



Scope of Works

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| Project: | Review of the Shire of Jerramungup Coastal Management Plan |
| Deadline: | 4:00pm 23 rd December 2016 |
| Address for Lodgement: | Shire of Jerramungup 8 Vasey Street, Jerramungup WA 6337 or alternatively by email: planning@jerramungup.wa.gov.au |

REVIEW OF SHIRE OF JERRAMUNGUP COASTAL MANAGEMENT PLAN

INTRODUCTION

PURPOSE

This document provides the 'scope of works' for the review of the Shire of Jerramungup Coastal Management Plan. The purpose of the scope of works is to guide the project in terms of methodology and timeframe.

AIM

The aim of the project is to produce a new Coastal Management Plan to provide actions and board strategies for next 10 years, following a review of the previous Shire of Jerramungup Coastal Management Plan (2005).

BACKGROUND

This project is a review of the Shire of Jerramungup Coastal Management Plan. The existing Plan was completed in 2005 and has resulted in a number of works along the coast; however its influence on coastal works and priorities has waned over time. A copy of the 'executive summary' of the 2005 document is attached. A full copy is available on the Shire's website at <http://www.jerramungup.wa.gov.au/development/shire-projects/coastal-management-plan-review-2017/>.

Research and analyses for the last edition of the Shire of Jerramungup Coastal Management Plan was undertaken in 2005 and is now considered out of date for various reasons such as:

- The current document has a very low profile in Shire Planning and in the Community generally
- There are limited relevant actions left to implement
- Additional issues have arisen that have not been addressed in the Plan including: Hooded Plover protection, increasing recreational vehicle use of beaches, management of the Fishery Beach Marina, increased visitor numbers and pressure on beaches and associated infrastructure
- Implications of sea level rise were not incorporated.

Considerations that need to be incorporated into the review of the Plan include (but are not limited to):

- The impact of sea level rise on the coastline and in particular the Wellstead Estuary environment around the Bremer Bay townsite;
- Long term land use planning considerations, considering sea level rise impacts
- Increasing pressures through off-road vehicle use such as additional tracks, rubbish, fire risk etc.
- Undertake a review of existing beach facilities in coastal management plan
- Some pressure for tourism development on more remote parts of the coast, particularly Doubtful Islands Peninsular and surrounding beaches, but balanced with the unrealised opportunities that the quality coastline may bring for the community

- The Council's plans for the redevelopment of Little Boat Harbour parking, access and potential for development of a 'neighbourhood safer place'.
- Relevant information from local strategic and statutory planning documents including the Shire's Local Planning Strategy
- Funding of specific coastal works and resources within the Shire for implementation
- The recommendations of the "Fishery Beach Marina Management Plan" as identified by the Status of Coastal Planning report (WAPC, December 2012)
- Adequately incorporate the strategic objectives of the Southern Shores Strategy 2009-2030; and
- Recommendations of the Royal Life Saving Club 'Risk Assessment and Treatment Plan - August 2007'.

This project is funded by the Department of Planning under the Coastal Management Plan Assistance Program (CMPAP) and the Shire of Jerramungup.

OBJECTIVES

The objectives of the project are to:

- Update the Shire of Jerramungup Coastal Management Plan 2005
- Incorporate the potential impact of sea level rise into planning for the Shire of Jerramungup coast (with particular emphasis on the Bremer Bay townsite and associated infrastructure) through a 'First Pass Hazard Assessment' conducted by an appropriately qualified professional;
- Implement the objectives of WAPC policies, especially State Planning Policy 2.6: State Coastal Planning Policy (SPP2.6)
- Consider the tourism and recreational opportunities that the coast may provide to the community;
- Consolidate all relevant coastal management information into one document;
- Include outstanding planning tasks as per Status of Coastal Planning in WA (WAPC, December 2012)
- Provide implementation plan that identifies the Shires level of resources for future on-ground management, including set priorities
- Provide an opportunity for community involvement in coastal management and awareness to improve safety and awareness of risk in the coastal environment.

STUDY AREA:

The entire coast line of the Shire of Jerramungup (approx. 125km), running between Pallinup River and Point Ann. The only coastal town is Bremer Bay, located near the mouth of the Wellstead Estuary.

The study area includes the Wellstead Estuary in so far as changing coastal processes may impact upon the townsite.

A plan of the coast is attached.

STEERING COMMITTEE

The Shire of Jerramungup has appointed a steering committee that will guide and oversee the project. The members of the Steering Committee are:

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| Carolyn Daniel | Local Government | Councillor |
| Joanne Iffla | Local Government | Councillor |
| Craig Pursey | Local Government | Officer |
| Janna Kleszewski | Local Government | Officer |
| Nick Boegl | Department of Planning | Coastal Officer |
| Jeni Leill-Cock | Department of Planning | Regional Planning Officer |
| Astrid Kernen | Community Group Representative | Coastal Business Tour Operator |
| Patrick O'Keefe | Community Group Representative | Bremer Bay Regional Trials Committee |
| Anne Gadsby | Community Group Representative | South Coast NRM & Friends of Wellstead Estuary Group |
| Peter Masters | Department of Parks and Wildlife | Senior Operations Officer- Ravensthorpe |
| Peter Collins | Department of Parks and Wildlife | Fauna Conservation Officer/ DPaW Skipper |
| Fangjun Li | Department of Transport | Coastal Management Manager |
| Leonie McMahon | Community Group Representative | Fitzgerald Biosphere Group |
| Ron Pumphrey | Department of Lands | Manager, Coastal Management SW and GS |

The Steering Committee will guide and oversee the Project, and will review all Project deliverables.

