

Project Brief

Project Number AC4C2000101G

Project Title	Engaging NSW communities in coastline conservation: small-scale projects in the NRCMA region
1. Project Summary	<p>Purpose: To support small-scale projects assisting coastal community organisations, in partnership with land managers, to implement on-ground works and capacity building activities to deliver Coastal Community Engagement and other Caring for our Country targets.</p> <p>Funding: \$200,000 - Australian Government Caring for our Country program.</p> <p>Potential Number of Contracts: Multiple</p> <p>Term: 18 months</p> <p>Completion date: 30 June 2011</p>
2. Project Background	<p>The Northern Rivers Catchment Management Authority (NRCMA) successfully applied, through the Australian Government's Caring for our Country program 2009-10 investment call, for funds to deliver the Project "Engaging NSW communities in coastline conservation". This Project is being delivered across the NSW coastline by all 5 coastal Catchment Management Authorities (CMAs) at two scales: large-scale projects (valued between \$20,000 - \$50,000) previously identified through a call for Expressions of Interest (Eoi); and small-scale projects, valued between \$5,000 and \$20,000, that will be delivered through the Project described in this Project Brief.</p>
3. Project Description, including location and eligible activities	<p>These small-scale projects will engage coastal community organisations in the delivery of rehabilitation, restoration and conservation on-ground works and capacity building activities within the Northern Rivers CMA region. The projects will address those <i>Caring for our Country</i> targets identified for delivery in the Northern Rivers CMA region in the NRCMA's investment proposal.</p> <p>These <i>Caring for our Country</i> targets, and the total number of Outputs required to meet each target <i>through delivery of small-scale projects within the region</i>, are listed in "Section 6 Project Outputs" of this Project Brief.</p> <p>Small-scale projects will be identified through an Expression of Interest process run within the region, and must be delivered within at least one of the "coastal environments" described in the <i>Caring for our Country</i> Business Plan 2009-10 as follows:-</p> <p>"Coastal environments include intertidal zones, beaches, dune</p>

	<p>systems, estuaries, inlets and coastal wetlands, islands and reefs and their associated coastal vegetation, including mangroves, coastal woodlands and heathlands. They also include near-shore coastal waters and those areas immediately landwards of the coastal waters where there are processes or activities that affect the coast and its values”.</p> <p>The Northern Rivers CMA will devolve funds either directly through community organisations, or else through land managers, land owners and other organisations that actively engage coastal community organisations in the delivery of projects. All small-scale projects must be delivered with the permission of the land manager or land owner.</p> <p>Small-scale projects should focus on one or more of the following activities defined in the <i>Caring for our Country</i> Business Plan 2009-10 (pages 74-75):-</p> <ul style="list-style-type: none"> • planning and on-ground actions that protect the conservation values of coastal ecosystems and environments; • protection, rehabilitation and enhancement of coastal habitats, waterways and wetlands to stabilise dunes, prevent coastal erosion, establish wildlife corridors and enhance remnant coastal vegetation; • minimising disturbance to and protection of sensitive coastal areas; • working with Indigenous communities to protect Indigenous cultural landscapes and culturally sensitive sites; • planning and implementation of best-practice, sustainable near-shore coastal land and resource use, including Indigenous traditional use, and the reduction of local stresses (e.g. water quality, fishing pressure) on near-shore coastal ecosystems such as inshore reefs and seagrass meadows; • preventing the decline of water quality and the protection of coastal habitats through management of point-source pollution, establishment of buffer zones and stock watering points; • enhancing skills and knowledge and raising community awareness about key coastal zone issues; • enhancing the skills and knowledge of Indigenous Australians, volunteers and communities in <i>Saltwater country</i> through Indigenous <i>Land and Sea Country</i> planning and the recording and passing on of traditional ecological knowledge”.
<p>4. Project Procurement</p>	<p>The Northern Rivers CMA will implement this through an Expression of Interest process on a competitive basis. Decisions on which small-scale projects will be funded, and the levels of funding, will be made according to the Project Selection Criteria outlined in Section 13, and the funds available for allocation by the CMA.</p>

