



Project Delivery Guide



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Greater Hume Council



Office of Environment & Heritage



Australian Research Centre for Urban Ecology



IN PARTNERSHIP WITH SAVING OUR SPECIES



Local Land Services Murray



Australian Government



NSW Environmental Trust

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1. LAMP Project Overview

The Squirrel Glider Local Area Management Plan project aims to ensure the long-term viability of the Burrumbuttock squirrel glider (*Petaurus norfolcensis*) population by supporting landholders and land managers to undertake on-ground conservation work for the species. The on-ground works program focuses on connecting and enhancing habitat to help gliders move around the landscape, forage for food, and find suitable tree hollows for breeding.

A Local Area Management Plan (LAMP) is a simple map-based plan that clearly shows what activities need to be done and where in a defined area (10 km radius of Burrumbuttock township) to ensure that a viable population of a threatened species can survive there in the long-term. A LAMP can be developed for individual properties or for groups of properties. For Burrumbuttock Squirrel Gliders, LAMP activities focus mostly on connecting patches of habitat through revegetation or improving the quality of existing habitat. A LAMP is voluntary and relies on the willingness of landholders to participate. A LAMP is not a covenant or a legally-binding contract.

The project has received funding from the Australian Government's National Landcare Programme and the NSW Government, and is a partnership between Wirraminna, Murray Local Land Services (LLS), formerly Office of Environment and Heritage – now Department of Planning, Industry and Environment, Greater Hume council, West Hume Landcare Group, Burrumbuttock landholders, and the Australian Research Centre for Urban Ecology. Since 2019 the project has been funded by Environmental Trust through the Restoration & rehabilitation Fund and the Save our Species Fund. The project is governed by an Advisory group which came from the original Steering Committee representing these organisations and groups.

1.1. Eligible Project Activities

The following types of activities can be funded, subject to availability of funding and endorsement from the Squirrel Glider LAMP Committee:

- Fencing to increase the size of existing vegetated patches.
- Fencing to create new revegetation areas and connections.
- Ripping and weed control activities to facilitate revegetation or enhance habitat.
- Revegetation with locally-native species.
- Replacement of barbed wire with plain wire.
- Installation of stock-proof tree guards to decrease gaps between patches of vegetation and large old hollow bearing paddock trees.
- Nest boxes, as a targeted program, may be eligible.

1.1.1. Minimum Size Requirement

The preferred minimum width for revegetation is 20 m. However, a smaller width (not less than 10 m) may be endorsed by the Advisory Group in some instances (i.e., for smaller holdings).

Joint projects between adjoining neighbours may be considered as meeting the minimum size requirement (i.e., where 10 m of revegetation is being done on either side of a boundary fence, which results in a total width of 20 m).

1.1.2. Boundary Fences

Boundary fence replacement may be considered in situations where poor fence condition is highly likely to negatively affect the success and management of a revegetation area. Endorsement for boundary fence replacement will be at the discretion of the Steering Committee.

1.2. Ineligible Activities

- Planting of exotic vegetation

- Planting to support farm forestry operations
- Installation of barbed wire fencing
- Any works that are required to be completed as part of a PVP (i.e., offsets)

1.3. Target Areas

The project area encompasses the land within a 10-km radius of the town of Burrumbuttock. However, to simplify logistics and project management, the Squirrel Glider LAMP Steering Committee has identified three initial target areas within this project area. Landholders with properties for which any part falls within these areas will be actively targeted for inclusion in the LAMP project. These initial target areas were selected based on assessment of demographics, land use, and landscape attributes (Table 1). See also the map below

Table 1: Squirrel Glider LAMP Target Areas

Target area name	General location	Investment Round	Reason for Selection
Red Sub-area	Stony Park or Southern Burrumbuttock area	Round 1 (2015/16)	A mix of small and larger holdings. Several properties managed by landholders that the Committee felt would be easier to engage in the short term (i.e., allowing the project to gain some early 'easy wins').
Blue Sub-area	Northern Burrumbuttock area	Round 2 (2016/17)	Larger holdings primarily used for cropping. Aimed to reduce costs of fencing by dealing with larger areas, and expected to try to engage a different (potentially more difficult) demographic of landholder to the Red Sub-area.
Green Sub-area	South-western Burrumbuttock area – focused on properties that adjoined the Burrumbuttock-Howlong road.	Round 3 (2017/18)	Primarily landholders (some hobby farmers) with smaller blocks and several landholders are who are relatively new to the district. A different demographic from the first two areas, and potentially a good area to gain long-term support for the LAMP project (i.e., by engaging with new landholders).
Orange Sub-area	South east of Burrumbuttock – east of Urana – Burrumbuttock Rd	Round 4 (2019-2021)	Focused on the connecting large existing patches.
Pink Sub-area	North - East of Burrumbuttock Focus on linking into Petries Creek		Focus will be on creating connections in the landscape back to Petries Creek which is significant existing corridor in this area.

