



Local Land  
Services  
Western



Catchment Action  
NSW

# Incentive Program 2015

Guidelines for Monitoring and Reporting  
Landscape Scale Projects

SAMPLE

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## Purpose of these guidelines

These guidelines have been developed to provide funding recipients with an understanding of their contractual requirements for monitoring and reporting with respect to their Local Land Services Western Region funded activity.

Any Incentives projects funded under the programs listed below will be required to adhere to these guidelines.

- Groundcover management
- Rangeland rehabilitation
- Riparian and water quality.

Monitoring, evaluation and reporting of Local Land Services Western Region funded on-ground works is critical in that it:

- Provides a basis for reporting on the condition of natural resources,
- Provides a basis for ongoing improvements into the Local Land Services Western Region Incentives programs,
- Demonstrates accountability to the community and investment partners with respect to outcomes achieved for dollars invested.

Following is an outline of the activities that funding recipients must participate in or undertake as part of their contract with Local Land Services Western Region. If you require assistance with setting up or completing the monitoring in these guidelines, please contact your nearest Local Land Services Western Region Office..

## Requirements for duration of on-ground works

### Progress inspection

Funds administered through the Incentives program will involve a three-step payment schedule, wherein the first payment of 50% of the funds is paid at the signing of the contract, the second payment of 25% of funds is paid upon demonstration of part-completion (50% of proposed works) and the final 25% is paid upon completion of the project. In order to release the second payment to the recipient, a progress inspection will be required. A Local Land Services Officer will assess the status of the works with the funding recipient and complete a Works Progress Report. The Works Progress Report will detail the extent to which the proposed activities undertaken by the recipient are complete and indicate whether the works completed are consistent with the specifications of the original Incentives application (or approved variation).

### Works completion inspection

A Local Land Services Western Region officer will inspect all completed on-ground works funded through the Local Land Services Western Region Incentives Program. The inspecting officer will assess the status of the works with the funding recipient and complete a *Works Completion Report*. The *Works Completion Report* will detail the activity undertaken by the funding recipient, indicate whether the works completed are consistent with the specifications of the original Incentives application (or approved variation) and will record the appropriate monitoring and reporting information for future use by Local Land Services Western Region.

**NB:** The final contract payment will not be released to the funding recipient until the *Works Completion Report* has been completed by Local Land Services Western Region.

## Requirements for duration of contract

### Funding recipient self-reporting

All funding recipients are required to complete a self-evaluation report relating to their project. These reports will provide Local Land Services Western Region with feedback on any issues encountered by the funding recipient when implementing the project. This information will be used to improve Local Land Services Western Region programs. Funding recipients are required to submit the self-evaluation report on completion of works and 5 years after completing the on-ground works component of their contract. A reporting template is provided in Attachment 2 and Attachment 3. **NB: Final payment will not be released to the recipient until the self-evaluation report has been submitted.**

### Resource condition monitoring – annual (permanent) photo points

Table 1 outlines the monitoring and reporting of resource condition that funding recipients will be required to undertake for the contract period. Resource condition here refers to the localised site condition of natural resources that the project is aiming to protect, regenerate or enhance e.g. native groundcover species. A tiered approach has been developed to ensure that the level of monitoring effort required adequately reflects the investment made by Local Land Services Western Region. This will ensure that funding recipients with small projects are not overburdened with an onerous monitoring program, while the larger projects will provide Local

Land Services Western Region with some basic information on resource condition. Local Land Services Western Region officers will be available to assist funding recipients in setting up their monitoring sites.

A new approach to landholder monitoring will be implemented from 2015 onwards which will involve some Incentives sites being selected for groundcover monitoring by Local Land Services staff with the assistance of landholders. A Local Land Services staff member will visit a sample of Incentives sites across the region to collect more detailed information. This monitoring system replaces the annual step point monitoring that landholders with Incentives projects were required to complete prior to 2013. You will be notified if your Incentives site is selected for this more detailed monitoring by a Local Land Services staff member.

