

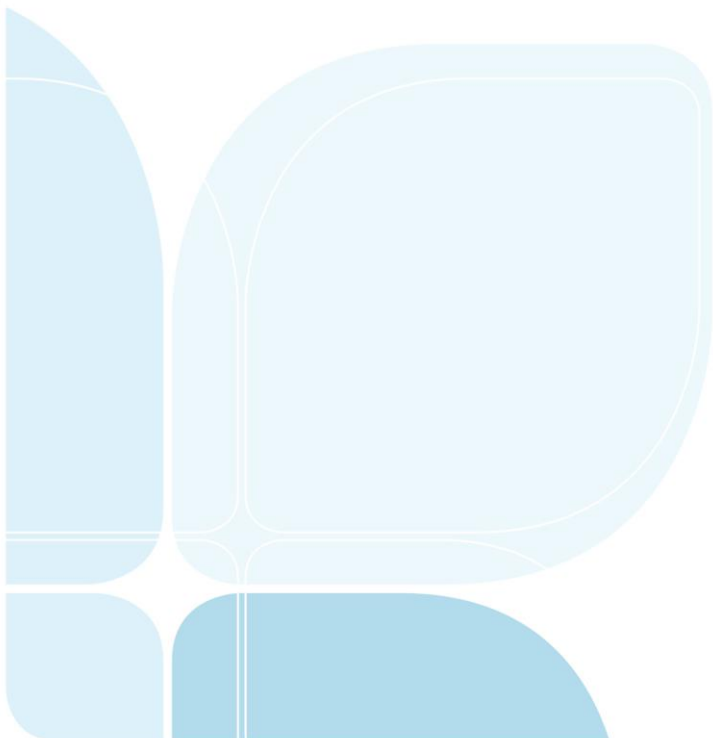


Local Land  
Services  
Western

# Healthy and diverse waterways and wetlands

## 2017 Incentive Program for Riparian Projects

Guidelines and Conditions



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## Introduction

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The 2017 Riparian Program is open to all applicants meeting the criteria outlined in these guidelines. However, Local Land Services Western Region will be targeting projects which directly improve Wetlands of National Importance, RAMSAR sites, Endangered Ecological Communities, biodiversity hotspots and prioritised river reaches.

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### What is riparian vegetation?

'Riparian' is a term used to describe the land and plants that adjoin, or are influenced by a body of water. Riparian zones include land bordering rivers, lakes, creeks, and wetlands on river floodplains that interact with the river during times of flood. Riparian vegetation forms a key component of healthy ecosystems, so removal or modification of native riparian vegetation has a detrimental influence on the associated ecosystems.

Degradation of native riparian vegetation is listed as a Key Threatening Process under the *Fisheries Management Act 1994*, because of its negative impacts on listed threatened species and ecological communities.

Some examples of processes which act to degrade native riparian vegetation are:

- clearing
- gravel extraction
- cropping
- livestock grazing
- introduction or invasion of non-native species.

### Why are riparian zones important?

Riparian zones are important because they help maintain bank stability, increase productivity and help reduce runoff from sedimentation and agricultural chemical movement into the waterways. Good riparian conditions promote cleaner water, retention of soil and nutrients, ensures shade and habitat variability for native fish and provides a refuge corridor for land based native animals.

Follow the link below for further information:

[Degradation of Native Riparian Vegetation](#)

### What is the aim of the Healthy and Diverse Wetlands and Waterways program?

This program is focused on working with land managers to control the impact of grazing species on riparian zones and investing in infrastructure for improved riparian zone management. Investing in riparian fencing, off-stream water points, associated infrastructure and the improvement of management strategies for riparian zones, is the key mechanism Local Land Services Western Region use to improve aquatic ecosystems and their services in the Western Region.

