

# Project Brief

Tender for consultancy services

Project management of cultural landscape projects at  
Wonnerup House and Strawberry Hill

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**WONNERUP HOUSE at Wonnerup - Wadandi Country**



**STRAWBERRY HILL at Barmup - Menang Country**

**Submissions close 5pm Friday 22 April 2022**

## CONTENTS

Introduction .....	3
Background .....	3
Project scope.....	4
Timeframe .....	5
Insurance requirements.....	5
Project budget.....	6
Copyright and Confidentiality .....	6
Form of Contract .....	6
Information Required for Lodging Submissions.....	6
Submissions.....	7
Project Manager.....	7

### Authors:

This consultant brief was prepared by officers of the National Trust of Western Australia

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## Introduction

The National Trust of Western Australia (the Trust) aspires to awaken the community to the value of heritage. The Trust is a statutory authority that works under an Act of Parliament, and is also recognised as a not for profit, community based organisation and a registered charity. It works both for Government and for the community.

The Trust acknowledges its properties are situated on Aboriginal land across the state and recognises Aboriginal people remain the cultural and spiritual custodians of their land and continue to practise their values, languages, beliefs and knowledge. The National Trust is committed to working with Aboriginal people to ensure these practices are recognised and included in the conservation and interpretation of its properties and Aboriginal people are consulted and involved in the development of its projects and programs.

## Background

The National Trust of Western Australia is seeking an experienced project manager with a solid background in cultural heritage management (particularly in relation to cultural landscapes) to project manage a significant research project at Wonnerup House, Wonnerup north of Busselton on Wadandi Country; and implementation of cultural landscape projects at Strawberry Hill, Barmup in Albany on Menang Country.

Grant funding has been received from Lotterywest to undertake a series of four major projects aimed at reimagining the visitor experience of four National Trust places through the lens of their cultural landscapes. Regionally diverse, each is sited in a landscape of both cultural and natural significance and ideally placed for truth telling and reconciliation in the lead up to the bicentenary of colonisation of Western Australia: Peninsula Farm, Wu Rut Woorat on Whadjuk country in the Perth metropolitan area; Central Greenough on Yamatji country in the Mid-West; Wonnerup House, Wonnerup on Wadandi country in the South West; and Strawberry Hill/ Barmup on Menang country in the Great Southern region. This brief is focussed on the latter two projects.

The National Trust's vision for these places is that:

**Wonnerup House** will be a cherished local heritage asset that provides an optimal cultural heritage experience complementing other natural and cultural tourism experiences in the region. The place will support truth-telling, reconciliation and healing opportunities and will garner community support for a pathway to re-imagining the heritage experience at National Trust places in Western Australia.

The heritage values of the place will be considered as part of a broad cultural landscape and interpretation/ storytelling will be based on a thematic approach that links Wonnerup House with other National Trust heritage places and with broader histories both locally and globally.

Project outcomes will include paving a way for informed decision making in future conservation and interpretation of the place; engaging the local community through consultation and place making; and increasing visitation including, but not limited to, attracting a more discerning cultural heritage tourism audience.

**Strawberry Hill** has exceptional cultural heritage significance. It is part of a significant Aboriginal former camping area known as Barmup and was also the location of the first colonial farm in Western Australia. Barmup is registered as an Aboriginal site, which includes all of the northern portion of the land under National Trust management.

A significant portion of the registered Aboriginal site to the west of National Trust managed land - at 27-29 Beauchamp St - was acquired in 2021. This land is undeveloped endemic bush bordering the lake that is a feature of the Barmup site. Remnants of the significant Menang bidi (walking track) are clear within the land. In this project we propose to work with the Menang community to appropriately manage the land and access to it for cultural purposes.

This project builds upon recommendations of the 'Aboriginal Consultation & Engagement Framework for Noongar Boodjar (the South West of Western Australia)', and the 'Strawberry Hill/ Barmup Cultural Landscape Management Plan', that were completed in 2021.

## Project scope

In relation to **Wonnerup House** the project manager will be required to write briefs for and commission the following projects:

- ethnographic survey of Wonnerup to support future storytelling and engagement with Traditional Owners and the Wadandi Noongar community
- comprehensive history inclusive of the role the place has in the colonisation of the state and south-west, and as a representation of the colonial frontier experience and its legacy
- archaeological survey and management plan including due diligence investigations to assess the potential impact of future works on archaeologically significant deposits
- feature survey
- vegetation survey and condition report
- conservation plan update including analysis of documentary and physical evidence leading to a revised assessment of significance that is inclusive of the natural and cultural values of the place
- cultural landscape planning to identify and assess and manage the cultural landscape including endemic and introduced species and the environmental significance of its setting
- interpretation plan and visitor experience strategy to guide the interpretation of the place
- due diligence investigations to identify constraints and opportunities in relation to services, building compliance and other issues that will assist the development of a master plan for Wonnerup House

The project manager will commence with a review of the above scope and work with National Trust staff to identify synergies between these projects and the best overarching approach.

