Southern Integrated Cross Tenure Pest Program 2014

Guidelines and Application

Guidelines for individuals, groups and organisations applying for funding to **implement on-ground works** to assist in the management of **pest animals and weed control** within the Southern Area of Local Land Services Western Region .

In partnership with

Catchment Action NSW

Send Applications to:

Post:

Local Land Services Western Region

2014-15 Integrated Cross Tenure Pest and Weed Control Program

PO Box 363

Buronga NSW 2739

Hand deliver:

To any Local Land Services Western Region office**:**

Balranald	82 Market Street	(03) 5020 1691
Broken Hill	1 Adelaide Road	(08) 8087 3378
Buronga	32 Enterprise Way	(03) 5021 9460
Wentworth	1 Silver City Highway	(03) 5027 3064

Applications must be hand delivered or postmarked by 9am on:
Monday 17 November 2014

Grant process:

Step 1 Read through the guidelines.

Step 2 Contact your nearest Local Land Services Western Region office to assist in completing the application.

Step 3 If successful, enter into a contract with Local Land Services Western Region and start your project.

Application Process:

Applicants are required to submit an application by 9am on Monday 17 November 2014.

Applicants are encouraged to contact their nearest Local Land Services Western Region office where trained staff will assist you in submitting the strongest possible application for your project.

Funding criteria/eligible activities:

This grant funding is focused on pest animal control including pigs, foxes and rabbits as well as weed control for noxious weed varieties.

This program aims to promote a collaborate planning approach to pest animals and noxious weed control by working with neighbouring landholders or community groups to allow for a more strategic approach and provide long-term benefits for all involved.

Reducing pest animal populations improves habitat quality for native fauna, protects cultural heritage sites and reduces crop and pasture losses for local landholders.

Programs that would be considered for funding may include 1080 baiting programs, warren ripping and fumigation for rabbit control, trapping, hunting and the use of exclusion fencing to protect threatened species.

Funding Guidelines:

General

- All on-ground works are to be conducted on land within the Southern Area of Local Land Services Western Region.

- You must not begin your project until you have signed a contract with Local Land Services.

- Your project may be used by Local Land Services for demonstration and/or promotional purposes with your consent.

- If you have any questions about project eligibility or other concerns about the project proposal form please contact your nearest Local Land Services Western Region office.

Target Area indicated in blue
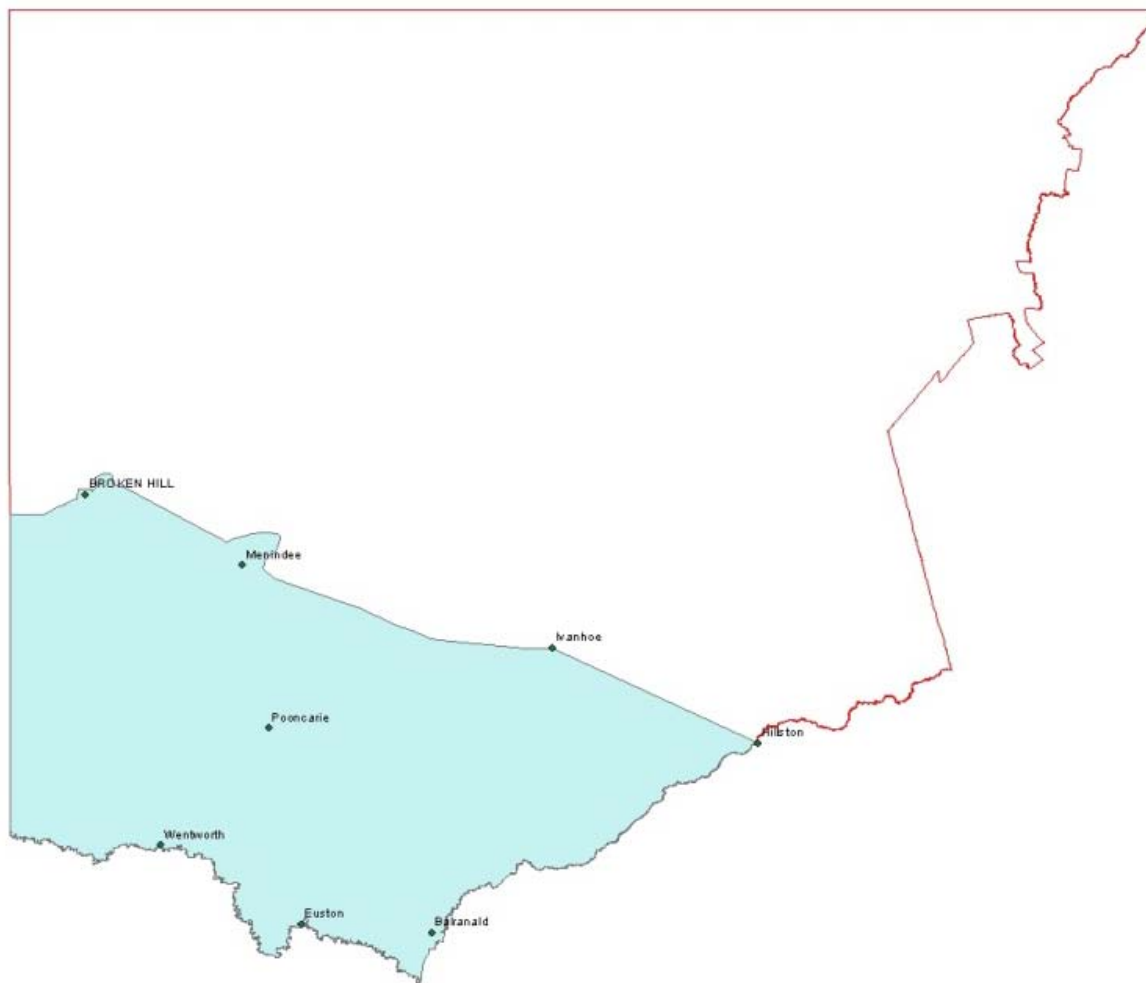
Eligibility

