

ActivityKit fields and attributes guide

This document is a series of tables that lists each of the ActivityKit fields and explains the information it should capture. The ActivityKit fields align with fixed DELWP Output Data Standards and are common across the 33 outputs.

This document has the following tables with explanations:

- Project Information
- Types of Activities and where to find them
- Fields that are in multiple activity groups
- Fields that are unique to some activity types

Activity outputs are grouped into four classes to make it easier to populate the relevant information:

1. Structural works
2. Environmental works
3. Management services
4. Planning and regulation

An * denotes mandatory ActivityKit fields. A Program may indicate fields it requires for reporting with **.

Project information

| ActivityKit field | Explanation | Instruction |
|--------------------------------|--|--|
| Project ID* | The unique project identification number that the program lead has specified. This is used to identify and distinguish between projects. | **The organisation/program will determine the Project ID to be used for its program's projects. |
| Primary Delivery Organisation* | The type of organisation that is delivering the project and/or activities. | Select the main delivery organisation from the dropdown list. |
| Delivery Organisation Name/s | The name of the organisation that is delivering the project and/or activities. | Optional field. Record the name of the organisation e.g. the name of the Landcare group; DELWP or Parks Victoria region. |
| Fund Source | The name or code identifying the program or investment stream. | **The 'fund source' will be specified by the lead organisation/program. |
| Other Fund Source | The name or code of additional programs or investment streams | Optional field. Record the name/identifier of additional or co-investors, if any. |
| Project objective | A brief description of what the project aims to achieve | The organisation/program will indicate what it expects to have recorded in this field. |
| Contact Information | The email address or phone contact of the person supplying the information in ActivityKit | Record the contact email address or phone number of the project leader or person recording the information in ActivityKit. |

ActivityKit fields and attributes guide

Types of activities and where to find them

The following table displays the types of activities that are commonly delivered in biodiversity conservation management under their Activity class heading.

| Activity Type In the DELWP output data standard this is the Output type or Specific Activity | Activity In the DELWP output data standard this is the Output Heading and number | Explanation |
|---|---|---|
| 1. Structural Works | | |
| Man-made ground feature | <u>Terrestrial Feature:</u> No. 1.7 | Habitat features constructed or maintained for the benefit of biodiversity. |
| Natural ground feature | | |
| Nest box | | |
| Bore | <u>Monitoring Structure:</u> No. 1.8 | Structures built and/or maintained for monitoring biodiversity. |
| Hide | | |
| Monitoring station | | |
| Trap | | |
| Bollard | <u>Fence:</u> No. 1.9 | Fences erected, maintained or removed, this is usually associated with other activities such as revegetation, pest control or a changing a grazing regime. |
| Fence | | |
| 2. Environmental Works | | |
| Seedling planting | <u>Vegetation:</u> No. 2.1 | This output relates managing vegetation for the benefit of biodiversity. |
| Mulching | | |
| Thinning | | |
| Guarding (Tree guards) | | |
| Supplementary watering | | |
| Weed management | <u>Weed Control:</u> No. 2.2 | This output relates to weed management which is described as 'woody' or 'non-woody'. Up to three species of weed can be selected. (Recording up to three species is consistent with the DELWP Output data Standard). Treatment methods are also selectable e.g. biological; chemical; manual; mechanical. |
| Pest animal management | <u>Pest animal control:</u> No. 2.3 | This output relates to pest animal management where the species and treatment method are recorded. |
| Caging (plants | <u>Threatened species response:</u> No. 2.5 | This output relates to work undertaken to protect conserve threatened species. |
| Captive breeding | | |
| Capture/release | | |
| Store seed or vegetation material | | |
| Inoculation of soil | | |
| Pollination | | |
| Propagation | | |
| Re-introduction/translocation | | |

