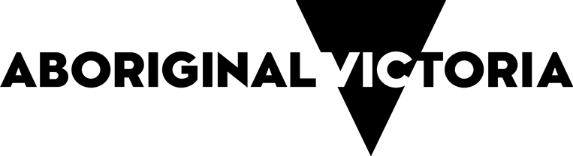
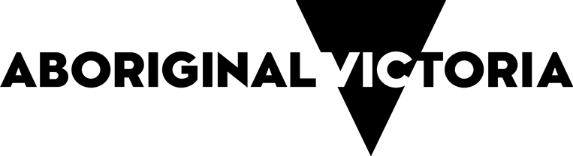


The *Aboriginal Heritage Act 2006*

Developing and negotiating an

ABORIGINAL CULTURAL HERITAGE LAND MANAGEMENT AGREEMENT (ACHLMA)

Guide for Parties



Contents

[**1. Introduction** 3](#_Toc53674641)

[**2. Development of an ACHLMA** 3](#_Toc53674642)

[The ACHLMA process 3](#_Toc53674643)

[Three examples of how an ACHLMA could be framed: 3](#_Toc53674644)

[Timeline for developing an ACHLMA 4](#_Toc53674645)

[Preliminary Discussions 6](#_Toc53674646)

[Existence of other agreements, understandings or permits 6](#_Toc53674647)

[Examples of Other Matters 7](#_Toc53674648)

[Notice of Intention 8](#_Toc53674649)

[Using maps for the planning and preparation of ACHLMA 9](#_Toc53674650)

[Aboriginal cultural heritage assessment 9](#_Toc53674651)

[Minimum Assessment Requirements 10](#_Toc53674652)

[Interpretation and analysis of the assessment 11](#_Toc53674653)

[Negotiation and documentation of Schedules 11](#_Toc53674654)

[Signing and lodgement of an ACHLMA 12](#_Toc53674655)

[**3. Term of an ACHLMA** 12](#_Toc53674656)

[Commencement of an ACHLMA 12](#_Toc53674657)

[Termination of an ACHLMA 12](#_Toc53674658)

[**4. Amending an ACHLMA** 13](#_Toc53674659)

[**Appendix 1: Possible ACHLMA Land Management Activities** 15](#_Toc53674660)

**1****. Introduction**

The purpose of this Guide is to assist Registered Aboriginal Parties (RAPs) and Public Land Managers (PLMs) to prepare and negotiate an Aboriginal Cultural Heritage Land Management Agreement (ACHLMA) in accordance with the requirements of the *Aboriginal Heritage Act 2006* and the Aboriginal Heritage Regulations 2018. The information in this Guide is not intended be prescriptive, rather provides general guidance in approaching discussions and negotiations for entering into an ACHLMA.

For further information and guidance, see also ‘**Frequently Asked Questions**’ and the ‘**Companion Guide to Completing the ACHLMA Approved Form**’ on the Aboriginal Victoria website.

**2. Development of an ACHLMA**

The ACHLMA process

**The ACHLMA agreement process is designed to encourage the active involvement of both parties.** The process is based around open discussion and negotiation of what might be included in the ACHLMA. The successful preparation and completion of an ACHLMA is heavily reliant on a strong and genuine relationship between the RAP and the PLM.

When preparing to negotiate an ACHLMA, timeframes and budgeting should take into consideration the time, staffing and costs required for a meaningful engagement process with Traditional Owners. It is important that there is sufficient time and meaningful space to enable Traditional Owners to consider their Ancestors, themselves and their future generations in engagement and decision-making processes.

Three examples of how an ACHLMA could be framed:

**1. Activity-based: covering specific management activities on land managed by the PLM.**

Example: An ACHLMA for road and track maintenance works.

Roads and tracks need to be maintained regularly for safety and accessibility. Road maintenance may include grading, re-sheeting, and the installation of drainage infrastructure and signage. A PLM and RAP negotiate and enter into an ACHLMA that manages Aboriginal cultural heritage for activities relevant to a road and track maintenance program.

**2. Location-based: covering land management activities undertaken within a particular park, reserve or area managed by the PLM.**

Example: an ACHLMA supporting the management of a State Park.

The ACHLMA might identify the regular, ongoing management activities undertaken in that area – rabbit management, track maintenance and weed control, for example – the ACHLMA details methods for undertaking these actions with specified Aboriginal cultural heritage management actions.

