



ADOPT A SPOT

Information Booklet

Volunteering in Nelson City Council
Parks and Reserves



Adopt a Spot is a programme where community groups, schools, businesses and individuals agree to enhance and take care of an area of Council land.

 **Nelson City Council**
te kaunihera o whakatū

ADOPT A SPOT ACTIVITIES



Adopt a Spot activities that can be taken on by a group include:

- Planting.
- Weeding.
- Rubbish clean-ups.
- Animal Pest control.
- Wildlife and environmental monitoring.
- Gardening.
- Fruit tree maintenance.
- Park furniture maintenance.

This booklet provides key information about volunteering on Council Parks and Reserves.



INTRODUCTION

Nelson City Council aims to support, enable and facilitate volunteers who are working to take care of our parks. The contribution made by volunteers across a range of activities, is invaluable in achieving biodiversity, social, amenity and recreational outcomes.

Although volunteering is freely undertaken and without the need to establish formal contracts, it is important that there is a commonly understood framework and agreed principles set in place.

The aim is to protect volunteers and other users from harm while still allowing everyone to enjoy our parks. We also want to make sure that communication between Nelson City Council and volunteers is as open and easy as possible.

KEY PRINCIPLES

Nelson City Council and volunteers working in Parks and Reserves will:

- Work in partnerships for the benefit of the community and environment.
- Look for the best solutions by communicating regularly, openly and constructively.
- Develop projects that strengthen the quality of our open spaces and local ownership of our Parks and Reserves.
- Abide by statutory and legal requirements, such as Reserve Management Plans, relevant Council policies, and health and safety legislation.
- Operate in a way that is equitable and inclusive.
- Encourage volunteers to work under the umbrella of an existing or newly formed group.
- Support best practice by following good environmental stewardship and monitoring outcomes.
- Ensure that volunteer projects are aligned with the work of Council contractors and staff.



ROLE OF NELSON CITY COUNCIL

Nelson City Council values volunteers and the work that they undertake. To help volunteers in this work, Council will:

- Provide and promote opportunities for training and sharing of expertise through workshops, meetings, forums and training courses to enhance volunteers' ability to care of parks and the environment.
- Recognise and celebrate volunteers and volunteer projects.
- Communicate with volunteers about matters that may impact on volunteer projects.
- Ensure that requests or correspondence from volunteer co-ordinators are responded to promptly.
- Provide up-to-date information about health and safety requirements and changes to legislation.
- Work with the volunteer group to develop a Health and Safety Plan for the groups work, and to identify hazards and risks for the work area.
- Liaise with other organisations where the activities of that organisation could affect the health and safety of volunteers.
- Provide groups with a key contact person in Council for their project.





ROLE OF VOLUNTEER GROUPS

Volunteers themselves will:

- Appoint a Volunteer Co-ordinator to be the main person communicating with the key Council contact.
- Work within the scope of the Council approved Health and Safety Plan as per the agreement that is signed by all volunteers.
- Be aware of any health and safety risks on sites they work on.
- Advise Council of any new hazards or risks through the group Co-ordinator.
- Conduct themselves and undertake their activities, in a manner that does not endanger themselves or others.
- Comply with any health and safety procedures and instructions that have been outlined in the group's health and safety plan e.g. signing in/signing out.
- Only use Council approved herbicides when holding relevant Growsafe Certification and following all safety precautions.
- Not undertake any high-risk activities like the use of chainsaws and scrub bars in the work area, unless specifically covered by a risk assessment and control plan approved by Council.



ROLE OF VOLUNTEER CO-ORDINATORS

Groups may have different structures that they operate under, however, usually the role of the Volunteer Co-ordinator is to:

- Serve as key a contact for Council staff. This will be the main person communicating with the nominated key Council contact.
- Work with the key Council contact to develop a site-specific Health and Safety Plan that is agreed by all volunteers and approved by Council.
- Ensure that all volunteers, especially new ones, are well informed about the project, any risks associated with the site, and how to work safely with each other.
- Monitor the health and safety aspects of their group's project and to advise Council of any changes to the risks on site.
- Report all injuries, near miss incidents and new hazards to the key Council contact.





HEALTH, SAFETY AND ENVIRONMENTAL GENERAL REQUIREMENTS

Caring for People.

- Ensure any children participating in the activity are closely supervised.
- Encourage everyone to take care of the basics: enough water, sunscreen and rest.
- Be aware of the way others in your group are feeling; do they need to take a break?
- Do not participate or allow others to participate if under the influence of drugs or alcohol.
- Advise group co-ordinator of any allergies or medical conditions and carry personal medications.

CLOTHING AND EQUIPMENT

All participants must wear suitable robust outdoor clothing and footwear including:

- Closed toe footwear with adequate tread.
- Gloves when handling plants and soil.
- Clothing that protects from the sun.
- Cold/wet weather clothing appropriate for the conditions -- Safety glasses for any activity where the eyes are at risk.
- There should be adequate supplies of food, water and sunscreen available.
- Ensure only hand tools are used. Machinery and power tools are not permitted unless specifically covered by a risk assessment and control plan approved by Council.

HEALTH AND SAFETY PLAN

A site specific Health and Safety Plan will be developed for each Adopt a Spot area.

EMERGENCIES

An emergency plan for emergencies that could be reasonably expected will be developed as part of the Health and Safety Plan.



KEY CONTACTS

Volunteer Co-ordinator:

Phone:

Email:

Council Contact:

Phone:

Email:

