

Instructions for completing the template for management actions

This template for management actions should be filled in by the landowner and submitted to OEH with an application to establish a biobank site. These standard words and format must be used for the management actions (refer to the *Guide to establishing a biobank site* for guidance).

OEH will review the management actions and plans and make any necessary amendments after consultation with the landowner. These management actions will be incorporated into the biobanking agreement as Annexure C.

There are four sections to this template:

1. standard management actions – mandatory
2. additional management actions – only if indicated by the assessment
3. standard management plans (weeds and fire for conservation) – mandatory
4. additional management plans (feral and overabundant herbivores and vertebrate pests) – only if indicated by the assessment.

An additional short section is also included in this template that requires the details of photo points for monitoring purposes. This information will be incorporated into the agreement as Annexure D.

Green boxes like this one provide instructions and examples and will be deleted by OEH before the biobanking agreement is processed.

Yellow highlighted fields need to be customised by the landowner. Usually the landowner needs to provide the information required; sometimes the landowner will need to delete or retain provided options. It is important to ensure that, especially where fields are customised, that the management actions are certain, clear and specific so that it is clear what the requirements of the actions are.

The format and wording of standard and additional management actions must not be changed. Enter site specific information into the yellow highlighted fields as required.

Management actions are divided into passive and active actions. Passive actions have little or no cost and include refraining from doing something, such as not removing fallen logs or bush rock. Passive management actions must be commenced as soon as the biobanking agreement is signed.

If a management action is active, you have to undertake specific activities to improve the site's biodiversity. Active management actions only need to be commenced when 80% of the Total Fund Deposit is met (ie from 'first payment date').

In the table below, the timing column indicates:

- passive actions by the term 'Ongoing from commencement date'
- active actions by a reference to 'Ongoing from first payment date'.

Managing grazing for conservation can be passive or active depending on the biobank site. For example, managing grazing for conservation is a passive management action if the biobank site is already suitably fenced, and it is an active management action if the biobank site needs to be fenced. Both options appear in the timing column and are highlighted yellow. Delete whichever option is not applicable.

Section 1: Standard management actions

Standard management actions		
Item 1	Management of grazing for conservation	Timing
1.1	<p>Stock must not be permitted to graze in any area of the biobank site when there is less than xx% of living ground cover.</p> <p>If no grazing is to be allowed, replace the above item with: 'Stock must not be permitted to graze in any area of the biobank site.'</p> <p>Then delete the words in item 1.2 and 1.3 (but keep the numbering) and replace with: 'This item is not applicable'. The wording in the adjacent Timing column can also be deleted.</p>	<p>Ongoing from commencement date.</p> <p>Or</p> <p>Ongoing from first payment date.</p>
1.2	<p>Subject to item 1.1 above, stock must not be permitted to graze on the biobank site except to improve biodiversity values. During month(s) the landowner must stock no more than xx cattle, sheep, other (specify number of particular types of animal) and no less than xx cattle, sheep, other (specify number of particular types of animal) on the biobank site/in management zone/s xx, xxx, xxxx only for no more than xx consecutive weeks in any 12 month period.</p> <p>The landowner must make a record of the number and type of animals stocked at the biobank site, the date/s they were stocked and de-stocked and the management zone/s where they were stocked and de-stocked. These records must be maintained in accordance with the record keeping requirements.</p> <p>Specific requirements:</p> <p>_____ x</p> <p>Insert any requirements specific to the site to accommodate local conditions and allow for flexibility in a framework of reasonable certainty.</p> <p>Delete 'Specific requirements:' if it is not relevant.</p> <p>The landowner can prevent stock from grazing or require stock to graze in specific areas by erecting and maintaining stockproof fencing. Fencing may be permanent or temporary (including electric fences). Indicate the specific type and length of fence to be erected and by when.</p> <p>Soil disturbance may be required (and is permitted) to encourage regeneration of native vegetation in conjunction with management of grazing for conservation.</p>	<p>Ongoing from commencement date.</p> <p>Or</p> <p>Ongoing from first payment date.</p>
1.3	<p>Stock must not be permitted to be present on the biobank site in areas where replanting has been undertaken in accordance with item 6 of this Section, except as specified in items 6.2 and 6.3.</p>	<p>Ongoing from commencement date.</p> <p>Or</p> <p>Ongoing from first payment date.</p>
1.4	<p>If, at any time, the landowner observes stock in any area of the biobank site, other than an area on the biobank site where grazing is permitted, the landowner must take necessary</p>	<p>Ongoing from commencement</p>

	measures to remove the stock from the area immediately.	date. Or Ongoing from first payment date.
Item 2	Weed control	Timing
2.1	<p>The landowner must implement and, at all relevant times, comply with, the integrated weed management plan included in Section 3 (‘the weed management plan’) (or such updated integrated weed management plan as has been approved by the Director General under item 2.2 below).</p> <p>To allow for adaptive management, minor alterations can be made to the implementation of the weed management plan. Any alterations must be recorded in writing in accordance with Section 3 of this Annexure.</p>	Ongoing from first payment date.
2.2	<p>The weed management plan must be reviewed at intervals of no less than 4 years and no more than 6 years by an appropriately qualified person. The review is to consider the efficacy of the management actions in the plan and consider the effectiveness of the matters contained in the current plan that are outlined in the dot points below. Notification of the date of the review commencement must be provided to the Director General in writing within 14 days of the commencement of the review. The findings of the review must be submitted to the Director General within 3 months of commencing the review.</p> <p>Where the Director General determines from the review that an update of the plan is required, the Director General will notify the landowner in writing that an update of the plan is required. The landowner must update the plan and submit it to the Director General for approval within 3 months of receiving written notification from the Director General that an update of the plan is required. The revised plan must be prepared by an appropriately qualified person and must cover the matters outlined below and any additional matters specified by the Director General in writing:</p> <ul style="list-style-type: none"> • a description of the target weed/s at the biobank site and their location/s, linked to each management zone where weeds are present • the method/s of weed control in each zone • the frequency of weed control activities at the site, taking into account management practices where weeds are providing habitat for native species • the timing of any planting of native plant species required in each management zone to provide alternative habitat for native species affected by weed control activities • methods for monitoring the success of weed control activities • a timetable/measures for inspections to identify new weed species or exotic plant species (including noxious weeds under the <i>Noxious Weeds Act 1993</i>) • additional weed control activities to destroy or remove any new weed species that are found on the site • measures for assessing and reporting monitoring results 	Ongoing from first payment date.

	<ul style="list-style-type: none">• a diary for recording actions taken in accordance with the weed management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary.	
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Item 3	Management of fire for conservation	Timing
3.1	<p>The landowner must implement, and at all relevant times, comply with the fire management plan included in Section 3 (or such updated fire management plan as has been approved by the Director General under item 3.2 below) (‘the fire management plan’). To allow for adaptive management and weather conditions, minor alterations can be made to the implementation of the fire management plan, and must be recorded in writing in accordance with Section 3 of this Annexure.</p>	<p>Ongoing from commencement date.</p> <p>Or</p> <p>Ongoing from first payment date.</p>
3.2	<p>The fire management plan must be reviewed at intervals of no less than 4 years and no more than 6 years by an appropriately qualified person. The review is to consider the efficacy of the management actions in the plan and consider the effectiveness of the matters contained in the current plan that are outlined in the dot points below. Notification of the date of the review commencement must be provided to the Director General in writing within 14 days of the commencement of the review. The findings of the review must be submitted to the Director General within 3 months of commencing the review.</p> <p>Where the Director General determines from the review that an update of the fire management plan is required, the Director General will notify the landowner in writing that an update of the plan is required. The landowner must update the plan and submit it to the Director General for approval within 3 months of receiving written notification from the Director General that an update of the plan is required. The revised plan must be prepared by an appropriately qualified person and cover the matters outlined below and any additional matters specified by the Director General in writing:</p> <ul style="list-style-type: none"> • the year the last fire went through, the type of fire and the extent of the fire and location, where known • frequency of natural fires in the area of the biobank site, where known • a description of locations and management zones where ecological burns will be conducted and areas that will not be burnt • the methods that will be used for ecological burns • the fire frequency intervals recommended for the vegetation types and threatened species present, including any required adjustment to the schedule in the event of a wildfire or activities undertaken under the <i>Rural Fires Act 1997</i> to ensure minimum frequency between ecological burns • the fire intensity for the recommended vegetation types • the time of year suitable for ecological burns • the diary for recording actions taken in accordance with the fire management plan and minor alterations to fire management plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary. 	<p>Ongoing from first payment date.</p>
3.3	<p>Fires must not be lit on the biobank site other than for the purpose of ecological burning in accordance with the fire management plan or as permitted as a permissible human activity on the biobank site under item 4 of this Annexure or</p>	<p>Ongoing from commencement date.</p>

