



Victorian Landcare Grants

Regional Riparian Action Plan
Guidelines

2015 - 2016

Glenelg Hopkins
Catchment Management Authority

Glenelg Hopkins



Grant Objectives

At the state-wide level, the Victorian Landcare Program aims to enable community based environmental groups to undertake effective on-ground works that increase ecosystem resilience and contribute to sustainable landscapes. The Regional Riparian Action Plan was released by the State Government in December 2015. As part of the Victorian Governments support for Landcare groups, funding has been made available to Landcare groups, to undertake on-ground riparian works in areas of local community priority.

This funding will be provided to Landcare groups to:

- protect riparian vegetation through fencing
- enhance remnant riparian vegetation through fencing and vegetation enhancement
- restore riparian vegetation through fencing and revegetation

Grant application contacts and timelines

Closing date for applications is **Monday 4th April 2016**.

Applications in hard copy are to be returned to:

Tender Box
Glenelg Hopkins CMA
PO Box 502
Hamilton Vic 3300

OR emailed to: tenders@ghcma.vic.gov.au

Applications must be submitted in hard copy, electronic applications can be submitted however a signed hardcopy must be submitted separately.

Grants available

The grant available:

A – Regional Riparian Action Plan Grants (RRAPG) for projects up to \$30,000 exc. GST.

All payments will be via Electronic Funds Transfer (EFT) ONLY

NB: The RRAP grants will only fund on-ground works. Project management and capacity building activities are ineligible.

Disclaimer

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Preference will be given to projects capable of completion and reporting by 28 November 2016. Extensions may be provided until November 2017.

A – Regional Riparian Action Plan Grants – up to \$30,000

Funding is available for on-ground riparian works. Projects seeking more than \$10,000 must reflect the group action/management plan, including demonstrated alignment with group's objectives. Example activities are outlined in the table below.

Eligible groups/networks need to be incorporated and insured before payment can be made. **A copy of groups/networks incorporation and insurance must be provided with the grant application.**

Project grants – example activities

1. On-ground riparian works

- Riparian revegetation
- Riparian and wetland restoration
- Riparian remnant vegetation protection
- Erosion control
- Control of invasive plants and animals for site preparation

Timelines

Applications Open	22 February 2016
Applications Close	4 April 2016
Assessment process	<ul style="list-style-type: none"> • April 2016 – Regional Assessment Panel Meeting • May 2016 – Agreement Forms completed and returned prior to distribution of grant monies.
Project completion and final reports submitted	<p>Preference given to projects completed by - 28 November 2016 – Final Reports due</p> <p>Extensions may be provided until November 2017.</p>

Grant A - General eligibility and restriction criteria

Groups/networks must fulfil the following requirements to be eligible for the Regional Riparian Action Plan Grant program:

- Eligible Applicants: must be an incorporated body, community based, not-for-profit Landcare Group or network or other volunteer community environmental organisation such as “Friends of....” or committees of management etc.
- Ineligible Applicants: Proprietary limited companies, individuals, government authorities.
- Eligible Activities: on-ground riparian works including; fencing, revegetation, site preparation (pest plant and animal control).
- Ineligible Activities: project management, capacity building and engagement activities, on-ground works not within a riparian zone.
- Have current public liability insurance of \$10 million and personal accident insurance.
- A copy of groups/networks incorporation and Certificate of Currency or ‘Confirmation of Cover’ of insurance must be provided with the grant application.
- A matching contribution by project proponents must be demonstrated for the overall project budget. This may be a dollar for dollar contribution or in-kind such as i.e. labour, materials, project management etc. Rabbit warren ripping and contract spraying projects require the matching to be in cash not as in kind matching.
- Groups with outstanding reports may apply for a grant, but are ineligible to receive funds until outstanding reports are received by Glenelg Hopkins CMA.
- Grants are not to be used for shooting (including ammunition or arms), poisoning, explosive or fumigation methods for pest animal control, nor may these activities be contracted out by groups using Victorian Landcare Grants funds. Warren ripping is an eligible activity, but groups must demonstrate that they have taken safety, cultural heritage and biodiversity impacts into account.
- Grants are not to be used for purchase of capital items.
- On-ground works must not include on-going maintenance – the responsibilities for ongoing maintenance should be assumed by the landholder
- Preference will be given to projects that can be completed and reported on by 28th November 2016. Extensions may be granted until November 2017.
- Documentation of compliance with various laws and responsibilities (see section below) must also be submitted as part of a project application.
- Projects must have detailed plans with realistic targets.
- Projects must include individual site plans, site maps, project map and costings.
- Weed control techniques should be employed where necessary to ensure successful revegetation projects.
- No revegetation works should proceed if rabbits are likely to be a problem. Always include a gate in a fenced out area to provide for future management by either vehicle or animals once trees are established.
- Grants cannot be used to replace fences.
- Riparian fencing on major waterways must have a minimum width of 20m on each side while all other streams must have a minimum setback of 10m from top of the bank on each side. If

landholder only owns one side, at a minimum the other side must be stock proof. Major streams are; Glenelg River, from Rocklands wall to the mouth and Hopkins River from Green Hill Lake to the mouth.

