

## **Planning for CCA working bees**

### **PREPARATION**

- Once you have decided on the site and the work required:
- Liaise with Dave Derwin or Bruno Menage at the Council Depot (8 Stack Street, Fremantle), 93361552.
- For work at Cottesloe Native Garden ring Seaview Golf Club Manager 9384 0471
- Email CCA volunteers about the working bee
- Add information to CCA website (Dieter, Sue or Rob happy to oblige)
- Pick up trailer bay key from Robyn, also a volunteer registration sheet and volunteer safety sheet or print your own.
- At the Depot Trailer Bay - clean up from the last working bee if required - rubbish into large Council skip, weeds to appropriate bins, seedling pots neatly stacked for recycling. Sweep sand off trailer, check tail lights and trailer tyres - Depot staff will assist with trailer problems.
- First Aid kit must be taken to all working bees.
- Morning tea equipment and drinking water containers.
- We have two banners. A good idea to hang one if there is a place to do this.
- All CCA equipment in trailer - weeders, trowels, spades, buckets. 3x secateurs, 1x long handled lopper and saw - need cleaning after each use and WD40 applied.

### **WEEDING**

- Identify your weeds - have reference material at hand if you are unsure or leave any plant that is not ID'd
- Removing small weeds, e.g. in late winter by disturbing soil as little as possible. Use small knives, trowels. Most small seedlings can be left on site. In spring when seed is forming -weeds with seed heads will need to be removed from the site. Carefully load in recyclable bags and place bags in the appropriate bin at the Depot or in a Council truck. Piles of loose seed heads in the back of Council trucks can spread seed throughout the suburb. As a general rule only weed near newly planted seedlings or in preparation for planting.
- You may not need the trailer for weeding sessions. If not required - collect some bags, tools etc from the trailer.

### **SEED COLLECTING**

- You need a seed collecting license if not collecting with Robyn or the Coastcare Officer. It's easy to get a 12month license, for CCA collection but it takes 4 months to process.
- Collect seed only if it is required. Identify your plant. Seed must be ripe, maximum of 30% taken from any plant; a little from many plants at the site is best. Collect into cloth bags, big paper envelopes or clean, dry buckets. Dry in open boxes or trays in a warm dry place, add label to each tray -with botanical name, date, site, seed collector. Seed needs to be cleaned for it to store well.
- Seed can be stored for CCA at APACE Nursery, Fremantle.

## **PLANTING**

- Liaise with Council Depot Staff about the working bee for trailer and plants delivery; water truck if required or wheelie bins of water if required.
- Plants are delivered to the Council Depot once a year only. We need to collect other, slower to grow plants from APACE, Fremantle, as the season progresses.
- Liaise with Council staff about time you will load plants before they deliver trailer to site. Also confirm a pick up time for the trailer at the end of the working bee.
- Fill wetting agent bottles if required (if large container is empty ask Dave Derwin to purchase a new one – he will need a week's notice), sort out tools or weed bags or plant guards/stakes as required for the working bee.
- Use wetting agent only when absolutely required (some break down products encourage weeds and are damaging to many local plants)
- Check that tools you need are in trailer.
- Choose plants (from our local provenance seedlings) that are appropriate and local to the site – e.g. primary dune species, secondary dune species or species that might only grow at Cottesloe Native Garden. Consider the mature size of the plant.
- Think about placement, so that the plants might grow in a "natural way", e.g. on a steep dune slope – you could plant a swathe of Spinifex as might be the case in an adjacent healthy dune complex. Plant spacing e.g. 'dense' for many ground covers.
- Identify plant placement with bamboo stakes or lay out plants before team arrives.
- Give a planting demo to everyone if possible - using our 'deep planting technique' with a bowl for catching rain. Include a demo of removing plant from pot, firming down soil to remove air pockets, watering in and applying a plant guard – properly and firmly, using a mallet for firm installation of bamboo stakes.

## **AT THE END OF SESSION**

- All tools need to be removed from work site.
- Please clean buckets if possible – i.e. not covered in sand, this helps keep our trailer clean. Please knock sand off spades and trowels and store them in the trailer. Trowels and mallets in tin buckets (they break plastic buckets).
- After hose has been wound up please remove hose reel handle from hose reel and store in narrow slot – or in another easy-to-locate place. Return tap fittings to box.
- Collect plant pots. Back at the Depot, neatly stack them by the wall.
- Any plants remaining in the trailer need to be returned to reticulation and watered using the hose there, as they will be dry. Depot staff will do this if they are asked.
- Please clean rubbish off trailer – ready for the next session.

## **LENDING TOOLS TO OTHER GROUPS**

- We have loaned tools and the trailer to other community groups – this does however require quite a bit of work. The trailer needs to be well cleaned and all tools very clean before it leaves, a tool list needs to be provided then the same cleaning process and tool count needs to be done BEFORE the trailer's return. Soil must be washed off before the trailer returns to Cottesloe – not at our Council Depot. Committee members must meet people at Depot, not give out Depot keys.