



19 December 2008

Tweed Shire Council
NRM Unit
P.O. Box 816,
Murwillumbah, 2484

Attention: John Turnbull

Dear John

RE: CONTRACT NO.: NHT-UNA-1
CONTRACT NAME: Tweed Coast Environmental Weed Management

The Northern Rivers CMA is pleased to offer you the opportunity to deliver the above project.

Enclosed are 2 original Contracts for the project. Please sign both copies on page 2 and return them at the earliest opportunity to the NRCMA at PO Box 618 Grafton 2460. Upon receipt of the signed Contracts, the NRCMA will sign and return your final copy of the Contract. (Please note that all NRCMA Offices will be closed for 2 weeks over the Christmas break from 22 December 08, re-opening again on 5 January 09)

A purchase order will be forwarded to you in due course detailing when your payments are due. **When sending your invoices for payment it would be appreciated if you could please include the purchase order number on the invoice otherwise we will be unable to process it.**

Please note that you will be paid according to your payment terms on your invoice. If you do not have any terms listed, our finance branch will automatically hold the payment for 30 days from the date of invoice.

Please ensure that you have read and understood the terms of the contract, specifically the Special Conditions that may be relevant to this project.

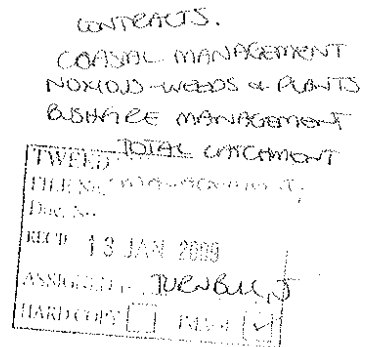
The NRCMA looks forward to working in collaboration with you on this project. If you require any further information, please don't hesitate to contact Bronwyn Scott on 0266 767391 or Bronwyn.scott@cma.nsw.gov.au (after January 14th 2009)

Yours sincerely

A handwritten signature in cursive script that reads "Bronwyn Scott".

On behalf of:
MICHAEL PIT
General Manager

All Correspondence to the General Manager - PO Box 618 GRAFTON NSW 2460
Tel: 02 66420 622 - Fax: 02 66420 640
Email: northern@cma.nsw.gov.au Web site: www.northern.cma.nsw.gov.au





**NORTHERN RIVERS
CATCHMENT MANAGEMENT AUTHORITY
CONTRACT**

NAME OF CONTRACT:

**TWEED COAST ENVIRONMENTAL WEED
MANAGEMENT**

CONTRACT NO:

NHT-UNA-1

CONTRACTOR/ORGANISATION:

TWEED SHIRE COUNCIL



Northern Rivers Catchment Management Authority
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PROJECT SERVICES CONTRACT

Contractor Details

Name of contractor organisation: Tweed Shire Council, NRM Unit
Address: P.O. Box 816, Murwillumbah, 2484
Australian Business Number: 90 178 732 496
Registered for GST: YES
Contact Person: John Turnbull, Bushland Officer, NRM Unit.
Address : P.O. Box 816, Murwillumbah, 2484
Phone: 66702732 **Fax:** 66702557 **e-mail:** jturnbull@tweed.nsw.gov.au

Northern Rivers Catchment Management Authority

Authority's Representative: Michael Pitt
Address : PO Box 618, Grafton NSW 2460
Phone: (02) 66 42 0622 **Fax:** (02) 66 42 0640 **e-mail:** northern@cma.nsw.gov.au

Upon execution of this Contract by the Contractor and the Northern Rivers Catchment Management Authority, the Contractor agrees to perform the Project in strict accordance with the Project Specification set out Schedule 1, and any documents referred to therein, in consideration for which the Authority agrees to pay the Contractor the Contract Amount shown in Schedule 2, all subject to the terms and General Conditions of Contract and Special Conditions of Contract (if any), set out below.

Signed as an agreement by the Authority's Representative on the _____ day
of _____ 2008

<i>Signed for & on behalf of the Authority</i>	<i>Signed for & on behalf of the Contractor</i>
Signature _____	Signature _____
Name printed Michael Pitt	Name printed _____
Position General Manager	Position _____



Northern Rivers Catchment Management Authority
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1. Project

The Contractor shall:

- (a) ensure that the Project is performed in accordance with Schedule 1 and any Project Documents referred to therein and in accordance with the Special Conditions referred to herein;
- (b) ensure that the Project Timetable is observed;
- (c) ensure that the Project is performed by the groups/personnel (if any) who are proposed in the Project Documents;
- (d) comply with the Reporting Requirements;
- (e) report on or explain any aspect of the performance of works or other products delivered by the Contractor under the Contract, as requested by the Authority's representative;
- (f) comply with all negotiated directions and instructions issued by the Authority in relation to the Project, provided they are within the reasonable contemplation of the Project Documents;
- (g) use materials of suitable quality which are to be part of the work;
- (h) properly supervise and control the work of its employees/agents;
- (i) comply with all safety requirements notified to it by the Authority or required by law to be observed by the Contractor.

