



Local Land
Services

NSW Regional Weed and Pest Animal Management Drought Funding Program 2018-2019

Applicant guidelines and how to apply

Applications close at 5pm on 18th July 2018

Projects must be able to be completed by 30 June 2019

For further information, please call Charlie Lucas 02 6386 2385.

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NSW Regional Weed and Pest Animal Management Drought Funding Program

2018-2019

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More information

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing June 2018. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check the currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

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Important information

Please read these guidelines carefully before starting your application.

The funding outlined in these guidelines is only available to designated organisations

- **List of eligible organisations in NSW**

Organisations that are incorporated, such as Local Land Services regions, industry organisations, local governments, or a regional organisation of local governments or equivalent body are requested to develop projects through consultation with affected stakeholders that can include: primary producers; local governments; Local Land Services; Landcare; regional weed committees and wild dog committees that identify agreed project proponent or proponents.

- **Individuals should contact their local government, industry group or Local Land Services to discuss inclusion in projects.**

Important Dates

- Closing date for applications - 18/07/2018
- Applicants notified of outcomes by end of July 2018
- Completion and reporting of all project activities – 30/06/2019
- Progress reports due beginning April 2019

PART 1 – Introduction

1.1 Aim of the program

During drought, pest and feral animals and weeds add further pressure to pastures and groundcover at a time when feed is critical for remaining livestock. Wild dogs, feral pigs and foxes tend to prey on grazing animals that are concentrated around fewer watering points. This funding will help reduce the impact pest and feral animals have on drought-affected farmers and help reduce the incursion of weeds.

The Commonwealth will contribute to NSW Local Land Services' prioritised pest and weed programs, which will help manage pest animals and weeds in drought-affected areas. The aim of this funding is to:

- reduce grazing pressure from pest animals
- reduce predation from pest animals like wild dogs through culling and exclusion
- reduce weed incursions.

Outcomes will include: increased stock survival; improved groundcover and critical stock forage; and improved landscape health in drought-affected areas.

There will be flow-on benefits to local communities through the creation of additional employment opportunities. The economic activity will boost local agricultural suppliers and support services.

1.2 Regionally-based service delivery

Projects are to be developed on a regional basis, with identified sub-programs as required. One organisation will be required to manage the funds and establish joint governance arrangements, however project delivery may be by a variety of entities. It is important that the project application clearly identifies the on-ground delivery arrangements and funding allocations to respective entities.

The NSW Government expects all the organisations involved in the implementation of the NSW Regional Weed and Pest Animal Drought Funding Program will:

- **Deliver the NSW Regional Weed and Pest Animal Drought Funding Program priorities** through the most appropriate delivery agents and mechanisms that are agreed in local plans such as Local Government Area Pest Management Plans or Local Land Services regional plans.
- **Report and promote achievements and outcomes at a regional and broader level.** Organisations are expected to operate in a transparent way. They will be expected to include measurable outputs and outcomes and report to government and their communities on their activities and achievements in relation to projects and program-related outcomes.
- **Broker partnerships and leverage further sustainable investment for projects.** Organisations need to engage, partner and implement projects with communities, investment partners, training partners, employment agencies, landholders and local organisations in order to leverage optimal outcomes and investment.

1.3 What will be funded?

Organisations are invited to submit project applications addressing the priorities for investment outlined in Part 2 for projects that may deliver outcomes for 12 months.

Integrated regional applications that address individual themes, link the government's themes on a wider scale within the program, and/or are longer term in nature, are encouraged.

Applications should include details of appropriate financial co-contributions by the applicant, or other project partners, in the project budget section of the application.

The program aims to maximise direct investment in on-ground activities that achieve important, enduring, and largely public-oriented outcomes. Applicants are required to demonstrate how the proposed activities will deliver measurable on-ground outcomes to address the relevant priorities.

In order to secure landscape-scale outcomes, the program encourages building on existing and new alliances and cooperative governance arrangements between regions, governments, industry sectors, local training and employment organisations and indigenous groups, as well as Landcare, catchment management, environmental organisations and other community groups.

