

# Volunteer With Us!

Bibbulmun Track Foundation  
Pre-Registration Information







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Bibbulmun Track Foundation

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For enquiries about volunteering with us, please email [volunteer@bibbulmuntrack.org.au](mailto:volunteer@bibbulmuntrack.org.au)



Volunteers help to promote the Track at community events

## 1. VOLUNTEERING WITH THE BIBBULMUN TRACK FOUNDATION

### About Volunteering

The Bibbulmun Track Foundation (BTF) takes great pride in having a world-class walking track in Western Australia. With 1000 kilometres of track to maintain, along with many associated activities to administer and deliver, the Foundation needs your support to ensure that the Track remains a well-used, well-maintained and well-loved world class facility for future generations to enjoy.

The Bibbulmun Track Volunteer Program relies on the bushwalking community and Bibbulmun Track walkers, in particular, to commit their time to assist in the maintenance and delivery of the Foundation's Programs and services.

The Volunteer Program supports the key objectives of the BTF:

- To encourage community participation and 'ownership' of the Bibbulmun Track.
- To promote the Track and the experience it offers.
- To maintain a safe and quality walking experience.
- To protect the Track's natural and cultural values.
- To preserve the Track's assets and public/corporate investment.

Volunteers contribute their time to the BTF for a variety of reasons, including:

- Wanting to 'play a part' after their enjoyable walking experiences.
- Feeling they have something, such as skills, to offer the Foundation.
- Meeting like-minded people
- Wanting to be fit, to be outdoors and to be involved with nature.
- Developing skills in leadership, Track maintenance and guiding.
- Helping to conserve and maintain the Track.
- Accessing training opportunities to develop new skills.
- Helping to 'spread the word' and raise people's awareness of a world-class facility that is freely available for everyone to use.

So if you feel like giving something back, sign up as a Bibbulmun Track Volunteer today!

*Be assured that the Foundation is committed to ensuring that your volunteering experiences will be rewarding, pleasant and enjoyable.*



## 2. HOW CAN I HELP?

In volunteering with the Foundation you can contribute to its growth and strength by participating in a wide variety of activities, such as Track maintenance, guiding, helping at community events and assisting in the Foundation's office. However, before undertaking any volunteer work with the Foundation you must be registered as a volunteer with the Department of Biodiversity, Conservation and Attractions (DBCA).

See Section 6 of this document for details on how easy it is to register.

### 2.1 Track Maintenance

The 'Eyes on the Ground' maintenance Program is sponsored by Newmont Boddington Gold and administered by the Volunteer Manager at the Bibbulmun Track Foundation.



The Bibbulmun Track is divided into 151 maintenance sections, varying in length from 5 to 10 kilometres. Some sections include a campsite. Maintenance volunteers 'adopt' a section of the Track and are trained to look after it. Their role is essential in ensuring that the Track remains well-kept and well-loved. Each section is maintained by a team which may consist of one person working on their own, or a group of friends, family or workmates who work as a team. Sometimes the responsibility for a section may be shared by more than one team.

What does a Maintenance Volunteer do?

- Attends to their section at least 4 times per year (i.e. once every 3 months). In areas closer to Perth, or on sections that require a higher level of maintenance, more frequent visits are preferred. If four visits per year are not possible, the responsibility may be shared between two teams, enabling volunteers to attend their section less often.
- Undertakes a range of light maintenance tasks including pruning, clearing debris from the Track, replacing missing trail markers, installing water bars, removing litter and monitoring the campsite. All major maintenance tasks are carried out by DBCA.
- Attends a Maintenance Field Day each year. These are held annually in each DBCA district. In addition to practical maintenance training, these days provide a chance to meet the volunteer coordinator, DBCA staff and other volunteers.
- Submits a report to the volunteer coordinator after each maintenance visit. These reports are vital in assisting the Foundation and DBCA in dealing with immediate problems and in planning for the future of the Track.
- Records the number of hours contributed (including travelling time) after each visit either electronically via the Foundation's website or a time-sheet which is submitted to the volunteer coordinator.
- Volunteers supply their own tools—secateurs, a small saw and a hammer are usually sufficient. If required, we will supply a rake-hoe for the team, and this is returned when the team 'retires'.



Which section will you maintain?

- The Volunteer Manager manages the allocation of sections and will assist you in the choice of an appropriate section from those available.
- Some sections require a greater time commitment than others depending on the travelling time from the volunteer's home location.

*"I would suggest that anyone contemplating becoming a Maintenance Volunteer should do so without hesitation. You won't regret it!"*

*P Evans, Maintenance Volunteer*



## 2.2 Guiding

A great way to enjoy the Track, meet fellow walkers, encourage new Track users and develop a love of the Track in other people is to become a Volunteer Guide.

The Foundation conducts approximately 80 events each year. Each event is developed to target specific sectors of the community to encourage a wider use of the Track by people of all ages, socio-economic groups and fitness levels. One of the main aims is to attract people who have never bushwalked before and who might otherwise not venture out on the Track because of a lack of confidence, skills or motivation.



We aim to keep our events as affordable as possible so that the broadest range of people can participate and benefit from being introduced to bushwalking. Central to this objective is the role of the Volunteer Guide.

What does a Volunteer Guide do?

- Helps the BTF Events Manager to deliver a range of activities and events which cater for all ages. These may include leading day walks, overnight walks or multi-day walks on the Track for a variety of group types, leading activities designed for children to develop their skills in the outdoors or speaking to groups regarding the preparation and planning of activities, along with providing information about appropriate equipment. Sunday day-walks are the most common type of event conducted by Volunteer Guides.
- Completes a log-book to record details of each volunteer guiding experience. (If more formal guiding qualifications are sought at a later date, this log-book may be used to substantiate prior learning)
- Records the number of volunteer hours (including travel time to and from events) electronically via the Foundation's website.

By completing the BTF Guide Training Program you will acquire the necessary skills, knowledge and ability to lead groups of participants on safe, informative and enjoyable bushwalks. As an experienced bushwalker, you may find that a great deal of the information is common sense of which you are already aware. However, the training will fill any gaps in your knowledge, ensure that all guides provide a consistent level of service to participants and provide you with support as you build your skills and confidence.

Pre-requisites:

In addition to registering as a volunteer, Trainee guides must:

- Be experienced, fit and healthy bushwalkers.
- Have walked a section or sections of the Bibbulmun Track for a minimum of two consecutive nights (three days), camping out at the campsites, in addition to other bushwalking experience.

All Volunteer Guides are required to hold a recognised Senior First Aid certificate which must be kept current. A bus driver's licence and a Police Clearance are added bonuses, but are not essential.

More specific information on volunteer guiding can be obtained by contacting the Events Manager at the BTF Office on 9481 0551 or by email at [events@bibbulmuntrack.org.au](mailto:events@bibbulmuntrack.org.au)

## 2.3 In the Office

The Bibbulmun Track Foundation office is open Monday to Friday between 10.00am and 4.00pm, with office volunteers attending between 9.30am and 4.15pm.

If you are a Foundation member with a good knowledge of the Track, and are a keen walker, you are welcome to apply to become a regular member of the office staff assisting with a range of administrative and marketing tasks. The variety can be interesting.

What does an office volunteer do?

- Carries out a range of tasks relevant to the needs of the BTF. These tasks may include answering general phone and walk-in enquiries, attending to merchandise sales and memberships, answering event enquiries, checking in/out hire equipment, assisting staff with activities and assisting with mail-outs (e.g. newsletters), and providing your relevant skills where needed.
- Records the number of volunteer hours electronically via the website at the end of each day.



In addition to registering as a volunteer, Office Volunteers should:

- Be knowledgeable about the Track
- Have a high level of interpersonal skills
- Have a basic knowledge and experience with the Microsoft office suit including Outlook, Word and Excel
- Have walked a section or sections of the Bibbulmun Track for a minimum of two consecutive nights (three days), camping out at the campsites, in addition to other bushwalking experience.
- Have the confidence (once trained) to answer questions relating to our products and services from customers on the phone, online or in our shop/office
- Be comfortable navigating websites.

## 2.4 Community Events

If you are a Foundation member, knowledgeable about the Foundation and familiar with the Track, and you like talking to people, then consider becoming a community events volunteer. The Foundation is often invited to provide a presence at community events which is a great opportunity to raise the general public's awareness of the Foundation and the Track and what they have to offer.

Promotion of the Track by enthusiastic members and users is very effective.

Examples of the type of community events that we attend include the Royal Show, Walk the Zig-Zag in Kalamunda, WA on Show, Trek the Trail in the Perth Hills and community fairs and festivals.

What does a community events volunteer do?

- Assists in transport (if possible) and the set-up of promotional displays in a variety of locations and settings.
- Answers a multitude of questions about types and duration of walks, best walking season, attractions on the Track, most appropriate gear, terrain of different sections, Track towns, best types of food to carry, etc.
- Answers questions and provides information about membership, services and tourism products (e.g. Bibbulmun Breaks) provided by the Foundation.
- Talks to people; listens to other people's walking experiences; shares Track tales with others.
- Has a great time!
- Records the number of volunteer hours electronically via the Foundation's website or on a time-sheet which is submitted to the volunteer coordinator after the event.