- For all Wetland projects applicants must consult with Glenelg Hopkins CMA for technical feasibility.
- It is recommended that you contact any neighbours to discuss your project.

Rabbit Management

Funding priority will be given to projects located in Priority Rabbit Control Areas as designated by the Department of Economic Development Jobs Transport and Resources (DEDJTR). Funding priority will also be given to group projects that demonstrate a coordinated control effort at a landscape scale incorporating a number of landholders.

Funding assistance is available for up to 50% of the hire of heavy earth-moving equipment for warren and harbour destruction activities where biodiversity benefits can be clearly demonstrated. The Landholder must fund the remaining 50% in cash and cannot be made up with in-kind contribution. Quote for works to be included in application.

Weed Management

Project applications must demonstrate a coordinated control effort at a landscape scale incorporating a number of landholders. Eligible funding activities will be restricted to the management of those species listed as Regionally Prohibited Weeds; "Priority" Regionally Controlled Weeds (see lists [Appendix 4](#)); or those species classified as being new and emerging within the state of Victoria (please seek DEDJTR advice, contact below).

Funding assistance for the management of priority weeds is available for up to 50% of the cost of chemical purchase, 50% the cost of machinery/equipment hire and/or 50% of licensed contractor costs. The Landholder must fund the remaining 50% in cash and cannot be made up with in-kind contribution.

Compliance with Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2007

When designing your project or activity you must consider your responsibilities under the Aboriginal Heritage Act 2006 before submitting an application. You will need to confirm the steps have taken on **page 4** of the application form.

All Aboriginal Cultural Heritage, including sites, places and objects, are protected under the Aboriginal Heritage Act 2006. Before undertaking any works you should consider whether your activity is likely to cause harm to Aboriginal Cultural Heritage.

Although the majority of activities carried out in completing projects funded by the Victorian Landcare Grants are considered 'exempt activities' under the Aboriginal Heritage Act 2006, there is a duty of care required when implementing projects.

Activities such as fencing and rabbit warren ripping (to a depth less than 60cm) are considered an exempt activity under the Aboriginal Heritage Regulations.

In the first instance of planning your project, a search of the Areas of Cultural Heritage Sensitivity map should be completed. The map shows areas that are classified as sensitive, and where Cultural Heritage sites are likely to be located.

The online mapping tool can be found at the Department of Premier and Cabinet website under Aboriginal Affairs. The link is

<http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview>

Follow the instructions outlined below to find your site:

Click

- Heritage Tools
- Areas of Cultural Heritage Sensitivity – read more
- Online Mapping - Planning Maps online tool

On left of screen click

- Build Map
- Navigate to project site using 'Markup Tool'.



Click on

- Areas of Aboriginal Cultural Heritage folder
- Check 'Areas of Aboriginal Cultural Heritage' box
- uncheck 'Planning Zones', 'Planning Zones (Codes)' and 'Planning Overlays(Codes)'

Note:

- The coordinates are displayed on the bottom left of the screen. They read where the cursor is placed on the map.
- You can save map to file or print map.
- You can use the measure tools.
- This map can be used when applying for a search of Registered Cultural Heritage sites.

Following on from the areas of sensitivity, a search of the Victorian Heritage Register is required to find out if there are any Cultural Heritage sites in or near the proposed project area. The instructions below outline the steps required when planning and implementing your project to ensure that a duty of care is taken in accordance with the Aboriginal Heritage Act 2006.

1. Apply to Office of Aboriginal Affairs Victoria for a search of ACHIS to find out if there are any registered cultural heritage sites near the proposed project site. The application form can be found at <https://applications.vic.gov.au/apps/achris/public/request-for-access/enter>

The cost involved in the search is \$38.60. The search may take approximately 1-2 weeks.

- a. If there is a site, consider moving the project away from the registered site (outside the exclusion zone of 50m radius). Or apply for a Cultural Heritage Permit through the Office of Aboriginal Affairs Victoria (OAAV) (03) 9208 3333. The cost involved in applying for a permit is \$590.60 (correct as of 2013 – 2014). Glenelg Hopkins CMA will assist with cost of permit. Please contact CMA to discuss before proceeding with application.
 - b. If no site is currently registered, then proceed with the proposed project with care.
2. During the project implementation, if a cultural heritage site is discovered work must cease immediately.
 - a. Contact the Office of Aboriginal Affairs Victoria (03) 9208 3333
 - b. OAAV will provide guidance on next step

Risk assessment

A project risk assessment is to be undertaken and submitted with the application form, using the table provided at Appendix 6.

Risk Mitigation strategy

A mitigation strategy is something that can you do now to ensure that the impact of the risk is reduced.

Mitigation example: Locally-sourced seed and hardy, appropriate species will be selected to give plantings the best chance of survival. Local groups and networks have strong ownership over local best practice in planting, watering, monitoring and follow up. Landholders have a strong record of maintaining their own sites and planning for additional watering needs.