Protecting native riparian vegetation can have a much broader impact in promoting healthy aquatic environments, biodiversity and the productivity in our 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 productive land that surrounds waterways eroding once the stream bank has lost its protective vegetation.
- Allowing a healthy riparian vegetation community to establish adds structural integrity to riverbanks, also providing diverse habitats for native fauna.
- Riparian vegetation acts as a filter, improving water quality in stream.
- By providing off-stream water points, livestock have access to water of a superior quality than that of a degraded stream.
- During dry times, stock have less difficulty in accessing water.
- Managed riparian pastures can grow greater biomass than similar areas subjected to continuous selective grazing pressures
- Reduces the dispersal of weed seeds and disease organisms in fur and faeces through our aquatic ecosystems
- Provides shade and habitat variability for native fish, and provides a refuge corridor for land based native animals.
- Can also assist in the control of unmanaged and feral animals

Aquatic ecosystems in the Western Region have a diverse range of flow regimes and habitat requirements, hence it is recognised that management can take several forms. Management of domestic livestock plays a key part in most proposals but it should be noted that applicants must demonstrate how their management will change and improve to meet program outcomes associated with enhancing native riparian vegetation for public benefit, not just in improving private interests.

To ensure that the funding is allocated effectively and fairly we require well thought out project applications. Please ensure that you have read through and understood each of the particular details required to submit a complete application.

## Points for consideration

Applicants should consider the following in preparing their project application:

- Grazing strategies which allow native riparian vegetation to re-establish and promote greater diversity in plant species:
  - Pasture rest periods during and after inundation or drought as well as the seeding times of palatable species
  - Ground cover should be maintained no lower than 70% coverage.
- The control and management of all noxious and environmental weeds within the riparian area. Only chemicals registered for use around waterways should be used for weed control.
- Any activities which result in soil disturbance within forty meters from the top of the stream banks should be discussed with your Local Land Services Case Officer. A Controlled Activity Permit under the *Water Management Act 2000* may be required.
- Cultural sites must be protected from damage at all times. Therefore if required, fence lines should be relocated 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 any 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.
- The landholder should not clear native vegetation, whether remnant or regrowth, or remove any standing or fallen dead timber from this project area unless undertaking a Routine Agricultural Management Activity (RAMA). All works must be consistent with the *Native Vegetation Act 2003* and future *Biodiversity Conservation Act 2016*.
- All floodways, culverts and crossings should be consistent with 'fish friendly' design principles (<http://www.dpi.nsw.gov.au/fishing/habitat/help/work-with-your-community>)

- Protection of both sides of a river stretch, particularly if the river or creek is not permanent will be looked on favorably. This will, more than likely, involve cooperation with your neighbour.

**Special consideration should be given to the design of infrastructure, including the following:**

- Fence design should minimise potential damage from floodwaters.
- Troughs should have concrete aprons/robust materials to minimise soil disturbance around water points.
- Any new pump site may need the approval from NSW DPI Water and be adequately protected from livestock, flood or other damage.
- Water point placement should be in-line with an integrated property management plan.
- Riparian fences should be erected a minimum of 50 meters from the top of the river bank.
- Applicants should take into account the high water line and avoid clearing of large trees to reduce the risk of damage to cultural heritage sites.
- Pipeline proposals must demonstrate a hydraulic design by a suitably qualified person. The pump and pipe size must be based on the requirements of the project, not any future works for the property unless the applicant covers the extra costs over and above the minimum costing ratio.

Please see minimum standards for infrastructure for further specifications.

**The funding will be provided on a cost-sharing basis, with Local Land Services Western Region stipulating an amount per km that will be offered, dependent on fence type and standard.**

An effective application will be constructed around the following principles for riparian management. In planning your application consider the following factors.

1. **Infrastructure must control domestic, unmanaged and feral animals accessing the riparian area.** Projects must demonstrate that they will fully and securely enclose a riparian area. This may need you to consider your neighbours 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. Certain projects will be prioritized.
  - a. Projects which demonstrate a direct positive impact to Local Land Services Western Region priority areas
  - b. Projects which connect riparian corridors along waterways and multiple properties. This may require partnerships with neighbouring landholders
3. **Demonstrated change of management strategies.** Projects must demonstrate how the area will be managed for domestic and unmanaged grazers. Consider how your management of the riparian zone will allow native vegetation to establish. This will include strategies to remove feral animals such as pigs, and unmanaged domestic animals such as goats.
4. **Development and implement of 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.

