

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FRIENDS OF PARKS INCORPORATED  
AND  
DEPARTMENT FOR ENVIRONMENT AND HERITAGE**

**PREAMBLE**

This Memorandum of Understanding defines the relationship between the Department for Environment and Heritage ("the Department") and Friends of Parks Inc.

This Memorandum recognises that Friends of Parks groups seek to further the objectives of the Department by contributing to the management of parks, wildlife, cultural sites and cultural heritage, and that the Department provides opportunities for those interested in contributing to this work.

This Memorandum of Understanding replaces the previous Memorandum of 4 November 1999.

**PARTIES**

**Friends of Park Incorporated**

Friends of Parks Inc is an incorporated body under the *Associations Incorporations Act 1985*. Its role includes the provision of voluntary assistance to parks, wildlife, cultural sites and cultural heritage in South Australia (refer Appendix 1 – extract from Constitution of Friends of Parks Incorporated), in partnership with the Department.

Friends of Parks Inc is an umbrella organisation for Friends of Parks members groups in South Australia. Friends of Parks groups are established in relation to individual reserves, groups of reserves, or individual sites/issues.

Friends of Parks Inc is a key stakeholder in those areas for which the Department has responsibility, but is neither responsible nor accountable for the management of those areas. However, it is responsible for its activities as an incorporated body.

**Department for Environment and Heritage**

The Department is the Government's principal environment agency. It provides policy advice and leadership on environment sustainability and the conservation of South Australia's natural and cultural heritage. It manages the State's protected area system and other public lands, the Heysen Trail, and many heritage places.

The Director of National Parks and Wildlife is responsible for the management of reserves under the *National Parks and Wildlife Act 1972 and Wilderness Protection Act 1992* (subject to the direction of the Minister for Environment and Conservation or the Chief Executive of the Department). The Director, Natural and Cultural Heritage holds the statutory position of Director of National Parks and Wildlife and through the Natural and Cultural Heritage Directorate is responsible for the development of policies and programs, relating to the management of parks and reserves, the Heysen Trail, heritage places and volunteers in parks.

The development of policies and programs relating to nature conservation is undertaken by the Science and Conservation Directorate of the Department.

The Regional Conservation Directorate is responsible for the regional delivery of the Department's goals and objectives, including operational management of reserves.

The Community Liaison Unit within the Natural and Cultural Heritage Directorate is responsible for the provision of policy advice for Friends of Parks Inc and other volunteers, the provision of advice and guidance to Friends of Parks groups, and is the main point of contact between Friends of Parks Inc and the Department.

## **WORKING RELATIONSHIP**

### **Funding and assets**

The Department may provide, either through grants or as part of its operating budget, assistance to Friends of Parks groups to undertake voluntary work, training, administration or other activities, and to assist with the administration of Friends of Parks Inc.

Friends of Parks Inc and its member groups may obtain funding from other sources, or utilise their own funding, to undertake activities on reserves or other areas managed by the Department provided that such activities are mutually agreed upon.

Assets acquired by Friends of Parks groups using their own funds remain the property of that group.

### **Support**

Friends of Parks Inc is an independent body with its own office bearers. The Department, through the Community Liaison Unit, will provide advice, guidance and secretarial support to the Management Committee of Friends of Parks Inc.

The Department will designate a department officer for each Friends of Parks group, who is responsible for operational liaison and support for that group. Each Friends of Parks group and the department liaison officer shall work together to develop work plans for Friends' activities. The department liaison officer will make periodic attendance at meetings of activities of Friends of Parks groups, particularly when any issues of concern are identified.

## **Communication**

The Department recognises that good communication is essential to successfully engage Friends of Parks Inc and Friends of Parks groups in a meaningful, productive, and collaborative relationship. Friends of Parks Inc and Friends of Parks groups recognise the importance of working cooperatively with the Department to achieve shared goals and objectives.

Friends of Parks Inc, through its President, will liaise with the Department through the Manager of the Community Liaison Unit. Friends of Parks groups will liaise with the Department through their nominated departmental liaison officer.

The Community Liaison Unit will have statewide responsibility for statewide communication initiatives such as producing a newsletter and other bulletins for Friends of Parks Incorporated and Friends of Park groups.

## **Policies and programs**

The Department will, through the Community Liaison Unit, keep Friends of Parks Inc informed of changes to legislation, policies, procedures and programs affecting Friends of Parks groups. Friends of Parks Inc will ensure that this information is passed on to its member groups. The nominated liaison officer for each Friends of Parks group will also keep that group informed of such changes.

