

OFFICIAL

# Motorised Recreation Adoption Agreement

between the

**Department of Biodiversity, Conservation and Attractions  
Parks and Wildlife Service  
Swan Coastal District**

and

**Wilbinga Shacks Crew**

**October 2025**



Department of Biodiversity,  
Conservation and Attractions



## 1. Introduction

This Motorised Recreation Adoption Agreement is a document to formalise a partnership between Wilbinga Shacks Crew and the Department of Biodiversity, Conservation and Attractions (DBCA), Parks and Wildlife Service in cooperation with the Australian Recreational Motorists Association (ARMA) 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 Crew	
DBCA District	Swan Coastal District	
Area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NOTE: may include both
Tracks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Reserve Name	Wilbinga Conservation Park	
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	November 2025
Term	5 years
Finish Date	November 2030

## 4. Contact Details

Club Name	Wilbinga Shacks Crew		
Contact/s	Geoff Couper		
Position	Senior member & Liaison Representative		
Phone	Mobile	0425 519 250	Email: <a href="mailto:geoff@wilbingashackscrew.com.au">geoff@wilbingashackscrew.com.au</a>
DBCA District	Swan Coastal District		
Contact/s	Robert Jordan		
Position:	Parks and Visitor Services Manager		
Phone:	93037700	Mobile	0436 022 115
		Email	<a href="mailto:Robert.jordan@dbca.wa.gov.au">Robert.jordan@dbca.wa.gov.au</a>

Copies of the completed adoption are to be sent to:

- DBCA Recreation and Trails Unit (RTU), Locked Bag 104, Bentley Delivery Centre WA 6983
- ARMA P.O. Box 7451 Baulkham Hills BC, Baulkham Hills, NSW 2153/A.B.N 85 836 018 195 – INC1901664
- TCWA, PO Box 8338, Perth Business Centre WA 6849

## 5. Adoption Objectives

- To keep tracks/area free of litter and illegal dumping.
- To assist with the implementation of projects as directed by DBCA, Swan Coastal District.
- 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)

Prioritised projects developed by the district shall be supplied from the Recreation Master Plan and implemented under DBCA supervision.

## 7. Communication & Reporting

Contact shall be through the nominated liaison representative of the Wilbinga Shacks Crew. DBCA Swan Coastal District Officer shall liaise with DBCA 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

All resourcing requirements from both parties will be agreed to via discussion and approval from the Wilbinga Tracks Crew Liaison officer and the DBCA Representative. (Any DBCA resourcing relating to catering will require approval from the Cost Centre manager (Swan Coastal District Manager))

### Club Resources

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

### DBCA District Resources

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

## 10. Additional Conditions

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

## Motorised Recreation Standard Adoption Conditions

### DBCA agrees to:

- Work with the Organisation to identify adoption opportunities on DBCA managed land and jointly pursue such projects with the Wilbinga Shacks Crew (Organisation) and local DBCA District staff.
- Ensure the proposed adoption project is an approved DBCA Project in the local works schedule.
- To identify a specific staff member to be the 'Adoption Liaison Officer' between DBCA and the Organisation.
- Complete a 'Community Involvement Program Project Notification' (DBCA206) for adoption/s and submit to the Volunteer Coordination Unit (VCU) for processing.
- Ensure that completed 'Volunteer Registration' forms (DBCA205) are submitted to VCU.
- To submit (*as required*) completed 'District Quarterly Volunteer Return' forms (DBCA209) to VCU.
- Recognise and reward the efforts of the Organisation volunteers in keeping with DBCA's community involvement program targets.
- Provide appropriate policy, guidelines, regulations and forms pertaining to volunteering on DBCA 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 DBCA 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 DBCA 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 DBCA on project opportunities, seek funding and facilitate Adoption projects on DBCA managed lands.
- To nominate a member to be the 'Adoption Liaison Representative' between DBCA and the Organisation.
- Work with DBCA Districts to identify opportunities for projects. to be completed within this adoption Obtain approval prior to implementation of any works on DBCA managed lands.
- Officially register the Organisation/s members as volunteers under DBCA's Community Involvement Program.
- On a regular basis submit completed DBCA 'Daily Sign-on Volunteer Hours' (DBCA205) forms to the district.
- Provide a report to DBCA's 'Adoption Liaison Officer' at the end of each period of works.
- Carry out only agreed works in accordance with the adoption.
- Immediately notify DBCA'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 ***Work Health and Safety Act 2020*** and the ***Work Health and Safety Regulations 2022***.