2. Determining LAMP Priorities

Mapping was undertaken by the Office of Environment and Heritage to document squirrel glider habitat within a 10-km radius of Burrumbuttock, in 2014. Prior to developing LAMP maps, the habitat mapping should be reviewed to identify and map any additions to squirrel glider habitat, which may not have been picked up by the initial mapping process. These additions may include:

- 1) narrow planted areas of vegetation;
- 2) large old trees that are within gliding distance (50 m) of mapped vegetation;
- 3) cleared areas between mapped vegetation where the gap is less than the 50-m gliding distance.

Once the base layer vegetation map has been revised, the next step is to connect as much vegetation as possible by looking for the shortest, most logical (from the perspective of a squirrel glider), and practical (in terms of land use) connections. Where possible, connections should be located along existing fence lines to minimise the costs associated with installing new fencing.

Connections are prioritised and completed first in the mapping process because it is assumed that connecting habitat is the most cost-effective method of achieving an increase in squirrel glider numbers. The planting or management of **scattered large old tree (LOT) zones** is considered the next most effective method (and is prioritised as such in the mapping process), followed by **revegetation priority areas**, and then by **enhancement of existing vegetation**.

Broadly, the map categories (in order of priority) include:

- **Connections:** areas where vegetation corridors should be planted to provide a link between patches of vegetation, allowing gliders to travel between these areas and increasing the amount of available habitat.
- **Large Old Tree (LOT) Management Zones:** areas where extra scattered trees should be planted to reduce gaps between existing large old hollow-bearing trees and habitat patches.
- **Priority Revegetation Zones:** areas that are a focus for revegetation activities to increase the size of habitat patches and strengthen corridors.
- **Enhancement of Existing Vegetation:** activities that improve glider habitat are encouraged in these areas (e.g., planting shrubs, installing nest boxes).

3. Process for Engaging with Landholders

A title search is conducted to determine ownership of properties in the selected targeted area. Greater Hume council have assisted with this with the understanding that the contact information be held only for the purpose of this project and not used to contact landholders in other other form. These landholders are actively targeted via mail (i.e., they are sent an information package that includes an invitation to participate in an expression of interest process) and follow up phone calls to determine their interest in participating in the project.

Advisory group members may assist with contacting landholders and encouraging involvement. The information package includes an introductory letter, a Squirrel Glider Habitat Management Guide, and other material, such as the Wildlife Friendly Fencing factsheet, a LAMP bag, and stickers. Landholders are typically phoned within two weeks of the mailing date of the letter, to follow up on their willingness to participate.

If landholders are interested in participating, a mutually convenient time is arranged to visit their property to provide further information about the project (including squirrel glider habitat requirements), explain the LAMP map, undertake a site assessment, negotiate project works and develop a draft project map.

Participants are advised of the project process (i.e., the Advisory Group considers a list of proposed sites and decides what ones are endorsed for work), how on-ground works are implemented (i.e., via a contractor), and expected timeframes. Project staff members also discuss the landholder's plans for their property and negotiate the best possible 'fit' in terms of squirrel glider habitat work and farm operations.

3.1. Site Visits

A site assessment (Appendix 1) sheet is completed for each property. Items to be covered at the site visit include:

- Applicant details
- General project information (e.g., project aims and squirrel glider conservation requirements)
- Review a draft LAMP map
- Assessment process
- Proposed on ground works
- Fencing standards
- Revegetation standards
- Landholder in-kind contributions
- Work Health and Safety considerations for any contractors or site visitors

3.2. Project Maps

Each participating landholder is shown a draft project map, which details the works proposed for their property and their obligations, to review.