	clause 3.6 of this agreement.	
Item 4	Management of human disturbance	Timing
4.1	Except as permitted under clause 3 of this agreement or item 4.2 (below), human activities that adversely affect biodiversity values on the biobank site, including repeated disturbance of native animals, must not be carried out, or caused or permitted to be carried out, on the biobank site.	Ongoing from commencement date.
4.2	Human activities that may have a negative impact on biodiversity values on the biobank site are permitted if they are listed as permissible activities under clause 3.6 of this agreement or if they are undertaken as part of the management actions or management plans.	Ongoing from commencement date.
4.3	All waste shown on the map entitled insert exact name of existing waste map dated dd/mm/yyyy must be removed from the biobank site in an appropriate manner. If there is no waste on the biobank site delete the words of this item (but retain the numbering) and replace with: 'This item is not applicable.'	Commencing from first payment date.
4.4	The landowner must not store, dispose of, or cause or permit to be disposed of, any waste on the biobank site. Note: The storage or disposal of waste on the biobank site may require an approval under the <i>Protection of the Environment Operations Act 1997</i> .	Ongoing from commencement date.
4.5	The landowner must take all reasonable steps to remove waste deposited by others on the biobank site, or which is otherwise present on the biobank site.	Ongoing from first payment date.
4.6	Fencing and/or signage must be installed and maintained to deter human disturbance including waste dumping. Signage must be the BioBanking signs available from the OEH. Specific requirements: Include clear description of where fencing or signage required including length of fencing and position of signage (eg access points). Refer to relevant map if necessary. Also include standard or type of fencing Signage should be located at points of access and other practical locations interfacing with adjoining properties. For biobank sites that are located fully within a larger private landholding, there should be at least one BioBanking sign to be placed at the main access gate to the site. It is recommended that required signage be installed within 3 months of first payment date.	Ongoing from first payment date.

<p>Item 5</p>	<p>Retention of regrowth and remnant native vegetation</p> <p>Note: An approval under the <i>Native Vegetation Act 2003</i> may be required to carry out thinning or any other removal or damage to native vegetation under this item.</p>	<p>Timing</p>
<p>5.1</p>	<p>Native vegetation (whether remnant native vegetation or regrowth) on the biobank site must not be cut down, felled, thinned, logged, killed, destroyed, poisoned, ringbarked, uprooted, burnt or otherwise removed, except in accordance with item 5.2 below, or if it is required as part of the management actions or it is essential for the carrying out of permissible development under clause 3.5 of this agreement.</p> <p>Note: Native vegetation on the biobank site may be managed to improve biodiversity values by thinning to benchmark stem densities over no more than 80% of each management zone. Benchmark stem densities has the same meaning as defined in the Vegetation Benchmark Database as published by OEH and updated from time to time. An approval under the <i>Native Vegetation Act 2003</i> may be required to carry out thinning or any other removal or damage to native vegetation under this item.</p>	<p>Ongoing from commencement date.</p>
<p>5.2</p>	<p>Native vegetation on the biobank site must not be burnt except in accordance with the fire management plan prepared pursuant to item 3 above.</p>	<p>Ongoing from commencement date.</p>
<p>Item 6</p>	<p>Replanting or supplementary planting where natural regeneration will not be sufficient</p>	<p>Timing</p>
<p>6.1</p>	<p>The landowner must undertake planting or seeding of the native groundcover/shrub/tree species indicated in the planting schedule for the biobank site as set out in item 6.6 below (‘the planting schedule’) in the areas of planting and within the timeframe indicated in the planting schedule.</p> <p>If the landowner cannot complete the planting within the timeframe indicated in the planting schedule due to local weather conditions, the landowner must complete the planting as soon as possible after that date and must make a record of and retain the reasons why the planting was not completed by the required time.</p> <p>Appropriate site treatment (e.g. weed control) of each area of planting or seeding identified in the planting schedule must be undertaken prior to such planting.</p> <p>Specific requirements:</p> <p style="background-color: yellow;">[REDACTED]</p> <p style="background-color: yellow;">Include details regarding site treatment that must be undertaken before planting each area under the ‘Specific requirements’.</p> <p style="background-color: yellow;">Planting or seeding is only required where natural regeneration is not sufficient to bring back native vegetation.</p> <p style="background-color: yellow;">Where no replanting is required, delete the words in every point of this item (but retain the numbering) and replace with: ‘This item is not applicable.’</p>	<p>Commencing from first payment date .</p>
<p>6.2</p>	<p>Areas of planting or seeding as set out in the planting schedule must be protected from grazing for the first xx years after planting or seeding or until the plants exceed xx cm in height to ensure that the plants are established to such an extent that biodiversity values will be improved by such grazing and the plants will not be</p>	<p>Ongoing from the completion of planting in each area of replanting.</p>