## Who is eligible to apply?

- Applications are invited from all land managers including individuals, groups, non-government organisations, not-for-profit organisations; Local Government and State Government agencies (*core functions of government agencies will not be funded*).

- 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.
- **Applicants with current Local Land Services, National Landcare Program or previous CMA projects that do not comply with contract conditions as at 30 April 2017 will not be eligible for funding. This includes applicants with incomplete monitoring records.**

## Conflict of Interest

Non-professional relationships with Western Local Land Services 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 2017 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 are concerned that a perceived conflict of interest may impact on your application please contact Russell Grant, Manager Regional Specialist Services (02 6836 1575).

## What can I do?

Through the Riparian Incentive Program you may apply for the following infrastructure:

- Riparian fencing as per the minimum standard designs set by Local Land Services Western Region
- A maximum of two watering points and associated infrastructure 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 2km. Watering points will only be funded in conjunction with an eligible fencing proposal.

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Fencing must comply with the minimum standard 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.

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The Riparian Incentive 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 through this program for any activities that fall within a previously funded Total Grazing Pressure or Riparian project area**
- 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.

**The funding for this Program will be provided on a cost-sharing basis, with Local Land Services Western Region stipulating an amount per kilometre that will be offered, dependent on fence type and standard.**

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.

## Minimum standards for some infrastructure

Below are the standard fence designs for the Riparian Program and the **amount per kilometre** Local Land Services will contribute to each particular 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:

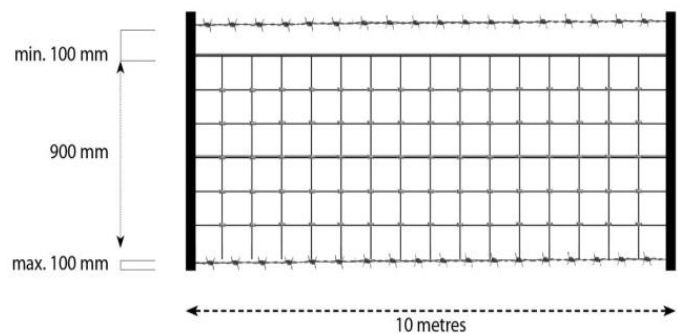
- No components may be excluded from designs. For example: materials can increase in height or quality to accommodate new technologies or reduce the distance between star posts to increase strength, however all components of the minimum standards as indicated must be included in the design.
- Designs which exclude components or reduce quality or performance will not be considered.

## Riparian Program Minimum Standard Fence Designs

### Option A (Pre-fabricated mesh with barbed wire)

Minimum Standard Description:

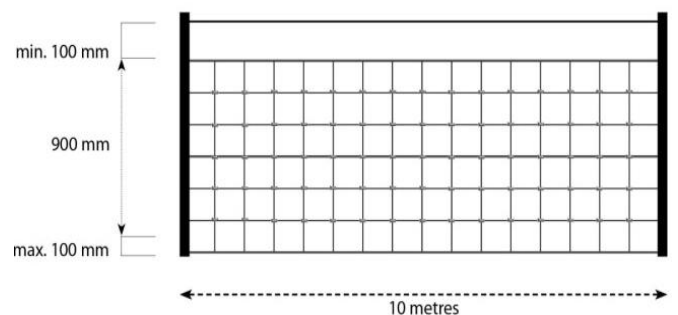
- Pre-fabricated mesh (7/90/30) with 2.5mm top and bottom
- Clipped 2.5mm high tensile top and belly plain wire supports
- 1.57mm top and bottom barbed wire (clipped bottom barbed wire)
- 165cm star pickets at 10M spacing
- <500m strainer spacing



### Option B (Pre-Fabricated mesh with plain wire)

Minimum Standard Description:

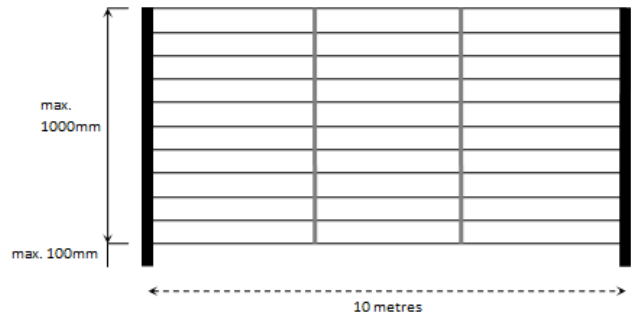
- Pre-fabricated mesh (7/90/30) with 2.5mm top and bottom wire.
- Clipped 2.5mm high tensile top, belly and bottom plain wire supports
- 165cm star pickets at 10m spacing.
- <500M strainer spacing.



## Option C (Multi-line plain wire)

Minimum Standard Description:

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

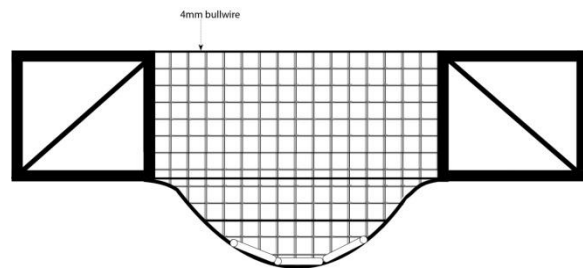


## Floodway designs

**Applies to defined channels only, for example a creek, stream or river with a channel greater than 5 metres wide. Local Land Services staff will advise if appropriate. Note that this will be taken into 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).



## Overland Flow Areas

Consideration will need to be given for overland flow-lines, flood runners and broad floodplains. These areas are not cut by channels or 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:

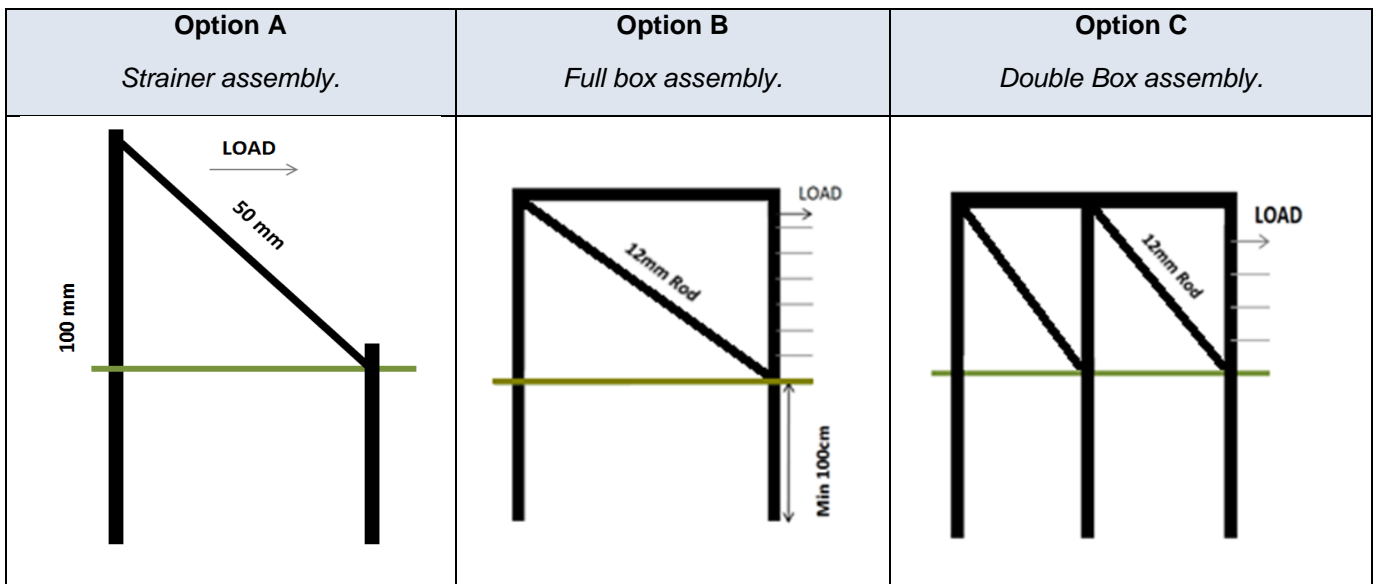
- End assemblies constructed at either side of the water way
- Swinging mesh added to bottom of the fence where distance is greater than 10cm from the ground

