

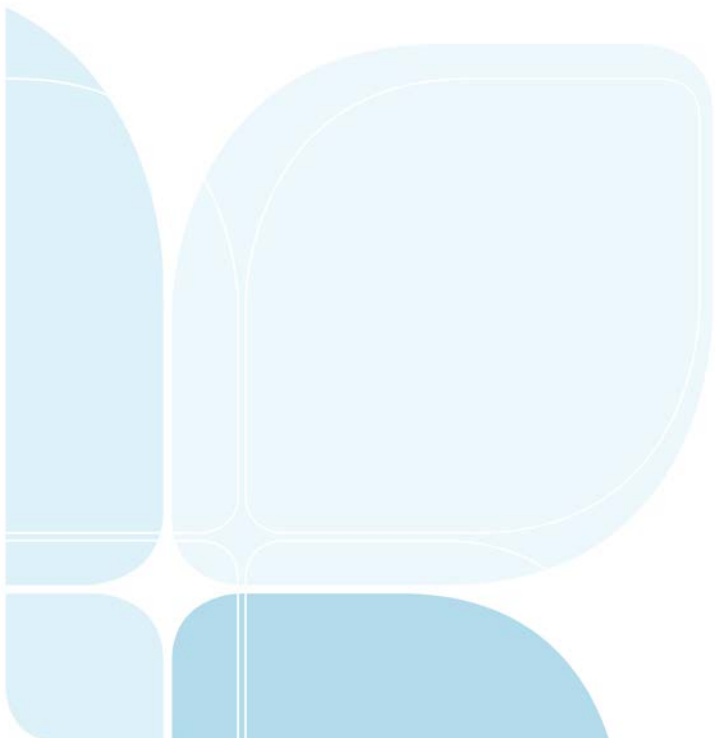


**Local Land
Services**
Western

2016 Incentives Program Total Grazing Pressure 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 Total Grazing Pressure Projects

The key to managing semi-arid rangelands sustainably is keeping adequate levels of groundcover, especially perennial plants. To do this, landholders need adequate control of grazing pressure from unmanaged animals such as goats and kangaroos as well as domestic stock.

The 2016 Incentives Program provides funding for Total Grazing Pressure (TGP) Projects – as an incentive – for landholders to more effectively manage total grazing pressure on their property to achieve increased groundcover, better habitat and more sustainable production. By using fencing to restrict unmanaged grazers, then implementing improved management systems, landholders can significantly enhance the condition of native vegetation and reduce erosion on their property. This in turn, contributes to the sustainability of their enterprise.

The control of unmanaged grazing by goats through TGP-standard fencing has additional benefits. The fencing significantly reduces the movement of kangaroos and deters the passage of wild dogs and feral pigs. Drought resilience increases as pasture condition improves. The management of domestic stock is also easier as TGP fencing reduces the potential transmission of diseases, parasites or unwanted bloodlines across paddock boundaries.

A key component of the 2016 Incentives 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 applications where this is high compared to the average will be penalised in the assessment phase. As a benchmark, this generally constitutes applications 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. Funding criteria

Applications should be developed around the following principles for TGP management:

1. **Establish fencing infrastructure to control domestic, native and feral animals:** Projects must demonstrate that they will fully enclose an area. The infrastructure design should be strategic and cost effective and, where possible, linking to existing areas of TGP standard fencing. Infrastructure must meet the minimum standard designs as set by Local Land Services Western Region.
2. **Gain control over grazing animals:** Projects must demonstrate how they will gain control over domestic, feral and native animals, especially unmanaged goats. If you identify existing grazing pressure from unmanaged goats you must outline a plan to remove them from the area within 12 months, such as by trap

yards and aerial mustering. Managed goats may be run in the project area once grazing pressure is under control.

3. **Develop and implement a grazing management plan:** Constructing fencing is only a small part of a successful TGP project. All projects must be managed in line with program outcomes for a period of ten years so you must demonstrate in your grazing management plan how you will do this. To justify our investment we require well thought out and strategic grazing management plans based not only on short term outcomes but also long term.

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.**

Note: Project areas may include some areas of cropping, which need to be identified in the application and the area of cropping must not be greater than the total area of native vegetation. Note that this will be factored in when determining the cost effectiveness of the application.

- **It must demonstrate that they will fully enclose an area.**

Note: Where possible link to existing areas of minimum standard TGP fencing.

- **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 application 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? Note that areas such as potential goat holding paddocks are heavily scrutinised under this Program as they typically have a significant private benefit.

- **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. Consider erosion control in your fencing plans to ensure integrity.