<p>5. Project Outcomes</p>	<p>One or more of the following Caring for our Country Outcomes shown in bold must be addressed through each small-scale project. These are further refined in Section 6. Project Outputs (note that the Outcome and Output numbers 1. to 12. in Sections 5 and 6 correspond). Also <i>note that delivery of those Outcomes in italics is not essential in this region, but they may be delivered over and above the essential Outcomes if funds allow</i>):-</p> <p>1. To increase the area of native habitat and vegetation that is managed to reduce critical threats to biodiversity and to enhance the condition, connectivity and resilience of habitats and landscapes.</p> <p>2. To reduce the impact of Weeds of National Significance (WoNS).</p> <p><i>3. To identify significant emerging threats to the outstanding universal values of World Heritage Areas (WHAs) and ensure effective mitigation measures are in place.</i></p> <p><i>4. Area of HCVAE (critical aquatic habitats) protected by addressing the threats posed by invasive plant and animal species.</i></p> <p>5. NOT APPLICABLE TO THIS REGION</p> <p>6. To engage community organisations in coastal rehabilitation, restoration and conservation projects.</p> <p><i>7. To increase the number of land managers and farmers who have demonstrated an improvement in knowledge and skills in natural resource management.</i></p> <p><i>8. To assist local communities, including Indigenous, Landcare and Coastcare/Dunecare groups to access knowledge and skills in managing natural resources, including: providing easily accessible, free information to groups and individuals and providing training opportunities to local groups.</i></p> <p><i>9. To increase the recruitment and retention of volunteers in community groups involved in managing natural resources, in particular youth.</i></p> <p><i>10. To increase the opportunities for short-term members or visitors to contribute to and partake in the protection and management of coastal natural resources.</i></p> <p><i>11. To provide support for community groups to assist with delivery of local coastal projects.</i></p> <p>12. To develop Indigenous partnerships that engage Indigenous communities in delivering Caring for our Country targets. (Note that Indigenous partnerships can include Indigenous persons on a committee, or engaging an Aboriginal reference group; the short-term engagement of Indigenous green teams cannot be counted as an Indigenous partnership).</p>
<p>6. Project Outputs</p>	<p>The combined Outputs of all small-scale projects (your project if funded will contribute to the combined Outputs) within the Northern Rivers CMA region must deliver the following Output totals shown in bold; note that delivery of those Outputs in italics is not essential in this region, but they may be delivered over and above the essential Outputs if funds allow):-</p>

	<ol style="list-style-type: none"> 1. At least 86 hectares of Littoral Rainforest with Coastal Vine Thickets managed to reduce critical threats to biodiversity and enhance their condition, connectivity and resilience. 2. At least 303 hectares treated to reduce the impacts of Weeds of National Significance including bitou bush and lantana. 3. <i>At least <x> hectares of Cudgen Nature Reserve <y> ha Lord Howe Island World Heritage Areas managed to mitigate threats.</i> 4. <i>At least <x> hectares of High Conservation Value Aquatic ecosystems (HCVAE) – the Clarence estuary – protected by addressing the threats posed by invasive plant and animal species.</i> 5. NOT APPLICABLE TO THIS REGION. 6. At least 23 community organisations engaged in coastal rehabilitation, restoration and conservation projects. 7. <i>At least <x> oyster farmers/ landowners with improved NRM (Natural Resource Management) knowledge.</i> 8. <i>Local communities provided with access to knowledge and skills in managing natural resources by providing at least <y> knowledge and skills training opportunities.</i> 9. <i>At least <x> volunteers recruited and retained as participants in managing natural resources.</i> 10. <i>At least <x> short term members or visitors contribute to and partake in the protection and management of natural resources through the delivery of at least <y> on-ground and capacity building opportunities.</i> 11. <i>At least <x> coastal community groups to undertake local coastal projects through devolved grants.</i> 12. At least 3 coastal Indigenous partnerships developed. <p>Applicants must identify, in their Expression of Interest, the numbers of the above Outputs that their proposed small-scale project will deliver.</p> <p>Outputs should be delivered progressively throughout the project, with a target of at least 25% of the total for each Output delivered by 30 June 2010, and 60% by the end of November 2010.</p> <p>Applicants may also identify additional <i>Caring for our Country</i> targets or other NRM Outputs in their Expression of Interest.</p>
<p>7. Application for small-scale project funding</p>	<p>Applicants should prepare their Expression of Interest using the form provided by the Northern Rivers CMA region through their Project Contacts listed in Section 14, or at http://www.northern.cma.nsw.gov.au/funding_apply.php</p> <p>The Northern Rivers CMA will assess all Expressions of Interest against the Selection Criteria outlined in Section 13, and the available budget, and negotiate contracts with successful applicants. Applicants short-listed through the Expression of Interest process will be asked to complete an NRCMA Application for Contract.</p>
<p>8. Project</p>	<p>Reporting</p>

