

CapeROC

**Capes Region Organisation
of Councils**

AGENDA

23 March 2021 at 10.15am

Meeting will be held in Margaret River

AGENDA FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING
TO BE HELD ON 23 MARCH 2021 AT 10.15AM AT THE SHIRE OF AUGUSTA MARGARET RIVER

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1. ATTENDANCE AND APOLOGIES

ATTENDANCE

Chairperson:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
Members:	Cr. Kylie Kennaugh	Councillor, Shire of Augusta Margaret River
	Cr. Paula Cristoffanini	Councillor, Shire of Augusta Margaret River
	Cr. Grant Henley	Mayor, City of Busselton
	Cr. Kelly Hick	Deputy Mayor, City of Busselton
	Cr. Kate Cox	Councillor, City of Busselton
	Ms. Stephanie Addison-Brown	CEO, Shire of Augusta Margaret River
	Mr. Mike Archer	CEO, City of Busselton
Secretariat	Ms. Clare Tansley	CEO EA, Shire of Augusta Margaret River
Officers: (as required)	Ms. Julie Rawlings	Strategic Projects/Grants Officer, City of Busselton

APOLOGIES

Mr. Tony Brown Executive Manager Governance & Organisational Services, WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 18 November 2020



20201118 CapeROC
Minutes with attach

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CAPEROC DECISION:

Moved Cr. **Seconded** Cr.

That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CARRIED

3. PRESENTATIONS/GUESTS

Nil

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
Draft Leeuwin Naturaliste Regional Trails Strategy	David Nicholson, SAMR	Draft strategy closed for comments on 15 February 2021

RECOMMENDATION

That CapeROC notes progress on Draft Leeuwin Naturaliste Regional Trails Strategy.

<p>CAPEROC DECISION:</p> <p>Moved Cr. Seconded Cr.</p> <p style="text-align: right;">CARRIED</p>
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5. GENERAL UPDATES**5.1 CapeROC Budget Update**

RESPONSIBLE OFFICER	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Clare Tansley, Executive Assistant (SAMR)
ATTACHMENTS:	Nil.

IN BRIEF

In 2020-21, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 each (\$80,000 in total) towards CapeROC approved regional initiatives. This table itemises budget commitments for 2020-21.

Table 1.

PROPOSED 2020-21 CapeROC Projects	In principle Allocation	Expenditure (SAMR)	Expenditure (CoB)	Comments
	\$80,000	\$40,000	\$40,000	
My Community Directory	20,406.50	10,203.25	10,203.25	Invoices paid. Final year.
Our Unbeaten Tracks Project	20,000.00	10,000.00	10,000.00	Invoices paid. Progress update to CapeROC on 18/11/2020.
Total Allocated	40,406.50	20,203.25	20,203.25	
Total Unallocated	39,593.50	19,796.75	19,796.75	

RECOMMENDATION

That CapeROC notes budget commitments for 2020-21.

CAPEROC DECISION:

Moved Cr. Seconded Cr.

CARRIED

6. REPORTS**6.1 Review of CapeROC MOU**

MOU 2021.docx

IN BRIEF

The Shire of Augusta Margaret River and the City of Busselton (the Councils) have agreed to review the structure and frequency of CapeROC meetings. The CapeROC Terms of Reference were last reviewed on 18 August 2017 and the Councils are now of the view that formal quarterly CapeROC meetings are no longer required to progress project outcomes. This report recommends that the Councils sign the revised MOU which commits the Councils to continuing to work together on projects and meet informally with all Councillors twice a year.

BACKGROUND

In 2009 the Councils began meeting as Capes Region Organisation of Councils (CapeROC) and in 2013 a formal Voluntary Regional Organisation of Councils (VROC) was established. Other than to approve proposals that are presented to CapeROC, which are consistent with the Objectives of the Committee, CapeROC decisions were not binding on the two Councils and needed to be ratified by the Councils.

Date	Decision
25 November 2009	C0911/410
12 October 2011	C1110/315
9 October 2013	C1310/267 Establishment
21 October 2013	SC1310/186 Membership
18 August 2017	CAP1708/005 Review

REVIEW

The current CapeROC MOU objectives are as follows:

- To explore opportunities to foster Economic Development in the Capes Region;
- To explore avenues to foster tourism in the Capes Region and improve the coordination of major regional events;
- To safeguard, strengthen and grow the Margaret River and Busselton brands;
- To explore opportunities to undertake projects of mutual benefit to the Shire and the City eg Rails to Trails network; joint waste management facilities; joint funding of infrastructure requirements;
- To develop opportunities to undertake capacity building activities for Councillors and staff in the Shire and the City;
- To explore opportunities to develop funding submissions on a regional basis;
- To evaluate possible resource sharing arrangements between the Shire and the City;

- To identify skill shortages and to undertake workforce planning on a regional basis;
- To explore opportunities to simplify and standardise policies in the region where appropriate;
- To consider the feasibility of establishing a Capes Regional Council.

CapeROC's main limitation is that the committee has no strategic decision-making ability. Only three Councillors from each Council attend meetings and therefore anything of note is usually presented again at separate Council briefings or meetings at a later date which creates duplication and time delays. The two Councils work continually and closely on many projects and the requirement for a formal quarterly meeting is not beneficial to delivery of project outcomes. The proposed new format will have a lesser requirement on Councillor and Officer time spent on meetings, administration and travel.

It is therefore proposed that the objectives are simplified and amended to -

- Share information that can impact on both communities.
- Maximise grant opportunities that benefit the Capes region.
- Maximise opportunities that are not necessarily finance related that benefit both local communities.
- Provide support in emergency situations at the request of the affected Council.
- Establish project teams when required and nominate officers from each Council to participate.
- Each Council to engage its best endeavours to seek alignment on issues

The membership of the CapeROC is currently:

1. The President of the Shire of Augusta Margaret River;
2. The Mayor of the City of Busselton;
3. Two Councillors appointed by the Shire and two Councillors appointed by the City;
4. The CEO of the Shire and the CEO of the City.

It is proposed that rather than continuing with a formal committee structure, the two Councils seek to meet twice a year to informally discuss matters of mutual interest and present on key matters affecting each Council. All Councillors will be invited to attend meetings, and Councils will alternate hosting meetings. Officers from each Council will continue to work on initiatives and provide updates to their own Council and/or the informal CapeROC meetings as required.

RECOMMENDATION

That CapeROC members –

1. Agree to discontinue participation in the Voluntary Regional Organisation of Councils and adopt an informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.

CAPEROC DECISION:

Moved Cr. Seconded Cr.

CARRIED

7. GENERAL DISCUSSION ITEMS**7.1 Key Project Update**

Officers to provide verbal updates in regard to the following initiatives: -

Initiatives for the 2020-21	Lead Officer	
	SAMR	CoB
1. Unbeaten Tracks Project	Nick Logan	Naomi Searle
2. My Community Directory	Jason Cleary	Peta Tuck
3. Tourism Signage	N/A	Jenny May
4. Review of MRBTA funding model	Stephanie Addison-Brown	Naomi Searle
5. Bushfire Risk Management lobbying	Adam Jasper	Tanya Gillett
6. Wadandi Track	David Nicholson	Oliver Darby

RECOMMENDATION

That CapeROC notes the verbal updates from Officers on key initiatives for 2020-21.

CAPEROC DECISION:

Moved Cr. Seconded Cr.

CARRIED

7.2 DFES Bushfire Risk Planning Coordinator Role

Capes Region
Organisation of Councils



BRMP LG Grant
Agreement - AMR BFMitigation Coordinat



Bushfire Risk

Following the letter sent to DFES by the Chair of CapeROC, Cr. Ian Earl, regarding the need for a continuation of a Bushfire Risk Planning Coordinator, a response has now been received (attached) and a meeting was convened with a DFES representative on Tuesday 9 March 2021. DFES has proposed to continue part funding the position at 50% for a period of 12 months with the two Local Governments requested to meet the other 50% between them (i.e. 25% each). This means for 2021-22, each Council will be asked to allocate approximately \$45,000 (cash and/or in kind) to enable continuation of the resource across the Capes Region for the next 12 months.

RECOMMENDATION

That CapeROC endorses the proposal presented by DFES in principle and refers the budget requests to each Council for final endorsement.

CAPEROC DECISION:

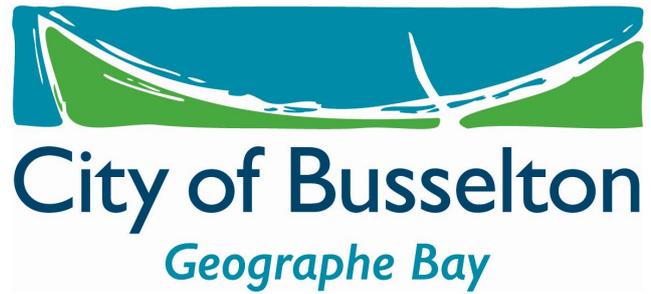
Moved Cr. Seconded Cr.

CARRIED

8. CEO UPDATES

1. Update from CEO of the City of Busselton
2. Update from CEO of the Shire of Augusta Margaret River

9. CLOSURE



CapeROC

Capes Region Organisation of Councils

MINUTES

18 November 2020 at 9.30am

Held at the Shire of Augusta Margaret River

MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING
HELD ON 18 NOVEMBER 2020 AT 9.30AM AT THE SHIRE OF AUGUSTA MARGARET RIVER

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1. ATTENDANCE AND APOLOGIES**ATTENDANCE**

Chairperson:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
Members:	Cr. Kylie Kennaugh	Councillor, Shire of Augusta Margaret River
	Cr. Paula Cristoffanini	Councillor, Shire of Augusta Margaret River
	Mayor Grant Henley	Mayor, City of Busselton
	Cr. Kelly Hick	Deputy Mayor, City of Busselton
	Cr. Kate Cox	Councillor, City of Busselton
	Ms. Stephanie Addison-Brown	CEO, Shire of Augusta Margaret River
	Mr. Mike Archer	CEO, City of Busselton
Secretariat	Ms. Clare Tansley	CEO EA, Shire of Augusta Margaret River
Officers: (as required)	Mr. James Shepherd	Director Corporate and Community Services, Shire of Augusta Margaret River
	Mr. Saul Cresswell	Sustainable Economy Officer, Shire of Augusta Margaret River
	Ms. Julie Rawlings	Strategic Projects/Grants Officer, City of Busselton
	Ms. Jennifer May	Manager Commercial Services, City of Busselton
Guests:	Tim Lane	Manager Strategy and Association Governance, WA Local Government Association (WALGA)
	Dr. Alan Briggs	President, Geoparks WA
	Prof. Ross Dowling	Geoparks WA
	Steve Harrison	Joint CEO Margaret River Busselton Tourism Association
	Mark Delane	Margaret River Busselton Tourism Association
	Stuart Hicks	Unbeaten Tracks Project

APOLOGIES

Ms. Naomi Searle Director, Community and Commercial Services, City of Busselton

2. CONFIRMATION OF MINUTES**2.1 Minutes of the meeting of CapeROC 19 August 2020**

20200819 CapeROC
Minutes.pdf

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 19 August 2020 be confirmed as a true and correct record.

CAPEROC DECISION:**Moved** Mayor Henley **Seconded** Cr. Cristoffanini

That the minutes of the meeting of the Capes Region Organisation of Councils held 19 August 2020 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY**3. PRESENTATIONS/GUESTS****3.1 Geoparks WA**

Cape ROC Meeting
(181120).pptx

- Dr. Alan Briggs and Prof. Ross Dowling from Geoparks WA were invited to provide a presentation in regard to UNESCO Geoparks and opportunities for the Margaret River Region to become a Geopark. Margaret River Busselton Tourism Association representatives Steve Harrison and Mark Delane were also in attendance.
- [Global Geoparks Network](#) is a not for profit organisation founded in 2004 with members committed to developing models of best practice and setting high quality standards for territories that integrate the preservation of geological heritage into strategies for regional sustainable economic development.
- A Geopark is a United Nations Educational, Scientific and Cultural Organization (UNESCO) initiative which starts with geology and landscape, but which has a triple bottom line – profit, people and the planet.
- A UNESCO Global Geopark must have –
 1. Geological heritage of international value
 2. A clear boundary and good governance
 3. Visibility – information and promotion
 4. Networking – within the park and across the global network
 5. Geoparks are re-evaluated every 4 years.
- Geopark must be managed by a body having legal existence recognised under national legislation that has a comprehensive management plan, covering governance, development, communication, protection, infrastructure, finance, and partnership issues.
- There are currently no geoparks in Australia.
- There are seven places in Australia contemplating geoparks.
- Partnerships are integral. Need cooperation between councils and government departments.
- UNESCO geoparks bring tourists, increase community wellbeing and jobs.

3.2 Unbeaten Tracks Project

CAPEROC
presentation.pdf

- Stuart Hicks presented an update on the Unbeaten Tracks Project (including the DBCA 'Karri Bowl' Project).
- There will be a workshop tomorrow with 16 agencies/groups coming together to further discuss the Unbeaten Tracks Project and business case work. CoB and SAMR will both have staff in attendance.

- 3.7 million people visit the Leeuwin-Naturaliste National Park each year (twice the number that visit any other park in WA).

3.3 Ecotourism Accreditation

- Sustainable Economy Officer of the Shire of Augusta Margaret River, Saul Cresswell was invited to present on the Shire's work to obtain ecotourism accreditation.
- MRBTA suggested the Shire meet with Ecotourism Australia and after investigation the Shire decided to pursue the Eco Certification. Ecotourism Australia looks at how businesses operate in the local area and provides a whole of destination certificate.
- 'Green Destinations' are popular, with a greater concentration in Europe.
- Port Douglas is the first eco accredited destination in Australia. There are currently 17 local governments working towards certification and the Shire is hoping to be the second to achieve ecotourism accreditation.
- We have flora and fauna endemic to this region. The Amazon has 1,500 species of plants, whereas our region has 7,500 species and counting.
- The certification will formally recognise the region is unique and will demonstrate our desire to protect our natural assets.
- Some eco initiatives already undertaken by the Shire –
 - The Shire partnered with Water Corp and use predominantly recycled water for sporting ovals etc.
 - We are focused on river health and replanting corridors.
 - Farmers are adopting best practices in nutrient management.
 - We were an early adopter in adding FOGO bins and reducing waste.
 - Event organisers – no single use plastics.
 - Draft Climate Action Plan.
 - Electric bikes at Shire for pool use.
- There are 547 local governments in Australia. SAMR is in the top 25 which are most tourism dependent.
- Increasingly travellers are becoming more discerning.
- Slovenia has 100 places ecotourism certified.
- The Shire's preliminary assessment showed that with current policies and practices we are already 74% complete (with 19% partially complete) in our ecotourism accreditation application.
- The Ecotourism accreditation is similar to Geoparks.

3.4 WALGA

- Manager Strategy and Association Governance at WALGA, Tim Lane, presented in regard to WALGA's current priority areas of focus.
- WALGA has a strong focus on advocacy. This year the Local Government Act review was released as well as the City of Perth Inquiry.
- Election advocacy will take place before the state election in March.
- Regional collaboration subsidiary governed by charter.
- WALGA has a lawyer working to redraft regulations.
- Corporate strategy endorsed by State Government and a future focused policy will be coming out to members.
- WALGA are doing some work to address conflicts of interest (e.g. vexatious councillor on councillor complaints).
- Draft Code of Conduct proposed to enforce consistency between Councils.
- Relationship between WALGA and the Department/Minister is good.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
DFES Bushfire Risk Planning Coordinator	Adam Jasper, SAMR	Letter sent/awaiting reply
My Community Directory	Jason Cleary, SAMR	Invoice paid

5. GENERAL UPDATES**5.1 CapeROC Budget Update**

RESPONSIBLE OFFICER	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Clare Tansley, Executive Assistant (SAMR)
ATTACHMENTS:	Nil.

IN BRIEF

In 2020-21, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 each (\$80,000 in total) towards CapeROC approved regional initiatives. This table itemises budget commitments for 2020-21.

Table 1.

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Our Unbeaten Tracks Project	20,000.00	10,000.00	10,000.00	Invoices paid. Progress update to CapeROC on 18/11/2020.
Total Allocated	40,406.50	20,203.25	20,203.25	
Total Unallocated	39,593.50	19,796.75	19,796.75	

RECOMMENDATION

That CapeROC notes budget commitments for 2020-21.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Cristoffanini

That CapeROC notes budget commitments for 2020/21.

CARRIED UNANIMOUSLY

6. REPORTS

Nil

7. GENERAL DISCUSSION ITEMS

Officers to provide verbal updates in regard to the following initiatives: -

Initiatives for the 2020-21	Lead Officer	
	SAMR	CoB
1. Unbeaten Tracks Project	Nick Logan/James Shepherd	Naomi Searle
2. My Community Directory	Jason Cleary	Peta Tuck
3. Tourism Signage	N/A	Jenny May
4. Review of MRBTA funding model	Stephanie Addison-Brown	Naomi Searle
5. Bushfire Risk Management lobbying	Adam Jasper	Tanya Gillett
6. Wadandi Track	David Nicholson	Oliver Darby

1. Unbeaten Tracks Project – James Shepherd

Officers are continuing to progress discussions through the working group. Both Councils are continuing to discuss the possibility of the State Government taking ownership of the national park.

2. My Community Directory – reports attached.

Busselton
Community Director



MyCommunityDirec
toryStats.pdf

3. Tourism Signage – Jennifer May

6 CapeROC Tourism
Directional Signage

New signage will be trialled during February and March and then they will seek feedback. Review of information bays will be undertaken in consultation with MRBTA.

4. Review of MRBTA funding model

Sharna Kearney, Joint CEO, MRBTA is in the process of completing a corporate review. Further discussions to take place in December.

5. Bushfire Risk Management lobbying – letter sent/awaiting reply.**6. Wadandi Track – no new update.****RECOMMENDATION**

That CapeROC notes Officer updates on key initiatives for 2020-21.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Kennaugh

That CapeROC notes Officer updates on key initiatives for 2020-21.

CARRIED UNANIMOUSLY

8. CEO UPDATES

1. Update from CEO of the City of Busselton

Jetstar intends to commence flights between Busselton Margaret River Airport and Melbourne when borders reopen. Following the border announcement, it will take between 6-10 weeks before flights commence. Once flights to Melbourne are operating, flights to Sydney will be explored.

2. Update from CEO of the Shire of Augusta Margaret River

The Shire is working towards the Main Street being open 18 December 2020. CapeROC members will be provided with an opportunity to tour the street at the beginning of the next meeting in February 2021.

