

VOLUNTEER WITH US!

Bibbulmun Track Foundation

Volunteer program

Information for prospective volunteers



Department of Biodiversity,
Conservation and Attractions



VOLUNTEERING WITH THE BIBBULMUN TRACK FOUNDATION

The Bibbulmun Track Foundation (BTF) is very proud that WA has a world-class walking track. With over 1000 kilometres of track to help maintain - and many other activities to administer and deliver - the Foundation needs your support to ensure that the Track remains a well-utilised, well-maintained and well-loved facility for current and future generations to enjoy.

The BTF volunteer program relies on the community - and walkers of the Bibbulmun Track, in particular - to assist in delivery of the Foundation's programs and services.

The volunteer program supports the mission of the BTF to ***support the management of the Bibbulmun Track so that it remains a sustainable long distance walk trail of international significance and quality*** through:

- Community participation contributing to physical and social well-being.
- Development of opportunities for tourism, employment and education.
- Protection of the natural, cultural and heritage values of the Track.
- Attraction of funds and other resources and
- Advocacy for protection of the Track from adverse impacts.

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

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

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

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



CONTENTS

VOLUNTEERING WITH THE BIBBULMUN TRACK FOUNDATION	2
A LITTLE BIT OF CONTEXT...	4
HOW CAN I HELP?	5
BTF VOLUNTEER ROLES AT A GLANCE ...	6
ROLE DESCRIPTIONS	7
MAINTENANCE VOLUNTEER - SECTIONAL (MV)	7
MAINTENANCE VOLUNTEER - SUPPORT (SV)	10
OFFICE VOLUNTEER - GENERAL	12
OFFICE VOLUNTEER - MAINTENANCE ADMIN (MADMIN)	13
OFFICE VOLUNTEER - MARKETING AND COMMUNICATIONS	15
VOLUNTEER GUIDE	16
RESEARCH (DATA ENTRY) VOLUNTEER	18
PROMOTION VOLUNTEER	19
ELECTED BOARD MEMBER	21
REGISTRATION AND INSURANCE	22
Registration	22
Insurance	22
WHAT HAPPENS NEXT?	23
Induction	23
Training	23
Communication	23
JOB SATISFACTION AND WELLBEING	24
RECOGNITION	24
Recognition by the Bibbulmun Track Foundation	24
Recognition by the Parks and Wildlife Service	25
FREQUENTLY ASKED QUESTIONS	25

A LITTLE BIT OF CONTEXT...

The Bibbulmun Track is largely located on Crown land vested in the Western Australian Department of Biodiversity, Conservation and Attractions (DBCA). The Parks and Wildlife Service (PaWS) of DBCA therefore 'own' and - ultimately - manage the Track.

The core purpose of the Foundation is to enable and guide the community contribution to the maintenance, marketing and management of the Track.

We do this as a partner organisation, with the relationship and division of responsibility articulated in a Memorandum of Understanding (MOU) with DBCA.

You can read about the evolution of the Track and Foundation [here](http://www.bibbulmuntrack.org.au/get-involved/about-the-foundation/how-it-all-got-started/)¹, and a recent description of all our volunteer roles from this perspective [here](http://www.bibbulmuntrack.org.au/news/latest/focus-on-volunteer-role)².



¹www.bibbulmuntrack.org.au/get-involved/about-the-foundation/how-it-all-got-started/

²www.bibbulmuntrack.org.au/news/latest/focus-on-volunteer-role

HOW CAN I HELP?

In volunteering with the Foundation, you will work with others who are passionate about the Track and contribute to the strength and growth of the organisation. You may participate in activities ranging from Track maintenance, guiding, assisting in the Foundation's office or carrying out data entry from the campsite log books, to helping at community events.

Before undertaking regular volunteer work with the Foundation, you must be registered as a volunteer with the Parks and Wildlife Service (PaWS) of the Department of Biodiversity, Conservation and Attractions. See Volunteer Registration, later in this document, for details on how easy it is to register.

A simple summary of our various volunteer roles is provided in the following table.

The location, time commitment, major tasks, prerequisite skills and some additional information for each role, are then given in detail.

You are encouraged to consider the information provided for each role to help you decide which is the best match for your interest, availability and skills.

We look forward to meeting you soon!

BTF VOLUNTEER ROLES AT A GLANCE...

