

# Southern Incentives: Southern Shores Coastal & Marine Grant Program (Summer 2012 round)



## Guidelines

**ALL WORKS MUST BE COMPLETED BY 30 APRIL 2013**

South Coast Natural Resource Management Inc in collaboration with the South Coast Management Group invites applications for on-ground activities through Southern Incentives: Southern Shores Coastal & Marine Grant Program (Summer 2012 round).

Southern Incentives grants are for projects designed to improve the condition and amenity of assets located in the South Coast Region of Western Australia. South Coast NRM aims to achieve this goal through building and maintaining partnerships between land managers, community groups, educational institutions, non-government organisations and other not-for-profit groups.

The region's coastal and marine environments include include intertidal zones, beaches, dune systems, estuaries and coastal wetlands, island and reefs and the associated coastal vegetation, and marine waters.

This guide describes:

- The activities and types of projects that may be funded;
- The criteria that applicants must meet to be eligible to receive funding; and
- How to complete and submit an application.

## Objectives

Applicants are encouraged to undertake a range of activities to address natural resource management issues in an integrated way. Southern Incentives funds on-ground works that relate to a larger strategy or management plan and ideally complement previous works. Southern Incentives 2010-2013 funding was obtained by South Coast NRM through the Australian Government's Caring for our Country Business Plans for 2010-13 and 2011-13.

The aims of the Southern Incentives: Southern Shores Coastal & Marine Grant Program are to:

- Engage community organisations in on-ground coastal and marine rehabilitation, restoration and preventative conservation actions;
- Increase community knowledge, skills and participation in natural resource management; and
- Implement activities in line with the guiding principles of *Southern Shores 2009-2030: a strategy to guide coastal zone planning and management in the South Coast Region of Western Australia* (South Coast Management Group, 2009).



**SOUTH  
COAST  
MANAGEMENT  
GROUP**



**CARING  
FOR  
OUR  
COUNTRY**

## Priority projects

- Implement activities aligned with local coastal management plans and/or site specific plans;
- Integrate capacity building initiatives;
- Build partnerships between community groups and land managers, and seek to engage others;
- Demonstrate good invasive species management awareness and implementation of hygiene protocols;
- Protect sensitive coastal sites, including culturally significant indigenous sites;
- Use local-provenance seed in rehabilitation efforts, in both direct seeding and seedling propagation;
- Occur on public lands; and
- Have a high likelihood of long-term success due to an on-going maintenance commitment.

## Where projects can be undertaken

Projects must be located within coastal and marine environments of the South Coast NRM Region of WA. As per the Australian Government's Caring for our Country Business Plan 2011-12 (p.90-92):

- "Coastal environments include intertidal zones, beaches, dune systems, estuaries and coastal wetlands, island and reefs and the associated coastal vegetation. They also include coastal waters within three nautical miles from the coast and those areas immediately landwards of the coastal waters where there are processes or activities that affect the coast and its values."
- "Marine environments include the oceans, seas, bays, islands, reefs, seabeds and other marine habitats stretching from three to 200 nautical miles from the coast."

Coastal lands include the local government areas of the Shires of Denmark, Jerramungup, Ravensthorpe, Esperance, and the City of Albany; Department of Environment and Conservation estate; and Unallocated Crown Land and Unmanaged Reserves.

## Ineligible activities

- Retrospective works;
- Major capital works, including the construction of seawalls, groynes or roads, and large infrastructure;
- Projects which adversely affect plant and animal species or communities listed as threatened under the *Wildlife Conservation Act 1950* (WA), or the *Environmental Protection and Biodiversity Act 1999* (Commonwealth); and
- Regional and local coastal planning strategies.

## Funding amounts, rates and in-kind contributions

- Applications for projects requesting up to \$20,000 (GST exclusive) will be considered.
- Organisations may partner in multiple applications, provided there are different partner organisations.
- In-kind project contributions are encouraged to be at least one third of total project costs.
- In-kind contributions can include, but are not limited to direct cash contributions, site planning, labour, travel and machinery.
- Suggested costing of in-kind contributions by volunteers is \$30/h.
- Organisational administration costs must not exceed 10% of the total project cost.

## Payment of funds

- Funds will be paid in stages to successful applicants, relating to project activities and milestones outlined in a Grant Agreement. There will be two or more payments per project.
- Initial payment will be made upon lodgement of:
  - signed Grant Agreement and copies of relevant insurances;
  - first photo point monitoring photos; and
  - tax invoice, including gst and ABN if relevant.
- Final payment will be made upon completion of the works and receipt of a Final Report (template provided), final photos and a tax invoice, and the completion of a final inspection.

