



**Local Land
Services**
Western



Australian Government

**National
Landcare**
Programme



Western Region Small Land Management Grants

**Guidelines and conditions for weed
management projects**

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1. About the program

The Western Region weed management program provides grants to individuals, groups and organisations to undertake weed control projects that focus on slowing the spread and reducing the presence of invasive weed species in the Western Region.

An important feature of the program is that all projects must have a public benefit – that is, the region more broadly, not just the applicant, will gain a long-term benefit from the funding.

The program is continually open for applications, provided that the annual allocation of has not been exhausted. We will publish an alert on our website if funding has been exhausted in any category. Funding may also become targeted to specific areas with associated ecological communities in order to best meet our funding targets.

Note that the following financial limits apply to the Small Land Management Grants Program:

- **Individuals may receive a maximum of \$5,000 per financial year.** If you have successfully completed a project you may reapply if you have not reached individual limit.
- **Groups may receive a maximum of \$5,000 per property involved per financial year.** If a group has successfully completed a project they may reapply to the funding category if the group has not reached the limit.

Aim and objectives

The program aims to improve and sustain the condition of natural resources in the Western Region by implementing control measures for weeds. Please note that due to funding conditions, applications focused on the control of listed noxious weeds may be required to demonstrate how management will benefit a priority area.

Funding conditions specify priority areas to be addressed under this program. Weed control projects must improve the condition of the following:

- regionally significant habitats and communities in the Western Region (e.g Barrier Ranges)
- threatened ecological communities (e.g Acacia loderi and Coolibah-Black Box Endangered Ecological Communities)
- threatened species habitat (eg known mallee fowl areas)
- RAMSAR wetlands (e.g the Paroo River Wetlands)

Please refer to a region map in Appendix E, to guide you in the location of the above priority areas.

The table below indicates the priority of your project based on your proposed management activity:

Weeds Program Priority Matrix		Species Status				Priority Level Key
		Native Species	Non-Native	Noxious Weed	WoNS	Not Eligible
Environment	Rangeland	Not Eligible	Not Eligible	Low Priority	Low Priority	Low Priority
	Endangered Ecological Community	Not Eligible	Medium Priority	Low Priority	Low Priority	Medium Priority
	Threatened Species Habitat	Not Eligible	Medium Priority	Low Priority	Low Priority	Priority
	RAMSAR Wetland	Not Eligible	Medium Priority	Low Priority	Low Priority	High Priority

2. How to apply

The application form includes:

- a description of proposed works
- a budget table
- a hazard identification and risk assessment.

More information about how to complete these is provided in **Sections 5** and **6** below.

You can apply for funding more than once in each financial year, provided that you meet the following conditions:

- You must have completed your first project and received confirmation from Local Land Services Western Region that you have met the conditions of your funding (refer to **Section 9**)
- **Individuals may receive a maximum of \$5,000 per financial year.** If you have successfully completed a project you may reapply if you have not reached the individual limit.
- **Groups may receive a maximum of \$5,000 per property per financial year.** If a group has successfully completed a project they may reapply to the funding category if the group has not reached their limit.

The program is open to:

- individuals
- incorporated groups
- non-government organisations
- Local Government and State Government bodies that can display a requirement for financial support to achieve weed control outcomes

All applicants must reside in the Western Region. Refer to **Appendix A** for a map of eligible locations.

Who is ineligible to apply

The program is not available to:

- individuals with an outstanding monitoring activity with Local Land Services Western Region or the former Catchment Management Authority.
- individuals, groups, organisations and Local Governments located outside the Western Region.

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 to Local Land Services programs 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. If you have a relationship as defined above, you must declare this in your application to the Small Land Management Grants Program. If you are concerned that a perceived conflict of interest may impact on your application please contact the grant manager listed in section 11.

3. Project development

Appendix A provides examples to help guide you in developing a project – but please note that this list is not exhaustive.