4. Assessment Process

The cost of works for each property will be estimated and presented to the Squirrel Glider LAMP Steering Committee. Where possible, costings will be sought from suitably experienced contractors. Proposed projects will be ranked based on a series of weighted attributes. These attributes, and their anticipated weightings, include:

- The area (hectares) of all connections and the area of vegetation that they connect (40 % weighting)
- The area (hectares) of LOT zones (30% weighting)
- The area (hectares) of priority revegetation zones (20% weighting)
- The area (hectares) of enhanced vegetation (5% weighting)
- The estimated cost of in-kind contributions (5% weighting)

The overall cost-effectiveness of the project (in terms of cost per hectare) will be factored into the final weighted score. Prioritised projects will be presented to the Steering Committee for review and endorsement along with budgetary information for the investment round (i.e., the total budget available to complete works). It is expected that ranked projects up to the value of the funds available for work, will be funded. Only projects endorsed by the Steering Committee will be subject to on-ground work.

4.1. Funding of On-ground Works

Petaurus Education Group Inc (previously with support from Murray LLS) will directly engage contractors to complete project works. No funds will be directly provided to landholders to complete works unless there is a clear reason to do so, the landholder can demonstrate that they have suitable WHS practices and processes in place and the work is endorsed by the Steering Committee.

4.2. Landholder In-kind Contributions

Landholders may offer in-kind contributions towards the project in any form. These contributions will be recorded for reporting purposes. In-kind contributions should be recorded in costings sheets and in LAMP agreements.

5. LAMP Agreements

Landholders are asked to sign a LAMP agreement to show their long-term commitment to squirrel glider conservation. A LAMP is voluntary and does not constitute a covenant or a legally-binding contract.

The LAMP document outlines landholder commitments to the project and includes a map of the project works. Landholder obligations listed in a LAMP may include, but are not limited to:

- Reducing weed species cover prior to revegetation works commencing (i.e., through grazing or slashing).
- Ongoing pest animal control (i.e., rabbits and hares), especially prior to revegetation works.
- Ongoing weed control.
- Stock exclusion for an initial period (4-5 years) to allow revegetated sites to establish. After the initial exclusion period the site may be strategically grazed to manage weed growth and/or any fire risks.
- Maintain fencing and stock guards in a stock-proof condition.
- Permitting project staff access to the site for the purposes of monitoring and checking the condition of fencing or other project-related infrastructure
- Permitting the establishment of photo points.
- Management of fuel load for fire management purposes.
- Any agreed in-kind contributions.

The LAMP Agreement template can be found Appendix 1.

5.1. Crown Land

Where work is required on Crown Land, the relevant land manager will be contacted in the first instance, to ascertain their interest. The same process followed for visiting landholders will be employed for visiting and assessing proposed Crown Land sites.

LAMP agreements will only be developed for Crown Land where the land manager or landholder has management control of the proposed site (e.g., either licenced, leased, or a 'give and take' boundary) for the foreseeable future. Where fencing is installed on Crown Land, which limits access to the site, a gate must be installed to allow access.

6. General Fencing Protocols

All fencing funded by the LAMP project must be stock-proof and wildlife friendly. Funded fencing will conform to the following minimum standards:

- No barbed wire
- Minimum of 7 lines of high tensile plain wires or a combination of plain wire and hinge-joint
- Maximum star post spacing of 5 m
- The site must contain at least one permanent 14-foot gate to allow site access for machinery (ripping, spraying, planting, and direct seeding, etc.)
- Fence materials must be of good quality (e.g., Waratah where available)
- Fences must be constructed using box end assemblies
- Electrified wires may be used, but the fence must be stock-proof without the power on, in case of electrical failure

The landholder will be responsible for maintaining all new and existing fences, which enclose the project site, in stock-proof condition. Site may be subject to checks from time-to-time to ensure that fencing is stock-proof. Any clearing of native vegetation deemed necessary for the construction of the fence line must be to the minimum extent necessary and be undertaken in accordance with relevant *Local Land Services Act 2013*.

6.1. Fencing Materials

6.1.2. Straining Points

- Box end and half box end assemblies will be used for all sites. Assemblies will consist of 4-inch diameter pipe stay and 32-mm pipe brace, which are to be welded together. Posts are to be driven into the ground (i.e., not concreted in).
- Pre-fabricated stays may be considered during the fire danger season to avoid welding and allow fencing work to proceed.
- In-line strainers are required where fence-lines span more than 400 to 500 m, and are to consist of galvanised, 4-inch diameter steel. Posts are to be driven in (i.e., not concreted in).
- Star posts are to be placed and driven at a maximum of 5 m apart.