Workplace Health and Safety

You need to make sure you have safe systems of work in place for your project to protect the health and safety of your group, volunteers, contractors and anyone else on your project site. Glenelg Hopkins CMA does not intend to assume control of any works for which grant funds are devolved under the Victorian Landcare Grants Program. In terms of Occupational Health and Safety (OH&S), Glenelg Hopkins CMA expects that best practice will be applied as per legislation.

You must ensure that all works funded under the Victorian Landcare Grants Program are carried out in accordance with the *Occupational Health and Safety Act 2004*. Groups that are successful in securing funding will need to ensure that a site safety plan is completed for each site and a standard operating procedure is completed for each activity.

You can find resources on OH&S tailored to community groups on the Victorian Landcare Gateway: www.landcarevic.net.au/resources/for-groups/ohs

Alternatively you can find resources on the WorkSafe website: www.worksafe.vic.gov.au

You must ensure that the organisation has in place suitable risk prevention measures. All activities funded under the Victorian Landcare Grants Program are to have a formal documented risk assessment conducted prior to commencement of the activity. The purpose of this process is to identify tasks which have the potential to cause harm to participants and others in the vicinity of the activity and to implement control measures to minimise the risk of injury. Example Risk Assessment Forms are available on the Victorian Landcare Gateway website:

www.landcarevic.net.au/resources/for-groups/ohs

Native vegetation

1. Consider whether there are other options that would avoid the need to remove, destroy or impact native vegetation
2. If native vegetation impacts can't be avoided, your first point of contact should be your local council.

You may need a planning permit depending on the planning controls affecting the property.

NOTE: Approval cannot be guaranteed as Council will assess each application on its merits.

If you don't need a permit you will need to show that this is the case (By providing a map or copy of correspondence that clarifies the approval or an exemption).

For full details on farming and native vegetation permit requirements visit

<http://www.depi.vic.gov.au/environment-and-wildlife/biodiversity/native-vegetation/native-vegetation-permitted-clearing-regulations>



Revegetation.

Seedlings and seed sourced from locally indigenous vegetation, rather than plants from other regions, will be better suited to soil and rainfall patterns, frost regimes, insect populations and other factors which will affect the success of vegetation efforts.

The right combination of tree, shrub and understorey plants provides a balanced plantation, and a range of species from different plant families will help re-create a healthy ecosystem and to ensure the long-term survival of your plantation.

A classification system has been developed that provides a guide to site revegetation. Each classification describes a combination of flora, life form and ecological characteristics that have similar habitat and ecological processes operating. This system is called Ecological Vegetation Class (EVC). A site's EVC will define the original species mix at the site prior to settlement. You can determine your site's EVC by navigating through the DELWP website listed below:

- <http://www.depi.vic.gov.au/environment-and-wildlife/biodiversity/evc-benchmarks>

It is a requirement that all successful applications involving revegetation will be implemented in line with the EVC of a site.

Glenelg Hopkins CMA can provide all successful applicant groups with a planting list appropriate to the EVC and the site. This list will align with the site's EVC and it is recommended that groups work with your local indigenous plant nursery to prepare your plant order.

Works on Waterways Permit

You may need a permit to carry out certain activities on waterways. A designated waterway can generally be defined as:

- a river, creek, stream or watercourse
- a natural channel in which water regularly flows
- a lake, lagoon, swamp or marsh.

Permits are required for both permanent and temporary works. Listed below are some typical works that may require a permit.

- stock crossing
- vehicle crossing
- vegetation removal
- pipeline crossing or outlet
- erosion control measures
- stream deviations
- material extraction (i.e. sand)

To check if your project is on a designated waterway visit

<http://nremap-sc.nre.vic.gov.au/MapShare.v2/imf.jsp?site=water>

For advice on activities and the process for applying for a permit visit

<http://www.ghcma.vic.gov.au/master-nav/publications/Permits/> and download landholder application.

Please note if the activities are undertaken as part of a successful Victorian Landcare Grant the fees will be waived.

Projects on Crown Land Water Frontages

A Crown Water Frontage is a strip of government owned land that runs alongside a creek, river or wetland. They often run between the top of the bank and the adjoining private land. Traditionally many of these frontages have been licensed to the adjoining landholder for the purposes of stock grazing.

Water Frontage licences can now be issued or amended to recognise that all or part of the frontage is being managed to protect and improve the riparian environment (e.g. fence out and supporting native vegetation). These licences typically attract a significantly reduced licence fee.

It is now a Glenelg Hopkins CMA requirement that landholders that have gained funding support to carry out riparian protection works on a Crown Water Frontage, also amend their licence to a Riparian Management Licence to reflect the change in management intentions. Crown Water Frontages that are unlicensed will not be funded.

The Glenelg Hopkins CMA can identify approximate crown land boundaries once project application maps have been submitted and will contact relevant landholders to discuss the process for updating crown water frontage licence conditions

For further information please read the attached 'Crown Land Frontages' fact sheet (see [Appendix 1](#)) or contact the Glenelg Hopkins CMA Landcare team.

Mapping

For all on ground works individual maps are required for each site. At a minimum the map should include:

- an aerial photo with the project area drawn on it. Please make every effort to accurately draw the proportions of the project area. These site maps will be converted to an electronic map.
- at least 2 roads identified, name of landholder and the site number.

