

# Goulburn Broken Catchment Management Authority

## AGREEMENT FORM

*Please check details and advise of any amendments required.*

### 1. Group Details

**Organisation:**

**Project Title:**

**Project/EOI Number:**

**Amount Granted: \$**

**Project Manager / Contact Name:**

**Address:**

**Phone:**

**Email:**

**Registered for G.S.T.**

**ABN No.**

**Anticipated start date:**

**Anticipated end date:**

### 2. Breakdown of Grant funds (From EOI)

Item	Proponent Funds (group funds)	Other Contributor (Who.....)	Funds Approved 2009-10	Total Budget 2009-10
Employment / Project Management / Facilitation				
in-kind/volunteer labour	\$	\$		
<b>Total employment Costs (ex GST)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<b>Total Operating Costs (GST exclusive)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Capital Costs (GST exclusive)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Budget 2009-2010 (GST exclusive)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### 3. Project Description:

#### 4. Outputs

CATEGORY	ACTION	TARGET 2009-10
<b>WORKS</b>		
Stock grazing (ha = terrestrial; km = riparian)	Fence terrestrial remnant vegetation (ha)	
	Fence wetland remnant(ha)	
	Fence stream/river remnant (km)	
	Off-stream watering (no)	
	Binding Management Agreement (license, Section 173, Section 69, covenant) (ha)	
	Stock containment (ha)	
Saline water and high watertables		
<i>Surface water</i>	Landform/lasergrading (ha)	
	Drain – primary (km)	
	Drain – community (km)	
	Irrigation systems – improved or upgraded systems (ha)	
	Irrigation systems - reuse (ha)	
	Pasture – plant (ha)	
<i>Sub-surface water</i>	Groundwater pumps – public (no)	
	Groundwater pumps – private (new and upgrade no)	
	Revegetation - Plantation / Farm Forestry (ha)	
Nutrient-rich & turbid water & suspended solids	Stormwater management projects (no)	
In-stream and near-stream erosion	Bed and Bank protection actions (km)	
	In-stream & tributary erosion treated (ha)	
Changed flow pattern	Environmental water allocated - eg to wetlands and rivers (ML)	
Weed invasion	Weeds – aquatic weeds treated/eradicated (km)	
	Weed treated in high priority areas (ha)	
Pest animals	Rabbits treated in high priority areas (ha)	
	Foxes treated in high priority areas (ha)	
Habitat loss - terrestrial	Revegetation - natives (ha)	
	Natural Regeneration (ha)	
	Grazing Regime Change (ha)	
Habitat loss – in-stream	Install fishway (no)	
	Establish SEAR (Significantly Enhanced Aquatic Refugia) or instream habitat (no)	
Habitat loss – Threatened species	Threatened Species Recovery Plan and Action Statements (no projects)	
<b>NON-WORKS</b>		
Planning	Whole Farm Plans - irrigation (ha)	
	Whole Farm Plans - dryland (ha)	
	Strategies (no)	
	Statutory Advice and Referrals (no)	
	Properties inspected for pests (no)	
Relationships and Community Capacity	Community Groups Supported (no)	
Knowledge	Studies, investigations or research (no)	

#### 5. General Conditions

- A. The organisation named agrees to undertake the funded activities described in the Expressions of Interest 2009-10, subject to variations, which have been stated in this agreement. Where there are differences between the proposed amount and the funded amount revised outputs need to be supplied and agreed to by the CMA and form part of this agreement.

- B. Funds and Cost Share are as per the EOI.
- C. Reporting requirements will include quarterly progress update and a final report as per section 7.
- D. The organisation will spend the funds by 30<sup>th</sup> June 2010. Otherwise unspent funds must be returned to the CMA by 31<sup>st</sup> July 2010.
- E. All activities in this project are expected to be completed by 30<sup>th</sup> June 2010. If there are exceptional circumstances as to why the project could not be completed on time, a short extension may be possible in some circumstances and depending on Caring For Our Country (CFOC) and/or State funder guidelines. However, extensions are only possible if requested to the CMA in writing four weeks before the end of the project and agreed to by the Goulburn Broken CMA. Requests should outline the reason for the extension, the expected new finish date and the funds currently unspent that require extension.
- F. The organisation will work with the nominated officer and the Implementation Committee or their representative where necessary to establish the following Project Management, monitoring and evaluation functions to ensure the implementation of a timely and effective project.

