

Motorised Recreation Adoption Agreement

between the

**Department of Parks and Wildlife
Swan Coastal District**

and

Wilbinga Shacks 4X4 Crew

January 2014



**Department of
Parks and Wildlife**



1. Introduction

This Motorised Recreation Adoption Agreement is a document to formalise a partnership between Wilbinga Shacks Crew and the Department of Parks and Wildlife (DPaW) in cooperation with WA Four Wheel Driving Association (WA4WDA) and Track Care WA (TCWA).

This Agreement has been developed in accordance with, and under the Memorandum of Understanding (MOU) between WA4WDA and TCWA.

2. Name and Location of Project/Adoption

Adoption Name	Wilbinga Area and Tracks Adoption
Club Name	Wilbinga Shacks 4X4 Crew
DPaW District	Swan Coastal District
Area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tracks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reserve Name	Wilbinga
Land Tenure	Conservation Park R 49994, State Forest SF65 and UCL

(See appendix 1 for a map of the project/adoption area)

3. Term

Start date	
Term	5 months
Finish Date	30/06/2014

4. Contact Details

Club Name	Wilbinga Shacks Crew				
Contact/s	Gary Gugiatti				
Position	Senior member				
Phone	94471750	Mobile		Email	
DPaW District	Swan Coastal District				
Contact/s	Charles Bellamy				
Position	Landscape Architect				
Phone	93340211	Mobile	0408027387	Email	Charles.bellamy@dpaw.wa.gov.au

Copies of the completed adoption are to be sent to:

- DPaW Recreation and Trails Unit (RTU), Locked Bag 104, Bentley Delivery Centre WA 6983
- WA4WDA, PO Box 6029, East Perth WA 6892
- TCWA, PO Box 8338, Perth Business Centre WA 6849

5. Adoption Objectives

- To keep tracks/area free of litter and illegal dumping.
- To rationalise and manage tracks to a standard that will allow for standard 4WD vehicles to traverse terrain with minimal damage to their own vehicle and surrounding natural environment.
- To have a regular presence of volunteers that will discourage anti-social behaviour of 4WD users to the area.

6. Agreed Works & Programs (attach JSA's)

A Project Form and associated Master Plan shall be supplied upon approval from the District.

7. Communication & Reporting

Contact shall be through Gary Gugiatti corresponding with Geoff Couper. DPaW Swan Coastal District landscape architect shall liaise with Danielle Stone of DPaW Recreation and Trails Unit.

8. Training Requirements

Minimal training required as the volunteers would be using conventional hand tools. A safety briefing shall be provided on site outlining the correct PPE, and techniques to reduce the likelihood of injury.

9. Resources

Club Resources

- 4WD vehicles
- Trailers: box, tray body, enclosed box

DPaW District Resources

- Catering
- Plant equipment
- Protective clothing
- Limestone rocks
- Work crews

10. Additional Conditions

The DPaW Standard Adoptions Conditions form part of this adoption agreement.

Motorised Recreation Standard Adoption Conditions

DPaW agrees to:

- Work with the Organisation to identify adoption opportunities on DPaW managed land and jointly pursue such projects with the [Organisation] and local DPaW District staff.
- Ensure the proposed adoption project is an approved DPaW Project in the local works schedule.

- To nominate a specific staff member to be the 'Adoption Liaison Officer' between DPaW and the Organisation.
- Complete a 'Community Involvement Program Project Notification' (DPaW206) for adoption/s and submit to the Community Involvement Unit (CIU) for processing.
- Ensure that completed 'Volunteer Registration' forms (DPaW205) are submitted to CIU.
- To submit (*as required*) completed 'District Quarterly Volunteer Return' forms (DPaW209) to CIU.
- Recognise and reward the efforts of the Organisation volunteers in keeping with DPaW's community involvement program targets.
- Provide appropriate policy, guidelines, regulations and forms pertaining to volunteering on DPaW managed lands.
- Establish and maintain two-way communications and ensure that the Organisation is advised of any changes that are likely to impact on the adoption activities.
- Provide maintenance standards, technical advice, guidance and inspection as may be required during the adoption.
- Provide DPaW volunteer orientation and safety induction to the organisation and its members; that reflect the nature of the volunteer activities prior to project commencing.
- Promote the work of the organisation in DPaW publications, visitor information and interpretive materials, media press releases and through the Department's website as appropriate.

