



## Background

Sydney Weeds Committees is currently preparing a Local Weed Management Implementation Plan (the Plan) for the Sydney North subregion of the Greater Sydney Region.

The purpose of the Plan is to provide guidance on the management of local priority weed issues and widespread weeds across the landscape. It focuses on managing local priority weeds to improve the natural environment and outlines how land managers might meet their General Biosecurity Duty under the *NSW Biosecurity Act 2015*.

## Scope

The Plan is in a draft stage and needs some minor refinement of text and graphics, in addition to the development of strategic responses for each of the local priority weeds. The majority of work will be focussed on documenting the strategic responses so that the plan provides clear direction on the management actions required to (i) comply with the *NSW Biosecurity Act 2015* and (ii) enable effective management of local priority weed species.

As per the Request for Quotation documentation, Wild Matters would be expected to:

- Finish the document to a professional standard in the same format to the Greater Sydney Regional Strategic Weed Management Plan 2017-2022
- Develop the outcomes to demonstrate compliance with the General Biosecurity Duty and local strategic responses for each of the weeds on the list
- Insert accurate and up-to-date maps (to be provided by Sydney Weeds Committee).

## Methodology

Wild Matters has read and understood the scope and deliverables outlined in the Request for Quotation letter (and from phone conversations with Sydney Weeds Committee staff) and propose the following methodology:

1. Review existing Weed Risk Management (WRM) Assessments for local priority weeds.

Wild Matters will collate available assessments from the Sydney Weeds website & the DPI WIDX database to:

- a. Determine which species have assessments.

From preliminary investigation it appears that this group of species will include different categories, including some weeds that:

- have a regional assessment with a relevant management outcome and require no change and can be included directly in the Plan
- have a state level assessment with a management outcome, that require verification for local application
- have multiple assessments, possibly with conflicting management outcomes or conflicting scores for the same management outcomes, that require technical verification and/or verification for local application.



- b. Prepare a list of species that require either refinement of existing assessment or execution of new assessment.

In the case of the second and third category (listed above in 1a) there will be work required to determine an accurate management outcome for the North Sydney subregion. A list of these species will be drafted.

- c. Liaise with Sydney Weeds Committee on the best approach to deal with gaps.

Wild Matters will discuss findings with Sydney Weeds Committee staff. This may include advice on whether WRM assessments can be considered valid and accurate. Based on our experience with the assessments in WIDX it will be essential to verify some, if not many, of the assessments to ensure they are technically accurate and relevant at the sub-regional level.

## 2. Review the Local Weed Management Implementation Plan.

Wild Matters will revise and update existing content and, where necessary, undertake restructuring of the document for ease of reading. Consideration will be given to relevant plans, strategies and legislation, including:

- the Greater Sydney Regional Strategic Weed Management Plan 2017-2022
- the NSW Biosecurity Strategy 2013-2021
- the *NSW Biosecurity Act 2015*.

Updated maps and images (to be provided by Sydney Weeds Committee) will be inserted.

## 3. Stakeholder workshop to refine WRM gaps.

Wild Matters proposes the most efficient way to verify assessments is through a workshop with local stakeholders. This will enable technical experts to process priority species in one batch to determine a relevant management outcome at the subregional level.

Wild Matters will undertake preparation activities, including status of existing assessments and a methodology for revising existing assessments or undertaking rapid assessments for species with no existing assessment. Wild Matters will work with Sydney Weeds Committee to develop an appropriate approach, structure and agenda for the workshop.

Assessment outcomes will be collated and incorporated in the Plan.

Note – in order to keep workshop costs to a minimum this quote excludes:

- Workshop organisation, including email correspondence with workshop attendees, invitations, RSVPs etc.
- General logistics, including venue hire, catering, transport.

## Pricing

The price for these services has been itemised in Table1.

