallery (Marsden Rd, same side of the road as the Top Pub, up from the service station coming into town) - is open from 9am and is an old historic house and sells paintings, glassware, pottery and gifts etc.</li> <li>2. Walk the Boorowa River Pathway &amp; hopefully spot a platypus.</li> <li>3. See Superb Parrots up-close in the 'Pat the Parrot Man's Aviary' (gold coin donation required), see map for location.</li> <li>4. Short bus tour of a previous planting site to see what previous years' planting efforts have/will contribute in the long-term.</li> </ol>
11am	Bus departs for Sydney from Top Pub Hotel.
12.30am	Short lunch stop and leg stretch at Marulan.
3pm	Arrive back at North Sydney Council at 200 Miller St, North Sydney

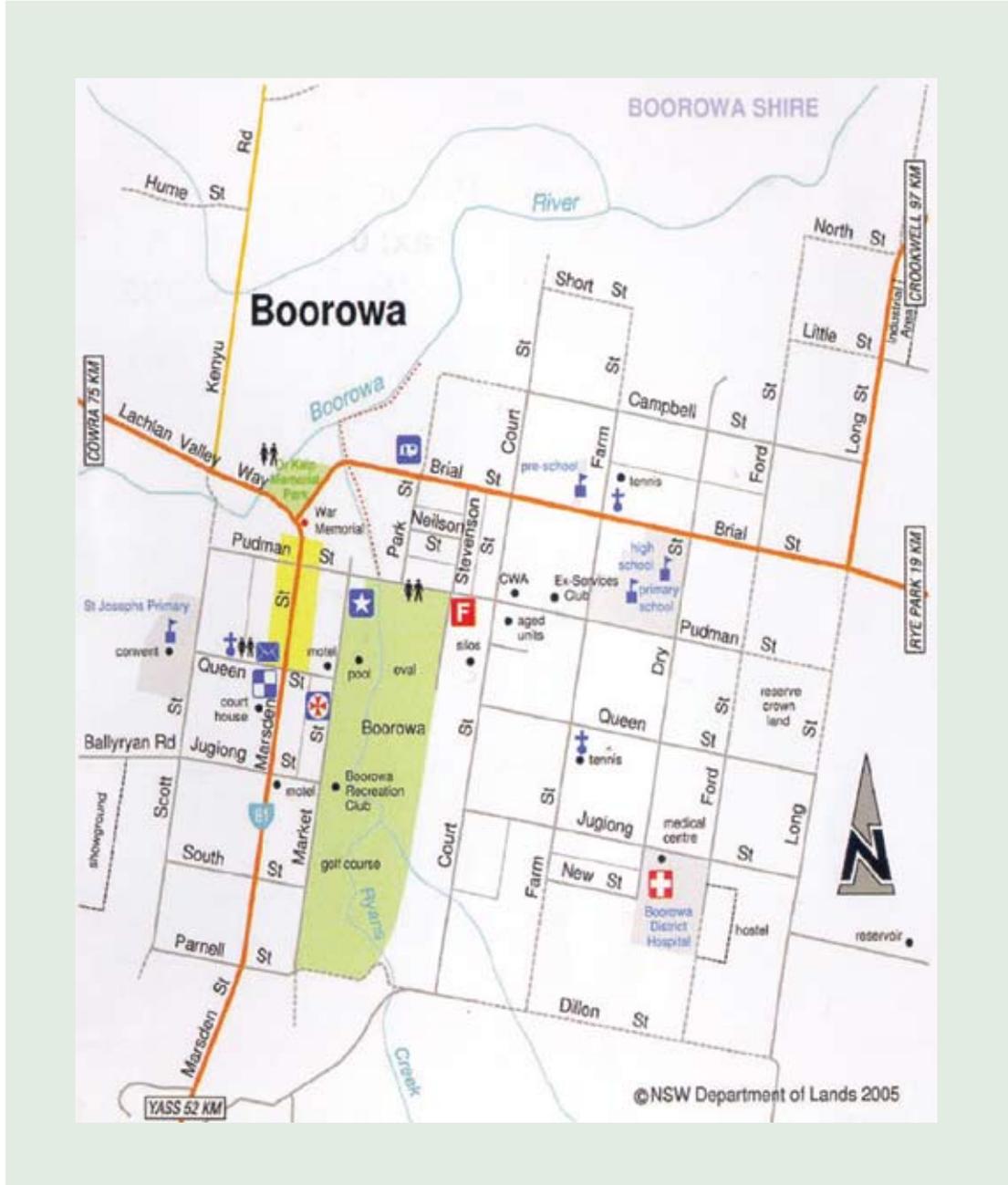
Please help us to make Boorowa a great event next year by filling in the evaluation attached & drop it in the blue box before you alight from the bus at North Sydney.

