

EcoTender Demonstration 2007/08

Landholder reporting

Information Sheet No. 16

Introduction

Landholder reporting is an essential component of the EcoTender Demonstration Project. As part of an EcoTender Management Agreement landholders are required to submit periodic reports detailing the works undertaken on their EcoTender site(s) or progress towards milestones in accordance with the scheduled management actions/commitments as outlined under the management agreement.

The landholder reports form the basis for monitoring of the site in response to changed management practices and will need to be submitted to the Corangamite Catchment Management Authority (CMA) within 21 days of notification.

Landholders who complete and report on all the scheduled tasks and/or meet reporting milestones as identified in the management agreement will be authorised to invoice for the next payment due to them under the agreement. Failure to complete and report on all scheduled activities may result in a request for more information and may delay scheduled payments.

This document is intended to assist landholders appropriately document activities undertaken throughout their EcoTender Management Agreement period.

What each landholder will need

Prior to their required reporting period, landholders will receive a letter and template to complete (see attached examples of a native vegetation management and revegetation landholder report forms). The following information is required to complete the Landholder Report:

- Landholder Name;
- EcoTender Site Identifier;
- EcoTender Management Zone code;
- Receipts of material purchased or services provided (if any);
- Evidence of plant stock provenance (where required) and,
- Photographs of work completed or changes in site vegetation including revegetation.

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Step 1 – Site details

Landholder name, site identifier, management zone code must be filled in at the top of the page if it is not already printed on the sheets you receive.

Landholders should refer to the site plan in the EcoTender Management Agreement to determine the Management Zone code. Write this in the 2nd column from the left of your Landholder Report Form, one Management Zone to each page.

Step 2 – Management actions and commitments

In the column titled “Management actions to be completed”, the management actions and commitments that the landholder is required to complete as detailed for each Management Zone are printed as they appear in the EcoTender Management Agreement (see example). The “Timing” of each action as it appears in the EcoTender Management Agreement should be completed.

Note: Each management action that is detailed in the Management Agreement must be reported on. Failure to complete any part of the annual reporting requirement will result in a request for more information.

Step 3 – Action status

Complete or incomplete actions are required to be documented by writing ‘Yes’ if the action is completed in full, or ‘No’ if partially complete or not attempted in the appropriate column for each action.

Note: If actions are incomplete, it is important for the landholder describe the reasons for not completing the management action. It is also recommended that the landholder contact the Corangamite CMA to seek further advice on how to complete the management action in an appropriate time frame.

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Step 4 – Action descriptions

In the column titled “Description of action”, landholders must provide details of the commitments met, work undertaken and any specialised equipment used (if relevant). Attach any photocopies of receipts for purchase of materials; equipment or services (i.e. fencing material, sprays, contractors, etc.), as evidence of works undertaken, and photographs of the completed works (weed removal, fences erected or burrows collapsed).

If management actions are partially complete, detail the extent of the work undertaken and when the work is intended to be completed.

If management actions other than those described in the Management Agreement were undertaken, describe the altered management.

Note: In general, if management actions are to be significantly altered from the actions detailed in the EcoTender Management Agreement, the Corangamite CMA must first be contacted and a Letter of Variation must be completed by both parties, prior to the work being carried out.

Step 5 – Comments and observations

Landholders should complete the column titled “Comments / observations” by describing any observed outcomes or matters of interest during the reporting period. Landholders can also use this column to provide feedback on specific difficulties with achieving the agreed management commitments or suggestions for improving on management recommendations.

Landholder must declare that the information supplied is accurate, sign and date the form before it is submitted.

Step 6 – Photographs

Landholders are strongly encouraged to attach photographs of the management activities on-site to the landholder report form.

Photographs can be taken to demonstrate work undertaken. For example the construction of a fence to exclude stock, collapsed rabbit burrows, sprayed weeds, etc.

This may include photographs taken from a set photopoint, used to monitor vegetation change and improvement through time.

Photopoint monitoring involves periodically taking a photograph from the same place and facing the same direction to illustrate change over time. For information regarding photopoint monitoring, refer to EcoTender Information Sheet 17 – *Photopoint monitoring*.