**3. Aboriginal place or landscape-based: covering activities occurring in relation to an Aboriginal place or cultural landscape.**

Example: an ACHLMA promoting the conservation and protection of a registered Aboriginal place or landscape in accordance with the wishes of the RAP.

A schedule of maintenance works, such as fencing and revegetation, are negotiated to be undertaken in an Aboriginal place in order to protect and conserve it.

Timeline for developing an ACHLMA

The timing and cost of the preparation of each ACHLMA will depend on the nature of the negotiation process. The relationship between the RAP and PLM may also have a bearing on the timeframe for developing and negotiating the terms of an ACHLMA.

As ACHLMAs are legal agreements that facilitate long-term planning and relationship-building outcomes, they require well-thought out development and consideration, andshould not be seen as a last-minute tool for Aboriginal cultural heritage management.

Figure 1: The ACHLMA process

**Diagram

Description automatically generated**

Preliminary Discussions

The decision to enter into an ACHLMA is jointly made between a RAP and a PLM. Either party may approach the other to discuss the potential for an ACHLMA.

For the Aboriginal cultural heritage assessment and negotiation processes to be efficient and effective, parties should understand the intended objectives of having an ACHLMA. Preliminary discussions might consider:

**Table 1 Examples of topics for preliminary discussions**

|  |  |  |
| --- | --- | --- |
| 1. | Agreement Area | Extent and boundaries of the land to be included in the agreement. |
| 2. | Land management activities | Type, nature and methodology; whether the activities will be once-off or ongoing, the impact of the activities. |
| 3. | Aboriginal cultural heritage in the Agreement Area | Nature, extent and location of the known and recorded Aboriginal cultural heritage |
| 4. | Aboriginal cultural heritage assessment | Who will undertake the required research and documentation, and will it be a joint exercise?  What information is already known about the Aboriginal cultural heritage to inform the agreement, and should there be further investigation?  Would a standard or complex assessment, or any other assessment, be useful to obtain this information?  How might the Aboriginal cultural heritage be managed appropriately? |
| 6. | Other matters | Potential opportunities to expand on the application of the agreement e.g. inclusion of contemporary cultural practices, consultation schedules, fees for service, secondment opportunities, etc. |
| 7. | Existence of other agreements or understandings | See below. |

Existence of other agreements, understandings or permits

Any other relevant agreements, memoranda of understandings or permits that cover all or part of the Agreement Area should be considered when entering into an ACHLMA (clause 19 of the Approved Form). Entering into an ACHLMA may not affect these existing arrangements. However, where the content and/or context of the two overlap, it is important that they are consistent. The content and intention of these agreements can be incorporated into the ACHLMA.

**Land Use Activity Agreements (LUAAs)**

An ACHLMA does not replace a Land Use Activity Agreement (LUAA) under the *Traditional Owner Settlement Act 2010*. ACHLMAs are designed to exist alongside LUAAs and other procedures and instruments of the *Traditional Owner Settlement Act 2010*; as these apply to different activities. Given the different subject matter, there should not be any clause or condition in an ACHLMA that contradicts one within a LUAA. An ACHLMA cannot be used to supersede or replace a LUAA.

**Management Plans**

Where an overarching management plan for a park or reserve exists, an ACHLMA can be entered into for protecting and managing Aboriginal cultural heritage during required land management activities. The ACHLMA can form part of the cultural heritage management component of the management plan, as the statutory authority for conducting works where one is required (only where a cultural heritage management plan is not required).

**Cultural Heritage Permits**

An ACHLMA can incorporate an existing cultural heritage permit (under the *Aboriginal Heritage Act 2006*) in the following ways:

* honour the existing activities and conditions within the permit until its expiration
* include the activities and conditions of the permit in the ACHLMA so that all requirements are incorporated into a single document
* void the existing permit and include activities and conditions of the permit into the ACHLMA.

Examples of Other Matters

**Contemporary cultural practices and Aboriginal Intangible Heritage**

Contemporary cultural practices can be integrated into land management activities and other use of Aboriginal intangible heritage, including interaction facilitated by an Intangible Heritage Agreement.

**Provision to engage RAP Natural Resource Management / Green Teams**

Where one exists, parties can agree to contractually engage the RAP Natural Resource Management or Green Team to undertake or assist with particular land management activities.

**Protecting and managing other values**

Where natural or other conservation values are present within the Agreement Area, conditions can be written to avoid or minimise harm to these areas.