The Shire has commenced workshops for "Our Place 2040", the Shire's place-based engagement process for development of our new Strategic Community Plan. Workshops have been positive and the community is generally happy with what Shire is doing.

We are exploring accommodation options for workers including allowing farm workers to live on site. This suite of initiatives was a combined effort between both local governments, MRBTA and Margaret River Wine Association.

The Attorney General contacted the Shire regarding a Parliamentary Inquiry into the Osmington familicide. The Shire is concerned about the impact on the community and the Commissioner has been referred to health professionals in the community to seek advice about how to engage with people when they visit. The Commissioner has advised the Inquiry will take place in the months following the election.

9. INVITATION FOR THE SHIRE OF NANNUP TO CAPEROC MEETINGS

The Shire of Nannup CEO and three councillors have been invited to attend the CapeROC meetings to connect with CapeROC on initiatives of common interest.

The Shire of Nannup has declined the offer, however, the CEO of the Shire of Nannup has committed to provide a presentation to CapeROC at the meeting in February 2021 to share information regarding their latest initiatives and to be a conduit for information between CapeROC and the Shire of Nannup.

10. PROPOSED DATES FOR NEXT YEAR

The schedule for CapeROC meetings in 2021 needs to be set.

Proposed 2021 dates: -

XX February

XX May

XX August

XX November

RECOMMENDATION

That CapeROC confirms the meeting dates for 2021 to be the second Tuesday every quarter in the months of February, May, August and November.

CAPEROC DECISION:**Moved** Mayor Henley **Seconded** Cr. Hick

That CapeROC confirms the meeting dates for 2021 to be the second Tuesday every quarter in the months of February, May, August and November.

CARRIED UNANIMOUSLY**11. FUTURE DISCUSSION ITEMS FOR NOTING – DATES TBC**

1. South West Business Events Strategy presentation - Catrin Allsop, CEO Australia's South West
2. Wine Association presentation – Amanda Whiteland, CEO Margaret River Wine

12. NEXT MEETING

Shire of Augusta Margaret River

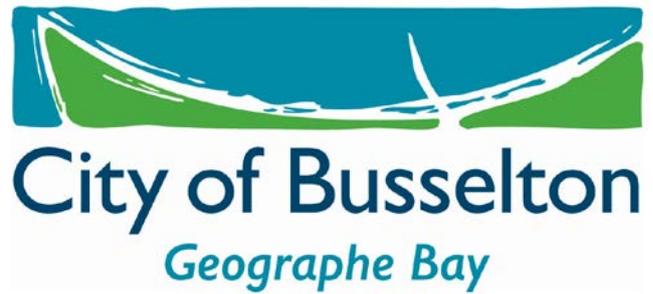
9 February 2021

9.30 am -10.00 am - Margaret River Main Street Tour

10.15 am -12.30 pm - Morning tea and meeting

13. CLOSURE

The meeting closed at 11.33 am.



CapeROC

Capes Region Organisation of Councils

MINUTES

19 August 2020 at 10am

Meeting held in Margaret River

AGENDA FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING
TO BE HELD ON 19 AUGUST 2020 AT 10AM AT THE SHIRE OF AUGUSTA MARGARET RIVER

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1. ATTENDANCE AND APOLOGIES

ATTENDANCE

Chairperson:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
Members:	Cr. Kylie Kennaugh Cr. Paula Cristoffanini Cr. Kelly Hick Cr. Kate Cox Ms. Stephanie Addison-Brown Mr. Mike Archer	Shire of Augusta Margaret River Shire of Augusta Margaret River Deputy Mayor, City of Busselton City of Busselton CEO, Shire of Augusta Margaret River CEO, City of Busselton
Secretariat	Ms. Clare Tansley	CEO EA, Shire of Augusta Margaret River
Officers: (as required)	Mr. James Shepherd Ms. Julie Rawlings Mr. Adam Jasper	Director, Corporate and Community Services, Shire of Augusta Margaret River Strategic Projects/Grants Officer, City of Busselton Community Emergency Services Manager, Shire of Augusta Margaret River
Guests:	Nil	

APOLOGIES

Cr. Grant Henley	Mayor, City of Busselton
Tony Brown	WA Local Government Association (WALGA)

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 20 May 2020



CapeROC Minutes
20 May 2020.pdf

RECOMMENDATION:

That the minutes of the meeting of the Capes Region Organisation of Councils held 20 May 2020 be confirmed as a true and correct record.

CAPEROC DECISION:

Moved Cr. Cox **Seconded** Cr. Cristoffanini

That the minutes of the meeting of the Capes Region Organisation of Councils held 20 May 2020 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

3. PRESENTATIONS/GUESTS

Nil. Tony Brown from WALGA will attend the next meeting.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
Nil.		

5. GENERAL UPDATES**5.1 CapeROC Budget Update**

RESPONSIBLE OFFICER	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Clare Tansley, Executive Assistant (SAMR)
ATTACHMENTS:	Nil.

IN BRIEF

In 2020/21, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 each (\$80,000 in total) towards CapeROC approved regional initiatives. This table itemises budget commitments for 2020/21.

Table 1.

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My Community Directory	23,399.80	0	0	2019/20 \$20,406.50 Paid Invoice is due for payment 4 September 2020.  Invoice INV-0687.pdf
Our Unbeaten Tracks Project	20,000.00	0	0	Invoice received 9/7/20 and will be paid when project scope is completed.
Total Allocated	43,399.80	0	0	
Total Unallocated	36,600.20	0	0	

RECOMMENDATION

That CapeROC notes budget commitments for 2020/21.

CAPEROC DECISION:

Moved Cr. Kennaugh **Seconded** Cr. Cox

That CapeROC notes budget commitments for 2020/21.

CARRIED UNANIMOUSLY

6. REPORTS

Nil

7. GENERAL DISCUSSION ITEMS**7.1 Strategic Projects****BACKGROUND**

CapeROC's future strategic focus was discussed at its February meeting and deferred at the May meeting. It was agreed that a workshop to discuss project opportunities for 2020/21 be undertaken at the CapeROC meeting in August 2020.

It was suggested that strategic projects that benefit both communities and enable funding to be secured should have a greater focus for CapeROC. Higher level discussion on identified issues is needed and priorities determined to enable officers to action these. Once priorities have been determined officers will bring a report back for each priority at the CapeROC meeting in November 2020.

Councillors from both Councils made suggestions for priority matters which were subsequently discussed by CEOs who together compiled the following list for consideration. CapeROC members are being asked to discuss and prioritise the following list: -

Project/Initiative	Comments	Priority
Unbeaten Tracks	Already committed funds for 2020/21	
Community Directory	Already committed funds for 2020/21	
Tourism Signage	Previous priority project for CapeROC and is ongoing. CoB is the leading LG.	
MRBTA Funding	Inconsistency in MRBTA funding from each Council has been noted. Proposal to negotiate a 3-way agreement between CoB/SAMR/MRBTA with regard to a future funding model. CoB also want to recommend a change of name from MRBTA to BMRTA. Note: - MRBTA are undergoing a review process which would feed into these discussions.	
Climate Response (mitigation and adaptation)	Concerns raised by both Councils re: - <ul style="list-style-type: none"> - Bushfires - Coastal erosion - Water for agriculture - Renewable energy/technologies 	

	<ul style="list-style-type: none"> - Transport - Sustainability - Emissions reduction <p>Consider projects, possible funding, lobbying etc. Issue also raised with advice regarding non-continuation of Bushfire Mitigation Planning Officer for the region.</p>  <p>DFES Response to AMR 0234131 regarc</p>	
Joint Advocacy for Social Housing	Issues with lack of social housing, homelessness and the lack of available rental properties across the Capes Region. Impact of COVID-19 will increase risks and need. Lobbying required to raise awareness of these issues and to request needs in the Capes Region are addressed.	
Wadandi Track	Previous priority project for CapeROC and is ongoing program for both Councils.	
Lobbying Opportunity	Consideration could be given to a joint lobbying strategy for issues affecting the Capes Region in the lead up to the State election. A South West Election Prospectus is also being prepared by the South West WALGA Zone (to be voted on at the next Zone meeting on 28 August 2020).	

RECOMMENDATION

1. Unbeaten Tracks

Already committed funds for 2020/21.

- Searching nationally for a consultant to develop and business case for the project which can be used to seek funding.
- Consideration to be given to incorporating the main tracks and trails into the Leeuwin-Naturaliste National Park.
- It was noted that increased use of the tracks and trails will require additional maintenance and it may be that revenue can be generated if the tracks become part of a State-managed Park.
- It was suggested that the Chair of the project, Stuart Hicks, be invited to present when some progress has been made on the project.

Decision: This is a priority project for CapeROC.

2. Community Directory

Already committed funds for 2020/21.

- CapeROC has committed to one more year, after which it will be up to each Local Government to determine how to fund it from their operating budgets.

Decision: This is a priority project for CapeROC.

3. Tourism Signage

- Off highway signage is the responsibility of Local Government and both Councils recognise the need for better tourism signage.
- CoB is the lead Local Government for this project and will contact Main Roads to discuss further.
- CoB to contact Shire of Denmark and City of Albany to evaluate whether their signage is working.
- CoB officers to report each meeting on progress.

Decision: This is a priority project for CapeROC.

4. MRBTA Funding

K Hick conflict of interest as her business is a member of MRBTA.

- CoB provide operational funding to MRBTA. SAMR do not currently provide operational funding to MRBTA . Historical reasons relating to transfer of assets mean SAMR does not contribute, however it was noted that CoB has also provided assets.
- COVID-19 has caused MRBTA membership to reduce. Question raised as to whether it's appropriate for both local governments to provide funding support ongoing now.
- Local Governments to continue discussions and evaluate what MRBTA's role is into the future.
- Consider having consistency between the two Local Governments (relative to size).
- Both Councils discussed the need to structure funding conditions and set KPIs with any new model.
- Councils to evaluate model post pandemic.
- MRBTA to be viable and sustainable organisation in their own right.
- Both CEOs meeting with MRBTA to discuss the different town brandings strategies for new brand and promotion/marketing campaigns.
- CoB proposed a name change from MRBTA to BMRTA as part of MRBTA's Corporate Review. This is to be considered by MRBTA who will make the decision following their Corporate Review.

Decision: This is a priority project for CapeROC.

5. Climate Response (mitigation and adaptation)

- Joint letter to DFES explaining risk of not having a resource for bushfire risk management to be sent from CapeROC.
- Dual advocacy. Sharing ideas for information –
 - Coastal erosion
 - Water for agriculture
 - Renewable energy/technologies
 - Transport
 - Sustainability
 - Emissions reduction
- Officers to brief at the next meeting.

Decision: Bushfire risk management is a priority project for CapeROC to action, however bigger picture climate issues are to form an ongoing dialogue between the two Local Governments.

6. Joint Advocacy for Social Housing

- SAMR has little social housing and is concerned when JobKeeper ends. SAMR are asking for more built form and local presence from Department of Communities.
- CoB met with Amber Fay from Department of Communities and based in Busselton and will advise SAMR.

Decision: This is not a priority project for CapeROC, however both Councils agree to share information with each other.

7. Wadandi Track

Decision: This is a priority project for CapeROC.

8. Lobbying Opportunity

- The 12 councils in South West have collaborated to submit a joint proposal to the State Government.

Decision: This is not a priority project for CapeROC as it will be pursued via the WALGA South West Zone.

CAPEROC DECISION:

Moved Cr. Kennaugh **Seconded** Cr. Earl

That CapeROC prioritises the following matters for the 2020/21 year –

Strategic Focus Project 2020/21	Funding Allocation if required (ex GST)
Unbeaten Tracks	\$20,000.00
Community Directory	\$20,814.63
Tourism Signage	0
MRBTA funding	TBC
Bushfire Risk Management	TBC
Wadandi Track	Funded by each LG separately at present

Each CEO to allocate a lead officer from each Council to co-ordinate related activities and report to CapeROC meetings for each identified project.

CARRIED UNANIMOUSLY

7.2 Unbeaten Tracks

Unbeaten Tracks
Scope 12082020.pdf

CapeROC has committed \$10K this year from each Council (total \$20K from CapeROC) to the Unbeaten Tracks project. An update from MRBTA has been requested. A draft project scope has been prepared and circulated to project stakeholders. Final scope is attached.

MRBTA advises that the funds to support the development of a business case are being or already have been contributed by institutional and corporate stakeholder members of the Unbeaten Tracks initiative (see confidential attachment).

Next Steps: -

1. The advertising and engagement of the consultant and the subsequent administration of the contract will be carried out by MRBTA on behalf of the Unbeaten Tracks initiative
2. The consultant will be managed by Stuart Hicks on behalf of the Unbeaten Tracks initiative members and MRBTA.
3. The process of assessing the tendering consultants will be undertaken by a selection committee of Unbeaten Tracks and will include any Unbeaten Tracks initiative member whose organisation is a contributor to the funding for the consultant and who wishes to participate. The selection committee will make a recommendation to all members of Unbeaten Tracks initiative before an appointment is made.

The scope specifies that consultations will be carried out both severally and collectively with members of the Unbeaten Tracks initiative as well as the broader community.

Pip Close has been recently appointed as a part time employee of MRBTA and we be assisting with the administration of the project.

RECOMMENDATION

That CapeROC notes the Unbeaten Tracks scope.

CAPEROC DECISION:

Moved Cr. Hick **Seconded** Cr. Cristoffanini

That CapeROC notes the Unbeaten Tracks scope and approach the State Government to discuss options for possible State ownership of the associated tracks and trails.

CARRIED UNANIMOUSLY

7.3 Wadandi Track



Wadandi Track
2021 Map 1.pdf

The CoB has provided the attached map/plans of the sections of the Wadandi track they intend on completing this year.

CoB have just updated Busselton foreshore trail head interpretation incorporating indigenous history. More trail interpretation planned.



Wadandi trail head
interpretive images.

The \$50,000 allocation in the Shire of Augusta Margaret River 2020/21 budget for the Wadandi Track will be utilised to upgrade the section between Forest Grove Road and Sebbes Road in Forest Grove. This will complete works commenced on this section in 2018/19.

The Shire is also proposing to undertake major maintenance works on the section of trail between Margaret River and Cowaramup. This section of trail is wet and boggy and re-sheeting and drainage improvements will be carried out.

The Shire has also recently received reports on the condition of four timber bridges between Margaret River and Cowaramup. Works will commence on restoring one or more of these bridges, as funding permits.

RECOMMENDATION

That CapeROC notes the Wadandi Track plans from each Council in 2020/21.

CAPEROC DECISION:

Moved Cr. Cox **Seconded** Cr. Kennaugh

That CapeROC notes the Wadandi Track plans from each Council in 2020/21.

CARRIED UNANIMOUSLY

7.4 CEO Updates

1. Update from City of Busselton CEO

Busselton Margaret River Airport in a holding pattern due to COVID-19. CoB very keen to ramp up when borders open.

State funding of \$9.5M is not able to be repurposed with CoB as quarantined by the State Government for aviation purposes. Possible risk it could be allocated to another airport in the State.

FIFO services have increased, and Rio are now using large planes. There are more services operating than pre COVID-19.

Virgin Australia sale to Bain Capital is being evaluated.

2. Update from Shire of Augusta Margaret River CEO

State funding of \$3.1M announced to finish Stage 3 of Main Street. We are currently evaluating when to start Stage 3 and planning to have the whole project complete before Christmas.

Anecdotally we hear that trading is up 30% on this time last year due to the increase in intrastate visitors to the region (especially from Perth). We have launched a Buy Local program called "Local Is More". 2021 will be a fresh start for town. Main Street traders suggested a video to inform Perth market of current works. The video is personable and non-government. MRBTA are also circulating this video to their markets.

Some community opposition to the proposed Gnarabup Hotel. A community group have lodged scheme amendment to change the zoning to prevent the development. Likely the applicant will request their amended DA be considered by the State. Attracting a lot of attention. Originally housing in Gnarabup was to support the tourism development.

Pandemic Community Care Package of \$2M has been put together for holistic resilience building and economic stimulus support. Due to be endorsed by Council next week.

8. INCLUSION OF THE SHIRE OF NANNUP AT CAPEROC MEETINGS

It has been suggested that there would be value inviting the Shire of Nannup to attend CapeROC meetings when there are agenda items which would affect or involve them. They may attend either as observers or participants at the request of CapeROC members.

RECOMMENDATION

That CapeROC invite the Shire of Nannup to attend the next CapeROC meeting in November 2020 to initiate a relationship.

CAPEROC DECISION:

Moved Cr. Hick **Seconded** Cr. Cox

That CapeROC invite the Shire of Nannup, CEO and three councillors, to attend the next CapeROC meeting as guests in November 2020 to initiate a relationship.

CARRIED UNANIMOUSLY

9. CANAL ROCKS JETTY REPLACEMENT

It was noted that the Canal Rocks Jetty was washed away in the storm and that the State Government recently provided funding to replace it ([Media link](#)).

RECOMMENDATION

That CapeROC writes to the State Government to express thanks for the funding for the replacement of the Canal Rocks Jetty.

CAPEROC DECISION:

Moved Cr. Kennaugh **Seconded** Cr. Cox

That CapeROC writes to the State Government to express thanks for the funding for the replacement of the Canal Rocks Jetty.

CARRIED UNANIMOUSLY

10. FUTURE DISCUSSION ITEMS FOR NOTING

1. South West Business Events Strategy presentation - Catrin Allsop, CEO Australia's South West
2. Wine Association presentation – Amanda Whiteland, CEO Margaret River Wine
3. Ecotourism accreditation – Saul Cresswell, Sustainable Economy Officer, Shire of Augusta Margaret River

11. NEXT MEETING

Wednesday 18 November 2020 - Shire of Augusta Margaret River
9.30 -10am - Morning tea and networking on Main Street
10am -12.30pm - Meeting

12. CLOSURE

The meeting closed at 11.45am.

TAX INVOICE

Shire of Augusta-Margaret River
41 Wallcliffe Road
MARGARET RIVER WA 6285
AUSTRALIA

Invoice Date
24 Jul 2020

Invoice Number
INV-0687

Reference
2020-2021 City of Busselton
& Augusta MR

ABN
30 143 384 043

Community Information
Support Services Ltd
Attention: Accounts
Department
PO Box 222
FORTITUDE VALLEY QLD 4006
AUSTRALIA
accounts@communityinfo.or
g.au

Description	Quantity	Unit Price	GST	Amount AUD
Council Annual Membership Busselton & AMR (4th Sep 2020 - 4th Sep 2021) - Licence Fee - Includes CPI Increase of 2.2%	1.00	18,353.00	GST Free	18,353.00
Council Annual Membership Busselton & AMR (4th Sep 2020 - 4th Sep 2021) - Support	1.00	4,588.00	10%	4,588.00
			Subtotal	22,941.00
			TOTAL GST 10%	458.80
			TOTAL AUD	23,399.80

Due Date: 4 Sep 2020

All invoices are to be paid by the Payment Due Date of 7 days. If you're unable to make payments before the Payment Due Date of 7 days from the issued date, please call Community Information Support Services on 1300 762 515.