Detailed information on priorities for investment, budgets, timeframes, eligibility and assessment and rights and responsibilities are outlined in the following sections:

- Part 2: Investment priorities
- Part 3: Eligibility
- Part 4: Application and assessment process
- Part 5: Funding agreement requirements
- Part 6: Rights and responsibilities.

PART 2—Program investment priorities

It is critical that all projects have regionally-based service delivery and decision making involving local governments, Local Land Services, industry and other key stakeholders.

Projects should be in areas that are identifiable as being in long-term, drought-affected areas of NSW, specifically:

- Central Tablelands, Central West, Hunter, Murray, North Coast, North West, Northern Tablelands, Riverina, South East and Western regions.

2.1 Focus of the program

This investment priority will be allocated to support the community in efforts to improve pest and weed management. NSW will receive \$1.5 million for farmers in drought-affected regions to control established pest animals and weeds, as part of the Australian Government's Agricultural Competitiveness White Paper.

Regional Weed and Pest Animal Management Drought Funding Program projects can focus on:

- infrastructure projects, including:
 1. cluster fencing
 2. total grazing pressure fencing
 3. water-point traps.
- strategic projects for vertebrate pest and weed management, including:
 1. baiting
 2. shooting
 3. toxin injectors
 4. traps
 5. the use of remote cameras for monitoring and optimising pest control.
- emerging issues projects that address pest animals and weeds that have the potential to have an increasing impact on production, including:
 1. control of Boxthorn in the Western division
 2. exclusion fencing and traps for the control of feral deer populations
 3. local eradication of isolated large feral herbivore populations (feral donkeys, deer and camels).

2.2 Objectives

Objectives are the intended results that contribute to benefits for NSW. These objectives have been developed by taking into account government policy priorities.

2.2.1 Building landholder skills and capability

Applications must demonstrate the level of management being undertaken to manage pest animals and weeds, including linkages to current and past on-ground management programs.

Applications must demonstrate that landholders will develop enduring capability, skills and long-term planning processes to continue to effectively manage pest animals and weeds.

Applications must demonstrate how the project will be managed locally in the short term and into the long term to ensure outcomes are maintained.

Applications must highlight how they link to existing pest management priorities in local, state or national strategies or national threat abatement plans.

2.2.2 Building landholder, indigenous and industry skills, knowledge, engagement and participation

Proposals must include the significant participation of communities, including Landcare, indigenous, farming, industry and other community groups and individuals in on-ground activities.

Project applicants are encouraged to identify and integrate labour and skills-based organisations to be directly involved in projects to maximise the use of regional labour and skill development initiatives that generate positive impacts on rural and regional employment.

2.2.3 Projects are technically feasible, provide value and facilitate local employment

Applications must demonstrate the level of contributions from landholders, industry, local government, local industry and other project partners, including the ongoing level of stakeholder and public support.

Applications must include technical expertise and support for the project and an assessment of its operational feasibility and value for money, including investment from other parties that can support local employment.

2.2.4 Projects continue to evolve by including measurable and reportable outcomes

Applications must include key success indicators and measures, including the expected sustainable agricultural and biodiversity outcomes and capacity-building outcomes that will be achieved by the project.

PART 3—Eligibility

Organisations should consider the eligibility criteria outlined below before applying.

3.1 Eligibility of applicant

For the purposes of the guidelines ‘the applicant’ must be one of the organisations listed below. The applicant must not have any overdue project acquittals for NSW Government funding at the time of contracting.

List of eligible organisations in NSW

Organisations such as Local Land Services, incorporated industry organisations, local governments or a regional organisation of local governments or equivalent body are requested to develop projects through consultation with affected stakeholders. Such stakeholders may include primary producers, local governments, Local Land Services, Landcare, regional weed committees and wild dog committees that identify as an agreed project proponent or proponents.

3.2 What will be funded?

The program may fund the following:

- Activities that align with program priorities and objectives for investment will be considered. Applications that not only focus on addressing these priorities for investment, but also address local and/or regional level priorities in a cost-effective and justifiable way may also be considered for funding. Cross-regional activities are encouraged, but not mandated.
- Project funding will be based on the delivery of outcomes and on the investment priorities which are measurable.