2. Payment of Contract Amount

Unless Schedules 2 or 4 provide for some other mechanism for payment of the Contract Amount, payment thereof shall be made by the Authority following the submission of tax invoices for work actually performed and/or expenses actually incurred and shall be accompanied by an itemised statement of same.

3. Contractor's Records

The Contractor must:

- (a) maintain financial receipt and expenditure details; Project related correspondence and other Project materials;
- (b) permit the Authority's officers and agents to inspect (and if necessary be supplied with copies of) all Contractor's accounts and other documents including any tender documents, relating to the Project; and
- (c) comply with all reasonable requests by the Authority for other information and particulars concerning the Project.

4a. Assignment

The Contractor agrees to undertake and complete the Project itself. This Contract is not assignable, except where a project document referred to in Schedule 1 identifies a subcontractor to perform certain project tasks. Where such name appears the Authority approves the use of such subcontractor(s) to perform such tasks.



4b. Change of Principal

If the Principal in this Agreement (i.e. the Authority) is reconstituted, renamed or replaced or if its powers or functions in respect of the performance of this Agreement are transferred to another entity, this Agreement is deemed to refer to that new entity as Principal.

5. Insurance

The Contractor, before commencing the Project, must hold or effect policies of insurance appropriate to the Project. Such policies of insurance shall cover:

- (i) Workers' Compensation;
- (ii) Public Liability insurance to an amount of AUD \$10 million and Voluntary Workers Insurance;
- (iii) loss of or damage to any component works being undertaken as a part of or comprising the Works, any temporary works and all materials, construction plant and other things that are brought onto the Work Location Site by or on behalf of the Contractor, to an insured amount not less than the Works Cost;

and promptly produce to the CMA evidence of the insurances held whenever requested to do so.

6. Responsibility for Project

- (a) The Project shall be undertaken at the Contractor's risk.
- (b) The Contractor shall not be liable for any instruction/directions, standards, criteria, professional structural works designs or benchmarks (policies) notified in writing by the Authority with which the Contractor must comply.
- (c) Contractors and landholders are reminded to check their WorkCover responsibilities regarding people at project sites.

The nominated Contractor's Representative may be altered in accordance with Section 9 of this contract.

7. Failure to Perform the Project

- (a) If in the opinion of the Authority the Contractor has failed to perform the Project or strictly comply with its Reporting Requirements in accordance with this Contract (Schedule 5) the Authority may serve a notice on the Contractor specifying the term of the Contract or Project Document or Reporting Requirement not complied with.
- (b) If the Contractor fails to remedy any matter set out in such notice the Authority may, at its absolute discretion:
 - (i) withhold any payment of the Contract Amount or part thereof; or
 - (ii) terminate this Contract.

8. Delay

- (a) Should the Contractor become aware of anything that will or may cause the Project not to be completed by any completion date stated in the Project Specification or Project Timetable (Schedule 3) then the Contractor shall notify the Authority's Representative immediately and submit in writing a request for an extension of the time for completion.



- (b) Should the Contractor fail to proceed with the Project promptly, or, without the approval of the Authority, suspend the progress of the Project or abandon the Project, the Authority may terminate the Contract. Notwithstanding this, which includes an attempt to resolve the issue by both parties, the Authority reserves the right to terminate the Contract if the Project is not completed by the completion date.

9. Variations

Where it is proposed by either party to make a variation to the Project Specifications, that party shall notify the other in writing. Work on the variation(s) shall not proceed until both parties have approved the variation(s) and the Schedules have been amended in accordance with the approval.

10. Cost Overruns

The Authority will not pay any amount in addition to the Contract Amount set out in Schedule 2 unless prior approval for such payment, in writing, is obtained from the Authority. Such approval may be given or withheld in the Authority's absolute discretion and if given may be subject to conditions.