Ideally the maps could be created by a Geographical Information System (GIS) and submitted electronically.

Glenelg Hopkins Landcare team encourages applicants to contact them to assist with this process. Contact Tony Lithgow on 5571 2526.

A method to create a map is to use Google Earth see [Appendix 2](#) Mapping Guide.

Grant A – Costing, publicity and assessment criteria

The following costs are provided for use when completing the project budget.

Activity	Description	Unit	Rate	Possible matching funds
Vegetation	Tube stock Guard & stakes	each each	\$1.00 .50c	Site preparation and planting.
Direct seeding	Per linear km (see Appendix 5 for calculation) Mouldboard/broadcasting	km ha	\$118 \$750	Site preparation and planting.
Group labour			\$30 / hr	
Plant hire	Warren ripping Contract weed spraying Contract weed removal		Cash ½ cost	Local contract rates for machinery only.
*Fencing	Riparian	m	\$4.00	Construction costs.
	Wetland protection	m	\$4.00	

*All fencing requirements must meet Glenelg Hopkins CMA guide to fencing standards- see [Appendix 3](#).

Publicity

All publicity associated with the Victorian Landcare Grants – Regional Riparian Action Plan program must have reference to the Victorian State Government. Glenelg Hopkins CMA has the right to use photos/publications and reports to advertise and promote the program.

Use of Logos

Any publications associated with the Victorian Landcare Grants – Regional Riparian Action Plan program must have reference to the Victorian State Government. The following logos must be included:

- Glenelg Hopkins CMA
- State Government logo
- Landcare logo



The logos should always be used at exactly the same proportion as shown above (i.e. it should not appear 'stretched' or contorted in any way).

The State Government and Glenelg Hopkins logos shouldn't be reproduced any smaller than 15 mm in height.



To receive a copy of these logos contact Tony Lithgow at Glenelg Hopkins CMA on (03) 55 712 526 or via email: t.lithgow@ghcma.vic.gov.au.

Assessment Criteria

Regional Riparian Action Plan Grant applications are assessed by a Regional Assessment Panel. The Panel may include representatives from Glenelg Hopkins CMA, Department of Environment Land Water and Planning, community members, and members of the Glenelg Hopkins Board and Advisory group.

The Panel reviews and compares applications using the criteria below.

Is it eligible, feasible, achievable and appropriately costed?

Priority will be given to eligible applicants and activities that are part of a well-planned and cost effective project

Public value

What is the amount of public benefit, integration of multiple NRM outcomes and value for money?

Strategy, planning and methodology

Does the project address the cause of the problem, rather than the symptom? Does it have well developed planning? Is the methodology appropriate and effective?

Alignment and priority

How well does the project address and align with the stated local, regional and state priorities for the region?

Reporting

A requirement of receiving grants is to provide a final report on projects once completed. Glenelg Hopkins CMA will provide report templates aligning with agreed outputs that groups are to report on. It is a mandatory requirement for before and after photographs to be supplied with the final project report. Photographs must include site reference points to allow confirmation of works. If contractors have been engaged for works as agreed, provision of receipts are required (pest treatment).

Extensions

Any variation must be approved and agreed in writing by Glenelg Hopkins CMA. Two year time extensions will only be considered on submission of a compelling business case outlining exceptional circumstances and are subject to funder approval. If an extension is not granted all funds must be returned to the CMA.

Auditing

The Glenelg Hopkins CMA will conduct a random audit of at least 3 group projects after completion of works and submission of final reports.

Landcare Contacts:

Tony Lithgow

Regional Landcare Coordinator

Ph: (03) 55 712 526

Email: t.lithgow@ghcma.vic.gov.au

Postal Address:

Glenelg Hopkins CMA

PO Box 502

Hamilton Vic 3300

Hamilton Office:

Glenelg Hopkins CMA

79 French Street

Hamilton Vic 3300

Glossary

Group: An individual incorporated body.

Association / Network: An incorporated body which has a number of member organisations.

Mouldboard Direct Seeding: This is a technique of generally ploughing then broadcasting mixed seed. This seeding method results in a dense, mixed, continuous cover of plants similar to natural bushland.

Direct Seeding: This is a way of establishing vegetation by placing seeds directly into prepared ground where they germinate & grow without disturbance.

Riparian Zone: Is the interface between the land and a river or stream. The riparian zone can generally be described as the land that directly influences or is influenced by a watercourse. Plant habitats and communities along the river and wetland margins and banks are referred to as riparian vegetation.

Terrestrial Zone: This is the area of the land which only occurs on landform which includes forests and grasslands.

Coastal Zone: Is the area where the land meets the sea or coast. It is where interaction of the sea and land processes occurs.

Wetland: Wetlands are areas where fresh or salt water gathers – permanently or temporarily. Anywhere water sits long enough for the soil to be affected, or for water-plants to grow, is less than 6 m deep and isn't the seas, is a wetland.

Freshwater Meadow (Wetland): They are temporary wetlands that hold water for less than four months of the year. They are generally no more than 30 cm deep and are productive habitats that support specialised flora and fauna.

