



SCOPE OF WORKS

1 THE PROJECT

The Shire of Denmark (the 'Shire') is undertaking a review and update of the *Mount Hallowell Reserve Management Plan*.

The project entails a review of the existing *Mount Hallowell Reserve Management Plan (2008)* and development of a revised updated *Mount Hallowell Management Plan* document (the 'Plan') with management recommendations over a ten-year timeframe.

The update of the Plan intends to:

- review and audit the 2008 plan's management actions
- review the background information and undertake a literature review
- *Map all existing tracks and trails across the reserve*
- re-define the management goals consistent with the reserve purpose of 'Conservation and Recreation'
- update management actions relevant to management goals, opportunities and constraints for both conservation and recreation.

The brief requires input from a specialist consultant team comprised of the following professional disciplines as a minimum:

- Environmental management
- Land use planning
- Community engagement facilitation
- Landscape architecture / Concept planning
- GIS mapping specialists

2 PROJECT BACKGROUND

2.1 OVERVIEW

Mount Hallowell Reserve is one of thirteen A class reserves vested in the Shire which afford the greatest degree of protection for reserves of Crown land created under the *Lands Administration Act (1997)*. The high conservation and community value of Mount Hallowell Reserve as an A class reserve requires the local management authority to prepare and provide a management plan which considers all detail in relation to conservation, environmental and heritage issues relevant to the development, management and use of the reserve. The *Mount Hallowell Management Plan (2008)* is now due for review, with a recommended review period of ten years.

2.2 SUBJECT AREA

Mount Hallowell Reserve (Reserve 46618) is an A Class Reserve vested in the Shire of Denmark with the designated purpose of 'Conservation & Recreation'. The reserve totals an area of over 532 hectares situated approximately 5km south of the Denmark township with easy access from Ocean Beach Road.

Current recreational use of the reserve includes hiking, with the Bibbulmun Track traversing in an east-west direction through its centre, as well as unsanctioned informal mountain bike trail establishment and use, primarily situated on the lower slopes in the south-eastern section of the reserve.

2.3 STRATEGIC DIRECTIVES

Our Future (2033)

The review and update of the revised Mount Hallowell Reserve Management Plan is consistent with the Shire's Community Strategic Plan: Our Future (2033) which identifies environmental conservation and protection as one of three primary Shire service deliveries and lists the Mount Hallowell Reserve Management Plan as a key existing plan to turn our vision into action by operating as environmental custodians for the future.

Corporate Business Plan 2024-2028

Identifies the review of the Mount Hallowell Management Plan to occur in 2024/25.

Shire's Sustainability Strategy (2021-2031)

The Shire's Sustainability Strategy (2021-2031) supports the premise of protecting and enhancing our natural systems with a key Land and Nature objective to 4.1 "Implement responsible and sustainable practices through policy development and land-use planning."

Mount Hallowell Management Plan 2008

The Mount Hallowell Management Plan 2008 recommends a review of the entire Plan with community consultation every ten-year period.

2.4 BACKGROUND DOCUMENTS

Background documentation pertaining to the development of the *Mount Hallowell Reserve Management Plan* includes (but is not limited to):

- *Shire of Denmark Mount Hallowell Reserve Management Plan 2008*
- *Bushland Reserves Weeds Strategy (2024-2034)*
- *Report on Aboriginal Heritage Survey and Dieback on Ocean Beach and Mount Hallowell Mountain Bike Trail Network (2022)*
- *Mount Hallowell Reserve 46618 Dieback Occurrence Survey (January 2021)*
- *Flora and Vegetation Survey Report Part Reserve 46618 Mount Hallowell (2020)*
- *Vertebrate Fauna Assessment of Mt Hallowell (2020)*
- *Great Southern Trails Master Plan 2020-2029*
- *Great Southern Mountain Bike Strategy 2021*
- *Mount Hallowell Proposed Trail Development – public consultation report (2019)*
- *Mount Hallowell Trails Concept Plan (June 2021)*
- *A Guide to Macrofungi in the Shire of Denmark Mount Hallowell Reserves (2011)*
- *Wilson Inlet Foreshore & Mt Hallowell Reserves Fauna Survey (2011)*
- *Council Minutes – 18 October 2022 Ordinary Meeting Item 9.1.1*

3 SCOPE OF WORKS

3.1 GENERAL

The successful consultant is to deliver a review and update of the existing *Mount Hallowell Reserve Management Plan (2008)* to be delivered over an ten month period, with project acquittal not exceeding August 2025.

The review will encompass collation of background information and preliminary consultation to provide a foundation for a revision of the Plan.

To complement the existing information, all existing tracks and trails across the reserve are to be mapped against their current use (hiking, MTB, dual use, 4WD, management access).

Mount Hallowell Reserve management goals are to be re-aligned with reserve purpose of '*Conservation and Recreation*'. Management Plan actions are to be audited and reviewed.

Management actions are to updated and outlined over a short, medium and long-term timeframe, with management plan review envisaged in a ten year period.

