



**COTTESLOE
COASTCARE**
Volunteers Caring for our Coast

Handbook

Version 1.2 August 2022

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1. OVERVIEW

Cottesloe Coastcare Association Inc was formed in 1995 and is an incorporated association, governed by the Associations Incorporation Act 2015. The objectives of the organisation are outlined in the constitution (Appendix 1). These are:

- Promote the sustainable use of the coastal zone in the Town of Cottesloe (being the areas of coastal land of the Town of Cottesloe and the coastal reefs and waters adjacent to that land) in association with the Town of Cottesloe.
- Promote an awareness of the need to conserve and protect the natural resources of the coastal zone within the Town of Cottesloe and adjoining areas.
- Contribute to the development of policies which have the objective of sustainable use of the coastal zone within the Town of Cottesloe and adjoining areas.
- Undertake coastal rehabilitation projects within the Town of Cottesloe and adjoining areas.
- Develop action plans for the care and management of the coastal zone within the Town of Cottesloe and adjoining areas.
- Obtain financial support for activities which will ensure the conservation and sustainable use of the coastal zone within the Town of Cottesloe and adjoining areas.

The Town of Cottesloe has an annual budget for Natural Areas Management and Coastcare works in partnership with the Town to implement work in the natural areas. This work is strategically guided by the Town of Cottesloe's Natural Areas Management Plan (2008), updated in 2015.

We have a Memorandum of Understanding with the Town of Cottesloe – see Appendix 2. We meet twice a year with the CEO, the Director of Engineering Services and the Coordinator Environmental Projects to coordinate operational planning.

CCA derives funding from membership, donations and grants. Coastwest Grants are our main source of external funding. The Department of Planning, Lands and Heritage administers the Coastwest program on behalf of the Western Australian Planning Commission. These are usually open for application in March/April for the following year. The grant application is generally prepared by the Town's Environmental Project Coordinator following detailed discussion with CCA.

OPERATIONS

Each year Cottesloe Coastcare typically restores and plants one new area, as well as maintaining and expanding several previously planted sites, adding infill plants in these areas. We usually plant about 4000 seedlings each year.

APACE in North Fremantle and Nuts About Natives grow many of our plants, from seed and cuttings that are collected locally by CCA.

Coastal soils are typically infertile and non-wetting and require simple but special planting protocols for best results, even when using well adapted native species.

Key elements for success:

- Choosing locally adapted native species (suited to alkaline sands).

- Removing weeds the year before planting as well as just before planting and then maintaining weed free status.
- Planting into a 'hole' that allows the plant to be protected from wind, as well as watered by both rain and a hose during summer without runoff.
- Using a wetting agent and watering well at planting even when planting follows rain.
- Applying a coarse mulch in and around the holes, before or at planting. This helps survival rates and inhibits weed growth. Applying mulch post planting is also helpful.
- Using a slow-release fertilizer, at planting time, to enhance early growth.
- Watering new plants several times during the first summer. First watering should take place 4 to 6 weeks after the last spring rains.

A typical year's activities include:

Late April to June	Planting
July to October	Weeding and mulching
November to April	Watering, maintenance and site preparation for following year
December to April	Seed Collecting, weed control and mulching

2. Planning for working bees

BEFORE THE SESSION

- Work with the other co-ordinator. Visit the site the week before to sort out what work is required and what equipment you will need. Questions to Mike or Robyn.
- The trailer and equipment may be at the depot or at someone's house. Decide if the trailer is required or if equipment will need to be collected from the trailer. Liaise with Dave Derwin at the Council Depot, McCabe St, Mosman Park – email is best, mpe@cottesloe.wa.gov.au or 0419 753 580.
- Advise Robyn or Sue about the details of the working bee. They will send an email to our mailing list, update the website and Facebook.
- One person should be nominated as the contact person for the session and their mobile phone number will be used on the website and the email to volunteers but not on Facebook. They will also be the contact person if the session is cancelled.

AT THE SESSION

- Decide how best to coordinate session. It may be best to have one person directing the on-ground work while the other person deals with volunteers eg signing in, meeting and greeting newcomers, facilitating introductions, directing latecomers, organising morning tea.
- Both session coordinators should wear fluoro vests for easy identification and name badges if they have them.
- Allow sufficient time before the session starts to set up banner and if necessary layout plants, set up hoses etc. Always set up the banner to mark the assembly point.
- Ask all participants to sign in. This is essential.
- Explain the scope of the work – talk about what, where and why.
- Let people know the approximate timing of the session e.g. 15 min. morning tea/break after first hour.
- Demonstrate planting, watering, weeding and mulching practice. This is essential if there are newcomers present.
- Warn people if there are any specific risks associated with the site e.g. snakes, fast bike riders coming past.
- Greet newcomers, introduce to others and point out experienced workers who they can approach for help or assign them a 'buddy' to work with. Encourage them to ask questions.
- Provide considered, encouraging feedback where appropriate e.g. more water needed per plant, use knife to remove weeds. Where possible demonstrate what is said.
- Allow enough time for pack up before the end of the advertised time.
- The session should finish on time. Always give people the option to leave at the end of the advertised time even if you are staying on.
- Most importantly, thank people for their help.