The project manager will also be required to manage the deliverables, budget and timeframe associated with the project, report regularly on progress, and ensure its delivery according to agreed deadlines. Project briefs are expected to require a minimum of three reviews to finalise before going out for invited submissions or tendering.

The project manager will be required to work with the selected consultants to facilitate engagement with the Wadandi community, coloniser descendants, City of Busselton and other relevant stakeholders to ensure all voices are heard and the approaches being undertaken are inclusive and appropriate.

In relation to **Strawberry Hill** the project manager will be required to write briefs for and commission the following projects:

- bushland management and rehabilitation for newly acquired culturally significant bush blocks on Beauchamp Street including a feature survey, arboricultural assessment, on-ground works plan and bush management plan
- a plan to determine a Menang-led approach to future opportunities for this land
- planning and implementing a bush tucker garden as outlined in the Cultural Landscape Plan for the site
- design, content and printing of a self-guided tour of significant plants on the site

The project manager will also be required to manage the deliverables, and budget associated with the project, report regularly on progress and ensure its delivery according to agreed deadlines. Project briefs are expected to require a minimum of three reviews to finalise before going out for invited submissions or tendering.

The project manager will be required to work with the Menang community, National Trust volunteers, City of Albany and other relevant stakeholders to ensure all voices are heard and the approaches being undertaken are inclusive and appropriate.

The project manager may be based at the National Trust's offices in the Old Observatory, 4 Havelock Street, West Perth or work from the consultant's own premises. Some travel, including occasional overnight stays, will be required. If undertaking regional travel the project manager will be provided with the use of a vehicle from the National Trust's fleet or travel and accommodation will be paid at cost along with a government-standard meals allowance.

## Timeframe

The project will commence as soon as possible on appointment of the project manager. It is expected the Strawberry Hill project will be completed in the 2022-23 financial year and the Wonnerup House project no later than March 2024 to meet Lotterywest acquittal deadlines.

It is recommended the project manager prepares a high level draft timeline showing the proposed approach. A milestone based approach for brief development deliverables, and also for consultant deliverables, is expected. Performance and billing is tied to milestones.

The project manager will be required to hold a 1 hour fortnightly meeting with the National Trust to report on progress and provide updates.

This project management consultancy is expected to build in at least three iterative touch points into the consultant briefs for managing deliverables review, feedback. The briefs shall be specific about how many meetings/reviews are required at what stage of billable work. The exception to this principle is for simple tasks such as feature surveys.

## Insurance requirements

The project manager is expected to hold the following insurances:

Public liability	\$5,000,000
Professional indemnity	\$1,000,000

## Project budget

This project is to be undertaken for a (rounded) fixed price fee of \$40,000 +gst which is to be invoiced according to the achievement of the agreed milestones. Expected touch points for individual projects are 25% fee: interim report and key findings; 50% fee: first draft; 80% fee: second draft; 100% fee: final report.

Hourly rates will be applicable for agreed additional work that is outside the project scope if required.

The project budget for the Wonnerup House project, excluding project management fees, is \$238,500 +gst, plus travel and accommodation at cost. A 15% project management fee of \$30,525 +gst is offered for this consultancy.

The total project budget for the Strawberry Hill project, excluding project management fees, is \$60,000 +gst, plus travel and accommodation at cost. A 15% project management fee of \$9,000 +gst is offered for this consultancy.

## Copyright and Confidentiality

Copyright of all original material prepared during the course of these projects will remain with the National Trust of Western Australia. Sharing or distribution of any findings of the projects must receive prior written permission from the National Trust.

## Form of Contract

The National Trust short form contract for consultancy/ contract services. NOTE: Payment terms are 21 days from acceptable completion of work.

## Information Required for Lodging Submissions

Proponents are welcome to contact the project manager prior to submission.

Submissions will be evaluated against the following criteria:

- |   |            |
|---|------------|
| 1. Demonstrated relevant experience including credentials and expertise   | <b>30%</b> |
| 2. A matrix confirming the project manager's project experience mapped against the tasks  | <b>30%</b> |
| 3. Understanding of the tasks and outcomes, response to the brief and proposed approach to the project including a high level timeline as part of this submission | <b>30%</b> |
| 4. Value for money  | <b>10%</b> |

The following details must also be included within the submission:

- Name of the project manager, business address and relevant contact details
- Details of services offered
- Hourly rates for any additional work outside the agreed scope
- Names and contact details of three referees who have had recent dealings with the project manager
- Level of insurances and name of the company that holds the policies

## Submissions

All submissions should be clearly marked 'Project Management Services' and submitted no later than 5pm WST on Friday 22 April 2022 at the following address:

Email: [trust@ntwa.com.au](mailto:trust@ntwa.com.au)

Proposals received by the nominated closing date and time will be accepted provided that they are completed, signed, legible and include all necessary information required to be submitted as part of the proposal.

## Project Manager

Ms Sarah Murphy  
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