

# SWAN REGION PLANNING & INFORMATION MEETING

Next Meeting:

**THURSDAY 27 NOVEMBER 1997  
AT 0900 HRS, KELMSCOTT, RHQ**

## AGENDA:

1. Action Items arising from meeting of 22 August 1997 at Kelmscott.
2. Reports on issues since 22 August 1997.
3. Strategic Planning:  
Presentation and discussion of amended Strategic Planning submissions.

The aim is to complete the Plan at this meeting for use by all staff for next 18 to 24 months. To assist in achieving this target, Program Leaders should distribute their amended contributions to all prior to this meeting.

Please bring your Strategic Plan folders and records from our Strategic Planning Workshop of 25 and 26 September.

I anticipate the meeting to be finished by 1500 hrs.

Please forward your notes to this office by Monday 24 November and advise me if you cannot attend.



Bruce Harvey  
REGIONAL MANAGER

## Distribution:

**B Harvey**  
**K Low**  
**R Towers**  
**J Gault**  
**D Mitchell (J L Robson, R Smith)**  
**A/DM, Perth**  
**D/M Mundaring**  
**Dwellingup**  
**Marine & Coastal**  
**S Slavin, Hills Forest**  
**D Coughran, Wildlife Protection Branch, Como**  
**K Haylock, Harvey Office**  
**G Hartnett, Kelmscott (NMP)**

**FAXED**  
13.11.97

## **3.2 Estate Management**

### **Direction Statement:**

To improve the use of statutory and other planning processes to assist in achieving protection of conservation values and in management of the "CALM" estate.

### **Ongoing Tasks:**

- Administration – maintain a management system to provide an overview and records of estate management activity.
- Support – provide training and advice on estate matters within and outside CALM.
- Liaison – maintain liaison and communication links within and outside government.
- Coordination – delegation, management and collation of estate items.
- Search – maintain a "search and screen" system to ensure CALM interests are not being overlooked by other government or private bodies.
- Estate and heritage mapping – maintain regional and district awareness of current and proposed areas.

### **Strategic Objectives:**

1. Improve the profile of CALM in the statutory planning process.
2. Create better planning for protection of conservation values, the "CALM" estate and CALM management objectives.
3. Increase the awareness of the protection of conservation values by those involved in the statutory planning process.
4. Ensure that estate, for which CALM is likely to have management responsibility, is given protection.
5. Improve CALM knowledge of planning processes.
6. Guide the creation / establishment of Regional Parks.
7. Increase opportunities for resourcing the estate management function.

## **4.2 Estate Management**

1. Provision of service to the Regional Parks Unit
2. Determine appropriate split of responsibilities/costings in estate items for Regional Parks.
3. Improve Ministerial and Parliamentary Question handling processes.
4. Management planning direction and priorities
5. Regional estate items library listings.
6. Get TENIS and GIS operating in all Districts.
7. Estate succession, staffing and contingency planning.
8. Pursue cost recovery in estate items.
9. Improved estate mail handling system.
10. Provide reliable costing of the estate function.
11. Obtain T & R contribution to estate management.
12. Influence planning legislation and referral processes.
13. Ensure Region Park estate referral processes are in place and efficient.

## SWAN REGION ESTATE ITEMS SUMMARY 1993-94

	Perth	Mundaring	Jarrahdale	Dwellingup	General	Total
Subdivision	48	33	16	18	4	119
MRS Major	7	2	2		8	19
MRS Minor	6	2				8
Lease	2	3	3	8		16
Planning Documents	17	3	2	5	31	58
Land Exch	1	1		1		3
Roads	7	2	5	4	2	20
Set up NR	6	6	3	3	5	23
Committees	2				1	3
Land Offer	1	3	5	1		10
Ministerial	18	7	4		1	30
Nomenclature		2			1	3
<b>Total</b>	<b>115</b>	<b>64</b>	<b>40</b>	<b>40</b>	<b>53</b>	<b>312</b>

## SWAN REGION ESTATE ITEMS SUMMARY 1994-95

	Perth	Mundaring	Jarrahdale	Dwellingup	General	Total
Subdivision	53	29	1	28	7	118
MRS Major	8	1			2	11
MRS Minor	2					2
Lease	9	11		6		26
Planning Documents	19	8	1	9	26	63
Land Exch	1	1	2	1		5
Roads	4	7	3	2		16
Set up NR	11	6	1	7	4	29
Committees	2				2	4
Land Offer	1	4	1	4		10
Ministerial	3					3
Nomenclature		1		5	6	12
<b>Total</b>	<b>113</b>	<b>68</b>	<b>9</b>	<b>62</b>	<b>47</b>	<b>299</b>