CANCELLATION

The mobile phone number for one of the coordinators will be on the website and on email to volunteers. Publicity for the working bee will include a statement like:

If the weather is unpleasant for working the event may be cancelled. We will be there at 9am but if you are unsure about weather on the day you are welcome to phone us between 8.30 - 9.30am.

It is usually only possible to decide about cancellation on the morning of the working bee. The rostered person should stay at the site until 30 minutes after the start of the working bee and, weather permitting, place "Working Bee Cancelled" sign at the site. They should arrange for sign to be collected.

Factors that should be considered include the risk of lightning. This is the advice about lightning from the WA Government:

"Lightning strikes can severely injure or kill outdoor workers. This fact sheet provides information about lightning and includes duties for employers of outdoor workers and precautions to be taken to reduce the risk of injuries and deaths as a result of lightning strikes.

Precautions to be taken when working outdoors and there is a risk of lightning:

- Seek shelter in a substantial building or a metal bodied car when the lightning-thunder gap is less than 30 seconds.
- Do not touch the metal inside the car.
- Never shelter under trees.
- If caught in the open, crouch down with your feet together as low as possible with minimal contact with the ground. Do not lie down. If in a group, stay approximately three metres from other persons."

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/lightning_and_outdoor_work.pdf

FIRST AID

The first aid kit, the snake bit kit and the defibrillator are essential equipment for all working bees.

If there is a safety incident, inform Robyn or Mike of the details of the incident afterwards.

CHILDREN

All people running working bees should have a current Working with Children certificate. Primary school children must be accompanied by an adult. High school students doing community service may attend working bees if a parent has checked in with the coordinator and are contactable by phone.

EQUIPMENT FOR ALL SUNDAY WORKING BEES

- Your mobile phone
- Banner
- Registration (sign in) sheets in folder and pen
- First aid kit
- Snake bite kit
- Defibrillator
- Morning tea equipment and drinking water containers
- Morning tea, food, milk and water.

3. Planting

3.1. Overview

Not all native plants grow well in coastal settings, particularly close to the ocean. Photos of Cottesloe's local native plants are on the Cottesloe Coastcare website

<https://www.cottesloecoastcare.org/learn/local-plants>.

APACE in North Fremantle and Nuts About Natives grow many of our plants from seed that is collected locally by Cottesloe Coastcare.

We plant early in the winter season – from late April through to the end of June (no later). We think this is key to high survival rates. In late autumn and early winter, the soil is dry and non-wetting, so watering and applying soil wetter at planting is essential for good survival.

In the six months leading up to planting, Coastcare prepares the site. Preparation includes hand weeding, herbicide applications, removal of rubbish, using matting to stabilise sand dunes (where needed), mulching and digging holes prior to planting. Nearly all our new sites have significant weed problems, so hand weeding sessions are supplemented by using herbicides in a targeted, judicious manner. Herbicides are applied prior to planting, in spring (the calendar year before), and then again in autumn.

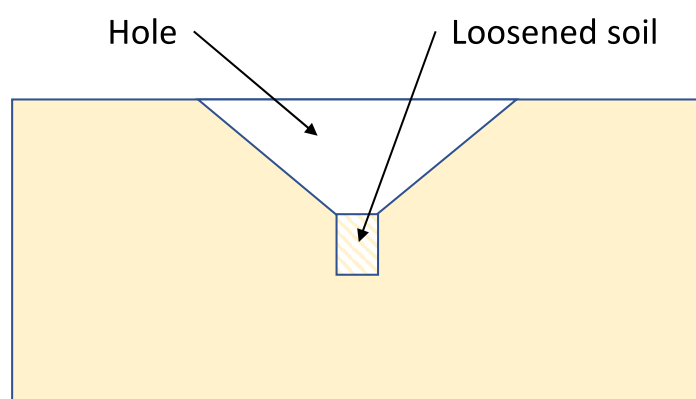
We have a purpose designed auger and drill unit for hole digging. The auger is a Stihl 131 professional single-operator earth auger and is combined with an auger fitting especially designed by Cottesloe Coastcare for use in Cottesloe's sand.