## General Conditions

All project applications must comply with the following:

- Land owners/managers must support proposed works and projects must be consistent with management strategies and priorities.
- All media articles must acknowledge funding providers, e.g. "This project is supported by South Coast NRM through its Coastal Community Engagement program and funded by the Australian Government's Caring for our Country initiative." Publications and signage panels must incorporate both South Coast NRM and Caring for our Country logos.
- Land owners/managers will be required to show that they are able to provide a safe working environment for employees, volunteers, and contractors as per the legal requirements of the *Occupational Health and Safety Act 1984* (WA).
- Land owners/managers must ensure that they comply with the minimum standards of employment and/or awards that govern their workplace. Minimum standards can be found under the *Minimum Conditions of Employment Act 1993* (WA) for employers covered by the State system, or the Modern Awards of the *Fair Work Act (2009)* for employers covered by the Federal system.
- Land owners/managers will be required to maintain sufficient insurance, including but not limited to workers' compensation and/or personal accident insurance, public liability insurance and appropriate vehicle insurance whilst conducting activities funded by South Coast NRM Inc.
- The laws applicable to any Agreement shall be those in force in Western Australia and, where relevant, the laws of the Commonwealth of Australia.
- All activities involving works on land registered as Aboriginal sites will need to provide evidence of consultation on this matter and obtain necessary approvals and permits required under the *Aboriginal Heritage Act 1972* before works commence. South Coast NRM Inc wishes to protect sites of heritage and cultural significance to indigenous people. If a Department of Indigenous Affairs site inquiry has indicated that there may be sites of significance within 1km of the proposed works, South Coast NRM Inc staff, with the support of local traditional owners and stakeholders, may need to undertake a survey the site (with land owners/managers permission), to ensure that works will have no negative impact and they may recommend alterations to project design if needed.
- All project activities must adhere to hygiene measures to protect against the introduction or spread of *Phytophthora* dieback. Proposed works and hygiene measures appropriate to the site may need to be discussed prior to commencing the project. A Dieback Hygiene Planning Decision Flow Chart is available at <[www.southcoastnrm.com](http://www.southcoastnrm.com)>. Activities may pose a high risk for the spread of dieback due to the climatic zone, prevalence of dieback in the area and the high susceptibility of the vegetation type. It is recommended: 1) All equipment must arrive on site clean; 2) Activities should be carried out in dry conditions only; 3) Upland sites (where dieback presence is less likely) should be completed before lower lying sites; and 4) All equipment and footwear should be cleaned to remove soil and sprayed with 70% methylated spirits at each site prior to moving to the next site.
- Applicants will be required to identify and address project maintenance requirements, including infrastructure maintenance and follow up weed control.
- Successful applicants will be required to carry out activities within the time frame specified in the Agreement. Funding not utilised for the agreed work is to be refunded to South Coast NRM Inc.
- Successful applicants must maintain accurate records relating to approved funding including agreed project monitoring and evaluation measurables and financial details such as receipts and expenditure. A Final Report (template provided) will be required on completion of the project including an evaluation and summary of proposed and actual project expenditure and in-kind contributions. An audit is not required.
- Successful applicants must collect as much spatial information as possible to record activity against investment across the South Coast NRM Region. The type and format of data collected may need to be discussed prior to commencing the project. For projects which have a spatial component, fully attributed shape file(s) are to be provided. In particular any information resulting from the project which is used to develop maps and diagrams within a report is to be provided as shape file(s). For other projects, at least a spreadsheet containing the coordinates (Easting, Northings and Zone, or Latitude and Longitude in decimal degrees) of points, with descriptive information is required so that the work can be depicted on a map.

## Completing the Application Form

Details and examples provided here relate to sections on the application form. If you require assistance with the application form, please contact South Coast NRM staff (see Contacts p.7).

**3 CONTACT PERSON** This is the lead applicant who will be contacted if further information is required. All details are to be included to ensure contact can be made when needed. Community groups are eligible to be the lead applicant, but projects with on-ground works must be supported and co-signed by the relevant coastal manager.

## 7 RELATIONSHIP OF THE PROJECT TO A COASTAL MANAGEMENT PLAN, REGIONAL NATURAL RESOURCE MANAGEMENT PLAN OR STRATEGY

Briefly outline support for the project from plans and strategies relevant to the project, including:

- *Southern Shores 2009-2030: a strategy to guide coastal zone planning and management*;
- Coastal management plans in the local government areas of the Shires of Denmark, Jerramungup, Ravensthorpe and Esperance, and local reserve plans in the City of Albany;
- National Park management plans; and
- *Southern Prospects 2011 – 2016: the South Coast regional strategy for natural resource management*.