Hint – it is recommended that you talk to our staff about your project before you apply to check whether it is likely to be eligible.

All projects **must**:

- contribute to meeting at least one of the objectives listed on page 2
- have a long-term public benefit – this may include reducing biosecurity risks, increasing the health of threatened species environment, which have a flow-on benefit to other areas within the region. It also includes sharing knowledge and skills with the wider community through workshops or demonstration events.

Hint – you need to clearly explain in your application how your project will meet these two criteria.

- be completed within a six month period, commencing from the date your Funding Agreement is executed.
- focus on Weeds of National Significance or Noxious Weeds as listed by the Noxious Weeds (Weed Control) Order 2014.
- A list of these Weeds of National Significance is available at:
<http://www.environment.gov.au/biodiversity/invasive/weeds/weeds/lists/wons.html>.
- refer to <http://www.dpi.nsw.gov.au/biosecurity/weeds> to search plant species for information regarding control and their declaration status as a Noxious Weed in NSW.

What won't be funded

The program will not fund projects that:

- focus control works on Invasive Native Scrub. The control of native species is not a priority for this funding and is considered ineligible.
- do not focus on Weeds of National Significance or Noxious Weeds as listed by the Noxious Weeds (Weed Control) Order 2014. If funding is sought for assistance in control of non-native plants that are not declared weeds, please contact Local Land Services staff to discuss the possibility of developing a project separate to this program.

4. Completing the budget table

As part of your application you need to provide a detailed budget table outlining the total cost of the project. We will assess it to ensure it represents value for money and calculate the contribution you are eligible to receive through the Western Region Weeds Program.

Local Land Services will contribute a maximum of 40% of the total project cost. Groups that can demonstrate a non-for-profit status will be exempt from this condition, however please note that it is expected that non-for-profit groups supply an in-kind contribution where possible.

All of the figures in the table must be GST exclusive and based on quotes.

- You must source quotes and attach them to your application. If your application is successful, there is no allowance for price increases.
- The labour component of the budget should be calculated using the set hourly rate of \$25.00/hr. If a contractor of any form is to be used, time must still be budgeted at this rate, fuel also may be budgeted for, however hire costs of plant and machinery must be borne by the applicant.

- If the proposed Local Land Services contribution exceeds the limit of \$5,000 per property then it will be capped at this upper limit.

Budgets may be adjusted, at the discretion of the Project Review Team (refer to Section 7) if required to comply with guidelines.

When filling out the ‘LLS Contribution’ part of the budget you will need to calculate 40% of the total budgeted job cost. This is the contribution LLS may make to the overall project. Non-for-profit groups must demonstrate their status in order to be exempt from this cost sharing condition.

A sample budget table is provided in **Appendix C** to assist you with completing your table.

Eligible expenses

As projects are funded as a portion of whole project cost, all costs associated with completing the intended project should be included in the application. These include:

Labour	Includes landholders’ own labour, employees or contractors, however all are costed at the same static rate.
Chemical	If herbicide is being used for weed control this must be included in the budget costings.
Fuel	For machinery required for control works or diesel to mix with chemical.
Other	Costs associated with other products that align with a best practice, integrated control program.

Ineligible expenses

Expenses you should not include in your project budget are:

- purchase of capital equipment, e.g a spray unit
- while fuel and labour costs should be included in project costs, additional hire costs associated with contractors should not be included in the budget.
- the purchase of items that do not align with best practice management of the identified weed
- activities or items that pose a high risk or hazard to causing an injury, illness or disease or damage/loss to property, plant or equipment.

Hint – if you’re unsure about whether an expense is eligible, please contact the relevant Grant Manager.

5. Completing the hazard identification and risk assessment

As part of your application you must complete the hazard identification and risk assessment table which outlines what hazards and risks are associated with your project and how they can be avoided or minimized. This provides reassurance that your project can be undertaken without causing damage, incidents or injuries and also assesses the risk of failure to successfully complete the project.