See <https://www.cottesloecoastcare.org/our-super-new-hole-digging-auger/>

3.1.1. Planting protocol

- Ideally, the planting location should be weed free and mulched prior to the holes being dug. (Mulching beforehand helps prevent the holes from collapsing.)
- Water holes before plants go in, and then immediately after planting.
- A planting density of approximately one plant per square metre should be used.
- Plant into prepared holes – these can be dug with the auger or with a shovel. The hole/basin needs to be substantial, (about 10 shovels of soil), with dimensions 30 cm deep x 60 cm across.



- If Terracottem is available it should be applied prior to planting, at the recommended rate.
- A soil wetting agent should be used when watering the holes. If the holes are being watered using a hose, squirt 5mls of wetting agent into each plant hole using the drench gun dispenser. If watering by bucket, add 5mls of wetting agent to each bucket of water. To prevent frothing, add the wetting agent once the bucket is full of water.
- Add at least 5 litres of water to each hole prior to planting. This is equivalent to half a bucket of water. If watering by hose, keep the water pressure low to moderate to prevent damage to the hole.
- Remove plant from pot carefully. Tap across top corner of pot with a trowel to release before inverting the pot. The soil and roots should come away easily. If this does not happen, tap the top of the pot again. Do not disturb soil around roots.
- Using a trowel, dig a small hole at the bottom of the larger hole. Plant into this so that the base of the plant stem is level with the bottom of the hole. Firm down the soil around plant to remove the air around the roots.
- Apply a slow-release fertiliser tablet beside the plant, not in direct contact with the roots.
- Add more water (half a bucket or 5 litres) to settle the plant in or use the hose if it can be done gently. At this stage, two people should be managing the hose – one person waters and the other makes sure the trailing end does not damage the new seedlings.

- Apply a plant guard if rabbits are present on the site or the plants are in very exposed position where they are likely to be damaged by traffic or the weather. Use a mallet to firmly drive in the bamboo stakes.
- Coarse mulch should be applied within and between plant holes. Make sure the mulch does not cover the plant. The mulch helps inhibit weed growth and retention of water. It prevents erosion and adds organic matter that establishes microbial communities.



3.1.2. Positioning plants

For a detailed guide to plants suitable for different locations refer below to 3.1.3, 'What to Plant Where'.

When placing plants also consider:

- **Location.** To maximise the chance of survival, plants need to be placed where they naturally occur. (See table below)
- **Size.** Consider the mature size of the plant. Place small plants to front of the site and large plants away from paths. With planting, small plants and ground covers, group 2 or 3 types together. Placing *Conostylis candicans* (Grey Cottonheads) together creates a stronger visual impact.
- **Sunlight.** Plants that grow well in dappled shade include *Melaleuca huegelii* (Chenille honeymyrtle) and *Templetonia retusa* (Cockies' tongues).
- **Form.** Creepers can be planted to cover dead shrubs or fallen logs for example *Hardenbergia comptoniana* (Native wisteria). Grasses look good when grouped.
- **Aesthetics.**
 - If possible, place plants that flower profusely in spots where they will be seen by the public.
 - Consider mixing colours and leaf shapes/forms.
 - Put grey and green together. For example *Conostylis candicans* (Grey Cottonheads), *Atriplex isatidea* (Coast saltbush), *Leucophyta brownie* (Cushion bush) and *Olearia axillaris* (Coast daisybush) have a grey foliage that contrasts well with the olive and deeper green leaves of other plants.

3.1.3. What to Plant Where

Where to plant	Plant Name		Plant Size
	Common	Botanical	

Toe of primary dune	coast Angianthus	Angianthus cunninghamii	small low shrub
	cushion bush	Leucophyta brownii	small low shrub
	hairy spinifex	Spinifex hirsutus	perennial grass
	beach spinifex	Spinifex longifolius	perennial grass

Primary dune - Seaward	prickle lily	Acanthocarpus preissii	low shrub
	coast saltbush	Atriplex isatidea	shrub to 1.5m
	pigface	Carpobrotus virescens	prostrate succulent
	ruby saltbush	Enchylaena tomentosa	low shrub
	knotted club-rush	Ficinia nodosa	sedge
	seaheath	Frankenia paucifolia	low shrub
	coast sword sedge	Lepidosperma gladiatum	tall sedge
	coastal daisy	Olearia axillaris	shrub
	berry saltbush	Rhagodia baccata	shrub to 1m
	thick leaved fan flower	Scaevola crassifolia	shrub
	beach spinifex	Spinifex longifolius	perennial grass
coastal bonefruit	Threlkeldia diffusa	low shrub	