AIMS, OUTCOMES AND METHODOLOGY

AIM

The overall aim of the project is to review and update the existing Shire of Jerramungup Coastal Management Plan 2005 to ensure the provision of suitable and practical recommendations on coastal management in accordance with SPP2.6 and in line with the strategic objectives of the Southern Shores Strategy 2009-2030.

The revised Management Plan will guide and prioritise actions for the Shire of Jerramungup coastline for the next 10 years.

OUTCOMES

The expected outcomes will include a full review of the current coastal management plan, considering recent planning reports. It will detail achievable on-ground management actions for the long-term strategic and sustainable management of the Shire's coastline, and the mitigation of future threats and impacts.

The outcomes will be achieved by:

- A 'First Pass' hazard assessment of the impact of rising sea levels on the coast;
- Community and stakeholder consultation and participation
- A review of the existing Shire of Jerramungup Coastal Management Plan document and tasks completed to date
- Identification and description of all coastal nodes/locations
- Suitable aerial photography, cadastral mapping and site plans presenting the identified issues, management actions and priorities
- Preparation of new actions, strategies and planning implications for each sector
- Preparation of ongoing, short term (0-2 years), intermediate term (2-5 years) and medium term (5-10 years) implementation plans
- Review of the effectiveness of the Plan in 10 years' time.

METHODOLOGY & TIMEFRAMES

The project will generally follow the methodology in the table below. *Suggestions for improving the methodology are welcomed as part of any submission acknowledging that there are project stages that are required to be met.*

| No. | Stage | Description | Due Date |
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| 1 | Project Initiation | <p>In person inception meeting between the consultants and the Shire of Jerramungup Project Manager to confirm the methodology, consultation and timeframes. The Inception Meeting will provide for discussion regarding:</p> <ul style="list-style-type: none">• The consultant's review of the draft documents (undertaken for the response to this Request for Quote)• The project scope, deliverables and expectations• Project timing• Any known gaps in the data and the actions required to resolve them• Key stakeholders required to be included in the Stakeholder and Community Engagement Plan (see Stage 3) | 3-Mar-17 |

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| 2 | First pass Coastal Hazard Identification | <ul style="list-style-type: none"> Undertake a study to identify the areas of coastline and/or coastal assets (natural and man-made) that may be impacted by coastal hazards over several different timeframes, i.e. imminent (0-5 years), expected (5-25 years) and projected (25-100 years). The study area for this assessment would include the open coastal of the Shires coastline (approx. 100km) and extend to the Wellstead Estuary immediately around the Bremer Bay townsite. A list of the minimum requirements is attached in Attachment 3 "First Pass Hazard Identification" (DoP, 2016) describing this stage of the project. | 7-Apr-17 |
| 3 | Community and Stakeholder Engagement Program | <ul style="list-style-type: none"> Prepare a Community and Stakeholder Engagement Program to be approved by Shire of Jerramungup. It is anticipated there are two main stages to consultation, although additional stages should be advised by the consultant in their submission if deemed relevant and necessary. The Program should detail the stakeholders and community groups and their level of engagement needed. It is expected that different communication methods are specified within the Program, based on "inform, involve, collaborate and empower" are used through the project. The first stage would include identifying appropriate methods to obtain data on coastal values, advise of the project and attract maximum 'buy-in' from the local community and coastal users, proposed time to be around Easter. A second stage of community consultation is to be held during the public exhibition of the draft document (Stage 9). Consideration should be given to obtaining feedback on the document, but in particular the proposed short and long term actions. Establishing contact with relevant Government Departments and non-government organisations. Deliver public consultation in accordance with the Community and Engagement Program. | 1-Jun-17 |
| 4 | Review of existing Coastal Management Plan | <ul style="list-style-type: none"> Identification of data gaps and any changes in planning framework & requirements since 2005. Undertake a literature review of recent documentation that may impact the Shire of Jerramungup coastline. Review implementation of previous strategies and actions from 2005 Plan and determine their effectiveness. | 1-Jun-17 |
| 5 | Steering Committee meeting (1) | <ul style="list-style-type: none"> Attendance at steering Committee meeting to discuss results of First Pass Hazard Assessment and review of existing Coastal Management Plan. Proposed methodology for remainder of the project is to be discussed in light of the findings and any specific areas of interest to be confirmed. | 1-July-17 |