	<p>adversely impacted by grazing.</p> <p>Once that date or height has been met, grazing in the areas of planting or seeding must be managed in accordance with items 1.1, 1.2 and 1.4 of this Section 1.</p> <p>The landowner must make a record of the date when the date or height requirement under this item is reached and the particular area of replanting in which it has been reached, and maintain that record in accordance with the record keeping requirements.</p> <p>Specific requirements:</p> <p style="background-color: yellow;">[Redacted]</p>	
	If required, different years or heights for specific types of plants can be listed under 'Specific requirements'.	
6.3	<p>The landowner must survey each area of planting or seeding established under item 6.1 above and document them to determine whether the planted plants or seeds have established and survived, and retain the findings in accordance with the record keeping requirements.</p> <p>If, after the first survey or subsequent surveys, the establishment and survival rate of plants in an area of planting or seeding are below those usual for the species and region, the landowner must supplement the planting in the adversely affected areas within a reasonable timeframe (usually within 12 months, though this can be varied and recorded in a diary with reasons for variation, if the weather is unsatisfactory for the establishment and survival of plants or seeds).</p>	Conduct the first survey 24 months after the completion of planting or seeding in each area of planting or seeding, and then every 12 months thereafter.
6.4	<p>Areas of planting and seeding must be managed as required to assist the establishment and survival of native plant species.</p> <p>Management includes watering, slashing, scalping, spraying of weeds, plant replacement and strategic grazing by stock (in accordance with item 6.2 above) at strategic times of the year to control weeds to improve biodiversity values. The dates of planting must be recorded in accordance with the record keeping requirements set out in Annexure D.</p>	As required, from the date that planting or seeding areas are established.
6.5	Seeds and plants used for planting and seeding must be obtained from locally collected provenances, unless there are reasons to do otherwise (e.g. to ensure genetic variability or for adaptation to climate change).	As required (from commencement date if relevant to prepare for future planting).

The planting schedule should be filled in including:

- **number of plants per area** – for tubestock, the number of plants should be rounded to the nearest 100 if there are more than 1,000 plants or to the nearest 10 if there are 1,000 plants or less; if direct seeding is used leave this field blank
- **planting method** – specify whether plants are to be tubestock, direct seeding or another method
- **timing** – describe as the number of months (or Year if relevant (ie Year 1, Year 2, etc)) for completion of planting from the first payment date.

6.6 Planting schedule at the biobank site

Species' common name	Species' scientific name	Management zone/s of planting	Number of plants per area	Planting method	Timing (months or Year)

Item 7	Retention of dead timber	Timing
7.1	<p>Dead timber (whether standing or fallen and including branches and leaf litter) must not be removed from or moved within the biobank site except for the personal (non-commercial) use by the landowner for firewood for one dwelling only or for repair of fencing (not for construction of fencing).</p> <p>Dead timber used for fencing repair must be documented by the landowner in writing and records must be kept in accordance with the record keeping requirements. The landowner must record the approximate amount of dead timber collected from the biobank site for use in fencing, the location that that dead timber was collected from and the date it was collected (month, year).</p> <p>Specific requirements:</p> <p style="background-color: yellow;">[Redacted]</p>	Ongoing from commencement date.
7.2	<p>Timber from outside the biobank site may be introduced to and placed on the biobank site to improve biodiversity values. Once the timber has been brought onto the site, it is subject to the requirements of item 7.1 above.</p> <p>Timber brought from outside the biobank site must be documented by the landowner in writing and records must be kept in accordance with the record keeping requirements. The landowner must record the approximate amount of timber brought from outside the biobank site, the location where the timber was placed on the biobank site and the date on which it was placed (month, year).</p> <p>Specific requirements:</p> <p style="background-color: yellow;">[Redacted]</p>	When required but not required before the first payment date.
Item 8	Erosion control	Timing
8.1	<p>All reasonable steps must be undertaken to prevent, control and remedy erosion on the biobank site.</p> <p>Soil management for preventing and controlling erosion is to be undertaken using best practice management, such as that developed by the Soil Conservation Service, applied as relevant for the biobank site.</p> <p>The landowner must manage existing erosion on the biobank site, identified on the map entitled insert exact name of any erosion map or other relevant map dated dd/mm/yyyy, by conducting:</p> <ul style="list-style-type: none"> • list activities. <p style="background-color: yellow;">If there is no existing erosion, delete the last paragraph.</p>	Commencing from first payment date.

