

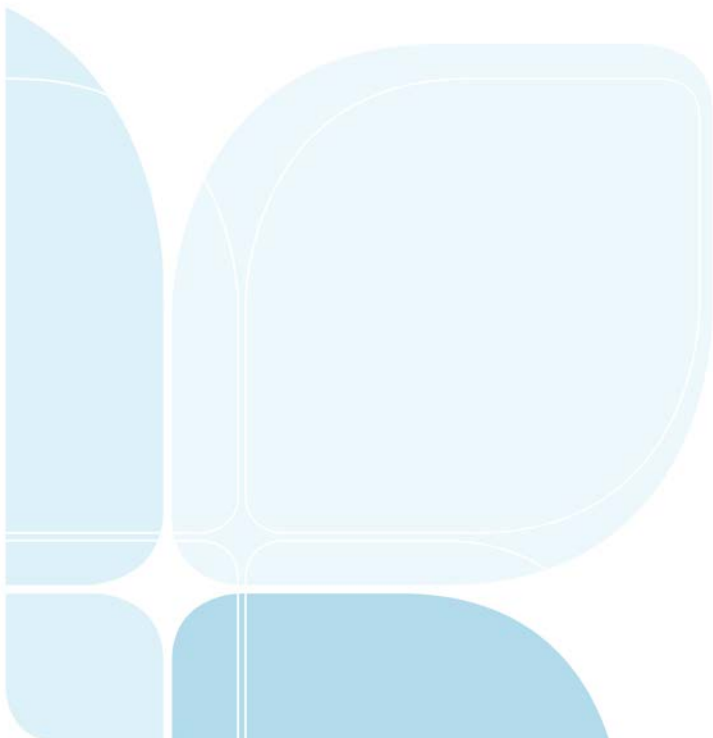


**Local Land
Services**
Western

2016 Incentives Program Riparian Projects

Guidelines and Conditions

This program is funded through the Australian Government's National Landcare Program and NSW Catchment Action.



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1. About Riparian Projects

The 2016 Incentive Program provides funding for Riparian Projects for infrastructure to control more effectively the impact of grazing animals on riparian zones. Infrastructure, such as riparian fencing and off-stream water points, when used in conjunction with appropriate management strategies is the key to improving aquatic ecosystems.

Protecting native riparian vegetation can have a broad impact on promoting healthy aquatic environments, biodiversity and pastoral productivity in the Western Region. There are a number of benefits for land managers in restricting the access of stock and unmanaged grazing animals to riparian zones and the banks of waterways through the erection of fences. These include:

- reducing the risk of the land surrounding waterways from eroding once the stream bank has lost its protective vegetation
- Allowing a healthy riparian vegetation community to establish, which improves the structural integrity of riverbanks and provides diverse habitats for native fauna
- Improving water quality in the stream by reducing sediment and nutrient input.
- by providing off-stream water points, livestock have easier access to water of a superior quality than that in-stream.
- Reducing the dispersal of weed seeds and disease organisms in fur and faeces through our aquatic ecosystems
- assisting in the control of unmanaged and feral animals
- minimising the risk of stock loss through bogging during drought.

Aquatic ecosystems in the Western Region have a diverse range of flow regimes and habitat requirements and thus their management can take several forms. While controlling domestic livestock plays a key part, applicants must demonstrate how their management practices will be improved to enhance native riparian vegetation. Note that the project should have a public benefit (such as biodiversity improvement) not just a private benefit.

A key component of the program is that all projects must be managed, through a contract agreement, for a period of ten years.

The funding is provided on a co-contribution basis. This means that Local Land Services Western Region will fund a portion of the total costs, with the amount varying depending on the type /standard of fencing being installed. The applicant is required to contribute the remaining portion of the total costs.

There is no limit to the scale of projects however requests of a Local Land Services Western Region contribution greater than \$50,000 will be heavily scrutinised. Note that the investment per hectare will be taken into account and projects where this is considerably high compared to the average will be penalised in the assessment phase. As a benchmark, this generally constitutes proposals requesting funding at a rate greater than \$20 per hectare.

2. Application process

There are two stages to the application process:

- The first stage involves completing an application form, which outlines what work will be undertaken and how this will contribute to meeting the program objectives. The application will be assessed for eligibility against the funding criteria.

- If deemed eligible, the applicant will be invited to submit a management plan, which outlines how the project will be managed over a ten year period. This plan will be assessed by a technical panel, with the most competitive being selected for funding.