Please include your invoice number as the payment reference

Please pay directly to:
Community Information Support Services
Bank: Westpac Banking Corporation
Account Name: CISS – Memberships
BSB: 034 143
Account Number: 144170



PAYMENT ADVICE

To: Community Information Support Services Ltd
Attention: Accounts Department
PO Box 222
FORTITUDE VALLEY QLD 4006
AUSTRALIA
accounts@communityinfo.org.au

Customer	Shire of Augusta-Margaret River
Invoice Number	INV-0687
Amount Due	23,399.80
Due Date	4 Sep 2020

Amount Enclosed

Enter the amount you are paying above



Our Ref: D00304; 20/124934
Your Ref: 0234131

Mrs Stephanie Addison-Brown
Chief Executive Officer
Shire of Augusta-Margaret River
PO Box 61
Margaret River WA 6285

Dear Mrs Addison-Brown

Re: BUSHFIRE RISK PLANNING COORDINATOR – SHIRE OF AUGUSTA-MARGARET RIVER

Thank you for your letter dated 1st July 2020 regarding the continuation of funding for the Bushfire Risk Planning Coordinator at the Shire of Augusta Margaret River.

The Department of Fire and Emergency Services (DFES) currently has permanent funding for eight Bushfire Risk Planning Coordinators (BRPC) which assist local governments (LG) across the State develop Bushfire Risk Management (BRM) Plans.

The BRPC positions assist LG's who have limited internal capacity and in some cases bushfire knowledge by providing the expertise to develop their BRM Plan and seek endorsement by the Office of Bushfire Risk Management (OBRM). This then enables the LG to apply for Mitigation Activity Funding. Another function of the BRPC while working within the local government, is to ensure the BRM process is embedded into the corporate and business plans across the different business areas which help guarantee the process and future mitigation treatment plans are achievable.

Unfortunately, there is a requirement to move the BRPC funding to new LG's across the State to assist with identification of their risks and development of a BRM Plan so it is unlikely that there will be any extension of the existing arrangements with your LG beyond 30 June 2021. DFES recognises the challenges that LG's face and is currently assessing options and potential funding options that may be available to assist LG's with the ongoing management of their mitigation programs and reviewing of BRM Plans.

Should you require any further information please do not hesitate to contact me on 6551 4087 or Lower South West Regional Superintendent, Phil Brandrett on 9771 6800.

Yours sincerely

MARK BOWEN AFSM
SUPERINTENDENT
BUSHFIRE RISK MANAGEMENT BRANCH

AS July 2020

Cc: Superintendent Lower South West

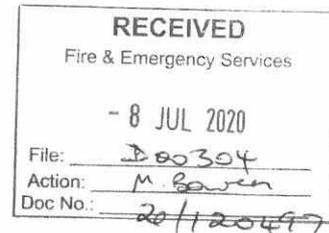


FILE NO: EMS/2
DOC NO: O234131
ENQUIRIES: ADAM JASPER

PO Box 61, Margaret River
Western Australia 6285
T (08) 9780 5255 F (08) 9757 2512
amrshire@amrshire.wa.gov.au
amrshire.wa.gov.au
ABN: 13 643 296 019

1 July 2020

Department of Fire & Emergency Services
Superintendent Bushfire Risk Management
Mr Mark Bowen
GPO Box P1174
PERTH WA 6844



Dear Mr Bowen

Bushfire Risk Planning Coordinator - Shire of Augusta Margaret River

At a recent Council meeting of the Shire of Augusta Margaret River I was instructed by Council to make contact with State Government to enquire about funding for a full time Bushfire Risk Management Planner for the Shire.

As you are no doubt aware, our arrangements for the provision of our Coordinator, Andrew Hunt, expire at the end of this financial year, with 1 day per week currently being allowed to attend to the requirements of the Shire of Augusta Margaret River. With our Bushfire Risk Management Plan (BRMP) being due for review in 2022, and the resultant workload that not only this, but the implementation of treatments identified through the plan is, and will, impose on existing staff, we are concerned at the implications that the removal or non-renewal of this contract may have on the Shire to adequately address and comply with the BRMP.

We respectfully request that the Shire be included in any consultation regarding the future of this vital position and further, that consideration be given to funding for a full time Bushfire Risk Management Coordinator for the Shire of Augusta Margaret River.

Please feel free to contact myself to discuss if required.

Yours faithfully

STEPHANIE ADDISON-BROWN
Chief Executive Officer

REQUEST FOR QUOTATION

Request for Quotation (RFQ)	Our Unbeaten Tracks — Connecting the Capes
Contact	Stuart Hicks
Organisation	Margaret River Busselton Tourism Association (MRBTA)
Email	Pip.close@margaretriver.com
Date	12 August 2020
Issued on behalf of the Round Table Stakeholder Group	Our Unbeaten Track Initiative

BACKGROUND

1. The *Unbeaten Tracks* Round Table.
 - 1.1. The *Unbeaten Tracks* Round Table is an unincorporated group of key public and private stakeholder bodies that share a commitment to promoting a collaboratively-devised, government-supported network plan for the development and maintenance of the Key Trails in the Capes Region contained in the City of Busselton and the Shire of Augusta Margaret River.
 - 1.2. The *Unbeaten Tracks* initiative is guided by a Charter which has been adopted by the member bodies. It is attached here as *Annex 1*.
 - 1.3. The initiative is independently chaired by Mr Stuart Hicks. Ms Pip Close acts as executive officer.
2. The situation
 - 2.1. The *Unbeaten Tracks* Round Table members are mindful of a range of considerations, including that—
 - The Key Trails of the Capes region are currently in various states of disrepair or are incomplete.
 - None of the Key Trails systematically connect; they form no network.
 - There is no master plan and no resourcing strategy for the Key Trails
 - The Key Trails closely follow the trails established by the Wadandi people many thousands of years ago, and must honour and respect that heritage.
 - Relevant upcoming regional milestones include:
 - Commencement of interstate air services through Busselton-Margaret River Regional Airport anticipated in late 2020.
 - The quarter centenary (400-year anniversary) of the visit of the Leeuwin in 1622.

- Increasing resident and visitor populations place major pressure on the environment and the conservation estate of the region.
 - A draft Regional Trails Strategy has been prepared for CapeROC and will provide useful background.
3. This is a brief for an appropriately qualified and experienced consultant to undertake work to assist and guide the *Unbeaten Tracks* Round Table to identify and promote.

STRATEGIC PARTNERS – Key local stakeholder groups

- South West Boojara Working party
- City of Busselton
- Shire of Augusta Margaret River
- South West Development Commission
- Margaret River Busselton Tourist Association
- Friends of the Cape to Cape Track
- Meelup Regional Park Committee
- Department of Biodiversity, Conservation & Attractions (Blackwood District)
- Nature Conservation Margaret River Region, GeoCatch, Lower Blackwood LCDC
- Australia's South West
- Busselton Jetty Inc
- Department of Local Government, Sport and Cultural Industries
- Regional Development Australia (RDA) South West
- Main Roads South West

SCOPE OF WORKS - THE BRIEF

4. Purpose of the Work

- 4.1. The work specified in these terms of reference requires the researching and writing a draft Master Plan and associated overarching business case document which will be able to be used—
- 4.1.1. To inform the deliberations of the chair and members of the Round Table
 - 4.1.2. To establish a rationale for the completion, interconnection, maintenance and promotion of the Unbeaten Tracks network
 - 4.1.3. And, at their discretion, for all or parts of the document or documents to be made available to other parties or the public.
 - 4.1.4. To assist with funding applications
 - 4.1.5. To identify and explain a prioritised plan for development and investment
 - 4.1.6. To identify likely costs

5. Requirements of the Work

- 5.1. To provide a document or documents which—

- 5.1.1.1. Offers a comprehensive, credible, factually-based response to the issues that affect the future of the Key Trails in the Capes region (see 5.2 below).
 - 5.1.1.2. Provides a detailed draft master plan for the progressive development and maintenance of the Key Trails into an interlinked network of consistently fit-for-purpose trails and tracks, catering for various levels of mobility.
 - 5.1.1.3. Proposes consistent, integrated, best-practice information and guidance to users of the network, in such forms as signage, maps, interpretation, guide-books, smartphone apps, and the like.
 - 5.1.1.4. Provides a range of attractive, professional infographics that may assist in conveying the consultant's work to principal stakeholders and the community.
 - 5.1.1.5. Outlines the level of investment required to carry out each stage of the master plan (cash and staff resources).
 - 5.1.1.6. Identifies environmental and Aboriginal heritage issues and strategies to address them.
 - 5.1.1.7. Indicates the potential impact on the regional, state and national economy, including tourism industry, should the master plan be carried out to completion.
 - 5.1.1.8. Proposes a preferred future arrangement for asset management and responsibilities.
- 5.2. The *Unbeaten Tracks* Round Table has identified a range of issues for consideration. These are summarised in *Table 1* below. While these should receive attention in the consultant's work, it is anticipated that additional issues may be identified arising from the consultant's consultations and analysis.

6. 'Key Trails' Definition

6.1. The 'Key Trails' of the Capes region comprise:

- The Cape-to-Cape Track
- The Wadandi Track
- Caves Road
- The Meelup Track
- The Cape Leeuwin Trail
- The Busselton jetty
- The Augusta-Busselton Heritage Track
- Cycle-walk trails that connect Busselton to Dunsborough, and Margaret River to Prevelly

as identified on the map at *Annex 2*.

In addition, the extension of a trail (whether or not named as part of the Wadandi Tack) should be considered from Busselton to Ludlow.

- 6.2. Only by explicit agreement may this definition be altered.
- 6.3. The interface of the Key Trails network with other existing or proposed regional trails is of relevance and should be taken into account. This includes the work currently being undertaken for the City of Busselton and the Shire of Augusta-Margaret River.

7. Consultation

- 7.1. In undertaking the work the consultant will seek and take account of the views of all *Unbeaten Tracks* Round Table members.
 - 7.1.1. *Unbeaten Tracks* Round Table members undertake to provide the consultant all such information that the consultant might reasonably request.
- 7.2. The consultant will also seek and take account of the widest representative range of other views and information as might bear relevance to the brief, in particular from:
 - Aboriginal representative groups and individuals
 - Current and potential track and trail users, individual or corporate
 - Relevant government agencies and representatives

8. Elements of the Work

- 8.1. Literature survey, including
 - 8.1.1. Tracks & trails strategies, policies, blueprints and the like
 - 8.1.2. Relevant best practice for networked tracks & trails
- 8.2. Analysis of issues
- 8.3. Capital investment and maintenance program
- 8.4. Programmed costs
- 8.5. Detailed benefits, described and quantified
- 8.6. Timings
- 8.7. Approvals required
- 8.8. Prioritisation
- 8.9. Organisation & co-ordination

Table 1.

Our Unbeaten Tracks — Connecting the Capes

Objective	The Issue	Proposed Outcome
1. Recreation Trails	Unbeaten Track includes three of the four most popular trails in the SW. Well-used, high-traffic, in parts seriously degraded & unusable.	The most important and best used Trails system in the State, fit for purpose, supporting regional health & wellbeing .
2. Indigenous	Unbeaten Track includes ancient Wadandi tracks. Aboriginal engagement, training & employment opportunities are neglected.	Active participation of Aboriginal people in the ongoing operation and maintenance of the Trails.
3. Jobs	Hospitality & tourism is the biggest industry in the Capes region.	A key boost to employment in the region.
4. Environment	Consolidation & integration of Key Trails focuses traffic away from sensitive & degraded areas in order to facilitate environmental management.	Environment protection through orderly entry and use of the natural environment.
5. Conservation	Trails wind in and out of National Parks & Reserves, particularly the Leeuwin-Naturaliste National Park, the highest-used National Park in the state. Popularity is placing extreme pressure on the conservation estate.	Contribution to the sustenance of the National Parks at trail entries in the face of extreme seasonal patronage.
6. Tourism	Fragmented, inadequately-defined tourist offering in the region. Inadequately developed eco-tourism.	A unifying connection between all key tourist offerings in the region. Greatly enhanced facility around which future tourist offerings can be made.
7. Air service promotion	With the opening of the Busselton-Margaret River airport, urgent need for unique signature attractions for the region.	A unique, credible tourist attraction beyond “beaches & wineries” to support the interstate air tourist market.
8. Network	Existing tracks do not join. There is no trails network.	Fill the missing links to provide an all-mobilities network.

9. Info & heritage	Very little information & guidance on trails and their access to European and Indigenous heritage is available. No route and facility guidance is provided	Appropriate information, signage, guidance and interpretation provided for the network. Trails promoted effectively to local residents and visitors to the region to encourage use and support.
10. Resourcing	Existing trails are under-resourced, both for capital and ongoing maintenance.	Programmed support to prevent ongoing degradation, to enable completion and maintenance of Trails.
11. Planning & prioritisation	Existing tracks are each managed under a different structure, different accountabilities & stakeholders, each independently seeking to sustain themselves, competing with each other, with longstanding unfulfilled plans.	An integrated master plan for the key Trails.
12. Bushfires & Emergencies	Popular trails raise questions of their management in case of bushfires & emergencies	A bushfire & emergency plan .

9. Ambit

- 9.1. While other tracks and trails in the region, existing or future, may be important, they do not form the focus of the current work, which concentrates solely on a network of the Key Trails, as outlined schematically in the map at Annex 2.

ADMINISTRATION

10. Accountable Officer

- 10.1. The *Unbeaten Tracks* initiative will be represented by its chair, Mr Stuart Hicks. Enquiries or clarifications regarding the work specified by these terms of reference should be directed to Mr Hicks, who, at his sole discretion, may request advice, information, guidance or other engagement from appropriate other individuals or organisations if he deems it appropriate.
- 10.2. Mr Hicks will be contactable at 041 993 5366 and shicks@ingemar.com.au. He will be available for meetings in person at Margaret River, and, by arrangement, elsewhere if appropriate.

11. Contract Manager

- 11.1. The terms, conditions, payments and arrangements of this contract will be administered by the Margaret River Busselton Tourist Association (MRBTA) by its Tourism Business and Product Development Specialist, Ms Pip Close.
- 11.2. Technical issues and consultation that pertain to the actual work and delivery of the contract are the responsibility of the Accountable Officer, as above.

12. Schedule of Work

- 12.1. Upon appointment, the selected consultant will meet with Mr Hicks to consider and agree a detailed schedule of work.
- 12.2. The agreed schedule will include *inter alia*,
 - 12.2.1. Major proposed milestones
 - 12.2.2. A schedule of progress reports to Mr Hicks in alignment with the agreed milestones
 - 12.2.3. An agreed date by which a penultimate draft of the document(s) will be provided to Mr Hicks.
 - 12.2.4. The consultant will provide a personal briefing on the penultimate draft document(s) to Mr Hicks in the first instance and then to the Round table members assembled together.
 - 12.2.5. It is envisaged that any amendments, amplifications, additions or clarifications necessary to be made to the penultimate draft will be completed within four weeks of the events described in 12.2.4 above.

13. Progress Reports

- 13.1. If agreed to be appropriate, the consultant may meet with the Round Table members altogether during the progress of the work.

14. Confidentiality

- 14.1. The consultant will respect the confidentiality of discussions or information that occur or are provided in confidence.

15. Documentation

- 15.1. Three hard copies and a high-quality electronic version of the document(s) shall be provided to Mr Hicks at the conclusion of the work.

EVALUATION PROCESS

The evaluation methodology used in respect of this RFQ will include:

- compliance with all requirements of the RFQ. Submissions that have not addressed all requirements may be deemed as invalid by the evaluation panel and excluded from detailed assessment;
- assessment against the General and Qualitative Criteria set out in this RFQ. Submissions that have not addressed all the assessment criteria in the order given may be deemed as invalid by the evaluation panel and excluded from detailed assessment;
- fee schedule and overall budget quotation exclusive of GST.

The Stakeholder Committee will assess all compliant RFQ submissions and reserves the right to request clarification of submissions from Respondents and/or to request Respondents make a presentation to the evaluation panel prior to a preferred Respondent/s being recommended.

The preferred Respondent/s will be invited to enter into a contract with MRBTA. All proponents will be notified of the outcome of the RFQ process in writing by MRBTA.

SELECTION CRITERIA

The respondents are required to provide sufficient information against each of the criteria detailed below. The evaluation panel will make a value judgement in accordance with the evaluation process in order to determine the quotation which is most advantageous to the Principal.

NOTE: It is essential that Respondents address each criterion.

A) Demonstrated Understanding

Respondents should detail the process they intend to use to achieve the requirements of the brief. Areas could include:

- (a) A demonstrated understanding of the scope of work.
- (b) A project schedule/timeline;
- (c) The process for the delivery of the works;

Supply details and provide an outline of your proposed methodology in an attachment labelled "**Demonstrated Understanding**".

B) Relevant Experience

Respondents should describe their experience in completing/supplying similar requirements. Respondents must, as a minimum, address the following information in an attachment and label it "**Relevant Experience**" to include:

- (a) Details of similar work;
- (b) Names and contact details of suitable referees;

- (c) Experience that demonstrates sound judgement and discretion; and
- (d) Competency by providing a track record of achievement.

C) Price Schedule

Respondents should complete the price schedule

d) Submission deadline

All RPQ's need to be submitted in soft copy to pip.close@margaretriver.com by COB Sunday 13th September 2020.

Our Unbeaten Track

Charter

Name

This initiative is code-named **Our Unbeaten Track**.