MAINTENANCE - Sectional

Location • Track	Time commitment • 1/2 - 3 days at a time, At least 4 times a year (depending on location)	Responsibilities • Inspection • General maintenance • Reporting • Training	Prerequisite Skills • Physical fitness • Independence	Supervisor • Volunteer Manager
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MAINTENANCE - Support

Location • Track	Time commitment • One to several days at a time, frequency up to you	Responsibilities • General & specialised maintenance • Reporting • Training	Prerequisite Skills • Physical fitness	Supervisor • Volunteer Manager
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OFFICE - General

Location • BTF Office	Time commitment • One day a week 9.30am-4.15pm	Responsibilities • Customer service • General admin • Specialised tasks	Prerequisite Skills • Track knowledge • Communication skills • Computer skills • Team player	Supervisor • Office Manager
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OFFICE - Other

Location • BTF office or own home	Time commitment • Varies (see details)	Responsibilities • Depends on role • Records/data management • Marketing & Communications • Writing	Prerequisite Skills • Depends on Role • Track knowledge • Communication skills • Computer skills • Research skills	Supervisor • Varies (see details)
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Guide

Location • Track	Time commitment • Min. 3 day walks per year, or 2 day walks plus one overnight walk per year	Responsibilities • Guiding BTF events, after having successfully completed Guide Training Program	Prerequisite Skills • High level physical fitness & good health • Previous Track experience • Driver's license • First Aid training • Police Check • WWCC	Supervisor • Events Manager
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Research

Location • Own home	Time commitment • 1/2 - 2 hours at a time, frequency up to you	Responsibilities • Data entry using computer	Prerequisite Skills • Computer skills	Supervisor • Volunteer Manager
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Promotion

Location • Community	Time commitment • Varies (see details)	Responsibilities • Talking to public about the Track & Foundation • Transporting brochures	Prerequisite Skills • Communication skills • Track knowledge	Supervisor • Marketing Manager
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Board

Location • BTF Office	Time commitment • 2 hour meeting, bimonthly • 2 year term	Responsibilities • Contributing to strategic discussion and decision making	Prerequisite Skills • Skills in governance, management and/or other professional speciality as required	Supervisor • Executive Director
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MAINTENANCE VOLUNTEERS

The Foundation supports PaWS maintenance of the Track by coordinating maintenance volunteers, who contribute through one (or more) different roles.

MAINTENANCE VOLUNTEER - SECTIONAL (MV)

The 'Eyes on the Ground' Maintenance Program has been the core of our maintenance work since 1998. It is currently sponsored by Newmont. The Track is divided into around 150 maintenance sections that vary in length depending on access points; typically 5 to 10 kilometres. About one third of all sections include a campsite. Volunteers 'adopt' a section of the Track and are trained to look after it. Each section is maintained by a team that may consist of one person working on their own, or a pair/group who work together. This role allows you to feel a real sense of ownership of 'your' section - and is essential in ensuring that the Track remains well-kept and well-loved!

Location

- Depends on the sectional allocation you accept.
- Sections are categorised by which PaWS management district they fall within - Perth Hills, Wellington, Blackwood, Donnelly, Frankland or Albany.

Time commitment

- It is expected that sections are visited at least every 3 months (i.e. 4 times a year). You should aim to visit regularly through the year, although the exact timing of visits is up to you. However, for safety reasons, visits should be avoided over the hot summer months.
- On sections that require a higher level of maintenance (see '**What else should I know?**', below), more frequent visits are recommended.
- Visits can be scheduled whenever it suits you - weekday or weekend.
- Each visit will likely take ½-1 day to walk the section and carry out maintenance tasks (see '**What does a sectional volunteer do?**', below). However, depending on the location and work required, you might need to allow 1-2 nights away from home to complete the trip.
- If you are unable to commit to four visits per year, the responsibility may be shared with others, by arrangement with the Volunteer Manager.

What does a sectional maintenance volunteer do?

- Regularly, walks the full length of their section, and...
- Inspects the condition of the tread, trail corridor, marking, signage and erosion control structures; identifies any new or developing problems; and collects information to be reported. On sections with a campsite, volunteers inspect the shelter, water supply, tent sites and surrounds.
- Undertakes maintenance tasks. These might include pruning, clearing debris from the Track, replacing missing trail markers, maintaining erosion control structures, and removing small litter. On sections with a campsite, volunteers ensure everything is in good order, and manage the campsite accessories, the green walker logbook and the red 'register'.
- Submits a Track (and campsite, where appropriate) inspection report after each maintenance visit, via the Foundation's website.



- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel and accommodation time is included; time spent on purely personal recreation is excluded.
- Attends a maintenance Field Day as often as possible. A Field Day is held annually for each PaWS district - all the sectional volunteers for the district are primarily invited, but volunteers from other districts are able to attend. The day combines strategic work on a campsite or section of Track; training; connection with other volunteers; and a chance to touch base with the Foundation's Volunteer Manager, Maintenance Manager and with local PaWS staff.
- Engages with relevant training provided by the Foundation.

Are there any pre-requisite skills?

You should have:

- General physical fitness & capacity to work outdoors to suit the requirements of the section.
- The ability to independently schedule and undertake maintenance visits.
- (Some sections) Possession of a 4WD vehicle and appropriate level of off-road driving skills.

What else should I know?

- Sections occasionally become vacant through retirement of previous volunteers, or there may be the opportunity to join existing teams who would welcome an additional member.
- The Volunteer Manager manages the allocation of sections and will assist 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 and the maintenance requirements of the Track in the area.
- Our preference is for Track maintenance to be allocated to locals to the region.
- The most likely maintenance tasks can be summarised by the biomes of region / vegetation type / terrain.