**Interpretation and information (signage, advertising, internet)**

Agreeing to information that can be published on signage and in other mediums, and how information will be presented.

**Implementation of Reconciliation Action Plans and Aboriginal Inclusion Plans**

Providing for Traditional Owner involvement and a joint approach to the long-term planning and implementing of land management activities and plans.

**Whole of community approach and educational opportunities**

ACHLMAs have the potential to provide educational opportunities to the wider community, especially where Aboriginal cultural heritage is present.

*Example: Inviting Elders and community members out on site where Aboriginal cultural heritage is present, providing an opportunity for people to share knowledge on Country, as well as involving the broader community.*

**Community use of Agreement Area**

Consider how the community use and experience the Agreement Area. Community consultation for use of areas of public land can be a practical way of obtaining feedback. For example, conducting a community meeting or opinion survey.

**Other legislative requirements**

Ensuring compliance with other legislation, including permits from other statutory authorities where required. For example, where work is being undertaken along waterways, a ‘Works on Waterway permit’ might be required from the Catchment Management Authority to undertake the activity.

**Activity demonstration or showcase**

ACHLMAs provide the opportunity for certain activities or actions to be showcased or demonstrated to other groups, including schools and the community.

Notice of Intention

Prior to entering into an ACHLMA, the RAP must submit a Notice of Intention (NOI) to the Secretary, Department of Premier and Cabinet (DPC). The NOI should be reflective of the **preliminary discussions** (see previous section). A form for the ACHLMA NOI is available on the [Aboriginal Victoria website](https://www.aboriginalvictoria.vic.gov.au/sites/default/files/2020-04/Notice-of-intention-to-enter-into-an-ACHLMA.docx). There is no fee associated with submitting an NOI.

Parties intending to negotiate an ACHLMA should also consider who else may need to be informed of the NOI.

The NOI can be submitted by email or post to the following address:

**Director Heritage Services**

**Aboriginal Victoria**

**Department of Premier and Cabinet**

**GPO Box 4912**

**MELBOURNE VIC 3001**

**Email:** [vahr@dpc.vic.gov.au](mailto:VAHR@dpc.vic.gov.au)

A NOI must include:

* the date by which the agreement is to be prepared
* the parties to the agreement
* any assessment, especially cultural heritage assessment to be undertaken.

A NOI should also include:

* a map that clearly identifies the proposed Agreement Area and boundaries
* key contacts for both parties.

A NOI can be amended prior to the lodgement of the ACHLMA by emailing [vahr@dpc.vic.gov.au](mailto:VAHR@dpc.vic.gov.au) and informing of the relevant changes.

Changes to the NOI might include:

* the date of preparation of agreement
* the proposed Agreement Area
* the cultural heritage assessment that will be undertaken.

Using maps for the planning and preparation of ACHLMA

Providing a map at the NOI stage will assist throughout the preparation of the ACHLMA by:

* locating the area and boundaries of the Agreement Area within the geographical context
* planning the cultural heritage assessment
* identifying the location and extent of known Aboriginal cultural heritage in the Agreement Area
* identifying the location of land management activities and management actions
* supporting applications for other permit requirements (e.g. vegetation clearance or roadside vegetation maintenance).

Aboriginal cultural heritage assessment

The Aboriginal cultural heritage assessment identifies the nature and extent of the Aboriginal cultural heritage present in the Agreement Area. There are three different ‘levels’ of assessment: desktop, standard and complex.

The level of assessment selected for an ACHLMA should consider the current knowledge and understanding of the Aboriginal cultural heritage in the activity area and how recently this information has been collected. Older records may no longer be sufficient to inform the management of the cultural heritage. The ACHLMA will be most effective if a sound cultural heritage assessment is undertaken during the development phase. This will ensure decisions about the protection and management of Aboriginal cultural heritage are well informed.

Further information on conducting Aboriginal cultural heritage assessments can be found on the Aboriginal Victoria website, [Guidelines for conducting and reporting on Aboriginal cultural heritage investigations](https://www.aboriginalvictoria.vic.gov.au/sites/default/files/2019-09/Guidelines%20for%20conducting%20and%20reporting%20on%20Aboriginal%20cultural%20heritage%20investigations.docx).

The aims of the Aboriginal cultural heritage assessment should include but are not limited to:

* updating existing Aboriginal place records on the Victorian Aboriginal Heritage Register (VAHR) and registering previously unrecorded Aboriginal places
* informing the approach to land management activities
* assisting the development of conditions to manage and protect Aboriginal cultural heritage
* contributing to strategic planning decisions that enable cultural heritage to be considered more readily, perhaps through cultural mapping.

