Step 1: Summary of site characteristics

For each management unit, note the characteristics that apply (Tables A and B).

Date: / / **Recorder:**

Land management unit									
Land class									
Area (in hectares)									
Water drainage									
Soil drainage									
Aspect									
Landform									
Soil depth									
Fire history									
Current management									
Current land use									

Notes:

Step 2: Site condition assessment

For each land unit management record the condition score and calculate the rating ranking related to the condition assessment (Tables C and D).

Date: / / **Recorder:**

Site Characteristics	**Management Units**								
Biomass management (grazing, slashing, fire)									
Cultivation and soil disturbance									
Establishment of introduced pasture species									
Fertiliser application									
Herbicide application (historical)									
Tree planting and shrub planting									
Total site condition score									
Site condition ranking									

Notes:

Step 3a: Vegetation composition field sheet: (i) groups of native and introduced species

1. In each management unit, record as a tally the times that each group of species is 'hit' in the 100 step transects. Each step counts as a 'hit'. More than one species may be 'hit' at each step.
2. Record also the number of 'hits' of rocks and bare ground or litter.
3. Total up the number of 'hits' of each group of species, rocks and bare ground in each management unit.

Species name																			**Growth form**	**Native introduced**
	Tally	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**	**Tally**	**Total**		
Bare ground or litter																				
Lichen or fungi																				
Native Grasses																				
Native wildflowers (incl. sedges, ferns, orchids etc																				
Introduced grasses																				

Step 3a: Vegetation composition field sheet: (i) groups of native and introduced species (cont'd)

Species name																			**Growth form**	**Native introduced**
Tree % cover:																				
Native trees																				
Native non-indigenous trees																				
Introduced trees																				
Introduced shrubs																				

Step 3b: Vegetation composition summary sheet: (i) groups of native and introduced species

1. Summarise the abundance of the plants identified in the land units from Sheet 3a.
   Indicate if the species is:
   - C: Common (more than 20 hits in 100 steps);
   - O: Occasional (5 to 20 hits in 100 steps); or
   - U: Uncommon (less than 5 hits in 100 steps).
2. Record the tree and shrub cover.
3. Use Figures 1 and 2 to identify the ecological community present in each management unit.

Date of survey: / / **Surveyor/s:**

Native grasses									
Native wildflowers									
Introduced grasses									
Introduced broadleaved plants									
Native indigenous trees (% cover)									
Native non-indigenous trees (% cover)									
Introduced trees (% cover)									
Introduced shrubs (% cover)									
Vegetation community (from Figures 1, 2)									

Notes: *IP: Introduced pasture; GW: Grassy woodland; NG: Native grassland; 2NG: Secondary native grassland; NP: Native pasture; PL'N: Tree Plantation.*

Step 3a: Vegetation composition field sheet: (ii) all species identified

1. In each management unit, record as a tally the times that each species is 'hit' in the 100 step transects. Each step counts as a 'hit'. More than one species may be 'hit' at each step.
2. Record also the number of 'hits' of rocks and bare ground or litter.
3. Total up the number of 'hits' of each species, rocks and bare ground in each management unit.
4. Note the growth form (grass, wildflower, shrub, tree)
5. Using your knowledge or a field guide, indicate whether the species is native or introduced.

Species name																			Growth form	Native introduced
	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total		

Step 3a: Vegetation composition field sheet: (ii) all species identified (cont'd)

Species name																			Growth form	Native introduced
	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total	Tally	Total		
Tree % cover:																				

Step 3b: Vegetation composition summary sheet: (ii) all species identified

1. Summarise the abundance of the plants identified in the land units from Sheet 3a.
   Indicate if the species is:
   - C: Common (more than 20 hits in 100 steps);
   - O: Occasional (5 to 20 hits in 100 steps); or
   - U: Uncommon (less than 5 hits in 100 steps).
2. Indicate which are the dominant species (D) in each management unit
3. Add up the number of native and introduced species for each growth form.
4. Record the tree and shrub cover.
5. Use Figures 1 and 2 to identify the ecological community present in each management unit.

Date of survey: / / **Surveyor/s:**

Native grasses									
Native wildflowers									

Step 3b: Vegetation composition summary sheet: (ii) all species identified (cont'd)

Introduced grasses									
Introduced broadleaved plants									
Tree % cover									
Native non-indigenous trees									
Introduced trees									
Introduced shrubs									
Total number indigenous native species									
Total number introduced species									
Vegetation community (from Figures 1, 2)									

Notes: *IP: introduced pasture; GW: Grassy woodland; NG: Native grassland; 2NG: Secondary native grassland; NP: Native pasture; PL'N: Tree Plantation.*

Step 4: Groundlayer vegetation condition assessment

Write the score for each indicator group for each land management unit, based on Sheet 3b and using Tables E and F.

Date: / / **Recorder:**

	Management units								
Introduced perennial grasses									
Introduced annual grasses									
Introduced disturbance specialists									
Introduced perennial weeds									
More disturbance tolerant native wildflowers									
More disturbance tolerant native grasses									
Disturbance sensitive native daisies									
Disturbance sensitive native orchids or lilies									
Other disturbance sensitive native wildflowers									
Disturbance sensitive native grasses									
Lichen and fungi									
Total vegetation score									
Total groundlayer vegetation condition ranking									

Notes:

Step 5a: Habitat condition assessment

Answer with a y or yes if present. Add up the number of yes answers at the end.