Back of primary dune	dune moses	Acacia lasiocarpa	low shrub
	prickle lily	Acanthocarpus preissii	low shrub
	coast saltbush	Atriplex isatidea	shrub
	pigface	Carpobrotus virescens	prostrate succulent
	grey cottonheads	Conostylis candicans	low herb
	ruby saltbush	Enchylaena tomentosa	low shrub
	knotted club-rush	Ficinia nodosa	sedge
	seaheath	Frankenia paucifolia	low shrub
	coast sword sedge	Lepidosperma gladiatum	tall sedge
	coastal daisy	Olearia axillaris	shrub
	berry saltbush	Rhagodia baccata	shrub
	thick leaved fan flower	Scaevola crassifolia	shrub
	beach spinifex	Spinifex longifolius	perennial grass
coastal bonefruit	Threlkeldia diffusa	low shrub	

Primary dune swale	red-eyed wattle	Acacia cyclops	shrub to 4m
	dune moses	Acacia lasiocarpa	low shrub
	prickle lily	Acanthocarpus preissii	low shrub
	pigface	Carpobrotus virescens	prostrate succulent

grey cottonheads	Conostylis candicans	low herb
ruby saltbush	Enchylaena tomentosa	low shrub
knotted club-rush	Ficinia nodosa	sedge
coast sword sedge	Lepidosperma gladiatum	tall sedge
coast honey-myrtle	Melaleuca systena	bushy shrub
coastal daisy	Olearia axillaris	shrub
berry saltbush	Rhagodia baccata	shrub
thick leaved fan flower	Scaevola crassifolia	shrub
beach spinifex	Spinifex longifolius	perennial grass
basket bush	Spyridium globulosum	variable growth
coastal bonefruit	Threlkeldia diffusa	low shrub

Secondary dune	dune mooses	Acacia lasiocarpa	low shrub
	coast saltbush	Atriplex isatidea	shrub
	tall spear-grass	Austrostipa flavescens	grass
	pigface	Carpobrotus virescens	prostrate succulent
	grey cottonheads	Conostylis candicans	low herb
	ruby saltbush	Enchylaena tomentosa	low shrub
	poverty bush	Eremophila glabra subs. albicans	low shrub
	knotted club-rush	Ficinia nodosa	sedge
	seaheath	Frankenia paucifolia	low shrub
		Grevillea crithmifolia	low spreading shrub
	native wisteria	Hardenbergia comptoniana	climber
	snakebush	Hemiandra pungens	spreading low shrub
	running postman	Kennedia prostrata	creeper
	coast sword sedge	Lepidosperma gladiatum	tall sedge
	chenille honeymyrtle	Melaleuca huegelii subs. huegelii	medium shrub to 1.5m
	coast honey-myrtle	Melaleuca systena	bushy shrub to 1m
	boobiala	Myoporum insulare	shrub to 3m
	coastal daisy	Olearia axillaris	shrub
	berry saltbush	Rhagodia baccata	shrub
	thick leaved fan flower	Scaevola crassifolia	shrub
	beach spinifex	Spinifex longifolius	perennial grass
	basket bush	Spyridium globulosum	variable size
	cockies' tongues	Templetonia retusa	shrub to 1.5m
coastal bonefruit	Threlkeldia diffusa	low shrub	

Vlamingh Nature Discovery	dune moses	Acacia lasiocarpa	low shrub
	prickly moses	Acacia pulchella	shrub to 2m
	prickle lily	Acanthocarpus preissii	low shrub
	peppermint	Agonis flexuosa	tree to 10m
	coast saltbush	Atriplex isatidea	shrub
	tall spear-grass	Austrostipa flavescens	grass
	parrot bush	Banksia sessilis	medium shrub to 5m
	Rottneest island pine	Callitris preissii	tree to 8m
	one-sided bottlebrush	Calothamnus quadrifidus	shrub to 1.5m
	old man's beard	Clematis linearifolia	climber
	grey cottonheads	Conostylis candicans	low herb
	dianella	Dianella revoluta	sedge
	ruby saltbush	Enchylaena tomentosa	low shrub
	poverty bush	Eremophila glabra subs. albicans	sprawling shrub
	Fremantle mallee	Eucalyptus foecunda	small tree to 3m
	tuart	Eucalyptus gomphocephala	large tree
	knotted club-rush	Ficinia nodosa	sedge
	seaheath	Frankenia paucifolia	low shrub
		Grevillea crithmifolia	dense low shrub
	spider-net grevillea	Grevillea preissii	low sprawling shrub
	native wisteria	Hardenbergia comptoniana	creeper
	snakebush	Hemiandra pungens	spreading low shrub
	running postman	Kennedia prostrata	creeper
	yellow leschenaultia	Lechenaultia linarioides	low shrub
		Lepidosperma calcicola	low sedge
	coast sword sedge	Lepidosperma gladiatum	tall sedge
	chenille honeymyrtle	Melaleuca huegelii subs. huegelii	medium shrub to 1.5m
	moonah	Melaleuca lanceolata	tree to 8m
	coast honey-myrtle	Melaleuca systema	bushy shrub to 1m
	boobiala	Myoporum insulare	shrub to 3m
	coastal daisy	Olearia axillaris	shrub
	quandong	Santalum acuminatum	small tree to 3m
	silky scaevola	Scaevola anchusifolia	low shrub
	thick leaved fan flower	Scaevola crassifolia	shrub
	beach spinifex	Spinifex longifolius	perennial grass
	basket bush	Spyridium globulosum	variable growth
	cockies' tongues	Templetonia retusa	shrub to 1.5m
	coastal bonefruit	Threlkeldia diffusa	low shrub