Permanent Open (Wetland): Are generally classified into shallow (< 2 meters) and deep (>2 meters) and have permanent inundation such as lakes and reservoirs.

Shallow Freshwater Marsh (Wetland): Have at least 0.3 meter water depth and have inundation for less than 8 months of the year. They are usually formed in volcanic flow beds and generally dry out in summer such as lignum swamps.

Deep Freshwater Marsh (Wetland): They are relatively permanent wetlands that hold water year round. They are generally more than one metre deep and remain flooded for more than a year. However they may dry out during drought years.

Semi Permanent Saline (Wetland): They are generally less than a metre deep, are flooded for less than eight months of the year and have fluctuating salinity that can exceed 3,000 parts-per-million.

Permanent Saline (Wetland): Formed through natural process through the percolation of ground water through saline soil. They have variable high salinity levels and the water chemistry is influenced by groundwater and rainfall. They are permanent bodies of water that are at least 2 meters in depth such as salt lakes and estuaries.

Capacity Building: This is activities that increase skills and knowledge in NRM topics.

Appendix 1: Managing Crown Land:

Fact Sheet - Crown Land Water Frontages (DELWP)

Introduction

A Crown land water frontage is any strip of Crown land that runs alongside designated rivers and streams. That land may not continue for the whole length of the river or stream. Generally a Crown water frontage would have a width of approximately 20-30 metres. However, the actual width of the water frontage may vary considerably because of the distance between the water frontage and any adjoining private land. Often the exact boundaries are unknown as the Crown land may not have been formally surveyed or the course of the river or stream may have altered over time.

Not all water frontages are Crown land. Only 25,000 kilometres (or 20 per cent) of Victoria's 128,000 kilometres of water frontage is Crown land. The rest is generally privately owned land.

Management of these Crown land water frontages is the responsibility of the Department of Environment Water Land and Planning (DEWLP), unless DEWLP has issued a licence to another person or body. If this is the case the licensee is responsible for management of the water frontage.

Licensing of Crown Land Water Frontages

DEWLP may issue a licence for agricultural use over a Crown water frontage to an owner/occupier of the adjoining private land on behalf of the Minister for Environment and Climate Change. When considering an application to use a Crown land water frontage, DELWP must ensure that public land values are protected. Examples of public land values include environmental, historic, recreation, natural resource and cultural significance.

Grazing is the main use for which Crown land water frontages are licensed. Other uses that DELWP may issue a licence for are the growing of crops and planting native vegetation.

A licence over a Crown land water frontage provides personal permission to enter and use the land for a specified purpose and does not offer exclusive use to the licensee. When a Crown land water frontage is licensed, the public retains the right to enter and remain on the land for passive recreational purposes, eg. walking, fishing, or bird watching. However, members of the public are not permitted to camp, light fires or carry firearms on the land.

Pedestrian access must be provided at any fence that crosses the frontage through the provision of a stile or unlocked gate. However, members of the public are strongly advised to contact the landholder/licensee before accessing any river or stream frontage.

Licences over Crown land water frontages for agricultural use can be issued for five years. DELWP may also decline applications or if a licence is issued it may be cancelled if licence conditions are not met.

Frequently Asked Questions

Can I obtain a licence for a Crown land water frontage if I am not the owner/occupier of adjoining private land?

Crown land water frontage licences are issued only to the owner/occupier of the adjoining private land.

Are there circumstances where I must hold a Crown land water frontage licence?

If you are using a Crown land water frontage for agricultural purposes or private use, DEWLP requires you to take out an appropriate licence.

How do I apply for a Crown land water frontage licence?

Contact your local DELWP office. You will need to apply in writing, preferably on an 'Application to use Crown Land' Form.

How is rental determined for a Crown land water frontage licence?

The rental for a Crown land water frontage for agricultural use is determined by the carrying capacity of the land, expressed in Dry Sheep Equivalents (a Dry Sheep is a two-year old wether weighing 45 kilograms and maintaining its present weight). Contact your local DELWP office regarding fees. If the water frontage is not being used for productive purposes, the rental payment is less.

Are there any other fees involved in obtaining a Crown land water frontage licence?

Yes. A licence application fee applies to all applications, and in some circumstances a licence preparation, transfer or replacement fee applies. Contact your local DEWLP office for further details.

What do I do if I don't agree with the proposed rental?

A licensee may only lodge an appeal against the productive rental on the basis of:

- the assessed carrying capacity
- the area considered to be productive
- both of the above.

Any appeals must be lodged in writing within 30 days of an account or offer being issued.

Am I liable for rates on the licensed Crown land water frontage?

Yes. Under the conditions of the licence the licensee must pay all rates and charges applicable. Your local council will determine whether it charges rates on the licensed water frontage.

What happens to the licence if I sell my property?

It is DEWLP policy that only the owner/occupier of adjoining private land can hold a licence over an adjoining Crown land water frontage. If you decide to sell all or part of your property and that section adjoins the Crown land held under licence, the licence will need to be transferred to the new owner of the property.