A sample risk assessment is provided at **Appendix D**.

Hint – you need to consider the hazard or risks for each activity, item or product involved in your project. If you’re unsure about the hazards and risks for your project, or how they should be controlled, contact the relevant Grant Manager for advice.

6. Assessment and notification process

Applications will be assessed by an independent officer at Local Land Services Western Region against the following criteria:

- the project addresses one or more of the program objectives
- the project is considered a medium to high priority as identified in section 1 (page 2)
- the project has a clear public benefit
- the project activities are clear and achievable and based on best management practices
- the budget table is clear, accurate and represents good value for money
- the project represents a low risk – i.e. the applicant has capacity to complete the project and there are no apparent issues that may impact on project completion or the project poses minimal risk to causing an injury, illness or disease or damage/loss to property, plant or equipment.

Applications that demonstrate that they meet these criteria will be eligible for funding.

Eligible applications will be submitted to the Local Land Services Western Region Project Review Team for approval. The Project Review Team may, at their discretion, adjust the budget (e.g. if an item is considered to represent poor value for money).

Applications will be assessed within **six weeks of receipt**. We will send you an email to confirm that your application has been received.

You will receive an email from us when your application has been assessed to inform you about the outcome of your application and the next steps (if your application is successful).

7. Feedback and appeal process

If your application is not successful you can ask for feedback about why it was not supported. This can help you to improve your application if you wish to resubmit. To receive feedback, please contact the Grant Manager. Contact details are provided at Section 12.

If, based on this feedback, you're not satisfied with our decision not to support your application, you can lodge an appeal. Appeals must be in writing and directed to:

Erlina Compton, Acting General Manager, Local Land Services Western Region, PO Box 1048 Dubbo NSW 2830

8. Conditions of funding

If your application is successful, you will be required to:

- formally commit to undertaking your project by entering into a Funding Agreement with Local Land Services Western Region
- submit a Project Completion Report upon completion of your project to tell us what you did, what was achieved and how the grant was spent. This report is due within 60 days of completing the project. A copy of the report is provided on our website.
- media/events/meeting/number
- seek approval from Local Land Services Western Region for any proposed variations or extensions to project objectives, timetable, work plan or budget by submitting an Application to Vary Project Form.
- return any unspent funds by no later than 60 days after completion of the project

- agree to allow Local Land Services Western Region to publish information about you and your project on our website, Facebook Page and other communication channels and products as required.
- provide invoices supporting the spend of outlined budget items
- accompany Local Land Services staff to assess the efficacy of the control program, and engage in appropriate planning if project results are seen to be unsatisfactory
- if a grant application is successful, the applicant will be contracted, with payment made on completion of the proposed works

It is recommended that you do not apply for funding if you're not able to meet these conditions.

9. How your information is used

The information you provide to Local Land Services Western Region in your application will be stored and used in accordance with the Privacy Act 1988. If you have concerns about the amount or type of information we require in the application form, please contact the relevant Grant Manager listed below in **Section 12**.

By signing the Funding Agreement you provide consent for Local Land Services Western Region to publish the following information on the public register:

- the applicants name and location
- the amount of funding granted
- a brief description of the project.

Local Land Services Western Region will also use this information to communicate to the public about the program. This may include publishing communication articles on our website, Facebook Page and other communication channels and products, as required.

10. How to submit your application

To facilitate the prompt assessment of your application and payment of your grant (if your application is successful), it is recommended that you submit your application by email.

Email your application to: **admin.western@lls.nsw.gov.au** or directly to the grant manager.

