

# BushBroker®

## Annual reporting

Information sheet No. 18

Annual reporting is an essential component of the BushBroker program. Your BushBroker Landowner Agreement (Landowner Agreement) requires you to submit an annual report detailing the works undertaken on your BushBroker site(s) in accordance with the commitments and management actions outlined in your Landowner Agreement.

Annual reports form the basis for monitoring of site improvement in response to changed management practices.

Once you have successfully completed and reported on all the schedule tasks as identified in the Landowner Agreement for the year you will be advised to invoice for the next allocated payment due. Failure to complete and report on all scheduled management actions and commitments may result in a request for more information and delay the scheduled payments.

Note: depending upon the type of agreement you have signed you may be required to complete additional reporting such as stocking rates when grazing is allowed. The BushBroker Project Officer will advise you if this is required.

### What you will need

On an annual basis the Department of Sustainability and Environment (DSE) will send a letter and annual report template to complete (see attached example). You will require the following information to complete the report:

- BushBroker Landowner Agreement
- BushBroker site number
- Photographs of work completed or changes in site vegetation
- Copies of receipts for any materials, equipment or labour.

### Step 1 – Site details

The Annual Report template will contain the site number(s) and zone code(s) for your BushBroker site(s). If you have multiple sites and/or habitat zones make sure you are reporting on the right one. To check your site and zone, refer to the map in your Landowner Agreement.

### Step 2 – Management actions and commitments

The Annual Report contains a table with a list of the management actions in your Landowner Agreement that you were required to complete in the previous year. The report also contains a list of the commitments from your Landowner Agreement. To prepare for your reporting collect supporting information on the listed commitments and management actions.

### Step 3 – Action status

All commitments and management actions listed on your Landowner Agreement must be reported on. In the “Completed (Yes/No)” column you report on whether you have completed or not completed the commitment or management action. If the commitment or management action was completed in full, write ‘Yes’ in the column. If the commitment or management action is partially complete or not attempted, write ‘No’ in the column.

### Step 4 – Action descriptions

In the column titled “Description of action” you should provide details of the work undertaken and any specialised equipment used (if relevant).

If you have not been able to meet a commitment give details as to why.

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

For any management actions that are incomplete, describe the reasons for not completing it. For example, following inspection of the management zone, no rabbit burrows were found so fumigation and collapsing of burrows was not required. If you are having trouble completing a management action within the timeframe contacts the BushBroker Project Officer for advice.

If management actions other than those described in the Landowner Agreement were undertaken, describe the management action.

*Note: In general, if management actions need to be altered from those detailed in the signed Landowner Agreement or commitments are unable to be met, contact the BushBroker Project Officer immediately.*

*A Letter of Variation must be completed by both parties (both the landowner and the Secretary of the Department of Sustainability and Environment), prior to different management actions being carried out.*

## Step 5 – Comments and observations

In the “Supporting evidence of actions being completed/comments/observations” column describe any observations of interest or unexpected outcomes that occurred during the reporting period. List any supporting evidence you are attaching in this column. Any feedback on specific difficulties with achieving the commitments or management actions or suggestions for improving on management recommendations can be entered in this column.

## Step 6 – Attach evidence

Attach to the report any evidence you have of completing the commitments and management actions. This can include photocopies of receipts for the purchase of materials, equipment or labour (ie. fencing material, sprays, contractors, etc.) and photographs of the completed works (weed removal, fences erected or burrows collapsed).

## Step 7 – Photographs

We encourage you to attach additional photographs of the site to the annual report. This may include photographs taken from a set photopoint, used to monitor vegetation change and improvement through time.

Photopoint monitoring involves taking a photograph from the same place and facing the

same direction at different points in time. For information regarding photopoint monitoring, refer to the BushBroker Information Sheet No. 19 – *Photopoint monitoring*.

## Step 8 – Commitments

You will need to read through the commitments listed in the Landowner Agreement and sign underneath if you have met the commitments. If you were unable to meet the commitments please provide details as to why.

## Step 9 – Completion

At the end there is a space for you to sign and date the report to declare that the information supplied is accurate.

## Step 10 – Checklist

Before posting the Annual Report please go through the following list to make sure your report is complete.

- All agreed commitments and management actions are addressed within the report for the correct site(s) and zone(s)
- The status of each commitment or management action is defined as complete or incomplete
- Each commitment or management action is described in detail
- You have included any comments or observations of improved biodiversity
- All relevant documentation is attached (i.e. receipts, photographs and any thing else of interest)
- The report is signed and dated.

## Further information

For further information on BushBroker, please contact the DSE Customer Service Centre on **136 186** or visit the DSE website at: [www.dse.vic.gov.au/nativevegetation](http://www.dse.vic.gov.au/nativevegetation). All BushBroker Information Sheets are available on the website.