3. Project planning

Applicants should consider the following when planning their application:

- **Strategic grazing.** Limited strategic grazing will be permitted for fire prevention and weed control. Stock access must be restricted to avoid wet periods (heavy rainfall and flood), very dry conditions and periods of seed set for riparian vegetation. Properties looking to manage stock *within* the riparian zone need to clearly specify how they plan to manage their domestic grazing pressure to improve riparian vegetation condition. The grazing impact of domestic livestock should be minimal and with consideration to land type, condition of vegetation and soil stability. Management of grazing pressure from unmanaged goats and excessively high populations of kangaroos should also be addressed.
- **Weed control.** Successful applicants are required to control/manage all noxious and environmental weeds within the riparian area. Only chemicals registered for use around waterways may be used for weed control.
- **Soil disturbances:** Any activities that will disturb the soil within forty metres from the top of the stream banks should be discussed with your Local Land Services Western Region Case Officer.
- **Cultural sites.** Cultural sites must be protected from damage at all times. Therefore if required, fence lines should be located away from timbered areas so that scar trees, midden sites and culturally significant areas can be protected. An on-ground assessment may be required where proposed works are considered a high risk to cultural heritage sites. This process is intended to assist land managers in identifying sites and to reduce the risk of causing damage to a cultural heritage site.
- **Aquatic fauna.** All floodways, culverts and crossings are consistent with 'fish friendly' design principles (refer to www.dpi.nsw.gov.au/fisheries)
- **Infrastructure.** Consider the following when selecting and/or locating of infrastructure (please also see minimum standards for infrastructure for further specifications in sections 6-10):
 - Fence designs should include demonstrated flood-water mitigation.
 - Use troughs with concrete aprons/hardstand materials to minimise soil disturbance around water points.
 - Any new pump site may need the approval from NSW DPI Water and is to be adequately protected from livestock, flood or other damage.
 - Water point placement should be in-line with the management plan.
 - Fence alignments set back from the waterway in more open terrain often minimize clearing costs and corners for a more cost effective project. The resultant larger areas may have greater benefit in a grazing management plan. Note that 50 meters is the minimum distance from the top of the river bank for the fence to be erected to ensure riparian enclosure. Applicants should take into account the high water line, avoid clearing of large trees to reduce the risk of damage to cultural heritage sites of riparian areas. Proposals which are designed accordingly may be assessed more favorably.
 - The pump and pipe size should be based on the requirements of the project only, not any future works for the property unless the applicant covers the extra costs over and above the minimum costing ratio.
 - Protection of both sides of a river stretch will receive a higher assessment score. This will, more than likely, involve cooperation with your neighbour.

4. Funding criteria

Applications should be constructed around the following principles for riparian management:

1. **Establish infrastructure to control domestic, unmanaged and feral animals accessing the riparian area.** Projects must demonstrate that they will fully and securely enclose a riparian area. You may need to consider your neighbor's management strategies. If a river forms a boundary of your property, as is often the case, does the stream/creek/river provide an effective barrier all the time? Infrastructure must meet the minimum standard designs as set by Local Land Services Western Region.
2. **Projects which can demonstrate connectivity and partnerships with neighbouring land holders will receive a higher priority.** Projects which connect riparian corridors along waterways and multiple properties will be prioritized.
3. **Demonstrate change of management strategies.** Projects must demonstrate how the grazing of domestic animals will be managed in the area. Management must include strategies to remove feral animals such as pigs and unmanaged goats. Consider how your management of the riparian zone will allow native vegetation such as perennial grasses and palatable shrubs to re-establish.
4. **Develop and implement a riparian management plan.** Constructing fencing is only a small part of a successful project. All projects must be managed in line with program outcomes for a period of ten years so you must demonstrate in your riparian management plan how you will do this. To justify our investment we require well thought out and strategic riparian management plans based not only on short term outcomes but also long term results.

To be competitive in securing funding, applicants must demonstrate that their proposed project will meet the following **funding criteria**:

- **It must improve and enhance native vegetation in riparian zones.**
- **It must demonstrate that it will fully enclose an area.**
- **It must use infrastructure that meets minimum standards, as set by Local Land Services Western Region.**

Note: You may use fence designs exceeding the minimum standard, but you will bear the extra costs

- **It must represent value for money.**

Note: Consider this when planning your proposal and weigh up the estimated investment per hectare and the overall cost.

- **It must have a public benefit.**

Note: Will it improve native vegetation and habitat or prevent erosion? Is it a good public investment?

- **It must have a long-term benefit.**

Note: You will be required to meet management plan outcomes and submit project monitoring for the ten years of the project contract.