The organisations and its members agree to:

- Work with DPaW on project opportunities, seek funding and facilitate Adoption projects on DPaW managed lands.
- To nominate a member to be the 'Adoption Liaison Officer' between DPaW and the Organisation.
- Work with DPaW Districts to identify opportunities for projects. to be completed within this adoption Obtain approval prior to implementation of any works on DPaW managed lands.
- Officially register the Organisation/s members as volunteers under DPaW's Community Involvement Program.
- On a regular basis submit completed DPaW 'Daily Sign-on Volunteer Hours' (DPaW205) forms to the District.
- Provide a report to DPaW's 'Adoption Liaison Officer' at the end of each period of works.
- Carry out only agreed works in accordance with the adoption.
- Immediately notify DPaW's 'Adoption Liaison Officer' or their nominated representative about any injuries and accidents that may occur during any maintenance work.
- Abide by all safety inductions and directions as part of the adoption. Volunteer workers are covered by the ***Occupational Safety and Health Act 1984*** and the ***Occupational Safety and Health Regulations 1996***.
- Abide by any special conditions, terms, policies or regulations that have been set by DPaW for the adoption (e.g. Emergency closures track or area closures - dieback risk, fires, floods etc) and operational hazards (harvesting, reduction burning etc).
- Comply with the ***Western Australian Road Traffic (Vehicle Standards) Regulations 1977*** with regard to all vehicles used on DPaW managed land. All drivers will comply with relevant provisions of the ***Road Traffic Act 1974***.

- Advise DPaW's 'Adoption Liaison Officer' or their nominated representative 30 days in advance of any planned track maintenance.
- All volunteers are encouraged to have formalised first aid training and carry a comprehensive first aid kit.
- Encourage safe and courteous public use; actively promote minimal impact use of DPaW managed land.
- Serve as ambassadors for the organisation and encourage cooperation with all other recreation groups and users.
- Organisation/s may report details on perceived incidents, but not attempt to enforce any laws while on DPaW lands, unless duly authorised.
- The Organisation/s doesn't expect financial reimbursement for expenses occurred during track maintenance work.

All parties agree to:

- Jointly seek funding for project resources and training opportunities.
- Recognise that the overall management of the lands remains with DPaW.
- Follow the agreed DPaW Incident or Risk Management procedures.
- That each party will bear their own costs of administration and management of activities undertaken in support of the Adoption Agreement, but may identify and implement those projects that the parties have agreed to jointly fund.
- The dispute resolution: Any disputes that arise will be dealt with constructively and in the spirit of this Agreement. If the dispute cannot be resolved at a local level within 14 days then it shall be referred to the respective Chair/President of the Organisation and the relevant DPaW District Manager for resolution.
- In the unlikely event that a dispute cannot be resolved, then any of the affected parties may withdraw from the Agreement in writing.
- Review their Adoption agreement prior to its completion.