## **Authority to undertake work**

Friends of Parks Inc recognises that its members are required to operate within the requirement of the *National Parks and Wildlife Act 1972*, *Wilderness Protection Act 1992*, adopted management plans, departmental policies, and identified departmental work procedures (including the Friends of Parks Inc volunteer manual) when undertaking activities related to parks and reserves or operating on a park or reserve.

Friends of Parks Inc recognises that activities should be directed towards departmental priorities (eg. implementation of adopted management plans and other approved programs), and that no activities can be undertaken without the approval of the appropriate departmental officer.

Friends of Parks Inc will ensure that the requirement to gain authority for works is communicated to all members groups.

## **Occupational Health, Safety, and Welfare**

The Department recognises that it must provide Friends of Parks Inc and its members with adequate information, instruction, training, and supervision, as far as is reasonably necessary, to ensure that volunteers are safe from injury and risks to health.

Friends of Parks Inc will ensure that its members are provided with the information, principles, and practices that are set out or in association with the *Occupational Health, Safety, and Welfare*

Act 1986. Friends of Parks Inc and Friends of Parks groups must observe these provisions and undertake any necessary training in order to fulfill their responsibilities to operate in a manner that will not place at risk the safety of themselves or any other person (ie "duty of care").

The Commissioner's Standard 1 – A Planned Workforce (Attachment A: Volunteers in Government Agencies) provides the broad framework for volunteers in Government agencies. In particular, it explains the insurance cover for volunteers and the responsibilities of agencies and volunteers.

**Forums of Friends of Parks Inc**

The Department, through the Community Liaison Unit, will assist Friends of Parks Inc to conduct its annual Forum of Friends of Parks Inc, and regional staff will assist with the hosting of forums.

**Conflict resolution**

For both and operational matters, Friends of Parks groups will liaise with their liaison officer and district ranger/line manager in the first instance. Should further assistance be required to resolve a matter, it may be referred to the Community Liaison Unit and the Management Committee of Friends of Parks Inc for assistance. Depending on the circumstances, involvement may be sought from the relevant Director depending on the particular policy or operational issue.

If the issue remains unresolved, the President of Friends of Parks Inc and the Chief Executive of the Department will, in consultation, attempt to resolve the issue.

**Lobbying**

Friends of Parks Inc agrees that its Management Committee and members do not engage in political lobbying make or public statements that may compromise the Government, Minister or Department.

The Department **AGREES** that if a matter cannot be resolved between Friends of Parks Inc, its member groups and the Department, as an independent body, Friends of Parks Inc has the right to make representations to other organisations and individuals without affecting this Memorandum of Understanding, and without the Department withdrawing support for Friends of Parks Inc.

Allan Holmes  
Chief Executive  
Department for Environment and Heritage

Brian Du Bois  
President  
Friends of Parks Incorporated

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Date:.....

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Date:.....

## **Appendix 1**

### **Extract from the Constitution of Friends of Parks Incorporated**

#### **3. OBJECTS**

The objects of the Association are:

- 3.1** To provide voluntary assistance to national parks, wildlife, cultural sites and cultural heritage in South Australia, in liaison with the South Australian Department for Environment and Heritage of its successor.
- 3.2** To raise funds for the administration and social activities of the Association or any of its members, and for endorsed Friends project which benefit national parks, wildlife, cultural sites and heritage in South Australia.
- 3.3** To publicise national parks, wildlife, cultural heritage in South Australia.
- 3.4** To provide cultural and social opportunities and activities for members and the general public and to build on community responsibility through awareness, support and enjoyment of national parks, wildlife, cultural sites and cultural heritage in South Australia.
- 3.5** To recognise the value and contribution that volunteers provide to the enhancement of the national parks, wildlife, cultural sites and cultural heritage in South Australia by providing support in an appropriate way.
- 3.6** To publicise the partnership support role of volunteers.
- 3.7** To receive gifts through the Gift Fund and to apply them to projects concerned with national parks, wildlife, cultural sites and cultural heritage.
- 3.8** These objects shall be furthered by:
  - 3.8.1** the holding of meetings, working bees, lectures, conferences, and competitions;
  - 3.8.2** the communication of information to member groups and the community; and
  - 3.8.3** any other appropriate activities.
- 3.9** To do all such things as are conducive or incidental to the attainment of the above objects or any of them.