11. Termination

- (a) Either party may terminate the whole or any part of this Contract at any time by 28 days written notice addressed to the Contractor or Authority and such termination shall not expose either party to any claim for damages by reason of that termination.
- (b) Upon any termination of this Contract, the Authority will only be liable to pay the Contractor for work satisfactorily completed at the date of termination and the Contractor is to return any over-payment. The Authority may request the Contractor in writing to repay such over-payment, together with interest at the District Court debt rate for the time being. If the Contractor fails to repay all money and interest, the Authority may recover them in any appropriate court as a debt due to the Crown.
- (c) Nothing herein shall affect either party's common law rights to terminate the Contract on account of a repudiation by either party and recover damages.

12. Service of Notices

Any written notice or demand provided for in this Contract may be served on the Contractor by ordinary prepaid post, facsimile or e-mail to the Contractor Contact's address shown on the face of this Contract.

13. Authority's Representative

The Authority's Representative nominated under this Contract shall have the following duties:

- (a) oversee the performance of the Contractor under this Contract;
- (b) serve any notice referred to in the Contract;
- (c) receive and consider reports to be provided by the Contractor under this Contract;
- (d) maintain liaison (including considering reasonable requests) with the Contractor under the provisions of this Contract and otherwise act for the Authority hereunder.

14. Publicity and Publications

The Contractor acknowledges and agrees that, as this is a Northern Rivers CMA project, all publicity and publications with respect to the Project will be approved by the Northern Rivers CMA Contract Contact before printing and release.



The Contractor agrees to actively acknowledge and promote the Authority's Project and all publicity and/or publications produced as part of the Project must be prominently branded with the Northern Rivers CMA logo and referenced as follows:

The [project name] project of the Northern Rivers Catchment Management Authority (CMA) has been undertaken by [contracting organisation] through funding from the Australian and NSW Government.

The Contractor must provide three copies of all material produced as part of the Project to the General Manager of the Northern Rivers CMA, as well as an electronic copy to northern@cma.nsw.gov.au for use on the CMA website.

The Contractor must ensure that any communication activity, including publications, articles, newsletters, field days and signs relating to the Project, acknowledges that it has received Australian and/or NSW Government funding and displays the agreed generic logo or branding, unless agreed otherwise.

The Contractor must ensure that all photos used in project publicity and/or publications have received consent from the individuals (especially minors) through a "Photo Release Form".

15. Goods and Services Tax

- (a) In this clause the expressions "consideration", "GST", "GST Law", "recipient", "supply", "adjustment note", "adjustment event", "input tax credit" and "tax invoice" have the meanings given to those expressions in the A New Tax System (Goods and Services Tax) Act 1999. A reference to a party to this Contract includes a reference to that party's "representative member" as defined in the above Act.
- (b) The Contractor may recover from the Authority any GST payable in relation to this Contract. The amount of any GST shall be paid at the same time as the consideration is paid for the supply to which it relates.
- (c) Unless expressly stated otherwise, the contract amounts or other consideration specified payable from the Authority to the Contractor are inclusive of GST at the GST rate prevailing at the Contract date. If the GST rate is varied during the currency of the Contract, the GST inclusive amount may be varied to reflect those changes.

In the imposition of GST or any subsequent change in the GST law is accompanied by an abolition or reduction in any existing taxes, duties, excises or statutory charges the consideration payable by the Authority shall be reduced by the same proportion as the reduction in the Contractor's cost. The Authority may request that the Contractor provide it with all reasonable evidence necessary to demonstrate compliance with this clause.

All invoices or claims submitted by the Contractor under this Contract will be accompanied by a tax invoice. The Authority is not required to pay any amount on account of GST until this requirement has been complied with.

- (d) Where an adjustment event occurs in relation to any supply under this Contract, the supplier must provide an adjustment note to the other party within 14 days after that adjustment event.
- (e) To the extent the Authority is liable under this Contract to reimburse the Contractor for any costs that the Contractor has incurred with a third party, the Authority will only be liable to reimburse the Contractor for the amount of those costs less any input tax credit the Contractor is entitled to.



If the GST applies to any supply made by the Authority under this Contract, the Contractor will pay an amount on account of that GST liability to the Authority within 14 days of being provided with a tax invoice.

Unless expressly stated otherwise all monetary specification limits (eg insurance) in the Contract are exclusive of GST.