3.2 STAKEHOLDER ENGAGEMENT

The Shire of Denmark has a passionate and engaged interactive community with a highly skilled, educated and invested demographic. A collaborative approach is needed to ensure effective management of our crown bushland reserve.

As part of the development of the Plan a Community Engagement Strategy is to be initiated to identify mechanisms by which effective engagement can occur to ensure community values and expectations are identified and incorporated into the management planning process.

3.3 REPORT STRUCTURE

Report structure of the Plan is to incorporate the following as a minimum:

- Acknowledgements
- Executive Summary
- Introduction
- Project Scope/Aim
- Project Area
- Project Background and Reserve History
- Stakeholder Engagement
- Values/ Opportunities
- Threats/ Challenges
- Management Goals – Environmental; Socio-cultural; Recreational; Economic; Infrastructure
- Management Actions - Recommendations listed respective to each identified goal/value category; site; responsibility; priority and resourcing requirements
- Financial responsibilities (capital and recurrent costs)
- Maps
- Appendices (bibliography, vegetation, fauna, flora, dieback, heritage values identified)

Shire of Denmark

Recommendations (Eg. tabular format)

| GOAL/VALUE | SITE | ACTION | RESPONSIBILITY | PRIORITY | RESOURCING |
|----------------|---|----------------------|------------------------|----------|------------|
| Recreation | Monkey Rock lookout | Interpretive signage | Shire - Reserves | M | Capital |
| Infrastructure | Carpark area at base of Sheila Hill Track | Demarcate car park | Shire - Infrastructure | L | Capital |

3.4 PROJECT DELIVERABLES

Project deliverables include:

- Project outline / project milestones
- Progress report(s)
- Stakeholder engagement and Community findings report
- Management Plan 2008 Actions Audit Report
- Mount Hallowell Reserve Management Plan (Draft & Final Draft) in editable format (Word doc. A4 portrait)
- Maps provided additional to within the plan provided in separate PDF documents
- Spatial data created for purposes of plan (shapefiles or geopackages)
- Financial report(s)
- Completion report

DRAFT Mt Hallowell Management Plan Review Engagement Plan

Proposed Key Engagement Questions:

- 1) What is the background and purpose of the project (revision of a new management plan)?
- 2) What is important to the community about the Mt Hallowell reserve?
- 3) What are the critical community concerns around the future of the Mt Hallowell reserve and how can they be addressed?
- 4) Have all target stakeholders and groups been included in the process of developing the new management plan?

Target Groups for Engagement Activities:

| Key Stakeholder Groups | Community |
|---|--------------------------------------|
| Bibbulmun Track Foundation | Ocean Beach residents and ratepayers |
| Denmark Dog Owners Group | Wider Shire of Denmark community |
| Denmark Bird Group | |
| Denmark Environment Centre | |
| Denmark Equestrian Management Group | |
| Denmark Mountain Bike Club | |
| Denmark Running Club | |
| Department of Biodiversity Conservation and Attractions | |
| DPLH – Indigenous Heritage South Coast Region | |
| DWER | |
| Friends of Bibbulmun Track (Mt Hallowell sections) | |
| Friends of Kooryunderup Mount Hallowell Reserve | |
| Green Skills | |
| Kwoorabup Barefoot Walking Group | |
| Ocean Beach Bushfire Brigade | |
| Private Property owners with a shared boundary with the Reserve | |
| Shire of Denmark (relevant staff) | |
| South Coast Bushcare Services | |

Project Delivery Roles:

Consultant – The consultant will deliver the community engagement and will write the draft management plan.

Shire – Shire of Denmark staff, will provide specialist advice and comment on project deliverables in the areas of planning, trail management, environmental management, infrastructure maintenance, engineering and compliance.

Project Control Group (PCG) - (referred to in this plan as Project Control Group or PCG) is to be established to function at an operational level to be comprised of representatives from Shire and the consultant. Shire of Denmark officer representatives will liaise with the consultant to ensure they have everything they need to deliver a successful engagement and document writing process.

Stakeholders/Community - All stakeholders are classified into two target categories for the purpose of this plan to ensure incorporated and/or organised groups have their opportunity to be involved in the review, and to recognise the wider community as an important stakeholder in the consultation process.