You should also advise your Solicitors/selling agent that a Crown land licence/s exist for the property that may need to be transferred in part or full to the new owners.

A form to transfer the licence needs to be completed by both parties, along with payment of a transfer fee of \$54.40 to be sent into the Seymour (03 5735 4300) location of the DELWP Transaction Centre. You can call the Centre on the numbers listed. It would be beneficial to have the licence number available to quote to the DELWP Officer.

I have received a grant from the Catchment Management Authority to fence my Crown land water frontage for revegetation - do I have to give up my licence?

No. It is recommended that you advise your local DELWP Office that you have a grant for revegetation works and discuss the matter with your local officer. It will be suggested that your licence be amended so that the area can still be grazed periodically and your rental will be discounted over the five-year term.

Will my private details be kept private?

The Department of Sustainability and Environment is committed to protecting information provided in accordance with the principles of the *Information Privacy Act 2000*.

Information contained in your licence, or any other correspondence related to your licence, may be stored and used by the Department for the purpose of advising the Department and/or relevant Minister on matters relating to the management of Crown lands in Victoria. This information may be disclosed to other relevant governments agencies or statutory authorities or local government authorities for these purposes or if required by law.

Reference [Managing Crown water frontages – for better farms and waterways fact sheet](#) 

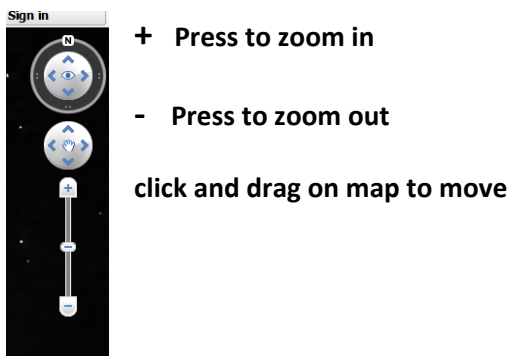
Appendix 2 - Mapping Guide.

For all on ground works individual maps are required for each site. At a minimum the map should include:

- an aerial photo with the project area drawn on it. Please make every effort to accurately draw the proportions of the project area. These site maps will be converted to an electronic map.
- at least 2 roads identified, name of landholder and the site number.
- Please contact Tony Lithgow at Glenelg Hopkins CMA to assist with this task. Ph.55 712526.

How to produce a map in Google Earth

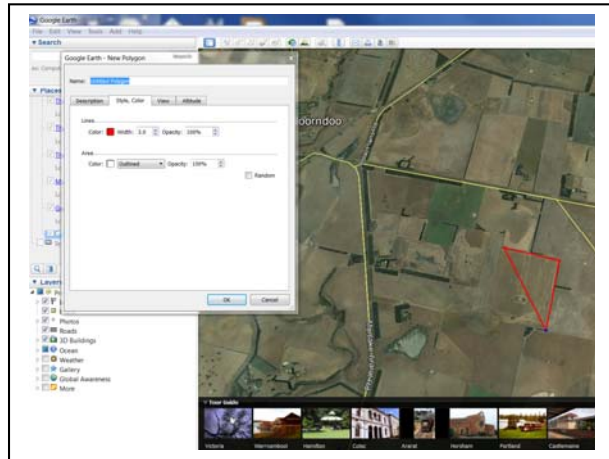
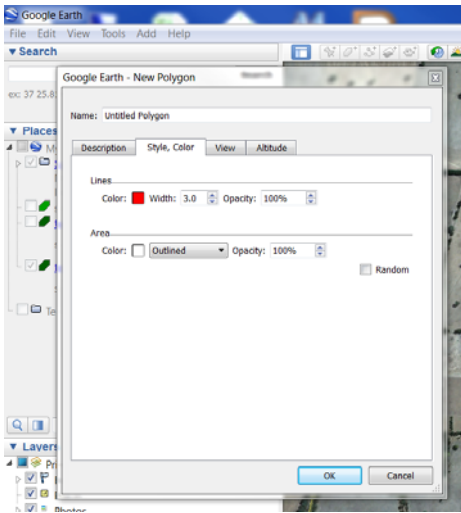
- On the internet go to <http://www.google.com.au/earth/download/ge/agree.html> and download Google Earth or enter Google Earth in search engine.
- Open Google Earth
- Navigate to your site using tools on top right of screen.



