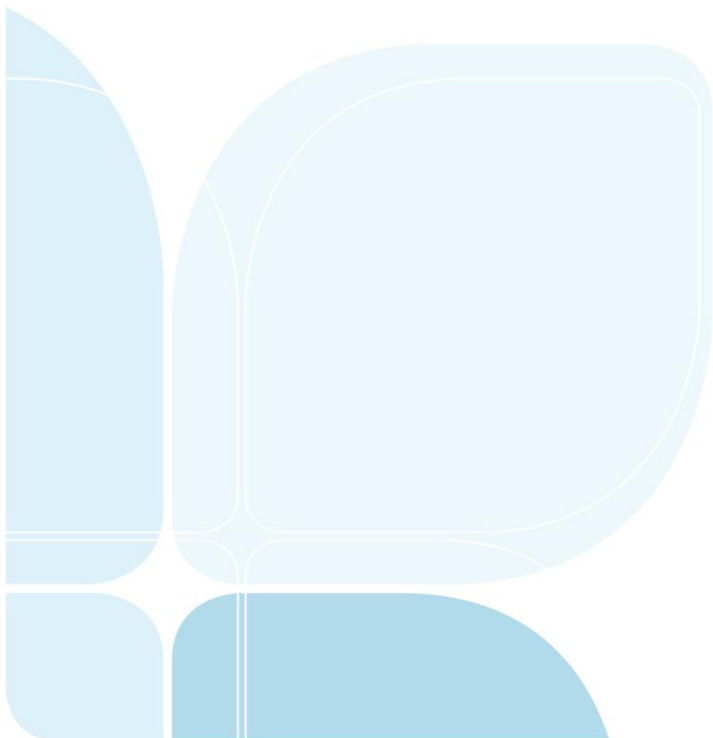




Local Land  
Services  
Western

# Guidelines for monitoring & reporting

## Landscape Scale Projects



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Guidelines for Monitoring and Reporting: Landscape Scale Projects

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**More information**

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[www.lls.nsw.gov.au](http://www.lls.nsw.gov.au)

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing August 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

## 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 at any time you have questions or problems regarding these guidelines please contact the Local Land Services Western Region MERI Officer.

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## Self evaluation report

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 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.**

## Annual (permanent) photo points

When a project is complete, you will need to establish one or more permanent photo points (see Table 1) and take a photo from these locations every year in September, for the duration of the project. Local Land Services Western Region staff will be available to assist funding recipients in setting up their monitoring sites.

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.

Table 1: Monitoring and reporting requirements for Incentives funded projects

MER Requirements applicable to all projects	Requirements specific to amount of funding	
<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>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>	Tier 1 (<\$15,000 contribution by LLS Western Region)	September annual photo points – minimum of <b>1 site</b> (taken within the project/treatment area).
	Tier 2 (\$15,000-\$50,000 contribution by LLS Western Region)	September annual photo points – minimum of <b>2 sites</b> (1 taken within the project/treatment area and 1 at a similar site outside the project area).
	Tier 3 (>\$50,000 contribution by LLS Western Region)	September annual photo points – minimum of <b>two sites within</b> and <b>two outside</b> the project/treatment area. i.e. minimum four sites in total.

## Additional monitoring

A new approach to groundcover monitoring will be implemented from 2016 onwards which will involve some project sites being selected for additional monitoring. A Local Land Services staff member will visit a sample of sites across the region to collect more detailed information, which will be compiled into a report and you will receive a copy. 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 project is selected for this more detailed monitoring by a Local Land Services staff member.

## Attachment 1: Monitoring Point Instructions and Report Template

### Photo Point Monitoring Instructions

#### Setting up the point

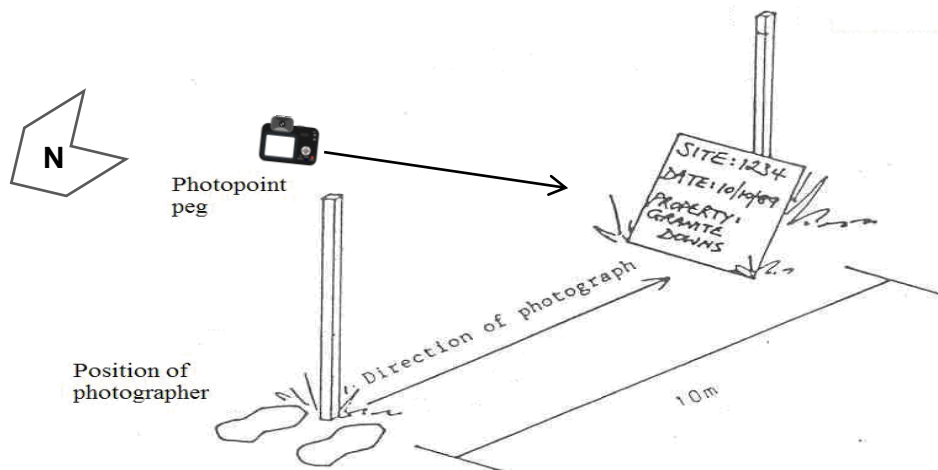
At final inspection, your Local Land Services staff member will assist you to set up a photo point.

They will be looking for the following things:

- The photo point will be easy for you to revisit
- The location is representative of the land system of the project
- It is further than 1km from a water point and at least 100m away from a road or track

To set up the point, drive two steel posts into the ground at a spacing of 10m in a north-south direction. See Figures 1 and 2 for an idea of how this should look. The staff member will use a GPS to record the position of your photo point.

**Figure 1: Photo point layout.**



#### How to take the photo

- Using a large blackboard or dark cardboard, write in block letters the number 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.
- Sit the blackboard at the base of the southern post.
- The photo should be taken with your camera on 'landscape' (normal view) by standing at the northern post and looking toward the southern post. Point your camera at the base of the southern post.
- The photo should be about  $\frac{1}{4}$  sky and the rest ground.
- Try to keep the camera at the same zoom year-to-year to make sure you're recording the same area TIP: If you remember, after the first year take the previous year's photographs with you as a reference.
- After taking a photograph, jot down some additional notes that will accompany the photo (see sheet titled "Photo Point Report").

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



### Storing and sending your photos

**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 "Photo Point Report" page (see the Western Local Land Services website for an electronic copy)

**If you are using a film camera** get the photos developed (double prints are preferable) as soon as possible and keep a copy of the photo with the "Photo Point Report" page.

**Post to:**

Local Land Services Western Region Incentives Program – MER  
PO Box 342  
BOURKE, NSW, 2840

**OR Fax to:**

Local Land Services Western Region Incentives Program – MER  
02 6872 2993

**OR Email:**

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