## End Assemblies

**Funding provided for new internal fence only – not for boundary or existing internal fences. Note that the installation of gates is at the applicant's expense.**

The following designs 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 (no timber constructions). Stays: 50mm x 4mm, 12mm rod, drill rod.





## Water Infrastructure designs

- **Pipeline proposals must demonstrate a hydraulic design by a suitably qualified person. Designs are required to be submitted with your final proposal.**
- A maximum of two watering points will be considered.
- The pump and pipe size must be based on the requirements of the project, not any future works for the property unless the applicant covers the extra costs over and above the minimum costing ratio
- 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 2km.
- 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.
- Watering points will only be funded in conjunction with an eligible fencing proposal.

Minimum standards for water infrastructure:

- 22,500 Litre tank (up to two watering points)
- One Trough per tank, with a robust apron/base and a minimum capacity of 600 L
- 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

## Grazing Management Plans for riparian zones

The construction of fencing and water infrastructure is the first step in establishing riparian projects.

However, **the implementation of a ten-year grazing management plan is the main component of each project** for achieving improvements in soil, water and vegetation condition over the contract duration.

Funding applications therefore need to clearly demonstrate how grazing management will change to improve riparian vegetation, especially groundcover, using approaches such as:

- Tactical grazing including periodic spelling or rest periods timed according to utilisation trigger points or pasture growth stages.
- Reduction of total grazing pressure through control of unmanaged goats.
- Selective periods of grazing to reduce fire hazard or manage weeds like noogoora burr.
- Destocking during and after drought, flood or fire to promote pasture recovery.

**Funded landholders must be committed to implementing the grazing management plan submitted in their application for the ten-year duration of the contract.** Deviations from the management plan for unforeseen purposes may require a written variation to ensure compliance with provisions of the contract.

Monitoring information such as photopoint images collected over the ten-year project duration is necessary to demonstrate that the grazing management plan is working. Local Land Services will use other methods such as satellite analysis and on-ground surveys to measure results. This information is necessary to provide evidence that the use of public funding has been appropriate.

## LLS Funding Contributions

**Key points:** Funding will be provided on a cost-sharing basis, with Local Land Services Western Region stipulating an amount per unit that will be offered.

- Local Land Services have revised project costings under this program and have made a number of adjustments to align with current costings. As a result, Local Land Services have opted to apply a dollar per kilometre amount **with an upper limit of \$2700**. This applies to all fence types.

*E.g. If part or all of your project fence is reasonably new, in good condition, and requires only some additions such as 7/90/30 to bring it up to the minimum standard, you can adjust the amount you are applying for per km to be more financially competitive.*

- Funding for end assemblies **will not** be provided for boundary fences being upgraded or existing internal fences that are being upgraded, regardless of condition. Offsetting a fence along an existing fence line or boundary will also not be accepted.
- Funding for end assemblies **will** be offered for new fence lines (where a fence has never existed before)

Infrastructure type	Description	LLS Contribution
Fence – Option A	Prefabricated mesh with barbed wire	<b>\$2700 / km</b> (Up to \$2700 for upgrade fences, depending on the scale of upgrade required)
Fence - Option B	Prefabricated mesh with plain wire	<b>\$2700 / km</b> (Up to \$2700 for upgrade fences, depending on the scale of upgrade required)
Fence – Option C	Multi-line (11 line) plain wire	<b>\$2700 / km</b> (Up to \$2700 for upgrade fences, depending on the scale of upgrade required)
Floodway		<b>\$30 / Metre</b>
End assembly – Option A – New internal fences only	Strainer assembly	<b>\$150 each</b>
End assembly – Option B – New internal fences only	Full box assembly	<b>\$210 each</b>
End assembly – Option C – New internal fences only	Double box assembly	<b>\$280 each</b>