## SWAN REGION ESTATE ITEMS SUMMARY 1995-96

	Perth	Mundaring	Dwellingup	General	Total
Subdivision	65	34	22	4	125
MRS Major	4	1		2	7
MRS Minor	2				2
Lease	6	14	8		28
Planning Documents	10	8	5	18	41
Land Exch	1		1	3	5
Roads	5	7	2		14
Set up NR	5	6	4	4	19
Committees	2	2	1	2	7
Land Offer	2	4			6
Ministerial	15	12	6		33
Nomenclature	2	2			4
Parl Questions	8	3	3	2	16
<b>Total</b>	<b>127</b>	<b>93</b>	<b>52</b>	<b>35</b>	<b>307</b>

1. Provision of service to the Regional Parks Unit
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4. Management planning direction and priorities
5. Regional estate items library listings
6. Get TENIS and GIS operating in all Districts
7. Estate succession, staffing and contingency planning
8. Pursue cost recovery in estate items
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10. Provide reliable costing of the estate function
11. Obtain T & R contribution to estate management
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## **GOALS FOR 1998**

1. Ensure that adequate levels of trained staff are available to carry out the estate management function.
2. Develop a succession plan for staffing.
3. Ensure that statutory deadlines are met and that discretionary deadlines are set and achieved on other estate work.
4. Continue to devolve responsibility to districts.
5. Achieve significant simplification in the processing of estate issues.
6. Maintain efficient libraries/retrieval systems for estate management, planning documents and development proposals.
7. Maintain an efficient scanning system to ensure that Departmental interests are not being missed through failures to refer in others' planning processes.
8. Provide contributions to management planning exercises being carried out by other agencies.
9. Provide a service to the Regional Parks Unit for planning-related matters.
10. Establish strategy to achieve adequate cost recovery for effort spent on planning or development exercises by other organisations.
11. Have TENIS and GIS operating in all Districts.
12. Establish a Regional listing of library listings for estate items.

## **STRATEGIC GOALS FOR 1998 - 2003**

1. Ensure consistency in approach and standards to liaison on estate matters.
2. Enhance liaison with the community to ensure that impacts of development on nature conservation and recreation in natural areas are avoided or mitigated.
3. Build and maintain effective working relationships with other organisations and the community.
4. Establish and maintain adequate skills and knowledge in the estate management arena to cater for succession in staff.
5. Increase the awareness and understanding of the role that other organisations can play as managers of lands and waters to support nature conservation and recreation in natural areas.
6. Pursue cost recovery in estate management items.
7. Influence planning legislation and referral processes to increase cost-effectiveness in planning matters.

## **ESTATE MANAGEMENT ACTIVITY**

*Direction Statement: To improve the use of statutory and other planning processes to assist in achieving protection of conservation values and in management of the "CALM" estate.*

### **Ongoing Tasks:**

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### **Strategic Objectives:**

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# **Mundaring District Program 24 Nature Conservation Action Plan 1998/99**

## **Fauna Management**

- Monitor fauna translocation populations, including Numbat, Tammar and Chuditch
- Commence fox baiting in the Avon Valley National Park and Walyunga National Park, in association with the Paruna Sanctuary initiative
- Continue Western Shield hand-baiting for foxes at Quokka sites, the Hills Forest, Julimar and Dobenderry
- Continue with Western Shield aerial baiting
- Commence cat control program in Julimar with adjoining land holders
- Investigate and report on linking Julimar and Avon Valley National Park with adjoining land holders

## **Flora management**

- Continue implementation of Interim Recovery Plans
- Conduct audit of current staff skills and knowledge for flora management against requirements, and identify training program to address any shortfalls ( eg DRF surveys)
- Complete the management plan for Talbot Road reserves which includes two critically endangered plant communities
- Complete report on results of Avon Valley National Park survey
- Continue program of weed control works in accordance with the identified priorities, and working in association with community groups and other agencies

## **Salinity Action Plan (SAP)/Reserves**

- Continue program of strategic reserve fencing
- Complete rehabilitation of reserve lands containing 5.5 ha of ex-pasture lands, a further 7 ha of degraded lands, and 4km of degraded tracks
- Complete sign posting of all reserves
- Carry out weed control, particularly for direct seeded and rehabilitated areas
- Implement seed collection program
- Foster positive community input into reserve and environmental management activities

## **Staffing**

- Obtain additional or re-allocated funds to secure level 3 SAP/Reserves position from 0.5 FTE to full FTE position

## **Mundaring District Estate Action Plan 1998/99**

- Install TENIS and DEFL and carry out required training
- Obtain "SMARTCOG" mapping database and printing capacity
- Develop skills and knowledge in Program 24 staff other than program leader
- Obtain training for appropriate staff on estate planning legislation and processes