Objective

The initiative aims to build and sustain a coalition of relevant stakeholders with a shared interest in a high quality network of key tracks and trails in the Capes region within the City of Busselton and the Shire of Augusta Margaret River, in order to develop and maintain them for appropriate future use by residents and visitors. A collaboration of these stakeholders will best ensure a network which

- Contributes to a healthy, engaged community by better promoting & providing for outdoor activity
- Gives sensitive access to the diversity of the region's natural environment & promote understanding and care for it, with quality fit-for-purpose facilities and maintenance
- Provides a sophisticated cohesive linkage to the stories, Indigenous and European heritage, interests and attractions of the region that will assist visitors and build community respect and participation
- Attracts funding support to support current investment plans

The belief of the members of the Our Unbeaten Track initiative is that an integrated approach to the tracks & trails of the region together with the power of a concerted regional effort can significantly contribute to—

- Improving healthy recreational facilities for people who live & work here
- Attraction of visitors to the region
- Unifying access to the region's natural & historical legacy
- Engaging and celebrating indigenous heritage
- Promoting environmental care and sustainability
- Promoting regional employment
- Activating economic opportunities, and
- Accessing revenue source for maintenance & development of the trails

Membership

The Wadandi people are recognised and respected as the traditional owners of the land through which Our Unbeaten Track travels. The track owes its origin and history to the trails of the Wadandi people. Advice and guidance will be sought from Wadandi Traditional Custodians at each stage as we seek to progress **Our Unbeaten Track** initiative.

The **Our Unbeaten Track** initiative is governed by an alliance of senior representatives from all key local stakeholder groups—

- South West Boojara working party
- Department of Local Government, Sport and Cultural Industries
- Department of Biodiversity, Conservation & Attractions (Blackwood District)
- City of Busselton
- Shire of Augusta Margaret River
- South West Development Commission
- Margaret River Busselton Tourist Association
- Friends of the Cape to Cape Track
- Meelup Regional Park Committee
- Nature Conservation Margaret River Region, GeoCatch, Lower Blackwood LCDC
- Australia's South West
- Busselton Jetty Inc
- Regional Development Australia (RDA) South West
- Main Roads South West

It will be convened by an independent chair. Mr Stuart Hicks AO has been invited to play this role. The administrative costs of convening the group will be born by MRBTA in the first instance.

The initiative does not seek to take any of the responsibilities for tracks and trails away from any of the member groups. Rather, the initiative aims only to augment and support members' endeavours by providing an avenue for a more sophisticated, cohesive and co-ordinated approach to planning and resourcing of those responsibilities, with a direct benefit for present and future users.

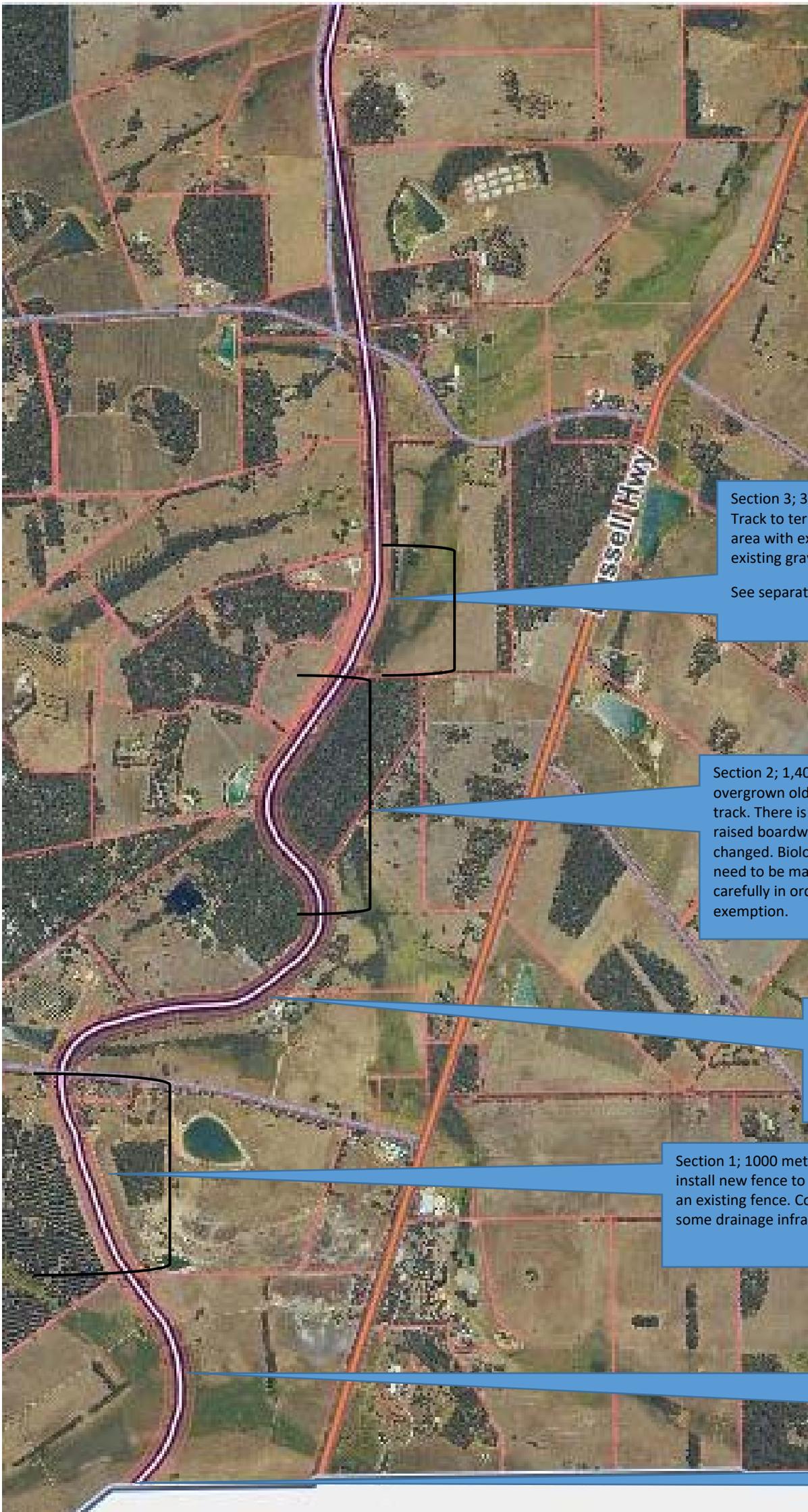
Network Coverage

The focus of the initiative is on the following key tracks/trails (as identified in the WA Cape strategy) and as depicted on the attached map:

- Cape to Cape Track
- Wadandi Track
- Meelup Reserve Trail
- Caves Tourist Road
- Augusta-Busselton Heritage Trail
- Busselton Jetty
- Leeuwin Trail
- Dual path between Dunsborough and Busselton
- and the associated and desirable connections between them.

Annex 2.





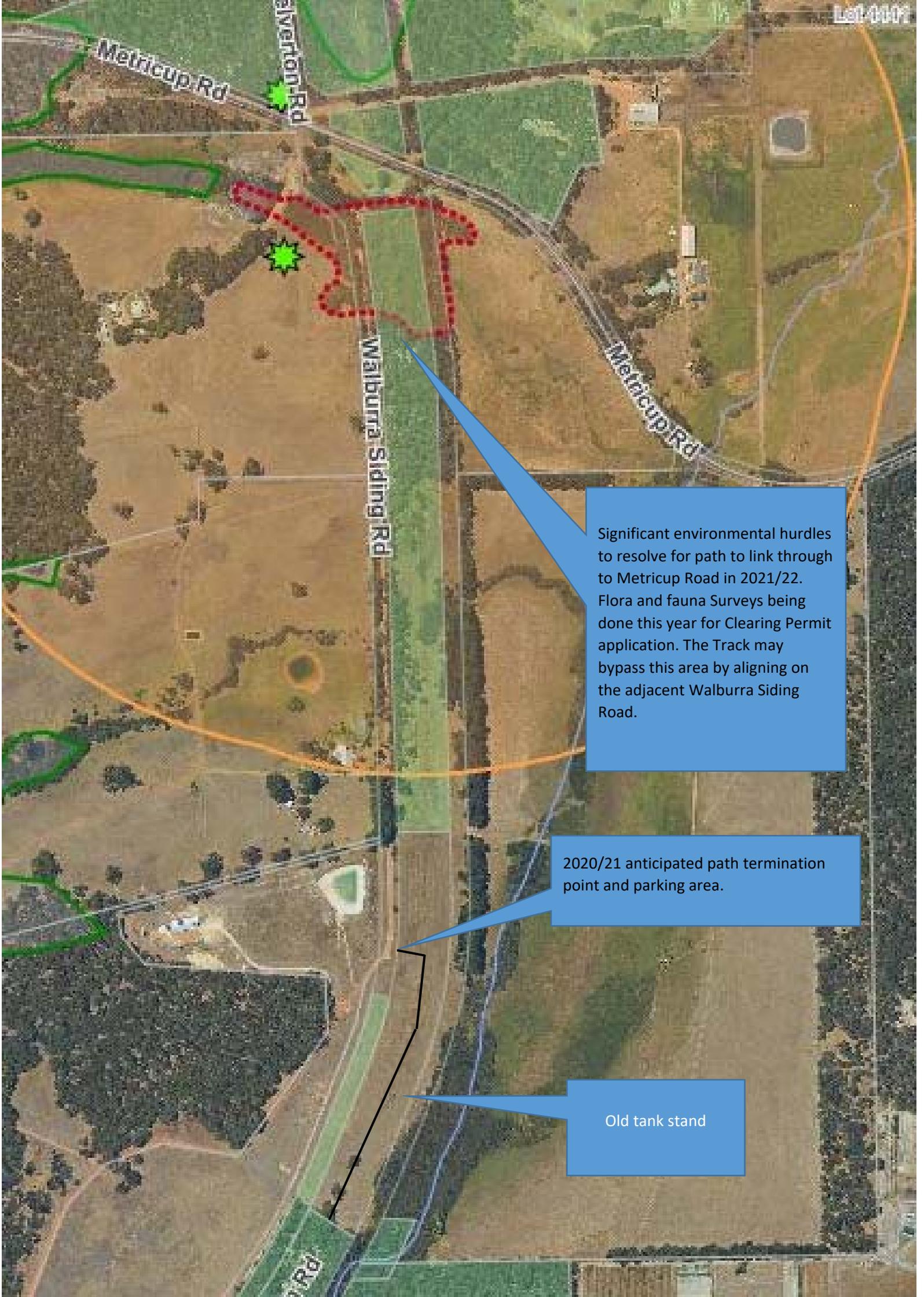
Section 3; 380 meters – site of old tank stand. Track to terminate here. Open low vegetated area with existing raised formation with existing gravel base in good condition.
See separate photo.

Section 2; 1,400 meters – Significantly overgrown old and existing degraded dirt track. There is a section that will require a raised boardwalk as the hydrology cannot be changed. Biologically important area that will need to be managed and addressed and carefully in order to construct under exemption.

Ryan Road – 950 meters existing gravel access road. Minor pruning, safety signage required

Section 1; 1000 meters – Old rail way cutting - install new fence to reclaim land and remove an existing fence. Construct track, will require some drainage infrastructure.

Existing farm access dirt road – 750 meters. Cyclist Safety signage required only.



Metricup Rd

Salvaton Rd

Walburra Siding Rd

Metricup Rd

Significant environmental hurdles to resolve for path to link through to Metricup Road in 2021/22. Flora and fauna Surveys being done this year for Clearing Permit application. The Track may bypass this area by aligning on the adjacent Walburra Siding Road.

2020/21 anticipated path termination point and parking area.

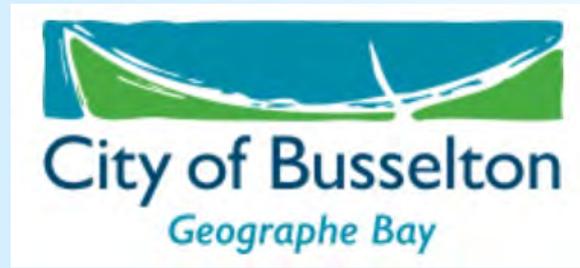
Old tank stand

7 Rd









The Margaret River Busselton Geopark Project

Professor Ross Dowling AM
Chair - Australian Geoparks Network
Vice President - Geoparks WA



**Cape ROC Meeting
Margaret River
Wednesday 18 November 2020**





Geoparks

**Geoparks
Territories
of
Resilience**

A powerful new driver of sustainable regional development





Geoparks



A powerful new driver of sustainable regional development

Tourism contributes more than \$1.4bn to different industry sectors across Regional WA including \$263m in the Manufacturing sector and \$507m in the Transport, Postal and Warehousing sector (REMPPLAN 2019)



All industry sectors in South West Region ranked by Tourism related Output

Industry Sector	South West Region (2019 Release 1)		Regional WA (2019 Release 1)	
	\$M	%	\$M	%
Accommodation & Food Services	\$688.652	51.5%	\$2,318.581	52.6%
Manufacturing	\$149.803	11.2%	\$263.672	6.0%
Retail Trade	\$106.383	7.9%	\$329.395	7.5%
Ownership of Dwellings	\$99.976	7.5%	\$335.834	7.6%
Transport, Postal & Warehousing	\$83.577	6.2%	\$507.376	11.5%
Administrative & Support Services	\$73.497	5.5%	\$197.938	4.5%
Arts & Recreation Services	\$43.451	3.2%	\$140.565	3.2%
Education & Training	\$30.269	2.3%	\$110.483	2.5%
Agriculture, Forestry & Fishing	\$17.526	1.3%	\$44.326	1.0%
Rental, Hiring & Real Estate Services	\$16.588	1.2%	\$49.665	1.1%



Geoparks



They are also a powerful marketing tool through the UNESCO brand and Global Network



GLOBAL GEOPARKS NETWORK

International Association on Geoparks

CELEBRATING EARTH HERITAGE – SUSTAINING LOCAL COMMUNITIES



UNESCO
Global
Geoparks



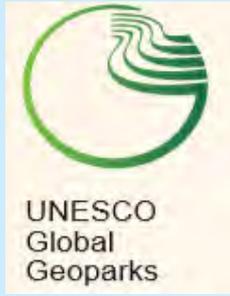
UNESCO Global Geoparks



*Celebrating Earth Heritage
Sustaining Local Communities*



UNESCO Building peace in the minds of men and women



Geoparks



- **A Geopark is a UNESCO initiative which starts with geology and landscape to foster sustainable regional economic development**
- **Geoparks foster conservation, community well-being and economic development**



Geopark Essentials



The five fundamental features of a UNESCO Global Geopark are:

1. **Geological heritage of international value**
2. **A clear boundary and good governance**
3. **Visibility - information and promotion**
4. **Networking – within the park and across the global network**
5. **Geoparks are re-evaluated every 4 years**

**Geoparks
are not
National Parks**

Geoparks are powered by Geotourism

**Geotourism
is not Ecotourism
and it is not
Geological Tourism**



Geoparks & Geotourism



**Geoparks
are the vehicle**



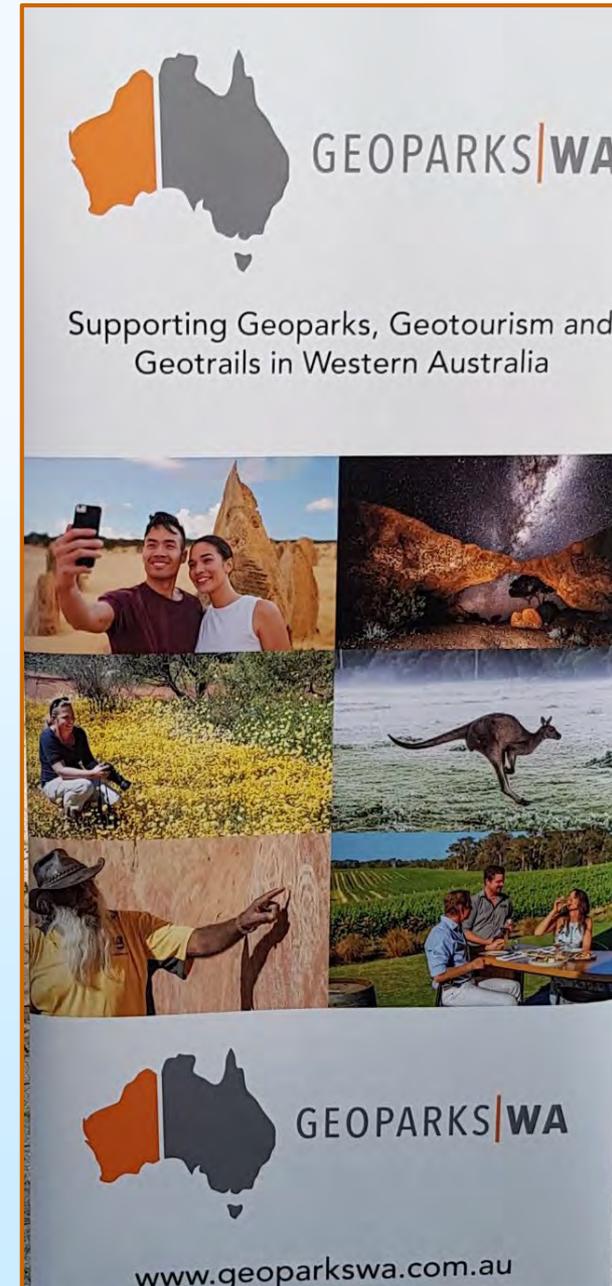
**Geotourism
is the engine**

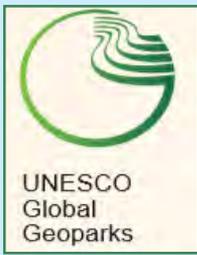
Geotourism's 'ABC'

Abiotic – non living parts of the environment – earth **geology** (landscape & landforms) and **sky** (astrology & climate)

Biotic – the living parts of the environment - both **plants** (flora) and **animals** (fauna)

Culture – people **past** and **present**



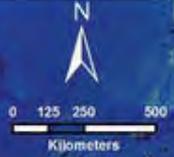


Globally Recognised [161 in 44 countries]



Europe [75]



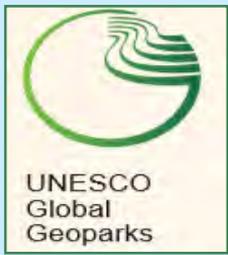


YEARS
2000 - 2020

75 GEOPARKS
26 COUNTRIES



Prepared by the
International Institute on
Geoparks Development (IGFD)
University of the Aegean - Greece



Geoparks are vehicles for



1. Economic growth
2. Job creation
3. Community well-being
4. Conservation
5. Tourism development
6. Educational links
7. Scientific research
8. Cultural revival
9. Aboriginal enterprise
10. A global network





Tourism Benefits



1. Intrastate
2. Interstate
3. International
 - Chinese
 - European



Economic Benefits

Geoparks generate jobs, stimulate the economy and contribute to regional development

An Economic Review of the Irish Geoscience Sector

prepared by
Indecon International Economic Consultants



November 2017

Ireland

BULLETIN Heritage

Mining the invisible gold – China's approach to managing geoheritage

by Dr Young Ng, Founder and Chair, The Association for Geoconservation, Hong Kong; and Angus M Robinson FAusIMM (CP), Heritage Committee of The AusIMM

Introduction

Chinese perception of rocks can be quite varied. They can be regarded as raw materials to boost industries, create business opportunities, generate jobs and improve local economy. When being exploited, they can pollute ground and surface waters, soils and landscape, cause fatal accidents and safety concerns. However, with the remarkable industrial growth of China in recent decades, demand for coal, minerals and metals are immense and growing, a trend that will continue for many years to come. Mining is experiencing such continual growth despite increasing environmental and safety concerns.