ActivityKit fields and attributes guide

| Activity Type In the DELWP output data standard this is the Output type or Specific Activity | Activity In the DELWP output data standard this is the Output Heading and number | Explanation |
|---|---|--|
| Supplementary watering/feeding | | |
| Rubbish removal | <u>Rubbish removal:</u> No. 2.9 | This output is for recording locations from which rubbish is removed. |
| 3. Management Services | | |
| Grazing management - continuous | <u>Grazing:</u> No. 3.1 | This output relates to managing grazing in agricultural, riparian or terrestrial environments. |
| Grazing management - controlled | | |
| Grazing management – by exclusion | | |
| Ecological burning/fire | <u>Fire:</u> No. 3.4 | This output relates to ecological or fuel reduction burning. |
| Fuel reduction burning | | |
| 4. Planning and Regulation | | |
| Management agreement | <u>Management agreement:</u> No. 4.2 | This output relates to binding non-perpetual agreements and binding perpetual agreements. |
| Assessment | <u>Assessment:</u> No. 4.3 | This output relates to assessments, that is where they were undertaken and for what purpose. The information gathered as part of the assessment is not recorded here. The 'type of assessment is selected from a dropdown list of 15 options including: cultural; ecological; flora; fauna; heritage.... IMPORTANT: where assessments are done for weed and pest management and Vegetation activities they must be recorded separately so that it contributes to the 'area managed' data. Please select 'Invasive Species' for assessments associated with weed and pest management activities. |
| Conference | <u>Engagement event:</u> No. 4.4 | This output relates to engagement delivered as part of the project. It captures the types of audience engaged and the purpose of the event. |
| Field day | | |
| Presentation | | |
| Meeting | | |
| Training | | |
| Workshop | | |

ActivityKit fields and attributes guide

Fields that are in multiple Activities

Please note that some of the fields in ActivityKit are required for each activity and some are available for only some of the Activities. The following table provides a description of the fields in ActivityKit that are available for multiple activity.

An * indicates an ActivityKit mandatory field. The non-mandatory fields may still be a Program reporting requirement so should be recorded.

| ActivityKit field | Explanation / Instruction |
|--|---|
| Project ID* | Record the Project ID as advised by the program lead. |
| Activity* | One of the 13 Activity Groupings available in ActivityKit. Select the Activity Grouping for the range of activity types delivered as part of the project. |
| Type of * (Activity) | Choose from the drop-down list the type of feature or activity that is delivered as part of the project. |
| Type of works* | <p>The selectable options describe the management stage of the activity. Select:</p> <p>Install/Establish for activities that are commencing at the location for the first time e.g. Install for newly installed features; Establish for newly commenced management such as weed management.</p> <p>Maintain for activities that have previously been delivered at a location and are continuing e.g. spraying weeds, baiting foxes; or features that already exist and are having some maintenance e.g. fences, nest boxes.</p> <p>Modify for activities that have previously been delivered at a location and are continuing but are slightly altered.</p> <p>Remove for features that already exist and that are being removed e.g. Monitoring structure</p> <p>Replace for features that already exist but are being replaced e.g. a fence.</p> <p><i>This field is common for all Activities, but the options may vary according to the Activity.</i></p> |
| Target Species 1* | <p>This field records the species that the activity:</p> <ul style="list-style-type: none"> is treating (E.g. in the case of weeds and pests), or aims to protect or enhance the habitat for (E.g. in the case of nest boxes or plant caging), or aims to exclude or contain (in the case of fencing). <p><i>This field is common to the following: Terrestrial Feature; Vegetation; Weed control; Pest animal control; Threatened species response.</i></p> |
| Target Species 2 | Optional field. As above if more than one species. |
| Target Species 3 | Optional field. As above if more than one species. |
| Expected Management Outcome* | <p>This field records the outcome that the action will contribute to.</p> <p>The options will vary according to the Activity being recorded and should identify the values that the activity will contribute to/benefit.</p> <p>This field is recorded in combination with 'Expected Management Outcome – Direction of Change' (see below).</p> <p><i>This field is common for all Activities.</i></p> |
| Expected Management Outcome – Direction of Change* | <p>This selectable field relates directly to the 'Expected management Outcome', some examples are below:</p> <ol style="list-style-type: none"> 1) Activity = Terrestrial Feature, Expected management outcome = Habitat available, Expected Management Outcome – Direction of Change = Improve 2) Activity = Vegetation, Expected management outcome = Vegetation extent, Expected Management Outcome – Direction of Change = Improve 3) Activity = Grazing Management, Expected management outcome = Species control, Expected Management Outcome – Direction of Change = Maintain. |

ActivityKit fields and attributes guide

| ActivityKit field | Explanation / Instruction |
|--------------------------|--|
| | <i>This field is common for all Activities.</i> |
| Financial Year Completed | The financial year the activity was undertaken. <i>This field is common for all Activities.</i> |