Cottesloe Native Garden	dune moses	Acacia lasiocarpa	low shrub
	prickly moses	Acacia pulchella	shrub to 2m
	white-stemmed wattle	Acacia zanthina	shrub to 4m
	prickle lily	Acanthocarpus preissii	low shrub
	tall spear-grass	Austrostipa flavescens	grass
	firewood banksia	Banksia menziesii	tree to 5m
	parrot bush	Banksia sessilis	shrub to 5m
	Rottnest island pine	Callitris preissii	tree to 8m
	one-sided bottlebrush	Calothamnus quadrifidus	medium shrub to 1.5m
	old man's beard	Clematis linearifolia	climber
	dianella	Dianella revoluta	sedge
	ruby saltbush	Enchylaena tomentosa	low shrub
	poverty bush	Eremophila glabra subs. albicans	sprawling shrub
	Fremantle mallee	Eucalyptus foecunda	small tree to 3m
	knotted club-rush	Ficinia nodosa	sedge
		Grevillea crithmifolia	dense low shrub
	spider-net grevillea	Grevillea preissii	low shrub
	native wisteria	Hardenbergia comptoniana	climber
	snakebush	Hemiandra pungens	spreading low shrub
	waldjumi	Jacksonia sericea	low sprawling shrub
	running postman	Kennedia prostrata	creeper
	yellow leschenaultia	Lechenaultia linarioides	low sprawling shrub
		Lepidosperma calcicola	low sedge
	coast sword sedge	Lepidosperma gladiatum	tall sedge
	chenille honeymyrtle	Melaleuca huegelii subs. huegelii	shrub to 1.5m
	moonah	Melaleuca lanceolata	tree to 8m
	coast honey-myrtle	Melaleuca systema	bushy shrub to 1m
	boobiala	Myoporum insulare	shrub to 3m
	silky scaevola	Scaevola anchusifolia	low shrub
	basket bush	Spyridium globulosum	variable growth
	cockies' tongues	Templetonia retusa	shrub to 1.5m
	coastal bonefruit	Threlkeldia diffusa	low shrub

3.2. Planting – Working bee checklist

Also see 3.1.1 Planting protocols and 3.1.2 Positioning plants

BEFORE THE SESSION

- Visit the site together to resolve any issues. Check if there is a water point for attaching hoses at the site. If there is no water, organise the water truck.
- Decide what equipment is required and make sure it is available to you. Equipment may be in trailer at Council Depot or at someone's house. (See equipment list below).
- Contact Depot to arrange delivery of trailer and/or water truck. Clarify the trailer pick up time after the event. Contact Dave Derwin at the Depot. Prefer email mpo@cottesloe.wa.gov.au or 0419 753 580.
- Liaise with Robyn or Mike about the best plants for the site. See detailed guidelines attached.
- Do you need guards and stakes? Are rabbits present or is edge protection needed?
- Check there are enough fertilizer tablets and soil wetting agent.

AT THE SESSION

- Layout plants before volunteers arrive. For large planting session ask an extra couple of people to arrive an hour earlier to place plants and then leave earlier.
- Plan the planting session. For example: Decide if it is best to plant at back of site first to avoid trampling.
- Decide how to co-ordinate the watering (including wetting agent and fertiliser tablets) and the planting, so that the watering-planting-watering regime can occur seamlessly.
- Begin the session with a planting demo, especially if there are newcomers. Also demonstrate mulching if this is part of the planting schedule.

