



## WELCOME

### Being Aware About Biodiversity

A workshop program for local government outdoor officers

#### About this Resource

Protecting biodiversity is a key requirement for all local government under the *NSW Local Government Act 1993*.

Many councils within the Parramatta River catchment identified the need to support their outdoor officers in dealing with this increasingly complex area of local government operations. By providing a practical approach to biodiversity awareness, these councils recognised the significant improvements that could be achieved in managing biodiversity across the catchment.

The workshop program has been designed as a template for delivering a one-day workshop about the main biodiversity issues facing local councils and provides information to assist with managing these challenges. While the program has been developed specifically for local councils within the Parramatta River catchment, it is easily adaptable to other regions.

The main purpose of the workshop is to provide support and build awareness of biodiversity management issues among staff members undertaking work outdoors and/or making decisions that may impact on natural areas and waterways.

This resource can be used in different ways:

- To assist council staff members and/or training consultants in delivering workshops (or other awareness raising initiatives). The workshop has been designed in a way that it can be delivered for staff members from one council or multiple councils.
- To assist with informing other staff members about council's legislative responsibilities and obligations in relation to biodiversity protection. These other staff members may include directors, parks managers, supervisors, planners and engineers.
- To assist other local councils and organisations in delivering similar awareness raising initiatives. Most of the material provides a broad view of the issues and can be tailored for use by other local councils, regions and catchment groups in NSW.

It is important for all users of this resource to be aware that legislation and policy may have changed since the development of this information (April 2011).

## **Inside this Resource**

Users of this resource are able to modify the documents to suit their own needs and preferred workshop format.

The documents contained in this resource include:

### **Workshop facilitator's notes**

This is a guide to assist with:

- Facilitating the workshop and presenting the information effectively.
- Organising the workshop publicity, RSVPs, venue, equipment etc.

### **PowerPoint presentation (PowerPoint document)**

- This is a colour PowerPoint presentation covering the key points of the workshop, photos, maps etc.
- Detailed speaker notes are also included, to assist with elaborating on the information shown on each slide.

The PowerPoint presentation and speaker notes can be used as they are, expanded or shortened.

### **PowerPoint presentation (PDF document)**

- This is a printable PDF version of the PowerPoint Presentation and speaker notes.
- It is designed to assist presenters who may prefer to read notes from a paper copy, rather than a computer screen.

### **Example Workshop outline**

- This is a suggested format for a one-day workshop program. The topics covered in the workshop outline match the topics covered in the PowerPoint presentation.
- The one-day workshop includes an indoor session (using the PowerPoint presentation) and an outdoor field session.
- The length of the workshop is 5 hours. This allows the workshop to fit within a normal 7 hour work day, provided that travel time is less than one hour in each direction for participants.

### **Example Workshop evaluation form**

- This is a suggested format for a participant's evaluation form.
- These workshops are a new initiative. Any feedback from the participants will be a useful tool for assessing the workshop's success and improvements for next time.

### **Workshop handouts**

- There are four "Reminder Checklists" about different topics covered in the workshop: Caring for Habitat, Chemicals, Nutrient & Fertilisers, Sediment & Erosion Control.
- The checklists should be handed out at various points in the workshop, when the specific topic is being covered (a prompt for the handouts is included in the speaker notes).
- The checklists include practical tips for what to do/and not do in the participants' every day work.
- There are two "Self Audit Checklists" about different topics covered in the workshop: Chemical Use, Sediment & Erosion Control.

- These checklists should be handed out at different points in the workshop, when the specific topic is being covered (a prompt for the checklists is in the speaker notes).
- The checklists provide an opportunity for the participants to do a self assessment of their current knowledge and practices. The checklists can be completed individually, or as a small group with discussion.

These handouts are also designed for the participants to take away with them, share with their supervisors, managers and work colleagues, and refer to for future reference.

## Acknowledgements

The “Being Aware About Biodiversity” workshop program was developed by the Parramatta River Catchment Group (PRCG), a regional organisation of representatives from 11 local councils, 7 state government agencies and local community groups.

This resource and the trial workshops were developed by Frank Gasparre (Bushland Management Solutions) on behalf of the Parramatta River Catchment Group.

Project coordination, writing and editing:

Rosanna Luca and Leanne Hanvey, Parramatta River Catchment Group

With gratitude also to the Project Steering Committee for guidance, contributions and edits:

Sarah Deards	Ashfield Council
Alex Mackenzie	Strathfield Council
Brendan Andrei	Blacktown City Council
Connie Wong	Bankstown City Council
Gith Strid-Nwulaekwe	City of Ryde Council
Jacqui Vollmer	Hunters Hill Council
Lesley Diver	Sydney Metropolitan Catchment Management Authority
Raffaele Catanzariti	Holroyd City Council
Rob Stevenson	City of Canada Bay Council

The Parramatta River Catchment Group requests acknowledgement for the use, reproduction and modification of the information contained in this resource.