

## Annual Volunteer Activity Plan (AVAP)

### 1.0 Volunteer Group Details

Group name:	Bendigo Mountain Bike Club Inc
Group type:	Recreation
Group email: rim@mtbbendigo.com	Group phone: 0412 479 639
Postal address: 125 Hargreaves Street, Bendigo 3550	
Website:	<a href="http://www.mtbbendigo.com">www.mtbbendigo.com</a>
Social Media Page:	<a href="https://www.facebook.com/MTBBendigo">https://www.facebook.com/MTBBendigo</a>
Volunteer Group Leader/Administrator Name:	Barry Floyd
Contact Email: bazfloyd@gmail.com	Contact Phone: 0419 581 414

*\*All volunteer groups should have a 'volunteer group account' on ParkConnect with these details listed*

### 1.2 Group Insurance Details

Is the volunteer group incorporated?	Yes
Does the volunteer group have Public Liability Insurance?	Yes
Does the volunteer group have Personal Accident Insurance?	No
Does the group have Work Cover Insurance Policy?	No

### 1.3 Group Membership Details

How many members in the group? 200+	Do members pay a membership fee? Yes \$15
Approximately how many volunteers attend activities?	10 - 15
How many paid employees do you have?	None

### 1.4 Parks Victoria Staff Contact Details

Staff Contact Name: Mat Sobey	Position: Ranger Team Leader Bendigo
Email: mathew.sobey@parks.vic.gov.au	Phone: 04128 390 453
Park Name: Bendigo Regional Park	Area: North Central District

## What is the groups' overall Vision?

- Establish an Australian Mountain bike guidelines approved mountain bike trail network for Bendigo Regional Park providing trails for all levels and abilities.
- Work with PV to enhance mountain bike trail safety, environmental sustainability, accessibility and quality of experiences within the Bendigo Regional Park.
- To raise the standard of trails within Bendigo Regional Park to give riders the best trail experience that is intrinsically linked to the park's topography, flora and fauna.
- Club will actively seek funding opportunities and engage best practice providers to better support PV land management.
- Continuing in constructive engagement with PV to work towards the endorsement of a Master Plan for a trail network in the Bendigo Regional Park.
- Seek opportunities to identify and close/remediate unsustainable trails. Improve and maintain existing trails and work toward formalise appropriate trails in the Bendigo Regional Park.

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## What is the groups' overall Objective? *(if already completed in previous years leave blank)*

- To continue to work toward delivering the agreed volunteer track improvement activities listed in the Annual Volunteering Activity Plan.
- See project objectives listed below in 3.0

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## How do the groups goals for this financial year align with Parks Victoria's management priorities?

### Connecting people and parks - parks for people

Promote park volunteering by engaging people of different ages in natural and cultural conservation efforts. focus on supporting diverse volunteer programs that bring benefits to people and parks.

- The Spring Gully Trails will provide cycling opportunities while minimising environmental damage and conflict with other recreational activities in the park.
- Improve drainage and sustainability of existing formalised trails through volunteer activities.
- Encourage more people to have outstanding nature experiences in Central Victorian parks.

### To enhance organisational excellence- safe and safer

Building on a safety-first culture and show industry and community leadership in training, mentoring, planning and work practices

- Bendigo Regional Park will provide a publicly accessible mountain bike facility where people of all ages, experience and fitness levels can ride safely on purpose built sustainable trails in a natural environment. The areas are primarily designed to cater for cross-country riding.
- Work towards increasing the number of formalised trails within the Bendigo Regional Park.

