

Port Phillip Bay Fund

Round 3 Guidelines



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Cover – Weedy Seadragon

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Minister's foreword

Port Phillip Bay is home to many precious plants and animals. It is also an integral part of Victoria's liveability; providing cultural, economic and social benefits for Victorian residents and visitors alike, as well as supporting a broad range of local businesses.

The bay is also a unique ecosystem and feature of Victoria's coastline. Securing the health of Victoria's natural capital is critical to supporting a thriving economy and healthy communities.

But constant pressure from climate change, increasing population growth and threats to biodiversity mean our environment and coastlines need our collective help to thrive.

The health of the bay relies on collaborative effort across government agencies, community organisations and businesses. Long-term government strategies such as the *Port Phillip Bay Environmental Management Plan 2017-2027* and *Protecting Victoria's Environment – Biodiversity 2037*, alongside on-ground community action, are essential to addressing current and future threats to Port Phillip Bay.

That is why, in November 2016, the Andrews Labor Government partnered with community organisations to address the issues that are impacting the bay. We have continued to work with these organisations to develop new approaches to protecting, restoring and caring for our marine and coastal areas, through the Port Phillip Bay Fund.

Rounds 1 and 2 of the fund provided \$7.67 million for 75 small and large-scale projects, that included water quality improvement works; foreshore upgrades; dune stability works; amenity upgrades and wetlands improvements.

Round 3 provides an additional \$850,000 to support volunteer-based environmental groups and networks improve the health, amenity and sustainability of the bay and coastline.

Coastcare, friends groups, Landcare, committees of management, Traditional Owners and Aboriginal community groups, not-for-profits, youth groups, and schools are encouraged to continue the work needed to improve and conserve the health and sustainability of Port Phillip Bay and surrounding catchments.

I am thrilled by what has been achieved so far through this fund, and the individual and combined efforts that are making an enormous contribution to delivering the goals of the Port Phillip Bay Environmental Management Plan.

On the strength of our partnerships and through our shared care and stewardship of the bay we will ensure its future health and value for all Victorians.



The Hon. Lily D'Ambrosio MP
Minister for Energy, Environment and Climate Change



Contents

Introduction	5
What is the Port Phillip Bay Fund?	5
How much funding is available?	5
When do applications for Round 3 close?	5
Funding priorities	6
What types of projects might be funded?	6
Applicant eligibility	7
What kinds of groups can apply?	7
What are the eligibility criteria?	7
Do we need an auspice?	7
What are the conditions of funding?	8
Project, activity and budget eligibility	10
Where will projects be funded?	10
What can we get funding for?	10
What won't be funded?	11
Do I need to contribute towards my project's budget?	12
We have a Round 1 or 2 project, can we still apply?	12
Can we apply for more than one project?	12
Assessment	14
How to apply	15
How do I calculate the value of our volunteer contribution?	16
What's next	17
Useful resources	19
Coastal Management Act consent	19
Port Phillip Bay Environmental Management Plan (EMP)	19
Incorporation through Consumer Affairs Victoria	19
Australian Charities and Not for Profit Commission (ACNC)	19
Cultural Heritage	19
Child Safe Standards	20
Land manager consent to undertake works	20
Port Phillip Bay catchment map	21

Introduction

Victoria's iconic Port Phillip Bay offers a vast array of social, recreational, economic and environmental values for those who live, work and visit in and around the Bay. Maintaining the health of the Bay's marine life, habitats and water quality is critical to providing these values and requires a coordinated effort from government, community and organisations as reflected in the Port Phillip Bay Environmental Management Plan 2017-2027.

What is the Port Phillip Bay Fund?

The Port Phillip Bay Fund is a grants program that supports projects by community groups and organisations who are working to protect and preserve the environmental health of the Bay.

The objectives of the Fund are:

- encouraging partnerships across a range of interested groups and organisations who support the environmental health of the Bay;
- enhancing the amenity and environmental values in the Bay and on the foreshore; and
- reducing and addressing threats to the health of the Bay, including nutrients, pollutants and litter.

Community groups and non-government organisations are eligible to apply for projects that address local and regional priorities to protect the health of the Bay and bay catchment area.