***Desktop Assessment***

A desktop assessment comprises research into the Aboriginal cultural heritage in the Agreement Area using existing information. A geographic region, encompassing the Agreement Area, needs to be identified and described. This region should be selected with the view for informing what Aboriginal cultural heritage may be found in the Agreement Area; select a geographic region that is representative of the landscape found within the Agreement Area. The assessment must include:

* a search of the VAHR for details of known Aboriginal cultural heritage within the Agreement Area and geographic region
* a review of reports and published works about Aboriginal cultural heritage within the geographic region
* a review of historical and ethno-historical accounts of Aboriginal occupation of the geographic region
* a review of the history of use of the Agreement Area
* a review of the landforms or geomorphology of the Agreement Area.

A desktop assessment may also include the collection of oral history or intangible values associated with the Agreement Area.

Community groups who work within the Agreement Area, such as Landcare or ‘Friends Groups’ may be able to provide historical and contemporary perspectives on previous uses and activities that may have occurred.

***Standard Assessment***

A standard assessment comprises a visual assessment of all or part of the Agreement Area, this may be conducted as a pedestrian survey in a systematic manner in transects, or opportunistic survey – including examination of:

* the ground surface of an area, noting the ground surface visibility (to provide context for how easy it is to spot cultural heritage on the ground surface)
* any mature indigenous trees, caves, rock shelters or cave entrances in the area

An attempt should be made to relocate and assess any previously recorded Aboriginal places present within the Agreement Area, or some discussion as to why this could not occur.

***Complex Assessment***

A complex assessment comprises the disturbance or excavation of an area to uncover or discover Aboriginal cultural heritage. Disturbance or excavation for a complex assessment must be:

* supervised by a person appropriately qualified in archaeology
* carried out in accordance with proper archaeological practice.

The [Practice Note for Subsurface Testing](https://www.aboriginalvictoria.vic.gov.au/sites/default/files/2019-07/Practice-Note-Subsurface-Testing.docx) on the Aboriginal Victoria website may provide some guidance for planning for the complex assessment.

Minimum Assessment Requirements

A desktop assessment is the minimum level assessment that must be undertaken for an ACHLMA. The desktop assessment may be undertaken by either or both parties.

Where further investigation is planned, the desktop assessment must be undertaken **prior** to a standard or complex investigation. Further investigation, including standard and complex assessment, may:

* target specific areas where certain land management activities will be carried out
* target areas that have not previously been surveyed.

Interpretation and analysis of the assessment

The results of the Aboriginal cultural heritage assessment should be sufficiently analysed and interpreted to inform the planning of land management activities and help determine the cultural heritage management actions.

Negotiation and documentation of Schedules

Aboriginal Victoria is available to provide support answering questions or concerns about entering into an ACHLMA, we can provide assistance with the facilitation of negotiations and at other stages during the process of preparing an ACHLMA.

The approach to negotiating the details of an ACHLMA can take many different forms and are based on the preference of the parties involved. Negotiations may be approached in any or all of the following ways:

* a series of meetings between parties
* site visits
* walk overs of the proposed Agreement Area.

Discussions will need to take into consideration the requirements of the Schedules of the Approved Form to include in the discussions, including the following areas:

* land management activities that will be allowed under the agreement
* Aboriginal cultural heritage in the Agreement Area and possible management actions
* payments
* consultation, processes for review and amendment

The regularity of reviews and ongoing consultation need to be specified at three points in the Approved Form:

* Item 4
* Clause 16
* Schedule 6 (schedule for consultation)

Further information for the Schedules of the Approved Form can be found in the **Approved Form Companion Guide**.

Signing and lodgement of an ACHLMA

An appropriate authority from both parties must sign the Approved Form.The appropriate authority can be determined as the person whom will be responsible for ensuring compliance with the Schedules of the agreement.

The ACHLMA should only be signed once finalised, with the signature a sign of endorsement by each party.

The PLM must lodge the signed ACHLMA and Schedules in the Approved Form, together with the relevant documentation to [vahr@dpc.vic.gov.au](mailto:vahr@dpc.vic.gov.au).