Where no local plans exist, technical advice must be sought in project development. The land manager must support the proposed works and projects must be consistent with management strategies and priorities.

## 8 INDIGENOUS CONSULTATION & INVOLVEMENT

All aspects of the physical, biological and social landscape are important to indigenous people. South Coast NRM wishes to protect sites of heritage and cultural significance and sustain the relationship indigenous people have with country. It is important to allow time in project planning to determine who to consult with, and consider if and how they may like to be involved in the project.

A search can be undertaken for Aboriginal sites registered in the Aboriginal Heritage Inquiry System on the Department of Indigenous Affairs website <http://www.dia.wa.gov.au/>. The *Aboriginal Heritage Act 1972* protects all sites with traditional or historic associations with indigenous people, whether they are registered or not. Therefore it is just as important to provide opportunity to discuss the project with local people and groups, as important sites may not be registered.

If you already have a working relationship with appropriate traditional owners, please discuss the project with them, and also provide a written brief to relevant organisations which outlines your proposal and an invitation for feedback and involvement.

For consultation advice, please contact the Department of Indigenous Affairs or South Coast NRM staff.

**10a) ASSET & THREATS** What will the project protect? What condition is the site in? What is threatening the site? Is the area infested or dieback-protectable? Please refer to photos.

E.g. Coastal Cove is a popular recreation site within the 10ha Coastal Reserve. Although most of the site is in good condition, informal foot access to the beach has trampled vegetation and led to multiple tracks over the dunes. With increasing use of the site, access management is required to prevent further degradation. Hooded Plovers have been sighted on the beach. The dieback status of the reserve is unknown.

**10c) METHODOLOGY** How will you undertake the project? Outline who, what, when and how. For on-ground work attach a site plan (hand drawn acceptable) and construction plans if relevant. Document any invasive hygiene management protocols you will put in place to address weeds and *Phytophthora* dieback.

*Phytophthora* dieback is a water-mould that attacks susceptible native plant root systems and is causing a devastating effect on bushland communities. All project activities must adhere to hygiene measures to protect against the introduction or spread of *Phytophthora* dieback. A Dieback Hygiene Planning Decision Flow Chart is available at <[www.southcoastnrm.com](http://www.southcoastnrm.com)>. It is recommended: 1) All equipment must arrive on site clean; 2) Activities should be carried out in dry conditions only; 3) Upland sites (where dieback presence is less likely) should be completed before lower lying sites; and 4) All equipment and footwear should be cleaned to remove soil and sprayed with 70% methylated spirits at each site prior to moving to the next site.

**10e) PROJECT TIMETABLE, WORK PLAN & BUDGET**

A spreadsheet template is available to assist developing the budget, which may be submitted as part of the application. The spreadsheet includes columns for quantity (qty) and cost per item to assist with calculations.

| PROJECT ACTIVITY & MILESTONES<br><small>(Break down each activity describing what will be done, when, how and by whom. Carefully itemise the cost of materials, equipment and labour. <b>Provide detailed information to substantiate your application for funding.</b>)</small> | TIMING       |               | CONTRIBUTIONS (cash and in-kind) |                   |                            |                                    |               |
|--|--------------|---------------|----------------------------------|-------------------|----------------------------|------------------------------------|---------------|
|  | Start Mth/Yr | Finish Mth/Yr | A Coastal mngr                   | B Community group | C Other (Identify sources) | D Southern Incentives Funds Sought | E Total Costs |
| Project monitoring – Photopoints before & after (vol labour 2ppl x 4h @ \$30/h) (Shire labour 4h @ \$35/h)   | Mar/12       | Jun/12        | 140                              | 240               |                            |                                    | 380           |
| Pine for bollards (40 x 2.4m @ \$15ea)   | Mar/12       | Apr/12        |                                  |                   |                            | 600                                | 600           |
| Bollarding labour (vol 8ppl x 5h @ \$30/h)   | Mar/12       | Apr/12        |                                  | 1200              |                            |                                    | 1200          |
| Admin (<10% total project)   | Mar/12       | Jun/12        |                                  |                   |                            | 200                                | 200           |
| <b>TOTAL</b>   |              |               | <b>140</b>                       | <b>1440</b>       |                            | <b>800</b>                         | <b>2380</b>   |

**10g) MONITORING AND EVALUATION**

How will the project be monitored to see if the proposed objectives are achieved? Please complete table below.