16. Intellectual Property

- (a) Subject to any agreement between the Authority and the Contractor to the contrary, the title to and intellectual property rights in any material arising from the Contractor's performance of the Contract vests solely upon its creation in the Contractor.
- (b) The Contractor grants to the Authority non-exclusive, perpetual, royalty free licence (including a right to sub-licence) to use such material.
- (c) Clause 16(b) will not affect any pre-existing IP rights of any material, information or services provided by any party. Where this contract generates or provides material containing pre-existing IP material and a right to pre-existing material cannot be licenced, the licence as a minimum must enable the Authority to make contract material available to third parties and/or in the public domain. By signing this agreement, the contractor agrees to such a minimum licence.
- (d) Crown copyright rules apply to material developed by or on behalf of the Crown. For example, data collected or derived from existing State held data will remain considered Crown copyright.
- (e) The Contractor must provide data products which comprise or are a component of the Contract Material with metadata (documentation about data) that meets the most recent standards specified by ANZLIC (www.anzlic.org.au) – the Spatial Information Council.
- (f) The NRCMA can provide Lot and DP information when required. This information is only to be used for the purposes of the contract and not for any other purposes during or subsequent to the contract period.

17. Privacy

Both parties agree to comply with the Information Privacy principles set out in section 14 of the Privacy and Personal Information Protection Act 1998 and to comply as far as practicable with any policy guidelines set down by the Authority relating to the handling of personal information.

18. Dispute Resolution

Any dispute or difference ("dispute") arising out of or in connection with this contract must be resolved as follows:

- (a) The parties will cooperate with each other and use their best endeavours to resolve by mutual agreement any differences between them and all other difficulties which may arise from time to time relating to this Contract.
- (b) If a dispute is not resolved through the above procedure the parties must then refer the dispute to mediation by a qualified Mediator agreed to by the parties.
- (c) The Mediation Referral commences when any party gives written notice to the other(s) specifying the dispute and requiring its resolution under this clause.
- (d) Each party must continue to perform this Contract notwithstanding the existence of a dispute or any proceedings under this clause.



19. Key Persons

- (a) The contractor must use its best endeavours to ensure that where persons are named either in the application or work plan, those individuals are engaged in the performance of the role identified.
- (b) The contractor shall notify the Authority immediately if a person named in the documents ceases to be engaged in the performance of the role and shall forthwith provide details of similarly qualified or experienced substitutes for that person.
- (c) Any substitute for a person named must be approved by the Authority before commencing work, however in this regard the Authority must not unreasonably withhold its approval.
- (d) If the Authority does not approve of a substitute or if no substitute is put forth by the Contractor for approval then the Authority may regard the Contractor as in default of this agreement.

20. Term of Agreement

The term of this agreement shall be for the period specified in Schedule 3 – Project Timetable.



SPECIAL CONDITIONS:

1. The Australian Government requests all reports be printed double sided and if possible on recycled paper to comply with their reduce, re-use, recycle policy;
2. All publicity, including press releases and publications for this project are to be provided to the project's NRCMA Contact (see Schedule 5, Page 11) for approval prior to publication/ release to the media.



SCHEDULE 1 – PROJECT SPECIFICATION

Project Description

This project will support Local Government to implement priority NRM actions from existing NRM Plans leading to improved coastal resource condition, through **on-ground works**. Through this project the Tweed Shire Council (TSC) will target a range of environmental weed species in the Tweed Coast Reserve - primarily in coastal dune vegetation and also at two or more selected rocky headland sites along the whole Tweed Shire coastline (approx. 33km). To ensure optimum control, the weed species will be treated over their summer growth period. This will follow on from bitou bush control works completed in early spring and build on the previous efforts of Council, private contractors and Dunecare groups to control coastal weeds in recent years. The weeds to be targeted include *Asparagus* spp., *Bryophyllum* spp., Glory Lilly (*Gloriosa superba*), Morning Glory (*Ipomoea* spp.) and other invasive species that are actively growing at this time and are readily controlled as part of an integrated environmental weed control program in coastal high conservation value (HCV) vegetation.

Tweed Shire Council in partnership with Far North Coast Weeds (FNCW), the Department of Lands (DoL), Dunecare groups, private contractors, Tweed Byron Local Aboriginal Land Council (LALC) and the Department of Environment and Climate Change (DECC) has had considerable success in controlling and reducing incidences of Bitou Bush & other coastal weeds along the coast. While this work continues, management of other weed species in the dunal zone is now seen as a priority to complement the Bitou bush effort and to further facilitate the recovery/restoration of biodiversity values within endemic coastal HCV vegetation communities and for the protection of threatened species.

On-ground works will be undertaken through a combination of private sub contractors and local Dunecare groups and will complement ongoing and completed projects in the coastal reserve. The project will be well publicised through Council's *Tweed Link* local newsletter on two separate occasions during the program - with a distribution of approximately 35,500 and also with a field day/media event toward project completion to showcase project outcomes.