Infrastructure type	Description	LLS Contribution
Pump	Quote for pump must be provided to LLS. Must demonstrate suitability of pump for the project	<b>2:1 cost sharing ratio</b> (LLS: Landholder) up to a <b>maximum LLS contribution \$6,000.</b>
Poly Line (50mm)	Cost of trenching is included in contribution.	<b>\$3.50 per meter</b>
Tanks	Up to two tanks per project each with a minimum capacity of 22,500 Litre / 5000 gallons	<b>Up to \$2000 per tank</b>
Troughs	Up to two troughs with a minimum capacity of 600 Litres each	<b>\$700 per trough</b> (includes ball valve)
Fittings (grouped cost per tank/trough unit)		<b>\$700</b>
Clearing rate 1	Light grade only required to level fence line. 'Upgrade' fences will only be funded at Clearing rate 1.	<b>\$100 / km</b>
Clearing Rate 2 (where required)	Minimal mechanical clearing additional to site preparation.	<b>\$500 / km</b>

## Exact details on location and construction of infrastructure

The exact details on location and construction of infrastructure will be GPS mapped at final inspection to ensure consistency with the application map.

These checks are necessary to ensure that projects are implemented in accordance with the applications assessed by the independent panel. As the assessment is a competitive process, procedural fairness to all applicants dictates that projects must be implemented as described in the applications assessed by the panel.

**Final payment may be withheld and applicants may be ineligible for future funding if projects are not implemented as specified in the application.** A written contract variation should be sought if unforeseen circumstances require departure from planned specifications.

## 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. **It is the applicant's responsibility to ensure that they have reached an agreement with their neighbor regarding works to their boundary fences.**

## Projects involving lane ways, road enclosures

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

## 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.

## How do I apply

Expressions of interest must be received prior to **the close of business at 5:00pm on Friday the 28<sup>th</sup> April, 2017**. To express your interest in the program simply contact your nearest Local Land Services office or directly contact one of the contacts listed below in the 'Contact your Local Land Services Office' section and ask to record your interest. You will need to provide some brief initial details on your proposed project location.

Following your expression of interest, you will be assigned and contacted by a case officer. Your case officer will assist you in developing a complete proposal that you will be required to submit as a part of your formal application. A complete proposal will consist of:

- A project map – your case officer will assist you in developing this map;
- A budget summary – this will be informed by your project map and will be developed in consultation with your case officer; and
- A completed Healthy Waterways and Wetlands Management Plan Application form available from Local Land Services Western Region website, or directly from your case officer.

Please note that incomplete proposals will not be considered.

## When do I apply

After working with your case officer you will be required to submit the completed proposal to be formally considered for the 2017 Incentive Program for Riparian Projects. Completed proposals must be hand delivered or postmarked by **5:00pm Friday the 19<sup>th</sup> May 2017**.

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

**Post:** Western Local Land Services, 2017 Incentive Program, PO Box 307, Cobar NSW 2835

## How much can I apply for?

There is no limit to the scale of individual proposals however requests of a Local Land Services contribution greater than \$50,000 will be heavily scrutinised. Note that the investment per hectare of riparian zone and the investment per kilometer of stream / waterbody bank will be taken into account. Projects should aim to be economically competitive in addition to providing value to the wider public through improved environmental conditions.

Note the requirement for Financial Guarantees and monitoring will change depending on the funding threshold for your proposal.

## How is my application assessed?

Initial project areas identified at the expression of interest stage will be briefly assessed by case officers via a desktop analysis and on-ground rapid assessment of riparian condition. This initial assessment will help both applicants and case officers identify important conservation values and also estimate the current condition of the riparian zone in the project area. This brief assessment will allow Local Land Services Western Region to initially prioritise project areas under the 2017 Incentive Program for Riparian Projects. Identifying priority project areas is complex and takes into account several factors. Your case officer will be able explain the conservation value and condition of your riparian project area and explain to you its priority status under the 2017 Incentive Program for Riparian Projects.