- Applications are invited from all southern 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).

- Negotiations will only be entered into with the legal entity responsible for the land the project is to occur on. Applications may be submitted by Land Managers, however contracts will only be considered with the appropriate legal entity (lessee).

- Applicants must have any works from previous grant funding up to date as at 14 November 2014 to be eligible for funding.

- **Applicants with current Local Land Services/National Landcare/previous CMA projects that are not compliant with contract conditions as at 14 November2014 will not be eligible for funding. This includes applicants with incomplete monitoring records.**

Monitoring and evaluation of outcomes

- If your project is funded you will be required to undertake basic monitoring of your projects management outcomes. This monitoring information will assist Local Land Services to assess project and applicant successes which in turn will aid us improving future programs.

- **Annual photo point monitoring is required for the whole five years of the contract.**

- Monitoring guidelines will be provided by Local Land Services Western Region.

- At times, Local Land Services staff may require property access for project monitoring purposes. We will talk to you to arrange this.

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:

- *Western Lands Act 1901* – NSW

- *National Parks and Wildlife Act 1974* – NSW
  *Please note, Cultural Site Identification and Protection requirements have been updated. Please refer to the Due Diligence Code of Practice fact sheet on Local Land Services website
  www.environment.nsw.gov.au

- *Native Vegetation Act 2003* - NSW

- *Threatened Species Conservation Act 1995* – NSW

- *Environmental Planning and Assessment Act 1979* – NSW

- *Environmental Protection & Biodiversity Conservation Act 2000* – Federal

- *Water Management Act* 2000 NSW

- *Prevention of Cruelty to Animals Act* 1979 NSW

- *Work Health & Safety Act* 2011 NSW
  *Please note, WHS legislation now places new responsibilities on Local Land Services, landholders and sub-contractors.

Project timeframe

- Projects must be completed by 16 May 2015.

- Funding priority will be given to projects with achievable and realistic short timeframes (ie completion by 16 May 2015.)

Lodging an Application

If you believe that your project is eligible, you must complete the Application Form at the back of these guidelines.

If you are seeking more than $10,000 in funding a project pre-inspection is required. Staff will arrange a field visit to evaluate whether the project meets the funding criteria and asses the environmental benefits.

Applications will be considered if they are received or post-marked by 9am on Monday 17 November 2014. You will receive an acknowledgement to confirm receipt of your application.

Assessment process

Your application will be assessed by an independent technical panel that will:

- Score your application and approve or reject based on the information you provide.

- Rank all approved applications.

The panel may suggest modifications to projects.

Example assessment questions
Has the applicant provided sufficient information about the proposed area and the pest outbreak?
Does the applicant demonstrate an understanding of how the infestation first occurred?
Has the applicant demonstrated sound project methodology for control of the infestation?
Does the applicant demonstrate clear and realistic timeframes and the ability to complete the on-ground works within the six month contract period?
Has the budget been correctly completed and will the project be cost-effective (incorporating project area size)?
Has the applicant sufficiently addressed the identified risks? Have other appropriate risks and actions been identified for the project success?
Is the project map clear and does it contain the requested content?