5. Eligibility criteria

The program is open to all land managers with properties based in the Western Region. This includes individuals, groups, non-government organisations, not-for-profit organisations, Local Government and State Government agencies (excluding core functions of government agencies).

Note: To check if your property is located in the Western Region please visit www.lls.nsw.gov.au/our-regions/whats-my-region. If your property is situated across the boundary the majority of the project site must be located in the Western Region.

Where an applicant is not the owner/lessee of the land, specific permission will be required from the owner/lessee to implement the project. Written permission from the owner/lessee will be required before approval.

Ineligible applicants

Applicants with current Local Land Services, National Landcare Program or previous Catchment Management Authority projects that are not compliant with contract conditions as at 25 March 2016 are not eligible for funding. This includes applicants with incomplete monitoring records.

Conflict of Interest

Non-professional relationships with Local Land Services Western Region staff or board members may be perceived as a conflict of interest. Local Land Services Chairs and Board members and their spouse, parents and children or adopted children and/or Staff and their spouse, parents and children or adopted children who are interested in applying for the 2016 Incentive Program are required to submit an application to the Local Land Services Conflict of Interest Subcommittee. The Conflict of Interest will be assessed, consistent across all Local Land Service regions to determine the best approach to managing a real or perceived conflict of interest. It should be noted that the default position of Local Land Services is removal of the conflict, in which case participation in Local Land Services Incentive Funding may not be permitted. If you have a relationship as defined above, you must declare this in your application. If you are concerned that a perceived conflict of interest may impact on your application please contact Russell Grant, Manager Regional Specialist Services (russell.grant@lls.nsw.gov.au or 02 6836 1575).

5. Project activities

The Incentives Program provides funding for Riparian Projects that include the following infrastructure:

- A new internal riparian fence on a new alignment including assemblies, as per the minimum standard designs set by Local Land Services Western Region (refer to section x. Riparian fence designs).
- An upgrade to an existing fence to meet Riparian requirements, excluding assemblies, as per the minimum standard designs set by Local Land Services Western Region.
- A maximum of two watering points and associated infrastructure. Watering points must be placed in the paddock adjacent to the proposed area. The water points should be located no further than half way (fifty percent) across the paddock at a spacing of not less than two kilometers. Watering points will only be funded in conjunction with an eligible fencing proposal.

Note: Fencing must comply with the minimum standard designs outlined in **section 6. Riparian fence designs**.

The project must completely enclose the riparian area with this standard of fencing, either by joining onto existing project fencing or by enclosing the area or section wholly through proposed works, or using a suitable permanent water body as one side of the enclosure.

New fences will not be funded to replace existing non-operational fence lines.

Offsetting proposed new fences along existing non-operational fence lines is not permitted.

Fencing to land type and minimising areas of potential erosion should be considered.

Ineligible activities

The 2016 Incentives Program has no scope for the following works:

- Installation of ground tanks
- Installation of trap yards
- Installation of laneways or road enclosures
- Funding is not provided for gates, grids or run-throughs
- Funding is not provided for equipment or materials purchased before signing a contract. Proof of purchase will be required as part of the first milestone.

6. Riparian fence designs

Below are the minimum standards fence designs and the amount per kilometre Local Land Services Western Region will contribute to each design. Applicants can select the fence most appropriate to their operation and the level to which it is required (i.e. new or upgrade). Materials will still need to be specified in the final application; however quotes and costs are not required.

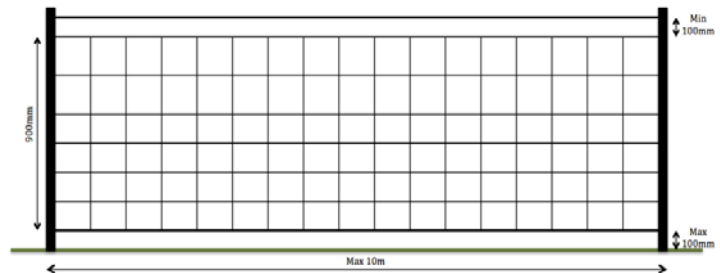
Designs may be modified to increase the height, stability or performance. However, the rate of funding as stated will not change. The following conditions apply to all proposed modifications:

- No components may be excluded from designs. For example, materials can increase in height or quality to accommodate new technologies or reduce the distance between star pickets to increase strength.
- Designs which exclude components or reduce quality or performance will not be considered.