6.1.3. Plain Wire – not generally recommended for sites in more recent times

- Plain wire fences will consist of 7 plain wires, with star posts driven in at a minimum of 5-m spacings, using the following brands and materials:
 - Waratah Star Posts
 - Plain Waratah Tyeasy Longlife Blue fencing wire

6.1.4. Electric – not generally supported by the project

- Electric fencing may be negotiated for some sites. Electric fences must be stock proof without the power on. Electric fencing will consist of 7 plain wires of which 2 will be electrified, with star posts driven in at a minimum of 5-m spacings, using the following brands and materials:
 - Waratah Star Posts
 - Gallagher plastic insulators
 - Plain Waratah Tyeasy Longlife Blue fencing wire
- Where mains power is unavailable or impractical a solar system may be installed (Speedrite S500 Solar Electric Fence Unit)

6.1.5. Hinge Joint

- Hinge joint fences will consist of 3 plain wires, 7-90-30 hinge joint wire, and star posts driven in at a minimum of 5-m spacings, using the following brands and materials:
 - Waratah Star Posts
 - Plain Waratah Tyeasy Longlife Blue fencing wire
 - 7-90-30 Waratah Stocktite Longlife hinge-joint wire

6.1.6. Restraining New Fencing to Existing Fencing

- New fencing may need to be joined to existing fencing with a box end assembly

6.1.7. Hanging Gates

- In-stay Cyclone brand gates of a minimum size of 14 feet

6.2. Fencing of “Give and Take” Boundaries

Any proposed site that has a cadastral variation will be noted in IRIS by Murray LLS project staff. If the proposed project site does overlap lots or DP of a neighbouring property, the neighbour will be informed of the project, either by project staff or by the relevant proposed LAMP landholder. If the proposed boundary work is not contested by either landholder then work can proceed. A LAMP agreement should be negotiated with the adjacent landholder where possible. However, if the area of land is only small then work may proceed with only one signatory (i.e., the landholder who is hosting the bulk of the LAMP work).

6.3. Crown Land

If the project site includes a portion of Crown land, such as a paper road or reserve area, access gates to this area must be included.

7. Site Preparation

Successful revegetation and ongoing survival is most successful where the has been suitable site preparation. Revegetation sites should be adequately prepared prior to planting or direct seeding. Revegetation will not proceed until a site has been deemed to be stock-proof by project staff. Ripping is not required for sites that only require direct seeding.

7.1. Weed Control

- Revegetation sites will be sprayed at least once prior to planting. It is preferred that sites are sprayed twice. However, the feasibility of a second spray will depend on the timing of the proposed revegetation and availability of funding.
- The area covered by herbicide spraying should be no wider than 50 cm along either side of the rip line.
- Spraying should be undertaken 4-6 weeks prior to planting with an appropriate knockdown chemical.

7.2. Ripping

- Ripping is most effective if it is done when the soil profile is dry enough to allow the soil to shatter and settle.
- Rip lines should be a minimum depth of 400 mm.
- Rip lines should be spaced 4-5m apart. Where sites are less than the preferred width of 20 m, the rip lines may be less than 4 m apart. **There is the aim to include 4 lines within a plantation.**
- When ripping sloping terrain, the rip line should be made along the contour of the slope, to minimise soil erosion.
- Ripping under the drip line of existing trees should be avoided where possible to avoid disturbing their root systems.
- Ripping must not be done within 5 m of drainage lines, roads, tracks, underground cabling, or exposed earthworks.
- Dial B4 You Dig checks must be completed by the contractor, prior to any earthworks occurring.

A 1 hectare site requires approximately 2 - 2.5km of ripping/spraying this is based on 5 mts between tree rows with 2.5mts off the fence line in a 20mt wide plantation

4 tree lines 5 mts apart in a 20mt wide site this equals 2km/Ha of ripping/spraying

2.5mt	5mt	5mt	5mt	5mt	2.5mt
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Some landholders like to include 5 lines of trees closer together in 20mt wide corridors. This is more like 2.5km/Ha of rip & spray lines.

2mt	4mt	4mt	4mt	4mt	4mt	2mt
-----	-----	-----	-----	-----	-----	-----

7.3. Ground Cover Reduction

Landholders will be contacted several weeks prior to revegetation and asked to reduce ground cover in the revegetation sites as much as possible via stock grazing or slashing. Revegetation work may not proceed if weedy ground cover has not been reduced sufficiently (to be decided by project staff).