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 in order or eligibility, until the funds are spent or the eligibility list is exhausted.

- If your proposal is funded, we will write to you and offer you a five year contract for your project, including negotiated outputs and outcomes of the project.

- You must accept the contract by the given deadline or tell us if you decline the offer of funding.

Note: Due to priorities in Caring for our Country allocation, priority may be given to projects that achieve outcomes in specific areas, as identified by the Australian Government.

Eligibility list for approved but unfunded projects:

- If your project is approved but misses out on funding it will remain on an eligibility list.

- Funds may become available if other land managers decline a contract offer. In this case, funding is allocated to the next project on the eligibility list that can be fully covered by the available funds.

Payment schedule

- If you accept the contract, **50%** of Local Land Services funds identified in the budget will be paid to you within **two months** of signing the contract and submitting the first invoice. This is to support early completion.

- Once the **first milestone** is complete a progress payment of **25%** will be made.

- When the on-ground works are complete a Local Land Services officer will carry out a final inspection. The remaining **25%** will be paid within two months of the final inspection report and submission of a tax invoice and monitoring data.

- If the works are unsatisfactory, the final payment may be withheld, funds recovery action may be taken and restrictions may be placed on future funding.

- Grants are considered taxable income by the Australian Taxation Office (ATO). You should consult your financial advisor or the ATO about the tax implications.

Note: For applications of less than $10,000, two 50% payments will be made based on the above schedule.

Final Inspection

Final inspections are carried out by Local Land Services officers to allow final payment. An officer will:

- Discuss a suitable time to conduct the inspection.

- Check all infrastructure against the contract, including the information from your application and any negotiated outcomes, such as the quality of material, location of infrastructure, amount of materials, etc.

- Record GPS details for key points and infrastructure for future monitoring.

- Discuss 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 Tanya Cooper, Land Services Officer (Projects) by phoning 03 5021 9453.

Appeal process for unsuccessful applicants

- Local Land Services Western Region will review any appeals. This determination will be final.

- An application for appeal must be made in writing to Leigh Pyke Acting Manager Land Services, Local Land Services Western Region, PO Box 363, Buronga NSW 2739 stating the reasons for the appeal.

- No new information is considered; the appeal is based on what is provided in the application form.

- Appeals will be assessed within one month upon receipt

- 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.

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 Integrated Cross Tenure Pest Program will view your information. These people are required by law to not disclose your information.

Storage:

- Information is assessed by an independent panel which may include experts, landholders, staff, board and industry representatives. The panel do not keep any of the information. Your information will be stored in secured files within the Local Land Services offices. The information will be kept for the organisational life of Local Land Services or subsequent agencies.

Access:

- You may view or correct this information at your request in business hours.

Use:

- Your consent will be sought for any use of the collected information outside Local Land Services purposes.

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 funding is directed and to ensure integrity, honesty and transparency in the administration of the Grants Program.

Project risk management:

Risk assessment is a requirement of all Local Land Services Western Region operations under the Natural Resources Commission Statewide Standard for Quality Natural Resource Management.

You need to identify the risks to the project over the contracted five years and the management actions that will counter those risks.

If these risks are not identified or managed appropriately there is a chance the project will fail or not be maintained.

Note: All projects have associated risks. Achieving a high or extreme rating on the risk assessment does not mean your project will be rejected. Applicants need to identify and understand the associated risks and actions to counter the risk.

Use the table below to establish the likelihood and consequence levels of the identified risk.

Then cross-match the likelihood and consequence values to establish the risk rating (Low, Moderate, High or Extreme).

Consequence

Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	Extreme
Possible	Low	Low	Medium	High	High
Unlikely	Low	Low	Medium	Medium	Medium
Rare	Low	Low	Low	Medium	Medium

Once the risks are identified they can be accepted *(some risks cannot be managed),* controlled or eliminated. Use this table to describe the actions you will take to manage the identified risk in the Project Risk Management Table on question 10 of the Application Form.

Example:

Risk identified	Likelihood	Consequence	Risk rating	Actions required to manage risk
Regeneration of pest species	Almost certain	Major	High	• Undertake appropriate follow up treatment using chemical XXX • Undertake monitoring three times a year so that follow up treatments can be applied at appropriate and cost-effective times.
High level of total grazing pressure spreading the weed further	Likely	Major	High	• Exclude stock from treated area until under control • Incorporate TGP control measures with the installation of trap yards.

