

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.

PROPOSED 2020/21 CapeROC Projects	In principle Allocation \$80,000	Expenditure (SAMR) \$40,000	Expenditure (CoB) \$40,000	Comments
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

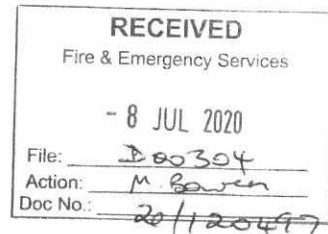


FILE NO: EMS/2
DOC NO: O234131
ENQUIRIES: ADAM JASPER

PO Box 61, Margaret River
Western Australia 6285
T (08) 9780 5255 F (08) 9757 2512
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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 Track) 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.

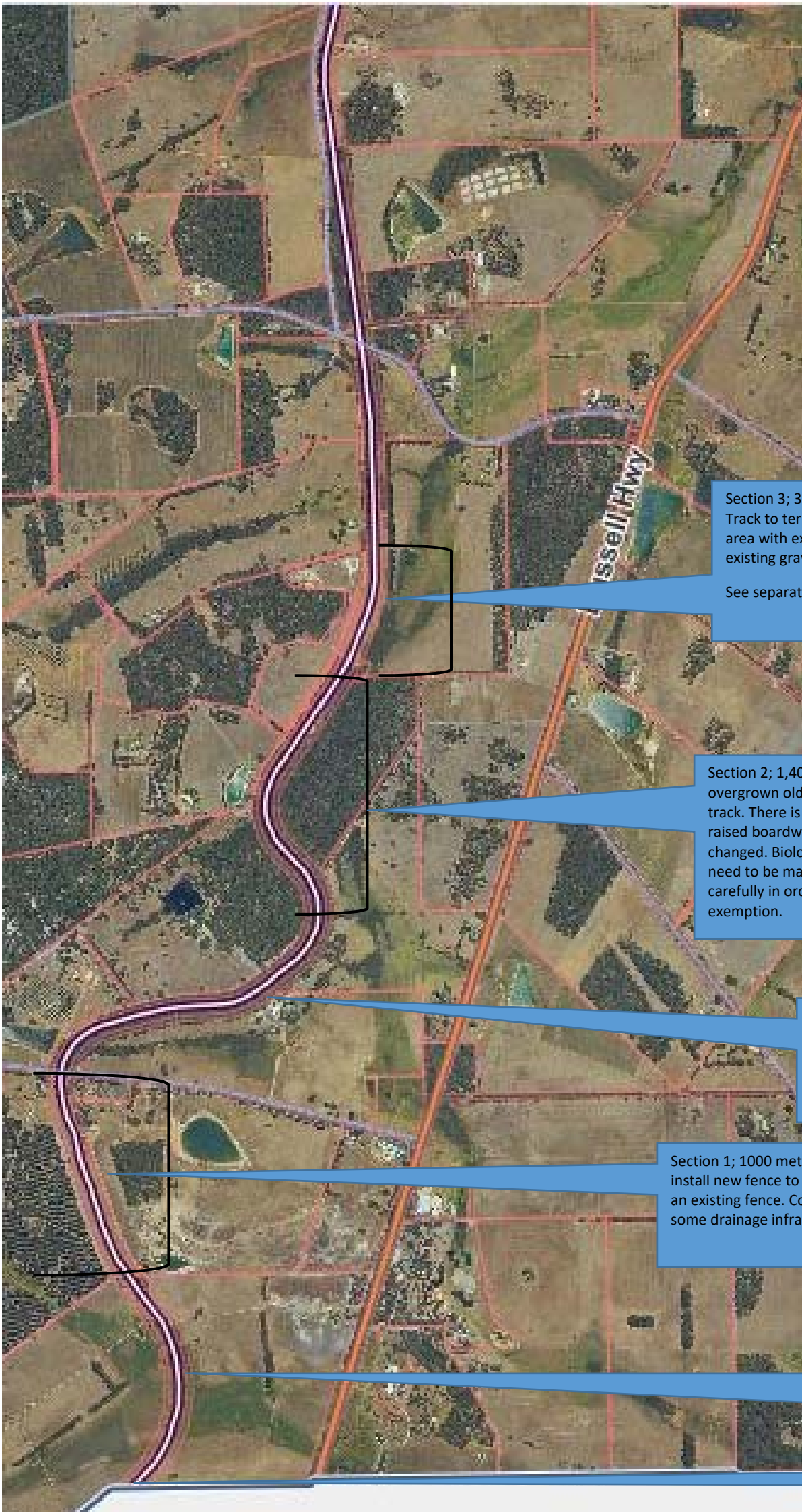
Network Coverage

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.