Option A (Hinged joint 7/90/30)

Minimum Standard Description:

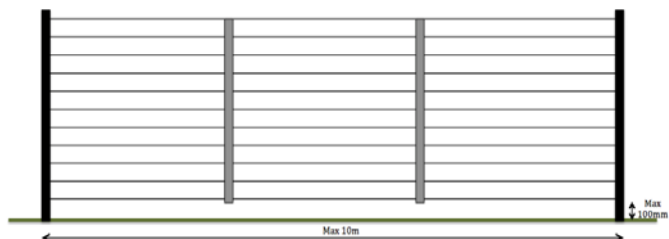
- Hinged joint (7/90/30) with 2.5mm top and bottom wire (Plain or Barb).
- 2.5mm high tensile top, belly & bottom plain wire supports (clipped).
- 165cm star pickets at 10m spacing.
- <500m strainer spacing



Option B (Plain eleven line)

Minimum Standard Description:

- Eleven line plain wire 2.5mm
- Total Height 1100mm
- 165cm star pickets at 10m spacing
- 2 droppers per 10m spacing
- <500m strainer spacing



Contribution

Fencing Standard	LLS (km)	Landholder (estimate)	Total (estimate)
All new internal fence	\$2700/km	\$1300/km	\$4000/km
Replacement boundary or upgrade fence	\$2,100	\$1,050	\$3,150/km
Clearing Rate 1*	\$100/km	\$100/km	\$200/km
Clearing Rate 2**	\$500/km	\$500/km	\$1000/km
Clearing Rate 3***	\$700/km	\$700/km	\$1400/km

* Light grade only required to level fence line (site preparation)

** Minimal mechanical clearing and site preparation, where required

*** Substantial mechanical clearing required – includes grading. Justification for this method is required. Note it is ineligible on all upgrade fencing, including boundary fences.

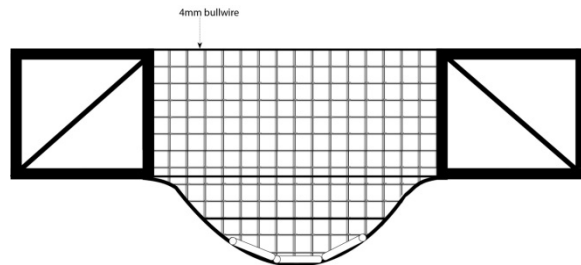
Local Land Services Western Region Staff can advise you as to the appropriate rate for clearing – please note that applications are ranked competitively based on criteria which includes value for money and assessment panels may stipulate the rate for clearing if they are not satisfied with the budget provided.

7. Floodway designs

The design is applicable to a defined channel only – that is, a creek, stream or river with a channel greater than five metres. Local Land Services Western Region staff will advise if this design is appropriate for your project. Note that inclusion of this design will be taken into account when assessing the overall cost effectiveness of proposals and may be scrutinised during assessment.

Minimum Standard Description:

- End assemblies either side of waterway
- 4mm bull wire on top
- Sheep yard mesh hinged from top wire
- Weighted centre section (50mm pipe or equivalent).



Contribution

	LLS	Landholder
Minimum standard	\$40/metre	\$30/metre

8. Overland Flow Areas

Consideration will need to be given for overland flow-lines, flood runners and broad floodplains. These areas are not 'gullies' as such but include areas of shallow low-flow in rain events with large volumes of water and debris. Fence designs will need to accommodate the movement of debris and the additional pressure of flow and sediment. This may include a heavy top (hinge) wire with droppers, additional hinged joint, or weld-mesh weighted to depth of flow area.

No additional funding is available for overland flow areas, however, designs for these areas need to be approved in the application.

Designs must include:

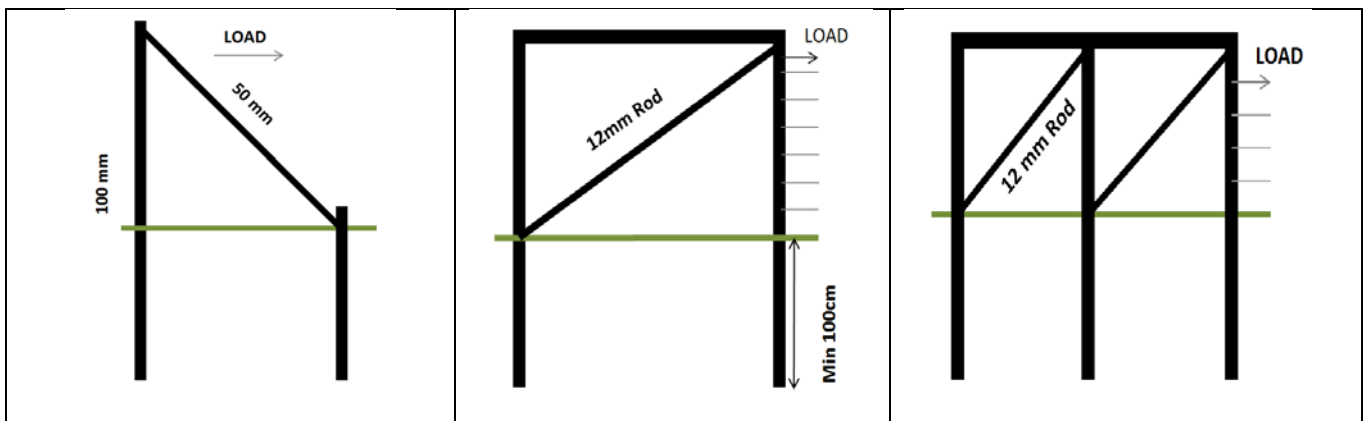
- End assemblies constructed at either side of the water way
- Swinging mesh added to bottom of the fence where distance is greater than 10cm from the ground