All project funding will be allocated by 31 August 2018 and must be spent by 30 June 2019.

Administration expenses are capped at no more than 7.5% of total project allocations.

Allowable administration expenses examples include:

- corporate governance and compliance costs
- reasonable office/equipment operating costs
- project proposal planning and development
- project performance monitoring, reporting and evaluation systems
- project management staff costs, including salary and travel.

3.3 What will not be funded?

The program will not fund activities that:

- do not address one or more of the priorities for investment in Part 2
- have been undertaken before entering into a funding agreement with the NSW Government
- are currently being funded through current or previous receipt of government or third-party funding for essentially the same project
- are required as part of an approval under Commonwealth or State legislation, or are in breach, or likely to cause a breach, of state and/or national legislation
- are likely to have significant adverse impact on indigenous cultural heritage and have not received approval for the activities through relevant state legislative requirements

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- predominantly support research, tool building and/or modelling approaches, except where it is demonstrably required to achieve on-ground outcomes in line with priorities and the needs of the particular project
 - are for political advocacy
 - are required for purely private or business development/commercial benefit
 - are required to meet the core business particularly statutory responsibilities of government agencies that do not align with the program priorities
 - involve the purchase of equipment or materials that are normally part of a landholder's or organisation's responsibility, unless a critical link to program or project outcomes can be demonstrated
 - provide bounties for the control of vertebrate pests
 - are not best practice, including humane vertebrate pest best practice (refer to [PESTSMART](#) and [A model for assessing the relative humaneness of pest animal control methods](#))
 - are outside of NSW.

The NSW Government reserves the right, during the assessment process, to adjust project allocations, within or across financial years, and to impose conditions on approvals. The NSW Government also reserves the right to redirect investment at any stage of the process if applications do not meet program requirements.

PART 4—Application and assessment process

4.1 Preparing your application

Applicants must complete and formally submit an application in the provided form to be considered for funding. The completed application should be submitted electronically.

Requests for an extension should only be sought in extenuating circumstances. Local Land Services has no obligation to accept a request for an extension or late applications. However, the NSW Government may, at its discretion, extend the application period on a case-by-case basis.

4.2 Eligibility criteria assessment

As part of the assessment process, applications will be screened by Local Land Services to confirm whether the eligibility criteria in Part 3 have been met. Applications that do not meet the eligibility criteria will be excluded from the remainder of the assessment process.

4.3 How will applications be assessed?

A technical panel made up of Local Land Services staff members, Department of Primary Industries staff members and other relevant external technical experts as required will be established for the project assessment process. To ensure objectivity, any member of the Technical Panel, will declare any discussions that have taken place with applicants that may represent a real or perceived conflict of interest.

Project applications will be assessed by the Technical Panel.

The assessment will encompass all applications and will:

- undertake a thorough assessment of all proposals against set assessment criteria (as outlined below)
- recommend removal of ineligible activities
- propose any necessary conditions to be applied to applications should they be selected
- moderate the applications overall, with a view to recommending an appropriate split, bearing in mind regional capacity and funding available to meet the allocated budget priorities
- consider the balance of funding between activities and recommend any adjustments to projects or further calls for available funding, in line with program theme priorities.

The assessment process will also identify any issues requiring attention, including opportunities for cross-jurisdictional or cross-regional collaboration, budgetary and contracting issues.

4.4 Assessment criteria

Criteria 1: Additional to work undertaken or underway that has been shown to be effective in reducing feral animal and/or weed impacts

Projects must not undermine or replace existing activity. The project proposal must detail work that is being undertaken and how the proposed activity will complement this work. Projects must demonstrate continuation or complementation of this work. For example, the development and commitment to implementing property pest management plans.

Applicants must provide details of any other Federal or State funding sources already granted for the proposed activities or complementary activities (how much and for what purposes), including details of any application that has been made for funds from other Federal or State funding sources, the current status of this application and/or if the project is in receipt of other funds (how much and for what purposes).