## 2.5 Log Book Data Entry

This is a job that can be done in the comfort of your own home - all you need is a computer and internet access. This project provides valuable data that assists with the management and



marketing of the Track. Data from the Green Log Books that are located at each Bibbulmun Track Campsite and Track town are entered into a database for reporting purposes. If you have some free time and would like to contribute to this project this is an easy way to assist.

Information from the log books is supports applications for grants and funding for the upkeep of the Track.

What does a log book data entry volunteer do?

- Enters the information recorded in the green log books that have been at Bibbulmun Track campsites or Visitor Information Centres into a data system.
- Marks entries as completed once done.
- Returns the log book to the Foundation and, if agreeable, collects a new one to continue information entry.
- Records the number of volunteer hours electronically via the Foundation's website or on a time-sheet which is submitted to the Volunteer Manager periodically.

## 2.6 Research

Walker surveys are conducted every few years to obtain statistical data that is used for planning the ongoing management of the Track and funding applications.

What does a Research Volunteer do?

- Interviews walkers at designated locations on the Track.
- Surveys and records walker information.
- Has a great time talking to fellow hikers.

## 3. TRAINING AND SUPPORT

The Foundation aims to provide its volunteers with appropriate training and support to ensure that they are well-prepared to carry out their duties confidently, effectively and efficiently.

Examples of training and support offered:

- Annual Field Days in each DBCA District for maintenance volunteers, primarily in order to provide practical training.
- On-track training and assessment of volunteer guides with the Events Manager in co-operation with experienced Track guides.
- Structured on-the-job training and support for office volunteers.
- Extensive, practical guidelines and procedure manuals and checklists for each role.
- Information pack and briefing sessions for community event volunteers.
- All staff and current volunteers of the BTF willingly share their knowledge and expertise with new volunteers.

## 4. VOLUNTEER REWARDS AND BENEFITS

The Parks and Wildlife Service (of DBCA) and the Bibbulmun Track Foundation recognise, acknowledge and reward the contributions made by their volunteers.

To be eligible for any rewards volunteers must be registered with DBCA and must submit their times regularly.

20 hours	Thank you letter from Director General, plus 20 % discount voucher at Parks and Wildlife Service outlets.
50 hours	Parks and Wildlife Service Volunteer park pass*
150 hours	Limited edition WA native species lapel badge.
300 hours	\$30 Parks and Wildlife Service voucher
500 hours	Volunteer Pass* plus a Landscape subscription



\*The Parks and Wildlife Service Volunteer Pass provides free entry into any WA National Park for 12-months in addition to providing identification for 20% discount on selected Parks and Wildlife Service merchandise.

All rewards are distributed to volunteers once a year, after the auditing requirements have been met.

The rewards are given for hours accumulated within one financial year.

## 5. FREQUENTLY ASKED QUESTIONS

### 5.1 *How long will I have to commit for?*

It's your choice! Your commitment to a particular volunteer position depends entirely upon your circumstances, interests and the length of time you are available. There are no set time requirements, but if you nominate yourself for a particular project, we would expect that you participate and complete the task.

You are also able to choose when you would like to 'retire' from your volunteering role.

### 5.2 *Can I volunteer with my family or friends?*

It's your choice whether you volunteer as an individual or as part of a group. There are volunteering opportunities to suit both situations. You are able to volunteer for some activities as an individual and for others as part of a group. All members of any group must be registered. In some instances (e.g. bushwalking clubs where the group members vary), this may be covered by a special group registration which covers the group for one day at a time.

### 5.3 *What age restrictions apply to volunteers?*

Under the DBCA Volunteer Insurance Policy all volunteers must be at least 16 years old.

### 5.4 *Do I need any experience or qualifications?*

A willingness to learn and loads of enthusiasm, as well as some bushwalking experience and knowledge of the Track would be beneficial.

Sometimes a volunteer role may require specific job skills or qualifications, but you would be able to choose whether you wanted to participate.

Volunteer Guides are required to hold at least a Senior First Aid qualification.

### 5.5 *Do I need Police Clearances or 'Working With Children' checks?*

Some volunteer roles within the Foundation involve working with vulnerable people, such as children. Police clearances and 'Working With Children' checks will protect your safety as well as participants' safety. The type of check depends upon the volunteer role, and the BTF will inform you if you need a successful check to undertake that role.

### 5.6 *I work full-time. Can I still volunteer?*

Yes! There are volunteer opportunities that do not require you to be available during "normal" office hours, e.g. much of the Volunteer Guide's commitment would be during weekends, maintenance volunteering is in your own time and some of the community events volunteer tasks are also outside normal working hours.