The ACHLMA **must be lodged within 14 days of its execution**; the date of signing. The documentation to accompany the lodgement of an executed ACHLMA is available on AV website – [Lodgement of relevant documentation - Aboriginal Cultural Heritage Land Management Agreement](https://www.aboriginalvictoria.vic.gov.au/sites/default/files/2019-07/Lodgement-relevant-documentation-Aboriginal-Cultural-Heritage-Land-Management-Agreement.docx).

**3. Term of an ACHLMA**

Commencement of an ACHLMA

An ACHLMA comes into effect on the commencement date, which may be one of the following dates:

* on the execution of the ACHLMA (the date the ACHLMA is signed)
* on the happening of a specified event
* at a specified time

Item 2 and clause 2.1 of the Approved Form requires parties to specify the commencement date.

**Examples:**

1. *This ACHLMA will commence following the completion of all jobs detailed in the Activities Plan for the 2016-2017 season.*
2. *This ACHLMA will commence on the date it is signed by both parties.*
3. *This ACHLMA will commence on the 1 July 2017.*

Termination of an ACHLMA

ACHLMAs come to an end on the termination date, which may be one of the following:

* on the happening of a specified event
* at a specified time
* by agreement between the parties.
* if the registration of the RAP which is party to the ACHLMA is revoked by the VAHC under Part 10 of the Act, the ACHLMA is terminated on the date of the revocation

Clause 2.2 allows for staggered termination of an ACHLMA, where whole, part or for a particular part of the Agreement Area of the ACHLMA can be terminated at a given date or time.

Item 3 and clause 2.2 of the Approved Form requires parties to specify the termination date.

**Examples:**

*This ACHLMA will end at the conclusion of the Activity Plan for the 2016-2020 Fire Operations Plan.*

*or*

*This ACHLMA will end on the 1 July 2027*

*or*

*This ACHLMA will cease to include the section of the Agreement Area, west of One Tree Hill Road, after the completion of the fencing activities. The ACHLMA will end for the remaining Agreement Area on 31 December 2025.*

**Outstanding liability and obligations accrued at the date of termination of the ACHLMA survive that termination and must be carried out (clause 2.4 of the Approved Form).**

**4. Amending an ACHLMA**

An ACHLMA can be amended at any time, provided both parties agree to the amendment. Land management activities that are not going to be amended within the current Agreement Area can continue while the amendments are being drafted. Those land management activities under amendment should cease while the amendment negotiations are taking place.

Amendments to an ACHLMA may relate to:

* the boundaries of the Agreement Area
* restricted access and areas of exclusion within the Agreement Area
* the termination date of the ACHLMA
* the content of the Schedules, including changes to:
  + land management activities
  + cultural heritage management actions
  + planned consultation

To amend an ACHLMA:

* the RAP must submit a NOI to amend the ACHLMA
* the PLM must lodge the amended ACHLMA to the Secretary **within 14 days** of amending the ACHLMA.

**Example:**

***Review Clauses:***

*For an ACHLMA that commenced on 1 July 2017:*

*Commencing on 30 September 2017 and continuing every six months thereafter, the parties shall meet to determine the need for a review of the agreement. The purpose of the review will be to discuss the operation of the ACHLMA and ascertain whether amendments are required.*

*Other examples of how the timing or frequency of an ACHLMA review could be undertaken:*

* *The third month from the commencement date of the ACHLMA and continuing every three months thereafter.*
* *Commencing on or before the first and second anniversaries of the commencement date of this Agreement.*
* *Commencing on or before the conclusion of the District Action Plan for the first season of operation of the ACHLMA.*

**Example:**

***of Amending the Termination Date:***

*For an ACHLMA commencing on 1 July 2017, the original termination date might have been for 30 June 2022. An amendment to that ACHLMA might see the termination date extended to 30 June 2027.*

*For an ACHLMA that commences with a new Fire Operations Plan / District Action Plan season, the ACHLMA might then terminate at the conclusion of seventh DAP/FOP season, rather than third.*

