

Volunteer Project Plan

What is a Project Plan and when should it be used?

The objective of this plan is to ensure that volunteer projects are clearly defined and agreed upon by all parties and that risk mitigation has been thoroughly considered. The plan can then be referred to throughout the project duration and can be renegotiated as required.

Use it to define the project outcomes, requirements, risk reduction, equipment, timeframes and task allocation. The plan can be used for:

- Individual volunteer projects;
- Volunteer groups where the project is not defined by an existing Memorandum of Understanding (MOU);
- Specific park projects that may require volunteers.

How to use this Project Plan

The Senior Ranger and/or Project Coordinator will initiate the plan and will negotiate the content in consultation with the volunteer/s.

Examples are given under each heading. Insert your text, delete the examples and select 'normal' in the style menu.

Process:

1. In consultation with the Volunteer Programs Manager, Park Rangers and volunteers negotiate the project plan. The approved plan is signed and sent to the Volunteer Programs Manager to record in TRM/Content Manager.
2. Volunteer Programs Manager to help with project promotion and recruitment if required.
3. Senior Ranger to ensure all volunteers have completed the Volunteer Registration Form . Once signed by the Senior Ranger registration forms are sent to volunteer.parks@nt.gov.au for processing.
4. Induction and training must be provided to volunteers prior to start of activity. A written record of the induction is sent to the Volunteer Programs Manager to be filed.
5. Number of volunteers, hours and duties are recorded and sent to the Volunteer Programs Manager at the end of each month.
6. At the end of the project, a project debrief is highly desirable. Evaluation of project outcomes, learnings and success can improve future volunteer efforts.
7. Award any eligible rewards and recognitions or consider volunteer appreciation certificates.

For further information or assistance contact the Volunteer Programs Manager on 8999 3821 or email volunteer.parks@nt.gov.au

Project Name:

CARR Trail Crew - Central Australian Rough Riders (CARR) / Alice Springs Mountain Bike Club - trail maintenance program

Location:

Alice Springs Mountain Bike Trail Network - comprising Alice Springs Telegraph Station Historical Reserve, Tjoritja/West MacDonnell National Park and various Crown Land blocks in the Alice Springs area.

Dates/Season:

2023

Project Background Information and/or History (if applicable):

After the NT MTB Master Plan was finalised in 2016, the informal network of mountain bike (MTB) trails around Alice Springs underwent a process of 'formalisation' over the course of several years, to form what is now the sanctioned and sign-posted Alice Springs MTB Trail Network.

In 2019 CARR and PWCNT formed a partnership to develop and support a volunteer trail maintenance program. The 'CARR Trail Crew' as it has become known, usually holds 6-8 working bees per year and undertakes site specific trail repairs, re-alignments where required, and other maintenance activities, to sustain and enhance riding experience and safety. The program also aims to develop and enhance the volunteers' skills and expertise in trail building and maintenance, and has held several workshops with professional trail builders.

CARR have over 200 members who are extremely passionate about the MTB trail network in and around the Alice Springs area. CARR hosts Social Rides, Races and other events, and Trail Crew sessions throughout the calendar year, and promotes the Alice Springs MTB Trail Network as a riding destination.

Project Purpose / Objectives:

Continued ongoing collaboration between PWCNT and CARR in support of CARR Trail Crew and its work to upkeep, maintain, enhance and improve the sanctioned Alice Springs MTB Trail Network, for the enjoyment and safety of both the local MTB community and visitors.

Project Benefits and Outcomes:

To Agency:

- Ongoing liaison and engagement between PWCNT, CARR and the broader MTB community.
- Shared collaboration on sustainable trail building and maintenance techniques.
- Maintenance and improvement of the trail network itself, including mitigation of erosion, risk minimisation and enhanced protection of natural and cultural values.
- Enhanced trail user safety and experience.
- CARR members reporting to PWCNT any issues or observations of trail use/ degradation/ required maintenance.
- Promoting the trails as an NT tourism destination to an important niche market.

- Enthusiasm, motivation and knowledge being passed on to new PWCNT staff ie retention of historical/corporate knowledge.
- Utilisation of CARR assets such as trail building tools, brush-cutters, mechanised wheelbarrow etc.

To Volunteer(s):

- Contribute to the MTB trail network management of which they (CARR) are an integral part.
- Mentoring and skills development in best practice trail development, maintenance and management techniques, and conservation / land management principles.
- Understanding of trail management and standards within protected areas.
- Collaboration with PWCNT and ownership of trail outcomes.
- Become familiar with maintenance requirements, issues and achieve a broader understanding of park management – not just trail management.
- Knowledge that they are working on trails with the necessary Sacred Sites Clearances from the Aboriginal Areas Protection Authority (AAPA) using approved techniques and materials.
- Recognition of the enormous contribution CARR and its members contribute, through the PWCNT Rewards and Recognition system.
- Covered by Voluntary Workers Insurance when working as a registered volunteer on approved PWCNT mountain bike trail projects on sanctioned trails.
- Access to tools, training, staff support and equipment.