Step 7 – Checklist

Before posting the landholder report please ensure that the following have been addressed and all relevant documentation is included.

- All report pages are appropriately identified by the management agreement contract number, site identifier, zone code and the landholder's name.
- All agreed management actions and commitments are addressed within the report.
- The status of each action is defined as complete or incomplete.
- Each management action is described in detail.
- Any comments / observations of environmental outcomes are noted.
- All relevant documentation is attached. i.e. receipts, photographs, etc.
- Each page of the report is signed and dated by the landholder.

Further information

For further information on EcoTender please visit DSE website www.dse.vic.gov.au or Corangamite CMA website www.ccma.vic.gov.au and search under “EcoTender”.



Published by the Victorian Government Department of Sustainability and Environment, Melbourne, August 2008
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Authorised by the Victorian Government, 8 Nicholson Street, East Melbourne

Printed by Stream Solutions

ISBN 978-1-74208-178-6 (Hardcopy)
ISBN 978-1-74208-179-3 (Internet)

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EcoTender Example - Landholder Reporting Native Vegetation Form

Landholder: John Farmer

Site Identifier: FAR-001

Management Zone Code: 001a

Year	Management Zone (refer to site plan)	Management actions to be completed (as per management agreement)	Timing (as per management agreement)	Completed (Yes/No)	Description of action	Comments/observations
2008/09	001a	<i>Fumigate and hand-collapse rabbit burrows as per minimum standards</i>	<i>Autumn</i>	<i>Yes</i>	<i>April - Located 3 burrows within zone & treated with Chloropicrin. Hand-collapsed burrows immediately following treatment. Repeated on one burrow that had reopened in June. Receipts for purchase of chemicals enclosed.</i>	<i>We observed many wildflowers in this area in spring (see enclosed photographs).</i>
	001a	<i>Spot spray blackberry</i>	<i>Spring to summer</i>	<i>No</i>	<i>February - No blackberry was found in the zone</i>	<i>Spraying of Blackberry in previous years of the agreement has eliminated all plants. No seedlings were observed.</i>

Please turn over if you require more space

I hereby declare that the supplied information is accurate and complies with reporting requirements under the Third Schedule of the EcoTender Management Agreement.

Signed _____

Date _____

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EcoTender Example - Landholder Reporting Revegetation Form

Landholder: **John Farmer**

Site Identifier: **FAR-001**

Management Zone Code: **002b**

Year	Management Zone (refer to site plan)	Management actions to be completed (as per management agreement)	Timing (as per management agreement)	Completed (Yes/No)	Description of action	Comments/observations
2008/09	002b	1. Establishment of vegetation 1.1(a) Prepare the site appropriately to ensure optimal establishment of the vegetation.	Autumn	Yes	April- Sprayed entire site with glyphosate using a boom spray. A second spray of the site has not been required at this stage. (Receipts for purchase of chemicals enclosed)	Management Zone 002b showed different results to 002a as it has not required a second spray to date. We assume this to be associated with different soil & moisture types between the zones (See Photographs).
	002b	2. Provenance of vegetation 2.3 Landholder must: (a) Record the exact provenance of any vegetation established under items 2.1 and 2.2; and (b) Give a copy of that record to the Secretary as part of the Report for this Milestone	Spring to summer	Yes	Seed was collected from a remnant vegetation site on the property. (See field data sheet and map of collection location enclosed)	See enclosed photographs.
	002b	3. Site Protection - fence and fire protection 3.1 Erect and maintain adequate fencing around the site in accordance to defined minimum standards, to ensure that domestic stock are excluded from the Site at all times.	Winter	Yes	Built 500 m of stock proof fence along the northern boundary as per minimum standards. Repaired fences along the southern and western boundary as specified in the management agreement.	See enclosed photographs.

Please turn over if you require more space

I hereby declare that the supplied information is accurate and complies with reporting requirements under the Third Schedule of the EcoTender Management Agreement.

Signed _____

Date _____