Fields that are unique to some activity types

In addition to the fields described above there are some fields unique to some Activity types, these are described below:

| Activity type | Field | Explanation / Instruction |
|---|--|---|
| 1. Structural Works – unique fields | | |
| Terrestrial Feature | No additional fields | See 'Fields in multiple Activity Groups' table. |
| Monitoring Structure | Type of monitoring structure | Different types of structures used for monitoring is described - select the type of monitoring structure from the list. |
| | Purpose of monitoring structure | Select the option that the monitoring structure will be used to monitor. |
| Fence | Type of fence | Select the option that most describes the type of fence. |
| | Change in access | Select the option that most accurately describes whether the fence aims to exclude animals or contain them. This selection will also determine the response to 'Expected Management Outcome and Expected Management Outcome – Direction of Change' see 'Fields in multiple Activity Groups' table. |
| | Area fenced | Describe the area in hectares that is fenced as a result of this activity. |
| 2. Environmental Works – unique fields | | |
| Vegetation | Vegetation type | This field should describe the type of vegetation that will result from the activity. For biodiversity management projects this is likely to be 'Native indigenous' or 'Native non-indigenous'. |
| | Specific Activity 1 | This field describes the technique used to enhance vegetation establishment and/or maintenance. Often more than one technique is used in a season so two additional 'specific activity' options are available. |
| | Specific Activity 2 Specific Activity 3 | These fields are for recording additional vegetation management activities. |
| Weed control | Type of weed | The selectable field is either 'Woody' or 'Non-woody'. If both woody and non-woody weeds are treated as part of the project either record the most dominant or record two activities – one for each 'type'. This can be mapped over the same area. |
| | Target Species 1 | The name of the weed being managed. As the user types either the common or scientific name of the weed a species list appears with the names of the weeds available for selecting. Select (click) the most appropriate option. |
| | Target Species 2 Target Species 3 | The name of the second and third species being managed at the location. Follow the instructions for Target Species 1 above. |
| | Primary Treatment Method | This field is to select the weed management method used for the target species. Sometimes more than one method is applied to manage weeds, select the main |

ActivityKit fields and attributes guide

| Activity type | Field | Explanation / Instruction |
|---------------------|--------------------------------------|---|
| Weed Control | | method. |
| | Biosecurity Aim | <p>The biosecurity aim in this case is the local or project management aim. The selectable options are eradication, containment or asset protection.</p> <p>Eradication: The elimination of every single individual (including propagule) of a species from a defined area in which recolonisation is unlikely to occur.</p> <p>Containment: The aim of preventing or reducing the spread of invasive species, e.g. by preventing invasions into new areas and eradicating any species that are found outside a defined area or beyond a defined line.</p> <p>Asset-based approach: Involves prioritising control actions for a number of threats, based on the relative value of identified assets that will be protected by the actions. The aim of prioritisation is to maintain the viability of important environmental assets and optimise outcomes for asset-based protection.</p> |
| | Target species distribution | The selection options aim to describe the area occupied by the weeds and how they are arranged within the drawn weed control shape/polygon (see Figure 1). This field also relates to the 'Treatment coverage' field described below. |
| | Treatment coverage | <p>Treatment coverage is expressed as a percentage of the area (shape/polygon) that the weed(s) occupy and are treated (see Figure 1).</p> <p>Where the weeds are treated over the entire area (drawn shape/ polygon) the treatment coverage will be 100%. Where weeds are treated over a lesser area for instance if the arrangement of weeds is small or large patches the treatment coverage will be less than 100%</p> <p>Note: where some searching for weeds is part of the treatment, i.e. it is not a separate activity, the search area should be included in the treatment coverage calculation. Where surveying the site as part of determining where weed treatment should be done or to determine follow up treatments the activity should be recorded separately as an "Assessment". This will contribute to the area being managed/treated.</p> |
| Pest Animal Control | Type of pest animal | In this case please select the environment type the pest animal will be controlled at. |
| | Target Species 1 | The name of the pest animal being managed. As the user types either the common or scientific name of the animal, a species list appears with the names of the species available for selecting. Select (click) the most appropriate option. |
| | Target Species 2 Target Species 3 | The name of the second and third species being managed at the location. Follow the instructions for Target Species 1 above. |
| | Treatment Coverage | <p>Treatment coverage is expressed as a percentage of the area (shape/ polygon) that the pest animal management was delivered, E.g. Fox control (baiting)</p> <ol style="list-style-type: none"> Bait stations are located 1km apart across 100 hectares resulting in 100 bait stations, the treatment coverage is 100% as the current treated area is assumed to be 1000m radius for each bait station. Bait stations are located 5 kilometres apart across 100 hectares resulting in 20 bait stations, the treatment coverage is 25% as the current treated area is assumed to be 1000m radius for each bait station. <p>Calculating the treatment coverage may vary as a result of method(s) of control. In some circumstances combinations of treatment methods are delivered to manage the pest animal, E.g.:</p> <p>Rabbit control.</p> <ol style="list-style-type: none"> The Primary Treatment Method is baiting along two km of rip lines that are 500 m apart. The baited area is 2000 m (length) x 200 m (bait effectiveness radius) = 40 ha. The treated area is 40 Ha being 40%. Warrens which occupy 10 hectares outside of the area baited but within the 100 Ha, are fumigated and the warrens are (manually or mechanically) removed. The treated area would be 10% <p>50% of the area was actually treated by baiting, fumigation and warren removal.</p> |