Item 9	Retention of rocks	Timing
9.1	The landowner must not remove, or cause or permit to be removed, rocks from the biobank site or move, or cause or permit to be moved, rocks within the biobank site.	Ongoing from commencement date.
9.2	Rocks from outside the site may be placed on the biobank site to improve habitat for threatened species. Rocks, once placed on the biobank site, are subject to item 9.1 above. The landowner must make and retain records of the location of the rocks placed on the site and the date the rocks were brought onto the site in accordance with the record keeping requirements.	When required but not required before the first payment date.

Section 2: Additional management actions

Additional management actions should only be completed when they are required for creating ecosystem credits or species credits. This will be stated on the Biobanking Agreement Credit Report.

Complete the required fields for any additional management actions required for your site. Leave all other additional management actions and OEH will delete them before including this section in your draft biobanking agreement.

Additional management actions

Item 10	Control of feral and overabundant native herbivores	Timing
10.1	<p>The landowner must implement, and at all relevant times, comply with the management plan to control feral and overabundant native herbivores included in Section 4 (or such updated management plan as has been approved by the Director General under item 10.2 below) (‘the feral and overabundant native herbivores management plan’). To allow for adaptive management, minor alterations can be made to the implementation of the feral and overabundant native herbivores management plan, which must be recorded in writing in accordance with Section 3 of this Annexure.</p> <p>Note: A licence under Section 121 of the <i>National Parks and Wildlife Act 1974</i> may be required to control overabundant native herbivores.</p>	Ongoing from first payment date.
10.2	<p>The feral and overabundant native herbivores management plan must be reviewed at intervals of no less than 4 years and no more than 6 years. The review is to consider the efficacy of the management actions in the plan and consider the effectiveness of the matters contained in the plan that are outlined in the dot points below. Notification of the date of the review commencement must be provided to the Director General in writing within 14 days of the commencement of the review. The findings of the review must be submitted to the Director General within 3 months of commencing the review.</p> <p>Where the Director General determines from the review that an update of the feral and overabundant native herbivores management plan is required, the Director General will notify the landowner in writing that an update of the plan is required and the landowner must update the plan and submit the amended plan to the Director General for approval within 3 months of receiving written notification from the Director General that an update of the plan is required. The revised plan must cover the matters outlined below and any additional matters specified by the Director General in writing:</p> <ul style="list-style-type: none"> • a description of the feral or overabundant native herbivore/s • consideration of relevant current OEH and other pest management programs and methods • the method/s for feral and overabundant native herbivore control in each management zone, determined in accordance with best 	Ongoing from first payment date.

	<p>practice management</p> <ul style="list-style-type: none"> • the frequency and timing of the control actions in each management zone • methods for monitoring the success of the pest control actions • a timetable and measures for inspections to identify new feral or overabundant native herbivores that may adversely affect biodiversity values on the biobank site • additional control actions to destroy or remove any new feral and overabundant native herbivore pest species that occur on site • measures for assessing and reporting monitoring results • a diary for recording actions taken in accordance with the feral and overabundant native herbivores management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary. 	
Item 11	Vertebrate pest management – specify whether pigs, foxes, etc	Timing
11.1	<p>The landowner must implement, and at all relevant times, comply with the vertebrate pest management plan included in Section 4 (or such updated vertebrate pest management plan as has been approved by the Director General under item 11.2 below) (‘the vertebrate pest management plan’). To allow for adaptive management, minor alterations can be made to the implementation of the vertebrate pest management plan, but these must be recorded in writing in accordance with Section 3 of this Annexure.</p>	Ongoing from first payment date.
11.2	<p>The vertebrate pest management plan must be reviewed at intervals of no less than 4 years and no more than 6 years by an appropriately qualified person. The review is to consider the efficacy of the management actions in the plan and consider the effectiveness of the matters contained in the current plan that are outlined in the dot points below. Notification of the review commencement must be provided to the Director General in writing within 14 days of the commencement. The findings of the review must be submitted to the Director General within 3 months of commencing the review.</p> <p>Where the Director General determines from the review that an update of the plan is required, the Director General will notify the landowner in writing that an update of the plan is required. The landowner must update the plan and submit it to the Director General for approval within 3 months of receiving written notification from the Director General that an update of the plan is required. The revised plan must cover the matters outlined below and any additional matters specified by the Director General in writing:</p> <ul style="list-style-type: none"> • a description of the target fauna species e.g. pigs, foxes or other species such as feral dogs or goats • consideration of relevant current OEH and other pest management programs • the method/s of vertebrate pest control in each management zone determined in accordance with best management practice • the frequency and timing of vertebrate pest control actions in 	Ongoing from first payment date.