The known project site details (including weeds present) are listed below the contract workplan. Additional sites will be added after project commencement. Sites include areas at North Kingscliff, Casuarina, Bogangar, Pottsville and Wooyung. In addition two rock substrate locations have also been selected for targeted weed control and bushland restoration works - Fingal Head Quarry and Point Danger Headland (above Duranbah Beach). These physically challenging sites are overdue for work and contain environmental weeds that may disperse into surrounding HCV coastal bushland and/or contain HCV vegetation that is threatened by weed encroachment. Total area of weed control and vegetation enhancement at these sites will be at least 100 hectares.

Project Outcomes:

The following Outcomes will be delivered within the project area, through implementation of the **Project Work Plan** attached as **Appendix 1**.

1. Priority NRM actions of a coastal zone NRM plan implemented;
2. Reduced incidence and density of a range of priority coastal environmental weeds and risk of new invasions minimised to complement existing and ongoing natural resource management works in the Tweed Coastal Reserve;
3. Improved coastal zone ecosystems, biodiversity values and resilience within coastal vegetation communities through weed impact reduction and dune/headland native vegetation rehabilitated



4. Increased community awareness of the values of healthy coastal vegetation; the adverse impacts of coastal weeds; the benefits of environmental weed control; and the role of the NRCMA, TSC NRM unit and its partner organisations and community in native vegetation enhancement in the coastal zone.

Project Outputs

1. Enhancement & protection of coastal dune and headland vegetation communities over a minimum area of 100 ha;
2. Environmental weed control over a minimum area of 100 ha of coastal dune and headland vegetation;
3. Location & Site maps detailing photopoints for all project sites with accompanying before/after photos for all photopoints & project sites;
4. A minimum of 2 written articles specifically relating to this project;
5. A minimum of 1 awareness raising event at one or more project sites showcasing this project.



SCHEDULE 2 – CONTRACT AMOUNT

A total amount of **\$35,000** (+ \$3,500 GST) will be paid to the Contractor by the Authority to satisfactorily complete the project by achieving the Project Outcomes through delivery of Project Outputs as specified in the Project Work Plan

SCHEDULE 3 - PROJECT TIMETABLE

Start Date: The date the Contract is signed by the Authority's Representative

Completion date: 15 June 2009

SCHEDULE 4 - PAYMENT SCHEDULE

Payment will be available in instalments as follows:

1st Payment – Following the Contract being signed by both parties, a payment of **\$10,000** (+ \$1,000 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below.

2nd Payment – Upon satisfactory acceptance of a **Progress Report due 15 March 2009** (see Schedule 5) a payment of **\$10,000** (+ \$1,000 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below.

Final Payment – Upon satisfactory acceptance of the **Final Report due 15 June 2009** (as outlined in Schedule 5) a final payment of **\$15,000** (+ \$1,500 GST) will be processed. The payment will be based on the contractor's tax invoice, which must be forwarded to the Grafton office, as detailed below.

INVOICING

The Northern Rivers Catchment Management Authority will forward you a Purchase Order once your contract has been processed. This purchase order will list all your payments and note the date your payments are due.

When sending us your Invoices please ensure the relevant Purchase Order Number is noted on the invoice otherwise the invoice will be unable to be processed.

All invoices are to be forwarded to:

Northern Rivers Catchment Management Authority
PO Box 618
Grafton NSW 2460

SCHEDULE 5 – REPORTING REQUIREMENTS

Your NRCMA Contract Contact for this project is:-

Bronwyn Scott
Northern Rivers Catchment Management Authority
PO Box 678 MURWILLUMBAH NSW 2484
Phone: 0266 767391
Fax: 0266 767388
bronwyn.scott@cma.nsw.gov.au



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Progress report

The contractor will be required to provide the Authority's Representative with a Progress Report on **15 March 2009** demonstrating satisfactory progress in the delivery of project Outputs as specified in the Project Work Plan (Appendix 1). The report must be submitted using the template provided (Appendix 2). All publicity releases should be included. The Progress report should be addressed to the above NRCMA Contract Contact.

Final Report

The Contractor is required to provide the Authority's Representative with two original hard copies of a Final Report using the attached Final Report Template and also one in electronic form (emailed, CD etc). Visual presentation of information, where relevant, such as maps, graphs, figures and photographs, is desirable in the Final Report.

