



**Coastcare**  
Victoria

*'Supporting communities to care for marine and coastal environments since 1994'*

# **Coastcare Victoria Community Grants Funded Projects Standards 2021-22**

[marineandcoasts.vic.gov.au/coastcare](https://marineandcoasts.vic.gov.au/coastcare)



OFFICIAL

## Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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These standards are designed to help you identify and comply with all legal requirements of your agreement. Please keep this document as a reference and contact your local Coastcare Victoria Facilitator if you need further direction or assistance.

## General

<p>Acknowledgment and publicity guidelines for Victorian Government funding support</p>	<p>You must acknowledge the government’s funding support on written materials and in speeches and other forms of presentations, such as signage.</p> <p>Any written acknowledgement statement in published or printed materials associated with the funded project or initiative should include one of the statements below:</p> <ul style="list-style-type: none"> <li>• The [name of program/s/projects/s/ initiative/s] was/were or is/are supported by Coastcare Victoria and the Victorian Government.</li> <li>• [Name of organisation] acknowledges the support of Coastcare Victoria and the Victorian Government.</li> </ul> <p>At all openings, launches and events supported by or associated with government funding support, you must prominently display Coastcare Victoria and Victorian Government signs or banners, if available. Coastcare Victoria signs and banners can be borrowed from DELWP. Your organisation is responsible for organising for their collection and their prompt return.</p> <p>You must use both the Coastcare Victoria and Victorian Government logo.</p> <p>Further detail is found in the ‘Acknowledgment and publicity guidelines for Victorian Government funding support’ document attached. A breach of these guidelines is considered a breach of your funding agreement with Coastcare Victoria and DELWP.</p> <p>To access the logos, or to seek advice on use, please contact your Coastcare Facilitator.</p>
<p>Media and Communications Reporting</p>	<p>For each Coastcare Victoria funded grant, recipients are required to provide:</p> <ul style="list-style-type: none"> <li>• At least five photos with permissions to reproduce.</li> <li>• Copies of any communication activities targeting the general community.</li> <li>• Copies of any publications, signage or similar produced as a result of your grant.</li> </ul> <p>We will ask for copies of these materials in your progress and final reporting, but if you have something great or opportune, please forward it at any time.</p> <p>Further detail is found in the ‘Coastcare Victoria Community Grants Standards - Media and Communications Reporting for your Coastcare Victoria Community Grant’ document attached.</p>

<p>Funding agreement conditions, milestones and dates</p>	<p>Please ensure you have read and understood all conditions in your funding agreement. It is your legal responsibility to ensure you comply.</p> <p>You must deliver and complete the milestones by the due date specified in your agreement, unless otherwise approved in writing by Coastcare Victoria.</p>
<p>Ineligible activities and budget items</p>	<p>Funding is NOT permitted to be used for the following:</p> <ul style="list-style-type: none"> <li>• Wages of staff</li> <li>• Summer by the Sea Program activities</li> <li>• Works on or for the benefit of private land</li> <li>• Development of recreation facilities or projects primarily focused on improving amenity</li> <li>• Any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area and appropriate permits are obtained</li> <li>• Revegetation works using species which are not local indigenous species</li> <li>• Removal of exotic trees from coastal foreshore areas where there is little or no remnant vegetation</li> <li>• Large infrastructure or engineering works</li> <li>• Activities (or components of projects) that have been funded by other funding bodies</li> <li>• The purchase or production of promotional goods or merchandise which are considered to be environmentally damaging e.g. plastics (hard or soft), polystyrene, single use items</li> <li>• Goods or services for competitions, prizes, gifts, vouchers or alcohol</li> <li>• General operating or travel costs not directly associated with a project/event</li> <li>• Sand/beach renourishment</li> <li>• High-risk activities involving the use of fire-arms, tranquilisers, or explosives for vermin control</li> <li>• Any activity required as an offset (as a condition of a permit to clear native vegetation)</li> <li>• Projects not relating to Victoria’s marine and coastal environments</li> <li>• Projects assessed as not meeting the eligibility and assessment criteria.</li> </ul>

