

25 March 2014

Our ref: 9542-3208-14P

Kate Sputore
Manager, Coastal and Marine Program
Town of Cottesloe
109 Broome St
COTTESLOE WA 6011

Dear Kate

Cottesloe Natural Areas Management Plan Review

Thank you taking the time to meet with Sonya and myself to discuss the requirements to update the Cottesloe Natural Areas Management Plan. As discussed please find below the scope of works and fee proposal to undertake the review

METHOD

STAGE A PROJECT MANAGEMENT

Task 1 Inception Meeting

An initial meeting will be held with the Town of Cottesloe (the Town) to establish reporting and liaison procedures and identify any outstanding issues. It is proposed that this meeting is either held over the phone or for the Town and CCA to come to Ecoscape's office.

Task 2 Project Liaison

This task allows for liaison between Ecoscape and the Town during the life of the project. It allows for Ecoscape to keep the Town informed of the project progression and discuss any issues which may arise

STAGE B STUDY REVIEW

Task 1 Desktop Analysis

Ecoscape will review available information to determine changes in the management of the natural areas since the original report. This includes:

- identifying relevant changes in National, State and local legislation and guidelines and how this may impact on Cottesloe's natural areas, such as John Black Dune Park.
- examining and acknowledging works done to date by the Town and the Cottesloe Coastcare Association (CCA).

The Town and CCA are requested to list and describe what works have been done to date to assist with the analysis.

Task 2 Field Survey

Ecoscope will confirm findings of the desktop analysis with a brief site assessment of all the Existing Natural Areas (ENAs), particularly the coastal strip. This includes identifying:

- what works done have been started or completed to date
- any areas that may have significantly declined or new threats (e.g. dune blowout, weed explosion, damage to pathway)
- any new opportunities to prioritise and direct works (e.g. new tourism and sporting activities on beaches).

The Town and CCA are requested to list sites of where works have been done to date and/ or are known to have significantly declined to assist with the field survey.

Task 3 Review Paper

Ecoscope will prepare a Review Paper, containing a table summary of the Desktop Analysis and Field Survey results. It will list identified items and classify them as either issues, threats, opportunities and changes. Ecoscope will then submit the Review paper to the Town and CCA to comment on and identify any overlooked items. The review paper will be submitted electronically, in Word and PDF format.

It is recommended that the Town and CCA review the Review Paper and prepare a single collation of comments to return to Ecoscope.

STAGE C WORKSHOP

Task 1 Stakeholder Workshop

Ecoscope will meet with the Town and CCA to discuss the best strategies to address each of the comments raised in the Review Paper. The workshop will focus on identifying urgent Natural Area projects that may be done over the 2014-2015 financial year and other projects that may be implemented between 2015 and 2019. It is proposed that the Town host the workshop.

Projects may be related to a:

- particular site (e.g. John Black Dune Park)
- range of sites (e.g. Cottesloe coastline)
- significant issue affecting several sites (e.g. erosion, infrastructure damage).

The projects will then be separated into two categories:

- small projects that CCA can manage under the current funding arrangements from the Town
- larger projects that the Town may consider managing under its own funding.

STAGE D REPORT PRODUCTION

Task 1 Draft Review Report

Ecoscope will produce a Draft Review Report, to serve as an appendix to the original NAMP report. It will include a summary, introduction, objectives, methods and results of the project. It is proposed that an updated map of the Natural Areas will be prepared and included into the Draft Report which will show priority areas for large and small projects..

The Draft Review Report will discuss the following areas:

- findings of site assessment review
- outcomes of the workshop
- broad strategies to address identified items

- prioritisation of large projects for Town to consider conducting in 2014 -15 financial year
- prioritisation of small projects for CCA to conduct in 2014 -15 financial year
- summary of projects that should be considered over the following 4 years (2016-19).

Task 2 Final Review Report

It is recommended that the Town and CCA review the Draft Review Report and prepare a single collation of comments. Ecoscape will then incorporate these comments that have been mutually agreed upon into the final report and submit to the Town.

COST ESTIMATE

The cost estimate to complete the project is set out in the table below.

