



Partnership Agreement template

G-4.2

Partnership Agreement
between
[name of community group]
&
[name of land management organisation]
for the management of
[name of reserve]

Reserve location(s): [name of reserve]
 [latitude longitude]

Liaison persons: [name of contact person]
 C/- [name of group]
 [address of group]
 [phone]
 [email]

 and [name of land manager contact person]
 on behalf of [land manager name]
 [land manager address]
 [phone]
 [mobile]
 [email]

Date: [month: year]

Review period: This Agreement will be reviewed [annually]

Background

The Reserve

[information about the reserve eg: The area of interest is the foreshore reserve at Sunny Bay from Beach Street back towards the Tasman Bridge. The reserve is Crown land, public reserve with a licence for a linear section to the local council for a bicycle way.

The reserve has remnant Sheoaks that are aging with poor regeneration. Many of these have already died and fallen resulting in large piles of branches and trunks throughout the reserve, providing habitat for weeds.

The Beach Street end of the reserve is flatter and less weed infested. The reserve becomes progressively steeper and more weed infested towards the bridge.

There is a section with mostly non-invasive exotics like daisies that are valued by the adjoining landholders.

The weed species present are Boxthorn, Boneseed, Willow, Tree Lucerne, Cotoneaster, Broom, Sweet Pittosporum, Banana Passionfruit, Agapanthus, Blackberry, Tradescantia, Blue Periwinkle, and Ivy.]

The Group

[information about the group eg: The Coastcare group formed in 2005. They have 13 members many of whom have relevant experience and or qualifications in resource management and related fields.

The group is incorporated and has insurance. They have an existing approved activity plan for management of Beach-side recreation area, adjacent to this reserve area.]

Works Program

This works program relates to on-ground works to be undertaken only in the designated reserves in this agreement. All changes to the works program should be in collaboration between the two parties.

[The group] agrees to:

Any of the following or other tasks as negotiated

- Maintain records of volunteers and volunteer participation as outlined in this agreement.
- Map location of weed species within the reserve in consultation with DPIPWE staff.
- Mechanical removal, by hand pulling, of woody and herbaceous weeds.
- Cut (specify if hand tools only) and paste woody weeds with Weedmaster Duo or equivalent Glyphosate solution in accordance with this agreement.
- Re-vegetate degraded areas with local provenance native species, appropriate to the needs of the reserve and the community.
- Maintain any re-vegetation areas until plants become established.
- Pruning of native vegetation where appropriate (important to specify if hand tools only or if brush cutters and mowers allowed).
- Rubbish collection and removal.
- Liaise with adjacent land managers, Aboriginal Heritage Tasmania, DPIPWE, PWS and other environmental groups in the interest of adopting best practice techniques.
- Maintain a high standard of Occupational Health and Safety and undertake hazard inspections and risk assessments before undertaking works.
- Provide update and forward plans to the [land manager] about on-ground works.

As they arise, other activities may be added to this list, as agreed between the two parties.

[The land manager] agrees to:

Any of the following or other tasks as negotiated

- Provide management advice for the asset or area.
- Undertake a risk assessment with the group.
- Provide training for activities as resources allow.
- Provide logistical support and recommendations for works program as required.
- Provide representation at group meetings and working bees as required.
- Provide tools and resources such as plants or funding.
- Provide supervision for particular activities (may need to provide details here)
- Undertake specialist or significant on ground tasks to assist the group's activities as required.

[It is a good idea to refer to some key issues within the agreement. What follows are some examples that could be included.]

Aboriginal Heritage

[It is possible that there may still be undiscovered Aboriginal cultural sites in the area named in this agreement. Such sites are protected under the Aboriginal Relics Act 1975 and all care should be taken not to disturb or draw attention to such sites.

If during the course of your activities such sites are discovered, work should cease immediately and the site should be reported to the Aboriginal Heritage Tasmania.

Prior to initiating new works the community group and the land manager should consult with Aboriginal Heritage Tasmania to determine if a heritage assessment is required.]

Occupational Health and Safety

[Group members have a responsibility to ensure they work in a responsible and reasonable manner to ensure their own safety and the safety of other volunteers and the general public.

The group is required to assess the work-site for hazards and brief every participant about safety prior to each working bee.]

Supervision of Works

[The land manager may require some level of supervision for some activities. If so this should be specified here.]

Working Bees

[Details of recommended working bee procedures such as volunteer registration and provision of emergency contact information could be detailed here. Such as 'Only registered members of the group may undertake work on the designated area. If new members or passers-by want to participate in a working bee then they must register and be made aware of the safety issues outlined in the risk assessment. The group is required to ensure all volunteers are registered, have supplied any necessary health information and an emergency contact. It is recommended that the group designates a member to be safety officer]

Hazard and Incident Reporting

[If during the course of any activity or during an observation of the site, a hazard is identified, this must be reported immediately to the land manager. Similarly if any injury or illness occurs as a result of working on the site, this must be reported to the land manager.]

Record keeping

[Land managers may require groups to keep specific records of information, in particular for insurance purposes. If so these requirements can be outlined here.]

Tool use

[Any details, restrictions or training requirements on the use of tools should be outlined here.]

Chemical Handling

[Any details, restrictions or training requirements on the use of herbicides should be outlined here. At a minimum it should be specified that 'all volunteers must read the product label and follow the health and safety guidelines. The product's Material Safety Data Sheet (MSDS) needs to be available on site'.]

Insurance

[If any insurance is provided by the land manager it should be outlined here. Groups should always be encouraged to take out their own insurance wherever possible to ensure they are covered if they unknowingly move into someone else's land tenure.]

Reference Materials

[Provide details of any other local or regional strategies and plans that should guide the work activities.]

Signatures

For and on behalf of the [the group]

Name:

Position:

Date:

For and on behalf of the [land manager]

Name:.....

Position:.....

Date:

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