How much funding is available?

Up to a total of \$850,000 is available in Round 3.

When do applications for Round 3 close?

Applications will close **5pm Wednesday 10 April 2019**. We recommend that you plan to submit early, as no extensions can be granted.

What funding streams are available?

For Round 3, there is one stream of funding available, for:

- Community groups, Traditional Owners and Aboriginal community groups, schools, and not for profit organisations
- Projects of up to \$50,000 and 12 months duration

Funding priorities

What are the priorities for Round 3?

For Round 3, we are seeking community projects that create a legacy. Projects with on-ground works which will maintain and improve the health of Port Phillip Bay in the long term will be considered favourably. We encourage you to consider opportunities for partnerships, education, monitoring and citizen science within your on-ground project.

What types of projects might be funded?

To be funded, projects need to meet at least one of the grant objectives:

- encourage partnerships with groups and organisations who support the environmental health of the Bay;
- enhance the amenity and environmental values in the Bay and on the foreshore; and
- reduce and address threats to the health of the Bay, including nutrients, pollutants and litter.

Projects also need to:

- be located in the Port Phillip Bay catchment area
- demonstrate a clear link to the environmental health of the Bay.

The following is a non-exhaustive list of activities that may be funded through these grants:

- Protection, rehabilitation and restoration of marine and coastal habitats and biodiversity (e.g. preserving threatened species habitat, fencing, marine and coastal weed and pest control).
- Actions that conserve and increase awareness of the Traditional Owner values of Port Phillip Bay and its catchment area.
- Actions that directly reduce the amount of sediment, nutrients, litter and pollutants that enter the Bay and its tributaries (e.g. installation of litter traps, source reduction programs, riparian revegetation, wetland systems to slow/treat storm water).
- Managing visitor impacts on sensitive coastal and marine sites (e.g. improved access management, fencing, pathways).

Education, monitoring and citizen science activities will be considered, where they are part of a broader project with direct on-ground outcomes.

Applicant eligibility

What kinds of groups can apply?

Round 3 is targeted at:

- Environmental groups and networks, such as Coastcare, Friends groups and Landcare
- Volunteer-based recreational and community groups with an interest in the Bay, such as diving and naturalist groups, Scouts, Rotary, Lions, senior citizens and youth clubs
- Committees of Management
- Traditional Owners and Aboriginal community groups
- Kindergartens, Primary and Secondary Schools.

Other types of community groups may also be considered if they are proposing to work with volunteers to undertake local projects that support the environmental health of Port Phillip Bay.

State and Federal government departments and agencies, commercial organisations, bodies established for profit-making purposes, and sole trading and other individuals, are not eligible for Round 3.

What are the eligibility criteria?

To be eligible, applicants must:

- have \$10 million public liability insurance, with enough construction allowance to cover the project
- and** meet one of the following:
- be incorporated through Consumer Affairs Victoria, **or**
 - have an ABN with Australian Charities and Not-for-profit Commission registration, **or**
 - be a registered scout group, **or**
 - be a kindergarten, primary or secondary school, **or**
 - be a Registered Aboriginal Party, **or**
 - be a public land Committee of Management.

Applicants who don't meet the eligibility criteria can partner with another organisation who does meet the criteria, known as an auspice.

Do we need an auspice?

You do not need an auspice if your group or organisation meets the eligibility criteria listed above.

You can still apply if your group is listed under *What kind of groups can apply*, but doesn't meet the eligibility criteria. In this case, you'll need to partner with another group or organisation who does meet the requirements, known as an auspice.

The auspicings group or organisation will enter into a contract with us, and will be legally responsible for the project. They will receive the money from us, and be responsible for reporting and acquittal (they will likely expect you to help or do this, but the legal requirement is theirs).

You will need to include an email or letter from your auspice in your application, showing that they agree to take on this responsibility for you.

Who can act as an auspice, if we need one?

The auspicings group or organisation must:

- have \$10 million public liability insurance, with enough construction allowance to cover the project
- **and** meet one of the following:
- be incorporated through Consumer Affairs Victoria, **or**
- have an ABN with Australian Charities and Not-for-profit Commission registration, **or**
- be a registered scout group, **or**
- be a kindergarten, primary or secondary school, **or**
- be a state or local government entity.