Table 1: Monitoring and reporting requirements for Incentives funded projects

Criteria (based on the Local Land Services Western Region funded component)		MER Requirements
<b>Tier 1</b>	<b>&lt;\$15,000</b>	<ul style="list-style-type: none"> <li>• Photo points will be established at the final inspection and monitoring will commence at this time.</li> <li>• Final inspection by Local Land Services staff after the completion of works.</li> <li>• Annual photo points – minimum of 1 site (taken within the project/treatment area).</li> <li>• Count number of goats removed per trap per year (if relevant)</li> <li>• Self-evaluation report submitted to Local Land Services Western Region after works completion and 5 years after the signing of the contract.</li> </ul>
<b>Tier 2</b>	<b>\$15,000 - \$50,000</b>	<ul style="list-style-type: none"> <li>• Photo points will be established at the final inspection and monitoring will commence at this time.</li> <li>• Final inspection by Local Land Services staff after the completion of works.</li> <li>• Annual photo points – minimum of 2 sites (1 taken within the project/treatment area and 1 at a similar site outside the project area).</li> <li>• Count number of goats removed per trap per year (if relevant)</li> <li>• Self-evaluation report submitted to Local Land Services Western Region after works completion and 5 years after the signing of the contract.</li> </ul>
<b>Tier 3</b>	<b>&gt;\$50,000</b>	<ul style="list-style-type: none"> <li>• Photo points will be established at the final inspection and monitoring will commence at this time.</li> <li>• Final inspection by Local Land Services staff after the completion of works.</li> <li>• Annual photo points – minimum of two sites within and two outside the project/treatment area. i.e. minimum four sites in total.</li> <li>• Count number of goats removed per trap per year (if relevant)</li> <li>• Self-evaluation report submitted to Local Land Services Western Region after works completion and 5 years after the signing of the contract.</li> </ul>

## Instructions for the use of annual (permanent) photo points

All funding recipients are required to set up a permanent photo point(s) as part of their contract with Local Land Services Western Region.

The funding recipient is required to establish a photo point prior to or with the assistance of a Local Land Services Western Region officer visiting to undertake the *Works Completion Report*. A Local Land Services Western Region officer will provide advice on selecting the most appropriate location for your photo point.

**All funding recipients** are then required to take a photo at their photo point sites in **September** of every year for a period of 10 years after completing the on-ground works component of their contract. Although not compulsory, funding recipients are also strongly encouraged to take additional photos in the April of every year so that seasonal comparison can be made.

Photo points should be set up according to the methods outlined in the '*Monitoring Guidelines and Instructions – Photo Point Methods*' document (Attachment 1) and consistent with the requirements listed in Table 1.

## Monitoring and reporting of project outcomes – goat management

For projects aimed at trapping and removing goats it is a requirement to keep an accurate count of the goats trapped and removed from each trap yard in every 12 month period. This will provide Local Land Services Western Region with an indication of the grazing pressure being removed from each paddock. This information should be added to the template provided in Attachment 1 (Additional Photo Points Notes).

## Supply of information to Local Land Services Western Region

The funding recipient is required to supply all annual photos to Local Land Services Western Region immediately after collection. These will be recorded and placed on the funding recipients project file. Funding recipients are encouraged to keep a copy for their own records along with all other documentation (e.g. contracts) relevant to the project. Funding recipients who submit data in September will receive a summary report on an annual basis.

There are several options for submitting your MER data. See below:

*Post to:*

Local Land Services Western Region Incentives Program – MER  
PO Box 307  
COBAR, NSW, 2835

**OR** *Fax to:*

Local Land Services Western Region Incentives Program – MER  
02 6836 2988

**OR** *Email:*

[monitoring.month@lls.nsw.gov.au](mailto:monitoring.month@lls.nsw.gov.au)

## Additional information on monitoring

For more information on monitoring or to obtain electronic copies of the monitoring templates please contact Local Land Services Western Region on Freecall: 1300 795 299 or Email: [monitoring.month@lls.nsw.gov.au](mailto:monitoring.month@lls.nsw.gov.au)

Alternatively, you could visit us at:

- 62 Marshall Street, Cobar
- 26 Bathurst Street, Brewarrina
- 21 Mitchell Street, Bourke
- 32 Sulphide Street, Broken Hill
- 82 Market Street, Balranald
- 24 Bathurst Street, Brewarrina
- 32 Enterprise Way, Buronga
- 180 High Street, Hillston

## Attachment 1

### Local Land Services Western Region

### Monitoring guidelines and instructions – photo point methods and report template

#### Introduction

Permanent photo-points are valuable tools in monitoring the changes in the quality and quantity of vegetation on your property. The following instructions will assist you in completing the monitoring of your property's vegetation. If at any time, you have questions or problems, please contact your nearest Local Land Services Western Region officer. They are there to help.