AT THE END OF SESSION

- Check across the site to make sure all tools have been removed.
- Please clean buckets if possible. Make sure they are not covered in sand, this helps keep our trailer clean.
- Please knock sand off spades and trowels.
- Store spades in the trailer and trowels and mallets in **tin** buckets (they break plastic buckets).
- Wind hoses loosely. A loop size of 1 metre diameter is recommended to prevent kinking and the hose eventual splitting. Don't put hoses in red buckets. Use velcro straps and place in weed bags.
- Return tap fittings to box.
- Collect plant pots and load into the trailer. Empty seedling pots can be returned to Mike or Robyn's house.

- Return any unplanted seedlings to Robyn or Mike.
- Stack any rubbish bags next to the trailer for pickup by depot staff. Send a reminder text or email to the depot letting them know what needs to be collected.
- Please clean rubbish off trailer – ready for the next session.

EQUIPMENT FOR PLANTING SESSIONS

GENERAL

- Your mobile phone
- Banner
- Registration (sign in) sheets in folder and pen
- First aid kit
- Snake bite kit
- Defibrillator
- Morning tea equipment and drinking water containers
- Morning tea, food, water and milk.

FOR PLANTING

- Plants
- Wetting agent
- Wetting agent dispenser
- Fertilizer tablets
- Plant guards
- Stakes
- Spades
- Brush/broom
- Trowels
- Gloves
- Buckets
- Hoses
- Hose fittings and connections including end sprayer
- Guide to water outlets
- Weed/rubbish bags
- Mulch?
- Mulch forks if mulching
- Large mulch buckets

4. WEEDING

4.1. Overview

NEW SITES

Nearly all our sites are degraded and have significant weed problems, so we use a combination of hand weeding and herbicide application to control weeds.

New sites are hand weeded in the late summer and early autumn before planting.

The Town's herbicide contractor sprays weeds at new planting sites twice. Spraying in the spring prior to planting, prevents the production of seeds. Spraying in the following autumn, before planting, helps control remaining weeds and new weed germination.

The spraying regime involves knockdown (Roundup) in areas away from our planting. For example, it is used along paths and in new areas, prior to planting. The spraying regime also involves selective grass spraying with Fusilade.

We are careful not to spray native perennials (a few remain at Cottesloe Native Garden and coastal spinifex).

EXISTING SITES

To maintain a low level of weeds, existing sites are hand weeded and spot sprayed by contractors in spring.

We prefer to remove grasses and non-bulbous weeds using serrated knives by cutting the weeds off at the ground surface. This method produces less disturbance to the new plant when weeds are close by.

4.2. Weeding – Working bee checklist

BEFORE THE SESSION

- Decide on a site. Do not schedule hand weeding where there has been a recent herbicide spraying. A 2 week period allows herbicides to be deactivated and for sprayed weeds to die back.
- Decide what equipment is required and make sure it is available to you. You may not need the trailer for weeding sessions. Equipment may be in trailer at Council Depot or at someone's house. If the gear is at the Depot, contact Dave Derwin. Prefer email mpo@cottesloe.wa.gov.au or 0419753580. **See Weeding equipment list below.**

AT THE SESSION

- Identify the target weeds for the site. Have reference material at hand if you are unsure and leave any plant that is not identified in the ground. Provide examples of the weeds to be targeted so that volunteers can identify them.
- Prioritise weeds in the holes around newly planted seedlings or those nearby, to make sure the weeds don't overwhelm the new plants. Weeds outside the holes can be treated more effectively with spot spraying.
- When removing small weeds disturb the soil as little as possible. Use small knives to slice grasses and non-bulbous weeds just below the soil surface.
- Most small weeds can be left on site as mulch. However, in spring, when weed seed heads have formed, heads should be removed from the site. This is usually from the middle of October. Pack the weed bags carefully for collection by Council staff so the seed heads on the back of Council trucks do not dislodge and spread seed throughout the suburb.
- Sweep paths with a broom.

AFTER THE SESSION

- Check across the site to make sure all tools have been removed.
- Advise Depot staff of location of bags for pickup. Dave Derwin 0419 753 580

EQUIPMENT FOR WEEDING SESSIONS

GENERAL

- Your mobile phone
- Banner
- Registration (sign in) sheets in folder and pen
- First aid kit (essential)
- Snake bite kit
- Defibrillator
- Morning tea equipment and drinking water containers
- Morning tea, food, water and milk.