Taking local variability into account, the typical biomes are:

- ▲ Darling Scarp / jarrah forest / laterite soils - minimal clearance of regrowth except adjacent watercourses and during recovery from fire. Maintenance of erosion control structures. Maintenance of Track marking.
- ▲ Southwest interior / karri forest / loamy soils - clearance of regrowth and fallen plants/timber. Minimal erosion control. Maintenance of Track marking.
- ▲ South coast / coastal heath / sandy soils - there can be extensive clearance of regrowth requiring high intensity visits. Some erosion control (note, though, that erosion is generally due to wind and foot traffic, and remediation may be beyond the scope of the maintenance volunteer). Maintenance of Track marking.
- Tools and appropriate attire are generally provided by the volunteer although some tools are available to borrow from the BTF for the duration of the visit. Depending on the dominant tasks on the section, the maintenance tool kit may include:
 - ▲ Secateurs
 - ▲ A small saw
 - ▲ A hammer

- ▲ A 'rake-hoe' (also known as fire rake) - used to maintain erosion control structures; this is provided if required, to be returned when the maintenance engagement ends.
- ▲ Reciprocating saw (battery-powered) - to be used with appropriate Personal Protective Equipment (PPE) and attention to safe use.
- ▲ Hedge trimmer (battery-powered) - as above.
- Each sectional team nominates one person as the Team Leader, to be the first point of contact between the BTF office and the team. Their particular role is to schedule and coordinate the visits and ensure reporting is completed.
- Track and campsite inspection reports are reviewed by BTF office volunteers. Tasks needing further action are identified and transferred to a work list. The inspection reports are vital in assisting the Foundation and PaWS in dealing with immediate problems and in planning for the future of the Track.
- Maintenance work beyond the capacity of the sectional volunteer is referred to the PaWS district work centre; or attended to by BTF Support Volunteers.
- Find out more about the role and experience of a typical maintenance volunteer by watching this [video](#)³.

I'm interested! Who should I contact?

- For information about current opportunities, please get in touch with the BTF Volunteer Manager by email at volunteer@bibbulmuntrack.org.au or phone 9481 0551.

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

P Evans, Maintenance Volunteer



³www.youtube.com/watch?v=enLh5AzCKKg

MAINTENANCE VOLUNTEER - SUPPORT (SV)

In recent years we've expanded our Track maintenance contribution beyond the core sectional program. The team known as the Support Volunteers were established in 2014 and have been involved helping sectional volunteers with tasks that are beyond their scope, assisting at Field Days, constructing realignments, marking the Track after fire, as well as repair, remediation and upgrade projects.

Location

- Anywhere on the Track, depending on the activities or projects you opt into.
- If you live near the Track (especially beyond the metro area), you will ideally be part of a local group who will support sectional volunteers in your region.

Time commitment

- Varies from single day outings to 'campaigns' of up to 5-6 days.
- Activities or projects are planned depending on specific circumstances, time constraints and/or weather conditions - but you will get plenty of notice to get involved.
- Depending on the location and length of the project, you'll need to allow travel and possibly accommodation time either side of the work session/s.

What does a support maintenance volunteer do?

- Assists with Track and campsite maintenance to support the sectional volunteers as required.
- Assists where small or large groups of volunteers are required.
- May be called on to provide solo assistance to sectional volunteers (depending on task and skill level).
- Undertakes maintenance tasks ranging from cutting back regrowth with manual or battery-powered tools, Track marking, Track remediation, installing erosion control and tread treatments; using a brushcutter or chainsaw; through to conservation, realignments and construction work ... the range is broad, and your participation level is up to you!
- May be called on to supervise the activities of a group of volunteers, including responsibility for worksite safety.
- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel and accommodation time is included; time spent on purely personal recreation is excluded.
- Engages with relevant training provided by the Foundation.

Are there any pre-requisite skills?

You should have:

- General physical fitness and capacity to work outdoors to suit the requirements of the activity or project.
- **(Bonus)** Possession of a 4WD vehicle and appropriate level of off-road driving skills.
- **(Bonus)** Handyman, trade or professional skills - this role provides the opportunity for such volunteers to make a specialised contribution.

What else should I know?

- Following induction, you will be periodically invited to participate in upcoming work.
- Specialised maintenance tools are provided by the BTF.
- Specialised training - such as completion of a chainsaw operation ticket or working-at-heights approval - is provided as required.
- There's no problem if you want to be both a sectional volunteer and a support volunteer!
- Find out more about the role and experience of a support volunteer by watching this [video](#)⁴

I'm interested! Who should I contact?

- Please get in touch with the BTF Volunteer Manager by email at volunteer@bibbulmuntrack.org.au or phone 9481 0551.



⁴www.youtube.com/watch?v=DYpL1S2Q9cM

IN OUR OFFICE...