#### Permanent photo-points

Photo points are a useful tool that can be used to observe a range of events: vegetation changes following altered grazing practices, regeneration of pasture following fire, regeneration of pasture after mechanical treatment, recovery of native pasture after Invasive Native Scrub encroachment and/or responses to seasonal conditions.

#### Instructions

1. Select a photo point location/s that will be easy to find in the future and that will be representative of the overall project area. Care should be taken to ensure site selection is not biased to small patches of fertile soil or non-productive soil.
2. To observe pasture change on a paddock basis, a photo-point is best located between 1 and 2 km from a watering point – as long as the vegetation in that area is typical of the majority of the paddock.
3. Once you have decided on the location of the photo-point, drive in two steel or fibreglass pickets/posts 10 metres apart (see Figure 1). Try to avoid placing your posts in a west-east direction, as the quality of photos taken in these directions will be reduced from sun glare and/or shading. This problem is overcome by taking photos in a north-south direction. Avoid taking photos early in the morning or late afternoon, when shadows are long.
4. Use a GPS to record the position of your posts. If you do not have a GPS simply mark the location on a map.
5. Using a large blackboard or dark cardboard, write in text, the name of the project, paddock name and the date the photograph was taken. Whiteboards are less effective as any writing is affected by glare in the photo.
6. Take your camera and standing at the 1<sup>st</sup> post, frame your scene in the camera finder so that the cross hairs (or centre circle) of the view finder is in line with the bottom of the 2<sup>nd</sup> post/blackboard. In addition, the 2<sup>nd</sup> post should lie in the centre of the photo (i.e. there is an equal distance to the left and right of the post). The final photo should result in approximately one fifth sky. The horizon will help future comparisons of images.
7. If you are using a camera with a zoom lens make sure that you select a zoom measurement that will allow you to capture the landscape (50mm is recommended). Make sure this zoom level is used every time a photograph is taken, otherwise your photos will contain different objects from year to year.
8. After taking a photograph, jot down some additional notes that will accompany the photo (see sheet titled "Additional Photo-Point Notes"). In particular, for projects involving trap yards make sure you record the number of goats removed from the treatment area in the preceding 12 months.
9. If you remember, take the previous year's photographs with you so that you can frame your new photo the same as older ones.



10. If you are using a digital camera, download the photos immediately, give them an appropriate name and store them in a separate file directory labelled 'monitoring'. Insert the photograph into the "Additional Photo-Point Notes" page (your nearest Local Land Services officer can provide you with an electronic copy of the form if required).
11. If you are using a manual camera, get the photos developed (double prints are preferable) as soon as possible and glue a copy of the photo onto the "Additional Photo-Point Notes" page and file accordingly.

Figure 1: Photo point layout.

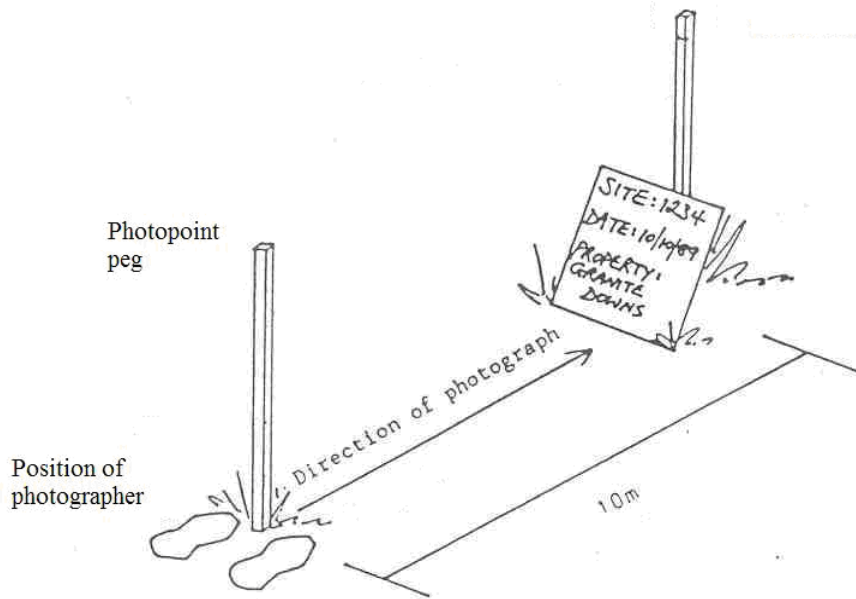


Figure 2: The photos below provide a good example of photo point monitoring. Changes can be seen across several years at the same location.