	<ul style="list-style-type: none"> <li>• Feral cat control</li> <li>• Using LPG devices, ferreting or harbor destruction for rabbit control</li> <li>• Shooting animals</li> <li>• Trapping animals</li> </ul>
Capital items	<p>Capital items and equipment are those that have a usable lifespan beyond one year and therefore would need to be maintained on an asset register by an organisation to be depreciated over several accounting periods. This includes items such as for example tree planters and photographic, video and motion sensor cameras.</p> <p>All capital items or equipment should be registered as an asset with your organisation.</p> <p>Please ensure that where possible, assets are hired or borrowed and shared between organisations / groups rather than purchased for one-off projects.</p>
Insurance	<p>Insurance is required from the start date of your funding agreement. You must maintain effective and appropriate insurance coverage for your operational and business risks for the duration of your funding agreement.</p>

## For On-Ground Works

Aboriginal cultural heritage	<p>See attached 'Aboriginal Cultural Heritage Guide for Landcare and environmental volunteering groups and networks'.</p> <p>Where proposed activities may impact Aboriginal cultural heritage, you must seek advice from the relevant Registered Aboriginal Party or Aboriginal Victoria.</p> <p>Before commencing any works, you must meet requirements of the <i>Aboriginal Heritage Act 2006</i> and obtain authorisation from the relevant approval authority where proposed activities may require a cultural heritage management plan or cultural heritage permit.</p> <p>Read up on processes under the Aboriginal Heritage Act 2006 for managing and protecting Aboriginal cultural heritage, including cultural heritage management plans (CHMP), permits, agreements and tests at <a href="https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans-permits-agreements-and-tests">https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans-permits-agreements-and-tests</a></p> <p>For further information refer to the Aboriginal Heritage Council website: <a href="https://www.aboriginalheritagecouncil.vic.gov.au">https://www.aboriginalheritagecouncil.vic.gov.au</a></p>
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	<p><a href="https://www.aboriginalheritagecouncil.vic.gov.au/victorias-registered-aboriginal-parties">https://www.aboriginalheritagecouncil.vic.gov.au/victorias-registered-aboriginal-parties</a></p> <p><a href="https://www.aboriginalvictoria.vic.gov.au/report-and-protect-possible-aboriginal-place-or-object">https://www.aboriginalvictoria.vic.gov.au/report-and-protect-possible-aboriginal-place-or-object</a></p>
Animal ethics approvals	<p>All research proposals involving animals, for example live-capture and release; bird or bat banding (ABBBS), marking; radio tracking; taking of tissue samples; call playback, baited remote sensing cameras, may first require Animal Ethics Committee (AEC) approval in accordance with the Prevention of Cruelty to Animals Act 1986 (POCTA), POCTA Regulations 2019 and the Australian Code for the care and use of animals or scientific purposes. The purpose of the POCTA Act is to prevent cruelty to animals; to encourage the considerate treatment of animals; and to improve the level of community awareness about the prevention of cruelty to animals.</p> <p>For further information regarding animal ethics approvals and requirements refer to Agriculture Victoria's website: <a href="https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching">https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching</a></p> <p>And Animal Ethics Committee (AEC): <a href="https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching/animal-ethics-committees">https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching/animal-ethics-committees</a></p> <p>You may require a Scientific Procedures Premises License issued by AEC. Please seek advice from the Licensing Officer regarding requirements: <a href="mailto:sp.licensing@ecodev.vic.gov.au">sp.licensing@ecodev.vic.gov.au</a></p> <p>Please ensure you allow enough time for approvals/licenses as these need to be in place before on-ground project activities commence.</p> <p>In addition, you may require a permit for projects relating to pest animals. Visit <a href="https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals">https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals</a></p>
Contractors	<p>You must ensure that any contractors have current and adequate insurance, licenses, permits and approvals for all works before commencing. Contractors must have insurance that is appropriate for the risk and scale of the works to be conducted.</p>
Land manager Consent	<p>You must seek and obtain the written consent of all property owner/s or land manager/s prior to starting any activity on the land they own or manage.</p>
Legislative and regulatory requirements	<p>It is your responsibility to ensure that your project complies with all requirements set out in any applicable State, Commonwealth, territory and local government legislations and regulations, including that all necessary planning, approvals and/or</p>

