



Coastcare
Victoria

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

Coastcare Victoria Funded Projects Standards

Authors

Bec Cross, Daniel Elphick & Jess Schubert-Hoban, Coastcare Victoria, DELWP

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.



a. © The State of Victoria Department of Environment, Land, Water and Planning 2020



b. This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the

Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email customer.service@delwp.vic.gov.au or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

Table of Contents

Aboriginal cultural heritage.....	4
Animal ethics approvals.....	4
Capital items.....	5
Contractors.....	5
Funding agreement conditions, milestones and dates.....	5
Ineligible activities and budget items.....	5
Insurance.....	6
Land manager Consent.....	6
Legislative and regulatory requirements.....	6
Litter data.....	7
Occupational Health and Safety.....	7
Permits – General.....	7
Permit - Fisheries Act.....	7
Permit - Marine and Coastal Crown Land.....	8
Permit - Research / Survey.....	8
Assessment and monitoring of wildlife and plants.....	8
Planned Burn.....	8
Project site address identified as a vegetation offset.....	9
Revegetation.....	9
Working with Children.....	9
Weed and pest animal control.....	9
General – Pest animal control.....	9
General – Weed control.....	10
Baiting (application of bait products registered for pest animals in Victoria).....	10
Feral Cat Control.....	11
Herbicide application.....	11
Rabbit control.....	11
Shooting of pest animals.....	11
Trapping of pest animals.....	11

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.

<p>Aboriginal cultural heritage</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 https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans-permits-agreements-and-tests</p> <p>For further information refer to the Aboriginal Heritage Council website: https://www.aboriginalheritagecouncil.vic.gov.au https://www.aboriginalheritagecouncil.vic.gov.au/victorias-registered-aboriginal-parties https://www.aboriginalvictoria.vic.gov.au/report-and-protect-possible-aboriginal-place-or-object</p>
<p>Animal ethics approvals</p>	<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: https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching</p> <p>And Animal Ethics Committee (AEC): https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animals-used-in-research-and-teaching/animal-ethics-committees</p>

	<p>You may require a Scientific Procedures Premises License issued by AEC. Please seek advice from the Licensing Officer regarding requirements: sp.licensing@ecodev.vic.gov.au</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 https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals</p>
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>
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>
Funding agreement conditions, milestones and dates	<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>
Ineligible activities and budget items	<p>Funding is provided to undertake the project as described in your application. Funding must not be used for any of the following items (note that this list is not exhaustive):</p> <ul style="list-style-type: none"> • Summer by the Sea Program activities. • Works on or for the benefit of private land. • Development of recreation facilities or projects primarily focused on improving amenity. • Any activity involving clearing of native vegetation, unless it is a declared environmental weed in your area and appropriate permits are obtained. • Revegetation works using species which are not local indigenous species.

	<ul style="list-style-type: none"> • Removal of exotic trees from coastal foreshore areas where there is little or no remnant vegetation. • Large infrastructure or engineering works. • Activities (or components of projects) that have been funded by other funding bodies. • 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. • Goods or services for competitions, prizes, gifts, vouchers or alcohol. • General operating or travel costs not directly associated with a project/event. • Sand/beach renourishment. • High-risk activities involving the use of fire-arms, tranquilisers, or explosives for vermin control. • Any activity required as an offset (as a condition of a permit to clear native vegetation). • Projects not relating to Victoria’s marine and coastal environments.
Insurance	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.
Land manager Consent	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.
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 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"> • <i>Aboriginal Heritage Act 2006</i> • <i>Aboriginal Heritage Amendment Act 2016</i> • <i>Aboriginal Heritage Regulations 2018</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i> • <i>Flora and Fauna Guarantee Act 1988</i> • <i>Marine And Coastal Act 2018</i> • <i>Native Title Act 1993</i>

	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> • <i>Planning and Environment Act 1987</i> • <i>The Privacy Act 1988 (Commonwealth)</i> • <i>The Freedom of Information Act 1982 (Vic)</i> • <i>Traditional Owner Settlement Act 2010</i> • <i>Victoria's Child Safe Standards</i> • <i>Working with Children Act 2005</i>
Litter data	<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 LitterWatch.Victoria@delwp.vic.gov.au to organise any training or assistance needed.</p> <p>Further information can be found online at https://www.litterwatchvictoria.org.au</p>
Occupational Health and Safety	<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>
Permits – General	<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"> • Any planning permits that are required • Any building permits that are required • Any heritage approvals that are required
Permit - Fisheries Act	<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 https://vfa.vic.gov.au/about/contact-us</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: https://www.marineandcoasts.vic.gov.au/marine-and-coastal-act</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 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: https://www.parks.vic.gov.au/get-into-nature/conservation-and-science/science-and-research/research-permits</p> <p>You may also require a permit from the Department of Environment, Land, Water and Planning: https://www.wildlife.vic.gov.au/wildlife-research-tourism-and-cinema/flora-and-fauna-research-permits</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>
<p>Planned Burn</p>	<p>Planned burning is not eligible for use of funding under this contract.</p>

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>	
Working with Children	<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 https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/</p>	
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"> • Agriculture Victoria https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals • Animal Welfare Victoria (a part of Agriculture Victoria) https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control <p>For information on the use of chemicals including 1080 refer to Information on pest animal bait https://agriculture.vic.gov.au/farm-management/chemicals/requirements-for-using-1080-and-PAPP-animal-bait</p> <p>Ensure you are compliant with leghold trap requirements under the Prevention of Cruelty to Animals (POCTA) Act 1986 and POCTA Regulations 2019: https://agriculture.vic.gov.au/biosecurity/pest-animals/trapping-pest-animals/leghold-traps</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).
	General – Weed control	<p>For information on roles and responsibilities relating to weed control please refer to: https://agriculture.vic.gov.au/biosecurity and https://agriculture.vic.gov.au/biosecurity/weeds/prescribed-measures-for-the-control-of-noxious-weeds</p> <p>Refer also Legal responsibilities for managing invasive species: https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/legal-responsibilities-for-managing-invasive-species</p> <p>The Weeds at the Early Stage of Invasion Project provides useful tools for weed management on public land in Victoria: https://www.environment.vic.gov.au/invasive-plants-and-animals/early-invaders</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 https://agriculture.vic.gov.au/farm-management/chemicals/requirements-for-using-1080-and-PAPP-animal-bait</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"> • Agriculture Victoria https://agriculture.vic.gov.au/biosecurity/protecting-victoria/legislation-policy-and-permits/managing-pest-animals • Animal Welfare Victoria (a part of Agriculture Victoria) https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/humane-vertebrate-pest-control

	Feral Cat Control	Feral cat control is not eligible for funding under this contract.
	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: http://agriculture.vic.gov.au/agriculture/farm-management/chemical-use</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> <p>The use of LPG devices for rabbit control is not an eligible activity for funding. Ferreting and trapping for rabbit control is not an eligible activity for funding. Rabbit harbor destruction is not an eligible activity for funding.</p>
	Shooting of pest animals	Shooting is prohibited under this contract and is not eligible for use of funding under this contract.
	Trapping of pest animals	Trapping is prohibited under this contract and is not eligible for use of funding under this contract.