9. End assemblies

Note: End assemblies are only funded for a new internal fence – not for boundary or existing internal fences. The installation of gates is at the applicant’s expense.

The designs below are the preferred option for all end assemblies. Alternative designs and materials may be used but must be of solid construction with similar dimensions to the following:

- Posts: 100mm x 4mm, 80mm x 6mm, railway line. Posts are to be driven or cemented to a minimum depth of 100cm. Timber posts or stays not accepted unless adequately justified for highly corrosive soil types only.
- Stays: 50mm x 4mm, 12mm rod, drill rod.



Contribution

LLS	LLS	Landholder
Option A	\$150	\$150
Option B	\$210	\$210
Option C	\$280	\$280

10. Water Infrastructure designs

A maximum of two watering points will be considered. Watering points must be placed in the paddock adjacent to the proposed area. The water points should be located no further than half way (fifty percent) across the paddock at a spacing of not less than two kilometres. Watering points will only be funded in conjunction with an eligible fencing proposal.

Proposals must justify the placement of watering points in relation to the optimal grazing radius, depending on the type of livestock and with consideration to a broader property plan.

Minimum standards for water infrastructure:

- 22,500 litre tank (up to two watering points)
- 16 inch concrete trough with a hardstand apron (1 trough per tank)
- 50mm poly, minimum depth of poly trench 600mm
- Pump must be of a standard suitable to the scale of the project, LLS will specify a maximum contribution

Contribution

Water infrastructure type	LLS Contribution
Pump	2:1 cost sharing ratio (LLS: Landholder) up to a maximum LLS contribution \$6,000 . Quote for pump must be provided to LLS
Poly Line (50mm)	\$3.00 per meter (cost of trenching included in contribution)
Tank (min 22,500L/ 5000 gallons)	\$1900 per tank
16 inch Concrete trough	\$700 per trough (must have hardstand apron)
Fittings (grouped cost per tank/trough unit)	\$500

Clearing	LLS	Applicant	Total
Clearing Rate 1	\$100/km	\$100/km	\$200/km
Clearing Rate 2	\$500/km	\$500/km	\$1000/km
Clearing Rate 3	\$700/km	\$700/km	\$1400/km

11. Other requirements

Materials

It is required that all materials to be used in the proposal be specified. This includes, for instance, the brand, style and diameter of fencing wire. **If during the final inspection it is found that materials have been used that are not of the same standard of those listed in the application the final payment may be withheld and applicants may be ineligible for future funding.**

Projects involving boundary fences

It is anticipated that a proportion of eligible projects will include upgrades to boundary fencing. However landholders/lessees are required by the *Western Lands Act 1901* to have a stock proof boundary fence suitable to the enterprise (e.g. dorpers, cattle etc.). Therefore as the landholders/lessees is responsible for upgrading fences to match their enterprise, Local Land Services Western Region will only fund certain components of boundary fences. Both sides of the boundary fence are required to be cleared to ensure long-term fence maintenance.

It is necessary to clearly state the level of involvement from each neighbour. For approved projects involving a section of boundary there will be an agreement to sign between all parties involved in the project which clearly defines the roles and responsibilities of each party as well as logistics of project implementation. This declaration must state that they are aware of the project and that they are either involved financially, in-kind or not at all.

Contracts will not be issued without a completed fencing agreement (where a section of boundary is involved).

Projects involving lane ways and road way enclosures

Due to the high private benefit and cost of fencing lane ways and road way enclosures these activities are not eligible.