**Appendix 1: Possible ACHLMA Land Management Activities**

These tables provide examples of possible land management activities, their methodologies and indicative ground disturbance. They may help as a starting point for developing the permitted land management activities.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Fire Prevention, Preparedness, Rehabilitation** | | | |
| **Activity class** | **Tasks** | **Methodology & equipment** | **Ground Disturbance** |
| **Fire prevention / planned burning** | Fuel reduction or ecological burns | Manual ignition | No |
| Fuel break / mineral earth break construction | Clear vegetation by mechanical means (slashing or mowing) generally within a 15-20m strip. | Yes (passage of vehicle) |
| Clear vegetation by chemical application generally within a 15-20m strip. |  |
| 1. Using an excavator, scrape earth and remove biofuel to create fuel break  2. Using hand tools (rake hoes) scrape earth and remove biofuel to create fuel break  3. Using a tractor with attachment, slash / cut grass to create fuel break | Yes- up to 20cm |
| Closure and rehabilitation of temporary fire control lines | Cut cross drains at intervals across the control line  Restore natural slope and land profile with topsoil (spoil) as much as possible  Drag back vegetation over restored slope  Cross drains spaced according to grade and soil erodibility | Yes- depth will depend on degree of slope |
| Post burn survey | Pedestrian survey | No |
| **Stockpile burn** | 1. Create stockpile  2. Stoke to burn  3. Extinguish fire  4a. Remove remaining material; or  4b. Bury burnt material | 1-4a. Excavator to create stockpile and stoke burn, remove burnt material with bucket to load material onto truck.  1-4b. Excavator to create stockpile and stoke burn, excavator to dig holes and bury. | Yes- during stockpiling and digging of hole |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Road and Track Maintenance: Sealed, Unsealed, Vehicle, Cycling and Walking** | | | |
| **Activity Class** | **Tasks** | **Methodology & equipment** | **Ground disturbance** |
| **Drainage maintenance** | Restore crossfall (Road/track surface shaping to maintain profile) | Crown or slope road/track surface to enable water to flow freely from the road surface, using a bulldozer or grader. | Yes  Up to 100mm, within existing footprint of road/track |
| Drainage infrastructure maintenance | Includes:  • clearing existing culvert pipes under roads.  • removal of soil build-up in roll over drains.  • removal of soil build-up in drainage run-offs.  • removal of soil build-up and surface debris in table drains.  With a bulldozer, grader, backhoe, or using hand tools  Clean either by grader or using handtools.  Cut / recut if required to ensure an adequate outlet velocity and prevent the pooling of water within the drain.  Installation of erosion and sediment control measures such as rock beaching and other such products by hand or machinery. | Yes |
| New culvert installation | Dig trench across road, place culvert pipe in trench, back fill with soil from trench. | Yes  Depth of trench dependent on culvert size. |
| Culvert replacement | Dig trench across road, remove redundant pipe, place new culvert pipe in trench, back fill with soil from trench. | Yes  Existing footprint used |
| Alpine Drain | Using hand tools or grader, use soil to build up large ‘speed hump’ and drainage channels that will divert water off track. | Yes  Existing footprint used |
| **Road/Track Maintenance/Repair** | Rolling of road/track surface  Water crossing/ford maintenance and replacement | Compaction of road surface (after grading) using a rubber or steel drum roller (type 10 tonne or equivalent) (which may be vibrating) – minimum of 4 passes.  Grade road to depth required to repair road surface and surface defects, including:  rutting, corrugations, drainage scours, rough surface, potholes, excessive loose surface material, restore crossfall, remove trees/other debris from road. | Yes, existing footprint used (minimum initial cut of 50mm), grader with ripper, roller 10-12 tonne. |
| Repair road surface defects including rutting, corrugations, drainage scours, rough surface, potholes and excessive loose surface materials. | Grade road to a depth required to suitably repair road surface and remove corrugations or other surface imperfections using a Caterpillar 12H or equivalent grader. Potholes are ripped and the road reformed  Rolling of road surface immediately after grading using a 10 tonne roller or equivalent.  Spread gravel where required for patch gravelling  The main focus of works is the full width of the road from the top of the cut batter/s to the bottom of the fill batter/s. The top batter is only to be treated where safe and practicable to do so. | Yes |
| Gravelling of road surface | Dump load of gravel and spread onto existing road surface using a grader or bulldozer.  Re-shaping of road pavement depending on road condition; and  Patch gravelling, repair to sections of the road surface | Likely  Passage of vehicle – up to 20mm, within existing footprint of road/track. |