Key Terms:

This engagement plan relies on IAP2 principles. For clarity, the different levels of engagement are listed below:

- Inform
- Consult
- Involve
- Collaborate
- Empower

| Deliverable | Due | Target Group | Method | Level | Timeline |
|---------------------------------------|--------|-----------------|--|----------|----------|
| Preparation Work | | | | | |
| Engagement planning | OCT 24 | Executive Staff | Develop Community Engagement Plan. | Internal | SEP 24 |
| Engagement plan endorsement | OCT 24 | Council | Present Community Engagement Plan for endorsement by Council at the October Ordinary Council meeting. | Empower | OCT 24 |
| Your Denmark page | OCT 24 | Community | Launch project webpage 'Mount Hallowell Reserve Management Plan Review' to host community consultation information. (https://www.yourdenmark.wa.gov.au/mount-hallowell-management-plan-review) | Inform | OCT 24 |
| Engagement plan and project awareness | OCT 24 | Community | Promote Community Engagement Plan to wider community for awareness of key objectives of the review process. <ul style="list-style-type: none"> - Advert in Bulletin - Media release - Social media post - Your Denmark page | Inform | OCT 24 |
| Delivery and Implementation | | | | | |

| | | | | | |
|---|--------|----------------------------------|--|---------|--------------|
| One-on-one engagement | DEC 24 | Key Stakeholder Groups | Invitations sent to each key stakeholder group for specific one-on-one meetings with consultant, with option for on-site visit. <ul style="list-style-type: none"> - Letters - Email - Phone | Involve | NOV – DEC 24 |
| Community Survey | JAN 25 | Community | Gather community feedback about what is important about the reserve and any concerns, hosted via Your Denmark page. Promote: <ul style="list-style-type: none"> - Advert in Bulletin - Media release - Social media post - Your Denmark page - Posters - Enewsletter | Consult | NOV – DEC 24 |
| Analysis, Writing and Completion | | | | | |
| Draft Plan presented to Council | MAR 25 | Council | Council to receive Concept Briefing from consultant on engagement and research process, plus outcomes as presented in the draft plan. | Inform | MAR 25 |
| Draft Plan released for Public Comment | MAY 25 | Community | Incorporating community feedback from engagement so far and on-ground research conducted by consultant, a draft plan to be released on Your Denmark page, online public comment portal to be set up. Hard copies available at front counter (Shire Administration Building). | Consult | APR - MAY 25 |
| One-on-one engagement | MAY 25 | Key Stakeholder Groups/COmmunity | 1 Day drop in session. 1 Day bookeable appointments on request <ul style="list-style-type: none"> - Letters - Email - Phone | Involve | APR – MAY 25 |
| Final Plan | JUN 25 | Council | Final plan presented at Ordinary Council Meeting for adoption. | Empower | JUL 25 |
| | | Community | Make final document available to community: <ul style="list-style-type: none"> - Media release - Your denmark - Principal website - Facebook - enews | Inform | JUL 25 |
| | | Minister | Seek ministerial approval following Council adoption | Empower | AUG 25 |

RESERVE R46619

MOUNT HALLOWELL RESERVE/KOORYUNDERUP

Date of Assessment: 14.02.2024

Reserve number: R46618

Reserve name: Mount Hollowell Reserve/Kooryunderup

Location: Bounded by Ocean Beach Rd and Lights Rd

Reserve Purpose: Conservation and Recreation

Reserve class: A

Area (ha): 532.25

Vegetation type: Tall Forest: Karri-Jarraah-Marri (*E marginata*)

Bushland condition: Excellent

Weeds – See map for weed list

Access (and existing trails; potential vectors): Bibbulmun Track traverses Reserve.

Values (environmental sensitivities, threatened flora, fauna habitat): Very high and significant conservation and cultural value bushland. Excellent habitat for native flora and fauna with variety of ecosystem types. Bench mark for long unburnt vegetation.

Geology; terrain/slope: Steep slopes to North and South. Granite boulders and sheets throughout.

Hydrology (potential vector): Drainage lines to Little River

Current use: Outdoor recreation and scenery. Multiple walk trails.

Threats (eg. Dieback, ferals, illegal clearing, dumping): Weed invasion, unauthorized track building, Dieback.

Surrounding land use: Residential

Links to other reserves, corridors: R32861 to South east. R48429 to North east.

History of reserve: First Management Plan adopted by Denmark Shire Council in 1995. Plan reviewed in 2006

Recommended weed control actions against each reserve per weed species identified: see action plan

Resourcing requirements – including total estimates hrs required annually: priority reserve for management of invasive weeds along edges

Community involvement: participatory action and opportunities for environmental education – Friends of Reserve group assisting with reserve management. Opportunity for this group to encourage the formation of similar groups for other high conservation value bushland reserves.

Shire of Denmark Weed Strategy Plan

Reserve: 46618
 Reserve Name: Mt Hollowell
 Reserve
 Assessment Number: A3011
 Assessment Date:
 14/02/2024

| | | | | | | |
|-----------------------------|--------------------|--------------|-------------------|-------------------|-------------------|---------------------|
| Bushland Condition | pristine | excellent | very good | good | degraded | completely degraded |
| Weed Species/Density | very dense | dense | scattered | isolated | Reserve | R46618 |
| | Contour | Cadastre | Local Road | State Road | DBCA Trails | Bibbulmun Track |
| | River/Major Stream | Minor Stream | Minor Hydrography | Major Hydrography | Munda Biddi Trail | Hydrography |



South Coast
 Bushcare Services Inc
Green Skills Inc
 Working for a sustainable future
 Map production 14/03/2024