Alternatively, you can post your application to: Western Region Small Land Management Grants Program, PO Box 692 Broken Hill, NSW 2880

11. More information

For more information about the Western Region Small Land Management Grants Program or for advice on your project idea please contact the relevant Grant Manager:

Mitch Plumbe

08 8082 5204

0408 241 200

mitchell.plumbe@lls.nsw.gov.au

32 Sulphide St, Broken Hill

Appendices

Appendix A – Map of the Western Region, indicating eligible locations

Appendix B – Examples of eligible projects for funding

Appendix C – Sample budget table

Appendix D – Sample hazard identification and risk assessment table

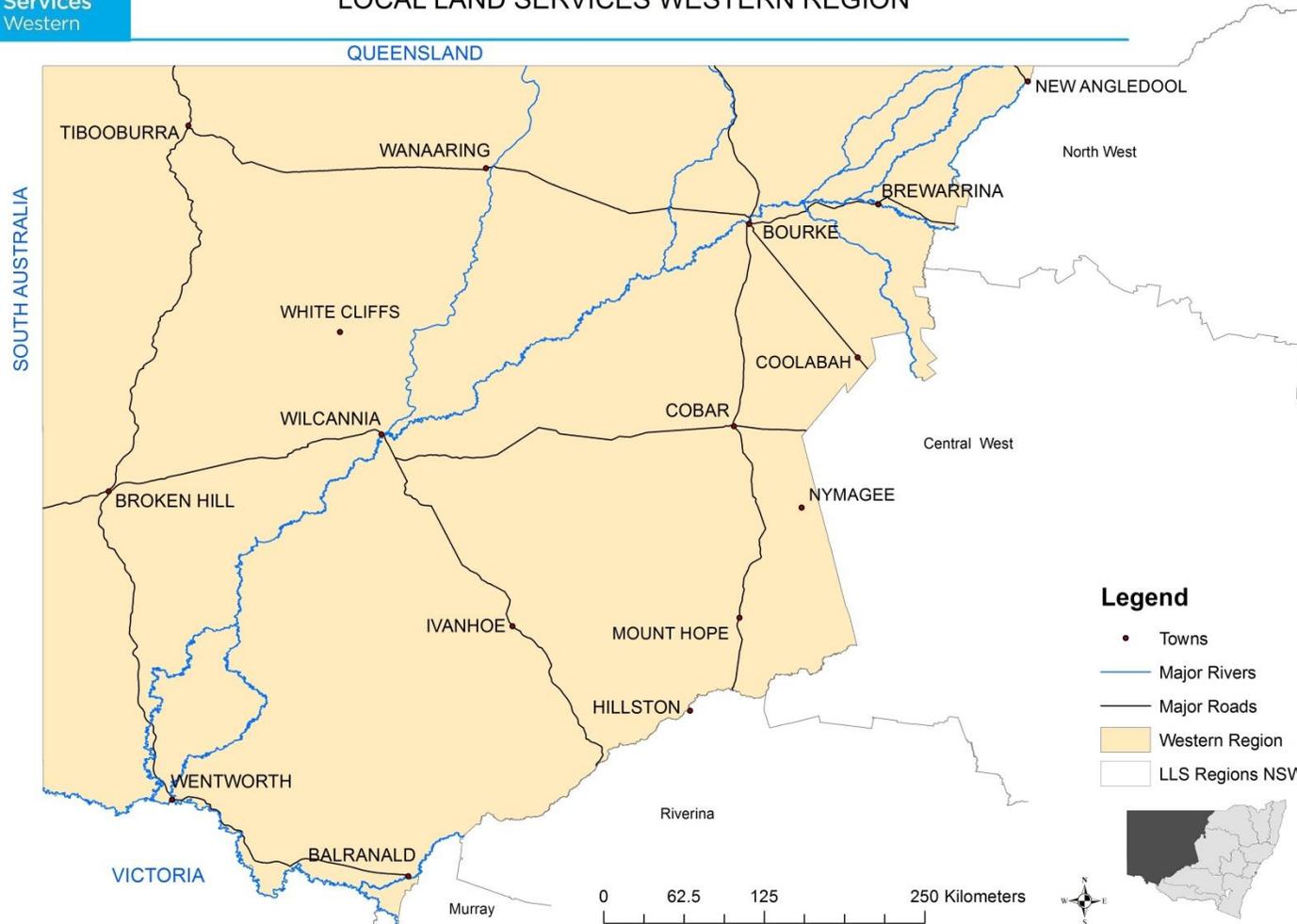
Appendix E – Threatened ecological communities and priority landscapes in the Western Region