	<p>each management zone</p> <ul style="list-style-type: none"> • methods for monitoring the success of vertebrate pest control actions • a timetable and measures for inspections to identify new vertebrate pest species that may negatively impact on threatened species on the biobank site • additional vertebrate pest control actions to destroy or remove any new vertebrate pest species that occur on-site • measures for assessing and reporting monitoring results • a diary for recording actions taken in accordance with the vertebrate pest management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative actions) and reasons for the minor alterations must be recorded in the diary. 	
Item 12	Nutrient control	Timing
12.1	<p>Fertilisers, pesticides and herbicides must not be applied on the biobank site, except where required to undertake the management actions. Use of fertilisers for establishing native vegetation through planting or seeding, use of herbicides for controlling weeds or use of pesticides for controlling vertebrate pests or feral herbivores can be undertaken in accordance with best practice management when required to undertake the management actions.</p>	Ongoing from commencement date.
Item 13	Control of exotic fish species	Timing
13.1	<p>Appropriate management actions must be conducted to suppress or control non-native fish species specify which non-native fish in waterways and water bodies specify which waterways and water bodies on the biobank site in accordance with best practice management.</p> <p>Specific requirements:</p> <p>_____ x</p>	Ongoing from first payment date.
Item 14	Maintenance or reintroduction of natural flow regimes	Timing
14.1	<p>All artificial structures on waterways or waterbodies on the biobank site identified in the map entitled insert exact name of any existing structures map or other relevant map dated dd/mm/yyyy as requiring filling or removal in order to restore the natural flows must be removed or filled.</p> <p>All management actions associated with this item must be conducted in accordance with best practice management practice at the time.</p> <p>Specific requirements:</p> <p>_____ x</p>	Commencing from first payment date.

<p>14.2</p>	<p>All necessary rehabilitation resulting from the removal of artificial structure/s referred to in item 14.1 must be undertaken.</p> <p>All management actions associated with this item must be conducted in accordance with best practice management.</p> <p>Specific requirements:</p> <p style="background-color: yellow;">[Redacted]</p>	<p>Within xx months of the date an artificial structure is removed.</p>
<p>14.3</p>	<p>Artificial structures such as dams or levee banks that impede the natural flow regimes on the biobank site must not be constructed unless approved by the Director General in writing for the purpose of restoring natural flows.</p>	<p>Ongoing from commencement date.</p>

Section 3: Standard management plans

Completing the compulsory weed management plan

A table is provided below for the integrated weed management plan. Add additional sections to the table if required.

The plan must include, but is not limited to:

- a description of the target weed/s at the biobank site and their location/s, linked to each management zone where weeds are present
- the method/s of weed control in each management zone
- the frequency of weed control activities at the site, taking into account management practices where weeds are providing habitat for native species
- the timing of any planting of native plant species required in each management zone to provide alternative habitat for native species affected by weed control activities
- methods for monitoring weed control activities
- reporting and assessing the results from monitoring
- a timetable/measures for inspections to identify new weed species or exotic plant species (including noxious weeds under the *Noxious Weeds Act 1993*)
- a diary for recording actions taken in accordance with the integrated weed management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary.

When the management plan is reviewed (see item 2.2), weed control activities may be amended, deleted or added to take into account the weed species on the site at that time.

Weed management plan

The weed types, description and location (management zone/s) of weed infestations existing at the commencement date are listed in the weed management plan. The methods of weed control (management actions), monitoring and inspections are also listed.

The landowner must perform the methods of weed control and other weed management activities and monitoring in the weed management plan by the methods described (and in accordance with item 2 of this Annexure) for all weeds. The methods of control will apply to the weeds listed in the table below as well as any other weeds that may be present on the site from time to time.

The template for reporting of monitoring activities and the diary template for weed control management must be filled in to record observations during the implementation of the weed management plan, including any minor variations.

Weed types				
Weed	Common name of target weed	Scientific name of target weed	Description of infestation (eg intensity (% cover) & location within zone)	Management zone/s
A				
B				
C				
D				
E				
Methods of weed control				
Management zone/s	Weed/s	Method of weed control		Frequency (months or Year)
Native planting required to provide habitat for native species affected by weed control activities				
Management zone	Description of planting required (reference planting schedule at item 6.6)			Timing
Monitoring and inspections of existing and new weeds				
Management zone/s	Weed/s	Method of monitoring		Date/s required

Completing the compulsory fire for conservation management plan

A table is provided below for the fire conservation management plan. Add additional sections to the table if required. The plan must include, but is not limited to:

- a map of the vegetation on the biobank site (with date) and any infrastructure and built assets on the biobank site (the map to be included in the biobanking agreement)
- the year the last fire went through, the type of fire and the extent of the fire and location, where known
- frequency of natural fires in the area of the biobank site, where known
- a description of locations and management zones where ecological burns will be conducted and areas that will not be burnt
- the methods that will be used for ecological burns
- the fire frequency intervals recommended for the vegetation types and threatened species present, including any required adjustment to the schedule in the event of a wildfire or activities undertaken under the *Rural Fires Act 1997* to ensure minimum frequency between ecological burns
- the fire intensity for the recommended vegetation types
- the time of year suitable for ecological burns
- methods for monitoring the outcomes of ecological burns
- reporting and assessing the results from monitoring
- the diary for recording actions taken in accordance with the fire management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary in accordance with the record keeping requirements.

Fire for conservation management plan

The plan includes information on all known previous fire events in the 'Fire history' table to demonstrate local fire conditions including intensity and frequency.

The ecological fire requirements for each vegetation type or threatened species on the biobank site are listed in the 'Fire requirements for vegetation types and threatened species' table. These are the fire frequency intervals recommended for the vegetation types and threatened species present on the biobank site. They include any requirement adjustments to the schedule in the event of a wildfire or activities undertaken under the *Rural Fires Act (RFA) 1997* to ensure the minimum frequencies between ecological burns.

The landowner must carry out ecological burns for each management zone according to the method and frequency described (as informed by the history and requirements sections and in accordance with Section 3 of this annexure). These actions are set out in the 'Ecological burning actions table'. Monitoring and inspections (set out in the 'Fire management monitoring' table) as described must also be implemented. The landowner must also carry out the actions listed in the 'Other fire management activities' table.

The table titled 'Template of monitoring activities' must be completed to record observations during the implementation of the plan and assessment of monitoring activities. The landowner must also complete the table titled 'Diary template for fire management activities' to record the management actions undertaken or observations made, including any minor variations.

Fire history for previous 20 years (or longer if known)				
Year of fire	Hazard reduction, wildfire or ecological burn and extent of fire			Management zone/s
Fire requirements for vegetation types and threatened species				
Vegetation type and/or threatened species	Fire frequency required	Time of year for burning	Fire intensity required	Adjustment required due to wildfires or RFA activities
Ecological burning actions				
Management zone/s	Actions	Supervision & extinguishing techniques	Time of year for burning	Frequency (years)
Methods for monitoring the outcomes of ecological burns				
Management zone/s	Method of monitoring			Date/s required
Other fire management activities (where required)				

Section 4: Additional management plans

If required, complete this control of feral and overabundant native herbivores management plan

A table is provided below for the management plan to control feral and overabundant native herbivores. Add additional sections to the table if required. The plan must include, but is not limited to:

- a description of the feral or overabundant native herbivore/s
- consideration of relevant current OEH and other pest management programs and methods
- the method/s for feral and overabundant native herbivore control in each management zone, determined in accordance with best practice management
- the frequency and timing of the control actions in each management zone
- methods for monitoring the success of the pest control actions
- reporting and assessing the results from monitoring
- a timetable and measures for inspections to identify new feral or overabundant native herbivores that may adversely affect biodiversity values on the biobank site
- a diary for recording actions taken in accordance with the management plan to control feral and overabundant native herbivores and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative action) and reasons for the minor alterations must be recorded in the diary.

When the management plan is reviewed (see item 10.2 in Section 1), control activities may be amended, deleted or added to take into account the feral and overabundant native herbivore on the site at the time.

Management plan to control feral and overabundant native herbivores

The management plan for feral and overabundant native herbivores includes information on the management requirements for the feral and overabundant native herbivores at the biobank site listed in the 'Feral and overabundant native herbivores' table. The possible methods of control for each species, used by OEH and other pest management programs, are listed and the suitability of each method is described in the 'Methods considered' table.

The landowner must carry out the methods for control for feral and overabundant native herbivores for each management zone according to the method and frequency as described in the 'Methods for control' table. The methods of control applied to the feral or overabundant native herbivores listed in the 'Feral or overabundant native herbivores' table as well as any other feral or overabundant herbivores that may be present on the site from time to time.

Monitoring and inspections of existing and new feral and overabundant herbivores at the biobank site as described in the 'Monitoring and inspections' table must be implemented.

The table titled 'Template for reporting of monitoring activities' must be completed to record observations during the implementation of the plan and assessment of the monitoring activities. The landowners must complete the table titled 'Diary template for feral and overabundant herbivore management' to record the management actions undertaken including any minor variations or observations made.