Date: / / **Recorder:**

	Management Units								
Assessment Questions									
Signs or sightings of native fauna									
1. Have you heard or seen small native birds?									
2. Have you seen birds of prey, including kestrels, falcons, kites, goshawks or eagles									
3. Are there nests and burrows, including spider holes, but excluding rabbit burrows?									
4. Are there ant or termite mounds?									
5. Have you seen different reptiles such as snakes goannas, dragons, skinks or turtles?									
6. Have you seen other native animals, their droppings (scats) or animal tracks, trails and markings, including wallabies, wombats and echidnas, but excluding kangaroos?									
7. Is there a very low incidence of feral animals?									
Groundlayer and grassland habitat features									
8. Are there dense patches of tall native tussocks?									
9. Are there more than 10 native species in the groundlayer?									
10. Are mosses or lichens present?									
11. Are there loose surface rocks or rocky outcrops present?									
12. Are there leaves, bark and twigs, or grass litter on the ground?									
Native woodland habitat features									
13. Is there a mix of tree ages present, i.e. seedlings, saplings, young trees, mature trees and very old trees?									
14. Are there particularly large trees growing in low parts of the landscape?									
15. Is there a variety of types of indigenous eucalypts present (i.e. two or more of: smooth barked gums, rough barked boxes or peppermints, fibrous barked stringybarks, or deeply fissured ironbarks)?									
16. Are the trees mainly healthy, with little or no dieback?									
17. Are there less than 20% of trees affected by mistletoe?									
18. If trees are present, are there also native grasses and forbs present?									

Step 5a: Habitat condition assessment (cont'd)

	Management Units								
Assessment Questions									
20. Are there locally indigenous wattle trees present?									
21. Are there hollows in the older trees?									
22. Are there logs and/or fallen timber on the ground?									
Other habitat features									
23. Are there wetlands or springs in the management unit (include dams fringed with vegetation and drainage lines)?									
24. Is there a permanent creek or river lined with in native trees or shrubs present?									
Site condition									
25. Is evidence of ringbarking or rubbing of trees by stock absent?									
26. Is the area free from salinity and/or high water tables or the threat of these?									
27. Are stock camps absent?									
Grassland or woodland?									
Total number of 'yes' answers									
Habitat condition rating									

Step 5b: Animal sightings

Indicate when the animals were sighted or heard, and the dates.

Management Units	Species	Date	Comments

Step 6: Summary of conservation significance of each land management unit

Use the map, overlays and Sheets 1-5 for reference.

Date of assessment: / /

	Reference									
1. Area of management unit (hectares)	Sheet 1									
2. Site condition ranking	Sheet 2									
3. Dominant species	Sheet 3b									
4. Vegetation community	Sheet 3b									
5. Vegetation condition ranking	Sheet 4									
6. Habitat condition ranking:	Sheet 5									
7. Patch connectivity ranking	Table H									
8. Threatened species or other species of significance and endangered ecological communities	Expert advice									

Step 7: Aims and desired results

Using Table I, write down the aims and desired results that relate to each Management unit.

Assessment: / /

Land management units	Aims	Desired results

Notes:

Step 8: Identify issues and activities to be implemented

Write down management issues related to the aims for each Management unit. Use Table J as a guide.

Land management units	Issues	Activities to be implemented
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

Step 9: Seasonal work program

Record the broad management activities and identify when they are to be undertaken. Mark off activities when they are completed. Add any notes to Sheet 11.

Date of commencement: / /

Activities	Management units	Spring Year 1	Summer Year 1	Autumn Year 1	Winter Year 1	Spring Year 2	Summer Year 2	Autumn Year 2	Winter Year 2	Comments

Step 9: Seasonal work program (cont'd)

Activities	Management units	Spring Year 1	Summer Year 1	Autumn Year 1	Winter Year 1	Spring Year 2	Summer Year 2	Autumn Year 2	Winter Year 2	Comments

Notes:

Step 10: Record of day to day management actions undertaken, occurrences and unforeseen events in each land management unit

(Examples only)

Description of events, occurrences in the land management units (eg quarterly cattle count, cattle movements, weed controls, repairs, pasture condition, bushfires, other events)			
Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /
Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /
Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /	Management Unit: Date: / / Photo id no: Completion date: / /

Step 11: Record of photo point monitoring

Use for photo reference points and records of photographs taken of other events.

Description of monitoring: _____

Object(s) of monitoring: _____

Details of monitoring *(how it is being done and how often)*: _____

_____

Location *(including Management units, direction, height, reference points)*: _____

_____

Management: _____

Photo type, details *(focal length etc)*: _____

First record **Date:** / / **Photo number(s):**

Notes: _____

_____

_____

_____

_____

Subsequent records **Date:** / / **Photo number(s):**

Describe changes: _____

_____

Identify follow-up actions: _____

Notes: _____

_____

_____

_____

Subsequent records **Date:** / / **Photo number(s):**

Describe changes: _____

_____

Identify follow-up actions: _____

Notes: _____

_____

_____

_____

Step 12: Monitor vegetation composition and abundance

Record the tally of the groups of plants identified at each monitoring location at regular intervals using the methods described in Step 3. Compare the differences in vegetation composition over time. Use a separate sheet for each monitoring transect location.