| Rolling of road surface | Compaction of road surface (after grading) using a rubber or steel drum roller (type 10 tonne or equivalent) (which may be vibrating) – minimum of 4 passes. | Yes |
| Includes: using spill from grading and/or surrounding fallen vegetation to block off unofficial tracks |  |
| Closure of track/road | Includes: using spill from grading and/or surrounding fallen vegetation to block off unofficial tracks | Possible |
| **Walking / Cycling** | Installation and maintenance of safety barriers and handrails | Generally, occurs within existing constructed footprint of a pathway / track. | Generally, within existing constructed footprint of pathway / track |
| Repair/replacement of boardwalk  Slashing and mowing where necessary |  |  |
| Road/Track Realignment / widening (less than 100m)  Clearing of track |  |  |
| Closure of track/road (unofficial and official) | Includes: using spill from grading and/or surrounding fallen vegetation to block off unofficial tracks |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **General Maintenance** | | | |
| **Activity Class** | **Task** | **Methodology & equipment** | **Ground disturbance** |
| **Erection of signage, fences and gates** | Sign installation  Installation of gate  Installation of bollards  Reconstruction/repair of platforms | 1. excavate hole/s  2. place signpost/s in hole/s  3. secure sign by replacing removed soil or using concrete  Manual or mechanical excavation of hole (auger attachment on a machine or by post-hole shovel) | Yes  Hole ~30cm x 30cm diameter, ~50cm deep |
| Fence erection/pile fields/survey marker installation | 1. Excavate post holes  2. Install posts and gates  3. Secure posts  Manual or mechanical excavation of holes (auger attachment on a machine or by post hole shovel), install posts and secure using concrete | Yes |
| Ground preparation - hole excavation | Hole excavation – shovel | Yes  (Depending on how far the shovel is pushed into the ground) |
| **Litter removal** | Removal of rubbish and debris (1)  Removal of rubbish and debris (2) | Excavator to pick up material and place in truck, may involve scraping of topsoil (use of bucket to load material onto truck).  Manual pick up | Possible  No |
| **Pest Animal control** | Spraying of wasp/bee nests | Hose and rigs on utes/trailers/small trucks; handheld tools | Possible (passage of vehicle- up to 20mm) |
| Baiting | Plough baiting trail lines with a tractor, lay bait | Yes (passage of vehicle. Bait trail width-up to 20cm depth- 5-10cm) |
| Habitat removal- warren ripping | Ripping ground hollows with a tractor + ripping tines  Twice ripping the earth in which a warren is located and the earth 4m beyond each warren entrance, where the individual rip lines are not more than 50cm apart and not less than 50cm deep and where the second rip is made at right angles to the first rip | Yes |
| Habitat removal- warren fumigation | Apply fumigation product to a warren and make the warren inaccessible to rabbits by block and seal all entrances to the warren  Hose and rigs on utes/trailers/small trucks; handheld tools | Possible |
| Habitat removal- harbour removal, warren exposure and blockage | 1. Using forestry groomer or similar with low ground pressure, groom ground surface no deeper than 60cm to remove harbour.  2. Using hand tools, cover warrens and track marks with spoil to assist with minimising re-entry into warrens.  3. warrens can be assessed for in situ Aboriginal cultural heritage prior to covering of entrances. | Yes (passage of vehicle and grooming- up to 60 cm) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Erosion Control** | | | |
| **Activity Class** | **Tasks** | **Methodology & equipment** | **Ground Disturbance** |
| **Erosion control (mechanical)** | Re-shape area by removing / adding soil to improve drainage or stabilise soil | Excavator and/or bobcat to remove/fill soil  Bank battering- decrease steepness. | Yes |
| Install erosion matting | Pin down jute mat or weed matting over an area of ground  Tent pegs or similar used | Yes – depending on peg size |
| Construct retaining wall using rock, timber, concrete or sandbags. | 1. Dig out embankment  2. Dig two post holes  3. Install metal supports  4. Install concrete sleepers | Yes |
| Installation of rock beaching and geofabric material and similar geotechnical treatments. | Earthmoving equipment (excavators, bobcats etc.) to shape area and install rock beaching material. | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Revegetation and vegetation maintenance** | | | |
| **Activity Class** | **Tasks** | **Methodology & equipment** | **Ground disturbance** |
| **Planting / Revegetation** | Ground preparation – rip lines | Rip lines with tractor-mounted ripping tines/plough  (Tines under 60cm) | Yes |