Some mining sites can be regarded as geological heritage sites, particularly when mining activities have stopped and changes are made to serve tourism and educational purposes. The Chinese approach of transforming the natural landscape – including making use of used mining sites – into another type of gold mine for long term, sustainable development for the benefits of local communities needs to be understood. The opportunity to encourage visitation from overseas visitors is clearly an additional benefit.

Managing the invisible gold mines

China is eager to identify the values of disused mines and turn them into mines of invisible gold for sustainable uses. There are obvious advantages by doing so. Firstly, it will uncover the hidden values of these mines to foster economic activities to improve livelihood in areas particularly in the post mining period. Secondly, it aims at upgrading the environment of mining towns by making them more pleasant to live through better management and control. Thirdly, it will develop a sense of place and belonging to local people by encouraging them to stay behind to avoid deserting the areas after mining activities have come to an end.

The reported recent slowdown of the Chinese economy does not decelerate the growth of domestic tourism market. The market is expected to be worth US\$440 billion by 2020 (ChinaNews.com 2013). The demand for quality domestic and overseas tourist destinations by young travellers and the new, affluent middle class continues to be strong.

China is enriched with countless cultural and historical heritages in every part of the nation. Natural and mining heritages, especially those newly established, require extensive promotion in order to compete. One way of making them known is to acquire recognised status such as National Parks of China, National Geoparks and National Mining Parks or international brands such as UNESCO's World Heritage and Global Geoparks.

By associating and labelling themselves with powerful national and international brands, the outcome can be quite remarkable.

Visible versus invisible

To many Chinese, minerals are 'visible gold' for industries. However, they bear invisible values that are often underestimated or totally ignored by local authorities and mining companies. These invisible values, if properly developed and managed, can create extra attraction to a place and provide tremendous economic and social benefits to local people, particularly those in areas in the post-mining period.

Mines can be interesting geological sites with educational, scientific and cultural values. Geological features and processes are records of natural stories of a place, a region and the Earth. These stories should be communicated to local people and visitors through geotourism and an effective interpretation system comprising:

- trained museum interpreters
- tour guides
- simple, understandable and attractive panels
- publicised materials such as guidebooks, brochures and leaflets.

Both operating and disused mines can be transformed into tourism attractions with special focus on their mining history, methods and geology. By doing so, the mines will attract tourists to visit and spend extra time and money, benefiting local business.

Disused mining sites can also be used as:

- field study venues for schools and universities
- scientific study sites for research institutes
- museums.

Suitable sites for these activities are available throughout China. For example, Hu Nan Shizhuyuan Non-ferrous Metal Limited Liability Corporation is a large state-owned enterprise that is engaged in mining and smelting operations from the Shizhuyuan mine which works the largest poly-metallic tungsten skarn deposit in China. Regarded as the 'Museum of the World's Nonferrous Metals' by both Chinese and overseas geologists, it is one of the largest associated fluorite deposits in China.

92 December 2013

China

Việt Nam News

● THE NATIONAL ENGLISH LANGUAGE DAILY

London July 19, 2011
Volume XX, Number 7154
22 pages VND\$1000

Published by Vietnam News Agency

<http://vietnamnews.vn>

Geoparks provide jobs for locals

HÀ NỘI — Local communities have an important role to play in the management and development of geoparks, said experts at the second Asia-Pacific Geoparks Network Symposium held in Hà Nội yesterday.

The symposium's theme revolved around sustainable development in the region through the promotion of geoparks, which are defined by UNESCO as a territory encompassing one or more sites of scientific importance, not only for geographic reasons, but also by virtue of archaeological, ecological or cultural value.

Đông Văn Karst Plateau Geopark, located in the northernmost province of Hà Giang, is the first geopark recognised by the Global Geoparks Network in Việt Nam, and also the second geopark in Southeast Asia.

According to Dr Phạm Khải Nguyễn, Minister of Natural Resources and the Environment, concepts such as geoparks, geoheritage and geotourism, though relatively new, have already taken shape and are a strong trend in many societies.

According to Katherine Muller Marin, Representative...

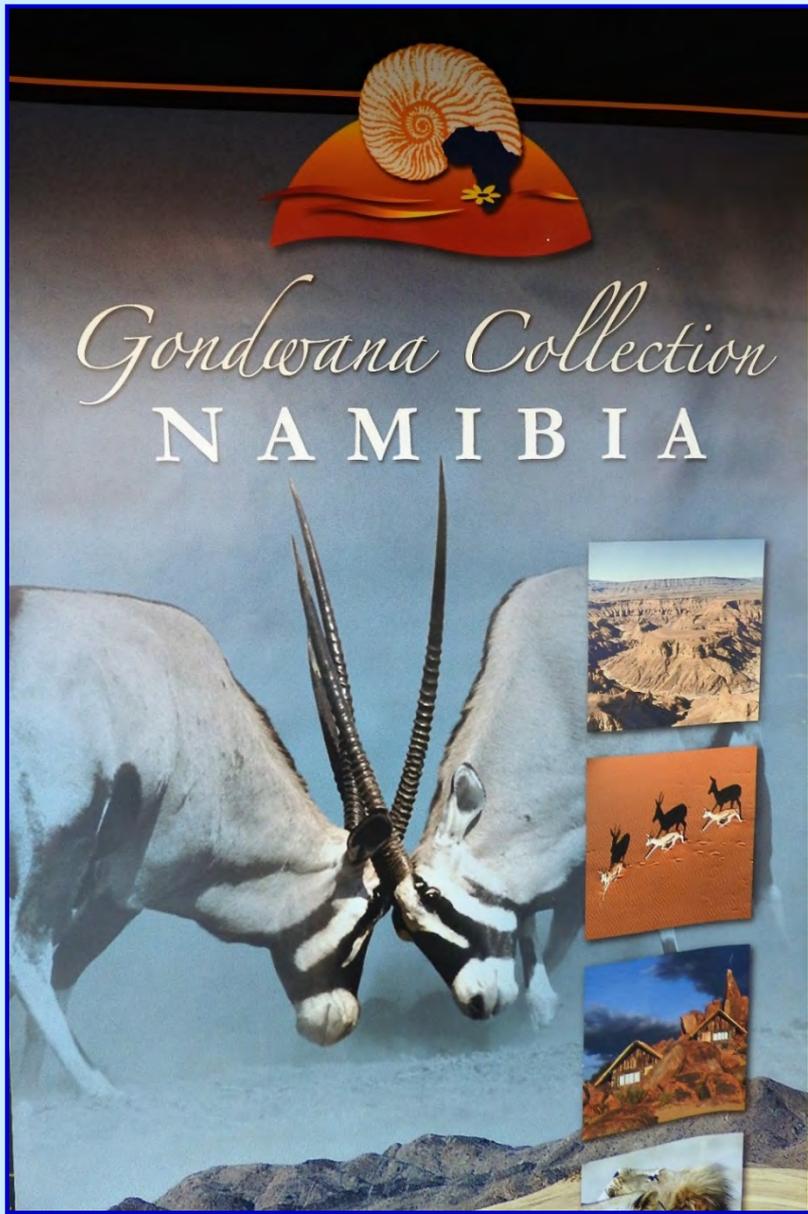


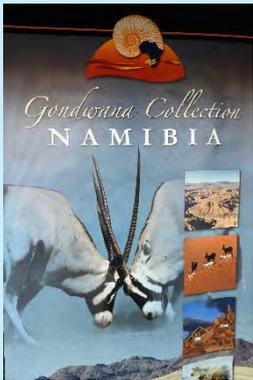
Continued Page 4

The Đông Văn Stone Plateau in Hà Giang Province is typical of the workfields that can be managed by local communities. — VNA/VNS Photo Xuân Trường

Fish River Canyon, Namibia







Philosophy

FOUNDED ON THREE PILLARS



Three-Leg-Pot Philosophy - All three legs are equally important; should one fall away, the pot would tip

- Three Leg Pot**
1. Environmental
 2. Social
 3. Financial



Three legs on one picture: Tourism generates income, creates jobs, and uses natural resources in a sustainable way



Sleeping in the lap of nature: Bungalows of the Cañon Lodge

Outcome

Geotourism generates income, creates jobs, & uses natural resources in a sustainable way

Balance of Nature and People

Namibia's south is characterised by desert landscapes which are extremely delicate ecological systems. Rainfall is low and annual fluctuations are considerable, while temperatures are high - and so is evaporation. Large parts of the country are rather unsuited for keeping livestock because vegetation is sparse. Even so, settlers have tried their hand at farming since the late 19th century.

More recently, however, many farmers have branched out into the hospitality business or switched over altogether - most notably after Namibia gained independence in 1990 and more foreign visitors flocked to the country. Only then it became apparent that in suitable areas more could be earned with tourism than with farming. Furthermore, natural resources were utilised in a more sustainable manner and new jobs were created.

These are the three pillars which form the basis of Gondwana's philosophy: nature (ecology), tourism (finances) and people (social commitment). All three pillars are essential to achieve success. Without nature, no tourists; without tourists, no nature conservation and no jobs; without staff and the support of communities, no hospitality business and no game-keeping.



Overgrazing is a sign of unsustainable usage of land

Since the company philosophy proved successful in the Gondwana Cañon Park, established in 1995, it was also adopted for the other three parks which joined the Gondwana Collection in December 2004: Gondwana Kalahari Park (100 sqkm, northeast of Mariental), Gondwana Sperrgebiet Rand Park (510 sqkm, west of Aus) and Gondwana Namib Park (100 sqkm, north of Sesriem/Sossusvlei).

PARK



Outcomes – Money and Jobs



Finances

ACCOMMODATION AND ACTIVITIES





Carion Lodge



Success story SSC: Supplying fresh produce and creating jobs



Sundowner Drive

Guests contribute to Nature Conservation

Income derived from tourism enables us to purchase farms and to finance our game programme and nature conservation.

Four accommodation facilities are available in the Gondwana Cañon Park: the Cañon Roadhouse (with camping site), Cañon Lodge, Cañon Village and Cañon Mountain Camp (self-catering). Guests can participate in hiking tours, scenic drives and other activities. About 10 percent of the profits are ploughed into nature conservation: the salaries of the Park Managers and Rangers, maintenance of watering places and exterior fences and anti-poaching measures.

Only a fraction of the park is utilised for hospitality purposes. Water is a precious resource and we use it wisely, even though we have larger quantities available than needed. We also produce as little waste as possible and dispose of it in an environmentally compatible manner.

Kitchen waste is put to good use as pigfeed or compost in our Self-Sufficiency Centre (SSC). The SSC is a small farming business which supplies the park with fresh produce – fruit, vegetables, meat, cold meats, eggs, milk and cheese. Production covers some 70 percent of the demand. What is more, the SSC creates jobs which are desperately needed in Namibia's south. The centre is limited to an area of just under 0.05 sqkm.



Gondwana Collection

PARK



Hiking

IN TUNE WITH THE WILDS











On the Trails of Mountain Zebra

Hiking in a wilderness of almost pristine plateaus and gorges, swimming in natural pools of water, having supper at the evening campfire and falling asleep under the starry night sky... several days of hiking in the area of the northern Fish River Cañon is a unique adventure for any nature lover.

The landscape is characterised by winding gorges which are several hundred metres deep, cut into earth by the Fish River over millions of years. The many layers of rock recount numerous chapters from the history of the earth. The flora includes unique plants like the quiver tree, candelabra euphorbia or lamarisk. It is an area rich in game. With a little luck animals like mountain zebra,

klipspringer, kudu, springbok or ostrich may cross your path.

Hikers can choose whether they want to explore the area on their own, along marked trails, or whether they prefer to have a guide explain the surroundings to them. Nights are spent in small camps.

For more details kindly see our brochure or ask at reception.



Gondwana Collection

PARK

2016 - 7th International Conference on UNESCO Global Geoparks





What is the English Riviera UNESCO Global Geopark?

An epic adventure... 400 million years in the making



What is a UNESCO Global Geopark?

UNESCO Global Geopark status is awarded to special places with internationally important geology and outstanding natural and cultural value.

Fundamentally, UNESCO Global Geoparks are about people and about exploring and celebrating the links between our communities and the Earth.

UNESCO Global Geoparks highlight the relationship between the geological heritage and all other aspects of the natural and cultural heritage. Global Geoparks use their heritage to promote awareness of key issues facing society in the context of the dynamic planet we all live on. Global Geoparks promote respect for the environment alongside sustainable economic development.



Napoleonic Soldier at Berry Head



Rock songs on Torquay Harbour



Fun in the Paignton Geoplay Park

Museum

Gardens

Museum

Church

Courtyard

11



Jawbone at Torquay Museum © Oxford University

The most important find from Kents Cavern, a human jawbone is currently on display at the museum. The museum was set up by Pengelly to house the artefacts from the caves.

www.torquaymuseum.org

Tel: 01803 293975

Postcode: TQ1 1HG

12



Royal Terrace Gardens

The sheer cliff is the face of a major faultline, the Sticklepath fault, that runs across Devon. Here it emerges and heads out to sea.

Postcode: TQ2 5EZ

13



Agatha Christie

World famous crime writer Agatha Christie was born in Torquay and spent many of the most important chapters of her life here, as well as using real places in the area as settings for her renowned murder mysteries.

14



Torre Abbey

Built using considerable amounts of stone from the very headland it overlooks, the historic Abbey's story began in 1196 when the sheltered aspect, rich fertile land and proximity to the sea provided all the Premonstratensian Canons needed.

www.torre-abbey.org.uk

Tel: 01803 293593

Postcode: TQ2 5JX

15



Cockington Court

Safely out of sight from invaders, the ancient Saxon settlement of Cockington developed in a fertile valley set back from the sea. The traditional thatched village and manor house today reflect rural traditions and creative crafts

www.cockingtoncourt.org

Tel: 01803 607230

Postcode: TQ2 6XA

16



Occombe Farm

The mineral rich Permian rocks have provided a legacy of rich, fertile red soil. Open to the public Occombe remains a working organic farm today.

www.occombe.org.uk

17



Bishops Tower

Separated from the sea by salt marsh and dunes the oldest Saxon parts of Paignton developed 1.5km inland. Salt works made the town the most prosperous in the area.

18



Roundham Head

© Chris Proctor

The diagonal patterns in the sandstone here are evidence of 270 million year old sand dunes.

19



Reach Outdoors at the Seashore Centre

Information centre and home of

20



Oyster Cove

A special geological feature is

Farm

Tower

Landform

Research Centre

Cove

2018 – The Business of Geoparks Workshop, Perth



Endorsement of a Margaret River Geopark⁶

Margaret River



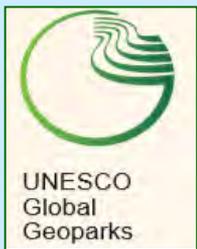
The Geopark Journey



1. Aspiring Geopark



2. Australian Geopark



3. UNESCO Global Geopark

**Seek WA Government then
Commonwealth Government endorsement**

UNESCO Programs

Program	Sites	Countries
 <p>World Heritage</p>	1121	167
 <p>Man and the Biosphere</p>	701	124
 <p>UNESCO Global Geoparks</p>	161	44

Australia's UNESCO Programs

Program	Australia	WA
 <p>World Heritage</p>	20	4
 <p>Man and the Biosphere</p>	10	1
 <p>UNESCO Global Geoparks</p>	0	0

Australia's Aspiring Geoparks



Murchison GeoRegion & Aspiring Geopark Launched 18 September 2020



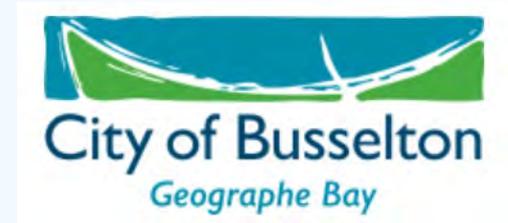


Nationwide ABC TV News

3 October 2020



Partnerships are Integral



Geopark Essentials



Signage – South Korea



Branding - Malaysia



Networking - England



Jobs - Portugal 36

28 September 2018

Augusta Margaret River

TIMES

Serving the region since 1903

facebook.com/AMRTimes

@AMRTimes

6332 1130

amrtimes.com.au

A West Australian Newspapers publication

Chief back

Wild, weird, wonderful theme

PAGE 3



Fur babies

Time to show off your pet love

PAGE 8



Many gigs

Dallas Royal to go on national tour

PAGE 10



Shire eyes geopark status

Warren Hately

The Shire of Augusta-Margaret River is eyeing the chance to have the region declared a UNESCO biosphere reserve.

Councillors recently reviewed details about Noosa's UNESCO biosphere project, which has triggered a rethink about how the popular Queensland location deals with tourism, business projects, the character of its region, and its built environment. Deputy Shire

president Julia Meldrum has discussed the project with Noosa's mayor, and the Margaret River-Busselton Tourism Association is one of the local groups driving the project.

MRBTA co-chief executive Sharna Kearney said the UNESCO Geopark project was identified in last year's nature-based tourism strategy.

With the MRBTA and other local groups forming a new partnership called Giant Light Steps to

increase focus on the region's environment (see page 5), cementing Margaret River as a geopark would help guide tourism growth, they say.

"While becoming a geopark is certainly an aim of the association, it is really about doing a better a job of telling the region's story," Ms Kearney said. "The first step is to develop this regional narrative in conjunction with our partner organisations, and then link this to the ways in which

visitors can experience the region.

"MRBTA views this as an important project, as a strong regional narrative has the potential to help inform future development and investment for the region."

Cr Meldrum told the *Times* if supported, the geopark project would be a voluntary covenant with no legal standing.

She said Noosa collected an extra levy from ratepayers for environmental protection and that idea had merit deserving further

investigation because of an increased council focus on the river.

"The branding and marketing of the area with biosphere status is a reminder to council and the community of their ongoing obligation to sustainability practices and promotes ecotourism," she said.