Criteria 2: Strategic and best practice management

Proponents must demonstrate technical expertise and support for the project, an assessment of its operational feasibility and value for money. Applicants must also demonstrate the potential extent of ongoing stakeholder and public support.

Projects should increase landholder capacity and willingness to work together to combat pest animals and weeds. The responsibility for pest animal and weed control rests with the landholder, however, in drought conditions, landholders are least able to devote resources to pest animal control. Applicants must demonstrate how the project ensures that landholder participation will be enhanced by the project.

Projects seeking funding for fencing must:

- demonstrate practical, legally valid governance arrangements and must demonstrate public benefit
- ensure that funding for fencing is capped at \$2,700 per kilometre
- ensure that all recipient landholders are primary producers, (see ATO Ruling TR 97/11)
- detail and demonstrate the timeframes required before a positive return on investment is achieved
- detail how decisions about how cluster funding will be determined regionally - in determining cluster priorities applicants should consider factors such as landholder ownership and maintenance arrangements and pest animal impacts
- ensure that monitoring and evaluation are incorporated into the project
- assume all responsibility for the financial, social and legal outcomes of projects in perpetuity and succession in land title
- consider Aboriginal cultural heritage in fence construction (landholders undertaking projects must implement the Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW)
- demonstrate a commitment to integrated pest and weed management (all participant landholders must join or be part of a pest management group for proposals to be eligible for funding)
- develop a coordinated, integrated pest animal management plan for the cluster area to be implemented throughout the life of the project (impacts on areas external to the cluster perimeter must be considered)
- develop a fauna management plan for the cluster area to be implemented throughout the life of the project (this will address kangaroo and emu population management and consider impacts on areas external to the cluster perimeter)
- ensure the erection of exclusion fencing under a cluster project proposal must be undertaken by a contracted provider.

Criteria 3: Demonstrable flexibility to encompass changing weather, such as alternate activities that can be used in the event of rain.

Criteria 4: Developed on a regional basis, with demonstrated participation by local government, Local Land Services and industry. However, for each region, it is preferable that one agency take the lead for project governance, including administration of funds.

Criteria 5: Alignment with national, state, regional and local weed or pest animal priorities.

Proponents must demonstrate how the project will gain landholder support by targeting pest animals and weeds with the highest impacts.

Communication and media are branded and announced as per NSW and Australian Government requirements.

Projects must align with Local Land Services Regional Strategic Plans and local government pest management plans.

Regional strategic plan and local government plans are developed with extensive community and stakeholder consultation and are representative of community priorities.

Criteria 6: Projects must have measurable and reportable outputs.

As projects are enhancing existing work, project applications will include baseline information to allow progress to be measured and outputs to be reported. Outputs are shown in Table 1.

Table 1: Agreed reportable outputs

Output	Description	Measure	About
Cluster Fencing	Number of cluster fencing arrangements	<ul style="list-style-type: none"> a. Number of landholders engage in formal collaborative agreement b. Number of hectares in cluster c. Number of kilometres of fencing completed 	
Building long-term capacity	Number of formally-documented collaborative arrangements developed	<ul style="list-style-type: none"> a. Number of arrangements for effective collaboration negotiated where a formal agreement does not exist 	Evidence will need to be provided on how these will be managed beyond the term of the project's funding
Co-contribution	Value of applicant and collaborating funds	<ul style="list-style-type: none"> a. In-kind contributions (calculated in dollar terms) b. Cash contributions (clearly identified) 	
Events	Number of awareness-raising events, such as demonstrations, field days or study tours conducted	<ul style="list-style-type: none"> a. Number of participants who attended 	An awareness-raising event is an event designed to pass on information and improve knowledge and understanding. To calculate person-days, multiply the number of participants by the amount of a day or days the event ran for (use only half day or full day units) and round totals to the nearest whole number.
Training Sessions	Number of training sessions, workshops, seminars or other skills and training events conducted	<ul style="list-style-type: none"> a. Number of participants attending 	Structured activities designed to improve existing skills or develop new ones. Training sessions MAY lead to or contribute to formal qualifications like a TAFE certificate, but need not necessarily do so.
Properties assisted	Total number of properties assisted	<ul style="list-style-type: none"> a. Number of properties assisted with trapping support or spraying operations b. Number of properties assisted with strategic aerial baiting or spraying c. Number of properties assisted with baiting equipment or 	Assistance can be technical advice and provision of labour.