- Click on polygon tool



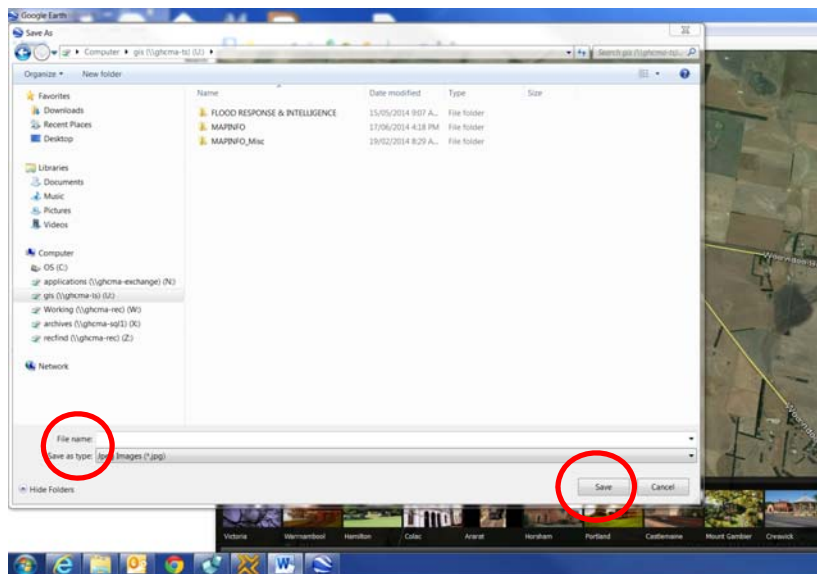
- Fill name field (see screen shot next page)
- Change line colour and change line width to 3.
- Change area to outline.
- **Do not press OK**



- Move cursor to map click on each corner of proposed project site.
- Now press OK
- Click on Save Image icon



- Select where you want to store the file
- Name the file
- Click Save.



- Close Google Earth
- Find the jpeg file you have created
- Print file

Appendix 3: Fencing Standards as in accordance with Department of Environment and Sustainability recommendations.



Under Native Vegetation Management Agreements the following minimum standards apply for fencing: New and existing fencing **must be maintained to the required standard for a period of ten years** from the commencement of the Native Vegetation Management Agreement.

- There is to be no removal or re-siting of fences around sites without written approval or permits were applicable.
- Fences should be positioned to avoid or minimise disturbance of native vegetation.
- Fences along waterways should be a minimum of 10m from the top edge of the bank.
- All fences are to include a gate for management access where required.
- Barbed wire is not recommended for sites due to the potential adverse impact on native animals. If it is absolutely necessary for stock management, barbed wire should only be used in the middle strands to minimise impacts on wildlife.
- Bottom wires of fences should not be electrified to prevent adverse impacts on wildlife

Flood fencing:

- In flood prone areas stock fencing may need to be adapted, you should consider various fencing options.

Health and safety:

You are responsible for ensuring all works required in implementing the management actions are conducted in a safe manner and comply with the lawful requirements of any Authority, and with all Acts, regulations and other laws which may be applicable to the Native Vegetation Management Agreement.

To determine whether there are any underground pipes or cables on your property, you may wish to consider calling 1100 - "Dial before you dig". This is a free referral service from anywhere in Australia.

Beef Cattle	<p><i>Wire:</i> Six line ring-lock with one plain wire or a four strand plain wire with at least two electrified strands or seven strand plain wire.</p> <hr/> <p><i>Posts:</i> 1.8m high treated pine or steel post, no more than 10m apart with two droppers in between.</p> <hr/> <p><i>Strainers:</i> 2.1m high, 150mm wide, treated pine or railway iron/large diameter steel posts.</p> <hr/> <p><i>Stays:</i> 3m treated pine.</p> <hr/> <p><i>Note:</i> These are minimum standards only, under some conditions higher standards will be required to create a stock proof fence.</p>
Dairy Cattle	<p><i>Wire:</i> Six line ring-lock with one plain wire or a three strand plain wire with at least two electrified strands or seven strand plain wire.</p> <hr/> <p><i>Posts:</i> 1.8m high treated pine posts or steel posts, no more than 10m apart with two droppers in between.</p> <hr/> <p><i>Strainers:</i> 2.1m high, 150mm wide, treated pine or railway iron/large diameter steel posts.</p> <hr/> <p><i>Stays:</i> 3m treated pine.</p> <hr/> <p><i>Note:</i> These are minimum standards only, under some conditions higher standards will be required to create a stock proof fence.</p>
Sheep	<p><i>Wire:</i> Six line ring-lock with one plain wire or a five strand plain wire with at least two electrified strands or seven strand plain wire.</p> <hr/> <p><i>Posts:</i> 1.8m high treated pine or steel post, no more than 10m apart with two droppers in between.</p> <hr/> <p><i>Strainers:</i> 2.1m high, 150mm wide, treated pine or railway iron/large diameter steel posts.</p> <hr/> <p><i>Stays:</i> 3m treated pine.</p> <hr/> <p><i>Note:</i> These are minimum standards only, under some conditions higher standards will be required to create a stock proof fence.</p>
Kangaroos /	<ul style="list-style-type: none"> • Build four 10m x 10m exclusion areas per hectare (i.e. 40 plots for a 10 hectare site) in areas with

Wallabies	<p>native shrubs/grasses.</p> <hr/> <ul style="list-style-type: none"> • Ring-lock or hinge-joint and corner steel posts for support. One plain wire above ring-lock/hinge-joint for support and extra height. <hr/> <ul style="list-style-type: none"> • Support fence to withstand stock or native animal forces. Strain to tight using wire from corner posts to pegs/cut-off star posts driven into the ground. <hr/> <p><i>Note: These are minimum standards only, under some conditions higher standards will be required to create a stock proof fence.</i></p>
Rabbits	<ul style="list-style-type: none"> • 1050 mm width; 40mm mesh diameter; and 1.4mm wire diameter rabbit-proof netting. <hr/> <ul style="list-style-type: none"> • Support fence to withstand stock or native animals. Rabbit netting fixed so that it reaches at least 900mm above the ground. <hr/> <ul style="list-style-type: none"> • Netting buried (to 150mm depth) or laid down and secured with pegs, rocks or timber. <hr/> <p><i>Note: These are minimum standards only, under some conditions higher standards will be required to create a stock proof fence.</i></p>

Further information

For more information on fencing native vegetation refer to the Information Notes on the Department of Primary Industries (DPI) website (www.dpi.vic.gov.au).