Object(s) of monitoring: _____

Details of monitoring *(how it is being done and how often)*: _____

_____

Location *(including Management units, direction, height, reference points)*: _____

_____

Management: _____

Monitoring transect number: **Management Unit:**

Monitoring date						
Photo no						
Moss/lichen						
Bare ground						
Litter						
Rock						
Native trees						
Introduced trees						
Native shrubs						
Introduced shrubs						
Native grasses						
Native wildflowers						
Annual grass weeds						
Perennial grass weeds						
Other introduced species						
Total native species						
Total introduced species						

Notes:

_____

_____

Step 12: Vegetation composition monitoring (cont'd)

Monitoring transect number: **Management Unit:**

Monitoring date						
Photo no.						
Moss/lichen						
Bare ground						
Litter						
Rock						
Native trees						
Introduced trees						
Native shrubs						
Introduced shrubs						
Native grasses						
Native wildflowers						
Annual introduced grasses						
Perennial introd. grasses						
Other introduced species						
Total native species						
Total introduced species						

Notes:

Step 13: Record of vegetation condition indicator species over time

At each monitoring location, give a score for each indicator group. Add up the score at the end and convert to a ranking. Compare the differences in vegetation condition over time. Identify follow up actions required. Use a separate sheet for each monitoring location.

Object(s) of monitoring: _____

Details of monitoring *(how it is being done and how often)*: _____

_____

Location *(including Management units, direction, height, reference points)*: _____

_____

Management: _____

Location of monitoring site: **Management unit:**

Monitoring date					
Photo record no.					
Annual grasses					
Introduced perennial grasses					
Disturbance specialists					
Perennial weeds					
Disturbance susceptible wildflowers (not daisies)					
Disturbance susceptible daisies					
Orchids or lilies					
Dominant native grasses					
Dominant native wildflowers					
Lichen and Fungi					
Total vegetation score					
Total groundlayer vegetation condition rating					

Follow up actions:

_____

_____

_____

Step 13: Record of vegetation condition indicator species over time (cont'd)

Location of monitoring site: **Management unit:**

Monitoring date						
Photo record no.						
Annual grasses						
Introduced perennial grasses						
Disturbance specialists						
Perennial weeds						
Disturbance susceptible wildflowers (not daisies)						
Disturbance susceptible daisies						
Orchids or lilies						
Dominant native grasses						
Dominant native wildflowers						
Lichen and Fungi						
Total vegetation score						
Total groundlayer vegetation condition rating						

Follow up actions:

Step 14: Habitat assessment of selected monitoring locations

At each monitoring location, answer the question with a 'yes' if present. Add up the number of yes answers at the end. Compare the differences in habitat over time. Use a separate sheet for each monitoring location.

Object(s) of monitoring: _____

Details of monitoring *(how it is being done and how often)*: _____

Location *(including Management units, direction, height, reference points)*: _____

Management: _____

Monitoring location: **Management unit:**

Monitoring date					
Signs or sightings of native fauna					
1. Have you heard or seen small native birds?					
2. Have you heard or seen birds of prey?					
3. Are there nests and burrows, including spider holes, but excluding rabbits?					
4. Are there ant or termite mounds?					
5. Have you seen different reptiles?					
6. Have you seen other native animals or evidence?					
7. Is there a very low incidence of feral animals?					
Groundlayer and grassland habitat features					
8. Are there dense patches of tall tussocks?					
9. Are there >10 native species present?					
10. Are mosses or lichens present?					
11. Is the ground covered with litter (leaves, bark, twigs or grass)?					
Native woodland habitat features					
12. Is there a mix of tree ages present, ie saplings through to old growth?					
13. Are there standing trees (alive or dead) with hollows, present in the land unit?					
14. Are the trees mainly healthy, with little or no dieback?					
15. Are there less than 20% of trees affected by mistletoe?					
16. If trees are present, are there also native grasses and wildflowers present?					
17. Are there native shrubs present?					
18. Is evidence of stock ringbarking or rubbing absent?					
19. Are there logs and/or fallen timber on the ground?					
Site condition					
20. Are stock camps absent?					
Total number of 'yes' answers					
Habitat condition rating					

Follow up actions:

Step 15: Surveys of single species

Record the presence of the species over time at specific locations. You may record the count or the area over which it occurs. A different sheet should be used for each species that you are monitoring.

Species being monitored: _____

Method used: _____

_____

Location				
Management unit				
Date				
Photo record no.				
Count				

Follow up actions:

_____

_____

_____

_____

Species being monitored: _____

Method used: _____

_____

Location						
Management unit						
Date						
Photo record no.						
Area						

Notes and follow up actions:

_____

_____

_____

_____

Step 16: Review the plan

Land management units	Issues	Activities to be implemented	Review
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		