Output	Description	Measure	About
		herbicide equipment d. Number of properties assisted with aerial shooting or aerial herbicide application e. Number of properties assisted with feral animal or weed control in key strategic locations f. Level of industry coordination for landholder participation in coordinated control activities g. Number of properties assisted with additional baiting or weed controls, in addition to routine activities	
Pest animal control – vertebrates	Total area (ha) of pest animal control measures implement by the project	a. Area of trapping support implemented b. Area of strategic aerial baiting c. Area where additional baiting equipment is implemented d. Area where aerial shooting implemented e. Area of targeted rabbit control in key hotspots implemented f. Level of industry coordination for landholder participation in coordinated control activities g. Area of additional baiting activity implemented	Ensure that the species being controlled is noted in the output description field.
Pest plant control	Area (ha) of pest plant control measures implemented	a. Reduction in density of pest plant control that represents initial treatment (in ha)	Ensure that the species being controlled is noted in the output description field (in both Part C of the Project Schedule and reporting templates) and whether the control measure is 'containment' or 'ongoing suppression'.
Property/Reserve	Number of property/reserve	a. Area (ha) that the	Plans at whole farm/property or reserve scale e.g. farm/reserve plan

Output	Description	Measure	About
management plans	management plans completed	property/reserve management plan covers	or management for weeds and pest animals.
Employment	Number of regional people employed	a. Number of hours per week for each project	

Criteria 7: Projects should provide long-term benefits, evidenced by measurable outcomes.

Projects should provide some elements of long-term benefits, such as building community capacity, strategic control to remove small populations or reduce populations in strategic areas.

PART 5—Funding agreement requirements

5.1 Project commencement

Organisations will be advised of the outcome of their applications by email.

The NSW Government, through Local Land Services, will negotiate a funding agreement with each successful applicant. This agreement will need to be signed, with any specified conditions of funding met, before project payments can be processed and the project can commence. If the funding agreement is not finalised within 20 business days from the date the offer is made, the offer of funding may be withdrawn. The agreement may last up to 10 years, depending on the type of project being funded. It may also include special conditions that will be determined at the local level with Local Land Services.

A funding agreement is a performance-based, legally-enforceable agreement, setting out the terms and conditions governing the funding to be provided for the project under the Regional Weeds and Pest Animal Management Drought Funding Program.

5.2 Grant conditions

Grants are subject to normal taxation treatment and no special arrangements will apply. You should seek independent advice on the taxation implications of receiving a grant. Project budgets in applications should be GST exclusive. GST will be added to funding payments (as applicable) so the Commonwealth meets its obligations under A New Tax System (Goods and Services Tax) Act 1999 (Cth).

5.3 Monitoring and reporting

Reporting on project performance will provide evidence about the appropriateness, impact, effectiveness, efficiency and overall outcome of on-ground investments made through the program. The NSW Government requires projects to also include quantitative data. Examples are: increase in volunteer, landholder and industry skills; knowledge and engagement; and indigenous employment/engagement.

The NSW Government and the community will be kept informed of the progress of Regional Weeds and Pest Animal Management Drought Funding Program projects and the delivery of their outcomes through web content, key achievement reports and the release of an annual report.

5.3.1 Communication requirements

Recipients are required to acknowledge the NSW Government and/or Australian Government's contribution to the project in all devolved grants processes, project materials, publications and activities.

As part of their role in engaging the community in the program, recipients are expected to provide information on the program funding opportunities to their regional communities (such as through newsletters or email lists).