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For more information contact the DSE Customer Service Centre 136 186

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# Annual reporting

**Document Reference:** 4567  
**Site Progress:** Year 1 report

## BushBroker Annual Report Form

**Landowner:** John and Mary Smith

**Landowner Agreement:** BB-0023/LA03

**Site Code:** BB-0023/02

| Year | Active Management<br>(refer to site plan) | Zone Codes | Management Actions to be completed<br>(as per management agreement) | Timing<br>(as per management agreement) | Completed (Yes/No) | Description of action   | Supporting evidence of action being completed/comments/observations  |
|------|---|------------|---|---|--------------------|---|--|
| One  | BB-0023/02                                | A, B       | Fumigate and hand-collapse rabbit burrows as per minimum standards  | Autumn                                  | Yes                | <i>April – Located 3 burrows within zone &amp; treated with Chloropicrin. Hand-collapsed burrows immediately following treatment. Repeated on one burrow that had reopened in June.</i> | <i>We observed many wildflowers in this area in Spring (see enclosed photos).<br/>Receipts for purchase of chemicals enclosed.</i> |
|      | BB-0023/02                                | B          | Spot spray blackberry   | Spring - Summer                         | No                 | <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>            |

I hereby declare that the supplied information is accurate and complies with reporting requirements under Section 6 – Obligations of the Landowner in the BushBroker Landowner Agreement.

**Signed:** \_\_\_\_\_ *Mary Smith* \_\_\_\_\_ *John Smith* \_\_\_\_\_

**Date:** 4 / 4 / 2010  
 day month year

## Compliance with section 6 of the Landowner Agreement:

### Obligations of the landowner - Management of the Site

In relation to the Site, the Landowner covenants and agrees:

- 6.1 To complete the Management Actions specified in the Management Plan to the satisfaction of the Secretary, for the purposes of achieving the Targets, regardless of whether all Credits have been sold to other people. As specified in clause 7.8, where the Landowner has completed the Management Actions specified in the Management Plan to the satisfaction of the Secretary, but a Target is not achieved for reasons out of the control of the Landowner, the Secretary will not withhold any payment to the Landowner.
- 6.2 To allow the Secretary and the Secretary's officers, employees, agents, contractors, invitees and licensees access to, and entry onto the Site on reasonable notice being given to the Landowner.
- 6.3 To be responsible for ensuring that the works required to implement the Management Plan comply with the lawful requirements of any Authority, and with all Acts, regulations and other laws which may be applicable to the Management Plan.
- 6.4 That at all times from the date of Commencement, except in accordance with the Management Plan, it must not:
  - 6.4.1 permit any Native Vegetation (dead or alive) on the Site to be removed, destroyed or lopped;
  - 6.4.2 permit any Native Vegetation (including branches or leaf litter) to be removed from the Site or otherwise interfered with;
  - 6.4.3 apply for a permit under the *Planning and Environment Act 1987* to remove destroy or lop Native Vegetation from the Site;
  - 6.4.4 permit livestock to enter any part of the Site;
  - 6.4.5 allow any non-indigenous fauna (including any cat, dog or other domestic animals) to be introduced to the Site, save for up to two dogs which are to be kept under control at all times; or
  - 6.4.6 allow indigenous flora or the habitat or potential habitat of any indigenous fauna to be adversely affected.
- 6.5 That at all times from the date of Commencement, except with the prior written consent of the Secretary, it must:
  - 6.5.1 where the Site is adjacent to an area being grazed, erect and maintain fences and gates between such area and the Site in good stockproof repair, order and condition at all times;
  - 6.5.2 prevent the spread of and, as far as possible, eliminate established pest animals in accordance with section 20 of the *Catchment and Land Protection Act 1994*;
  - 6.5.3 eradicate Regionally Prohibited Weeds and prevent the growth and spread of Regionally Controlled Weeds as required by section 20 of the *Catchment and Land Protection Act 1994*;
  - 6.5.4 prevent the growth and spread of any other high threat weeds identified in the second Schedule;
  - 6.5.5 prevent the application of fertilizer to any part of the site; and
  - 6.5.6 prevent the establishment and spread of high threat weed species as identified by the Secretary.
- 6.6 Except with the prior written consent of the Secretary, the Landowner must not erect, place nor permit any structure or dwelling to be placed on the Site.
- 6.7 In relation to the Site the Landowner covenants and agrees that except with the prior written consent of the Secretary, at all times from the date of Commencement it must not:
  - 6.7.1 allow (unless required by law) any deterioration in the natural state or in the flow, supply, quantity or quality of any body of water on to or from the Site;
  - 6.7.2 allow (unless required by law) any exploration or mining extraction or production of gas, petroleum, minerals or other substances on the Site;
  - 6.7.3 allow (unless required by law) any transmission lines or other services or works on the Site;
  - 6.7.4 permit the removal, introduction or disturbance of any soil, rocks, or other minerals or the construction of dams other than those already existing on the Site;
  - 6.7.5 permit the subdivision of any part of the Site; or
  - 6.7.6 permit the operation of any trade, industry or business, the recreational use of trailbikes or four wheel drive vehicles, the accumulation of rubbish or the storage of any materials or any other activities not consistent with the purposes of this Agreement, except with the written consent of the Secretary.

Have you complied with all of the above conditions? Yes / No (please circle)

If no, please provide details:

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Signed \_\_\_\_\_

Date \_\_\_\_\_