Projects linking across more than one property

The intent of Riparian projects is to fund enclosed riparian areas for improved aquatic resource condition. This may entail two (or more) properties connecting riparian zones along watercourses or bodies to secure a 'landscape scale' outcome. This type of project will require neighbours working together and to each have a management plan that compliments one another. Contracts will be with individual legal entities. Note that the area of enclosure must be demonstrated and that all land managers who make up the total area must apply individually.

12. Application requirements

During **Stage One**, applicants must:

- Complete each section of the application form and submit it to Local Land Services Western Region by the due date. Incomplete proposals will not be considered.
- Supply a clear map using the legend provided. You may contact Local Land Services to seek assistance in developing your map.

If deemed eligible during stage one, will be invited to participate in Stage Two.

For **Stage Two**, applicants must complete and submit a grazing management plan. The requirements will be discussed with the applicant once they are deemed eligible.

Applicants must:

- Using the application form available from Local Land Services Western Region supply a complete proposal. Incomplete proposals will not be considered
- Supply a clear map using the legend provided. You may contact Local Land Services to seek assistance in developing your map.

13. Application dates

- **Stage one: due by 5:00pm AEST Thursday 25 March.**
- **Stage two: due by 5:00pm AEST Friday 6 May.**

Applications must be hand delivered or postmarked by the due date and time.

Hand delivery: to any Local Land Services Western Region office. Visit <http://western.ils.nsw.gov.au/our-region/contact-us> for the complete list of office locations.

Post: Local Land Services Western Region, 2016 Incentive Program, PO Box 307, Cobar NSW 2835

14. Application assessment

For **Stage One**, applications will be assessed according to the following criteria:

1. The application is complete. Incomplete applications will not be assessed.
2. The project meets the funding criteria listed on page 1 (refer to section **4. Funding criteria**).
3. The applicant is eligible to apply, as per the criteria listed on page 2 (refer to section **5. Eligibility criteria**).

For **Stage Two**, riparian management plans will be assessed and ranked in order of merit by an independent panel. Funds will be allocated as per the ranking order. This will be a progressive process until all funds available in the Riparian Program budget are spent or the project eligibility list is exhausted. Further information on this assessment, including assessment questions, will be provided to all eligible applicants with eligible applications.

Note: Unsuccessful applicants will be provided with feedback on their application and be offered the opportunity to resubmit their application for a secondary assessment later in 2016.

15. Funding conditions

Project timeframe

If your application is successful for a Riparian Project, you will enter into contract which requires **ground works to be completed by 12 May 2017**. Applicants must demonstrate that their project is achievable in the given timeframe with consideration given to competing priorities. Note that due to funding constraints and the timing of end of financial year it is unlikely that extensions to contracts will be granted.

Local Land Services Western Region contracts require ongoing management of project infrastructure and grazing pressure for ten years.

Project approvals and contracts

- You will be advised in writing if your project has been approved and placed on an eligibility list.
- Once approved projects have been ranked, funds will be allocated to each project down the list. This will be a progressive process until all funds available in the 2016 Incentive Program budget are spent or the project eligibility list is exhausted.
- If your application is funded, you will be contacted in writing by Local Land Services Western Region and an offer of contract for your project will be made. The contract will be granted for a period of ten years and will detail the negotiated results and reporting requirements of the project. Before a contract is signed, applicants must complete the Boundary Fencing Agreement (if applicable) and the Financial Guarantee and/or Letter or Comfort (refer to section 16. Additional Information).
- It is your responsibility to accept the contract by the given deadline, or decline the funding and notify Local Land Services Western Region. All project establishment works **must** be completed by **Friday 12 May 2017**.

Eligibility list for approved but unfunded projects

- If your project is approved but not allocated funding during Stage Two, it will remain on an eligibility list.
- Funds may become available if contract offers are declined. The next ranked project on the eligibility list is then allocated funds.

- Where the newly available funds are not sufficient to fund the next ranked project, the funds are allocated to the next project on the eligibility list that can be fully covered by the available funds.

Payment schedule

- If you accept a contract, **50 per cent** of Local Land Services Western Region's funds identified in the project budget will be paid to you within six weeks of signing the contract and submitting the first invoice.
- A progress payment of **25 percent** of the total Local Land Services Western Region's funds allocated will be made available upon successful inspection of at least **75 percent** of the contracted works.
- Upon completion of the on-ground works, your project will require a final inspection by a Local Land Services Western Region staff member. If satisfactory, the remaining **25 percent** will be paid within two months of the final inspection report, tax invoice and monitoring data being submitted.
- If the works are deemed unsatisfactory, the final payment may be withheld, funds recovery action may be taken and restrictions on future funding may occur. Appropriate measures to remedy the issue will be discussed.
- If you are not in a financial position to carry out the project given the above payment schedule it is advised that you forfeit the grant and re-apply when financially capable.
- Please keep Local Land Services Western Region staff informed of project progress.
- Funding grants are considered taxable income by the Australian Taxation Office (ATO). However, applicants should consult their financial advisors or the ATO about the tax implications of a Local Land Services Western Region grant.