Part 6—Rights and responsibilities

6.1 Applicants

It is the responsibility of the applicant to:

- inform themselves fully and properly of the requirements of the program, these guidelines and the requirements of the application process
- ensure that their application is complete and accurate, as Local Land Services is not obliged to request additional or missing information
- identify any information contained within their application that they consider should be treated as confidential and provide reasons for the request (noting that Local Land Services will not be in breach of any confidentiality obligations where disclosure is required as outlined further in section 6.4 below)
- keep a copy of their application, and any attachments, for their own records
- inform Local Land Services of any changes to their circumstances that may affect their application or their eligibility for funding under these guidelines.

If an applicant is successful in obtaining funding, it is the applicant's responsibility to ensure that they hold the relevant insurance(s) at the time of entering into the funding agreement and prior to any project activities being undertaken. Local Land Services may require the applicant to provide copies of the relevant certificates of currency for their insurance.

Applicants are also required to declare in writing to Local Land Services where any actual, apparent, or potential conflict of interest exists or might arise in relation to their application that may impact on it, the proposed project, or any funding agreement it may enter into with the NSW Government.

The applicant's participation in any stage of the application process, or in relation to any matter concerning the process, is at the applicant's sole risk, cost and expense. The NSW Government will not be responsible for any costs or expenses incurred by an applicant in preparing or lodging an application or in taking part in the process.

The NSW Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in their application.

Applicants are entirely responsible for the accuracy of all information submitted in their application. If applicants knowingly provide inadequate, false or misleading information, the application may be excluded from the assessment process and required to return grant funds.

If an applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their application, they must immediately bring it to the attention of the NSW Government by emailing Charlie.lucas@lls.nsw.gov.au. Local Land Services may request further information from an applicant and allow an applicant to remedy any discrepancy, ambiguity, inconsistency or errors in an application. Local Land Services reserves the right to accept or disregard clarification information provided by applicants, and will not consider clarification information that materially improves or amends an applicant's original application.

Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

6.2 The NSW Government's rights

The NSW Government reserves the right to amend these guidelines in its absolute discretion and will, where possible, provide reasonable notice of these amendments. The NSW Government also reserves the right to vary, suspend or terminate the assessment process at any time and in its absolute discretion. The NSW Government

will also assert rights to ownership around any data collected through implementation of the Program, subject of course to privacy and commercial considerations.

6.3 Disclaimer

The NSW Government, including Local Land Services and their officers, employees, agents and advisors:

- are not, and will not be, responsible or liable for the accuracy or completeness of any information in, or provided in connection with, these guidelines
- make no express or implied representation or warranty that any statement as to future matters will prove correct
- disclaim any and all liability arising from any information provided to an applicant, including errors in, or omissions contained in that information
- except in so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in these guidelines
- accepts no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of these guidelines or any other information provided by the NSW Government in respect of the Regional Weeds and Pest Animal Management Drought Funding Program.

6.4 Confidentiality and privacy

Applicants must identify any information contained within their application that they consider should be treated as confidential and provide reasons for the request.

Local Land Services will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms
- the information is by its nature confidential or
- disclosure would cause detriment to the parties concerned.

Local Land Services is subject to the legislative and administrative accountability and transparency requirements of the NSW Government, including disclosures to the Parliament and its Committees. Notwithstanding any obligations of confidentiality, Local Land Services may disclose, or allow at any time the disclosure of, any information contained in or relating to any application:

- to their advisers, employees or internal management for purposes related to the application and assessment processes, including to evaluate or otherwise assess applications and manage any resultant funding agreement
- to the responsible Minister
- in response to a request by a House or a Committee of the Parliament of the State of NSW
- within Local Land Services, or with another agency, where this serves the NSW Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the NSW Government is subject to the *Government Information (Public Access) Act 2009* and its requirements
- where the information is already in the public domain, otherwise than due to a breach of any relevant confidentiality obligation by the NSW Government.

In submitting an application, applicants consent to Local Land Services using the information contained in their application for the above-mentioned purposes, for administering the program and any other incidental or related purpose. Local Land Services will store and use the personal information collected by it in compliance with its obligations under the *Privacy and Personal Information Protection Act 1998 (NSW)*.