## Photo Point Report

This report must be completed and submitted to Local Land Services Western Region in September each year.  
Please email to: [monitoring.month@lls.nsw.gov.au](mailto:monitoring.month@lls.nsw.gov.au)

### Project details

Name of funding recipient:	Project no.:
Name of property:	Name of paddock:
Is the site treated or untreated?	

### Photo details

Date photo taken	Please insert photo here
/ /	
GPS location of point:	
Lat:	
Long:	

### Observations over the last 12 months (September to September)

Number of goats removed per trap yard (from project area)	Trap 1:	Trap 2:
Rainfall (mm)		
Estimated groundcover level: (tick applicable box)	<input type="checkbox"/> below 30% <input type="checkbox"/> 30-70% <input type="checkbox"/> above 70%	
Available Feed: (tick applicable box):	<input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high	
Vegetation type: (tick applicable box)	<input type="checkbox"/> annual dominant <input type="checkbox"/> mix annual/perennial <input type="checkbox"/> perennial dominant	
Management type: (tick applicable box) If rotational grazing, how many months rested?	<input type="checkbox"/> Rotational grazing (rest period      months) <input type="checkbox"/> Continuously grazed with no rest period <input type="checkbox"/> Other (please specify)	

Natural events: Please list e.g. fire; flood; major rain event; locust; major erosion event; dust storm	
Infrastructure changes: Please list e.g. new divisional fence; new water point; new trap yards; removed old divisional fence	
Changes in the treated/project area compared to untreated: Please list e.g. increased wildlife; feed availability. Answer only for treated area photo sheet	

## Attachment 2

### Evaluation Report A – On Ground Work Finalised

This report must be completed and submitted to Local Land Services Western Region after all on ground work has been finalised for your project, in order to receive your milestone payment. Send to: [monitoring.month@lls.nsw.gov.au](mailto:monitoring.month@lls.nsw.gov.au)

Alternatively, it can be completed online at [https://www.surveymonkey.com/s/LLS\\_ProjectCompletion](https://www.surveymonkey.com/s/LLS_ProjectCompletion)

#### Project details

Funding recipient:	Project no.:
Property name:	
Property address:	
Is the site treated or untreated?	

#### Evaluation

Did you complete the project within the expected budget and with the designated resources? If not, why not and how did you deal with this problem?
What worked well with project implementation? Is there anything in particular that you would recommend to other landholders implementing similar projects?
What have you learnt thus far from this project? What would you do differently if you had to repeat the project?
Will you implement similar projects on other parts of your property? If not, why?

Have you learnt anything new about the management of natural resources as a result of participating in the Local Land Services Grant Program? Please explain.

Have you learnt anything new about the management of natural resources as a result of participating in this Local Land Services Grant Program? Please explain.

## Attachment 3

### Evaluation Report B – Five Years After On Ground Work Finalised

This report must be completed and submitted to Local Land Services Western Region five years after on ground work was finalised for your project. Please email to: [monitoring.month@lls.nsw.gov.au](mailto:monitoring.month@lls.nsw.gov.au)

Alternatively, it can be completed online at [https://www.surveymonkey.com/s/LLS\\_5year](https://www.surveymonkey.com/s/LLS_5year)

#### Project details

Funding recipient:	Project no.:
Property name:	
Property address:	

#### Evaluation

Have you been successful in achieving the objectives of your project? In particular, have you noticed any positive outcomes for the environment as a result of your project?
What worked well with the project? What were the things that helped it succeed? Were there any unexpected positive results?
Were there any problems with project implementation and project maintenance? If so, how did you deal with them?
What have you learnt from this project? What would you do differently if you had to repeat the project?

Will you implement similar projects on other parts of your property? If not, why?

Have you learnt anything new about the management of natural resources as a result of participating in this Local Land Services Grant Program? Please explain.