Project inspections

Local Land Services Western Region staff will conduct a progress inspection as required, by the contract milestones and on request by the land manager when works are 75 per cent complete

All Riparian Projects are required to undergo a final inspection to complete the project and initiate final payment. Final inspections are carried out by Local Land Services Western Region staff members who will:

- negotiate a suitable timeframe with you to conduct the inspection.
- check all infrastructure against the contract. The contract will usually comprise of the information provided in the application form and any negotiated results. This will include the quality of material, the location of infrastructure, the amount of materials used etc.
- map via GPS the locations of key points and infrastructure in order to accurately record the project for future monitoring.
- discuss with you your ongoing monitoring and reporting requirements.

Note: Any changes to contracted outcomes that do not have a written variation approval on file could constitute grounds for cancellation of the contract, thus forfeiting the final payment.

Unsuccessful applicants

- You will be notified in writing if your project is unsuccessful.
- You may seek additional advice/discussion from Russell Grant, Manager Regional Specialist Services, russell.grant@lls.nsw.gov.au or 02 6836 1575.

Appeal process for unsuccessful applicants

- The Western Local Board will review any appeals. The Board's determination will be final.
- An application for appeal must be made in writing, stating the reasons for the appeal, to:
Russell Grant
Manager Regional Specialist Services
Local Land Services Western Region
PO Box 307
Cobar NSW 2835
- No new information is considered. The appeal is based on what has been provided in the application process.
- Appeals are assessed bi-monthly at Western Local Board meetings.
- The result of your appeal will be provided in writing and can be discussed if requested.
- If your appeal is successful, your project will be placed on the eligibility list based on your original assessment score.

Monitoring and evaluation

- If your application is funded you will be required to undertake basic monitoring and evaluation of your project's vegetation and environmental changes. This monitoring information will assist Local Land Services Western Region to assess project and applicant successes which is necessary to justify future funding programs.
- **Landholder monitoring will be required yearly, for the whole ten years of the contract.**
- Monitoring guidelines will be provided by Local Land Services Western Region.
- Note that noncompliance with the monitoring and evaluation milestones may result in the withholding of the final payment.
- At times, Local Land Services Western Region staff may require property access for more detailed project monitoring purposes. You will be advised in advance of any access requirements.

16. Additional information

Financial Guarantees

All successful applicants under the 2016 Incentives Program must provide Local Land Services Western Region with a Personal Guarantee and/or a Letter of Comfort in order to receive their grant monies.

What is a Personal Guarantee?

A Personal Guarantee is a promise made by a person or a business to take over the loan of someone else if they cannot pay it back. If a project funded through the 2016 Incentives Program is not completed, Local Land Service Western Region requires that the grant is repaid. If a landholder cannot repay the grant themselves, the person or company making the guarantee (*'the guarantor'*) is obliged to pay it back.

What is a Letter of Comfort?

A Letter of Comfort is a letter from a guarantor to Local Land Services Western Region providing some form of 'comfort' or assurance that they understand their obligations to Local Land Services Western Region. It is in some ways similar to a personal guarantee.

For more information please refer to the *Guide to Personal Guarantees and Letters of Comfort for the 2015-18 Incentive Program*.

Compliance with existing State and Commonwealth Legislation

Local Land Services Western Region only approves the amount of funding for your project. This does not authorise you to implement the project. You must ensure that your project has all necessary approvals, licenses, permits, consents, etc. and complies with all relevant legislation including, but not restricted to, the following:

Legislation	How is it relevant?	More information
<i>Western Lands Act 1901 (NSW)</i>	Western Lands Lease conditions	www.lpma.nsw.gov.au
<i>National Parks and Wildlife Act 1974 (NSW)</i>	Protection of Cultural Heritage sites	www.environment.nsw.gov.au
<i>Native Vegetation Act 2003 (NSW)</i>	Clearing of native vegetation for fence lines, pipe lines (RAMAs)	www.environment.nsw.gov.au
<i>Threatened Species Conservation Act 1995 – NSW</i>	Protection of threatened species and endangered ecological communities when installing infrastructure	www.environment.nsw.gov.au
<i>Environmental Planning and Assessment Act 1979 – NSW</i>	Impact of project on threatened species and/or ecological communities	www.planning.nsw.gov.au
<i>Local Land Services Act 2013 – NSW</i>	Projects must be located within the Local Land Services Western Region	www.lls.nsw.gov.au
<i>Water Management Act 2000 – NSW</i>	Impact of the project on streams, flow of water	www.water.nsw.gov.au
<i>Prevention of Cruelty to Animals Act 1997</i>	Infrastructure must be compliant with relevant codes	www.dpi.nsw.gov.au
<i>Work Health and Safety Act 2011</i>	Site work health and safety plan. Compliance with safe work method statements and reporting (see information on Work Health and Safety below)	www.safeworkaustralia.gov.au