	<p>permits are or will be in place prior to the commencement of on ground activities for the project. Speak to the relevant land manager for advice on requirements specific to your project.</p> <p>Commonwealth and state/territory legislations and regulations include but are not limited to those listed below:</p> <ul style="list-style-type: none"> <li>• <i>Aboriginal Heritage Act 2006</i></li> <li>• <i>Aboriginal Heritage Amendment Act 2016</i></li> <li>• <i>Aboriginal Heritage Regulations 2018</i></li> <li>• <i>Environment Protection and Biodiversity Conservation Act 1999</i></li> <li>• <i>Flora and Fauna Guarantee Act 1988</i></li> <li>• <i>Marine and Coastal Act 2018</i></li> <li>• <i>Native Title Act 1993</i></li> <li>• <i>Occupational Health and Safety Act 2004</i></li> <li>• <i>Planning and Environment Act 1987</i></li> <li>• <i>The Privacy Act 1988 (Commonwealth)</i></li> <li>• <i>The Freedom of Information Act 1982</i></li> <li>• <i>Traditional Owner Settlement Act 2010</i></li> <li>• <i>Victoria's Child Safe Standards</i></li> <li>• <i>Working with Children Act 2005</i></li> </ul>
<p><b>Occupational Health and Safety</b></p>	<p>You must ensure Occupational Health and Safety requirements are met including developing a Job Safety Plan (or equivalent) and undertaking a Site Safety Survey before work commences. You must ensure there is appropriate supervision and training of staff, volunteers and contractors, and safe equipment and PPE available.</p> <p>For volunteer organisations – please ensure you liaise with your OHS Responsible Officer in planning your project delivery. If you are unsure which land manager is your Responsible Officer, please discuss this with Coastcare Victoria as soon as possible.</p>
<p><b>Permits – General</b></p>	<p>Funding of an Activity does not constitute a permit from DELWP, Coastcare Victoria or from Local Government Authorities. You are responsible for obtaining all necessary permits required in relation to the Activity including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Any planning permits that are required</li> <li>• Any building permits that are required</li> <li>• Any heritage approvals that are required</li> </ul>