Project budget:

- A funding ratio of 2:1 is offered for this program.

- All costs need to be factored into the proposed budget.

Budget: Project Costs

- Include all in-kind costs (your labour, time, materials, maintenance, etc.). An individual's time can be costed at $25/hr. In-kind travel can be charged at $0.27/km.

- Employment of contractors may be costed into the project.

- Cost the use of your own plant (graders, dozers etc.) at 80% of current market contract rates.

- Please obtain relevant quotes from suppliers.

- Itemise all materials.

- All budget figures must be GST exclusive.

- Be aware that money allocated to projects will be based on the submitted budget and no allowances will be made for price increases in materials.

Note: Seek help if you are unsure – the budget is critical to the approval of the project.

Example from a boxthorn control works project

Description of Items	Number of Items	Cost per Item	Applicant Contribution	Local Land Services Contribution	Total cost Excl GST
Diesel	1000 litres	$1.30	$0	$1,300.00	$1,300.00
Dry hire of D4	100 hours	$62.00	$0	$6,200.00	$6,200.00
Hire of driver	100 hours	$25.00	$2,500.00	$0	$2,500.00
Glyphosate for follow-up treatment	400 litres	$12.00	$1,000.00	$3,800.00	$4,800.00
Labour for follow-up spraying treatment	100 hours	$25.00	$2,500.00	$0	$2,500.00
				$11,300.00	
			$6,000.00	**$11,300.00**	**$17,300.00**

Total cost divided by 3 (2:1 cost sharing)	$5,766.66
Is applicant contribution greater (Yes/No)	Yes

Project plan / map:

- Applicants are encouraged to get a property scale map, which are available from your Local Land Services Western Region office.

- The presentation of the project in spatial (map) form is a key assessment tool and will form part of the contract and continued monitoring.
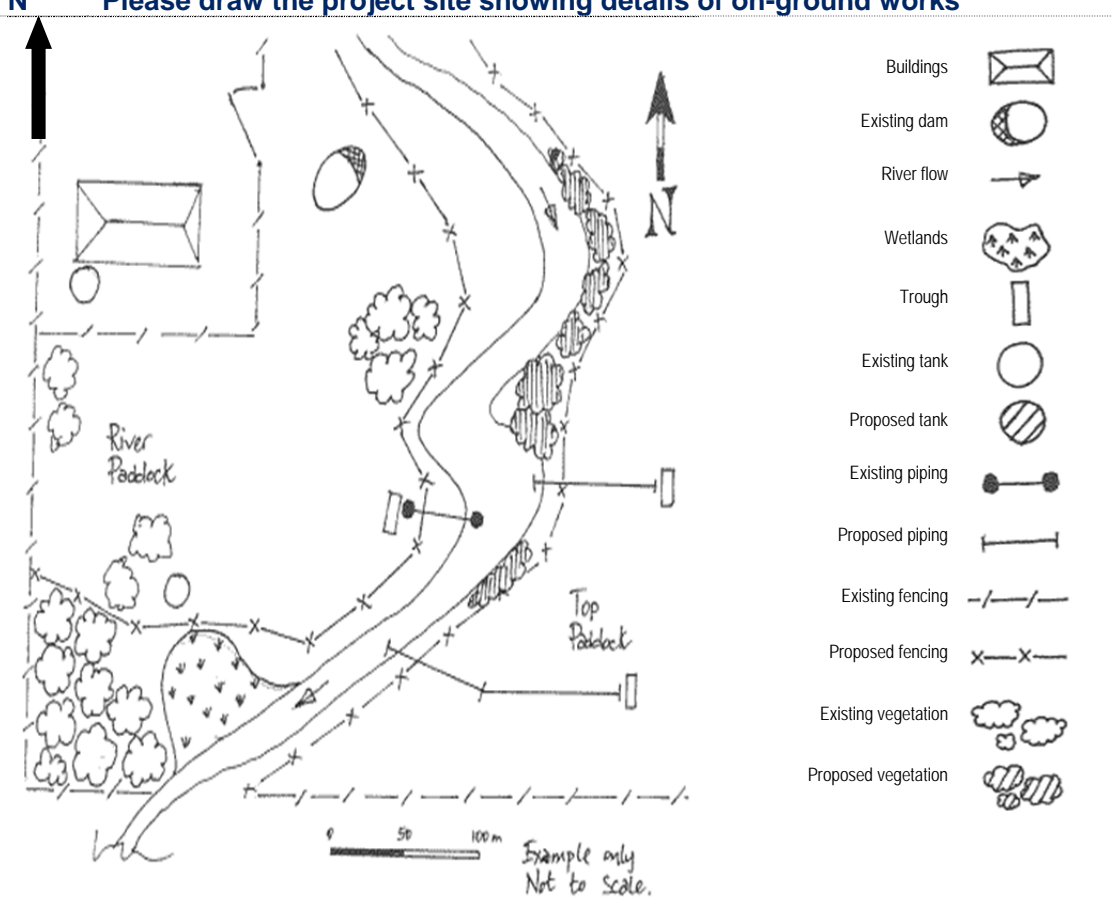
Maps must be:

- Legible in black and white - **do not use colour**.