Work Health and Safety

All successful applicants for Riparian Projects will be working in partnership with Local Land Services Western Region not only to deliver their project on time and budget, but also to ensure that all activities carried out will meet the obligations of the *NSW Work Health and Safety Act 2011*.

What does this mean for Local Land Services Western Region?

- Local Land Services Western Region is a PCBU ('person conducting a business or undertaking') under the Act.

- Local Land Services Western Region must demonstrate due diligence to ensure undertakings comply with the Act.
- Any person contracted to undertake activities by Local Land Services Western Region is a 'worker' under the Act. This includes landholders funded for works on their own property plus sub-contractors.
- Local Land Services Western Region must ensure successful applicants have systems in place to meet Work Health and Safety standards and have demonstrated procedures for recording incidents.

What does this mean for successful applicants?

- Successful applicants must work with Local Land Services Western Region to demonstrate adequate identification of risks and hazards in workplaces.
- Strategies (safe work practices) must be developed and actions implemented to minimise these risks and hazards.
- A sound process exists for recording and reporting work health and safety incidents. Incidents must be reported to Local Land Services Western Region.

What does this mean if a sub-contractor is engaged?

- Under the Act, Local Land Services Western Region and the successful applicant retain Work, Health and Safety obligations for any sub-contractor that may be engaged under this program.

Collection and use of information

Collection

- Application information collected is used to assess your application and to contact you. Please contact Local Land Services Western Region if you believe the information collected is not relevant or is excessive.
- A statutory declaration is provided at the bottom of the Application Form for you to provide consent for Local Land Services Western Region to use and store the information for assessment purposes and to be entered onto the public register. Additionally, the statutory declaration indicates the information was collected directly from you and is accurate.
- People involved in the collection, assessment and processing of Riparian Projects will view your information. These people are required by law to not disclose your information.

Storage

- Your information will be stored in secured files within the Local Land Services Western Region offices. The information will be kept for the organisational life of Local Land Services Western Region or subsequent agencies responsible for natural resource management. Local Land Services Western Region staff only, for work purposes, will have access to your information.

Access

- You are able to view or correct this information at your request in business hours.

Use

- Consent will be sought for any use of the collected information outside Local Land Services Western Region.

Disclosure

- The amount of funds granted, applicant name, location and brief project description will be placed on the Local Land Services Western Region public register. This will take effect if the applicant enters into a contract with Local Land Services Western Region.
- The purpose of the public register is to inform the community where public natural resource management funding is directed in the region and additionally, to ensure integrity, honesty and transparency in the administration of the Incentive Program 2015.

17. Support with your application

Local Land Services Western Region staff are available to assist you in submitting the strongest possible application for your project. Below are the staff members who will be the primary contacts for the Western Region Incentive Program 2016.

Location	Staff Contact	Phone	Address
Regional contact	Jennifer Azevedo	(02) 6870 8622	21 Mitchell Street Bourke NSW 2840
Regional contact	Ben Slingsby	(03) 5021 9408	32 Enterprise Way Buronga NSW 2739
Bourke	Guy Gibbs	(02) 6870 8629	21 Mitchell Street Bourke NSW 2840
Brewarrina	Blackie Gordon	0428 607 536	24 Bathurst Street Brewarrina NSW 2839
Broken Hill	Mitch Plumbe	(08) 8082 5205	32 Sulphide Street Broken Hill NSW 2840
	Jamie Love	0428 925 052	
	Sussanah Sage	(08) 8082 5201	
Buronga	Rob Dini	(03) 5021 9430	32 Enterprise Way Buronga NSW 2739
	Gregory Moulds	(03) 5021 9444	
	Kaye Gottshutzke	(03) 5021 9409	
	Ronni O'Donnell	(03) 5021 9429	
Cobar	Brian Dohnt	(02) 6836 1575	62 Marshall Street Cobar NSW 2835
Hillston	Shae Brennan	(02) 6967 1639	180 High Street Hillston NSW 2675