### 3.0 On-ground Activities

When are activities scheduled to occur? Monthly on either a Saturday or a Sunday

Estimate how many working bees/onground activity days, will be undertaken throughout the year? 10

Please detail each project (you may add or delete tables as required)

(a project is defined as a series of activities that contribute to a specific goal/objective, projects are higher level than the individual activities)

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(A) Off Camber Corner – page 3	Green Loop – climb	Improve entry and exit of corner to address safety of unpredictable surface. Install berms and grade reversals.	2021
<p><b>Tools/Materials Required</b></p> <p>Tools: Rakes, Shovels, Mattock, Power Barrow, Plate Compactor, wheel-barrows, water tank/pump.</p> <p>Materials: Gravel (axedale 7mm) 20mm Aggregate. All rocks and aggregate to be purchased and brought in. No existing rocks are to be used or moved from the Regional park.</p> <p>BMBC to obtain quotes for materials. Club Funded. PV supply pump where possible.</p>			
<p><b>Supervision Required (direct, general, broad)</b> Refer to 'Supervision' in the AVAP Instruction Guide or 'Volunteer Supervision Defined' on Warnawi Board.</p>			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(B) Drainage Works and invasive species reduction – page 2	Green Loop - climb	Remove pampas grass. Improve drainage to reduce impact of leaking Coliban Channel. Rock armouring to be placed on track.	2021
<p><b>Tools/Materials Required</b></p> <p>Tools: Rakes, Shovels, Mattock, Power Barrow, Plate Compactor, wheel-barrows, water tank/pump, rock sling.</p> <p>Materials: Gravel (axedale 7mm) 20mm Aggregate. 100mm Ag pipe and Granite Flagstones 400 x 400 x 300 nom. All rocks and aggregate to be purchased and brought in. No existing rocks are to be used or moved from the Regional park.</p> <p>BMBC to obtain quotes for materials. Seek local grant for granite. PV supply pump where possible.</p>			
<p><b>Supervision Required (direct, general, broad)</b> Broad.</p>			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(C) Trail Surface Improvements	Green Loop - various locations (1,2,3,4,5)	Projects C1 – C4 (pages 5-8), C5 – surface treatment only (p14). Realignment not included in approval (p15).	2021

		Use fine material to fill over exposed rock areas creating a safer and smoother ride. Works are to only take place within existing track footprint.	
<b>Tools/Materials Required</b> Tools: Wheelbarrows, power barrow, shovels, rakes, plate compactor. Materials: Gravel (axedale 7mm). All rocks and aggregate to be purchased and brought in. No existing rocks are to be used or moved from the Regional park.			
<b>Supervision Required (direct, general, broad)</b> Broad.			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(D) Realign trail – page 10	Water Tower Junction - Southern point of Green Loop	<p>The project aims to moves riders to the side of the vehicle track footprint, improved entry into top switchbacks. Old entry to be closed and rehabilitated.</p> <p>From Parks Victoria’s perspective the entry point within this project will need to be redesigned to ensure that any works are within the existing track footprint.</p> <p>The project is subject to further approval where compliance with relevant legislation is demonstrated such as the Aboriginal Heritage Act and biodiversity legislation.</p>	Planning and design 2021
<b>Tools/Materials Required</b>			
<b>Supervision Required (direct, general, broad)</b>			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(E) Installation of Trail Features	Green Loop various locations	<p>E1 – E3 – pages 11-13</p> <p>Install grade reversals, berms and minor realignments to improve safety by making trials directional (one way).</p> <p>The installation of berms on section E1 is subject to approval providing an on-ground assessment of vegetation does not pick up any seasonal native species in the current rocky edge of the track. This assessment is to take place in Spring by a Parks Victoria Ranger.</p>	2021
<b>Tools/Materials Required</b>  Tools: Rakes, Shovels, Mattock, Power Barrow, Plate Compactor, wheel-barrows water tank/pump. Materials: Gravel (axedale 7mm) 20mm Aggregate. All rocks and aggregate to be purchased and brought in. No existing rocks are to be used or moved from the Regional park.			
<b>Supervision Required (direct, general, broad)</b> Broad			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(F) Formalise existing trail	Extension of Green Loop (Chapel Climb)	Explore options with Parks Victoria and discuss appropriate formalisation process with PV and undertake processes to complete.	
Tools/Materials Required. No on ground works scheduled for this project.			
Supervision Required (direct, general, broad) Direct.			

Project Name	Location	Specific Practical Activities	Estimated Completion Month/Year
(G) Improve first climb.	Start of Green Loop climbing trail.	Explore options with Parks Victoria for converting existing fall line trail into gentle climbing trail to suit beginner rider within existing footprint. Includes rehabilitation of surrounding area.	Planning 2020
Tools/Materials Required. No on ground works scheduled for this project.			
Supervision Required (direct, general, broad) Direct.			