FOR WEEDING

- Banner
- Spades (a few)
- Trowels and weeders
- Knives
- Brush/broom
- Gloves
- Weed/rubbish bags
- Illustrated weed list

Weed Notes

Weed type	Hand weeding method
Dune Onion weed	Dig 5-10 cm below soil with an angled spade to remove bulbous roots.
Tetragonia (Sea spinach)	Tap root needs to be removed well below soil surface. Pull or cut.
Rose Pelargonium	Tap root needs to be removed well below soil surface. Pull or cut.
Carnation weed	Tap root needs to be removed well below soil surface. Pull or cut.
Cape weed	Cut root just below soil surface with knife.
Black flag	Mostly treated by herbicides but any loose corms should be removed. Cut and remove flowers if present
Gazania	Dig out plant with minimal soil disturbance
Weedy grasses	ID grass first – maybe a native grass. Cut root just below soil surface with knife. For mature plants with seed heads, remove cut plant.
Senecio condylus	Recently declared a weed 2017. Fairly innocuous so only remove if close to recently planted seedlings.

5. WATERING

5.1. Overview

We aim to water all new plants in the first summer 2-3 times, depending on the extent of summer rain. Use a hose if possible or else buckets.

The first watering is early in summer (November/December) before the plants are showing stress. Generally, this is 4 to 6 weeks after the last spring rain. This allows them to extend their growth period and establish deeper roots.

This process gives us a survival rate of about 80%, independent of the seasonal conditions.

Water points [Sue to do notes](#)

5.2. Watering – Working bee checklist

BEFORE THE SESSION

- Decide site
- Decide what equipment is required and make sure it is available to you. You may not need the trailer for watering sessions. Equipment may be in trailer at Council Depot or at someone's house. If at Depot contact Dave Derwin. Prefer email ws@cottesloe.wa.gov.au or 0419753580. (see Watering equipment list below).
- If the water truck is required contact the Depot at least a week before to organise delivery.
- If there is a water point on site, check you know where it is and how to attach the hose.
- Can the watering be done with a hose or will buckets be needed? Prefer a hose to minimise damage to site and save worker's energy.
- Wetting agent. Use if water is not soaking into soil.

AT THE SESSION

- Aim to arrive 30 minutes before the session to get the hoses connected and working. Set out and fill the buckets before people arrive so that watering can begin when the session starts.
- Demonstrate how to water without damaging the plant. If watering by hose, keep the water pressure low to moderate to prevent damage to the holes and plants. Allow 5 litres or half a bucket per plant. If water is slow to absorb, it may be better to water 2 or 3 holes at a time, rather than focusing on a single hole.
- Delegate some people with trowels to go ahead of the waterers to make sure the holes around the plant are sufficiently deep to hold water and clear of weeds.
- A soil wetting agent will be needed if the soil is hydrophobic (water repellent). Delegate someone to oversee using this. If the holes are being watered using a hose, squirt 5 mls of wetting agent into each plant hole using the drench gun dispenser. If watering by bucket, add 5 mls of wetting agent to each bucket of water. To prevent frothing, add the wetting agent once the bucket is full of water.

- If using the hose have **at least** two people on the hose – one to water and the other to make sure the trailing hose does not damage the plants.

AFTER THE SESSION

- Check across the site to make sure all tools have been removed.

EQUIPMENT FOR WATERING SESSIONS

GENERAL

- Your mobile phone
- Banner
- Registration (sign in) sheets in folder and pen
- First aid kit (essential)
- Snake bite kit
- Defibrillator
- Morning tea equipment and drinking water containers
- Morning tea, food, water and milk.

FOR WATERING

- Hoses
- Hose fittings and connections including end sprayer.
- Buckets
- Wetting agent
- Wetting agent dispenser.
- Trowels
- Gloves
- Weed/rubbish bags

6. MULCHING

6.1. Overview

Mulch is used around and between plants to inhibit weed growth, reduce soil surface evaporation and to cool the roots. It prevents erosion and adds organic matter. Mulch also identifies the site to passers-by.

Mulch is provided by the Town's depot staff and delivered to the site.

6.2. Mulching – Working bee checklist

BEFORE THE SESSION

- Decide site
- Contact the Depot 2 weeks before to ask for mulch to be delivered to site. Contact Dave Derwin at the Depot. Prefer email mpo@cottesloe.wa.gov.au or 0419 753 580.
- Decide what equipment is required and make sure it is available to you. Equipment may be in trailer at Council Depot or at someone's house. **See Mulching equipment list below.** If at Depot contact Dave Derwin. Prefer email mpo@cottesloe.wa.gov.au or 0419 753 580.

AT THE SESSION

- The amount of mulch delivered will determine how the mulch is applied. If there is a small amount of mulch, only mulch in the holes around the plants. If there is plenty of mulch it can also be used between the plant holes.
- Remove weeds before applying mulch in holes.
- It is not necessary to clear the mulch away from the stem of the plant. Small plants in our conditions will not get collar rot. Make sure the plant is not covered with mulch.
- Sweep paths clean.