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| 6 | Issues & Opportunities | <p>To be confirmed in Stage 5 above, but it is proposed the following tasks will need to be undertaken:</p> <p>i) The update will state the characteristics of the Shire's coast, identify any issues arising from Stages 2,3 and 4 and make improvements to elements of the Management Plan such as:</p> <ul style="list-style-type: none"> • Infrastructure and facilities • Access, including ingress and egress for emergency management (i.e. bushfire management) • Recreation sites and activities (including walk trail and whale watching opportunities) • Development sites (including potential additional development at Abalone Farm) • Unapproved structures along the coast such as beach and fishing shacks • Environmental management and protection (including flora and fauna, riparian zones and dune systems) • Coastal processes, hazards and protection (including entrance management of the sandbar to Wellstead Estuary and Fishery Beach erosion issues) • Aboriginal connection to the area and aboriginal heritage within the study area • Planning matters (such as zoning and tenure) • Existing and potential land use pressures <p>Issues and areas of opportunities are to also be identified in each coastal sector.</p> <p>This stage will also identify whether there is capacity to place further facilities and infrastructure or whether the environmental constraints are too high. Opportunities for future land uses and enhancement should also be identified.</p> <p>ii) Preparation of new objectives and strategies for each coastal sector and node.</p> <p>iii) Consideration of land use planning mechanisms for each coastal node, including the predicted long term hazard and potential risk to the area (as identified in Stage 2).</p> <p>iv) Drafting of implementation plans with resourcing (financial and people) and responsible persons for undertaking such actions.</p> <p>v) A draft document to be prepared for consideration by Steering Committee.</p> | 1-Nov-17 |
| 7 | Steering Committee meeting with minuted outcomes (2) | Attendance at steering committee meeting to review draft actions, strategies and implementation plans as prepared by consultants during Stage 6. | 1-Nov-17 |
| 8 | Update Coastal Management Plan | This stage involves the preparation of draft Coastal Management Plan. It will essentially compile all information from previous stages. | 1-Mar-18 |
| 9 | Review by Steering Committee (3) and public comment. | <p>i) Steering Committee to review Draft document. A minimum of 4 weeks is required for this.</p> <p>ii) Council approval sought for advertising draft document</p> <p>iii) Public Advertising of draft document</p> <p>iv) Implementation of second stage of stakeholder and community consultation in accordance with the Consultation Strategy.</p> | 1-Mar-18 |

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| 10 | Finalise Coastal Management Plan | i) Update report with comments or submissions as required. The Shire to collate comments and provide to the consultant in table format. ii) Final report endorsed by Council. | 1-May-18 |
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PROJECT MANAGEMENT AND RESPONSIBILITIES

The overall management of the project will lie with the Shire of Jerramungup. The consultant will be focussing on most of the project related work, especially the preparation of the new draft CMP. However, the Shire will support the consultant when it comes to implementation of stakeholder engagement and community consultation, mapping, advertising and the review of submissions as well as offer administrative support throughout the entire project.

DELIVERABLES

- A 'First Pass Hazard Assessment' which identifies the impact of sea level rises to identify coastal 'hot spots' and inform the review of the Coastal Management Plan (see stage 2);
- Updated Shire of Jerramungup Coastal Management Plan with due regard to current policies (including SPP 2.6).
- Recommendations for the Shire's Local Planning Strategy during the issues and opportunities assessment (see stage 6).
- Incorporation of existing documents as required.
- Updated Implementation Plan for coastal management ensuring that the recommendations in the report are realistic and can be implemented within the Shire's operational framework.

RESOURCES PROVIDED:

1. Access to basic GIS data with:
 - 2014 aerial photography with higher resolution around Bremer Bay;
 - Broad 2m contour information for the area immediately around Bremer Bay townsite;
 - Beard Vegetation mapping data set (provided by DPaW);
 - Cadastral information such as property boundaries, reserves, road centreline and lot area and
 - Coastline movement data provided by the Department of Transport from 1991.
2. Recent relevant studies/plans including:
 - Royal Life Saving Club prepared Risk Assessment and Treatment Plan - August 2007; and
 - Adopted 'Concept Plans' for the redevelopment of Little Boat Harbour access and parking.

COSTING

The fee proposal is to include all components associated with the project including travel, disbursements and report preparation. Council will require both one hard copy and one high resolution electronic copy of Coastal Management Plan.

Any additional items that the consultant deems necessary are to be provided as additional items.

Request for Quotation

A written quotation to undertake the above scope of works is requested by 4:00pm **23rd December 2016**.

Please provide sufficient information to ensure the scope is appropriately addressed with all tasks and stages represented. You are invited to provide additional information or scope that you believe will allow for our objectives to be met.

A specific project timeline and cost estimate is to be provided.

Please do not hesitate to contact me should you require additional information.

Yours sincerely,


Craig Pursey
Planning Officer

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*Enc: 2005 Coastal management Plan Executive Summary
Map of the Study Area
First Pass Hazard Assessment – DoP minimum requirements*