The Bibbulmun Track Foundation office provides a variety of services and resources for walkers as well as being the administrative centre for the Foundation. Office volunteers help with a broad range of customer service and administrative tasks, or specialist work depending on their skills and interests.

OFFICE VOLUNTEER - GENERAL

Location

- The office is located in West Perth, at 62 Ord Street.
- Once you are established in the role, some specialised tasks (e.g. trip planning advice service) can be completed remotely from the office, such as at home - using your own computer and internet access.

Time commitment

- One day per week, throughout the year (other than the summer closure, which is typically 1 month from late December to late January).
- Office volunteers attend from 9.30am to 4.15pm (opening hours are Monday to Friday between 10.00am and 4.00pm).

What does a general office volunteer do?

- Demonstrates their love and knowledge of the Track in a friendly manner!
- Performs customer service tasks including answering general phone, email and walk-in enquiries; processing purchases of resources or merchandise; and checking in/out hire equipment.
- Performs administrative tasks including processing memberships, answering event enquiries, and assisting staff with activities and other administrative duties.
- Those with sufficient walking experience and excellent knowledge of the Track provide a planning advice service for long distance walkers.
- Processes end-to-end registrations.
- Processes Group Notifications.
- Contributes to maintaining office supplies and facilities.
- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel time is included.
- Engages with relevant training provided by the Foundation.

Are there any prerequisite skills?

You should:

- Be knowledgeable about the Track. In addition to general bushwalking experience, you should have walked a section or sections of the Bibbulmun Track for a minimum of two consecutive nights (three days), camping out at the campsites.
- Possess a high level of interpersonal and communication skills.
- Have the confidence (once trained) to answer questions relating to our products and services from customers on the phone, online or in person.
- Have the ability to accept direction, work without supervision following documented procedures, and take effective responsibility for delegated tasks.

- Possess competence in the use of information technology, including website navigation and the MS Office suite including Outlook, Word and Excel.
- Possess competence with, and understanding of, relevant mobile phone apps & software.
- Possess competence in the use of hiking equipment and ability to give sound advice.

What else should I know?

- Potentially useful specialist skills include marketing, graphic design, editing, bookkeeping or equipment repair.

I'm interested! Who should I contact?

- Please indicate your interest to the BTF Office Manager by email at admin@bibbulmuntrack.org.au or phone 9481 0551.



OFFICE VOLUNTEER - MAINTENANCE ADMIN (MADMIN)

MAdmin volunteers support our Maintenance Manager with aspects of our Track maintenance program.

Location

- Initial and ongoing training in our office.
- Once you are established and trained in the role, there is the potential for you to work remotely from the office, such as at home, using your own computer & internet access.

Time commitment

- Approximately 2 hours per week, depending on specific task.
- This contribution may be spread over more than one session.

What does a MAdmin volunteer do?

There are several particular tasks potentially included within the MAdmin role; which of these you would do depends on interest, availability, skills and our needs...

- Processes the track and campsite inspection reports submitted by sectional volunteers (see also 'What else should I know?', below). This is the primary task completed by most MAdmin.
- Processes the Track Problem Reports, submitted by walkers via the BTF website.
- Assists with the subsequent management of maintenance reports in order to ensure resolution of outstanding tasks.
- Assists with the collation of maintenance records in order to generate useful statistics.
- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel time is included.
- Engages with relevant training provided by the Foundation.

Are there any pre-requisite skills?

You should have:

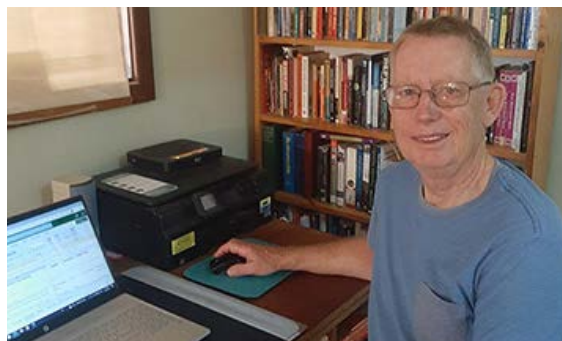
- Ability to complete regular methodical computer work.
- Good written and verbal communication skills.
- Attention to detail.
- Competence in the use of information technology, including website navigation, email and Excel.

What else should I know?

- The role is generally computer work.
- "Processing" of the Track and campsite inspection reports involves:
 - ▲ Reviewing submitted reports on the dashboard of our website and identifying maintenance tasks requiring action.
 - ▲ Transferring tasks to a work list.
 - ▲ Identifying whether the information provided is accurate and sufficient, acquiring necessary detail from the reporting sectional volunteer and incorporating it into the work list.
 - ▲ Triaging maintenance tasks (identifying relative priority).
 - ▲ Allocating maintenance tasks to the most effective responder - PaWS district work crews, the BTF support volunteers, or the allocated sectional volunteer.
 - ▲ Updating the work list with the ongoing status of each task.
- Each MAdmin works on the incoming reports for the maintenance sections of only one or two PaWS districts. The benefit of this arrangement is that MAdmin can build a relationship with their local sectional volunteers, support volunteers and PaWS personnel. They will also gain detailed familiarity with typical maintenance issues for the area; better informing their triaging, allocation and planning.
- Familiarity with either the Track itself or track maintenance is not necessary; appropriate training is provided.
- You are supported by the MAdmin team.
- The Maintenance Manager holds regular meetings with all MAdmin to discuss reporting issues and improve process.