AFTER THE SESSION

- Check across the site to make sure all tools have been removed.

EQUIPMENT FOR MULCHING SESSIONS

GENERAL

- Your mobile phone
- Banner
- Registration (sign in) sheets in folder and pen
- First aid kit
- Snake bite kit
- Defibrillator
- Morning tea equipment and drinking water containers
- Morning tea, food, water and milk.

FOR MULCHING

- Large forks
- Spades – a couple
- Large red buckets
- Wheelbarrows
- Buckets.
- Trowels and weeding tools
- Knives
- Gloves
- Weed/rubbish bags
- Brush

7. Appendix 1. Constitution

Cottesloe Coastcare Association adopted the new Model Rules (or Constitution) as prescribed by the Associations Incorporation Act 2015 at the Annual General Meeting on 30 July 2017. The Model Rules can be found on Consumer Protection's website.

The Guidance Note relevant to Cottesloe Coastcare Association is as follows:

1. The name of the Association is: Cottesloe Coastcare Association Inc.
2. The objectives of the Association are to:
 - Promote the sustainable use of the coastal zone in the Town of Cottesloe (being the areas of coastal land of the Town of Cottesloe and the coastal reefs and waters adjacent to that land) in association with the Town of Cottesloe.
 - Promote an awareness of the need to conserve and protect the natural resources of the coastal zone within the Town of Cottesloe and adjoining areas.
 - Contribute to the development of policies which have the objective of sustainable use of the coastal zone within the Town of Cottesloe and adjoining areas.
 - Undertake coastal rehabilitation projects within the Town of Cottesloe and adjoining areas.
 - Develop action plans for the care and management of the coastal zone within the Town of Cottesloe and adjoining areas.
 - Obtain financial support for activities which will ensure the conservation and sustainable use of the coastal zone within the Town of Cottesloe and adjoining areas.
3. Any 12 financial members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.
4. Any 5 committee members constitute a quorum for the conduct of the business of a committee meeting.
5. The association's financial year will be the period of 12 months commencing on 1 April and ending on 31 March of each year.

8. Appendix 2. Memorandum of Understanding

Memorandum of Understanding between the Town of Cottesloe and Cottesloe Coastcare Association Inc.

Parties To MOU

The Town of Cottesloe, "the Town" and Cottesloe Coastcare Association Inc., "Coastcare".

Summary

Cottesloe Coastcare and the Town of Cottesloe share a common commitment to restore, preserve and protect the natural areas of Cottesloe. These natural areas are along the coastal foreshore, as well as Cottesloe Native Garden and Grant Marine Park. They are defined in the Town's Natural Areas Management Plan 2008 and 2015, which is the guiding document for priority areas and required works. Coastcare's activities are underpinned by their Constitution.

This memorandum of understanding outlines the expectations of each party at a high level. This memorandum is not a legal binding agreement.

Background

Cottesloe Coastcare Association began in 1995 and has taken a lead role in the restoration of the natural areas of Cottesloe. During this time Coastcare has developed and shared their knowledge with the Town to ensure best practices are followed. Restoration works include weed management, planting and erosion control. A successful partnership between the Town and Coastcare has resulted in significant areas of dunes being restored successfully.

Roles

Cottesloe Coastcare

- To facilitate projects and activities that restore, enhance and protect the natural areas of Cottesloe.
- To coordinate the activities of volunteers in these projects and activities.
- To access funds and resources for these activities.
- To facilitate learning and engagement on issues that impact the natural areas of Cottesloe. This may include comment on and advocacy for environmental issues.

Town of Cottesloe

- As the land manager to coordinate a program of works that restores, enhances and protects the natural areas of Cottesloe.
- To provide an annual budget for the natural areas to enable continued restoration and maintenance of the natural areas.
- To work cooperatively with Cottesloe Coastcare on mutually agreed projects and activities that benefit the natural areas of Cottesloe.

Areas of collaboration

- The Town will include Coastcare as a key stakeholder when carrying out consultation for works on the natural areas of Cottesloe.
- A councillor will be appointed as the Town's representative on Cottesloe Coastcare's committee.
- Manager of Engineering Services will be the contact on strategic issues affecting the natural areas of Cottesloe.
- The Coordinator of Environmental projects will be the key operational contact between the Town and Coastcare.
- Coastcare will work collaboratively with the Natural Areas works crew on natural areas projects.

Meetings

The CEO of the Town will meet with Coastcare twice a year to discuss matters of mutual interest in furthering the management, maintenance and biodiversity of the natural areas of Cottesloe.