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- Abide by any special conditions, terms, policies or regulations that have been set by DBCA 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 DBCA managed land. All drivers will comply with relevant provisions of the ***Road Traffic Act 1974***.
- Advise DBCA'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 DBCA 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 DBCA 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 DBCA.
- Follow the agreed DBCA 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 DBCA 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 DBCA Swan Coastal District Officer overseeing the adoption.

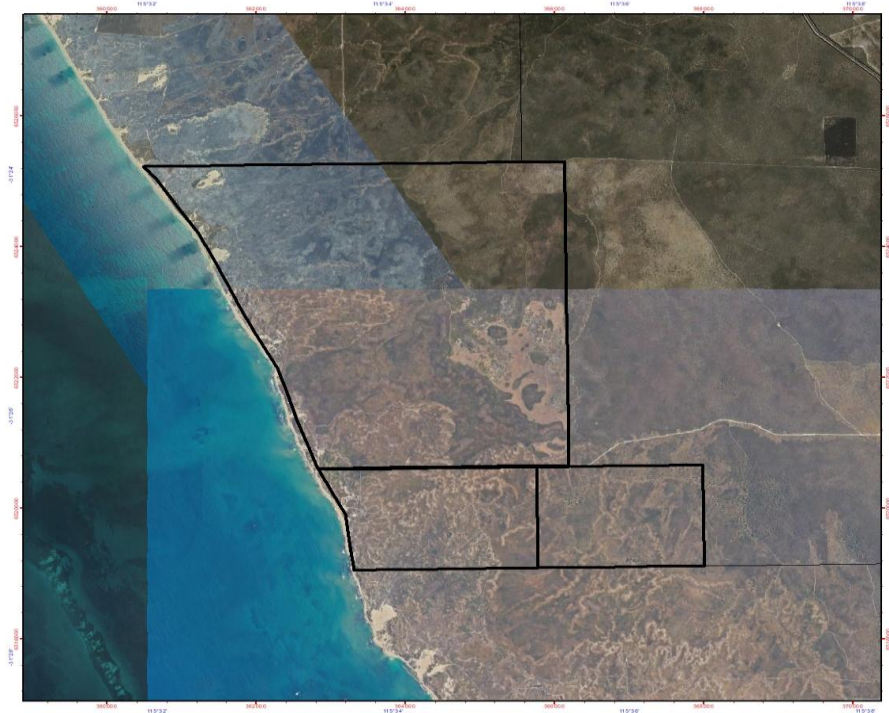
Geoff Couper  
Liaison Representative for the Wilbinga  
Shacks Crew  
24/11/2024

\_\_\_\_\_  
Date:

Robert Jordan  
PVS Manager, DBCA Swan Coastal District  
03/11/2025

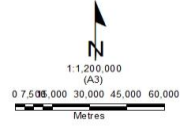
\_\_\_\_\_  
Date:

# Attachment 1 – Map of Adoption Tracks/Areas



## Wilbinga Conservation Park

- Legend**
- Conservation Park
  - State Forest



GDA2020 MGA Zone 50



Produced by the Department of Biodiversity, Conservation and Attractions



Produced at 11:48am, on Oct 28, 2022

Gridline shown at 2 minutes intervals  
Grid shown at 2000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw or faulty and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.