Task	Responsibility
<ul style="list-style-type: none"> <li>Establish a Project Steering Committee ( maybe groups executive or agency team)</li> </ul>	Proponent
<ul style="list-style-type: none"> <li>Roles &amp; responsibilities of project Steering Committee,</li> </ul>	Proponent identify
<ul style="list-style-type: none"> <li>Roles &amp; responsibilities of any contractor or employee,</li> </ul>	Proponent identify
<ul style="list-style-type: none"> <li>milestones (how they will be monitored),</li> </ul>	Proponent identify and Implementation Committee agree.
<ul style="list-style-type: none"> <li>interactive internal (by proponent) and external (by IC or their representative) project review dates, (at least each six months).</li> </ul>	Proponent identify date and participate with either the Implementation Committee or their nominated representative. (Implementation Committee agreement required)
<ul style="list-style-type: none"> <li>Final cashflow/budget prepared</li> </ul>	Proponent
<ul style="list-style-type: none"> <li>Project changes ratified</li> </ul>	Minor changes by Implementation Committee, major changes by the CMA
<ul style="list-style-type: none"> <li>Project reporting including financial and physical works to be recorded (use supplied format, agencies direct to Regional Data Net - CAMS).</li> </ul>	Proponent identify and Implementation Committee agree.
<ul style="list-style-type: none"> <li>Monitor the effect of works, including random and targeted audits.</li> </ul>	Implementation Committee or their nominated representative.
<ul style="list-style-type: none"> <li>Evaluation of the project (includes identifying new knowledge, policy, procedures, future works and the actual contribution to the RCS)</li> </ul>	Proponent and Implementation Committee
<ul style="list-style-type: none"> <li>Long term RCS outcome</li> </ul>	GBCMA

- G. CFOC and the State Government as the funder of the project will need to be acknowledged through appropriate “badging” such as the CFOC and State Government logos on letterheads, newsletters, business cards etc.
- H. The organisation must be the holder of a current public liability policy of insurance to the value of \$10 million.
- I. The selling price of any publications or other saleable products of the project shall be kept as low as possible and shall be set to only cover costs of production.
- J. Under the OHS Act 2004, the GBCMA is not an employer for recipients of funding allocations. Recipients of funding from the GBCMA are responsible for the development and deployment of safe work processes and practices as required under the Act

## 6. Reporting Conditions

- A. Quarterly update on dollars spent and outputs to be forwarded to the Goulburn Broken CMA as requested.
- B. A final project report will be forwarded to the Goulburn Broken Catchment Management Authority (PO Box 1752 Shepparton 3632) no later than 31<sup>st</sup> July 2010. The final project report will be on the standard GBCMA Final Report Form. A copy has been provided with this agreement. A copy is also available for downloading on the website [www.gbcma.vic.gov.au](http://www.gbcma.vic.gov.au).
- C. The Group will need to ensure that any on-ground works are recorded on the Regional Data Net or CAMS. Contact the Goulburn Broken CMA to arrange this. The CMA collects, maintains and uses information according to the Privacy Act and their Privacy Policies – see website for further information on these policies.
- D. If requested make a presentation to the relevant Implementation Committee on the projects progress and final report of the project.
- E. The Goulburn Broken CMA may request to view the audited financial statements of the group, or request that an audit is undertaken by the group for the project.
- F. If the group fails to provide a satisfactory final report, it will not be eligible for funding in future years until the final reports are completed.

## 7. Special Conditions

- A. Agreements are to be signed & returned by 31<sup>st</sup> December 2009, otherwise the approval of funds will expire and funds will be reallocated elsewhere in the Catchment.
- B. The Goulburn Broken CMA may request to view the audited financial statements of the group, or request that an audit is undertaken by the group for the project.
- C. Where fencing activities are undertaken on waterways (streams, creeks & rivers) the minimum fencing width will be 40 metres. This is consistent with Environmental Management Grant & Waterway Grant guidelines.
- D. Funding levels for pest control are as follows.

Pest	Baits / Fumigant	Herbicide	Contractor – Ripping/mulching	Contractor - Spraying	Comment
Rabbits	0 %	-	50%	-	Must be in a targeted area where all landowners participate (ad hoc approach will not be funded)
Foxes	0 %	-	-	-	
Arrowhead	-	50%	-	-	Contact GMW
Blackberry	-	50%	-	Up to 50% only where higher public benefit	Demonstrated higher public benefits
Gorse	-	50%	50% (mulching)	Up to 50% only where higher public benefit	Demonstrated higher public benefits
Serrated Tussock	-	100%	-	50%	Contact DPI for validation – serrated tussock not widely established. Infestations generally very small.

Willows	-	50%	-	Stem injection – see comment	Normally a waterways function – contact WW team
State Prohibited	-	Contact local DPI Office			
Regionally Prohibited – see list	-	100%	-	50%	
Regionally controlled – eg Paterson’s Curse	-	50%	-	0%	Incentive only available where: <ul style="list-style-type: none"> <li>• in a high priority area and is a satellite infestation,</li> <li>• landcare support and plan in place <u>and</u></li> <li>• proven track record of group in coordination of effort</li> <li>• SGL funds spent on lower priority weeds not to exceed 20% of the project funds available for herbicide.</li> </ul>

Once the group agrees that the goals, targets and proposed expenditure are achievable for the grant given and the conditions will be met, this agreement should be signed by the group representative.

## 8. AGREEMENT

We the “«Organisation»” hereby agree to undertake the project as described above and comply with the conditions as listed above.

Please use BLOCK LETTERS

### Group signatures (two required)

<b>Name</b>	_____	<b>Name</b>	_____
<b>*Position</b>	_____	<b>*Position</b>	_____
<b>Signature</b>	_____	<b>Signature</b>	_____

**\* Needs to be a member of the executive (eg President, Treasurer, or Secretary)**