| Objectives (as in 10b)  | What will you measure? | How will it be measured?        | Who will collect the information? | When and how often will information be collected?                    | How will it be recorded and documented?   |
|---|------------------------|---------------------------------|-----------------------------------|--|---|
| To provide sustainable access to beach by stair infrastructure    | Site condition         | Photopoint monitoring           | Community group                   | Before & immediately after works, thereafter 6 monthly for 12 months | Before & after photos<br>- Shire reserve management system<br>- in Final Report |
| To rehabilitate eroded track with brushing and planting seedlings | Seedling success       | % survival of seedlings planted | Community group                   | 3, 6 & 12 months following planting                                  | Excel datasheet<br>- numbers to date in Final Report                            |

**EXAMPLE PHOTOPPOINT DATASHEET** (for photopoint monitoring)

| Number                            | 1                         | 2a   | 2b   | 3 |
|-----------------------------------|---------------------------|--|--|---|
| Name (photo subject)              | Access path               | Stair up   | Stair down   |   |
| Location description              | Edge of carpark           | Midway down dune (new stair platform)                | Midway down dune (new stair platform)                |   |
| Location latitude                 | -34.9675                  | -34.98333333   | -34.98333333   |   |
| Location longitude                | 117.8816667               | 117.8816667  | 117.8816667  |   |
| Compass bearing                   | 180°                      | 0/360°   | 180°   |   |
| Proposed works & date             | Path definition, Apr 2012 | Remove tyres, install stair infrastructure, Apr 2012 | Remove tyres, install stair infrastructure, Apr 2012 |   |
| If weeding, control method & date |                           |  |  |   |
| Other note                        | Sign at top of stairs     | Sign at top of stairs                                |  |   |

**11 APPROVALS & PERMITS** What approvals and permits are required from whom and what action has been taken to obtain these?

The *Aboriginal Heritage Act 1972* protects all sites with traditional or historic associations with indigenous people, whether they are registered or not. Authorisation can be obtained for any non-deleterious, site-preservation activities proposed to be undertaken at Registered Aboriginal sites under the *Aboriginal Heritage Act 1972* and *Aboriginal Heritage Regulations 1974*, if consented to by appropriate people. There are other forms of consent for other activities under the Act. Please contact the Department of Indigenous Affairs for advice.

Flora and fauna are protected and managed under the *Wildlife Conservation Act 1950*, administered by the Department of Environment and Conservation. Activities such as seed collection require a license, land manager approval and must be undertaken within strict protocols.

## Assessment process

- A technical and external grant assessment panel will assess the information submitted.
- Applicants may be invited to revise their project in light of recommendations from the assessment process.
- Successful applicants will then be offered a Grant Agreement documenting agreed project activities, milestone completion dates and payment schedule. A Final Report template will also be provided.

## Information links

### Organisations:

[South Coast NRM](#)

[South Coast Management Group](#)

[Shire of Denmark](#)

[City of Albany](#)

[Shire of Jerramungup](#)

[Shire of Ravensthorpe](#)

[Shire of Esperance](#)

[Department of Environment and Conservation](#)

[Department of Regional Development and Lands: State Lands Division](#)

[Department of Indigenous Affairs](#)

[Department of Planning & Western Australian Planning Commission](#)

[Caring for our Country program, Australian Government](#)

### References:

[\*Southern Shores 2009-2030: a strategy to guide coastal zone planning and management in the South Coast Region of Western Australia\*](#)

[\*Southern Prospects 2011-2016: the South Coast regional strategy for natural resource management\*](#)

[\*Coastal Management Specification Manual 2010: a guide for the construction of coastal management infrastructure\*](#)

[\*Coastal Management and Planning Manual: a community guide for protecting and conserving the Western Australian coast\*](#)

[Department of Indigenous Affairs: Aboriginal Heritage Inquiry System](#)

## Contacts

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### Dylan Gleave

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## Application Forms and Lodgement

Application forms are available on line from [www.southcoastnrm.com.au](http://www.southcoastnrm.com.au). Supporting information will be accepted as an attachment(s). A complete application must be received by **5pm, Thursday 15<sup>th</sup> March 2012**. It is preferred that applications are lodged by email, but they can also be lodged by fax, mail or in person.

**Email:** [info@southcoastnrm.com.au](mailto:info@southcoastnrm.com.au)

**Mail:** Southern Incentives: Southern Shores  
South Coast NRM Inc  
39 Mercer Rd  
ALBANY WA 6330

**Fax:** (08) 9845 8538

**In person:** Lodge at South Coast NRM offices:  
39 Mercer Rd, Albany; or  
Esperance NRM Centre, Unit 3, Suite B,  
113 Dempster St, Esperance.