ActivityKit fields and attributes guide

| Activity type | Field | Explanation / Instruction |
|---|--|--|
| | | The primary treatment method in this case is baiting. Note: Reaching or maintaining a low number of rabbits determines when and how rabbit treatments will be delivered. The assessments undertaken to locate rabbit harbour, warrens, native vegetation browsed by rabbits and count rabbits should be recorded separately as an 'Assessment'. This will contribute to the area being managed/ treated. For further background please see <i>Section 4.4 What is the difference between treated verses controlled extent</i> in the Spatial Output Reporting Guide . |
| | Biosecurity Aim | The biosecurity aim in this case is the local or project management aim. For Biodiversity management projects "Asset protection" is the most likely selection. |
| Threatened Species response | Type of pest animal | In this case please select the environment type of the threatened species. |
| | Type of Works | The selectable options describe the management stage of the activity. |
| | Specific Activity 1* | This field describes the technique used to assist in threatened species recovery. If more than one technique is used two additional 'specific activity' options are available. |
| | Specific Activity 2 Specific activity 3 | These fields are for recording additional threatened species recovery activities. |
| | Target Species 1 | The name of the threatened species being managed. As the user types either the common or scientific name of the animal, a species list appears with the names of the species available for selecting. Select (click) the most appropriate option. |
| | Target Species 2 Target Species 3 | The name of the second and third species being managed at the location. Follow the instructions for Target Species 1 above. |
| | Treatment Area (Hectares) | This does not have to be recorded for this activity. |
| Rubbish removal | Type of Environment | The type of environment the rubbish will be removed from. |
| | Type of Works | The selectable options describe the management stage of the activity. |
| | Type of Rubbish Removal | Whether the rubbish will be removed mechanically or manually. |
| | Treatment coverage (nearest 10%) | This is an estimate, to the nearest 10%, of the polygon that had rubbish removed. |
| 3. Management Services – unique fields | | |
| Grazing | Type of Grazing management Area | A general description of the land type where grazing management is undertaken. |
| | Type of Works | The selectable options describe the management stage of the activity. |
| | Grazing Regime | The new type of grazing management that is introduced. |
| | Timing | The season that grazing regime is applied. |
| | Intensity | The intensity of livestock grazing in the grazing regime. |
| Fire | Type of Burn | The purpose of the burn (Ecological or Fuel Reduction). Please note that Traditional/cultural Burning is not currently available to select. Ecological burn should be selected where the burn is for traditional or cultural purposes. |
| | Type of Works | The selectable options describe whether the burning regime is newly introduced or if it is the continuation of an existing burning regime. |