**Table 1 – Project Fees**

Tasks	Unit/hrs	Rate	Total
	\$		
<b>Review of existing Weed Risk Management Assessments for local priority weeds. Includes:</b> <ul style="list-style-type: none"> <li>- review available assessments on Sydney Weeds website &amp; WIDX</li> <li>- use existing assessments to collate relevant management priority categories where available</li> <li>- prepare list of species that require WRA or refinement of existing</li> <li>- liaise with Sydney Weeds Committee on findings.</li> </ul>	10.5	\$110	\$1540
<b>Review and update plan content. Includes:</b> <ul style="list-style-type: none"> <li>- revise and update general content</li> <li>- restructuring of goals, objectives etc</li> <li>- insertion of maps</li> <li>- drafting WRM strategic responses .</li> </ul>	3	\$880	\$2640
<b>Stakeholder workshop to refine WRM gaps. Includes:</b> <ul style="list-style-type: none"> <li>- Preparation &amp; delivery</li> <li>- Travel costs</li> </ul>	3	\$880	\$2640
	1	\$500	\$500
Project Management – fixed fee 15% of above costs	1	\$4,030	\$1098
<b>Total – includes GST</b>			<b>\$8418</b>

## Communication

Wild Matters is proud of its reputation as being responsive and sensitive to the needs of our clients. For resourcing purposes much of the engagement and consultation work proposed in this submission will be via phone and email communication. We will, however, adapt communication as required and as the project progresses.

## Reporting

Wild Matters will ensure Sydney Weeds Committee staff are kept informed on progress, both through fortnightly updates and other regular communication as needed.



### Company details

Name of Supplier and address of registered office:	Wild Matters Pty. Ltd. 11 Templeton Street Castlemaine, VIC, 3450
Australian Business Number:	19 152 749 230
Name of Principal Contact:	Matt Sheehan
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### Supplier's experience

Established in 2011, Wild Matters Pty. Ltd. operates Australia-wide in the fields of natural resource management (NRM), agriculture and the environment, with specialisation in biosecurity (invasive plants and animals). Wild Matters work from the local to the national level, from strategic planning through to on-ground implementation.

Wild Matters provides policy, strategic and operational advice and program delivery. Clients include government, industry, NRM bodies and community groups. We also have extensive experience in community and stakeholder engagement through consultation, facilitation, delivery of presentations and information sessions, training, development of extension material (content and design) and survey and questionnaire design.

We have staff who specialise in monitoring and evaluation design, implementation and support, including the use of program logic. Wild Matters operate on a national scale, are linked in to NRM networks and have extensive knowledge of relevant policies and legislation and current weed and pest programs at national, state and regional scales.

Wild Matters has a proven track record in providing high quality services at competitive prices, with on-time delivery, exceptional financial management and flexibility to meet client requirements. Wild Matters Pty. Ltd. has delivered a number of comparable projects which can be viewed on our website: [www.wildmatters.com.au](http://www.wildmatters.com.au). Of particular relevance is the (current) development of the:

- North Coast Local Land Services Regional Weeds Committee: Development of mandatory documents (Communication and Engagement Strategy and the New Incursion and Rapid Response Plan), as required under the Weeds Action Program (WAP).
- NSW Department of Primary Industries: Development of weed wise profiles
- NSW Department of Primary Industries: Providing technical review of weed risk assessments that have been entered into WIDX and are awaiting approval.

### Key Personnel

Wild Matters Pty. Ltd. staff have extensive experience in drafting invasive species strategies and plans, including supporting activities such as literature reviews, gap analysis, stakeholder engagement, communication, policy and legislative review, project management and monitoring and evaluation. Wild Matters staff also have excellent networks in invasive species management, as well as established working relationships with DELWP staff.

Dr Matt Sheehan will lead the delivery of the services, supported by Shauna Potter.



### Dr Matt Sheehan

Matt holds a Bachelor of Applied Science (Hons) from Latrobe University and a PhD in invasive plant research from the University of Tasmania. He has over 19 years' experience in NRM project management, pest animal and weed management, facilitation and community engagement, negotiation and conflict resolution, environmental monitoring and evaluation, invasive plant identification and invasive species strategic planning.