Reporting	<ul style="list-style-type: none"> ▪ Those small-scale projects which are funded will be required to submit Progress Reports at certain stages of the project. These reports will be linked to progress payments. The timing of reports and value of progress payments will be negotiated with the successful applicant. ▪ Projects may require reporting of spatial data. Specific reporting requirements will be finalised during negotiation with the successful applicant. ▪ A Final Report will be required upon completion of the project. <p>Templates for Progress and Final Reports will be made available to successful applicants.</p>
9. Project Timeframe	<p>Projects must be completed by 30 June 2011. However note that a progressive delivery of Outputs over the agreed duration of the project is required, as outlined in Section 6.</p>
10. Project Budget and Payments	<p>The funding available from the Northern Rivers CMA is \$200,000 (excluding GST). Funds will be made available to small-scale projects within the range of \$5,000 to \$20,000. The amount and timing of payments will be negotiated with the successful applicants, as outlined in Section 8.</p> <p>Note that across the combined total of all small-scale projects, in accordance with the <i>Caring for our Country Deed/ Agreement</i> approximately 80% of the budget will be allocated to delivery of Outputs 1 to 6 in Section 6 above, and approximately 20% to delivery of Outputs 7 to 12.</p>
11. Project Responsibilities	<p>Successful applicants, who are engaged through contract to deliver each small-scale project, will be required to take full responsibility for implementation of all aspects of the project including:</p> <ul style="list-style-type: none"> ▪ Assessment of any perceived risks to Project delivery and any means to minimise these risks; ▪ Overall project management, including any required planning, and the identification, access to, and use of, relevant knowledge and information; ▪ Collaboration with other organisations and the community; ▪ Implementation of all aspects of on-ground works (including site management, employment and supervision of staff, supply of materials and equipment, OH & S, and cultural heritage issues associated with the works); ▪ Possession of an Australian Business Number, insurance as specified in the contract, and record keeping systems; ▪ Implementation of relevant policies and procedures with respect to OH&S, intellectual property, Equal Employment Opportunity, principles of cultural diversity and ethical practices; ▪ Compliance with any internal or external data licence agreements; ▪ Promotion of the project; ▪ Formation and operation of any project Reference Group.

	<p>The Northern Rivers CMA will be responsible for:</p> <ul style="list-style-type: none"> ▪ Provision of general information and contract administration during the development and implementation of the Project, through a CMA Contract Contact officer/person; ▪ Provision of conceptual information during the development and implementation of the project; ▪ Provision of technical advice within our capabilities;
12. Other Project Support	<p>The Northern Rivers CMA team of Community Support Officers (CSOs), both Aboriginal and non-Aboriginal, has a role in supporting the involvement of local communities in certain CMA projects, and there may be potential to involve them in this project.</p> <p>The CSOs' contractual responsibilities to the CMA for project support are limited to general capacity building activities such as: engagement of Aboriginal communities; promotion, education and awareness raising; involvement of community groups and individuals; and promotion of field days and other training events. Involvement beyond these general activities will require sub-contracting arrangements.</p> <p>Any proposed involvement of CSOs should be indicated in the Expression of Interest as appropriate, and must have the prior endorsement of the relevant CSO(s).</p>
13. Project Selection Criteria	<p>Small-scale projects will be selected using the following criteria, which must each be addressed separately in the Expression of Interest:-</p> <ol style="list-style-type: none"> 1. Ability of the project methodology and budget to contribute towards the Northern Rivers CMA's delivery of project Outcomes (Section 5) and Outputs (Section 6). 2. Capacity to maintain project Outcomes and Outputs following completion of the project. 3. Demonstrated skills, qualifications and capacity appropriate to the project. 4. Demonstrated experience in effective project management, including worker management, financial management, monitoring, record keeping and reporting.
14. Additional Information	<ul style="list-style-type: none"> ▪ Additional information to assist with project development and preparation of Expressions of Interest may be obtained through Bronwyn Scott in Murwillumbah on 6676 7391 bronwyn.scott@cma.nsw.gov.au Julie Ho in Kempsey on 6561 4968 julie.ho@cma.nsw.gov.au <p>Please note that NRCMA offices will be closed between 25 December and 10 January inclusive.</p>
15. Lodgement of Applications	<p>Expressions of Interest will be received up to 4pm on Friday 22 January.</p> <p>Applicants are required to submit the Expression of Interest either by post or electronically to:</p> <p>Coastal small-scale project applications Roger Stanley</p>

	<p>Northern Rivers Catchment Management Authority PO Box 228 Kempsey NSW 2440</p>
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or electronically to: roger.stanley@cma.nsw.gov.au