Utilising the **Appendix 2** template, the Final Report must include the following –

1. Project Administration
2. Summary of Project Outputs
3. Final Report – Project Work Plan – a fully completed Project Work Plan including Project Tasks, Outputs and Achievements.
4. Final Report – Financial Information – an auditable financial record of the project, including in-kind contributions and additional funds obtained
5. Final Report – Project Evaluation - an evaluation of the project including achievement of outcomes, identification of any problems, further work required, and any recommendations to improve future projects.
6. Declaration
7. Three copies of other project reports, photos, maps, media releases, communications material and any other product developed or produced throughout the project.

The **Final Report** is to be forwarded to the NRCMA Contract Contact (see above). Once approved, the Grafton office will release your payment.

Reporting of On-Ground Works Undertaken

The contractor must record, by the Completion date (Schedule 3), location and output information for any on-ground works undertaken during the project, using the reporting template and guidelines provided by the NRCMA Contract Contact.

Unsatisfactory Reports

If any report is deemed to be unsatisfactory by the Authority, the Contractor will be contacted by the Authority's Representative or his nominee to discuss areas of concern and appropriate action. Reports should then be amended and resubmitted on a date agreed to by both parties.

Auditing of Projects

As part of the NRCMA's monitoring and evaluation of projects we have an auditing process in place that monitors a small number of projects on an annual basis.

APPENDIX 1 – Contractor's Work Plan

APPENDIX 2 – Progress Report template

APPENDIX 3 – Final Report Template and Budget Template



Project Tasks					
Task No.	(2) Task Description	(3) Outcomes Linked	(4) Partnerships	(5) Budget \$	(6) Planned Completion Date
1	Establish project team and resources, project management including reporting, monitoring, finalise site selection to total 100ha & initiate contact with relevant Dunecare groups	All	Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups	\$500	Late Jan 2009
2	Identify priorities from the Northern Rivers Catchment Action Plan, Tweed Coast Regional Crown Reserve - Draft Plan of Management and the Plans of Management for Pottsville, Hastings Point, Bogangar, Kingscliff and Fingal Dune Care sites, etc.	1	Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups	TSC	Early Feb 2009
3	Monitoring - Set up photopoints at each on-ground works site - to record before & after photos, (1 or more photopoints for each site) - Accurately map the location of all photopoints and transect/s - Record before photos from each photopoint at commencement of project	All	TSC (in conjunction with Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups)	\$500	Feb 2009
4	On-ground rehabilitation works commenced on minimum of 100 hectares of coastal HCV vegetation at agreed project sites. Works to include weed control and eradication of coastal weeds including Glory Lilly, Mother of millions, Asparagus spp., Morning Glory spp, Madera vine, Planting and care of appropriate species where required.	1,2,3	Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups	\$ 38,000 (\$33,000 NRCMA \$5,000 TSC)	Feb 2009
5	Submit NRCMA Progress Report	All	TSC	TSC	15 March 2009
6	On-ground rehabilitation works completed on minimum of 100 hectares of coastal HCV vegetation at the above sites targeting environmental weed control and eradication where possible of coastal weeds including Glory Lilly, Mother of millions, Asparagus spp. and Morning Glory spp. Planting and care of appropriate species where required to enhance native vegetation communities.	1,2,3	Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups	[As above \$ 38,000 (\$33,000 NRCMA \$5,000 TSC)]	Early June 2009
7	Education and Awareness - Two media releases specifically relating to this project published in the Tweed Link or other local papers (1 during project and 1 upon project completion) - Deliver 1 community awareness raising events (towards/at completion of the project at one or more project sites to showcase outcomes)	4	TSC (in conjunction with Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups)	\$500	12 June 2009



Project Monitoring & Evaluation									
(7) Output Code	(8) Output Description	(9) Measure 1	(9) Measure 2	(10) Outcomes Linked	(11) Tasks Linked	(12) Planned Completion Date			
8	<p>- Complete project map/s detailing location of monitoring program including location & extent of all on-ground works (e weed control/ revegetation & remnant/coastal vegetation enhancement sites; and the location of all photopoints;</p> <p>NB Electronic maps should be a shape file/s showing all sites / ESRI shape files using datum GDA 1994, projection AMG / MGA Zone 56). Both hard copy & Electronic versions of the maps should be submitted with reports.</p> <p>- Collate before & after photos for all photopoints;</p> <p>- Monitor & compile a brief evaluation on the success of the project's on-ground works</p>	All	TSC	TSC (in conjunction with Contractors, Hastings Point, Cabarita/Bogangar and Kingscliff Dune Care Groups)	\$500	15 June 2009			
9	Enter this Project's Outputs into the NRCMA Reporting System (to be advised)	All	TSC						
10	Submit NRCMA Final Report	All	TSC						
Measurable Project Outputs									
CB1.1	Awareness-raising Event	1	20	All	7	June 09			
CB1.2	Written products	2	35,000+	All	7	March 09 June 09			
CB5.1	Community Group or Projects Assisted	4		All	All	May/June 2009			
OG3.1	Coastal Vegetation rehabilitated and enhanced	100 ha		1,2,3	2,4,6	12 June 2009			
OG8.1	Pest plant/coastal weed Control	100 ha		1,3	2,4,6	12 June 2009			