Feral and overabundant native herbivores			
Feral type	Name of feral/overabundant native herbivore	Description of extent	Management zone/s
A			
B			
C			
D			
E			
Methods considered			
Feral type	Name and description of program or method		Describe suitability
Methods of control			
Management zone/s	Feral type	Method of control	Frequency and timing
Monitoring and inspections			
Management zone/s	Feral type/s	Method of monitoring	Date/s required

If required, complete this vertebrate pest management plan

A table is provided below for the vertebrate pest management plan. Add additional sections to the table if required. The plan must include, but is not limited to:

- a description of the target fauna species e.g. pigs, foxes or other species such as feral dogs or goats
- consideration of relevant current OEH and other pest management programs
- the method/s of vertebrate pest control in each management zone determined in accordance with best management practice
- the frequency and timing of vertebrate pest control actions in each management zone
- methods for monitoring the success of vertebrate pest control actions
- reporting and assessing the results from monitoring
- a timetable and measures for inspections to identify new vertebrate pest species that may negatively impact on threatened species on the biobank site
- a diary for recording actions taken in accordance with the vertebrate pest management plan and minor alterations to this plan permitted for adaptive management. The details (management zone/s, date, alternative actions) and reasons for the minor alterations must be recorded in the diary in accordance with the requirements.

All pest species identified as requiring management on a biobank site must be included in the vertebrate pest management plan.

Separate management plans can be developed for each pest species.

When the management plan is reviewed (see item 11.2 in Section 1), control activities may be amended, deleted or added to take into account vertebrate pest species found on the site at that time.

Vertebrate pest management plan

The management plan for vertebrate pests includes information on the vertebrate pests and their extent existing at the time of the agreement as listed in the 'Vertebrate pests' table. The possible methods of control for each species, used by OEH and other pest management programs are listed and the suitability of each method to the biobank site is described in the 'Methods considered' table.

The landowner must carry out the methods for vertebrate pest control for each management zone according to the method and frequency described in the 'Methods of control' table. The methods of control will apply to the vertebrate pests listed in the 'Vertebrate pests' table as well as any other vertebrate pests that may be present on the site from time to time.

Monitoring and inspections of existing and new vertebrate pests on the biobank site, as described in the 'Monitoring and inspections' table, must be implemented.

The table titled 'Template for reporting of monitoring activities' must be completed to record observations during the implementation of the plan and assessment of monitoring activities. The landowner must also complete the 'Diary template for vertebrate pest management' to record the management actions undertaken, including any minor variations, and observations made.

Vertebrate pests

Pest	Name of vertebrate pest (e.g. pig, fox, goat, dog)	Description of extent	Management zone/s
A			
B			
C			
D			
E			

Methods considered

Pest type	Name and description of program or method	Describe suitability

Methods of control

Management zone/s	Pest type	Method of control	Frequency and timing

Monitoring and inspections of existing and new vertebrate pests

Management zone/s	Pest type/s	Method of monitoring	Date/s required

Other management activities (where required)

Photo points

This section of the management actions template is not part of *Annexure C: Management actions* but is required for *Annexure D* of the biobanking agreement which requires information relating to the placement of photo points for monitoring purposes. Fill in the table below so that this information can be included in the appropriate format in the final agreement. A map of the photo point locations is also required to be submitted.

Photo points should be positioned in areas that are likely to show change over time. Some plot locations can be used as photo points but many plot locations (especially in vegetated areas already in very good condition) may not show any change over time. Locate photo points where there will be changes because of management actions such as areas currently in low to moderate condition, targeted for revegetation and/or intensive weed control.

Photos are required to be taken every 12 months at the same location, direction, height and time of day.

Annexure D: Monitoring, reporting and record keeping requirements

1 Monitoring requirements

- 1.1 The landowner must ensure that photographs are taken at photo-points at each of the locations and in the direction identified in the table below titled 'Locations of plots and photo points' within 12 months of the commencement date and then at least every 12 months thereafter.
- 1.2 The photo points are identified on the map entitled insert **exact name of photo points map** dated **dd/mm/yyyy** in Annexure A of this agreement. The purpose of the photographs is to show changes over time. Photographs should be taken at approximately the same direction, location, height and time of day (during daylight hours) in each reporting period (as defined in item 2.2 of this Annexure D) and retained for the life of this agreement. All photographs must be dated, stating the direction in which they were taken and identified with their locations.

Locations of photo points			
Projected coordinate system: specify			
Photo point reference	Easting	Northing	Direction of photo (magnetic degrees)