- Show details from the legend in the example below.

- Include a scale i.e. areas of paddocks, length of fencelines in km or an accurate scale bar.

- Include paddock names if applicable.

- Include vegetation/land type information if applicable.

- A north arrow (↑) should be clearly displayed.

- If possible, add GPS points to key location in the proposed project area.
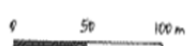
Example of Boxthorn Control Property Map

Name of property:		Area of property:	ha
Name of landholder:			
Name of project site:		Area of project site:	ha

N   Please draw the project site showing details of on-ground works

Make sure you have read and understood the guidelines before starting this application.

Q1 Contact / Business Details

Name	
Property Name	
Mailing Address	
Western Lands Lease number Lot, DP	(Where the work will be carried out)
Telephone	
Fax	
Mobile	
Email	
ABN	
Trading Name	
GST Registered	Yes / No

Q2 Project Title (less than ten words)

Q3 Local Land Services Western Region office and officer that assisted you with the application

Local Office	
Staff member	

Q4 Natural resource management outputs proposed by the project.

Target species for management	
Total area (Ha) of vertebrate pest control works	
Area (Ha) of invertebrate pest control works	
Area (Ha) of pest plant control measures	

Q5 Project area overview detailing the particular infestation.

Provide a brief overview of your project – 50 words or less

Q6 Explain why the infestation is a priority?

Demonstrate that your project has been chosen on a strategic and prioritised basis and not in an ad-hoc manner.

Q7 Project Methodology – Explain how your project will manage the current infestation.

Q8 Project timetable

Activity	Actions required	Est completion date

Q9 Project budget (refer to page XX of the guidelines.

Activity to be undertaken and items to be purchased	Cost per Item	Applicant In kind	Contribution	Total cost (Ex GST)
Totals				
Total cost divided by 3				
Applicant contribution greater				**YES / NO**

Q10 Risk Management Table

Please rate and detail your proposed actions for the identified risks (refer to page 8 of the guidelines).

Risk Identified	Likelihood	Consequence	Risk Rating	Actions required to manage risk
1. Reinfestation of the pest species within the project area after treatment completed.				
2. Pest species may spread to an adjacent area.				
3. Pest species population continues to grow despite control measures.				
4. Pest program compromised by a major weather event (e.g. flood)				
5.				

Q11 Project Plan

Attach an **A4** sized map showing the location of the property or properties where the proposed project is to be undertaken in relation to nearest towns, roads and surrounding properties.

Clearly define the project area using the legend supplied to distinguish relevant features of your map.

Existing Infrastructure

———— plain wire fence

✕✕✕ hingejoint fence

—┼—┼— electric fence

▣ ground tank

⊠ trapped ground tank

⤙⤚ trough

● poly tank

— ~ — ~ — polypipe line

✕ pump/bore

other

Vegetation/Land type

⌢⌢ river

⌢⌢ creek, lagoon, cowl, etc.

≫ ≫≫≫ gully

[flood-out area] flood-out area

[w w w] wetland

other

Q12 Past projects

Have you received funding from Local Land Services Western Region (Formally Lower Murray Darling CMA) for any other natural resource management project in the past? (Use contract numbers if applicable)

Yes ☐

No ☐

If so, briefly outline the project(s):

Q 13 Are you willing to allow Local Land Services Western Region to use your project for media promotion, case studies, further research, field days if asked?

Please Note: specific permission from you will be sought before any action is taken.

Yes ☐

No ☐

Will think about it ☐

How did you find out about this grants funding program?

☐ mailout ☐ website ☐ radio ☐ TV ☐ newspaper ☐ word of mouth

Q14 Application Declaration

I _____ of _____declare:

(Print name)   (Group/Organistion, if relevant)

That the information provided in this application is complete and correct. I have read and understand the guidelines concerning this application.

Signed: _____   **Date:** _____/_____/_____