"Noosa have experienced improved channelling of money into environment projects (leverage) because of the biosphere

▶ CONTINUED PAGE 3

NATURE BASED TOURISM STRATEGY

NATURE | ABORIGINAL | ADVENTURE

YOUR
MARGARET
RIVER
REGION



STRATEGIES

Destination

- Create key ‘nature’ messaging with distinct unique selling points (USPs) to position YMRR as competitive destination with other world class natural attraction destinations.
 - Sustainable message of ‘visit our special, clean, green, biodiverse pristine environments and help us re-invest in preservation and conservation outcomes’.
 - Create Mega-Fauna messaging sub-brand that sells YMRR’s ‘Big Five’
- UNESCO/World Heritage/Geopark accreditation and promotion.
- MRBTA member endorsement and promotion of eco-tourism accredited products.
- Destination certification (ie. Ecotourism Australia).
- Collaborate with government, municipal, community and interest groups working to improve infrastructure that supports nature and adventure based tourism activities.
- Promotion of Rails to Trails pathway as USP, extensive pathway route from Busselton foreshore to Margaret River.
- Target ‘comfort in nature’ travellers specifically Asian markets with whale and marine watching experiences. Develop campaigns to promote ‘Australia’s longest whale watching season’ USP as a HERO product. Malaysian, Singaporean and China markets travel May to August.
- Ongoing promotion of WA’s iconic Wildflower season. Increase the image library with highly engaging wildflower inventory for online and social media visual campaigns.

World Heritage recognition, Geopark & Geotrail approval

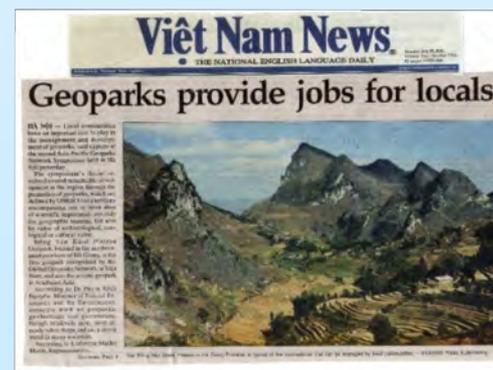


Conclusion



Geoparks contribute to:

1. Regional development
2. Conservation & environment
3. Community well-being
4. Jobs & revenue generation





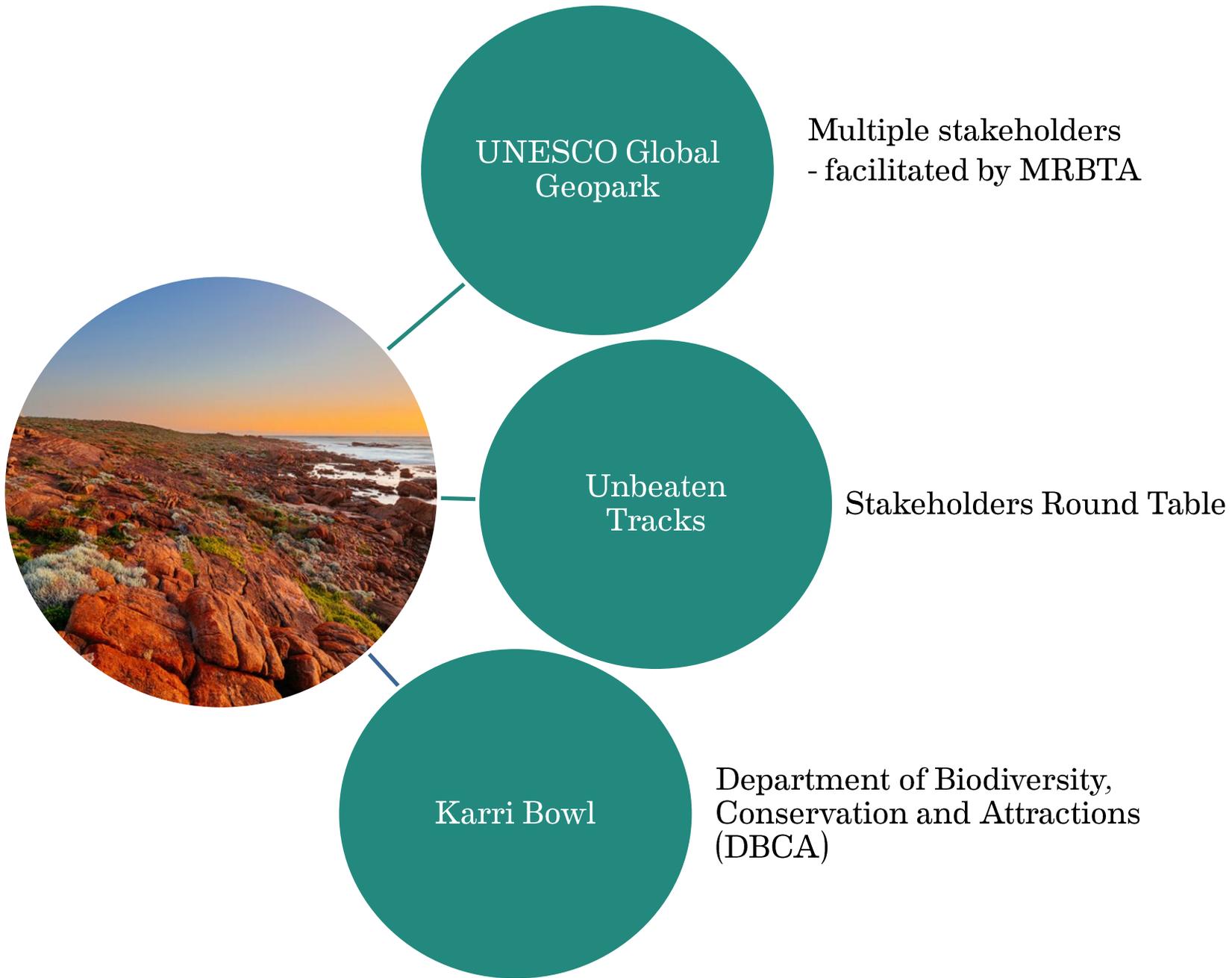
**YOUR
MARGARET
RIVER
REGION**

The Margaret River Busselton Geopark Project

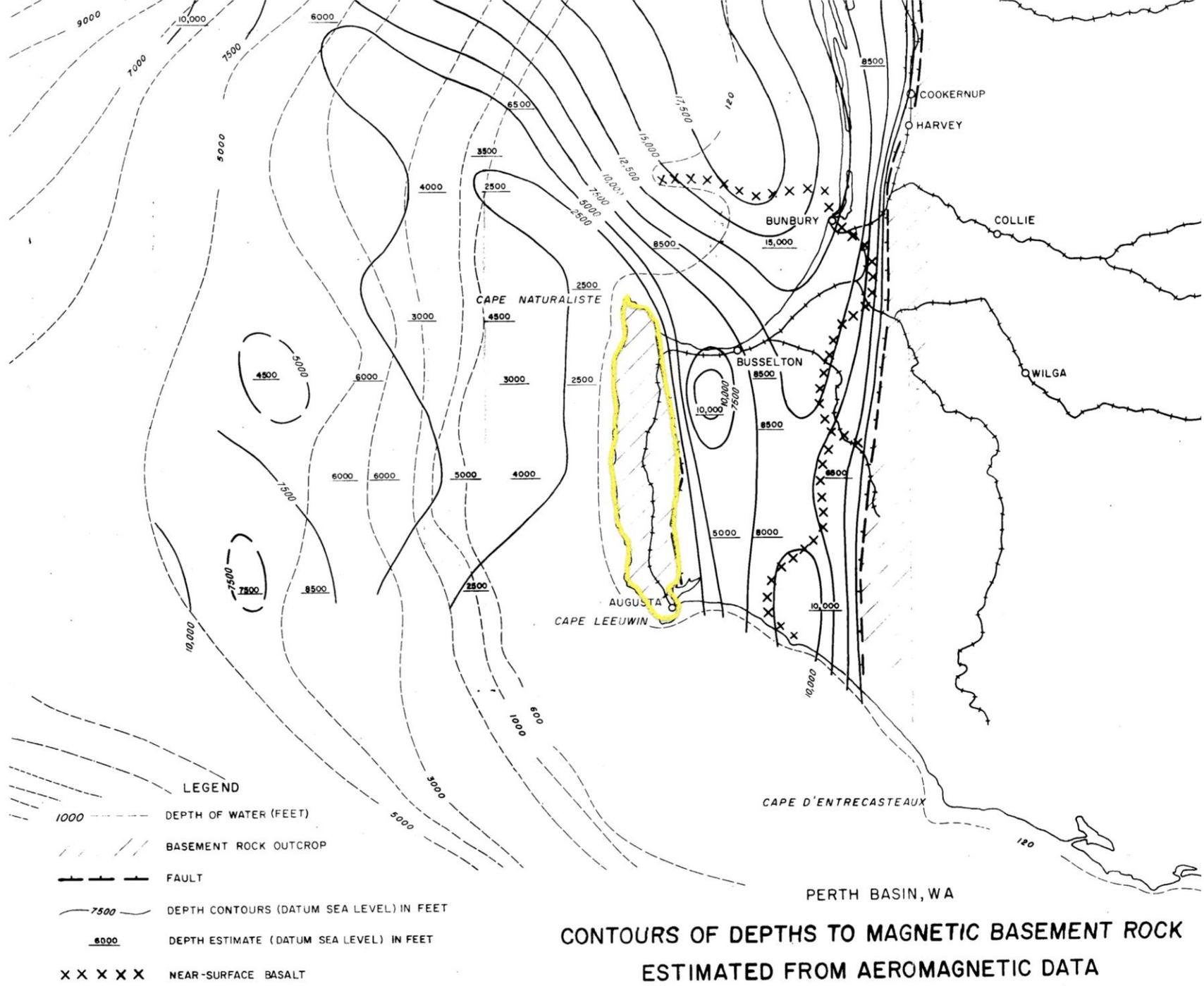
**A powerful new tool for achieving
sustainable regional development**

Nature-Based Tourism Regional Initiatives Update

CapeROC
18 November 2020







PERTH BASIN, WA
**CONTOURS OF DEPTHS TO MAGNETIC BASEMENT ROCK
 ESTIMATED FROM AEROMAGNETIC DATA**



Unbeaten Tracks



Unbeaten Tracks



Key Nodes

- Attractors/Junctions

**Wadandi
Aboriginal
Custodianship**



**Unbeaten Tracks
Stakeholders Round Table**

CHAIR: Stuart Hicks

- City of Busselton
- Shire of Augusta Margaret River
- MRBTA
- Australia's South West
- DBCA
- Friends of Cape to Cape Track
- Busselton Jetty
- Sport & Rec (DLGSCI)
- South West Development Commission
- Regional Development Aust
- Dept of Transport
- Main Roads
- NCMRR / GeoCatch/ Lower Blackwood
- LCDC
- Meelup Reserve

Karri Bowl Engagement

DBCA

- South West Development Commission
- Tourism WA
- DPIRD
- DLGSCI
- DPLH
- Department of Transport
- Main Roads
- SWALSC
- UNDALUP Association
- Shire of Augusta Margaret River
- City of Busselton
- Nature Conservation Margaret River
- Australia's South West
- MRBTA
- Community

UNESCO Global Geopark (Multiple Stakeholders facilitated by MRBTA)

Undalup Association; Koomal Dreaming; DBCA; City of Busselton; Shire of Augusta Margaret River; Geoparks WA; NCMRR; National Trust WA; University of WA; Chambers of Commerce; South West Development Commission

Planning Activity

UNBEATEN TRACKS (Infrastructure)

Unbeaten Tracks Master Planning

Lead body: Unbeaten Tracks Round Table (Stuart Hicks + MRBTA support)

Tredwell appointed - Project under way

Completion Jan/Feb 2021

KARRI BOWL (Infrastructure)

Karri Bowl & Context Business Planning

Lead body: DBCA (Ben Tannock)

Keston Economics appointed - Project under way

Completion 16 Dec 2020

UNESCO GLOBAL GEOPARK (Accreditation)

UNESCO Geopark Submission

Lead body: MRBTA

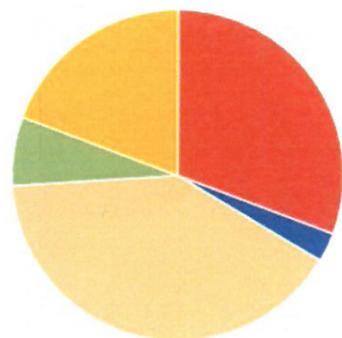
Submission end 2020

Assessment expected July-Sept 2021

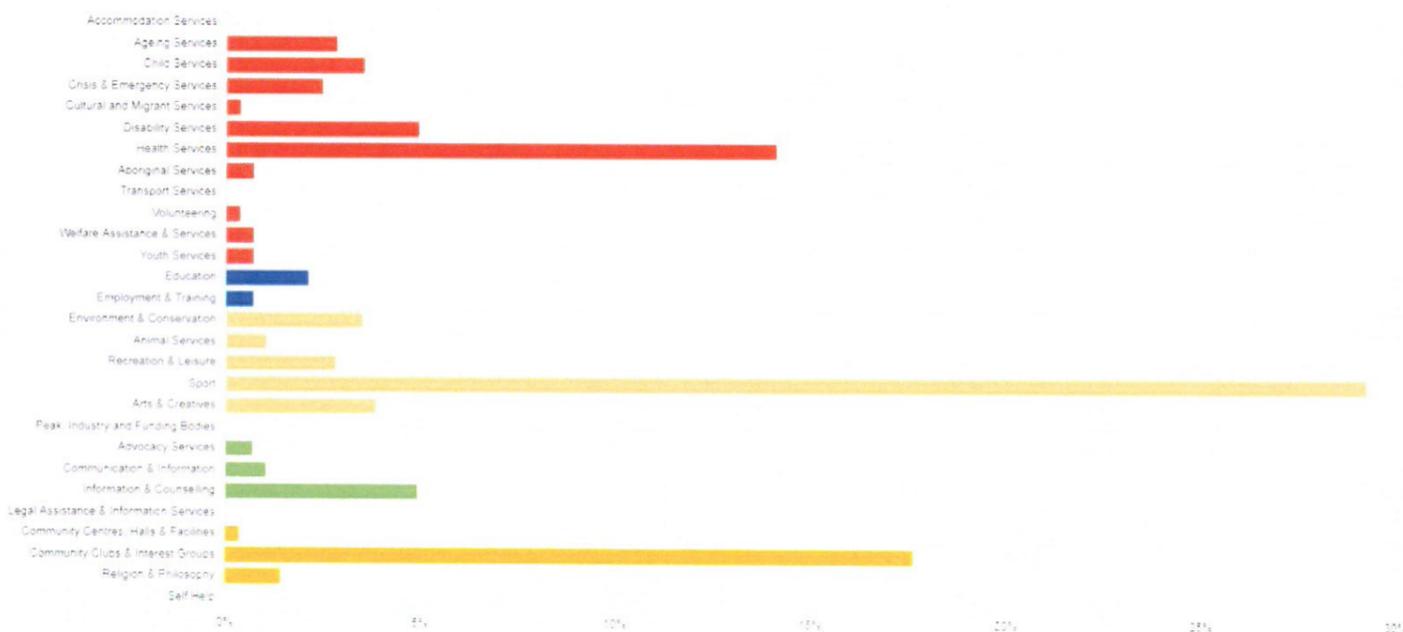


My Community Directory

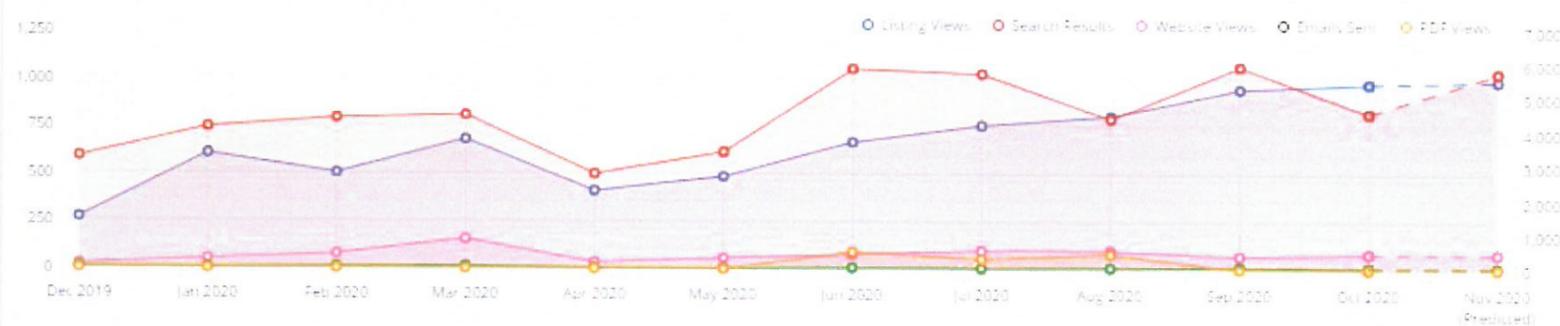
Sectors



Number of services in each Category Group



Access History for All Listings in CITY OF BUSSELTON



The community are using the MCD portal

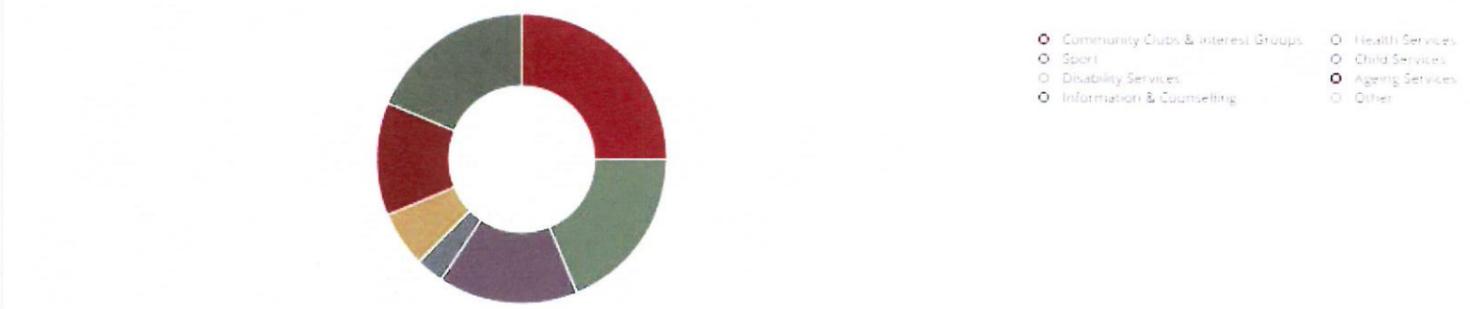
One-stop-shop for community group info

Positive growth reach throughout the year

Listing views & search results growing month to month

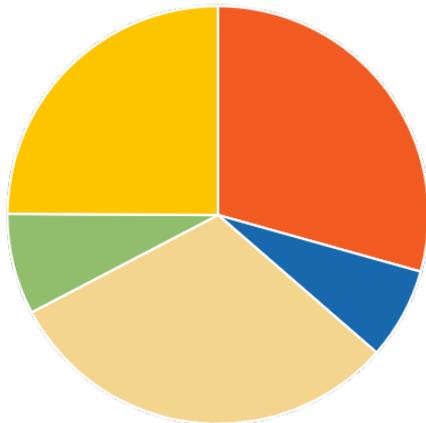
~1000 views Dec '19
~5500+ views Nov '20