Treatment Sites to include the following:

Dunal HCV Vegetation Sites

1. Nth Kingscliff – Murphy's Road. Includes all coastal vegetation from beach access track at Murphy's Road & McKissock Drive corner south behind Murphy's Road housing to & including Casperson Park adjacent to the Nth boundary of Kingscliff North Holiday Park. Approx 6.4 ha in extent & includes extensive areas of Glory Lily & Asparagus in the understorey.
2. Kingscliff North Caravan Park to Zephyr Street. This site continues on south from the preceding site to the beach access track opposite Zephyr Street approx 1 km. Infested by Glory Lily, Asparagus, Ochna & Mother-of-Millions & is approx 5.7 ha. Following a request from Kingscliff Dunecare undertake an intensive initial weed run with contractors & Dunecare who will undertake the follow up & longer term maintenance works.
3. Casuarina – southern coastal strip. Includes all coastal vegetation north from Cudgen NR boundary & east of cycleway for approx. 550m to opposite Casuarina Beachfront Playground - approx. 6.2 ha in extent, understorey infested with Glory Lily, Coral Berry & exotic grasses.
4. Bogangar North. The site extends south from the Cudgen NR boundary & east of the Casuarina Beach caravan Park & south behind the housing for approximately 350 m. to Pandanus Pde. approx 2 ha., containing Mother-of-Millions, exotic grasses & most notably Madeira Vine, which has been identified as a serious problem.
5. South Cabarita Beach – adjacent to Coast Road. This site occurs east of the Tweed Coast Rd & opposite a section of Cudgen NR. It extends approximately 300 m north & south from the Coast Rd/ Round Mountain Rd intersection with a variable width of 100 to 150 m. – approx. 6.6 ha & includes areas of Pink Bloodwood, Swamp Box & Paperbark OF-W. Weed species include Winter Senna, exotic grasses, Mother of Millions, Glory Lily & Groundsel.
6. North Pottsville . North of Elfran Avenue & track to beach at its eastern end & extends approx 500m north & back from the beach for 150 to 200m. This site has a range of weed species including exotic grasses, Glory Lily, Leptospermum laevigatum & Bitou, covering approx. 7 ha.
7. Wooyung. This site extends south from the Tweed Coast Rd corner at Wooyung south in a narrow strip to the boundary of Billinudgel NR. The site is 50m wide or less & approx. 800m in length covering approx. 3.5 ha & supports an area of Littoral rainforest. Weed species include Glory Lily, Five-leaf Morning Glory & Asparagus.

Headland/Quarry Sites

8. Duranbah Head. This site will require considerable effort & financial input as some of the area is steep & rocky. Full treatment will involve preparatory works undertaken along the edges of the native vegetation remnants to reduce the current impacts of exotic grass encroachment & to trim vines which are smothering the canopy. Other weeds include Umbrella Trees, Asparagus, Winter Senna, Agave sp., Ochna, Murraya, Morning Glory & Madeira Vine. This site encompasses approx. 2.3 ha.
9. Fingal Head Quarry. This site adjacent to an important littoral rainforest remnant south of Fingal Head has a heavy Bitou infestation along with Winter Senna, Lantana, Mother-of-Millions, Umbrella Trees & exotic grasses. The site predominantly occupies a near vertical quarry face & poses challenges to treat. The site occupies approximately 0.8 ha.

Area subtotal 40.5 Ha

NB Additional Tweed Coast HCV coastal vegetation sites to be included for environmental weed control to Total a minimum of 100 ha for this Contract



APPENDIX 2
PROGRESS REPORT FOR CMA PROJECTS
Northern Rivers Catchment Management Authority
Progress Report No. 1

CONTRACT TITLE: Tweed Coast Environmental Weed Management

CONTRACT NO.: NHT-UNA-1

CONTRACTOR'S CONTACT: John Turnbull

CONTRACTOR: Tweed Shire Council

1. Comments on Project progress

Provide an overall statement on: any relevant problems or impediments to project implementation, including achievement of Outcomes.