### 5.7 *Will volunteering cost me anything?*

There is no cost to register as a BTF volunteer. Depending upon the type of volunteer role you decide to undertake, there may be some out-of-pocket expenses, such as the cost of fuel to travel to and from your maintenance section. It would be difficult to reimburse volunteers for all expenses they may incur, as the BTF is a not-for profit organisation with all available funds directed towards the facilities, promotion and upkeep of the Track. The total contribution made by the hundreds of volunteers is greatly appreciated by the Foundation.

It is a good idea to enquire about expenses you may incur before committing to any volunteer role.

## 5.8 Do I have to be a member?

Not all volunteers have to be members of the Bibbulmun Track Foundation. However, we encourage you to join the organisation for a number of reasons including:

- Membership can develop a feeling of 'belonging' to the organisation.
- Membership can enhance feelings of great pride and satisfaction through a personal contribution.
- Membership ensures that you are kept informed of all relevant matters regarding the Track and the Foundation.
- Membership helps to provide much needed funds for the development and ongoing provision of walker services.

Other benefits of membership include three editions of Bibbulmun News annually, free trip planning advice, discounts on BTF merchandise and events and discounts at our sponsor equipment stores.

Through the financial support of the Foundation by members and sponsors, we are able to ensure that 100% of all funds received from donations and fundraising are used on Track improvements and maintenance - not administration. A strong supporter base also assists the Foundation when seeking grants and funding for the upkeep of the Track.

## 6. VOLUNTEER REGISTRATION AND INSURANCE

### 6.1 Registration

On discussing your area of interest with our volunteer coordinator, you will be given a DBCA Recreation and Trails Unit Volunteer Registration Form. This must be completed and submitted to the Foundation prior to undertaking volunteer work so that you are insured.

### 6.2 Insurance

All Registered DBCA volunteers in Western Australia are covered by the State Government Insurance Scheme – Riskcover.

The following information outlines the Riskcover's Cover Document Fund Guidelines and elements of the Workers Compensation and Injury Management Act 1981.

To be eligible for insurance coverage you must be:

- Registered as Foundation/DBCA volunteer
- Regularly submit and input your volunteer hours (at least every 3 months)

Please note: Schools, clubs, youth organisations and groups with participants under the age of 16 years must carry their own insurance coverage appropriate to the age of their volunteers.

### What am I covered for?

#### Personal Injury

If you incur an injury (see Riskcover's definition of personal injury below) during your volunteer placement or when driving to and from the site, you will be covered for:

- General liability, loss, injury, damage caused as a result of an act of for errors or omissions on their part where they shall become legally liable while undertaking authorised volunteer activities.
- Personal accident, injury or illness in line with benefits provided by the Workers' Compensation and Injury Management Act 1981. See Risk Cover Definition of Injury below.
- Medical benefits are paid on an 'out of pocket basis' after other entitlements have been exhausted. That is, volunteers are required to first claim on Medicare, private health cover, personal insurance, employment sick leave entitlements, compulsory third party bodily injury insurance, etc.

Please note: Riskcover medical benefits are not available to overseas visitors or people not holding an approved Medicare card.

#### Vehicle and Property Damage

- Benefits will be paid on an 'out of pocket expenses' for damage caused to a volunteers private motor vehicle or personal property used when undertaking authorised Departmental volunteer activities, after other entitlements have been exhausted. That is, volunteers are required to first claim on private insurances before submitting a claim for expenses to the department.
- A volunteer's vehicle and or other equipment must have comprehensive insurance to be covered by Riskcover.



## *Please note*

Under no circumstances does Riskcover insure for:

- General sickness
- If a volunteer is underage or driving under the influence of drugs or alcohol.

## *Personal Injury definition:*

Injury is defined in the Riskcover Cover Document Fund Guidelines Section 5. Miscellaneous 5.1.1 (d) as:

“Injury means bodily injury which:

1. Is sustained by the Covered Person during the Period of Cover;
2. Is caused by an accident; and
3. directly and indirectly of any other cause, except illness directly resulting from or medical or surgical treatment rendered necessary by such bodily injury, results in and of the Events set out in clause 5.14 within 12 calendar months from the date of the accident by which such bodily injury is caused.”

## **What now?**

If you would like to join our team please contact Helen Grimm, our Volunteer Manager, to discuss the opportunities currently available in your area of interest.

Email: [volunteer@bibbulmuntrack.org.au](mailto:volunteer@bibbulmuntrack.org.au) or call 9481 0551.

We thank you for your interest in supporting the Bibbulmun Track and look forward to meeting you soon!



*Just a few of our wonderful volunteers!*