Finally, your completed proposal submitted to Local Land Services Western Region will be assessed by an independent panel to score and rank your application. **Only completed proposals will be assessed.** Once approved projects have been ranked, funds will be allocated as per the ranking order. This will be a progressive process until all funds available in the 2017 *Incentive Program for Riparian Projects* budget are spent or the project eligibility list is exhausted. Further information on this assessment, including assessment criteria used by the independent panel, will be provided to all eligible applicants.

## What are the funding conditions?

### Project timeframe

Land managers who are successful in their application to the 2017 Western Region Riparian Program will enter into contracts allowing **until Friday the 11<sup>th</sup> May 2018 to complete on ground works**. Applicants must demonstrate that their project is achievable in the given timeframe with consideration given to managing competing priorities and risks. 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 contracts require maintenance of project infrastructure and implementation of grazing management plans 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 *Riparian Incentive Program* budget are spent or the project eligibility list is exhausted.
- If your proposal is funded, you will be contacted in writing by Local Land Services 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 outputs and outcomes of the project. Before a contract is signed, applicants must complete the Boundary fencing agreement (if applicable).
- It is your responsibility to accept the contract by the given deadline, or decline the funding and notify Local Land Services. *All contract negotiations must be completed by Friday the 21<sup>st</sup> July 2017.*

**Note:** Projects are allocated funds in order from the highest rank down the eligibility list until funds are fully subscribed in the relevant funding source. However, due to priorities in funding allocations, priority may be given to projects which achieve outcomes in specific areas as identified by the Australian and NSW State Governments.

### Eligibility list for approved but unfunded projects:

- If your project is approved but misses out on funding when program funds are fully allocated to higher ranking projects, 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.

## Project inspections

All projects funded through the Health Waterways and Wetlands incentive program are required to undergo a final inspection to complete the project and initiate final payment. Final inspections are carried out by Local Land Services officers who will negotiate;

- A suitable timeframe with you to conduct the inspection.
- Check all infrastructure against the contract. The contract will reference the information provided in the application form and any negotiated outcomes.
- GPS locations of key points and infrastructure will accurately record the project for future auditing
- Discuss with you your ongoing monitoring and reporting requirements including the sighting of photopoints.
- A progress inspection may also be carried out as per the contract milestones or as requested by the land manager

**Please 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.

## Payment schedule

Payment of funds is attached to contract milestones; there are three milestones for contracts under this program, and hence three payments. If you are offered a contract and accept it, the milestone payments are:

1. An initial payment of **fifty percent** (50%) of Local Land Services funds identified in the budget, paid to you within six weeks of signing the contract and submitting the first invoice (Invoices will be provided for you to sign and submit with the contract)
2. A progress payment of **twenty-five percent** (25%) of the total Local Land Services funds allocated will be made available upon successful inspection of at least 75% of the contracted works.
3. Upon completion of the on-ground works, your project will require a final inspection by a Local Land Services officer. If satisfactory, the remaining **twenty-five percent** (25%) will be paid within two months of the final inspection report, tax invoice and monitoring data being submitted.

There are also a few more things you should know about the contracts, should you be offered one:

- 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 your local case officer 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 grant.

## Unsuccessful applicants

- You will personally be notified of the outcome by your case officer, and you will also be notified in writing if your project is unsuccessful.

## 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:  
The General Manager  
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 of outcomes

- If your project is funded you will be required to undertake basic monitoring of your projects environmental outcomes. This monitoring information will assist Local Land Services to evaluate project successes, provide evidence for reporting to funding bodies and contributes to justifications for future funding rounds.
- **Landholder photopoint monitoring will be required yearly, for the whole ten years of the contract.**
- Monitoring guidelines will be provided. Non-compliance with monitoring will result in exclusion from further Local Land Services Western Region funding opportunities. This may include groundcover assessments of all projects using satellite-based techniques as well as on-ground measurement at selected sites
- At times, Local Land Services staff may require property access for project monitoring purposes. You will be advised in advance of any access requirements.