Item	hrs	\$
STAGE A PROJECT MANAGEMENT		
<i>Task 1 Inception Meeting</i>	4	\$670.00
<i>Task 2 Project Liaison</i>	6	\$1,020.00
STAGE B STUDY REVIEW		
<i>Task 1 Desktop Analysis</i>	28	\$4,720.00
<i>Task 2 Field Survey</i>	16	\$2,730.00
STAGE C WORKSHOP		
<i>Task 1 Stakeholder Workshop</i>	20	\$3,370.00
STAGE D REPORT PREPARATION		
<i>Task 1 Draft Review Report</i>	71	\$11,880.00
<i>Task 2 Final Review Report</i>	14	\$2,380.00
<i>Total Cost Estimate (without GST)</i>		\$26,770.00
<i>GST</i>		\$2,677.00
TOTAL COST ESTIMATE (including GST)	159	\$29,447.00

Please note that works beyond the scope outlined above may incur hourly rate charges + GST. Any such works will only be undertaken on the express approval of the Town prior to undertaking the work.

DISBURSEMENTS

- Any reprographics & couriers not identified in the above deliverables schedule incur charges at cost + 10%.
- Any additional project meetings or site visits incur hourly rates charges.

HOURLY RATES

Managing Director	\$250.00
Principal	\$200.00
Associate	\$175.00
Senior Environmental Scientist/ Landscape Architect/ Spatial Planner	\$160.00
Spatial Planner/ Analyst	\$145.00
Environmental Scientist/ Landscape Architect	\$125.00
Graduate Environmental Scientist/ Landscape Architect	\$95.00
Administration	\$80.00

These hourly rates are subject to review in January and July of each year and any adjustments over time will apply to this project.

TERMS OF CONTRACT

Ecoscape’s terms and conditions of tendering are provided at the end of this document. If Ecoscape is the successful consultant, the client should agree to these conditions, complete the attached Formal Acceptance form and return a signed copy to Ecoscape prior to commencement of work.

The client should also complete the Credit Account Application form to provide information for handling of payment.

The following contract conditions will apply:

- a variation if the project tends beyond the nominated project program
- nominated hourly rates
- nominated insurances
- quality assurance review
- occupational health and safety
- proposal valid for a period of 90 days.

PRELIMINARY PROJECT PROGRAM

Ecoscape proposes the following project program.

STAGE	Apr 14			May 14			June 14			Jul 14		
A Project Management												
B Study Review												
C Workshop												
D Report Preparation												

■ Client review

INSURANCES

INSURANCE TYPE	INSURER	POLICY NO.	COVER	RENEWAL DATE
Workers Compensation	Zurich Australian Insurance Ltd	632769787GWC	\$50 000 000	31st January 2015
Public Liability	Zurich Australian Insurance Ltd	052435XZBI	\$20 000 000 - any one occurrence	31st January 2015
Professional Indemnity	Vero Insurance Limited	LPP010091053	\$5 000 000 – any one claim	31st January 2015
Motor Vehicle	Lumley General Insurance Ltd	PELP02057255	\$30 000 000	31st January 2015

QUALITY ASSURANCE



Ecoscope has implemented a comprehensive range of quality control measures on all aspects of the company's operation and has Quality Assurance certification to ISO 9001:2008.

Ecoscope's certification covers the Quality Management System for the provision of consulting services in:

- environmental sciences - biological services, environmental impact assessments, management plans and expert witness
- landscape architecture - site and visual analysis, landscape planning, urban design, contract management and expert witness)
- spatial planning - visual landscape planning and impact assessment, spatial analysis, land use planning and 3D modelling.

An internal quality review process has been applied to each project task undertaken by us. Each document is carefully reviewed by senior members of the consultancy team and authorised prior to issue to the client. Draft documents are submitted to the client for comment and acceptance prior to final production.

OCCUPATIONAL HEALTH AND SAFETY

Ecoscope recognises its obligations and responsibilities for health and safety and are fully committed to:

- providing a safe and healthy working environment with the aim of eliminating work related injury and illness
- complying with all relevant health, safety and environmental legislative requirements
- adopting a risk management approach to the resolution of safety issues and ensuring effective measures are in place to control hazards and risks
- providing sufficient information, instruction, supervision and training to enable all employees to work in a healthy, safe and effective manner
- providing adequate facilities, equipment and protective clothing
- working in partnership with clients and contractors to deliver safe and successful projects
- avoiding, reducing, controlling or managing the environmental impacts from our operations.

In order to meet these commitments Ecoscope has implemented, and will maintain, an ongoing occupational health and safety program, including accident reporting and conducting regular inspections of the workplace aimed at preventing accidents and incidents.