| Ground preparation – scalping topsoil | Excavator / bulldozer scraping soil from the surface | Yes (15+ cm topsoil removed) |
| Ground preparation - hole excavation (1) | Hole excavation – Hamilton planter | Yes (Planting depth is determined by how far the planter is pushed into the ground- 125-180mm) |
| Ground preparation - hole excavation (2) | Hole excavation - mattock | Yes  (depending on blade length) |
| Ground preparation - hole excavation (3) | Hole excavation – shovel (aquatic planting) | Yes  (Depth determined by how far the shovel is pushed into the ground) |
| Install weed suppression matting | Pinning down jute mat  (Tent pegs or similar used) | Yes |
| Install bamboo / hardwood stakes | Hammer in stakes | Yes  (Depth determined by how far the stake is pushed into the ground) |
| Watering | Using a hose to water vegetation from water truck/cart/pump/creek | No |
| **Vegetation maintenance** | Weed spraying (1) | By vehicle - spray using a hose and rig on a ute trailer/quad bike | Possible  (Passage of vehicle) |
| Weed spraying (2) | On foot – using a backpack, spot spray to avoid native grasses/plants | No |
| Cut and paint at stump | Cut and paint at stump (root ball left in situ). On foot – using a backpack and hand tools | No |
| Soil solarisation | Pin down jute mat or weed matting, black polythene over an area of ground  (Tent pegs or similar used) | Yes |
| Brush-cutting | On foot - using a hand-held brush cutter | No |
| Grass cutting - Mechanical (1) | Using a ride-on mower  Using a tractor with attachment – e.g. flail mower, tractor slashing | Possible  (Passage of vehicle) |
| Road edge vegetation slashing | Slashing vegetation using tractor and slasher or mower | Possible  Passage of vehicle – up to 20mm, within existing footprint of road/track |
| Road edge scrub removal  Clearing of vegetation in general | Remove vegetation from both sides of the road margins.  Methodology and equipment used determined within the limitations of safety, machine capabilities and scrub density.  Removal of vegetation (including root ball) – using a bulldozer or grader (grader of type Caterpillar 12H or equivalent – minimum size) | Yes  Up to 100mm, within existing footprint of road/track |
| Hazardous tree management | Pruning and lopping of hazardous tree limbs for public safety. Equipment often includes cherry picker / elevated work platform, chainsaws, pole saws, and chipper truck. | Possible, from machinery |
| Install weed suppression matting | Pinning down jute mat  (Tent pegs or similar used) | Minimal |
| **Tree removal (mechanical)** | Cut and remove trees at base (1) | Felling/ripping out branches and trunks with machinery such as an excavator, skid steer or crane. | Yes |
| Cut and remove trees at base (2) | Chainsaw  Drilling / frilling  (Root ball left in situ) | No |
| Remove fallen trees | Using excavator, grinder and chains/ropes to lift and drag trees along creek bank to a chipper/tub grinder or stockpile to burn  Dozer tree pushing | Yes  (Passage of vehicle) |
| Push / pull tree | Remove tree by pushing or pulling it with a bulldozer or excavator, chainsaw, roping – ripping out roots  Methodologies include ripping/digging roots; constructing an earth ramp to provide greater leverage in the push, or constructing an earth platform to assist an excavator push | Yes  (Passage of vehicle. Root ball removed) |
| 1. Groom  2. Spray | Grooming of material down to the stump, using an excavator or skid steer with grooming attachment, followed by spraying.  Hand/mechanical removal of willows for bank stability and ensure water flow | Possible  (Passage of vehicle. Root ball left in situ) |
| Forest inspections, biodiversity activities/fieldwork |  | No |
| **Mulching** | 1. Bring mulch in  2. Unload mulch  3a. Spread mulch using machinery  3b. Spread mulch by hand | Trailer or tray truck  3a. Excavator or skid steer to distribute and spread stockpiled mulch  3b. Using hand tools (rakes), distribute and spread stockpiled mulch | Minimal |

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| 1. **Waterway Management** | | | |
| **Activity Class** | **Tasks** | **Methodology &equipment** | **Ground Disturbance** |
| **Environmental habitat logs** | Install logs in waterways to provide habitat | In-stream and bank holes machine dug, pinning logs to the soil surface | Yes |
| **Sediment fences** | 1a. Install sediment fences/booms across waterway mechanically  1b. Install sediment fences/booms across waterway manually  2. secure sediment fences/booms  Sediment extraction from catchment/waterways. | 1a. Install stakes or pickets to secure. Excavation to ‘key’ in logs using an excavator, or pickets.  1b. Install stakes or pickets using hand tools. | Yes |
| **Water point maintenance** | Clear existing dams.  Sediment extraction of sediment ‘slugs’ within catchment | Remove soil and debris using an excavator or backhoe | Yes  Passage of vehicle |
| Clearing of debris using hand tools or machinery | Yes. Passage of vehicle and debris. |