Endorsement

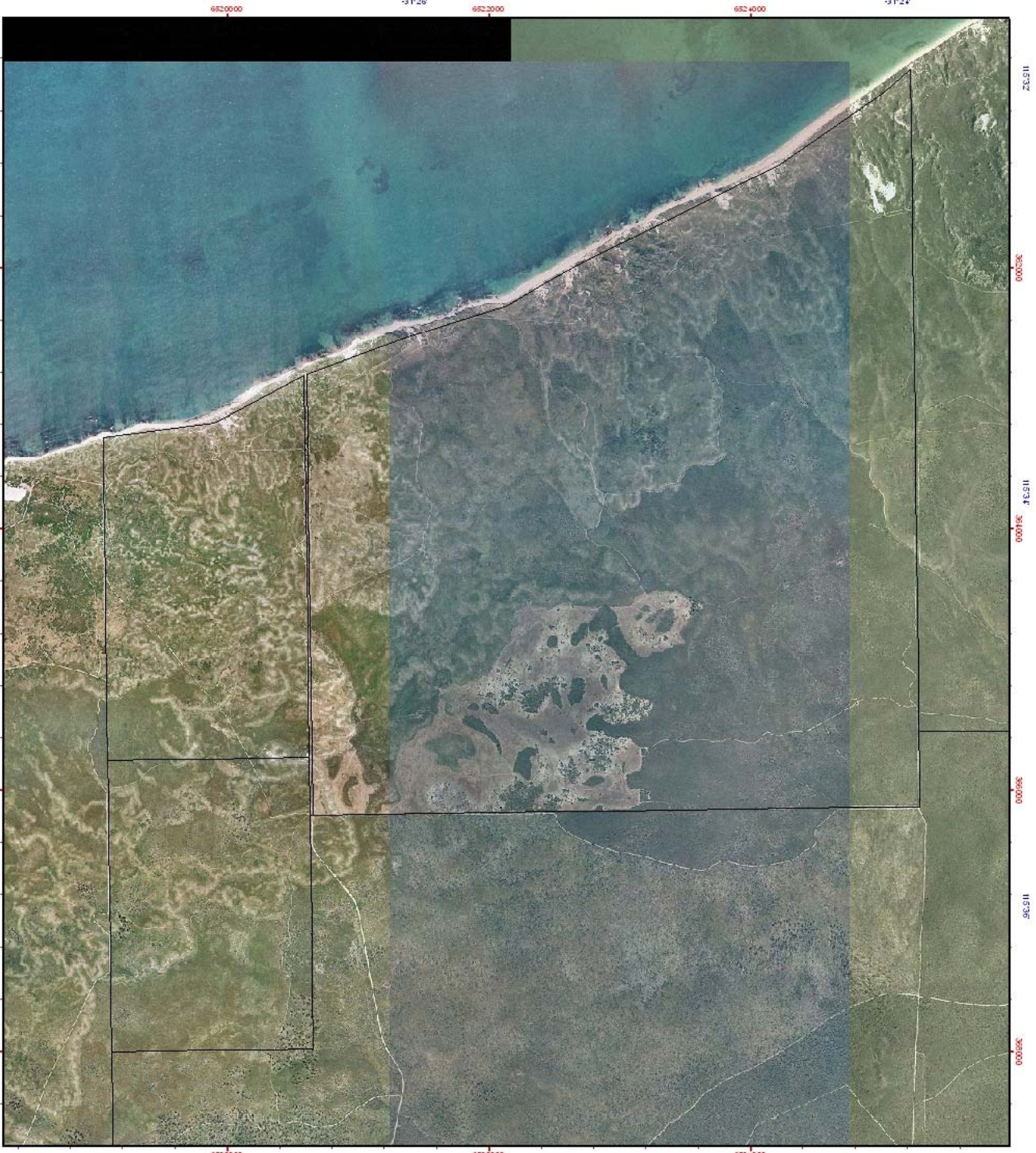
This agreement is endorsed by the President of the Wilbinga Shacks Crew and the DPaW Swan Coastal District Officer overseeing the adoption.

 Gary Gugiatti
 Senior member of the Wilbinga Shacks 4X4
 Crew

 Charles Bellamy
 Landscape architect, DPaW Swan Coastal
 District


 Date:

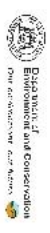
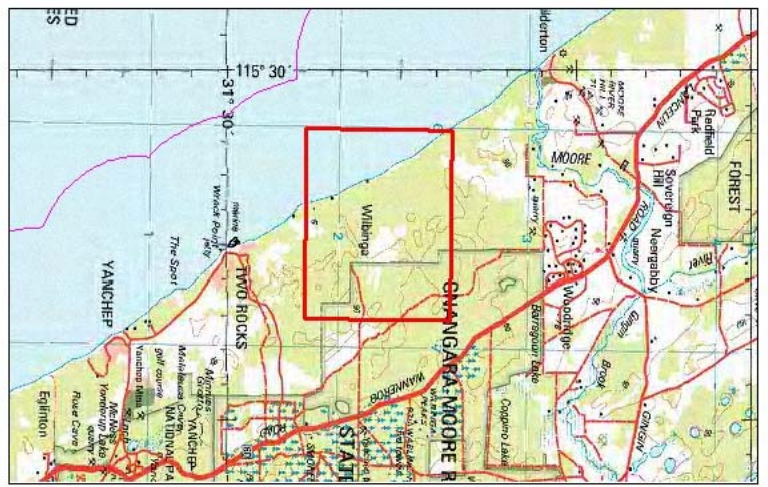
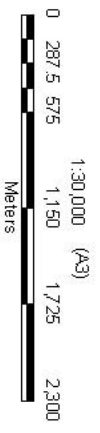
 Date:



Wilbinga

Legend

 DEC Estate (statewide)



Projection: Universal Transverse Mercator
 MGA Zone 50, Datum: GDA94

Produced by the
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Produced at 15:30pm, on November 1, 2012

Grid shown at 2 minutes intervals
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