Potential auspicings organisations include:

- Catchment Management Authorities – Corangamite CMA for Geelong and the western edge, and Port Phillip and Westernport CMA for the rest of the catchment.
- water corporations and other state government authorities, such as Melbourne Water and Parks Victoria
- umbrella not for profit associations, such as Landcare Victoria Inc
- local councils
- other volunteer-based community groups and networks.

What are the conditions of funding?

Successful applicants and auspicings organisations (if an auspice is used) are required to:

- enter into a funding agreement with DELWP. Information about the Victorian Common Funding Agreement that will be used can be found at: <http://www.dhs.vic.gov.au/for-business-andcommunity/not-for-profit-organisations/common-funding-agreement>
- be responsible for meeting contractual obligations to deliver the project and report on its success by the due date
- have appropriate land manager approval and relevant permits, including planning and cultural heritage
- adhere to all relevant legislation including Occupational Health and Safety requirements and Child Safe Standards
- acknowledge the Victorian Government funding in publications and promotions

- work with DELWP to identify and promote major project milestones and completion.

You may also have specific conditions applied to your project, which you will also need to adhere to. If this happens, we will discuss the specific requirements with you.

Project, activity and budget eligibility

Where will projects be funded?

To be funded, projects need to be located within the Port Phillip Bay catchment or the Bay itself (refer to the [map](#) included in the Useful Resources section). Inland projects that demonstrate a strong link to the health of the Bay and priorities of the Port Phillip Bay EMP 2017-2027 will be considered.

What can we get funding for?

The Fund will support the following categories of expenditure:

- materials (e.g. plants, tree guards, herbicide, exclusion fencing, seating, and access steps)
- site preparation (e.g. equipment hire, security fencing, and rubbish removal)
- personal protective equipment (e.g. gloves, goggles, and masks)
- engaging and partnering with the Traditional Owners and Registered Aboriginal Parties of the project area
- contractors (e.g. presenters, surveyors, installers, weed controllers for particularly difficult weeds or sites)
- advertising that will support funded activities (e.g. local newspapers, signs and posters seeking volunteers)
- training that supports the project's activities (e.g. learning a new approach, how to use equipment, First Aid)
- project management and coordination (e.g. staff time to manage the budget, coordinate volunteers, and secure approvals).

Education, monitoring and citizen science items will be considered, where they are part of a broader project with direct on-ground outcomes. This could include:

- design, printing, postage (e.g. educational materials, educational signage)
- water quality & pollution monitoring (e.g. ammonia test kits, water quality meters/probes/dataloggers; dissolved oxygen, electrical conductivity and/or temperature, identification kits)

Other types of expenditure may be considered during assessment of your project if well justified and deemed suitable. You will need to demonstrate that all activities and budget items are essential to the success of the project and that the amounts requested are reasonable. There are no caps or limits for eligible items. Value for money will be considered as part of the assessment process.

When developing budgets, you should ensure that activity items (such as equipment, materials and contractor charges) are fully costed, **including any GST** charges that you would need to pay. Refer to [Do the grants include GST?](#) for more information.

You must upload the budget details template to your application. The template is available to download in the application form in Grants Online, and also accessible via https://www.coastsandmarine.vic.gov.au/_data/assets/excel_doc/0014/410234/PPBFRD3-BudgetDetailTemplate.xlsx

What won't be funded?

Funding will not be provided for:

- activities that are not focused on the environmental health of the bay and its catchment area.
- costs and activities that are already funded through another organisation, program or fund source.

Your project can build on the success of past or existing projects but must essentially be new work. The grant must fund additional activities that wouldn't occur without this funding.