Thanks for your contribution to a wonderful weekend!

Sincerely,

North Sydney Council's Bushland Team

# Map of Boorowa Township





# Building Bridges to Boorowa in Biodiversity Month

## Volunteer Feedback

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Please provide us with your feedback on the weekend so that we can constantly improve the running of this tree planting program. Your feedback is appreciated. Return to Bushcare staff before departure from the bus by posting into the blue box.

**This will only take a few minutes! Tell us about you and your activities...**

### Your details:

Age:     under 18        18-35        36-46        47-60        61+

**Suburb of residence:** \_\_\_\_\_

### How did you find out about this trip?

- Bushcare brochure
- Bushcare Newsletter (post or emailed)
- North Sydney Council website
- Other-please specify \_\_\_\_\_

### Feedback - please complete the following:

**1. The main reasons I wanted to come on this trip was to ...**

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**2. Did the weekend meet your expectations?**

Yes        Mostly        No

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3. What aspects of the trip did not meet your expectations?

Four horizontal lines for text input.

4. What activities over the weekend did you enjoy the most?

Four horizontal lines for text input.

5. Please offer suggestions below to help us improve the program.

Four horizontal lines for text input.

6. Please rate your experience – tick the appropriate box:

	Excellent	V.Good	Good	Fair	Poor
Overall, organisation was	<input type="checkbox"/>				
The weekend activities were	<input type="checkbox"/>				
My accommodation was	<input type="checkbox"/>				
My sense of achievement is	<input type="checkbox"/>				

Thank you!



# Boorowa Tree Planting Trip

## Risk Assessment

### General – applies to all planting sites, volunteers & staff

Specific Task/ Activity	Potential Hazard/ Consequences	Class of Risk	Control Measures
Travelling to and from worksites	Collision and injury	1	<ul style="list-style-type: none"> <li>Abide by all road and traffic rules.</li> <li>Ensure vehicle is well maintained and in good condition.</li> </ul>
Loading & unloading vehicle	Injury from collision with passing traffic.	1	<ul style="list-style-type: none"> <li>Abide by all road and traffic rules.</li> <li>Wear appropriate PPE (safety vest).</li> </ul>
	Injury from lifting heavy objects	2	<ul style="list-style-type: none"> <li>Lift in approved manner and not more than reasonably capable of.</li> <li>Use two people when lifting heavier objects.</li> </ul>
Accessing and working on site	Site topographical features; proximity to creeks/gullies; rock out-crops; vehicles operating around work area	4	<ul style="list-style-type: none"> <li>Vehicle access and movement within site minimised.</li> <li>Vehicle speed limited to 5 km/h, no standing or parking on public thoroughfare.</li> <li>Identify potential environmental/physical hazards on site &amp; isolate from work zone.</li> <li>Instruct all Tree Planting participants to exercise caution &amp; be aware of their surroundings.</li> <li>Vehicles/tools/equipment positioned away from planting locations.</li> </ul>
Working in amongst vegetation	Snake, spider and insect bites	3	<ul style="list-style-type: none"> <li>Tree Planting participants must use caution and wear appropriate PPE (leather gloves) when working near hollow logs, piles of wood, long grass, etc where snakes/spiders/insects are likely.</li> <li>Qualified first-aid officer on-site at all times &amp; provision of adequate 1st Aid Kit.</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>
Picking up litter/rubbish	Laceration from litter, broken glass, wood splinters	3	<ul style="list-style-type: none"> <li>Tree Planting participants to wear PPE (leather gloves) and take care when handling litter and broken glass.</li> <li>Parents or guardians must ensure supervision of their children at all times.</li> <li>Qualified first-aid officer on-site at all times.</li> <li>Provision of first-aid kit on-site including sharps container.</li> </ul>
Using hand tools	Injury such as strains, sprains, etc. from incorrect use of tools	4	<ul style="list-style-type: none"> <li>Tree Planting participants to be trained in correct use of tools by Bushcare Supervisors.</li> <li>Be aware of those around you when using hand tools – particularly mattocks &amp; Peter-levers.</li> <li>Wear appropriate PPE (leather gloves, wide-brimmed hat, long sleeves/trousers and enclosed shoes).</li> <li>Provision of first-aid kit on-site including sharps container.</li> <li>Qualified first-aid officer on-site at all times.</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>