Appendix A – Map of the Western Region, indicating eligible locations

This map outlines the boundary of the Western Region. If your location falls within the boundary, you're eligible to apply for funding. If your property extends beyond the boundary, you're still eligible provided that the project is being conducted in the area that falls within the Western Region boundary. If you're unsure, please contact the relevant Grant Manager (refer to **Section 12**).



LOCAL LAND SERVICES WESTERN REGION



Appendix B – Examples of projects that are eligible for funding

<p>Example one</p>	<p>Using chemical control methods to treat mesquite. The budget should outline total labour required, chemical required, diesel needed to mix with chemical and fuel required to carry out treatment.</p> <p>If a spray contractor was to be used, the total labour hours would still be budgeted, as would chemical, and diesel. However the plant hire and likely increased labour costs of a contractor should not be included in the budget.</p>
<p>Example two</p>	<p>Controlling athel pine by mechanically removing trees and poisoning stumps. The budget should include diesel and labour costs associated with mechanical removal of trees (regardless of this being undertaken by the landholder or contractor), as well as labour and chemical costs of poisoning stumps.</p>
<p>Example three</p>	<p>Chemical treatment of noogoora burr using on-foot sprayers. The budget should include all labour and chemical costs.</p>

Appendix C – Sample budget table

The following sample budget table outlines the scenario discussed in Example 1 above.

Activity/Item/Product	Quantity	Cost per item (GST excl.)	Total cost (GST excl.)	LLS contribution at 40% cost share	Quotes Provided?
Labour	2 sprayers, 10 days work at 9hr/day 180 hrs	\$25.00	\$4,500.00		N/A
Chemical - Access® 5L	5x5L	\$80.00/L	\$2000.00		Yes
Diesel - To mix with Access® at 60:1	1500L	\$1.40	\$2,100.00		Yes
Diesel – To run spray vehicles	2 Landcruisers, 10 days 200L	\$1.40	\$280.00		Yes
(insert activity/item/product name – delete this text)		\$	\$		
Total			\$8,880.00	\$3,552.00	

Appendix D – Sample hazard identification and risk assessment

This is an example of a hazard identification and risk assessment table Example 1 above.

Please outline risks to operators or environment in undertaking this project. Add additional rows if you require.