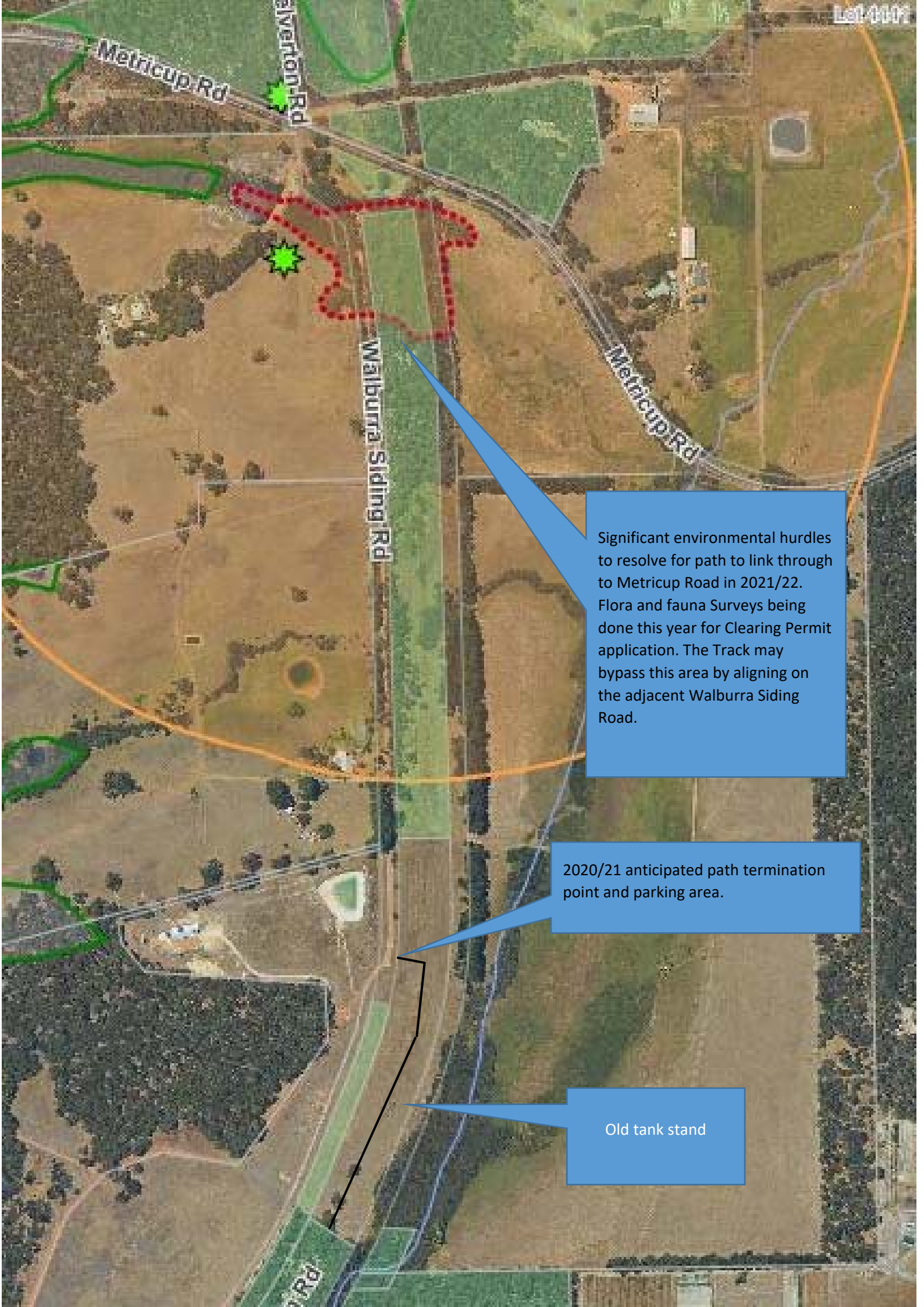
Section 3; 380 meters – site of old tank stand. Track to terminate here. Open low vegetated area with existing raised formation with existing gravel base in good condition.
See separate photo.

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.



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