## Appendix 3 - EXAMPLE ONLY

Specific Task/ Activity	Potential Hazard/ Consequences	Class of Risk	Control Measures
Lifting heavy large and/or awkwardly shaped objects	Muscle sprain and strain due to lifting	4	<ul style="list-style-type: none"> <li>Do not lift:                             <ul style="list-style-type: none"> <li>items weighing more than 4.5kg while seated</li> <li>push, pull and slide objects that are difficult to move.</li> </ul> </li> <li>Ensure two or more people perform lifting of objects heavier than 15kg.</li> <li>Participants under 18 years old should not lift, lower or carry more than they are reasonably capable of.</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>
Working outdoors during daylight hours	Skin damage due to over exposure to solar radiation	5	<ul style="list-style-type: none"> <li>Tree Planting participants should wear hats and if possible long sleeves and long pants.</li> <li>Council to supply sunscreen, Tree Planting participants to apply sunscreen as specified on label.</li> <li>Parents or guardians of children to ensure hats are worn and regular application of sunscreen.</li> </ul>
Undertaking work in warm conditions	Dehydration	3	<ul style="list-style-type: none"> <li>Tree Planting participants to hydrate regularly during activities and more frequently during hot weather.</li> <li>Participants to supply their own drinking water.</li> <li>Parents or guardians to ensure regular hydration of children in their charge.</li> </ul>
Working on steep slopes	Injury due to falling from steep, unstable and/or slippery surfaces	3	<ul style="list-style-type: none"> <li>Tree Planting participants must seek Bushcare Supervisor's approval before entering sites that are steep, slippery or have an unstable surface.</li> <li>Tree Planting participants must exercise caution when on steep, slippery or unstable surfaces.</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>
Working close to water	Injury due to falling into water	5	<ul style="list-style-type: none"> <li>Bushcare participants must exercise caution when working close to water (i.e. creeks or Dams).</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>
	Contact with polluted water	4	<ul style="list-style-type: none"> <li>Bushcare participants to stay clear of sites with potential to infect or contaminate.</li> <li>Wash down any affected skin with disinfectant from First Aid Kit.</li> </ul>
Working alone and/ or in isolated locations	Assault and injury due to lack of personal security	5	<ul style="list-style-type: none"> <li>Bushcare participants should exercise caution when working alone and keep in regular contact with their Bushcare Supervisor.</li> <li>Parents or guardians must ensure supervision of children in their charge at all times.</li> </ul>

Risk Assessment Matrix	Likelihood of injury occurring			
	Very likely - Could happen anytime	Likely - Could happen sometime	Unlikely - Could happen but very rarely	Very unlikely - Could happen but probably never will
Kill or cause permanent disability or ill health	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
Long term illness or serious injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Medical attention and several days off work	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
First aid required	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

The numbers and shading demonstrate the risk's priority ranking:  
 1 = top priority: respond immediately  
 6 = low priority: respond when possible