CERTIFICATION AND MANUALS

Copies of all our certificates of insurance, qualifications, quality assurance and occupation health and safety manual are available on request.

We trust the terms of this proposal are in accordance with your requirements and look forward to working with you on this project.

If you require any further details please do not hesitate to contact the undersigned.

Yours sincerely

Ecoscape (Australia) Pty Ltd



DR MARKUS MIKLI

Associate Environmental Scientist/ Restoration Ecologist

ATTACHMENTS

Ecoscape's Term and Conditions of Trade

Formal Acceptance of Ecoscape Proposal

Credit Application form

Recommendation to Cottesloe Council:

Natural Areas Management Plan review and update; funding allocation toward beach access pathway upgrade and coastal restoration.

Background:

With the possibility of project funding becoming available to council in the 2014/2015 financial year, as well as impending amalgamation and the expiry of Town of Cottesloe's Natural Area Management Plan (2008-2013), it is proposed that the above project be submitted for consideration. This project has been driven and supported by Cottesloe Coastcare Association.

Over the past 5 years the Natural Areas Management Plan has served as a highly useful guiding document for the management and restoration of key natural areas within the Town. In conjunction with regular budgetary allocation of funding for natural areas from Council, as well as additional grant funding generated by Cottesloe Coastcare, significant improvements have been made to foreshore areas and linkage sites including Grant Marine Park, Cottesloe Native Garden Vlamingh Memorial, Mudurup Rocks and the Napier St Foredune.

With the likelihood of the Town of Cottesloe being amalgamated into a greater Western Suburbs Council, it is imperative that a current and relevant management plan exists to protect the interests of Cottesloe's natural areas and coastal environments. A current plan will also serve as a supporting document for any external grant applications submitted by either the Town of Cottesloe or Cottesloe Coastcare Association for further restoration projects.

Ecoscope have been approached to undertake the review and update of the plan, as they were the original consultant contracted to undertake the 2008-2013 edition and have a significant level of familiarity with the area, as well as with Cottesloe Coastcare and the achievements of the Plan to date. Ecoscope's proposal (submitted as an attachment to this document) outlines the approach they will take to developing the review, which includes significant community consultation as well as consideration of the capabilities of both Council staff and Cottesloe Coastcare volunteers.

In addition to the Natural Areas Management Plan update, it is proposed that funding be allocated toward the upgrade of several of Cottesloe's beach access pathways. Many of these are in a significantly degraded condition and have been the subject of many residents' complaints and concerns. With Cottesloe beaches being a drawcard for huge visitor numbers over summer and the consequent pressure of this human impact, an upgrade to the access pathways will mean a decrease in the erosion and damage to adjacent dune areas, as well as safer and more aesthetically pleasing amenities for beachgoers. For examples of how the access pathways can be improved, C3 and C4 are good examples - being two that have been recently upgraded as part of a Town of Cottesloe/Cottesloe Coastcare 2011 Coastwest grant.

Each staircase will need to be assessed for upgrade requirements individually according to usage, degree of disrepair and instability, and prevailing weather conditions affecting especially the westernmost end of the pathways. Each will require varying degrees of work and therefore costs will vary. Best practise principles of coastal infrastructure should be followed with due consideration to seasonal changes in coastal environments and particularly sandy foredune areas. The Coastal and Marine Program Manager (Perth Region NRM) should be consulted for the appointment of a suitable provider.

As a general indication of need, the following access pathways have been assessed as being of high priority for this work according to their current condition.

N10 - pine log and chain pathway - very degraded condition with exposed chains (consider dog beach)

N11 - pine log and chain - eastern end particularly degraded, significant erosion around pathway

N12 - pine log and chain - exposed chains and erosion - again focus on eastern section (10-15m)

N5 - western end very steep and degraded

N1 - not the worst condition but good opportunity for consistency with the two new paths to the south.

S10 - pine log and chain - attention needed to degraded handrail

S11 - pine log and chain - top 10m in particular for significant improvement

In addition or as complement to this work, an audit of all foreshore fencing (particularly along the dual use path) could be undertaken by the Coastal and Marine Program Manager with a view to some significant fencing repairs. Some sections are in an extreme state of disrepair or are missing altogether.

Ideally this work would be undertaken in addition to the well-overdue replacement of instructional signage along the foreshore that has already been brought to the attention of the Manager of Engineering Services and the Manager of Corporate Services in Feb/March 2014.