- activities that were intended to be your in-kind contribution to another funded project
- actions or costs associated with native vegetation offset sites or activities

For example, meeting a condition of a permit, contract or investment program, such as BushBroker, Section 173 agreement or offset covenant

- any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area. In this instance, a permit for removal of vegetation may still be required.
- any activity involving the use of fire-arms, tranquilisers, traps or explosives

Confinement traps are allowed under permit and expert supervision

- Any illegal activity
- Purchase of goods for competitions, prizes, giveaways, vouchers or alcohol

(e.g. plastic educational/promotional items, pens, sample packs, keep cups, stickers, bags)

- Barbed wire fencing
- Computers, laptops, tablets and smartphones
- Insurance
- Any other action or activity determined by the Panel through the assessment process to be an inappropriate or unsuitable use of the funds.
- Any action that are part of a land manager's legal duty of care.

Do I need to contribute towards my project's budget?

Yes. All applicants will need to match their requested funding at least 1:1. For example, if you request \$10,000 you need to demonstrate that you have at least \$10,000 in matched funding from other sources.

The matched funding can include a combination of:

- volunteer time dedicated to the project (including planning, designing and organising)
- in-kind support (e.g. access to photo copier, free loan of equipment, donation of materials)
- staff time allocated to completing the project, where the salary comes from another source
- funding from other sources (e.g. donations, philanthropic grant programs).

Table 1: Example of matched funding

Grant requested from the Fund	\$	Matched funding from other sources	\$
Construction materials	7,700	Staff time on project	3000
Safety equipment	1,100	Printing donated by ABC Office Supplies	250
Contractor hire	1,200	Volunteer time (200 volunteer hours x \$30 per hour)	6,000
		Local government (Venue hire donated by local council)	750
	10,000		10,000

Do the grants include GST?

Our grants are now GST free. If you apply for \$5,000, you will not receive an additional \$500 to cover GST regardless of your current GST registration status.

GST free grant status does not prevent you from using the money on items/services that include GST. It does mean that if you'll be out of pocket for the GST amount, you should include it in your budget table.

If you're unsure about whether you are registered for GST or what it means for your group, please seek financial advice. Accounting practices and GST treatment differ between organisations, and DELWP is not able to provide individual advice on GST.

We have a Round 1 or 2 project, can we still apply?

Yes, you can still apply if you've already received a grant in Round 1 or 2. If your new project would be related to your existing project, we recommend being very clear in your application about how the new project is different or would result in additional value.

Can we apply for more than one project?

Yes, you may submit more than one project. Each project submitted must be separate and clearly different. Projects will not be accepted if:

- they are dependent on another project getting funded, or

- scaled versions of the same project have been submitted.

If one of your projects is funded, preference may then be given to unfunded applicants over your other lower ranking projects.

Assessment

How will our application be assessed?

Eligible projects will be assessed against the following assessment criteria to determine the successful applicants.

Assessment Criteria	Criteria Weighting
How well the project and related actions align with the Environmental Management Plan and/or the Fund's coastal health objectives	17%
Likely impact of the proposed activities on the environmental health of the bay and/or foreshore <ul style="list-style-type: none"> • addressing causes of environmental problems rather than treating symptoms • evidence of proposed approach working in the past (possibly in a different place, or for a different issue) 	33%
What legacy the project will have, and how it will be maintained after the funding ends	33%
How learnings from the project will be shared with others who are working on the health of the Bay and foreshore	17%

In addition to these questions, each application will be assessed for:

- overall value for money
- how well risks to the project's delivery have been considered and managed.
- Previous history, such as non-completion of projects and overdue reports, may also be considered as part of assessment.

Generally higher scoring projects will be funded, however we may also consider the overall mix of project types and locations over the life of the program. A number of priority actions of the EMP were not well represented through Rounds 1 and 2 of the PPBF including the following:

- conserving and restoring marine life and habitats,
- managing marine weed, pest and overabundant native (marine) wildlife,
- projects leading to increased awareness of the cultural values of the Bay, and
- improving water quality, in particular, monitoring and source tracking pollutants and pathogens.

How to apply

What is the application process?

Applications must be submitted online using the DELWP Grants Online portal. To apply, go to the grant program web page <https://www.coastsandmarine.vic.gov.au/grants/port-phillip-bay-fund> and click on the 'Start New Application' button. To return to a saved draft application, click on the 'Access Saved Application' button. You can save your application and work on it until you are ready to submit it. We recommend that you start your application as early as possible.