I'm interested! Who should I contact?

- Please get in touch with the BTF Maintenance Manager by email at trackworks@bibbulmuntrack.org.au or phone 9481 0551.



OFFICE VOLUNTEER - MARKETING AND COMMUNICATIONS

Marketing volunteers support the BTF Marketing Manager to progress our marketing and promotion efforts, particularly on social media.

Location

- Initial consultation in our office.
- Once you are established and trained in the role, you may work remotely from the office, such as at home - using your own device and internet access.

Time commitment

- One day (7 hours) per week.

What does a marketing volunteer do?

- Applies their understanding of marketing to assist the BTF Marketing Manager across a range of tasks and channels (see also 'What else should I know?', below).
- Helps create, deploy, and manage community engagement initiatives.
- Helps brainstorm and create marketing campaigns, using a variety of tools including social media, email marketing and print advertising.
- Coordinates the distribution of flyers, including maintenance of a database.
- Writes press releases.
- Creates artwork.
- Carries out other ad hoc marketing duties as required.
- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel time is included.
- Engages with relevant training provided by the Foundation.

Are there any prerequisite skills?

You should have:

- Proven experience in a similar role within digital marketing / community / audience management and engagement.
- Balance of creativity and analytical skills with top-notch writing or storytelling skills.
- Excellent verbal and written communication skills.
- Willingness to roll up your sleeves and do the work required to achieve outcomes.

What else should I know?

The BTF marketing team:

- Focuses on delivering greater benefits and the best possible experience for members, building engagement, and increasing membership and volunteer numbers.
- Actively represents the Foundation brand and voice by posts, comments and promotions across all channels.
- Continually develops our channels, incorporating strategic mindset.
- Identifies and manages relationships with social media influencers and other potential partners for promotional opportunities.

I'm interested! Who should I contact?

- Please get in touch with the BTF Marketing Manager by email at marketing@bibbulmuntrack.org.au or phone 9481 0551.

VOLUNTEER GUIDE

Becoming a volunteer Guide is a great way to enjoy the Track, meet fellow walkers, encourage new Track users and promote a love of the Track.

The Foundation conducts approximately 65 events each year. Each event targets 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. The role of the volunteer Guide is central to this objective.

Location

- Depends on the Events you lead.
- Walks are held on various parts of the Track; however, most walks are within 1.5 hours drive from Perth.
- Workshops are usually held in Perth or online.

Time commitment

- You may choose to lead day-walks only, or progress to training for overnight walks if you wish.
- The training period for training as a Day Walk Guide incorporates 6 walks, progressing towards assessment on the final walk, which you need to complete within twelve months of starting.
- Once trained as a Day Walk Guide you may choose to do further training to lead overnight walks.
- Once training is complete, Day Walk Guides are expected to lead a minimum of three day walks per calendar year and Overnight Walk Guides are expected to lead a minimum of two day walks and one overnight walk per year.

What does a volunteer Guide do?

- Completes a comprehensive, industry-standard training program.
- Shares the leadership of day walks, overnight walks or multi-day walks on the Track for a variety of group types.
- Assists walkers in gaining an understanding of the Track and the Foundation.
- May share the leadership of activities designed for children to develop their skills in the outdoors.
- May speak to groups regarding the preparation and planning of activities, along with providing information about appropriate equipment.
- Submits a record of the time spent volunteering, via the Foundation's website. Necessary travel and accommodation time is included; time spent on purely personal recreation is excluded.
- Completes a logbook to record details of each volunteer guiding experience. If more formal guiding qualifications are sought at a later date, this logbook may be used to substantiate prior learning.
- Completes assessment and requalification tasks on a regular basis.

Are there any prerequisite skills?

You must:

- Be an experienced, fit and healthy bushwalker with varied general experience.
- Have walked a section or sections of the Bibbulmun Track for a minimum of two consecutive nights (three days), camping out at the campsites.
- Hold a valid driver's license and your own transport to get to the walks; a bus driver's license is an added bonus but not essential.
- Possess a recognised Senior First Aid certificate by the time of your assessed walk; this must then be kept current.
- Agree to comply with any current BTF, government COVID vaccination and/or testing, isolation and/or close contact requirements, and show proof of vaccination or tests upon request to the BTF.
- Provide WA Police check and Working With Children check.

What else should I know?

