



## FIELD STAFF CHECKLIST

# Working in Wellington Park

*Wellington Park was established in 1993 to protect natural and cultural values. It is a diverse area valued by the community for its natural beauty and recreation opportunities. Catchments in the Park provide about 20% of Hobart's drinking water.*

*Agency staff and contractors working in the Park can help protect and promote the Park's values by following these guidelines.*

- ✓ All plants, animals, soil and rocks in the Park, as well as Aboriginal and European heritage, are protected and must not be disturbed or removed unless specifically authorised in your work permit.
- ✓ Do not litter. All rubbish must be removed from the Park.
- ✓ Follow the guidelines to reduce fire risks (see below).
- ✓ Comply with regulations on signage (unless otherwise authorised).
- ✓ Always shut and lock gates within the Park (unless otherwise authorised).
- ✓ Follow designated routes on fire trails including downhill-only sections.

### Work Health and Safety

- ✓ Follow your organisation's WHS procedures.
- ✓ Undertake an Activity Risk Analysis and brief staff on the safety measures that will be employed during the works.
- ✓ Check weather forecasts daily so you are aware of likely weather conditions and particularly any forecast changes in the weather.

### Protect the natural environment

- ✓ All vehicles and equipment that enter the Park must be in a clean state to reduce the spread of weed seeds and plant and animal diseases.
- ✓ All vehicles should carry a hard bristle brush to remove loose dirt and mud from footwear and equipment. Minimise vehicle movements from weed infested areas into non infested areas.
- ✓ Footwear and equipment should be cleaned if they have been worn or used in a weed affected area before moving to another part of the Park.
- ✓ Don't transfer water from one waterhole/dam to another. It can spread waterborne diseases.
- ✓ Equipment and clothing, particularly footwear, that has been used in any waterhole/dam in the Park should be cleaned and dried before coming into contact with another waterbody. If drying is not possible they should be cleaned and disinfected with a suitable fungicide such as F10™.
- ✓ Ensure that any materials imported into the Park for construction (soil, gravel, sand etc) is from a weed and pathogen free source.
- ✓ Do not bring plant mulches or other plant material into the Park.

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### Protect cultural heritage – refer also to pamphlet “Caring for Cultural Heritage in Wellington Park”

- ✔ Respect cultural heritage places – even if they are not important to you they may be important to someone else and they are protected by regulations with stiff penalties.
- ✔ Avoid disturbing heritage places in any way – unless you have permission from the Trust. Disturbance includes walking, driving, digging holes, taking parts away, leaving rubbish, writing graffiti, or lighting fires.
- ✔ Be familiar with the known heritage in the area where you will be working and understand what work you are required to do when working at or near a heritage place. Check relevant policies, management plans, maintenance plans, & other specific heritage management advice and, if unsure, request a heritage site induction from the Wellington Park Management Trust or one of the Park management agencies.
- ✔ If working at or near a heritage place do only what you are authorised to do, and no more.
- ✔ If you find a suspected heritage site or place: 1) report the find to your supervisor, project manager or the Trust Manager; 2) do not disturb anything until you get advice from the relevant manager.
- ✔ If you encounter damage to a cultural heritage place or item, report this to the relevant cultural heritage officer or the Trust.

### Protect water quality in drinking water catchments

- ✔ Be familiar with the Drinking Water Catchment Zones and Restricted Areas in the Park.
- ✔ Do not contact streams within Drinking Water Catchment Zones.
- ✔ Do not enter, wade or swim in drinking water intakes.
- ✔ Stay on formed trails to reduce erosion, particularly in Restricted Areas.
- ✔ Avoid toileting in Drinking Water Catchment Zones and Restricted Areas at all costs. If there are no toilets walk at least 100 m away from any watercourse and the track, and dig a 15 cm hole to bury your waste and toilet paper.
- ✔ Ensure you have the required permits for using herbicides within the Park, particularly in drinking water catchments, and follow permit conditions and herbicide instructions at all times.

- ✔ When possible fuel up equipment i.e. brush cutters, chainsaws etc. outside the Park, or away from Restricted Areas and water intakes.
- ✔ Do not wash out fuel, herbicide or other chemical containers in Drinking Water Catchment Zones.

### Managing fire risks

- ✔ Wellington Park will be closed during periods of extreme or catastrophic fire danger.
- ✔ Carry fire suppression equipment for hot work activities (during the fire permit period).
- ✔ During High, Very High or Severe fire danger no high risk activities are permitted i.e. those that may start a fire including the use of angle grinders, brush cutting etc.
- ✔ Ensure machinery that may produce sparks is frequently and adequately serviced.
- ✔ Smokers must carry cigarette butt containers and use them.
- ✔ Whenever possible, park vehicles on fire trail pull offs where vegetation is low or absent. Do not leave vehicles unattended obstructing fire trails or in front of fire trail gates.

### Consider Park visitors

- ✔ Drive vehicles at a slow and safe speed in the Park – no more than 30km/hr with hazard lights on to caution other track users.
- ✔ Do not obstruct public access to facilities.
- ✔ Visitors may see you as an authority. Be friendly and professional. If you are not able to provide the information required, pass on contact details for the Trust Manager, Ranger, or website.
- ✔ Report activity contrary to Park signage, general anti-social conduct or other suspicious behaviour to the Ranger on 0408 517 534. All reports are confidential.

*Thank you for helping to protect and preserve Wellington Park for all to enjoy.*

*For further information on Wellington Park see [www.wellingtonpark.org.au](http://www.wellingtonpark.org.au) or phone the Trust Manager on 03 6238 2176.*

If in doubt about the environmental or safety risks of your work call your supervisor or the Park management agency responsible for the area you are working in.