

[Info for members of the Le Roys Bush Volunteer Working Bee Groups](#)

What's in this document	
Guidelines for new volunteers - what you need to know.....	1
Weekend working bees.....	1
Weekly Wednesday Working bees 9am to 11am.....	1
Please check out the following notes:.....	2
KAURI DIEBACK and MYRTLE RUST PRECAUTIONS:.....	2
WHAT TO BRING & WEAR:.....	2
UNDERSTANDING THE GOOD PLANTS and the PEST PLANTS.....	3
HEALTH & SAFETY:.....	3
Your information and privacy:.....	4
Using Le Roys Bush Google Groups.....	4
Useful links.....	5
General items:.....	5

Guidelines for new volunteers - what you need to know

This info is for members of the kaitiaki/working bee groups working to restore Wai Manawa/Le Roys Bush.

For volunteer ambassador roles, please see [Info for Le Roys Bush volunteer ambassadors](#)

Our Kaitiaki/Working Bee members undertake a variety of work to protect our native ecology and biodiversity around the area both in the reserves and in the properties in the area called the Le Roys Bush and Hinemoa Park Halo.

(a) Weekend working bees

- **When:** usually the first Saturday of each month; except January
- **Where:** different locations each month
- If you'd like to help, email us at le-roys-bush-weekend-team@googlegroups.com

- For more info see: [About the Le Roys Bush Weekend Team](#)

(b) Weekly Wednesday Working bees 9am to 11am

Different places each week - ask to join the newsletter - we'd love to see you there.

For more info see: [241016 planned activities for Le Roys Bush Wednesday Group](#)

- **When:** Wednesday working bees run from 9am to 11am - usually followed by coffee nearby
- **Where:** See facebook.com/groups/FriendsOfLeRoysBush or the weekly email to registered volunteers or ring 021-240-9414
- **What to bring and wear:** See below for details. If you don't have your own tools, please let us know in advance
- **If it's wet:** See Facebook site for cancellation or postponement - facebook.com/groups/FriendsOfLeRoysBush
- If you'd like to take part in these working bees, please email LeRoysBush@gmail.com and we'll include you on the reminder list.

Please check out the following notes:

KAURI DIEBACK and MYRTLE RUST PRECAUTIONS:

To avoid the risk of spreading kauri dieback microspores, *please*

- scrub all dirt off your boots/shoes, clothes and gardening tools at home using hot water and detergent
- tip the water down the sewer NOT down stormwater drains
- use the cleaning station or the sterigene bottles to spray your footwear and tools when you **arrive** and when you **leave**
- bag any dirty footwear or tools when you leave - take them home and repeat the cleaning as above

WHAT TO BRING & WEAR:

- Please wear good clean boots, gardening gloves, and long-sleeved shirt and trousers.
- *By the way - please don't think you'll get by with short sleeved shirt and no gloves - we sometimes work near pampas grass, gahnia and other cutty grasses*
- Please bring gardening gloves, clean folding saw, and/or secateurs (if you have them)
- If you don't, please contact us the night before so we can get what you need. (Email LeRoysBush@gmail.com)

- For your personal comfort: water bottle, sun screen, hat (and maybe insect repellent if you are troubled by such things - most of us don't use it)
- For safety, we recommend you wear your glasses or have some form of eye protection and that you always work within talking distance of at least one other person
- To contact others if you get separated or injured, please carry your mobile phone - please make sure the team leader(s) have your number

UNDERSTANDING THE GOOD PLANTS and the PEST PLANTS

- If you are not confident in your knowledge of plants, please buddy up with someone who is
- Ask for a copy of the Forest & Bird Weed Control Guide - it gives a list of most of the common weeds you'll see in local bush reserves and how to control them - see the link on the web page <https://www.pestfreekaipatiki.org.nz/pest-plant-resources>
- It's suggested that you load the [iNaturalist.nz](https://www.inaturalist.org/) app on your phone - this can help you identify plants, birds, insects etc online

HEALTH & SAFETY:

- Your safety is our priority. And we are obliged to follow Health & Safety procedures. We are also keen that you feel comfortable with the work you do - so that you enjoy it and want to come back.
- Please ensure that you follow all COVID-19 precautions as they apply (depending on the alert level, keep 2 metres distance from others and don't share tools, bottles etc and wear a mask if in close proximity to others and observe any other COVID requirements). If you suspect you have COVID or any other transmissible illness, please stay at home.
- Before coming on an event, to help us comply with Health and Safety requirements, please email us with your name, address, phone number, next of kin contact details and any health conditions that may be relevant to the work being undertaken (Email LeRoysBush@gmail.com) and acknowledging that you are aware of the H&S provisions.

When you arrive at an event, please contact the leader(s) and ensure they have your mobile phone number, next-of-kin name and mobile phone number.