7.4. Vertebrate Pest Control

Rabbit and hare control will be listed in the LAMP agreement as a landholder in-kind commitment. Tree guards will be used for tubestock revegetation activities to minimise damage from rabbits and hares

8. Revegetation Guidelines

Revegetation may include a mix of direct seeding and tubestock planting depending on site-specific conditions and the preference of the landholder. Typically, direct seeding will only be undertaken at sites that are over 2 ha in size. Tubestock will be planted in areas that are difficult for direct seeding equipment to reach.

8.1. Provenance

Where possible, locally-native seed will be used to produce tubestock and for direct seeding. With assistance from project staff, key Advisory group members, including a representative of Petaurus Education Group Inc, will judge whether or not seed or tubestock is of a suitable provenance.

Where Advisory group representatives are not satisfied with provenance of seed or stock, those species will not be planted at LAMP sites. Such decisions will be made in a timely manner to allow project staff to provide seed and plant suppliers with sufficient notice.

8.2. Direct Seeding

Understorey species, particularly *Acacia*, tend to have a higher success rate than *Eucalyptus* species when direct seeding. In areas with existing overstorey, direct seeding may be a more cost effective means of adding an understorey layer.

In general, 1 ha of direct seeding is equivalent to 3 km of direct seeding for greenfield sites. This ratio will reduce proportionally for sites with existing overstorey/midstorey.

Landholders will be advised to check plants for damage from red earth mites in the first months after direct seeding, and to seek advice from an agronomist for the best chemical treatment.

8.3. Tubestock

Tubestock orders should be made several months in advance of the date for which they are needed (i.e., by the September preceding the anticipated planting date). A typical planting rate for a greenfield site is approximately **400 plants/ha (5-m x 5-m spacing)**. This ratio will reduce proportionally for sites with existing overstorey/midstorey. On average aim for 70% trees to 30% shrubs is aimed for.

General guidelines for tubestock planting are as follows:

- A minimum of 5-m spacing should be maintained between plants.
- Mixed species should be planted in rip lines. Seedlings should be mixed in a bucket or tray before planting so that a mixture of trees and shrubs goes into each rip line.
- Seedlings are to be planted into the rip line.
- Seedlings should be planted to a depth of at least the height of the root mass of the seedling, but with no more than 30% of the stem submerged.
- Soil should be compacted around the planted seedlings to prevent drying of roots.
- Seedlings should be watered at the time of planting.
- Landholders will be encouraged to water seedlings during dry weather.

8.4. Stock exclusion

Landholders must exclude stock from revegetation sites for 4-5 years. Following the initial exclusion period, the sites may be strategically grazed to manage fuel load and/or weed biomass. This requirement will be noted in LAMP agreements and will be worded to the effect of:

Following the exclusion period the landholder will ensure that domestic stock grazing is managed solely to enhance the quality of native vegetation within the site.

Grazing must not occur at any time between the months of November to January when native plants are setting seed (most native grasses, saltbushes, wattles, forbs and herbs set seed in late spring and summer).

Grazing must not occur at any time when the area indicated on the LAMP is inundated or waterlogged, to prevent pugging and compaction of the soil.

The landholder will monitor grazing to ensure minimal grazing damage to regenerating woody native vegetation. The landholder will remove stock immediately if stock begins to browse and damage regenerating woody native vegetation.

Grazing will be avoided, where possible, during periods of weed species setting seed to avoid spreading weeds.

8.5. Revegetation Failure/Replacement Plantings

If revegetation work fails because of an action or omission by the landholder, then the landholder will be asked to undertake replacement revegetation at their own costs. This requirement will be included in LAMP agreements and will be worded to the effect of:

If revegetation works for the project fail due to an action or omission by the landholder, then the landholder will be required to undertake replacement revegetation at their own cost.

If enhancement works fail due to adverse climatic conditions, replacement revegetation may be undertaken dependent on funding availability and seasonal conditions.

9. General Project Management and Administration

9.1. GIS

For works prior to 2017 Murray Local Land Services stored Map layers at: Q:_PROJECTS\Squirrel Glider LAMP

Post 2017 maps were stored at Petaurus Education group /LAMP Project then per year - usually under the individual landholders name. Please note Maps generated through the PEG staff were on Google Earth then sent as KLM files to MLLS.