4. 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 Western Region 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 Western Region 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 Western Region 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 Western Region is removal of the conflict, in which case participation in 2016 Incentive Program 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 TGP Projects that include the following infrastructure:

- A new internal TGP fence on a new alignment including assemblies, as per the minimum standard designs set by Local Land Services Western Region (refer to section **6. TGP fence designs**)
- An upgrade to an existing fence to meet TGP requirements, excluding assemblies, as per the minimum standard designs set by Local Land Services Western Region
- Up to two trap yards located within the perimeter of the TGP project area. The trap yard designs are outlined in section **10. Trap yards**.

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

The project must form an area of enclosure with this standard of fencing, either by joining onto existing TGP fencing or by enclosing the area wholly through proposed works.

New fences will not be funded to replace boundary fences, or existing internal fences, regardless of current condition. Upgrade criteria apply.

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.

Trap yards will only be funded in conjunction with TGP fencing. All enclosures around a watering point are considered a trap yard, regardless of whether a trap mechanism is included in the design.

Ineligible activities

The 2016 Incentives Program will not fund the following works:

- Installation of water infrastructure, including tanks, troughs or ground tanks
- Installation of trap yards where not to be used in conjunction with proposed fencing
- Installation of laneways or road enclosures (because of the high private benefit and cost)

- Installation of gates, grids or run-throughs

The program will not fund **core functions of government agencies**.

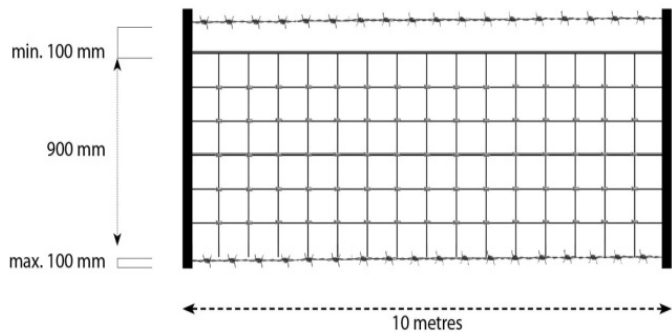
6. TGP fence designs

Below are the standard fence designs for TGP Projects and the **amount per kilometre** Local Land Services Western Region 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 management plan (Stage Two of the application process), however quotes and costs are not required.

Option A (Pre-fabricated mesh with barbed wire)

Minimum Standard Description:

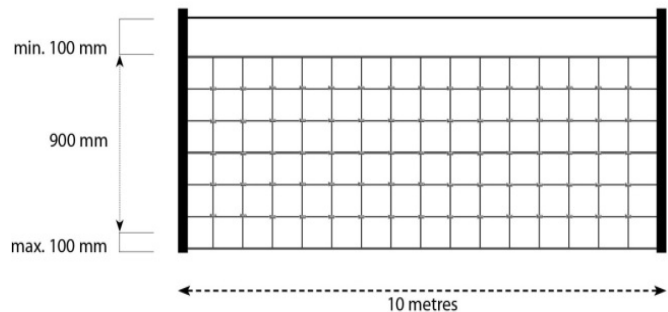
- Pre-fabricated mesh (7/90/30) with 2.5mm top and bottom
- 2.5mm high tensile top and belly plain wire supports
- 1.57mm top and bottom barbed wire
- 165cm star pickets at 10M spacing
- <500m strainer spacing



Option B (Pre-Fabricated mesh with plain wire)

Minimum Standard Description:

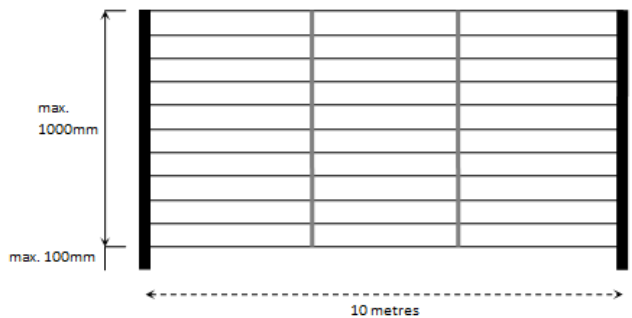
- Pre-fabricated mesh (7/90/30) with 2.5mm top and bottom wire.
- 2.5mm high tensile top and belly plain wire supports
- 165cm star pickets at 10m spacing.
- <500M strainer spacing.