- Information about our regular Calendar of Events can be found [here](https://www.bibbulmuntrack.org.au/walk-the-track/events-calendar/)⁵.
- The Social Sunday Walks are the most common type of event conducted by Volunteer Guides.
- 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.

I'm interested! Who should I contact?

- To discuss the current need for trainee guides, please get in touch with the BTF Events Manager by email at events@bibbulmuntrack.org.au or by phone 9481 0551.



⁵www.bibbulmuntrack.org.au/walk-the-track/events-calendar/

RESEARCH (DATA ENTRY) VOLUNTEER

A walker logbook is located at every Bibbulmun Track campsite and in every Track town (usually placed at the local Visitor Information Centre, or VIC). The records from these books are transferred by volunteers to a database, where the data can be analysed for statistics and trends. Information from the logbooks is valuable - trends in Track usage are used to plan future facilities, and the statistics support applications for grant funding necessary for the upkeep of the Track.

Location

- This role can be completed in the comfort of your own home - all you need is a computer and internet access.

Time commitment

- You can choose when to undertake the work and the length of each session - so it's an easy way to assist if you have regular free time.
- We suggest scheduling regular sessions of ½ - 2 hours, depending on your tolerance of computer work.

What does a data entry volunteer do?

- Acquires books from the BTF office and returns them once data entry is complete. Books can be transferred in a number of ways, depending on your residential location.
- Working one walker record at a time, enters the information into an online database.
- Clearly marks records as completed.
- Submits a record of the time spent volunteering, via the Foundation's website.

Are there any prerequisite skills?

You should have:

- Ability to complete regular methodical computer work.
- Competence in the use of information technology, including website navigation.

What else should I know?

- Campsite logbooks are swapped out every 6-12 months. In this way, there is minimal loss of data in case of fire and the records are incorporated into the statistics reasonably promptly. The swap is usually made by the allocated campsite maintenance volunteer.
- We have several logbooks for each campsite/Visitor Information Centre (VIC) - while there is one at the location, the others may be with a data entry volunteer or waiting in the office for its turn in the field.
- If there is a particular campsite or VIC you visit regularly, you can be the dedicated data entry volunteer for this location and hold the spare books at home once data entry is complete. This eliminates the need for transfer via the BTF Office.

I'm interested! Who should I contact?

- Please get in touch with the BTF Volunteer Manager by email at volunteer@bibbulmuntrack.org.au or phone 9481 0551.

PROMOTION VOLUNTEER

The Bibbulmun Track Foundation has a key role in raising public awareness of the Track and what it has to offer. Promotion of the Foundation and the Track by enthusiastic members and users is very effective.

Promotion occurs at community events (previous events include the Walk the Zig Zag, WA Hiking Expo, Hyde Park Fair and similar fairs and festivals) or through the distribution of our printed Calendar of Events to various venues and organisations across Perth and around the southwest.

Location

- Depends on the community event/s you opt to participate in - we typically attend events in the greater Perth metropolitan area.
- If you opt for brochure distribution, you will be allocated drop-off locations in one or more suburbs convenient to your residential or work location.

Time commitment

- Depends on the community event/s you opt to participate in. Events typically run for ½-1 day; you will be rostered to a shift during this time.
- Brochure distribution only takes a few minutes to complete each drop-off plus the time required to reach each allocated location.

What does a promotion volunteer do?

A community events volunteer...

- Assists with the setup and pack-down of the promotional display.
- Talks to people, listens to other people's walking experiences and shares Track tales.
- Answers a broad variety of questions about the Track. Questions may cover types and duration of walks, most appropriate gear, terrain of different sections, Track sections, food to carry, etc.
- Answers a broad variety of questions about the Foundation. Questions may cover membership, maps and guidebooks, tourism products (e.g., Calendar of Events, tours and Bibbulmun Break itineraries) and other services provided by the Foundation.



A brochure distribution volunteer...

- Collects sets of brochures from the BTF Office.
- Takes them to nominated drop-off locations such as local businesses, libraries, civic centres and Visitor Information Centres.
- Ensures a contact person at the drop-off location has received the brochures and understands their display purpose.
- Sends any updates, additions and left-over flyers back to the office.

All promotion volunteers...

- Submit a record of the time spent volunteering, via the Foundation's website.
Necessary travel time is included.

Are there any prerequisite skills?

You should:

- Enjoy talking to people!
- Be knowledgeable about the Track and the services provided by the Bibbulmun Track Foundation.

What else should I know?

- Community events can be a great day out, meeting and connecting with people from all walks of life who have an interest in outdoors recreation.

I'm interested! Who should I contact?

- To find out about current opportunities, please get in touch with the BTF Marketing Manager by email at marketing@bibbulmuntrack.org.au or phone 9481 0551.



ELECTED BOARD MEMBER

As an incorporated not-for-profit organisation, the Foundation is managed by a volunteer Board of Management, with the Constitution providing the opportunity for up to seven BTF members to be elected.