Most Viewed Categories - This Month

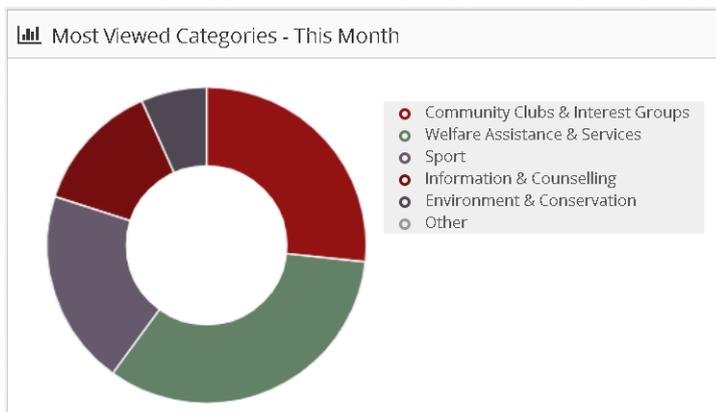
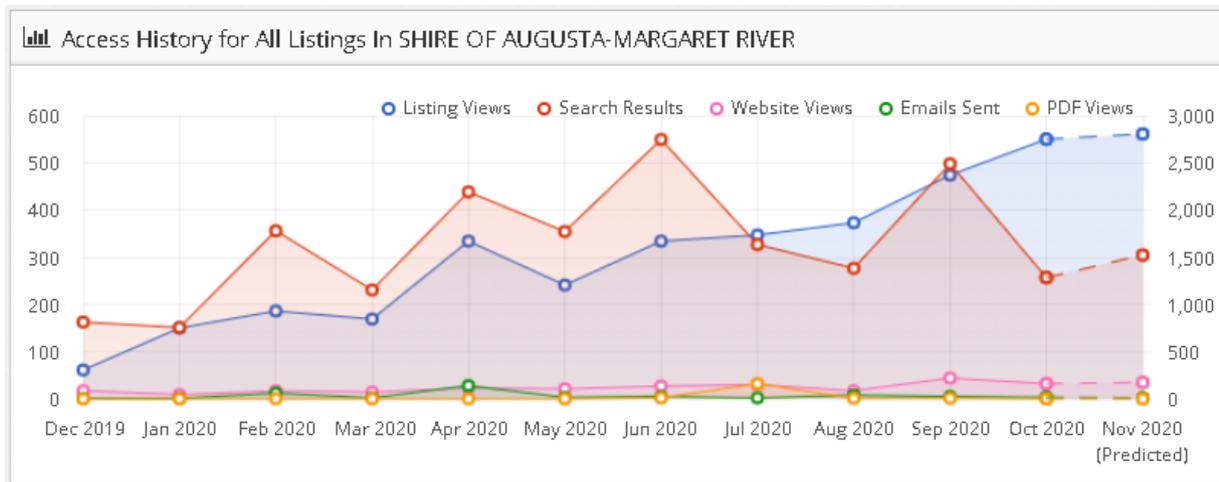
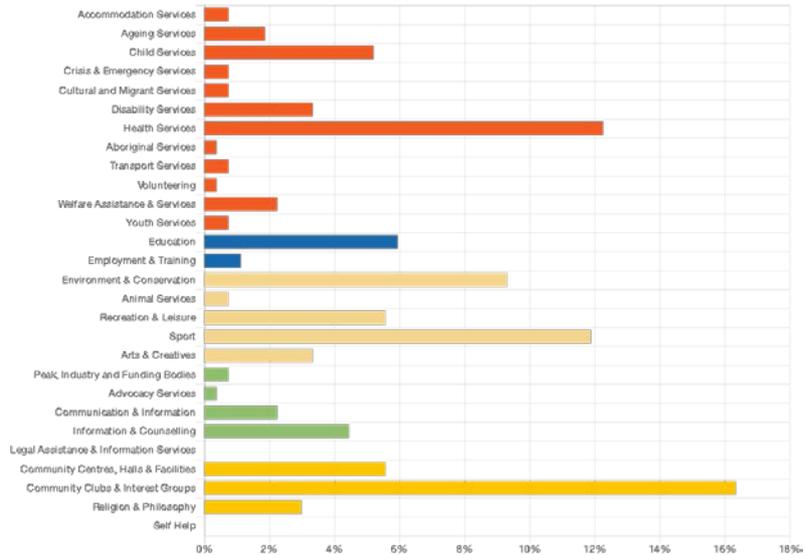


My Community Directory

November 2020



■ Client Services ■ Education & Employment
■ Sport, Recreation & Conservation
■ Information & Advice
■ Groups, Clubs & Churches



Positive growth & reach through the year

Listing views growing month to month & search results remaining steady

MY COMMUNITY DIRECTORY

REPORT TITLE: Tourism Directional Signage Update

RESPONSIBLE OFFICERS:	City of Busselton - Jennifer May
ATTACHMENTS:	None

IN BRIEF This report outlines the progress to date for the Tourism Directional Signage proposal that developed between the City of Busselton and Shire of Augusta Margaret River.

BACKGROUND

The Shire of Augusta Margaret River (AMRS) and the City of Busselton (City) commenced the process of consultation and engagement for proposed improvements to tourist directional signage on main roads and upgrading of existing roadside visitor information across the City of Busselton and Shire of Augusta Margaret River local government areas in 2015. This resulted in a set of concepts and recommendations on improvements to advanced directional and intersectional signage on public land on the two major tourist routes being Bussell Highway and Caves Road, and associated directional signage on minor 'tourist' roads that intersect with a main road. The proposal also included recommendations for information bay upgrades and regional tourism entry signage.

Since, this time a number of activities have been completed including further consultation with tourism operators and agencies, Main Roads WA (MRWA) and stakeholders, an external audit was completed by GHD of tourism signage within AMRS and the City in 2018/19 FY . In late 2019 Officers from AMRS and the City met with MRWA to review the proposal and discuss options for implementation. At this meeting, it was agreed that a trial to replace existing signage with the proposed signage approach at a key tourism route intersection (Metricup Road) be undertaken to test the proposed concepts and approach. Due to resourcing constraints within the respective local governments and Main Roads WA, the project was not progressed in 2019/20.

In September 2020, Officers from the City of Busselton met with Main Roads WA to review the proposal and the idea of a trial. MRWA indicated their continued support for the proposal and the Metricup Road trial. They also indicated that they had the resources and budget to participate in the Metricup Road trial. A project timeline has been developed for the trail and subsequent decision points following the trial and consultation.

COMMENT

City Officers are progressing with the following activities relating to the tourism directional signage proposal:

- Collation of all tourism operators contact details within the vicinity of Metricup Road / Bussell Highway intersection - **complete**
- Engagement / consultation plan prepared - **complete**
- Correspondence with tourism operators and stakeholders drafted - **complete**
- Consultation / engagement with tourism operators and stakeholders (MRBTA, MR Wine Association, ASW, CCI's) commence - 23 November 2020 – 11 December 2020
- Signage trial (Metricup Road) Feb / March 2021
- Tourism operators / stakeholder consultation - late April 2021
- Rollout decision – May 2021

City of Busselton Information Bays (Busselton, Dunsborough, Vasse)

A review of all City information bays and signage has been completed. Draft concept plans for replacement signage has been prepared and shared with MRBTA for review. City Officers have sought quotes for all replacement signage and are now waiting for new MRBTA branding to be published prior to new signage being made up and installed.

RECOMMENDATION

That CaperROC: Note the update relating to tourism directional signage proposal and tourism information bays.



MEMORANDUM OF UNDERSTANDING BETWEEN

CITY OF BUSSELTON AND SHIRE OF AUGUSTA MARGARET RIVER

1. BACKGROUND

In 2013 the Councils of the Shire of Augusta Margaret River and the City of Busselton (the Councils) following a resolution of the respective Councils established a Voluntary Regional Organisation of Councils (VROC) to be known as the Capes Region Organisation of Councils (CapeROC). CapeROC was subject to a Terms of Reference and formal meeting arrangements.

In ____ 2021, CapeROC resolved to discontinue the existing formal meeting structure and to establish an informal meeting and collaboration arrangement.

This Memorandum of Understanding sets out the objectives and meeting intent between the Councils.

2. OBJECTIVES

The Councils agree to collaborate as required for the purposes of the following objectives:

- The sharing of information that can impact on both communities.
- Optimisation of grant opportunities that benefit the Capes region.
- To maximise opportunities that are not necessarily finance related that benefit both local communities.
- To provide support in emergency situations at the request of the affected Council.
- The identification of issues and projects on which the Councils can be aligned.

3. MEETINGS

The Councils agree that meetings should be:

- Informal and not subject to the rules applicable to Council or Committee meetings;
- Held twice a year;
- Held at each Council's offices on an alternating basis;
- Open to all Councillors of both Councils; and
- Open to the CEOs of both Councils and any employee that a CEO has invited.
- Minuted by the host Council for the purpose of record keeping.

4. AUTHORISATION

This document is a statement of understanding and is not intended to create legal obligations on either party.

City of Busselton

NAME: Mike Archer
TITLE: Chief Executive Officer
DATE:

SIGNATURE _____

Shire of Augusta Margaret River

NAME: Stephanie Addison-Brown
TITLE: Chief Executive Officer
DATE:

SIGNATURE _____



Our Ref: D00304;20/217079

Mr Ian Earl
Chairperson Capes Region Organisation of Councils
Shire of Augusta Margaret River
PO Box 61
Margaret River WA 6285
Email: iearl@amrshire.wa.gov.au

Dear Mr Earl

BUSHFIRE RISK PLANNING COORDINATORS

Thank you for your letter dated 6 November 2020 regarding the continuation of funding for the Bushfire Risk Planning Coordinator (BRPC) within the Shire of Augusta Margaret River (Shire) and City of Busselton (City).

The Department of Fire and Emergency Services (DFES) acknowledges that both the Shire and the City have large areas that have been identified as bush fire prone and the associated risks which are detailed in the respective Bushfire Risk Management (BRM) Plans.

The DFES funded BRPC positions assist and provide expertise to local governments (LG) who have limited internal capacity, and in some cases bushfire knowledge, to develop their BRM Plan and ultimately seek endorsement of the plan by the DFES Office of Bushfire Risk Management (OBRM). This funding was intended to be short term to assist LG's with the development of a plan, to build capacity and to reprioritise assets to ensure the plan was implemented.

DFES recognises the challenges that LG's encounter with the development and maintenance of BRM Plans. DFES is currently assessing options for potential funding sources that may be available to assist LG's with the ongoing management of their mitigation programs and review of BRM Plans.

During 2021/22, DFES will be undertaking a one-year trial of a new position. This position is expected to assist with the implementation and coordination of treatment programs and will occur within three areas of the State. An analysis of the trial results will be conducted with the anticipated outcome of a funding submission to Government to expand the BRM Program and assistance provided to local governments.

I would also like to offer the City of Busselton and the Shire of Augusta Margaret River with further ongoing support through the Operational Managers and BRMO in the region, and the BRM Branch. This includes any advice, system and process support through to future staff training that may be required.



Should you require any further information or wish to discuss this matter further please do not hesitate to contact me on 9395 9787.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Murray Carter'.

Murray Carter
EXECUTIVE DIRECTOR RURAL FIRE DIVISION

cc: Superintendent Lower South West Phil Brandrett



**BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM
GRANT AGREEMENT**

<insert month and year>

THIS GRANT AGREEMENT is made on of

BETWEEN:

The State of Western Australia acting through its Department of Fire and
Emergency Services
("Grantor")

And

The Local Government of
("1st Organisation")

A.B.N. (if applicable)

And

The Local Government of
("2nd Organisation")

A.B.N. (if applicable)

And

The Local Government of
("3rd Organisation")

A.B.N. (if applicable)

And

The Local Government of
("4th Organisation")

A.B.N. (if applicable)

RECITALS

The 1st, 2nd, 3rd and 4th organisations have applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures (if any).

Acquittal occurs when the Grantor (DFES) has advised the Organisation that the reports and financial information provided by the Organisation (Grantee) in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Audit means the verification and certification the Grant has been spent in accordance with this agreement by either an independent registered company auditor (as defined by the Corporations Act 2001) or the Office of the Auditor General for Western Australia.

Auditor means an accountant in public practice, who is a certified public practitioner (or equivalent) and is a member of either Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia or the Institute of Public Accountants (IPA) and who is independent from the Organisation. Auditor must be registered as a company auditor or equivalent under a law in force in Western Australia.

Auditor General means the Auditor General for the State of Western Australia.

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 6 of Schedule 1.

Grantee refers to the Organisations in this Agreement.

Organisation means either the 1st, 2nd, 3rd and 4th Organisation or all as the context requires.

Party means each of the Grantor or the 1st, 2nd, 3rd and 4th Organisation as the context requires and **Parties** means all of them.

Program means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

2. PAYMENT OF GRANT FUNDS

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Organisation(s) the Grant Funds in accordance with the payment schedule specified in item 6 of Schedule 1.

3 OBLIGATIONS OF ORGANISATION(S)

3.1 Use of Grant Payment

The Organisation(s) will use the Grant Funds solely for the Approved Purpose.

3.2 No Changes

The Organisation(s) will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

3.3 No Endorsement

The Organisation(s) agrees that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

3.4 Request for Information

The Organisation(s) is to provide the Grantor with any documents or information relating to this Agreement or the program within ten (10) business days of receiving such a request from the Grantor.

3.6 Accounts and Reporting

- (a) The Organisation(s) is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2, or such additional information as requested by the Grantor.
- (b) The Organisation(s) is to keep proper financial records in accordance with generally accepted accounting principles and practices.
- (c) All reporting of financial information is to be certified by the Chairperson, CEO or equivalent of the Organisation.

3.7 Special Conditions of Grant

The Organisation(s) agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

3.8 General Undertaking of Organisation(s)

The Organisation(s) must:

- (a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence, which might adversely affect its ability to do so in a material way;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property directly related to the Approved Purpose for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT FUNDS

The Organisation(s) must repay to the Grantor any funds that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

5. LIMITATION OF LIABILITY

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation(s) in undertaking the Approved Purpose.

6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006

- (a) The Organisation(s) acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation(s).
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation(s) must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;
- (c) may be:
 - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
 - (ii) sent by email to the email address of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
 - (i) in the case of hand delivery, on the date of delivery;
 - (ii) in the case of post, on the third Business Day after posting; and
 - (iii) in the case of email, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation(s)

An Event of Default occurs if:

- (a) the Organisation(s) breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation(s) by the Grantor;
- (b) the Organisation(s) becomes insolvent or is deemed to be insolvent under the *Corporations Act (Cth)*; or
- (c) if the Grantor has reasonable grounds to believe that the Organisation(s) is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation(s) of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied; or
- (c) recall all unspent Grant Funds in accordance with Annex A.

8.3 Recommencement of Grant Payment

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation(s) has rectified the Event of Default.

8.4 Acquittal

Acquittal is required on an annual financial basis. If the Agreement is for a single financial year then acquittal will signal termination. If the Agreement is for multiple years then acquittal is required at the end of each financial year with the final financial year's acquittal signalling Agreement termination.

9. GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
 - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
 - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
 - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.

- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation(s) under this Agreement is conditional upon the prior issue by the Organisation(s) to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the program and the Organisation will not issue tax invoice in respect of that supply;
 - (ii) The Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement (“the Term”);
 - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and
 - (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the program for which the Grantor issues a RCTI under this Agreement.

10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

11. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party’s rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

13. VARIATION

Any modification, amendment or other variation to this Agreement must be made in writing and duly executed by both parties.

14. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of the Grantor:

Darren Klemm AFSM

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Commissioner Fire and Emergency Services

Position of Authorised Person

For and on behalf of the 1st Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 2nd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 3rd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 4th Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

SCHEDULE 1

DEFINITION OF PROGRAM OR SERVICE TO BE FUNDED

1. Approved Purpose of Grant

The Approved Purpose of the Grant is to enable the Organisation to purchase and/or lease services and items and pay the salary of the Bushfire Risk Mitigation Coordinator (BRMC), as described in Annex A, to undertake and complete Bushfire Risk Management (BRM) activities.

2. Program Definition and/or Anticipated Activities

The Bushfire Risk Management (BRM) Program is the identification and classification of bushfire risk within the participating local government(s) respective areas. The program involves the development and implementation of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between Local Governments, State Agencies, private landowners and occupiers.

BRM Plans document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System (BRMS) is a risk tool, which aids the prioritisation of treatment works to help lower the bushfire risk faced by the community and designate accountability for treatment. The BRM Program is the initiative and related activities that result in the development and implementation of BRM Plans.

Responsibilities of the Organisation(s)

- a) The Organisation(s) will prepare and submit the reports as specified in Annex B.
- b) The Organisation(s) agrees that the BRMC position will be employed under and administered by the Grantee, for the period covered by this Agreement.
- c) The Organisation(s) must cooperate fully with Grantor in respect of the administration of this Agreement.
- d) The Organisation(s) must properly provide for the care, safety, security and protection of all Records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.
- e) Unless the Grantor agrees otherwise in writing, the Organisation(s) must provide everything necessary to enable it to fully comply with all of its obligations under this Agreement.
- f) The Organisation(s) must take out and maintain insurance in relation to all insurable liabilities of the Organisation(s) under this Agreement, as specified in Schedule 1 of this Agreement.
- g) The Organisation(s) agrees to use local or regional human resources, products and services for the BRM Program wherever possible.
- h) The Organisation(s) must obtain oversight of the BRMC's daily activities to ensure they work within the terms of this Agreement.
- i) The Organisation(s) must nominate a suitable employee to manage the BRMC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor.