- In all circumstances, only undertake work you feel comfortable with.
- If you have any health issues, please let the leader know - this is an important requirement and courtesy
- When you leave an event, please let the leader(s) know; or if you can't see them, please text or email so they know you are safe.

You should be aware that all weed control work may include risks around slippery ground, wasps, sudden holes/slopes in the ground, sharp sticks and leaves.

- Ensure that you are wearing suitable eyewear, footwear, gloves and clothing to protect against accidents.
- If you are not an experienced gardener in rough and sloping conditions, you must ask the project leader for training and advice.
- We follow the Pest Free Kaipatiki Health and Safety policy - all accidents, near misses and hazards must be reported using the [PFK Accident, Incident and Near Miss Register form](#).
- The main hazards:
 - If you encounter wasps: move away. If on Council land ring the Council service centre and advise GPS coordinates
 - Watch out for hidden holes in long grass or wetland areas - carry a spade or pole to use to check for holes and to support your balance on slopes; keep away from cliffs
 - Getting stuck in mud - keep away
 - Cutting yourself on folding tools or sickles - close folding saw when not in use; put sheath on sickles etc; wear cut resistant gloves.
 - Getting herbicide gel on
- Most other hazards are common sense issues for adults - supervise children carefully.
- To mitigate risks - please always carry a working cell phone; work within sight of at least another person; don't go alone into risky areas without a detailed safety plan
- Auckland Council volunteers are not allowed to use power tools or risky spray on public land; if you are working private land, the responsibility is yours - ensure you are fully trained in safety procedures; always have property occupant/owner permission; do not allow any other people or pets within close proximity.
- Contact Andrew on 0210-497-523 or Keith on 021-240-9414 for more details of an event or if you can't find the group when you arrive on the day.
- Here is the LRB response to the very detailed form supplied by Council to PFK: [LRB Hazard H&S Plan 2024-10-25 V3.0](#)

- If you are planning a working bee with new volunteers, please be aware of the risks listed in this document

Your information and privacy:

We aim to keep our admin effort and costs low and to ensure that we can be as self managing as possible. But we also benefit from having the Pest Free Kaipatiki Restoration Trust as an umbrella organisation.

We follow the PFK privacy guidelines (see <https://www.pfk.org.nz/privacy-policy>)

We encourage you to share your name, email address, phone number, interests and home address with them by completing the form on their website: web.pfk.org.nz/cn/ajcan/pfk-signup

PFK may use this info to send you monthly PFK newsletters about conservation activity in Kaipatiki. And also to send specific emails relating to the halo around Le Roys Bush and Hinemoa Park. if you state that you're interested in the Le Roys Bush and Hinemoa Park Halo, they will also share that info with us.

The Le Roys Bush group itself manages the information using Google Drive and Google Groups that is only shared with signed up and authenticated members. This allows the Wednesday and Weekend groups to operate fairly autonomously with minimal overheads.

Using Le Roys Bush Google Groups

By joining our Google Groups, you have the option of opting out at any time.

You can also choose whether to receive every email sent to the group or only receive a daily bundle of emails.

If you can't see how to do this, please let us know.

Useful links

Resource	Link	Notes	Last updated
Link to this document	Info for members of the Le Roys Bush Volunteers Group		2024-10-17

Resource	Link	Notes	Last updated
Planned Wednesday activities	241016 planned activities for Le Roys Bush Wednesday Group		2024-10-16
Whats App - Wednesday group	https://web.whatsapp.com/ "Le Roys Bush Wednesday Group"		2024-10-17
Confidential contact list for Wednesday members only	241016 Le Roys Bush contact details for Wednesday Group (CONFIDENTIAL)	This is only available to active, authenticated members of the Wednesday Group.	2024-10-16
Planned Weekend activities	About the Le Roys Bush Weekend Team		2024-10-24
Google Group for emailing Weekend Team	Le Roys Bush Weekend Team google group	Anyone can apply to join the weekend team. Only team members can see who belongs.	Ongoing
General items:			
Facebook page	https://www.facebook.com/groups/FriendsOfLeRoysBush		Ongoing
Le Roys Bush website	www.leroysbush.nz		Occasional
Old website	sites.google.com/view/le-roys-bush-auckland	This is the old website - it has historical info about Le Roys Bush	Few changes since 2021
Door-knocking guidelines:	"Friendly Relations" - how to make friends and make our region pest weed free	Members of Friends of LRB helped prepare this document which is now shared more widely.	2023
PFK weed control advice:	https://www.pfk.org.nz/pest-plants-weeds		Ongoing
Borrowing tools and herbicides:	https://www.pfk.org.nz/toolshed		Ongoing

Resource	Link	Notes	Last updated
Using CAMS eToolkit for weeds etc	cams.econet.nz/CAMS-User-Guide		Ongoing