9.2. RM8

For works prior to 2017 Project documents are located within the following folder in MLLS RM8:



2012 17 LAMPS shining a light on threatened species.tr5

9.3. IRIS

For works prior to 2017 all project proposals should have an IRIS entry created according to the *IRIS Protocols for Entering LAMP Agreements* (RM8- VA5395634).



IRIS Protocols for Entering LAMP Agreement.tr5

9.4. LMDB

For works prior to 2017 Land Management Database (LMDB) attributes to be used for the Squirrel Glider LAMP Project are summarised in the table below.

Table 2: LMDB attributes for the Squirrel Glider LAMP Project

Project Feature	Feature Type	Attribution Activity/ Sub Types	Standard Output
New gate	Point	Fencing - Gate	
New fence	Line	Fencing – Erect New Fence	
Modify fence (Select this attribution for replacing barb wire with plain)	Line	Fencing – Modify Existing Fence – Plain Wire	
Existing fence	Line	Fencing – Existing Fencing	
Remove fence	Line	Fencing – Remove Fence	

Project Feature	Feature Type	Attribution Activity/ Sub Types		Standard Output
Remnant Terrestrial Vegetation (select this attribution for remnant vegetation areas)	Poly	Management of Vegetation -	-Terrestrial -Direct Seeding &/ OR tubestock (if enhancing)	3.4, 2.4
Remnant Terrestrial Vegetation (Map the area that stock proof guards will be enhancing/ managing – draw polygon around stand of paddock trees etc)	Poly	Management of Vegetation -	-Terrestrial -Tubestock (enter no of seedlings planted into stock proof guards)	3.4, 2.4
Establish Vegetation (Select this attribution for installation of Stock Proof Tree Guards)	Point	Establish Vegetation	- Paddock Trees	
Native Vegetation Establishment	Poly	Establish Vegetation	-Terrestrial -Direct Seeding &/ OR tubestock (if enhancing)	4.6, 4.61
EEC - Fencing of an Endangered Ecological Community	Poly	Endangered Ecological Community -	<i>Attribute via Vegetation Community Assessment and EEC subtype available from the management of vegetation activity</i>	7.1

9.5. Property/Landholder Checks

9.5.1. Ownership

Where required, land ownership checks can be completed through MLLS.

9.5.2. Past Works

The past works layer in ArcGis will be checked for each property to ensure that the site is not receiving additional funding for an activity that was previously funded and not completed. Contact MLLS and relevant Landcare networks for this information.

9.5.3. Cautions

IRIS should be checked for any 'flags/cautions' against landholders prior to site visits. Contact MLLS for this if required.

9.5.4. Compliance Checks

Compliance checks will be completed for sites that are considered 'high risk'. I.e., the value of the proposed works is high and/or there is concern that the site may be sold in the near future. Contact MLLS if this needs further attention.

9.5.5. AHIMS

All applications will have an Aboriginal Heritage Information Management System (AHIMS) check completed for the project/property. This search will be used to check for Aboriginal Places and Aboriginal Heritage values that may be found within project sites. If any of these are located, the project will not proceed until suitable processes are in place to ensure that due diligence is followed and no harm will come to the place or object through project activities.

The Aboriginal Heritage Information Management System can be accessed at: <http://www.environment.nsw.gov.au/awssapp/login.aspx>

9.6. WHS

Departmental workplace health and safety information and resources can be found on the Department of Industry Intranet: <https://intranet.industry.nsw.gov.au/employment/work-health-and-safety>

- Safe Work Method Statements Appendix 3 for site visits by PEG staff

Communication procedures and instructions should include

- Remote and Isolated Work – Attachment 4 – spot tracker work instructions.
- Remote and Isolated Work – Attachment 5 - communication procedures
- A risk assessment form – Attachment 6 - should be completed for each property at the initial site visit. A prefilled risk assessment form identifying hazards and risks typical for this type of project can be found on Appendix

9.7. Contractor Management

Contractors will be engaged by Petaurus Education Group Inc to undertake the following types of work:

- Fencing
- Weed control
- Ripping
- Revegetation
- Installation of stock-proof tree guards

Contractors will be required to conduct a 'Dial B4 You Dig' check for any site that requires disturbance to the soil.