The functions of the Board are to ensure the BTF achieves its object, to set the BTF's strategic direction, and to uphold the BTF's values.

The Board is collectively responsible and accountable for ensuring and monitoring that the BTF is performing well, is solvent, and is complying with all its legal, financial and ethical obligations.

Foundation members with relevant personal and professional skills may nominate to join the Board by election at the AGM held in October each year.

Location

- Board meetings are held in the BTF Office but may be joined via teleconference on occasion, if required.

Time commitment

- Board members serve a two-year term following election.
- Board meetings typically take two hours and are held bimonthly.
- Other contribution as required, depending on the current items under discussion.

What does a board member do?

- Review the papers provided prior to each meeting, and contribute to discussions and decision making.
- Review and approve the annual budget and financial accounts throughout the year.
- Contribute to strategic planning, risk management and policy reviews.
- Advocate for the BTF and the Bibbulmun Track when opportunities arise.
- Submits a record of the time spent volunteering, via the Foundation's website.
Necessary travel time is included.

Are there any prerequisite skills?

You should:

- Be a current member of the BTF.
- Nominees are asked to list - on the nomination form - the skills and experience they can bring to the Board.

What else should I know?

- The BTF's Constitution (Rules), AGM Report and list of current Board Members can be viewed on the [Governance page](#)⁶ of our website.

I'm interested! Who should I contact?

- To find out more about upcoming vacancies on the Board, please contact the BTF Executive Director by email at friends@bibbulmuntrack.org.au or phone 9481 0551.

⁶www.bibbulmuntrack.org.au/get-involved/about-the-foundation/governance/

REGISTRATION AND INSURANCE

Registration

The registration process starts once your placement has been discussed and agreed. Volunteering with the Bibbulmun Track Foundation is one of many volunteer programs associated with PaWS work (more information can be found on the PaWS volunteering homepage [here](#)⁷).

BTF volunteers are therefore registered with PaWS for the purposes of insurance coverage and volunteer recognition.

There are no age limits to volunteering, however u16s must be supervised by parents or guardians, and all volunteers must be physically capable of carrying out their role. All volunteers contributing regularly should be registered. In some instances, a "one-off" record can be used to cover volunteers for a single day of volunteering at a time. For example, where a Track maintenance volunteer is accompanied on a single visit by a family member or friend; or a walking club or school team where the group members vary on each maintenance visit.

During registration, you will be provided with the following documents/resources from PaWS:

- Volunteer Registration Form
- Volunteer Code of Conduct
- Health and Safety Policy
- Health and Safety Induction

You will be asked to read the PaWS resources prior to completing the registration form, as it includes an acknowledgement that you accept and will comply with them.

Once your volunteer registration form is returned and processed, the induction and training phase starts.



Insurance

All volunteers registered with PaWS are covered by the State government insurance scheme Riskcover, for personal injury and vehicle and property damage.

Further information on the insurance coverage will be provided at registration or can be requested from the Volunteer Manager at volunteer@bibbulmuntrack.org.au

⁷www.dbca.wa.gov.au/parks-and-wildlife-service/volunteering-with-parks-and-wildlife

WHAT HAPPENS NEXT?

Induction

All new volunteers are provided with a standard set of information to give them confidence in their role.

This includes:

- The PaWS Health and Safety Induction (provided during registration).
- The PaWS Volunteer Handbook, Volunteers and Community Involvement Policy and Cultural Awareness document.
- BTF Volunteer Rights and Responsibilities.
- Information on working within a safety mindset.
- Information and instructions on using the BTF website and personal profile, including submission of volunteering times.
- Access to relevant BTF policies.
- Other useful information.
- Details of insurance coverage.

The standard general induction is supplemented by further, role-specific induction information where applicable.

Training

The Foundation aims to provide all volunteers with appropriate training and ongoing support to ensure that they are well-prepared to carry out their duties confidently, effectively, efficiently and safely. Volunteers are expected to engage with core training relevant to their role and are encouraged to take the opportunities offered for additional training. Training is designed to be as accessible, useful and enjoyable as possible.



Communication

We love to touch base with volunteers in person or over the phone. However, with hundreds of volunteers working across multiple roles, most communication is performed by email, for efficiency. Volunteers are expected to provide an email address which they are likely to check regularly enough to receive and respond to communication from the BTF in an appropriate timeframe. This assists the role supervisors to generate timely action on tasks.

Any concerns about unwanted email communication from the BTF should be discussed with the Volunteer Manager.

JOB SATISFACTION AND WELLBEING

You are likely to have one or more very personal reasons for wanting to 'give back' by volunteering - some conscious, others not. Articulating these reasons can help you choose the best role for you and give you motivation to continue in volunteer work.

Unmet expectations of what the work will give you can result in the loss of job satisfaction.

If this occurs, and you lose pleasure or motivation in your work, we are very open to discussing the options available to improve your experience. You can be reassured that any dissatisfaction will be treated sympathetically and in confidence. Early signs of conflict should be addressed rather than allowed to develop.