## **Fire Management Action Plan 1998/99**

- Maintain liaison and partnerships with other fire agencies, particularly through the Bush Fires Advisory Committees, and contact with brigades.
- Through the support of mentors, and training ( internal and external to District) facilitate the ability and confidence of fire staff in various ICS roles, and fire situations
- Trial revised crew and officer detention rosters that provide adequate fire preparedness whilst minimizing extended weekends of fire duty
- Obtain at least 4 positive media reports in regard to fire management in local or metropolitan newspapers
- Carry out approved burns to prescribed standards
- Implement production of Fuel Age and Master Burn maps utilizing computer based systems

## **Program 41 Community Service Obligations**

- Maintain appropriate levels of contact with the community through participation in relevant catchment groups, advisory and management committees, conducting forest tours, forest management talks and briefings, and community projects
- Provide staff time for Regional law enforcement function, DRA management
- Review and complete five year public firewood plan by March 1999
- Manage the apiary industry in a professional manner

## **Forest Resources Business Units**

- Ensure appropriate Hygiene Management Plans are prepared and implemented, and take account of relevant District activities and forest values
- Ensure that hardwood and softwood operations are planned, communicated and integrated with District activities through the yearly, seasonal and 6 weekly works program meetings
- Ensure that District employees that are providing support services to the Business Unit are properly trained, and are delivering the required works to agreed standards and cost effectiveness.
- Carry out 4 monthly reviews with the relevant SFRBU Manager
- Work with the SWBU to ensure that at least 70% of the harvested areas are revegetated in winter 1999

**1. Manage community requests effectively:**

- 1.1 Set limits to the quantity of talks, displays, CALM Bush Ranger assistance, work experience and sponsorships that can be undertaken annually and inform enquirers of the reasons for doing so.
- 1.2 Fix a set number of popular topics that will be addressed and develop information kits on each for use by staff at talks etc.. Perhaps choose one topic eg prescribed burning, for talks over a six month period, and offer only that topic for that period.
- 1.3 Train front counter staff with relevant information on popular topics eg burning, logging, Western Shield, recreation site locations, to deal with most enquirers.
- 1.4 Adopt a regional fee structure to charge for officer time to undertake talks for groups.
- 1.5 Promote CALM school and community activity programs and redirect school and group talk enquirers to them.

**2. Increase revenue from the sale of CALM and other merchandise in line with CALM policy:**

- 2.1 Investigate internal and external products and act on opportunities to sell products.
- 2.2 Prepare shop fronts to promote sale of goods in CALM offices and train staff on sales technique.

**3. Develop valuable partnerships with local businesses, agencies, associations and community groups:**

- 3.1 Investigate and act on opportunities to form partnerships to win grants and sponsorships.
- 3.2 Enlist strategically placed businesses and agencies to provide our information to the community eg libraries, fuel stations, to mutual advantage.

**Guiding Principles:**

1. Be more selective in what we do and for whom. Do less and be more effective.
2. Be more quantified in what we do. Set limits and value our work.
3. Be aware of options and redirect enquirers to better options.

### 3.3 Program 32 Recreation and Tourism

As per CALM's Recreation and Tourism Strategy 1996-2000:

#### THE VISION:

*"Seeking to provide world-class recreation and tourism opportunities, services and facilities for visitors to lands and waters managed by CALM while maintaining in perpetuity WA's natural and cultural heritage."*

#### Strategic Directions:

##### 1. *Ecological Sustainability*

Ensure that all of its recreation areas, facilities and services are planned, developed and managed so as to maintain in perpetuity or enhance the status of Western Australia's natural environment.

##### 2. *Sense of Place*

Develop a management ethos that recognises, protects and promotes those inherent qualities and cultural attributes that are distinctive to recreation and tourism areas.

##### 3. *Customer Satisfaction*

Deliver nature-based recreation and tourism services that achieve a high level of visitor satisfaction.

##### 4. *Enriching Visitor Experience*

Enrich visitor experiences of and develop their relationships with Western Australia's natural and cultural values.

##### 5. *Spectrum of Opportunities*

Provide and sustain a range of nature-based recreation and tourism opportunities and experiences that are consistent with conservation and land management objectives.

##### 6. *Quality*

Provide and maintain nature-based recreation areas, facilities, programs and services to a consistently high standard.

## ***7. Protecting Heritage Values***

Protect and manage features of cultural value so that the public can enjoy and appreciate them.

## ***8. Innovation***

Develop an innovative and forward-looking Recreation and Tourism Program that is responsive to changing customer needs and based on sound conservation principles.