<p>Permit - Fisheries Act</p>	<p>For some projects a license, permit or authorisation may be required under the Fisheries Act 1995.</p> <p>For further information contact Victorian Fisheries Authority general enquiries 136 186, or online at <a href="https://vfa.vic.gov.au/about/contact-us">https://vfa.vic.gov.au/about/contact-us</a></p>
<p>Permit - Marine and Coastal Crown Land</p>	<p>If any of your project activities will be carried out on Marine and Coastal Crown land you may require approval under the Marine and Coastal Act 2018: <a href="https://www.marineandcoasts.vic.gov.au/marine-and-coastal-act">https://www.marineandcoasts.vic.gov.au/marine-and-coastal-act</a></p> <p>Before commencing any works, you must obtain approval to use or develop marine and coastal Crown land. You must comply with the conditions of any consent provided.</p> <p>For more information contact DELWP general enquiries on 136 186 or contact your local DELWP office</p>
<p>Permit - Research / Survey</p> <p>Assessment and monitoring of wildlife and plants</p>	<p>For some projects a permit or authorisation may be required under the Wildlife Act 1975, Flora and Fauna Guarantee Act 1988 (FFG Act) or the National Parks Act 1975.</p> <p>For projects that involve the capture, collection or interference with wildlife, including fauna surveys; live-capture and release; bird or bat banding (ABBBS), marking; radio tracking; taking of tissue samples; call playback, baited remote sensing cameras, retaining wildlife for education; collection of dead specimens (bones, skin, feathers, teeth, etc.); or any other handling of wildlife, and collection of listed terrestrial invertebrates under the FFG Act you may require an authorisation or permit under the Wildlife Act 1975.</p> <p>For projects that involve native vegetation surveys, any taking of protected flora, direct (picking) or indirect (trampling) including collection of herbarium specimens; collection of vegetation samples; collection of seed or propagation material and research in protected communities, taking or surveying of protected fish, collection / taking of any FFG Act listed aquatic invertebrates you may require an authorisation or permit under the FFG Act 1988.</p> <p>An authorisation or research permit is required for all research conducted on Parks Victoria managed land: <a href="https://www.parks.vic.gov.au/get-into-nature/conservation-and-science/science-and-research/research-permits">https://www.parks.vic.gov.au/get-into-nature/conservation-and-science/science-and-research/research-permits</a></p> <p>You may also require a permit from the Department of Environment, Land, Water and Planning: <a href="https://www.wildlife.vic.gov.au/wildlife-research-tourism-and-cinema/flora-and-fauna-research-permits">https://www.wildlife.vic.gov.au/wildlife-research-tourism-and-cinema/flora-and-fauna-research-permits</a></p> <p>Please ensure you allow enough time for permit approvals as these need to be in place before on- ground project activities commence.</p>

Planned Burn	Planned burning is not eligible for use of funding under this contract.
Project site address identified as a vegetation offset	No funds are to be allocated for or used within a native vegetation offset (covenanted sites) under an existing contract.
Revegetation	<p>Species need to be indigenous to the site. Seek expertise to identify appropriate species and source plants or seed from healthy, viable and robust populations. Contact your local indigenous nursery to assist with identifying appropriate plants and planting lists.</p> <p>Funding is not to be used on non-indigenous or advanced plants (Note: indigenous tube stock or smaller cell plants and seeds are eligible).</p>

## For Weed and Pest Animal Control

General – Pest animal control	<p>In relation to vertebrate pest control activities, ensure that all legal and animal welfare requirements are met and that you obtain any permits required. Please visit:</p> <ul style="list-style-type: none"> <li>• Agriculture Victoria <a href="https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals">https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals</a></li> <li>• Animal Welfare Victoria (a part of Agriculture Victoria) <a href="https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control">https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control</a></li> </ul> <p>Note: where pest management activities are to be conducted on public land, you must apply the relevant Codes of Practice (COPs) and Standard Operating Procedures (SOPs).</p>
General – Weed control	<p>In relation to weed control activities, ensure that all weeds are disposed of and transported in a manner that ensures they will not be spread as a result of disposal or transport and that you obtain any permits required for transporting declared weeds.</p> <p>For information on roles and responsibilities relating to weed control please refer to: <a href="https://agriculture.vic.gov.au/biosecurity/weeds">https://agriculture.vic.gov.au/biosecurity/weeds</a> and <a href="https://agriculture.vic.gov.au/biosecurity/weeds/prescribed-measures-for-the-control-of-noxious-weeds">https://agriculture.vic.gov.au/biosecurity/weeds/prescribed-measures-for-the-control-of-noxious-weeds</a></p> <p>Refer also Legal responsibilities for managing invasive species: <a href="https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/legal-responsibilities-for-managing-invasive-species">https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/legal-responsibilities-for-managing-invasive-species</a></p>