Responsibilities of the Grantor

- a) The Grantor will provide strategic assistance and advice to the Organisation(s) concerning the implementation of their BRM Plan.
- b) The Grantor will provide templates, guidelines and the procedures necessary for the Organisation(s) to implement their BRM Plan.
- c) The Grantor will provide technical expert advice and support through the Bushfire Risk Management Officer assigned to the Region or where not allocated through the Bushfire Risk Management Branch.
- d) The Grantor will provide training to the BRMC in the BRM process and the use of BRMS.
- e) The Grantor will inform the Organisation(s) of any updates or changes to the BRM process or BRMS.
- f) The Grantor will provide BRMS Information Technology support.
- g) The Grantor will ensure that the licence for the use of BRMS remains in force, at its own cost, for the duration of the grant period.

Appointment of the BRMC

The following conditions must be adhered to during the appointment of the BRMC:

- a) The selection process for the position of the BRMC will be managed by the Grantee in consultation with all parties to this Agreement.
- b) The Grantor will be entitled to nominate at least one representative to the selection panel, if a panel is required.
- c) The BRMC will undertake the role as per the agreed Job Description Form (JDF) as set out at Annex G.
- d) The BRMC will be an employee of the Grantee and will be employed under the relevant Local Government Industry Award or a contract arrangement for the duration of the grant period unless a variation is sought.
- e) The Grantee will provide the equipment, as set out in Annex A, to the BRMC.
- f) The Grantee agrees to procure and maintain Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRMC.
- g) Although the Grantee will host the BRMC, the BRMC's time (Annex E) and equipment will be shared between the Organisations in this Agreement, where applicable, to ensure the success of the BRM Program for all participants.

Training

- a) The Grantor will provide the BRMC with the necessary BRM and BRMS training, through self-paced and/or workplace delivery strategies.

3. Agreement Term

This Agreement will apply from the date this Agreement is signed by all parties and will run until, as outlined in Part 4 of this Schedule, unless the Grantor and Grantee renegotiate the Agreement terms. This Agreement, unless renegotiated, will be funded during the Period of Agreement by the Grantor with payment of the grant funds detailed in Annex A being provided to the Grantee in accordance with Part 6 of this Schedule.

Unless earlier terminated, this Agreement will terminate at the time of Acquittal. In this context, Acquittal means that the Grantor has advised the Organisation(s) that the reports and financial information provided by the Organisation(s) in accordance with clause 3.6 are satisfactory.

4. Special Conditions of Grant

The Period of the Agreement for all Organisations (Shires) will be Months from and all Shires joining the Agreement and sharing the services of the BRMC will abide by the terms of the original Agreement. The Agreement will be reviewed jointly by the Grantor and Grantee on an annual basis. Annex E tables the proposed resource allocation over the period of the grant.

Use of BRMS

- a) The Grantee will be obliged to ensure that the computer purchased for the BRMC has the minimum system requirements as set out at Annex D.
- b) A BRMS account will be established by the Grantor following successful completion of the identified training by the BRMC.
- c) All BRMS technical queries will be made to the Grantor through the BRMS Administrator.
- d) The performance of BRMS is dependent on the internet speeds of each Organisation.

BRMS and BRM Material

- a) The BRMS logo and all BRM Program materials including Guidelines, Handbook, training manuals and brochures will be provided by the Grantor to the Organisation royalty-free to be used only as set out in this Agreement.
- b) The Grantor's ownership of the intellectual property rights in the materials must be acknowledged whenever the materials are published, copied or circulated.
- c) The Organisation(s) will provide the Grantor with public recognition on all literature and promotional material for the BRM Program, in the format approved by the Grantor.
- d) The Organisation(s) may not amend the BRM Program materials in any way, unless approved by the Grantor in writing.
- e) Should the Grantor amend the materials in any way then the Organisation(s) are obliged to ensure that they publish and/or circulate the most recent versions.
- f) The BRM Program materials may not be used by the Organisation(s) for commercial gain.

Unavailability of BRMC

Where the appointed BRMC is unavailable at any time during the scheduled performance of the key roles or tasks, the Grantee will promptly advise the Grantor and propose a substitute. Any substitute must be approved by the Grantor. The Grantor may not unreasonably withhold its approval of a substitute, but it may give its approval subject to such conditions, as it reasonably considers necessary to protect its interests under this Agreement.

Intellectual Property Rights

- a) The Intellectual Property Rights in BRMS is owned by Amristar Solutions Pty Ltd and PAN Software Pty Ltd. The Organisation(s) acknowledges that the use of BRMS is subject to a licence agreement between the owners of the Intellectual Property Rights and the Grantor.
- b) Upon expiry of the licence agreement, the Organisation(s) shall no longer make use of BRMS unless with written permission of both the owners of the Intellectual Property Rights and the Grantor.

- c) The obligations of the Organisation(s) under this clause are continuing obligations and survive expiration or termination of this Agreement.
- d) The Organisation(s) further acknowledge that the Intellectual Property Rights in the data supplied to them for the purposes of mapping are owned by the entities that provide these layers to the Organisation(s) and the terms of any agreement that the data provider may require must be adhered to. In addition, the Confidentiality provisions of this Agreement will apply to the data.
- e) Relevant information and images contained in the BRM Planning Guidelines and templates are published in accordance with the SAI Global licencing agreement. The agreement does not extend to additional documents outside of specified material.

Confidentiality

- a) The Grantor may publicly disclose: (i) the identity of the Grantee; (ii) the value of this Agreement; and (iii) a description of the BRM Program. The Organisation(s) acknowledges that this Agreement, and information held or compiled by the Grantor or the State of Western Australia in relation to this Agreement, is subject to the Freedom of Information Act 1992.
- b) In addition to the general definition of Confidential Information the following information is specified as confidential: all information and documentation provided by external parties for use in the BRMS that relates to critical infrastructure and/or threatened environmental areas and/or culturally sensitive areas and/or is specified by the external party as confidential.
- c) The Organisation(s) must keep all Confidential Information confidential. The Organisation(s) must not use or disclose the Confidential Information to any person except:
 - (i) where necessary for the purpose of performing the BRM Program; or
 - (ii) as authorised in writing by the Grantor or the external party, as the case may be; or
 - (iii) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause by the Organisation); or
 - (iv) as required by any law, judicial or parliamentary body or governmental agency; or
 - (v) when required (and only to the extent required) to the Organisation(s) professional advisers, and the Organisation(s) must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Organisation(s) under this clause.
- d) Except to the extent that the Organisation(s) are required by law to retain any Records, the Organisation(s) must return all Records containing Confidential Information immediately at the expiration or termination of this Agreement.

Data Security

Organisation(s) must:

- a) prohibit and prevent any officer, employee, contractor or agent of the Organisation(s) who does not have the appropriate level of security clearance from gaining access to BRMS or the Confidential Information and without limiting this requirement, use reasonable endeavours to prevent any unauthorised person from gaining access to BRMS or the Confidential Information; and
- b) notify the Grantor immediately, and comply with all directions of the Grantor, if an Organisation becomes aware of any contravention of data security requirements.

Access

- a) The Organisation(s) must keep accurate, complete and current written Records in respect of this Agreement and must comply with the directions of the Grantor in relation to the keeping of Records, whether those directions relate to the period before or after the expiry of this Agreement.
- b) The Organisation(s) must allow the Grantor to have reasonable access to all Records in the custody or control of the Organisation and to examine, audit, copy and use these Records. For this purpose, subject to the Grantor giving reasonable prior notice, the Organisation(s) must allow the Grantor to have reasonable access to any premises used or occupied in connection with the BRMP program.
- c) The Organisation(s) must do everything necessary to obtain any third party consents, which are required to enable the Grantor to have access to Records under this clause.
- d) This clause survives expiration or termination of this Agreement.
- e) The Organisation(s) acknowledges that the Grantor will have access to all data within BRMS.
- f) A participating local government will not have access to any other Organisation's data unless shared assets and/or treatments warrant this requirement. Approval for sharing the data must be provided to the respective Organisation and the Grantor so that the necessary BRMS access privileges can be granted.

Indemnity

Each Organisation indemnifies the Grantor, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, without limitation, legal costs and expenses) as a result of any action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:

- a) any breach of contract by an Organisation under this Agreement;
- b) any wilful, tortious or unlawful act or omission of an Organisation or all officers, employees, agents or contractors of an Organisation;

- c) any breach of a State, Commonwealth or Territory law relevant to this Agreement by an Organisation; or
- d) any claim for damages arising out of the BRM Program and/or risk treatments undertaken or not undertaken by an Organisation.

Insurance

- a) The following insurance is required by the Organisation(s):

The Grantee: Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRMC for the duration of the employment contract.

The Organisation: Professional indemnity insurance and Public Liability insurance for the duration of this Agreement plus six months after termination.

- b) Each Organisation must provide the Grantor with sufficient evidence of the insurances required under this clause (including, if requested, a copy of any policy) and provide a certificate of currency of insurance, as requested by the Grantor at any time.
- c) If an Organisation becomes aware of any event or incident occurring, which gives rise or is likely to give rise to a claim under any insurance required under this clause, it must as soon as reasonably practicable notify the Grantor in writing of that event or incident.
- d) Failure to comply with this clause will not invalidate or otherwise affect any indemnities, liabilities and releases of this Agreement.
- e) The obligations of the Organisation(s) under this clause are continuing obligations and survive expiration or termination of this Agreement for so long as the obligations of the Organisation(s) under this clause continue.
- f) Nothing in this clause limits an Organisation's other liabilities under this Agreement.

Notices

Notices or other communication can be sent by email to the email address of the recipient as set out in item 5 of Schedule 1.

Grant Funds

The Grantee will ensure that the bank account into which the Grant Funds are deposited is not overdrawn at any time during the term of this Agreement.

5. Notice Addresses

- (a) Grantor : Commissioner Fire and Emergency Services
Registered Mail: Bushfire Risk Management Branch
GPO Box P1174 PERTH WA 6844
Email: BRMP@dfes.wa.gov.au

- (b) Organisation:
Registered Mail:
Email:
- (c) Organisation:
Registered Mail:
Email:
- (d) Organisation:
Registered Mail:
Email:
- (e) Organisation:
Registered Mail:
Email:

PAYMENT SCHEDULE

6. Method of payment and total amount of Grant Funds

Payment of the Grant Funds (exclusive of GST) will be made in the amounts detailed below and within ten (10) business days of receipt of an invoice from the Grantee. The amount paid to each local government

PAYMENT SCHEDULE	LOCAL GOVERNMENT	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2021/22	<insert name>	<insert grant amount>	Within ten (10) business days of receipt of an invoice from the Grantee

7. Vehicles

The vehicle used by the BRMC will be by prior agreement between the Organisation(s) and the Grantor within agreed specifications (Annex C). The vehicle model may be negotiated between the Organisation(s) and the Grantor dependant on regional requirements. Depreciation costs for the life of the grant can be claimed if a vehicle is purchased. Vehicle purchase costs are not claimable.

Configurations above the agreed specifications will be funded by the host Organisation.

8. System Requirements

The Information communications technology equipment (ICT) used by the BRMC will be by agreement between the Organisation(s) and the Grantor within agreed minimum specifications (Annex D).

Configurations above the agreed specifications will be funded by the host Organisation.

Hardware as per State Government and DFES requirements is only required to be provided/replaced on a four (4) yearly basis.

9. Equipment

Any equipment and general materials, including vehicles, leased or purchased from grant funding will be required to relocate with the BRMC if they are permanently moved to another Local Government (host organisation). All equipment and materials purchased/leased are for grant approved purposes only.

SCHEDULE 2

REPORTING REQUIREMENTS

1. Acquittance Report

The Grant Funds must be acquitted on an annual basis by 31 July until the end of the grant period. Grantor will provide the Grantee (Organisation 1) with an Acquittance Report template. The Grantee must provide the Grantor with a completed and signed Acquittance Report, which is to include:

- a. A final statement of income and expenditure consisting of:
 - i. an expenditure/financial statement (exclusive of GST) signed by the Chief Executive Officer or Accountable Officer, detailing budgeted expenditure in accordance with the Approved Budget and actual expenditure on the BRM Program described in the request;
 - ii. details of all cash and in-kind contributions received for the BRM Program including those provided by the participating Organisation, if any, and any interest received in accordance with the Agreement; and
 - iii. Invoices, receipts and other relevant documentary evidence of expenditure, if no independent audit is made.

The Organisation must ensure that:

- i. any unexpended funds held by the Organisation are returned to the Grantor as per invoice payment terms.
 - ii. financial accounts and records to enable identification of the grant, payments and receipts will be maintained and provided when requested.
- b. Audited Inspection
- i. Upon receipt of the Organisations Financial Reports the Grantor may request an inspection of the financial records by an Auditor appointed by the Grantor.
 - ii. If a preliminary survey by the appointed Auditor reveals that the appropriate accounting standards have not been complied with, the Grantor may recommend that any further payments of Grants be withheld until agreed action has been taken.

ANNEX A

Approved Budget ***Each LG's contribution to be determined**

Bushfire Risk Mitigation Coordinator (2021-22)			
ITEM Funded	DFES	Local Governments	Total Grant
SALARY	50%	50%	100%
Salary/wages	\$ 45,023.00	\$ 45,023.00	\$ 90,046.00
ON COSTS			
Workers Compensation Superannuation Leave	\$11,553.00	\$11,553.00	\$ 23,106.00
Subtotal Salary	\$56,576.00	\$56,576.00	\$113,152.00
ICT COST			
Laptop Computer, accessories and datacard	\$1,620.00	\$1,620.00	\$ 3,240.00
Mobile Phone & Usage	\$900.00	\$900.00	\$ 1,800.00
VEHICLE COSTS			
Lease/Service	\$7,575.00	\$7,575.00	\$ 15,150.00
Fuel	\$5,400.00	\$5,400.00	\$ 10,800.00
OTHER			
Other (inc equipment and PPE)	\$900.00	\$900.00	\$ 1,800.00
Training	\$750.00	\$750.00	\$ 1,500.00
Travel Allowance	\$2,000.00	\$2,000.00	\$ 4,000.00
Other (furniture/fittings/administration)	-	-	-
Subtotal Ancilliary Costs	\$19,145.00	\$19,145.00	\$38,290.00
GRAND TOTAL (EX GST)	\$75,721.00	\$75,721.00	\$151,442.00

ANNEX B

Reporting

The BRMC is responsible for preparing and submitting the following reports to DFES' Bushfire Risk Management Branch:

Report	Description	Delivery Date
Scheduled Treatment Plan Report	The Scheduled Treatment Plan Report (as per the BRMS template) details the treatments, within each local government's BRM Plan, that are scheduled for the upcoming 12-month period.	TBC
Treatment Plan Status Report	The Treatment Plan Status Report (as per the BRMS template) identifies the status of each treatment contained within the Scheduled Treatment Plan Report.	TBC

ANNEX C

Base Vehicle Specifications (Lease/Hire)

- New diesel 4 x 4 including low range capability
 - Dual Cab ute with secure lockable canopy

Note: or alternate vehicle with prior agreement between Organisation and Grantor

- Air conditioned
- Reversing Camera and sensors
- Tinted windows
- Heavy Duty Bullbar
- Driving Lights
- Cell Fi (Phone booster) if available from hire company.

Recommendations

- Automatic transmission
- Seat covers
- Heavy duty floor mats
- DFES and Local Government logos

ANNEX D

Recommended Minimum System Requirements

Hardware	Tablet/laptop and docking station Desktop dual monitors	Specifications to suit minimum system requirements on software
Web Browser	Google Chrome (Windows and Linux)	Latest stable version supported
	Microsoft Edge	Latest stable version supported
	Microsoft Internet Explorer (Windows)	Version 11 (Internet Explorer's Compatibility View is not supported)
	Mozilla Firefox (Windows and Linux)	Latest stable version supported
Applications	Microsoft Office Pro (word, excel, outlook, publisher)	Latest version
	Microsoft Visio/Project	Latest version
	Microsoft Outlook	Latest version
	Adobe Acrobat pro	Latest version
	Local Government mapping and records management system	Latest version
Operating System	Windows	Windows 10
Mobile Phone	Smart Phone	Latest version

ANNEX E

Bushfire Risk Management Resource Allocation

The BRMC will work within the following Organisations (Local Governments) to assist with the implementation of their BRM Plans and Treatment schedules as per table below.

<u>Year of Support</u>	<u>Grantee (Host LG)</u>	<u>Organisation (Local Government)</u>	<u>Support Days per Fortnight</u>
2021/22	TBC	TBC	TBC

ANNEX F

Location:

The BRMC will be employed (hosted) by the Shire of for the period of the grant.

ANNEX G

Bushfire Risk Management Coordinator Job Description Form

Bushfire Risk Management Program

The Government of Western Australia's Bushfire Risk Management (BRM) program is a state-wide initiative that is responsible for the development and implementation of local government BRM Plans. The program involves the collaboration of stakeholders, across all land tenure, to identify and mitigate bushfire risk within local communities.

The Role

The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, completed and evaluated.

Responsibilities

Mitigation Planning

- Review local government(s) bushfire risks, as captured in the BRM Plan, to determine treatment priorities.

- Liaise with DFES' BRMO, and other relevant stakeholders, to confirm and document appropriate treatment strategies for all bushfire risks within the BRM Plan.
- Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement treatment programs.
- Prepare and obtain approval of planned burning prescriptions, and other necessary applications, that are required to implement mitigation activities.

Mitigation Implementation and Evaluation

- Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards.
- Perform risk re-assessments following the completion of treatment activities.
- Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of mitigation works.
- Manage the acquittal of all BRM grant applications, in accordance with the relevant grants program.

Other

- Ensure all BRM data, relevant to local government(s) BRM Plan, is captured in DFES' Bushfire Risk Management System (BRMS).
- Undertake a 5 year LG BRM Plan review and update BRMS with new assets, risk assessments and other relevant BRM data.
- Develop and maintain professional relationships to ensure the delivery of services, as specified in the BRM Grant Agreement between DFES and specified local government(s).
- Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs.
- Complete reports and other requests for BRM information, as required, within established timeframes.

Selection Criteria

Essential Pre-requisite

1. Possession of a current unrestricted C Class Western Australian driver's licence (as a minimum) which must remain valid for the duration of employment.

Essential

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
2. Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
3. Demonstrated conceptual, analytical and problem solving skills.
4. Understanding and experience in the application of risk management principles.
5. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
6. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes
7. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

Highly Desirable

1. Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities.
2. Experience applying and managing external grants and funding.
3. Knowledge and understanding of DFES' Bushfire Risk Management System.
4. Experience in managing projects.

Bushfire Risk Mitigation Coordinator

JOB DESCRIPTION FORM

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