## ***9. Equity***

Provide a range of nature-based recreation opportunities compatible with conservation and land management objectives and economically feasible.

## ***10. Partnerships***

Develop partnership with recreational groups, private and public organisations, and community groups to help CALM achieve key aims.

## ***11. Staff Skills and Expertise***

Provide adequate human resources to implement CALM's Recreation and Tourism Program and provide consistently high quality services and leadership.

## ***12. Visitor Safety***

Manage the risks presented to visitors by their activities and by the natural, cultural and developed environments under CALM control by implementing a visitor risk management program.

## ***13. Accountability***

Maintain accountability to the State Government and the people of Western Australia by implementing the Recreation and Tourism Program on time and within budget.

## 4.3 Program 32 Recreation & Tourism

### OBJECTIVES & PRIORITIES FOR 1998 / 99

1. **Maintain existing recreation and tourism assets in a useable and safe condition by implementing Visitor Risk Management program as per Policy, including training of all staff:**
  - 1.1 *Prepare Works Program for core business*

Prepare annual works program for continuing projects and maintenance works, including walk trails, recreation facilities, signage, interpretative facilities.
  - 1.2 *Implement the Recreation & Tourism Information System (RATIS)*

Update Recdata and use
  - 1.3 *Visitor Safety, Communication & Signage*

Implement Visitor Risk Management to all CALM lands, including rockfall assessments, removal of dangerous limbs, trees at recreation sites, etc.
  - 1.4 *Coordinate Asset Management*

Increase focus on management of recreation assets. Review existing assets and recommend for future.
  
2. **Improve the provision and quality of recreation opportunities and services for visitors:**
  - 2.1 *Continue Implementation of Perth Outdoors*

Secure staff and financial resources and prepare works programs for Perth Outdoors annually, including Lane Poole Reserve Redevelopment, Penguin Island jetty replacement, entry station at JFNP, ongoing program at Yanchep National Park.
  - 2.2 *Provide Visitor Programs at Major Venues*

To educate and communicate with the public – Yanchep National Park, Hills Forest, Penguin Experience.
  
3. **Reduce the management costs incurred per visitor to the CALM estate:**
  - 3.1 *Volunteers*

In association with District Volunteer Coordinator enlist the assistance of volunteers, ensuring that all volunteer projects fulfil Departmental goals and strategic objectives, eg. Bibbulmun Track, Hills Forest, Yanchep National Park, Shoalwater Bay.

**4. Direct resources for development to locations of greatest existing and potential demand:**

4.1 *Staffing*

Continued development of staff structure within Recreation and Tourism Program to meet the needs of Program 32. Induct new P32 Leader in February 1999 and review staffing in the program. Leader to promote and lead team in the Region to guide program in the Region.

4.2. *Staff Training*

Develop training plan for all (and potential) staff in Recreation and Tourism Program.

4.3 *Special Projects*

In conjunction with Director, review and reduce the Swan Region Tourism Revenue Target to allow revenue collected to be retained within the Region.

**5. Maximise revenue creation within the limits of sound environmental management practice:**

5.1 *Promotions and Marketing*

Finalise P.I. Penguin Experience Business and Marketing Plan; produce Business Plan for Hills Forest, review Business and Marketing for Yanchep National Park.

5.2 *Fee and Revenue Collection*

Continue to promote increased revenue at our camping sites and entry to National Parks.

5.3 *Leases and Licences*

In conjunction with Park Policy and Tourism Branch prepare plan for the management of leases and licences within the Swan Region.  
Ensure that resources directed to the management of commercial operations are recouped through the return of licensing revenue to managing cost centres.

**6. Foster positive partnerships with recreation associations, private and public organisations and community groups.**

6.1 *Grant Schemes & Partnerships*

Continue to pursue external funding where appropriate to promote Program 32 in the Region.

6.2 *Mountain Bikes*

Prepare an overview of mountain biking and a management plan for Swan Region.



6.3 *Coordinate Events on Swan Estate*

(Rally Australia, Avon Descent, Aust. Mountain Bike Championships, etc.)

Complete register of all events and recreation activities on CALM Estate.

Determine management costs for each activity/event and inform groups that costs will need to be met.

6.4 *Undertake Research in Partnership with Tertiary Institutions and other Government Departments*

Develop links with Tertiary Institutions and form a Memorandum of Understanding to plan, fund, undertake and research into recreation management within natural settings.

Secure budgets to implement 3 research projects.

Prepare annual research requirements in priority order.

Continue with research program as outlined.

Promote working relationships and arrangements with Ministry of Justice.

6.5 *Foster Working relationships within CALM*

Promote networking and across boundary cooperation with other Districts, Regions and with the Branch.