Contact example/template Appendix 6

9.7.1. Contractor WHS

Petaurus Education Group Inc will ensure that all contracts entered into for goods and services make provisions for contractors to comply with WHS legislative obligations. The *Work Health and Safety Act 2011* requires that employers have a duty to provide a safe and

healthy work environment for its workers, including employees, contractors, sub-contractors, volunteers and visitors. All contractors will be required to provide, at a minimum, Safe Work Methods Statements (SWMS) for all contracted activities, and copies of relevant insurance.

Useful resources and relevant forms can be found on the Department of Industry Intranet including:

- Inducting contractors Appendix 7

9.7.2. Contractors Working During Periods of High Fire Danger

All contractors will be asked to provide details of their procedures for high fire danger days, including their arrangements around vehicle use. High-risk work will not be undertaken on total fire ban days.

9.8. Project Photographs and Photo-point Monitoring

Any images taken prior to 2016 over the course of the project should be stored at sub-folders in G:\Murray\Albury\ENVIRONMENT TEAM\Squirrel Glider LAMP\LAMP Site Photos. These images may include photos from the initial site visit, routine project checks, and photo-point monitoring.

Images post 2017 will be stored on a yearly project base under PEG LAMP.

9.9. Photo-point Monitoring

Photo-points allow for the visual monitoring of a sites management actions and outcomes over time, and are useful for promotion, internal auditing and reporting. Prior to 2016 Photo-points should be stored at G:\Murray\Albury\ENVIRONMENT TEAM\Squirrel Glider LAMP\LAMP Site Photos\LAMP_Photo-point Data.

The *Photo-point Field Collection Sheet Template* Appendix 8 should be completed with photo-point metadata and associated photos and saved as a word document in PEG LAMP/monitoring folder.

General protocols:

- Baseline photo-points will be established for each LAMP property.
- Photo-points should be established by the project officer when sites are inspected for completion of works.
- Photo-point markers should be permanent (star dropper markers can be installed if necessary) and clearly marked.

Ensure:

- GPS coordinates must be obtained for all photo-points. All GPS readings are to be taken in Decimal Degrees (GDA 1994).
- Clear information should be provided that will allow another person to locate the photo-point locations in the future.
- Photo-points should be installed in the locality that is most representative of the site objective(s) and management actions.
- Photo-point images should include a white board with: site photo number, project number, date, landowner name and direction the photo is taken in.

Consider taking photos:

- Along fence lines to allow inside and outside of fence-line comparisons, and provide an easy to relocate reference point.
- In a locality that is easy to access (e.g., near access track to site).
- In an-easy-to reference back locality (e.g. photo taken from corner post aimed at a large box tree in the centre of vision).
- Looking south to avoid sun glare.
- With a minimal amount of sky in the photo.
- With a zoom measurement that captures the landscape (50 mm is recommended).

Details to include on the Whiteboard:

- Photo Number (e.g. "Photo 2")
- Case No (e.g., MU7172)
- Date (e.g., 21.4.2011)
- Landholder name (e.g., S.C. Johnson)
- Direction of the photo (e.g., Facing NE)

9.10. Site Checks for Completion of On-ground Work

Project sites will be checked at milestone stages of the project or annually as deemed necessary by current funding source (indicated in contracts) to ensure that works have been completed to a satisfactory level. Site visits should be arranged to check completion of fencing, ripping, spraying, and revegetation.

9.11. Project Delivery Timeline over view below

January	Monitor sites
February	Fencing works can begin, finalise contracts
March	Fencing works continue, deep ripping can begin, Advisory group meeting
April	Fencing continues, deep ripping can occur
May	Fencing nears completion, sites can be sprayed
June	Planting can begin, map next target area
July	Planting completed, prepare EOI and maps for next target area, Advisory group meeting
August	Send EOI letters to next target area, make contact with landholders by phone
September	Conduct site visits for next target area, prepare maps and agreements
October	Finalise sites for next years on ground activities, finalise maps, agreements, planting lists, assess sites with Advisory group
November	Order plants, send agreements for signing
December	Prepare and/or seek contractors for on ground works

10.Supporting Documents:

- Appendix 1 – LAMP Template
- Appendix 2 - Site Assessment
- Appendix 3 – SWIMS for
 - site visits
 - driving

- working remotely
 - communications for working remotely
- Appendix 4 - Risk assessment for site visits – partially pre-filled
- Appendix 5 – contact templates
- Appendix 6 – contractor induction sheet
- Appendix 7 - photo monitoring template
- Appendix 7 - Project Summary sheet for landholders - This fact sheet is to be provided to landholders at the site visit.