Project Scope:

What is IN the Project Scope

- Subject Area is primarily the sanctioned Alice Springs MTB Trail Network as shown in the map Attachment A. Additional trails can be considered on a case-by-case basis by negotiation between CARR and PWCNT.
- Trail maintenance and development works on the sanctioned trail network, using best practice trail management techniques (as defined by the IMBA Trail Guidelines), such as:
 - Vegetation management including pruning and brush cutting;
 - Erosion controls such as drainage features, stone work and other enhancement measures;
 - Re-routes and re-alignments where required, subject to prior agreement by CARR and PWCNT, and within AAPA-approved corridors.
- Trail projects and priorities to be guided by the 2021 Trail Maintenance Plan (Attachment B) and subject to mutual agreement by CARR and PWCNT.
- Use of tools, equipment and chemicals within the scope of volunteer or staff members' training only, and subject to approval by PWCNT.
- Revegetation degraded sites using appropriate species, subject to prior negotiation between CARR and PWCNT and approval by PWCNT.
- Independent volunteering activities (ie outside of organised Trail Crew working bees), subject to prior negotiation between CARR and PWCNT and approval by PWCNT.

What is OUT of the Project Scope

- Trail maintenance work on existing non-sanctioned trails.
- Building of new tracks or trails outside of Subject Area as defined above.
- Use of chemicals, chainsaws, motorbikes/quad bikes, or other tools & equipment outside of volunteer or staff members' level of training and PWCNT approval.
- Issuing compliance orders – can advise of regulations etc. but can't issue formal orders.
- Access areas of the PWCNT management areas otherwise not available to the public unless permitted by Senior Ranger/Senior District Ranger or District Manager.

Key Milestones and Deliverables:

Phase	Deliverable	Date
First draft of P.P	Signed project plan	
Project delivery	CARR trail sessions (x 7 approx) Monthly communications showing record of volunteer names, date(s) of activity, no. of hours worked, and brief description of activities. Please send to volunteer.parks@nt.gov.au .	19/3 – 17/9/2023 Monthly from March to September 2023
During season	Nomination of three outstanding CARR contributors for National Volunteer Week	May 2023
Project wrap-up	Project evaluation	October 2023

Project Oversight and Delivery:

Project Sponsor:

Parks and Wildlife Commission of the NT

Central Australian Parks

District Manager: Phil Cowan

Advisory Team (if applicable):

Volunteer Programs Manager: Kylie Cowan

Mobile Ranger Team Senior Ranger: Christian Diddams

CARR President: David Atkins

Core Team:

Chief District Ranger: Marty Krieg

Mobile Ranger Team Senior Ranger: Christian Diddams

CARR President: David Atkins

CARR members

Volunteer/s suited to the role:

Task dependent – if the task requires travel on foot or by mountain bike, the volunteer needs to be physically fit with a well maintained bike, helmet, water, first aid and bike repair kit. If the task is manual, the volunteer will need some level of physical fitness, correct PPE and aptitude for the task at hand and tools being used.

How will volunteer/s be supported?

Reimbursements and benefits available to volunteers:

- On-the-job training experience in trail maintenance, erosion controls, pruning and track clearing.
- Tools and equipment can be supplied / supplemented by Parks.
- PPE can be supplied / supplemented by Parks.
- Parks and Wildlife Rewards and Recognition system.

Training and Induction:

- WHS Site and Task Orientation as part of the volunteer induction (covering PPE, WHS, incident reporting processes, heat mitigation, expectations, out of volunteering access).
- Brush-cutter and other required tools - use and safety requirements / Standard Operating Procedures.
- Trail building/maintenance instruction.

Type and Level of Supervision:

- A Parks NT representative (Ranger) will be on site as a point of contact for all CARR Trail Crew sessions, inductions, first aid and assistance with issues with equipment and collaboration of work plans and outcomes of trail sessions.

Insurance:

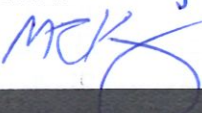


- CARR is an affiliate of AusCycling, Australia's peak body for cycling. AusCycling provides Public Liability and Personal Accident Insurance for volunteer trail maintenance activities through V-Insurance Group; details are provided in Attachments C and D. As long as the club is hosting the trail maintenance activity, and that activity is approved/endorsed by the relevant land management agency, then volunteers are insured whether or not they are members of the club.

Plant and Equipment Requirements:

- PPE (gloves, safety glasses, chaps, harness for brush cutters) – used as required.