Please include any additional tables if there are more projects to be undertaken

#### 4.0 Safety and Environment

The Parks Victoria safety and environment documentation should be followed to manage safety, assess risks, identify hazards and implement controls. Documents that you may use to control safety include;

Document Name	Description	Who completes
Risk Assessment	if a project and/or activity is perceived to be high risk a risk assessment is to be conducted by the responsible Parks Victoria employee and referred to the Health, Safety and Environment and Volunteer teams for approval. There are various 'triggers' for high risk activities detailed above and on the Warnawi Risk Assessment page.	Parks Victoria staff responsible for activity/group Health, Safety and Environment, Volunteer team approval
Job Safety Analysis	to detail the hazards and relevant controls related to a particular project and/or activity that has been approved and planned to be undertaken. These should be provided to the group at the planning stage, prior to commencing works.	Parks Victoria staff
Site Safety Survey	to detail any hazards and controls presented on the day of the activity, to be completed on site prior to the activity commencing	Parks Victoria staff and/or Volunteer leader
Site Orientation Checklist	delivered on site prior to activity commencing including safety and activity specific instructions	Parks Victoria staff and/or Volunteer leader

Job safety planning to be undertaken before each activity commences. Job safety planning is to be submitted through Parkconnect during the planning stage.

#### 4.1 Tools/Accreditations

Will Parks Victoria supply specialised tools or equipment? Please describe:

- Water tank and pump were possible (to compact soil)
- Motorised post hole digger
- rock stretcher if possible

What tools or equipment will your group supply? Please describe (attach inventory if necessary):

BMBC will supply:

- Plate Compactor
- Trailer - working bee hand tools including, mottocks, shovels, rakes, brooms, rakehoes etc.
- Manual Post Hole Digger
- Power Wheel Barrow/ wheel barrows
- Vehicles – volunteer transport
- Rock Sling (TBC)

What types of accreditation are required for the activities?

Activity Type	Accreditation Required	Volunteer Name	ParkConnect profile complete
Chainsaw	Chainsaw Certificate	TBC (when funding is available)	<input type="checkbox"/>

Do the types of tools or equipment require any volunteer to receive a specialised induction plan, see list below;

Induction Plan	Complete	Induction Plan	Complete
Chainsaw	<input type="checkbox"/>		<input type="checkbox"/>
Heavy Machinery	<input type="checkbox"/>		<input type="checkbox"/>

Will the group be working with children? Yes  
*A child is any individual under 18 years of age*



## 4.2 Chemical/Tools Storage and Transport

Will chemicals be stored on site? No

Will chemicals be transported by volunteers? Yes

Is the vehicle appropriate for this purpose? Yes

Will other tools and/or materials be transported by the group? Yes

Is the vehicle appropriate for this purpose? Yes

Does the group operate any Parks Victoria vehicles or vehicles requiring Parks Victoria registration during their activities? E.g. trailers, cars, boats. Please list: No

## 4.3 Waste Management

Describe the routine wastes that will be generated from the volunteer activities and how the wastes will be managed (refer to Waste Management Procedure (PRO-728))

Waste type	Waste management (reuse, recycling or disposal)	Waste receiving facility	Comments
Misc	Waste transfer station	Eaglehawk transfer station	

## 4.4 Emergency procedures

Is there a First Aid trained volunteer on site during activities? Yes

Name: See emergency procedure below	ParkConnect profile complete: Yes
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If no has Parks Victoria arranged training for 1 volunteer to be a First Aid representative? Yes  No  Volunteer team can arrange

Is there a current First Aid kit taken on site suitable for activities? Yes

## 4.5 Emergency response details

Please complete Appendix 1 'Emergency response details' at the end of this document. Each group should carry a printed copy of the one-page emergency details to all activities.