Northern Rivers Catchment Management Authority
Contract No. NHT-UNA-1
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PROJECT TASKS & OUTPUTS

In the tables below, list all Project Tasks, Outputs and Planned Dates & Measures as they appear in the Contract Work plan, up to the completion date for this progress report (also include any project tasks that have been started/completed from the next stage/s of the contract). Please provide information on Actual Dates & Outputs and any relevant Comments.

PROJECT TASKS

(Insert from Workplan's Project Task table)

Task No.	Task Description	Task (or %) Completion Date		Comments, Problems & Reasons for any Variations from Planned
		Planned	Actual	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

MEASURABLE PROJECT OUTPUTS

(Insert from Workplan's Project Outputs table)

Output Code	Output Description <i>(Attach any relevant output documents, eg. media articles, reports)</i>	Measurable Outputs				Output Delivery Date		Comments, Problems & Reasons for any Variations from Planned
		Planned Measure 1	Planned Measure 2	Actual Measure 1	Actual Measure 2	Planned	Actual	



3. Declaration:

I declare that I am an authorised representative of the recipient organisation, that the information given on this form is complete and correct, and that expenditure of funds paid under the Contract has been solely on the project and in accordance with the terms of the Project Services Contract.

Name (please print)	
Position in Organisation	Phone E-mail
Signature	Date

Once completed, please submit this Progress Report and any accompanying /supporting information to the following NRCMA Contact person by the due date:

CMA Contract Contact Officer details:

Bronwyn Scott
Catchment Officer
Northern Rivers Catchment Management Authority
PO Box 678 MURWILLUMBAH NSW 2484
Phone: 0266 767391
Fax: 0266 767388
bronwyn.scott@cma.nsw.gov.au



Northern Rivers Catchment Management Authority
Contract No NHT-UNA-1
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CMA Contract Contact Comments/Recommendation

Signed
Date



Appendix 3
FINAL REPORT FOR CMA PROJECTS
Northern Rivers Catchment Management Authority (NRCMA)

CONTRACT TITLE: Tweed Coast Environmental Weed Management

CONTRACT NO.: NHT-UNA-1

CONTRACTOR'S CONTACT: John Turnbull

CONTRACTOR: Tweed Shire Council

PROJECT DURATION: Start: 15 January 2009 Finish: 15 June 2009

1. PROJECT OUTCOMES & EVALUATION

OUTCOME <i>(insert from contract schedule 1)</i>	COMMENT <i>(Describe the level of success, the results of any outcome evaluations conducted and any problems found in achieving the desired outcomes)</i>

Describe any insight or innovation gained from the project that could be used for future projects

List any recommendations you would make to improve delivery of a project like this in the future



2. PROJECT TASKS & OUTPUTS

PROJECT TASKS

(Insert from Workplan's Project Task table)

Task No.	Task Description	Task Completion Date		Comments, Problems & Reasons for any Variations from Planned
		Planned	Actual	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

MEASURABLE PROJECT OUTPUTS

(Insert from Workplan's Project Outputs table)

Output Code	Output Description <i>(Attach any relevant output documents, eg. media articles, reports</i>	Measurable Outputs				Output Delivery Date		Comments, Problems & Reasons for any Variations from Planned
		Planned Measure 1	Planned Measure 2	Actual Measure 1	Actual Measure 2	Planned	Actual	



3. FINAL PROJECT INCOME & EXPENSE REPORT

Income/Contributions			
Source	Cash Amount \$ <i>(insert Contract Amount from schedule 2)</i>	In-kind Amount \$ <i>(office use only)</i>	Total Amount \$
NRCMA Contribution			
Proponent's Contribution			
State Agencies Contribution			
Other Contributions*			
Total			
Expense/Cost			
Tasks	Cash Amount \$	In-kind Amount \$	Total Amount \$
Total			

*Other contributors eg. Council, Landholder, Landcare Groups



4. Landholder Agreements: (f applicable):

Have all landholder management agreements, as specified in the contract special conditions, been forwarded to the NRCMA General Manager? (yes/no-why not?)

5. Declaration:

I declare that I am an authorised representative of the recipient organisation, that the information given on this form is complete and correct, and that expenditure of funds paid under the Contract has been solely on the project and in accordance with the terms of the Project Services Contract.

Name (please print)		
Position in Organisation	Phone	E-mail
Signature	Date	

Once completed, please submit this Final Report and any accompanying /supporting information to the following NRCMA Contact person by the due date:

CMA Contract Contact Officer details:

Bronwyn Scott
Catchment Officer
Northern Rivers Catchment Management Authority
PO Box 678 MURWILLUMBAH NSW 2484
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