Option C (Multi-line plain wire)

Minimum Standard Description:

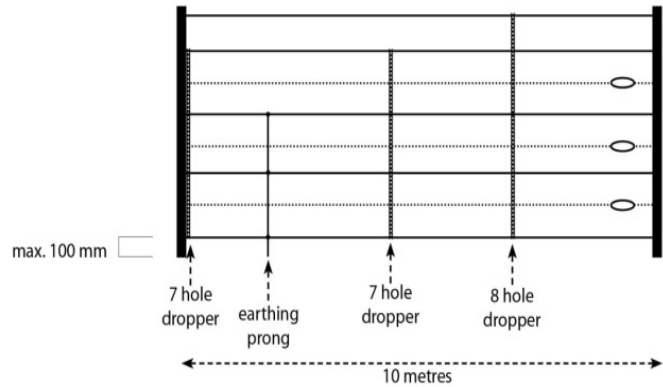
- Eleven line plain wire 2.5mm
- 165cm star pickets at 10m spacing
- 2 droppers per 10m spacing
- <500m strainer spacing



Option D (Electric fence)

Minimum Standard Description:

- 7 wire, 2.8mm high tensile
- 3 live wires (in a 7 wire fence) at 7,500 volts (at 75% capacity)
- 165cm star pickets at 10m spacing
- 2 internal droppers (plus dropper on each post)
- <500M strainer spacing



Contribution – Options A, B and C

Category	LLS (km)	Landholder (estimate)	Total (estimate)
All new internal fence	\$2,100/km	\$2,100/km	\$4,200/km
Replacement or upgrade fence	\$1,650/km	\$1,650/km	\$3,300/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

Contribution – Option D only

Category	LLS Funding	Landholder cash or In-kind	Total
All new internal fence	\$2,000/km	\$2,000/km	\$4,000/km
Replacement of upgrade fence	\$1,450/km	\$2,550/km	\$4,000/km
Energiser	50% quotation	50% quotation	
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 the fence line (site preparation)

**Minimal mechanical clearing (light shrubs) and site preparation, where required

***Substantial mechanical clearing required (large trees) and site preparation. Note that this funding rate is not applicable to works on existing fence lines. Justification for this method is required

Local Land Services Western Region will pay 50 per cent of the total cost of an energiser where required. A quote for the appropriate unit(s) must be provided with the application.

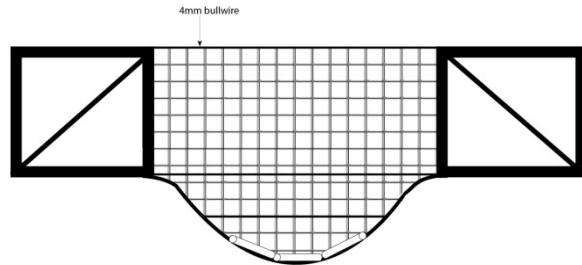
Local Land Services Western Region staff can provide advice about the appropriate rate for clearing – please note that applications are ranked competitively based on criteria which includes value for money and assessment panels may stipulate the rate for clearing if they are not satisfied with the budget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

7. Floodway designs

This design is applicable to a defined channel only – that is, a creek, stream or river with a channel greater than five meters wide. Local Land Services Western Region staff can advise if this design is appropriate for your project. Please note, inclusion of this design will be taken into account when assessing the overall cost effectiveness of applications 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. End assemblies

Note: End assemblies only funded for a new internal fence – not for boundary or existing internal fences. Note that 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 RHS, 80mm x 6mm RHS, Railway Line. Timber construction not accepted.
- Stays: 50mm x 4mm, 12mm rod, drill rod. Timber construction not accepted.

Option A Strainer assembly	Option B Full box assembly	Option C Double Box assembly
<p>The diagram shows a vertical post on the left and a diagonal stay on the right. The vertical post is labeled '100 mm'. The diagonal stay is labeled '50 mm'. A horizontal line represents the top wire. An arrow labeled 'LOAD' points to the right, indicating the direction of force applied to the top wire.</p>	<p>The diagram shows a rectangular frame with a diagonal stay. The diagonal stay is labeled '12mm Rod'. A vertical dimension line on the right indicates a minimum height of 'Min 100cm'. An arrow labeled 'LOAD' points to the right, indicating the direction of force applied to the top wire.</p>	<p>The diagram shows a double-box structure with two vertical posts and two diagonal stays. Each diagonal stay is labeled '12 mm Rod'. An arrow labeled 'LOAD' points to the right, indicating the direction of force applied to the top wire.</p>

Contribution

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

9. Overland Flow Areas

Consideration will need to be given for overland flow-lines 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, suspended 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

10. Trap yards

To increase the ability to remove or control goats within TGP Project areas, the 2016 Incentives Program **allows up to two trap yards per project** to be installed if necessary.