- Tools (loppers, rakehoes, shovels, mattocks, brushcutters, track marker gear, handsaws, reciprocating saws, batteries, crow bars, hammers, chisels, etc) –used as required.
- Parks NT can provide additional portable first aid kit however, CARR are required to carry their own emergency items (first aid kits, bike repair kit, pump, helmet, water and food requirements). First aid kit should be carried by group leader – used as required.

Acceptance and Declaration:

Project Sponsor (as named above)		
Name: MARTIN KRIEG -DISTRICT MANAGER, CENTRAL AUST. PARKS	Signature: 	Date: 7 JULY 2023
Volunteer Programs Manager		
Name: ATKINS DAVID	Signature: 	Date: 26 MAY 2023
Volunteer/s		
Name: Emma Shearer	Signature: 	Date: 26 MAY 2023

Volunteer Project Plan

Advertising and Promotion:

< Does the project require advertising? Tick which options the VPM can assist with >

- Promotional Poster
 PW Website (volunteer opportunities page)
 Email volunteer database
 Position Description
 Facebook
 Volunteering SA/NT website
 Other: _____

Communications Plan:

Date	Milestone / Event	Communication objective	Mode of communication	Responsibility – who will communicate?	Who needs to know?
February 2023	Project draft provided to senior managers for review	To confirm content and accuracy	Email	Christian Diddams will email to Kylie Cowan, Marty Krieg, Phil Cowan	Kylie, Marty and Phil
	Project Plan sent to CARR for review feedback and amendments	Opportunity to review document and propose changes / confirm agreements in place	Email, phone, face to face	Parks will pass on plan	CARR, Parks
	CARR provide feedback on plan proposal	Confirm all parties agree and accept content and action and changes necessary	Email, phone, face to face	CARR will provide feedback	CARR, Parks
Before March 19 th 2023	Project Plan finalised and project commences	Final plan shared among invested parties	Email, phone, face to face	Parks will notify CARR when plan is approved	CARR, Parks
Post September 17 th 2023	Post-trail sessions season finish?	To publicly thank and promote the work and contribution CARR have made to the MTB Trails	PW/FB post, CE Newsletter, CARR FB post	Volunteer Programs Manager, PW Staff, CARR	CARR, PW Executive Director, Communications and Media

National Volunteer Week	Publicly acknowledge the efforts of all CARR volunteers.	Email request for permissions	Volunteer Programs Manager, CARR	CARR, PW, Senior Directors, Communications and Media
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Project Risk Management:

Task	Risks Identified	Risk Control Measures	* Risk Level after Controls (should be low or medium)
Brush-cutting	Eye, face, hand, leg injury	Hierarchy: eliminate / substitute / engineering / isolation / administration / PPE PPE, right techniques	Low
Tree pruning	Blisters, sprains, strains, cuts, abrasions	PPE, right techniques	Low
Trail Building minor	Manual handling injuries	PPE, right techniques	Low
Trail building Major	Manual handling and Crush injuries	PPE, right techniques	Moderate
Wildlife interaction	Snakes, centipedes, scorpions	First Aid training, first aid kit, PPE, site awareness?	Low
All trail maintenance activities including mobilisation / demobilisation to work site	Slips, trips and falls	PPE, correct techniques, plan work activities to get vehicles as close to site as possible to minimise manual handling distance.	Low
	Heat safety	Administration (induction and understanding / awareness of heat safety), PPE, adequate hydration.	Low

* To determine the level of risk, you will assess likelihood and consequence. Refer to the DTSC WHS Operational Risk Register template (Risk Level and Action Plan Guide).

Checklist:

Action	Why important	Related documents	Signature
Volunteer Registration forms completed and sent to VPM with proof of ID	Emergency contact for each volunteer is recorded. Volunteer signs that they understand conditions. Acknowledgment of Code of Conduct.	Volunteer Registration Volunteer Code of Conduct	

Volunteer Project Plan

On-site induction complete and sent to VPM	Volunteer safety is managed by completing site and task orientation (such as hazards, toilets, communication): grievance process is outlined.	WHS Site and Task Orientation Checklist for Volunteers	
Vehicle Indemnity Form	Insurance. Only if the volunteer is required to drive an NTG vehicle.	Vehicle Indemnity Form	
Attendance recorded	Recording hours helps our agency understand and recognise the value of volunteers. Also important for reward and recognition system.	Record in daily diary or ask VPM for template. Send monthly volunteer records to volunteer.parks@nt.gov.au	
Talent Release Form	(Optional) Allows us to share photos of volunteer efforts with the volunteer's permission. Promotion of future projects.	Rewards and Recognition System NTG Talent Release Form (unpaid)	
Project Reporting	Compiling a project report or evaluation helps the agency understand the value of the volunteer project and improve future endeavours.	Volunteer Exit Evaluation Form	