**Date approved:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Bushland Management Coordinator:** \_\_\_\_\_

## Regional Councils within 4 hrs from Sydney

Council name	Postal address	Phone	Email
Bathurst Regional Council - 2.5hrs	PMB 17, Bathurst NSW 2795	02 6333 6111	council@bathurst.nsw.gov.au
Blayney Shire Council - 3 hrs	PO Box 62, Blayney NSW 2799	02 6368 2104	council@blayney.nsw.gov.au
Cabonne Shire Council - 4hrs	PO Box 17, Molong NSW 2866	02 6392 3200	council@cabonne.nsw.gov.au
Cessnock City Council - 2hrs	PO Box 152, Cessnock NSW 2325	02 4993 4100	council@cessnock.nsw.gov.au
Dungog Shire Council - 2.5hrs	PO Box 95, Dungog NSW 2420	02 4995 7777	shirecouncil@dungog.nsw.gov.au
Eurobodalla Shire Council - 4 hrs	PO Box 99, Moruya NSW 2537	02 4474 1000	council@eurocoast.nsw.gov.au
Gloucester Shire Council - 3 hrs	PO Box 11, Gloucester NSW 2422	02 6538 5250	council@gloucester.nsw.gov.au
Goulburn Mulwaree Council - 2 hrs	Locked Bag 22, Goulburn NSW 2580	02 4823 4444	council@goulburn.nsw.gov.au
Greater Taree City Council - 3.5 hrs	PO Box 482, Taree NSW 2430	02 6592 5399	gtaree@gtcc.nsw.gov.au
Great Lakes Council - 3.5 hrs	PO Box 450, Forster NSW 2428	02 6591 7222	council@greatlakes.nsw.gov.au
Gundagai Shire Council - 3.5 hrs	PO Box 34, Gundagai NSW 2722	02 6944 0200	mail@gundagai.nsw.gov.au
Harden Shire Council - 3.5 hrs	PO Box 110, Harden NSW 2587	02 6386 2305	council@harden.nsw.gov.au
Kiama Municipal Council - 2 hrs	PO Box 75, Kiama NSW, 2533	02 4232 0444	council@kiama.nsw.gov.au
Lake Macquarie City Council - 1.5 hrs	Box 1906, Hunter Reg Mail Ctr NSW 2310	02 4921 0333	council@lakemac.nsw.gov.au
City of Lithgow Council - 2 hrs	PO Box 19, Lithgow NSW 2790	02 6354 9999	council@lithgow.nsw.gov.au
Maitland City Council - 2 hrs	PO Box 220, Maitland NSW 2320	02 4934 9700	mcc@maitland.nsw.gov.au
Mid-Western Regional Council - 3.5 hrs	PO Box 156, Mudgee NSW 2850	02 6378 2850	council@midwestern.nsw.gov.au

## Appendix 4

Council name	Postal address	Phone	Email
Muswellbrook Shire Council - 3 hrs	PO Box 122, Muswellbrook NSW 2333	02 6549 3700	council@muswellbrook.nsw.gov.au
Newcastle City Council - 2 hrs	PO Box 489, Newcastle NSW 2300	02 4974 2000	mail@ncc.nsw.gov.au
Oberon Council - 2.5 hrs	PO Box 84, Oberon NSW 2787	02 6329 8100	council@oberon.nsw.gov.au
Orange City Council - 3.5 hrs	PO Box 35, Orange NSW 2800	02 6393 8000	council@orange.nsw.gov.au
Palerang Council - 3 hrs	PO Box 348, Bungendore NSW 2621	1300 735 025	records@palerang.nsw.gov.au
Port Stephens Council - 2 hrs	PO Box 42, Raymond Terrace, NSW 2324	02 4980 0255	council@portstephens.nsw.gov.au
Queanbeyan City Council - 3 hrs	PO Box 90, Queanbeyan, NSW 2620	02 6299 6000	council@qcc.nsw.gov.au
Shellharbour City Council - 1.5 hrs	PO Box 155, Shellharbour, NSW 2529	02 4221 6111	records@shellharbour.nsw.gov.au
Shoalhaven City Council - 2.5 hrs	PO Box 42, Nowra, NSW 2541	02 4429 3111	council@shoalhaven.nsw.gov.au
Singleton Shire Council - 2.5 hrs	PO Box 314, Singleton, NSW 2330	02 6578 7290	ssc@singleton.nsw.gov.au
Tumut Shire Council - 4 hrs	76 Capper Street, Tumut, NSW 2720	02 6941 2555	admin@tumut.nsw.gov.au
Upper Hunter Shire Council - 3.5 hrs	PO Box 208, Scone, NSW 2337	02 6540 1100	council@upperhunter.nsw.gov.au
Upper Lachlan Shire Council - 2.5 hrs	PO Box 10, Crookwell, NSW 2583	02 4830 1000	council@crookwell.nsw.gov.au
Wingecarribee Shire Council - 1.5 hrs	PO Box 141, Moss Vale, NSW 2577	02 4868 0888	wscmail@wsc.nsw.gov.au
Wollongong City Council - 1.5 hrs	Locked Bag 8821, Wollongong, NSW 2500	02 4227 7111	council@wollongong.nsw.gov.au
Yass Valley Council - 3 hrs	PO Box 6, Yass, NSW 2582	02 6226 1477	council@yass.nsw.gov.au
Young Shire Council - 4 hrs	Locked Bag 5, Young, NSW 2594	02 6382 1688	mail@young.nsw.gov.au

BUSHCARE OFFICER  
North Sydney Council  
PO Box 12  
North Sydney NSW 2059  
T 02 9936 8100  
E [council@northsydney.nsw.gov.au](mailto:council@northsydney.nsw.gov.au)