## What else do I need to know?

### Financial Guarantees

All successful applicants under the 2015-18 Incentive 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 2015–18 Incentive 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 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 that your project complies with all relevant legislation including, but not restricted to, the following:

Legislation	How is it relevant?	More information
Western Lands Act 1901 (NSW)	Western Lands Lease conditions	<a href="http://www.lpma.nsw.gov.au">www.lpma.nsw.gov.au</a>
National Parks and Wildlife Act 1974 (NSW)	Protection of Cultural Heritage sites	<a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a>
Native Vegetation Act 2003 (Soon to be repealed) and future Biodiversity Conservation Act 2016.	Clearing of native vegetation for fence lines, pipe lines (RAMAs)	<a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a>
Threatened Species Conservation Act 1995 – NSW	Protection of threatened species and endangered ecological communities when installing infrastructure	<a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a>
Environmental Planning and Assessment Act 1979 – NSW	Impact of project proposal on threatened species and/or ecological communities	<a href="http://www.planning.nsw.gov.au">www.planning.nsw.gov.au</a>
Local Land Services Act 2013 – NSW	Project proposals must be located within the Local Land Services Western Region	<a href="http://www.lls.nsw.gov.au">www.lls.nsw.gov.au</a>
Water Management Act 2000 – NSW	Impact of project on streams, flow of water	<a href="http://www.water.nsw.gov.au">www.water.nsw.gov.au</a>
Prevention of Cruelty to Animals Act 1997	Infrastructure must be compliant with codes	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>
Work Health and Safety Act 2011	Safe work method statements and reporting (see information on Work Health and Safety below)	<a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>



## Work Health and Safety

All successful applicants for the Healthy Waterways and Wetlands Incentive Program will be working in partnership with Local Land Services 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?

- We are a PCBU ('person conducting a business or undertaking') under the Act.
- We must demonstrate due diligence to ensure undertakings comply with the Act.
- Any person contracted to undertake activities by Local Land Services is a 'worker' under the Act. This includes landholders funded for works on their own property plus sub-contractors.
- We 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 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 must exist for recording and reporting work health and safety incidents. Incidents must be reported to Local Land Services Western Region within two working days.

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

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

## What happens to the information I provide?

### Collection:

- Project proposal information collected is used to assess your application and to contact you. Please contact Local Land Services 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 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 the Riparian Incentive Program 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 or subsequent agencies responsible for natural resource management. Local Land Services 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.

**Disclosure:**

- The amount of funds granted, applicant name, location and brief project description will be placed on the Local Land Services public register. This will take effect if the applicant enters into a contract with Local Land Services.
- 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.

**More information**

Visit our website [www.western.lls.nsw.gov.au](http://www.western.lls.nsw.gov.au)

**Contact your Local Land Services Office:**

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 working as case officers for the Western Region Incentive Program 2017.

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
	Kyra Roach	(02) 6870 8626	
	Courtney Ellery	(02) 6870 8635	
Brewarrina	Blackie Gordon	0428 607 536	24 Bathurst Street Brewarrina NSW 2839
Broken Hill	Mitch Plumbe	(08) 8082 5204	32 Sulphide Street Broken Hill NSW 2840
	Robert Dini	0447 331 865	
Buronga	Kade Small	(03) 5021 9459	32 Enterprise Way Buronga NSW 2739
	Kaye Gottshutzke	(03) 5021 9409	

Location	Staff Contact	Phone	Address
	Ronni O'Donnell	(03) 5021 9429	
	Gregory Moulds	(03) 5021 9409	
Cobar	Brian Dohnt	(02) 6836 1575	62 Marshall Street Cobar NSW 2835
Hillston	Shae Brennan	(02) 6967 1639	180 High Street Hillston NSW 2675
	Jasmine Wells	0417 488 496	



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