Your online application can only be accessed by one set of login details. We recommend that you use your generic group or team email if you have one.

Attaching required documents

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 5MB.

You must upload the budget details template to your application. The template is available to download in the application form in Grants Online, and also accessible via <https://www.coastsandmarine.vic.gov.au/grants/port-phillip-bay-fund/PPBFRD3-BudgetDetailTemplate.xlsx>

You will receive an application number when you submit an application online. Please quote this number in all communications with the department relating to your application.

Only one file can be uploaded for each upload type in the application form. If you have more than one file to upload (for example, multiple landholder support letters), zip these into a file and then upload the file.

If you have documents to submit that cannot be attached to your online application you can email them to grantsinfo@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required. All supporting material must be received by the application deadline.

Make sure your application is submitted by **5pm on Wednesday 10 April 2019**.

What support is available for program and online application?

If you have any questions about this grant program or encounter any issues drafting and submitting your application online, you can contact the Grants Information line during normal business hours on 1300 366 356 or via email to grantsinfo@delwp.vic.gov.au. If you call after hours, you can leave a message and request a call back.

We are looking for projects that:

- Clearly and logically explain what outcomes (i.e. changes) the project will deliver, and how the proposed activities are the best means to achieve this
- Outline a strong plan for how the project will be delivered, including how key partners, contractors, and interest groups are involved in the project

- Involve key project partners including community and Traditional Owner organisations where this will add value and more effectively deliver the outcomes sought
- Consider the specific risks to the successful delivery of the project, and describe how you intend to manage and/or mitigate these
- Provide detail of any project manager or facilitator costs, and why they are essential to the delivery of the project
- Build on what you (and other groups) have learnt and done in previous projects
- Demonstrate the use of best practice for the project's delivery
- Have secured in-principle support from the land manager (if working on a site)
- Clearly show public benefit (if working on private land)

How do I calculate the value of our volunteer contribution?

Volunteer time contributions should be valued at \$30 per hour.

Example 1

35 volunteers x 5 hours per day x 2 days x \$30 = \$10,500 in volunteer time contribution

Example 2

50 volunteers x 6 hours per day x 15 days x \$30 = \$135,000 in volunteer time contribution

Privacy Collection Notice

If successful, information about your project will be made publicly available, including project name, project description, the amount of funding received, and your group or organisation's name.

Any personal information about you or a third party in your application will only be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <http://www.delwp.vic.gov.au/privacy>

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002. Alternatively, contact by phone on 9637 8697.

What's next

What happens after applications close?

Applications Close	10 April 2019
Assessment and Decision Making	From April 2019
Announcements	May to June 2019
Funding Agreements Executed	From July 2019
Grant Payments	On execution of funding agreement
Project Complete	Within 12 months of commencement

Please note that the timeframes provided are indicative only and are subject to change depending on the number and complexity of applications received.

Application Assessment

Your application will be checked for eligibility and assessed by an expert panel. We may contact you any time between applications closing and announcement, asking for clarifications about aspects of your application. This doesn't indicate that your project has been successful.

Following assessment, the expert panel will recommend a package of projects to the Minister of Energy, Environment and Climate Change.

When will we hear if we are successful?

You will be advised of the outcome of your application in writing after the assessment and approval process is completed, which will likely be mid-2019.

Unsuccessful applicants will be given a general indication of why their application did not receive funding. All decisions, including conditional offers of funding, are final and are not subject to further review. You are welcome to ask for feedback on your application.

Funding Conditions

Successful applicants will receive payments once a funding agreement has been signed and all paperwork has been submitted to and accepted by DELWP.

If you have an auspice, they will need to sign the funding agreement and will receive the payment on your behalf.

What reporting will be required for successful projects?

All successful applicants will need to complete a final report, which will be due 4 weeks after the project is scheduled to finish. This will be outlined in the Funding Agreement.