Matt worked as a Weeds of National Significance Coordinator from 2008 to 2011, and during this time, planned and delivered over 50 workshops and field days Australia-wide for land managers on the identification and management of *Nasella* grasses. He played a key role in :

- Revising the Chilean Needle Grass Best Practice Manual and guide,
- Developing workshop and field kits, which included herbarium specimens, photographs and hand lenses.
- Developing the willows best practice management DVD,
- Developing the Chilean Needle Grass 'Slashing Weed Spread' DVD, and
- Assisting with the development of the Asparagus and broom best practice management manuals.

Since 2008, Matt has specialised in leading participatory consultation processes to facilitate the development and adoption of national and state strategies and frameworks in pest animal and weed management. He has developed a range of engagement styles that are tailored to the target audience. He has experience in dispute resolution, negotiation and mediation and managing the expectations of those with whom he engages.

In recent years, Matt has worked as an integral member of the Pest and Weeds Unit at the Office of Environment and Heritage. He led the consultation process and drafted the strategic plans for 9 Key Threatening Processes (KTPs) under the NSW Government's Saving our Species program. Matt has recently finished a state-wide review of community-led pest animal programs in NSW on behalf of NSW Department of Primary Industry.

Matt is well connected to weed and pest animal managers throughout Australia and is currently working on:

- Review and approval of Weed Risk Management Assessments for DPI NSW
- North Coast Local Land Services Regional Weeds Committee: Development of mandatory documents, as required under the Weeds Action Program (WAP).

### Ms Shauna Potter

Shauna holds a Bachelor of Applied Science from the University of South Australia and has over 19 years' experience in ecological restoration and revegetation, biosecurity (specialising in invasive species management), developing invasive plant identification tools, establishing and implementing monitoring and evaluation frameworks for major programs, project management, facilitation, strategic planning, policy and legislative review and revision, management of cabinet processes, business continuity planning and community and industry engagement.

During her time as a Weeds of National Significance Coordinator (2008 – 2013) Shauna led the review of the [Bridal Creeper Strategic Plan](#) and subsequently drafted the [Opuntioid Cacti Strategic Plan](#). Her role as WoNS coordinator required extensive stakeholder engagement and the delivery of presentations, workshops and field days.

Shauna is experienced in tailoring communication and engagement methods to a wide variety of stakeholders. More recently, Shauna has led the development of monitoring and evaluation frameworks for major irrigated horticulture programs in South Australia. She is experienced in the use of Program Logic to describe and develop program outcomes, indicators and key evaluation questions, as well as designing evaluation schedules to assess program performance and accountability.



Shauna is currently working on:

- Developing content for the NSW DPI Weed Wise website and is also working on
- Review and assessment of Weed Risk Management Assessments for DPI NSW.

Shauna is familiar with the issues surrounding invasive species management and is well connected with key networks and stakeholders throughout Australia.

### Safety and Wellbeing

Wild Matters Pty. Ltd. is experienced in managing projects and identifying and minimising associated risks, including financial risk, environment risk, and risks associated with occupational health and safety. A copy of Wild Matters' OHS policy has been provided as an attachment to this RFQ.

Given the nature of the tasks involved in this project, which include working with a plant with known risks, as well as field visits, a thorough risk assessment will be prepared in advance of any field work. This assessment will incorporate tools featured in the opuntoid cacti control manual, which were developed by Wild Matters. This risk assessment will be developed in consultation with DELWP staff to ensure any departmental OHS requirements are met.

### Insurance

	<b>Public Liability Insurance</b>	<b>Workers' Compensation</b>	<b>Professional Indemnity</b>
<b>Insurer</b>	QBE Australia	Xchanging	Placed with DUAL Australia Pty Ltd Underwritten by Lloyds Of London ABN
<b>ABN</b>	78 003 191 035	18 003 645 645	16 107 553 257
<b>Policy No.</b>	145A803871BPK	13659134	PPI/ 0/163593/17/11
<b>Insured Amount</b>	\$20,000,000	N/A  (Refer to statement of coverage on attached certificate of currency)	5,000,000
<b>Expiry Date</b>	25/08/2018	30/06/2018	16/09/2018
<b>Exclusions, if any</b>	Asbestos Exclusion	N/A	336PI Sanctions Limitation Exclusion