ActivityKit fields and attributes guide

| Activity type | Field | Explanation / Instruction |
|---|------------------------------|--|
| 4. Planning and Regulation – unique fields | | |
| Management Agreement | Type of Management Agreement | This field is to record the type of binding management agreements a property might be under. Binding means there is a legal obligation to the agreement e.g. the agreement is on the property title. The binding agreement will either be perpetual meaning the obligation is with current and future land owners; or non-perpetual where the agreement will lapse after a fixed term or when the land changes ownership. |
| | Type of Works | The selectable options the stage of the management agreement (whether it is newly established, or existing and being maintained, modified or removed.). |
| | Party Entering the Agreement | The selectable field is to describe the whether the agreement covers private or public land. |
| | Duration (Years) | This field is to describe the period that the agreement covers. Enter '99' if the agreement is Perpetual. |
| Assessment | Type of assessment | This field describes the type of environment, asset or threat assessed. |
| | Type of Works | The selectable options describe whether the assessment is new or if it is continuing over time or if it is existing and being modified in some way. |
| | Assessment Method | This selectable field is a general description of the way that the survey was done across the area. |
| | Data storage | This selectable field is to describe where the data collected during the assessment is stored as ActivityKit does not collect assessment results. |
| | Database ID | This field is important as it ties the data in the storage database to the ActivityKit assessment and project. E.g. species records in the VBA should be aligned to the project under which the assessment was done (BRP – SmartyGrants id). |
| Engagement Event | Type of Engagement Event | This selectable field groups the type of engagement activities undertaken. Where a number of activities are done for a project they should each be recorded. |
| | Event Name | What the event was called. |
| | Focus of Event | This selectable field is to describe the focus or purpose of the event. |
| | Target Audience | This selectable field is to describe who the event was mainly delivered for. |
| | Purpose of Engagement Event | This field is to describe your organisation's role in the event. |
| | Number of Event Participants | How many people were involved in the event. |
| | Event Length (Hours) | The length of time the event went for – in hours. |
| | Number of Events | Where events have identical values for all other attributes record the number of 'like' events instead of entering the information multiple times. |

ActivityKit fields and attributes guide

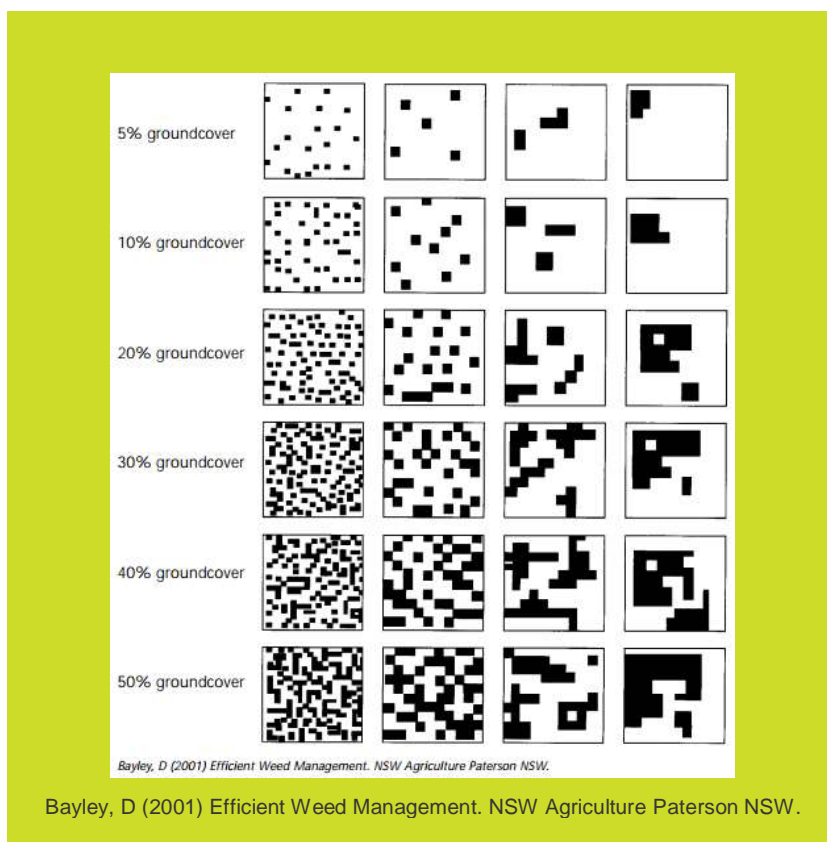


Figure 1: This illustration displays various arrangements and densities of plants to assist describing Weed control: 'Target species distribution' and 'Treatment coverage'.

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