Reporting will be completed online using the links provided and submit through the DELWP Grants Online Portal. The reporting template will be made available a few months before it is due. The report will need to include:

- how you spent the grant
- what you achieved with the project
- data that you collected during the project (if any). Data will be made publicly available.
- what you learnt from the project

You may also be asked for information about specific aspects of your project. This information will contribute to monitoring the health of Port Phillip Bay, through the Environmental Management Plan and State of the Bay reporting. Successful applicants may be required to contribute information on activity outcomes for use in program evaluation or in the department's communication materials.

Acknowledgement

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines will form part of the funding agreement. For further information on Acknowledgment and Publicity Guidelines for Victorian Government Funding Support, go to <https://www2.delwp.vic.gov.au/grants>. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Useful resources

Coastal Management Act consent

Projects between the outer limit of Victorian coastal waters and 200 metres inland of the high-water mark of the sea and on Crown land or water covering Crown land will need consent under the Marine and Coastal Act 2018. Most applicants working in water or near the coast will need to apply for consent. A small number of projects that involve site maintenance (for example, maintaining existing structures, fixing fences) may be covered under the general consent that was issued by the Minister in 2013 – if you think your project could be in this category, please speak to your local DELWP office to confirm.

For more information about the Marine and Coastal Act 2018 and the general consent issued in 2013, please refer to:

<https://www.coastsandmarine.vic.gov.au/coastal-management/information-for-coastal-managers>

To locate your local DELWP office, please refer to:

<https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations>

Port Phillip Bay Environmental Management Plan (EMP)

The plan was developed by DELWP in partnership with Melbourne Water and the Environment Protection Authority Victoria. It is part of the Victorian Government's commitment to ensure Port Phillip Bay remains healthy and resilient over the coming decade.

The plan has three main goals to guide future action and investment over the next 10 years:

- stewardship of the Bay is fostered across community, industry and government
- water quality is improved to ensure environmental health and community enjoyment of the Bay
- the Bay's habitats and marine life are thriving

<https://www.coastsandmarine.vic.gov.au/coastal-programs/port-phillip-bay>

Incorporation through Consumer Affairs Victoria

To find your group's incorporation number, and for information about incorporating, please visit the Consumer Affairs Victoria website:

<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations>

Australian Charities and Not for Profit Commission (ACNC)

To see if your organisation is already registered as a not for profit, and for more information about registering, please visit the ACNC website:

<http://www.acnc.gov.au>

Cultural Heritage

For information about Cultural Heritage, including maps of culturally sensitive areas and a planning tool, please visit the Aboriginal Victoria website:

<http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-cultural-heritage/cultural-heritage-management-plans/when-is-a-plan-required>

Child Safe Standards

For information about Child Safe Standards, please visit the Department of Health and Human Services website:

<http://providers.dhhs.vic.gov.au/resources-child-safe-standards>

Land manager consent to undertake works

Applicants will need to demonstrate that the site land managers, both public and private, support the project being carried out on the land they manage. A short letter or email from your land manager will need to be attached to your application. Formal approval is not required at the application stage.

Example land manager statement of support

I, <name> of <organisation> support <insert activities as per this project> occurring on <site address>. My contact details are <insert contact phone number/email>.

If you are successful, you will need formal approval and appropriate permits before you start your activities – when planning your project, ensure that you factor in the time (and costs) that may be needed. You should also consult with your local Council and relevant authorities regarding any permits that may be required. You will need to provide copies of relevant permits to DELWP on request.

For advice about land manager consent, please refer to relevant contacts:

- DELWP for crown land on 136 186, or your DELWP local office
<https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations>
- Parks Victoria for parks and reserves on 131 963 or your local Parks Victoria office
<http://parkweb.vic.gov.au/>
- Corangamite Catchment Management Authority on (03) 5232 9100 for regional priorities, the regional catchment strategy, sub strategies and related plans and works on designated waterways
www.ccma.vic.gov.au
- Port Phillip and Westernport Catchment Management Authority on (03) 8781 7900 for regional priorities, the regional catchment strategy, sub strategies and related plans and works on designated waterways
www.ppwcm.vic.gov.au
- Local government planning staff for council-owned land
<https://knowyourcouncil.vic.gov.au/>
- Melbourne Water, for water supply catchment areas
<https://www.melbournewater.com.au/>

Port Phillip Bay catchment map