RECOGNITION

There are many reasons volunteers give their time, energy and effort. The pleasure of participation and the satisfaction of the contribution made is usually sufficient reward. Nonetheless, the Bibbulmun Track Foundation and the Parks and Wildlife Service sincerely recognise, acknowledge and reward the contribution made by volunteers.

Recognition by the Bibbulmun Track Foundation

Personal recognition is incorporated into 'thank you' events in November, which all volunteers are invited to attend.

Volunteers may be rewarded according to the time contributed during the financial year. To be eligible for rewards volunteers must be registered and regularly submit the time spent volunteering, via the Foundation's website. Reward items vary from year to year.

They are distributed according to the following categories:

- 100 - 299 hours
- 300 - 499 hours
- >500 hours

It is recognised that many volunteers make a substantial contribution of their time and effort without reaching the minimum threshold for rewards, due to the circumstances of their role. Our appreciation of these volunteers is equally sincere.

Long Service Awards recognise the ongoing contribution of volunteers who've been with the Foundation for a significant continuous length of time. The milestones of 5, 10, 15 and 20 years are currently recognised.

Volunteer recognition also occurs during National Volunteer Week (mid-May, annually) and at other times as appropriate.



Recognition by the Parks and Wildlife Service

The PaWS also rewards volunteers according to the time contributed during the financial year. To be eligible for rewards, volunteers must be registered and regularly submit the time spent volunteering, via the Foundation's website. All rewards are distributed annually, after the auditing process has been completed.

20 hours	20% discount voucher for PaWS outlets
50 hours	PaWS Volunteer Pass*
150 hours	Limited edition WA native species lapel badge (+ 50 hours reward)
300 hours	\$30 PaWS voucher (+ 150 hours reward)
500 hours	Landscape subscription (+ 300 hours reward)

* The PaWS Volunteer Pass provides free entry into any WA National Park for 12 months. Presentation of the pass also authorises a 20% discount on selected PaWS merchandise.

The PaWS also provides an opportunity for recognition of special volunteers at their annual Volunteer of the Year awards.

FREQUENTLY ASKED QUESTIONS

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 role, we expect that you participate and complete the task.

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

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 can volunteer for some activities as an individual, and for others as part of a group. All regular members of any group must be registered. In some instances, a "one-off" record can be used to cover volunteers for a single day of volunteering at a time. For example, where a Track maintenance volunteer is accompanied on a single visit by a family member or friend; or a walking club or school team where the group members vary on each maintenance visit.

I work full-time. Can I still volunteer?

Yes! We have many volunteer opportunities that do not require you to be available during "normal" office hours. For example, most guided events are on the weekend; track maintenance and data entry may usually be carried out in your own time; and much of the promotional work is also outside normal working hours.

Can I go on holidays or take leave when I want to?

Of course! With plenty of notice, we can arrange for someone to cover for you while you are away.

What age restrictions apply to volunteers?

There are no age limits to volunteering, however u16s must be supervised by parents or guardians, and all volunteers must be physically capable of carrying out their role.

Do I need any experience or qualifications?

We love anyone with a willingness to learn and loads of enthusiasm. Some bushwalking experience and knowledge of the Track is beneficial for most roles. Some roles require specific experience, skills or qualifications, but your participation is entirely your choice. (See the section on pre-requisites for each volunteer role.)

Do I need a police clearance or Working With Children Check?

Not usually. The requirement for a clearance or check depends upon the volunteer role (e.g. those that work as event guides, with children). You will be informed if you need a successful clearance or check to undertake that role. Police clearances and WWC Checks will protect you as well as participants' safety.

Will volunteering cost me anything?

There is no cost to register as a volunteer with us.

There may be some out-of-pocket expenses, depending upon the volunteer role you decide to undertake. It is, unfortunately, difficult for the Foundation to reimburse volunteers for all expenses incurred, being a not-for-profit organisation with limited sources of revenue. All available funds are carefully distributed between our core work areas. The complete contribution made by our volunteers is therefore greatly appreciated.

It is a good idea to enquire about expenses you may incur before committing to any volunteer role. Examples include fuel costs to travel to and from maintenance visits or events; or accommodation costs if your maintenance section is some distance from home.

Do I have to be a Foundation member?

Volunteers do not have to be members of the Bibbulmun Track Foundation. However, we encourage you to join the organisation, because membership:

- Can promote a feeling of 'belonging'.
- Can enhance the pride and satisfaction you feel in making a personal contribution.
- Ensures that you are kept informed of all relevant matters regarding the Track and the Foundation.
- Helps to provide much needed funds to run the maintenance program, provide walker services and market the Track far and wide.

Other benefits of membership include:

- Three editions of Bibbulmun News annually.
- Free trip planning advice.
- Discounts on BTF merchandise, hire gear, events and on-Track services.

Through the financial support of members and sponsors, we can 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 to assist with the upkeep of the Track.