	<p>The Weeds at the Early Stage of Invasion Project provides useful tools for weed management on public land in Victoria:  <a href="https://www.environment.vic.gov.au/invasive-plants-and-animals/early-invaders">https://www.environment.vic.gov.au/invasive-plants-and-animals/early-invaders</a></p>
Baiting (application of bait products registered for pest animals in Victoria)	<p>Only products registered for use against pest animals in Victoria can be used under this contract.</p> <p>Only an appropriately 'authorised person' can conduct baiting programs and must have all appropriate licenses and permissions. People conducting baiting must adhere to all label instructions including notification requirements and implement baiting according to the Directions for Use for 1080 and PAPP in Victoria and relevant codes of practice and standard operating procedures.</p> <p>For information on the use of chemicals including 1080 refer to Information on pest animal bait <a href="https://agriculture.vic.gov.au/farm-management/chemicals/requirements-for-using-1080-and-PAPP-animal-bait">https://agriculture.vic.gov.au/farm-management/chemicals/requirements-for-using-1080-and-PAPP-animal-bait</a></p> <p>Ensure that all legal and animal welfare requirements are met and that you obtain any permits required. Please visit:</p> <ul style="list-style-type: none"> <li>• Agriculture Victoria <a href="https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals">https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals</a></li> <li>• Animal Welfare Victoria (a part of Agriculture Victoria) <a href="https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control">https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control</a></li> </ul>
Herbicide application	<p>People undertaking the application of registered herbicides for weeds must comply with all the controls on the use of agricultural chemicals which include requirements for keeping records of chemical applications and compliance with product labels. The product label is important in determining the appropriateness of chemical use and must be followed at all times.</p> <p>Other controls include the requirement to possess an Agricultural Chemical User Permit (ACUP) to allow use of certain chemical products and restrictions of use of certain chemical products in Agricultural Chemical Control Areas.</p> <p>It is the responsibility of the user to be familiar with this legislation. For more detailed information on the use of chemicals see:  <a href="https://agriculture.vic.gov.au/farm-management/chemicals">https://agriculture.vic.gov.au/farm-management/chemicals</a></p>
Rabbit control	<p>Warren fumigation is an eligible activity and you must ensure all label instructions and requirements are met, and all Agriculture Victoria permits and animal welfare requirements are met.</p>

## For Public Events

<p>COVID-19 Safety</p>	<p>Please make a COVID Safe Plan for any face-to-face activities and include this as part of your Job Safety Plan/s. Further information and templates can be found online at <a href="https://www.coronavirus.vic.gov.au/covidsafe-plan">https://www.coronavirus.vic.gov.au/covidsafe-plan</a></p> <p>Keep up to date and comply with current restrictions by checking the following sites <a href="https://www.coronavirus.vic.gov.au/">https://www.coronavirus.vic.gov.au/</a> and <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></p> <p>Your event may be required to be registered as a public community event, to find out use the self assessment tool here <a href="https://www.coronavirus.vic.gov.au/public-event-self-assessment-tool">https://www.coronavirus.vic.gov.au/public-event-self-assessment-tool</a> and then register here <a href="https://www.coronavirus.vic.gov.au/register-your-public-event">https://www.coronavirus.vic.gov.au/register-your-public-event</a></p>
<p>Litter data</p>	<p>Any litter data you obtain through the course of your project should be entered into LitterWatch Victoria, an online web portal to input and manage litter data. LitterWatch Victoria provides users the ability to view and compare data on litter across different areas and time periods.</p> <p>Please email <a href="mailto:LitterWatch.Victoria@delwp.vic.gov.au">LitterWatch.Victoria@delwp.vic.gov.au</a> to organise any training or assistance needed.</p> <p>Further information can be found online at <a href="https://www.litterwatchvictoria.org.au">https://www.litterwatchvictoria.org.au</a></p>
<p>Working with Children</p>	<p>Under the Working with Children Act 2005 people engaging in “child-related work” must apply for and pass the Working with Children (WWC) Check. The Organisation (its staff and volunteers) must meet all requirements of the WWC Check that are relevant to this Activity.</p> <p>Victoria’s Commission for Children and Young People has recently introduced mandatory Child Safe Standards which organisations must implement and comply with. Please visit <a href="https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/">https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/</a></p>