Trap yards will be funded at a total Local Land Services Western Region contribution of \$2,500 per trap. Upgrades to existing trap yards will not be considered.

This amount is based on an estimate of the total price of trap yard construction and takes into account the income derived from trapping goats as well as the potential groundcover and biodiversity gains.

Funding will not be provided for traps which already exist. A maximum of two traps per application will be considered and they must be located within the project area.

Minimum trap yard standards must include:

- 165cm steel posts at 5m spacing
- Hinged joint (8/90/30) with 2.5mm top and bottom wire. Note that 8/90/15 or similar-sized mesh is not accepted.
- 2.5mm high tensile top and belly plain wire supports (clipped). The bottom wire should be barbed to avoid animals lifting or going under the fence and should be located as close to the ground as possible.
- Additional weld-mesh in corners and either side of the trap gates
- All corner posts, strainer posts and end assemblies should be anchored underground with concrete to avoid sagging when hit or leant on and located outside the yard so that goats cannot climb the stays or assembly pieces.

- Jump-down traps must have the ability to be blocked off to enable water to be shut off completely if required. It will also ensure cattle or sheep in poor condition and lambs do not sustain injuries resulting from jumping from the ramp into the trap.
- Traps must be of adequate size to ensure animal welfare. Trap designs of less than one hectare (100 x 100m) in area excluding water surface will require justification.

Additional points of consideration:

- In order to prevent access to an alternate source of water at the site, the entire water point and any associated overflow, seepage or back waters should be fenced entirely within the trap yard.
- Star pickets should be located on the outside of the fence. This will prevent the fence being damaged by pushing the fence into the picket rather than away from the picket when hit. It also has the advantage of avoiding animals hitting them and injuring themselves.
- Placement of gates should be considered carefully. Ideally, gates should be placed so they are encountered on the usual path to water making it more likely the target species will quickly accept the use of the gates. Anything that may baulk an animal as it is entering the gates should be considered, such as shadows from windmills etc. It is recommended that entry and exit points are located on different sides of the trap yard.
- When constructing the trap yard, sharp corners should be avoided as they are where kangaroos tend to get caught up and smaller, weaker animals may be trampled. If they are unavoidable in the design they should be reinforced. Rounded yard designs have a particular advantage for these reasons.
- Severe overcrowding, extended periods of confinement without food and being confined with kangaroos or emus are major causes of stress to trapped goats. Stresses lead to animal welfare issues and also cause goats to investigate potential escape points.
- Animals seem more comfortable and less stressed when there is tree and shrub cover within the enclosure.
- Trapped native non-target animals should be drafted from the trapped goats on a daily basis.
- Building a holding paddock onto the trap yard can eliminate the need to remove goats from the trap yard daily and make it easier to operate.
- Trapping should be avoided during lambing/calving as ewes and cows can become separated from their young when they enter the trap for watering
- NSW DPI Standard Operating Procedure (NSW GOA004) "Trapping of feral goats" provides useful information on the humane and effective use of trap facilities.

11. Other requirements

Materials

All materials to be used in the project must be specified, including 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 (if a section of boundary is involved).

Projects linking across more than one property

The intent of TGP projects is to fund enclosed areas to improve the vegetation and environment. This may entail two (or more) properties fencing their perimeter 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. Where two applicants have applied for fencing along a joint property boundary, only one applicant will be contracted to complete these works. Contracted works will be assigned to the higher ranked applicant. Local Land Services Western Region encourages applicants to work with their neighbor to coordinate applications that may link across properties.

Note that large project areas may increase project cost effectiveness. However applicants will need to demonstrate robust strategies to overcome the difficulties of removing uncontrolled goats from large areas to meet the 2016 Incentive Program goals.

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 applications will not be considered.
- Supply a clear map using the legend provided. Please contact Local Land Services Western Region if you need assistance with 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.

13. Application dates

- **Stage one: due by 5:00pm AEST Thursday 24 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 **3. Funding criteria**).
3. The applicant is eligible to apply, as per the criteria listed on page 2 (refer to section 4. Eligibility criteria).

For **Stage Two**, grazing 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 TGP 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 TGP Project, you will enter into a 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 of 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 TGP 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 (see current MERI guidelines) will be required yearly, for the whole ten years of the contract. For a copy of the guidelines please contact Local Land Services Western Region.**
- 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 TGP 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 TGP 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 5204	32 Sulphide Street Broken Hill NSW 2880
	Jamie Love	(08) 8082 5207	
	Susannah Sage	(08) 8082 5205	
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