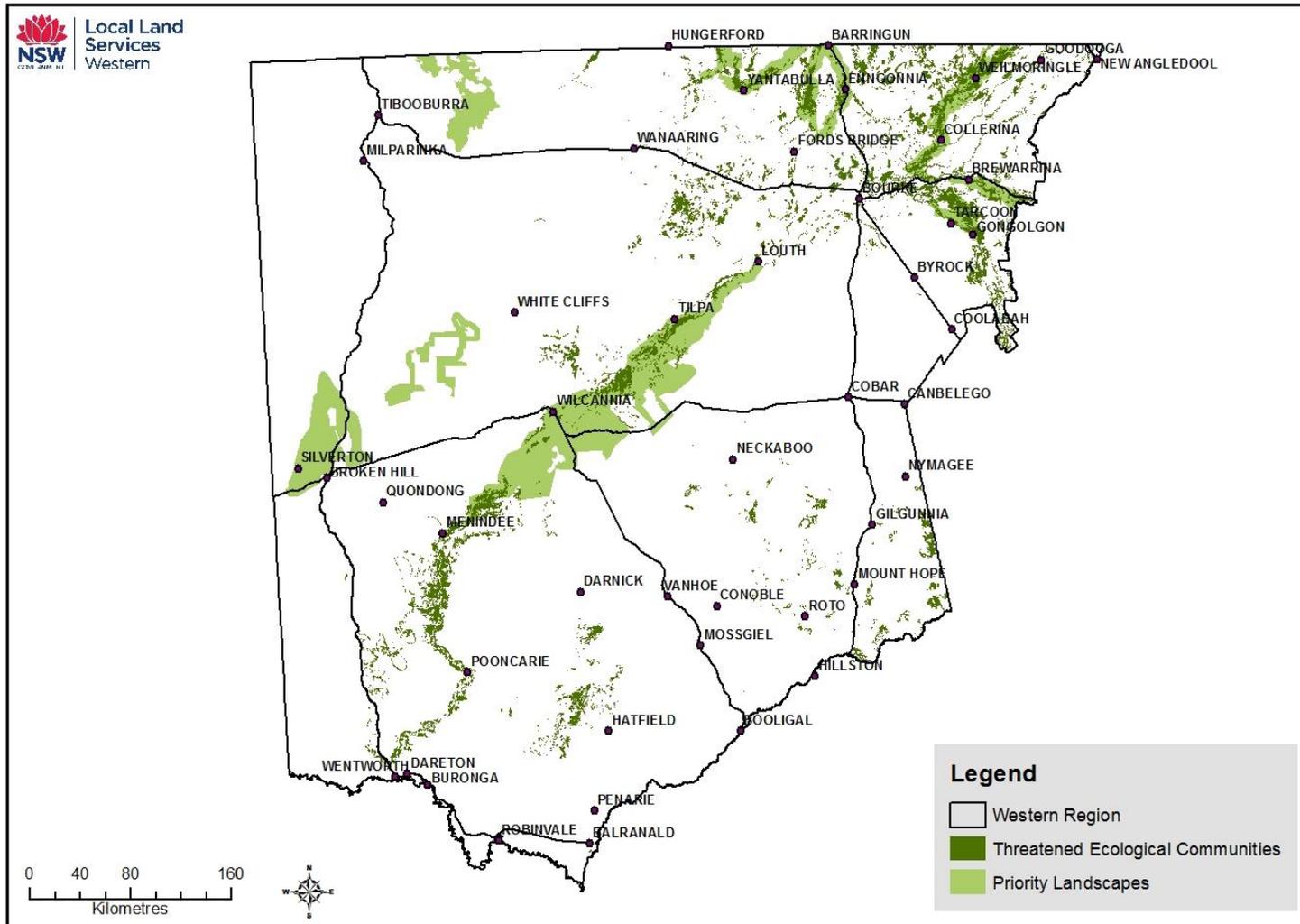
Activity/item/product	Hazard description	Probability	Proposed risk controls
Mixing herbicide	Spill chemical resulting in contact with operator and possible poisoning	Possible	Ensure all staff have chemical certificate accreditation. Wear appropriate PPE when handling chemical to avoid contact in the case of a spill.
Applying herbicide	Off target damage – kill desirable native plants	Possible	Avoid spraying in windy conditions. Use basal bark application to avoid inaccuracy of foliar application.

Please outline events or risks that may influence the successful completion of the project. Add additional rows if you require.

Event/risk	Impact on success	Probability	Proposed risk controls
Drought. As spraying is done in summer, if it is a dry season we may be busy watering stock.	We don't have time to complete project to the extent expected.	Possible	Employ contractor or additional staff members to undertake project work.
Flood. Prevents access to areas where weeds are.	Prevents work being done	Possible	Prioritise project when conditions allow, particularly if forecasts indicate big rain events. Contact grant manager if conditions and timeframes look unworkable.

Appendix E –Threatened Ecological Communities and Priority Landscapes in the Western Region

For more information regarding priority areas, please contact the Grant Manager.



The Western Region Small Land Management Grants Program is delivered by Local Land Services Western Region through funding from the Australian Government National Landcare Program and Catchment Action New South Wales.