For further information, please contact the Department of Environment, Land, Water and Planning (DELWP) Customer Service Centre on 136 186 or visit the DELWP website at: www.DELWP.vic.gov.au/nativevegetation. All Native Vegetation Management Information Sheets are available on the website.

Appendix 4: Regionally Controlled Pest Plants and Animals

Invasive Plants:

Regionally Prohibited Weeds (RPWs)	Regionally Controlled Weeds (RCWs)
Serrated Tussock	Gorse
Amsinckia	Ragwort
Golden Thistle	Paterson's Curse
Spiny Burr Grass	Blackberry
Silverleaf Nightshade	
St Barnaby's Thistle	
Tiger Pear	
Sagittaria	

Invasive Animals:

Established Invasive Animals

Priority One (High):

Declared Established Pest Animals

- European Rabbits (DPI Compliance Target Areas)

Priority Two (Medium):

Declared Established Pest Animals

- European Rabbits (High Value Assets - As per GHCMA Invasive Animal Strategy 2010-2015)

Appendix 5: Direct Seeding Calculation Sheet

Method 1.

Seeding in rows – likely with direct seeding machine.

General Rules:

500 m long x 20 m wide area is **1 hectare**.

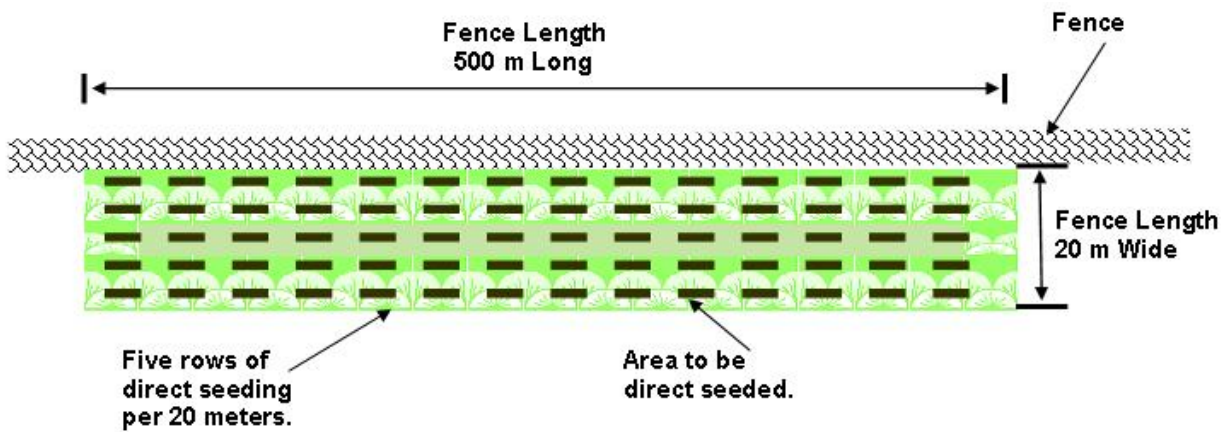
500 m long x 20 m wide revegetation area has 5 rows of direct seeding.

One ha has 2,500 m or 2.5 km of direct seeding.

Direct seeding rate is **\$118 per km**.

2.5km x \$118 = **\$295**

1 hectare = 10,000 m²



Method 2.

Mouldboard plough or broadcast.

Calculation:

Fence length x fence width = area

500m x 20m = 10,000m (1 ha)

Recommendation 2.5 kg of seed per hectare @ \$300 /kg.

2.5 kg x \$300 = \$750

Appendix 6

Risk Score and Risk Rating

The below table defines the risk rating based on the scores for likelihood and consequence.

Likelihood	Almost Certain 5	5	10	15	20	25
	Likely 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Rare 1	1	2	3	4	5
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Consequence						

Examples of Risk:

DESCRIPTION
Environmental conditions decrease the survival percentage of plants
Failure to deliver project on time & on budget
Failure to provide a safe working environment
Member landholders not delivery outputs as contracted.

Appendix 6

PROJECT RISK ASSESSMENT

Victorian Landcare Grants 2015/16

Group Name:.....Date.....

Risk No.	DESCRIPTION	LIKELIHOOD		CONSEQUENCE		RISK RATING	MITIGATION STRATEGY	RESIDUAL RISK	
		Almost Certain (5)	Likely (4)	Possible (3)	Unlikely (2)				Rare (1)
1									
2									
3									
4									
5									

Note: Risk equals likelihood x consequence