## 4.5 Communication Plan

It is expected that at least one person managing each activity will have the communication mechanism ticked below. Which communication method will be used for this group;

<input type="checkbox"/> Mobile/Satellite phone - Yes	<input type="checkbox"/> Back to base monitoring
<input type="checkbox"/> UHF Radio	<input type="checkbox"/> Other:

## 4.6. Working Alone



Are volunteers permitted to work alone? No

If yes, hazards relating to working alone or remotely should be identified and controls implemented through the Job Safety Analysis.

#### 4.6 Worksite Monitoring

Will worksite monitoring be undertaken?	Yes	
How many monitoring dates are suggested ? <i>Based on supervision levels identified in 3.0 On-ground Activities</i>	Number: 5	
Does the group have any specific worksite monitoring requests? <i>Eg event being held, onground advice etc</i>	Provide details: To be organised and arranged between PV and the group.	

Please use the worksite inspection and monitoring form found on Warnawi Volunteer Activity Plan page titled; Worksite Monitoring

#### 5.0 Funding

List grants or sponsorship the group **has received during the previous financial year**

Received (R)	Funding Body	Project Name/Location (detail any projects in 3.0)	Amount (\$ and/or Labour eg Green Army)	Parks Victoria Approved (circle)
NA	NA	Raised during approved events	NA	Yes
				Yes/No
				Yes/No
				Yes/No

List grants or sponsorship the group **will apply for or receive during this financial year**

Apply (A)	Funding Body	Project Name/Location (detail any projects in 3.0)	Amount (\$ and/or Labour eg Green Army)	Parks Victoria Approved (circle)
				Yes/No
				Yes/No
				Yes/No
				Yes/No

Will you require Parks Victoria to be the Project Proponent? No

Please refer to 5.0 Funding in the instructional guide for details regarding applying for grants

#### 5.1 Fundraising

Will the group raise funds on Parks Victoria estate?	Yes
If yes please specify the type of fundraising e.g. community bbq etc.	As per above, this is not applicable as fund raising will be authorised through approved event permits.

## 6.0 Volunteer Group Declaration

By signing this Annual Volunteer Activity Plan I understand that Bendigo Mountain Bike Club and Parks Victoria have a mutual understanding of the projects to be undertaken and the relevant roles and responsibilities. If other works are proposed at any time they will need to be added to the AVAP and may require an additional agreement depending on location, activity and delivery model.

Both the AVAP and activities detailing specific dates and locations will be entered in to ParkConnect.

Volunteer group leaders and volunteers will abide by the terms and conditions of volunteer participation.

**Volunteer Activity Plan Approved Group Leader**  
Barry Floyd (president Bendigo mtb club)

**Volunteer Activity Plan Approved Area Chief Ranger**  
(Parks Victoria)

Signature: 

Date 18/05/2020

Signature: 

Date 20.5.2020

## 7.0 Record Keeping;

Either the Parks Victoria staff member or Volunteer Group Leader should upload the Annual Volunteer Activity Plan hard copy to the groups ParkConnect account record. The plan will then be visible by both parties.

## Emergency Response Details

**In case of an Emergency (Fire, Police, Ambulance)**

**Call 000**

## Parks Victoria Emergency Number 13 19 63

### Group Contact Details

Group Name	<b>Bendigo Mountain Bike Club</b>
Volunteer Group Leader	<b>Barry Floyd</b>
Volunteer Group Leader Mobile Phone	<b>0419851414</b>

### First Aiders on Site

Names	Stuart McGregor	Jo Wall
Mobile Phone	0419 972 138	0400 871 803

### Parks Victoria Contact Details

Staff Member Name	<b>Mat Sobey</b>
Staff Member Phone Number	<b>0428390453</b>

### Nearest Medical Centre

Name	<b>Spring Gully Primary Health</b>
Address	<b>126 Spring Gully Rd, Spring Gully, Vic 3550</b>
Contact Phone Number	<b>03 54001310</b>

### Nearest Hospital

Name	<b>Bendigo Health</b>
Address	<b>100 Barnard St, Bendigo Vic 3550</b>
Contact Phone Number	<b>03 5454 6000</b>

### Emergency evacuation meeting point

Name	<b>Muldoon reserve</b>
Address	<b>14 Wattle Drive, Spring Gully Vic 3550</b>

