



Regional Landcare Coordinator – Host Organisation Fact Sheet

NSW Landcare Program

The NSW Landcare Program 2019 – 2023 builds on the partnership between Local Land Services and Landcare, on a number of previous Landcare Support Programs and regional Landcare investment made through National Landcare Program and Catchment Action over the last four years and beyond.

The Program is a collaborative endeavour of Local Land Services and Landcare NSW, supported by the NSW Government and overseen by a Joint Management Committee.

Roles of a Regional Coordinator

The role of the Regional Landcare Coordinator is a new component of the NSW Landcare Program. The Regional Coordinators will play a key role in expanding and multiplying on the benefits delivered at the local district and network scale. The roles of the Regional Coordinators will be less to do with the empowerment of specific groups and more to do with connecting and supporting Local Coordinators, other local Landcare staff and volunteers at that scale.

Regional Coordinators will support regional approaches to priority planning, regional collaboration, regional organisation and the capacity for Landcare in their regions to participate more effectively in larger scale opportunities.

Regional Coordinators will play an important role in the facilitation of Community-of-Practice in their region and will link to other key stakeholders including Regional Agriculture Landcare Facilitators, Landcare NSW, Local Land Services and other partners.

The Regional Coordinators will not specifically be executive officers or administrators for specific groups, but in fact facilitators across their regions.

Their outcomes will be measured against key performance indicators which will include the delivery of strategic regional initiatives, collaboration and regional scale participation.

Roles of a Hosting Organisation

The NSW Landcare Program recognises the importance of supporting Landcare participation, engagement and empowerment across whole of region. The Program aims to support Landcare networks, districts, regional organisations and groups to support the broader Landcare community in their area and across their region.

While the Program required the development of Regional Implementation Proposals, it is understood that the hosting of Regional Coordinators will need to be undertaken in a manner that best suits the region. As per the proposal this may be one whole of region Landcare organisation, Landcare NSW, Local Land Services or by one or two sub-regional networks on behalf of other groups or networks.

Key Deliverables of a Hosting Organisation:

- Enter into a binding Service Agreement for the duration of the NSW Landcare Program 2019 – 2023 with Local Land Services.
- Employ a Regional Landcare Coordinator in line with current Australian Law
- Provide a workplace that is modern, safe and inclusive. Supported by appropriate workplace policies and practices
- Provide an employment package in-line with recommended pay scales, employment policies and essential role criteria

- Support employed Coordinators to deliver their roles and to participate in local, regional and state Community-of- Practice
- Facilitate regional Community-of-Practice to ensure whole of region support for Landcare
- Establish a Regional Steering Committee and maintain its operation as per the Program’s Terms of Reference
- Support the delivery of all Program reporting requirements
- Manage Program funding appropriately and transparently
- Work with other Landcare or Industry organisations/groups/networks and Local Land Services in their region to determine a hosting approach that best meets the needs of their regional, considers regional contexts, works towards addressing regional priorities and services where practical for all the Landcarers of their regions
- Participate in collaborative efforts to support outcomes of the Program
- Provide sound strategic direction and have sound internal organisational governance mechanisms in place
- Maintain open and effective dialogue between themselves, other regional hosts, Regional Coordinators and the NSW Landcare Program

Role of Regional Steering Committee

The purpose of the Regional Steering Committee is to provide strategic direction for the Regional Landcare Coordinator position that is part of the NSW Landcare Program.

The Regional Steering Committee will ensure that all Landcare networks in the region are adequately represented in the Regional Priority Plan. The Regional Steering Committee are not to manage the Regional Community of Practice but to ensure that the Regional Priority Plan developed by the Regional Landcare Coordinator position with input from the Local Coordinators reflects the aspirations of the Landcare community in the proposed content of the Regional Community of Practice.

Key Deliverables of a Regional Coordinator:

- Work with partners to support, facilitate, and build new or existing regional Community-of-Practice networks
- Increase participation in the regional Community-of- Practice from Landcare, Local Land Services and other organisations and agencies
- Increase capacity of Local Landcare Coordinators to deliver on the program outcomes
- Monitor, evaluate and report on program outcomes at a regional scale
- Facilitate linkages between Landcare activities/projects and Local Land Services and Landcare NSW strategic objectives
- Identify and facilitate potential regional joint initiatives, funding opportunities and collaborative programs
- Improve financial stability and long-term viability of regional initiatives and programs
- Develop and implement a regional priority plan
- Participation in and contribution to State Landcare Community-of-Practice

Regional Coordinators should not:

- Be directly responsible for the administration of their host organisation, group or networks
- Be the direct line managers of Local Coordinators (in their specific role as Regional Coordinator)
- Be the primary manager of projects as funded by other grant programs
- Be directly be responsible for Local Coordinator individual reporting

**Without the express permission of the NSW Landcare Program

Determination of Role Parameters

The NSW Landcare Program centres around the allocation of Regional Coordinator roles as part time components of Full Time Equivalent (FTE) roles. The Program will allocate funding based on 0.6 FTE for a Regional Coordinator.

The Program will not set specific employment scales. These are to be determined by the individual hosts. However, the Program has been designed to take into consideration appropriate criteria and pay scales to set the value of a FTE for the Regional Coordinators. For the purpose of the Program design, positions have been calculated as an indicative role, in alignment with NSW Government Awards as implemented by Local Land Services.

Regional Coordinator

1 x 0.6 FTE allocation to host – \$78,000 per annum (ex gst)

Suggested Work Week – 21 hours (calculated as an indicative 1 FTE = 35 hour week)

On costs are suggested to be calculated at 25% of annual salary and are to include normal employment costs such as workers compensation insurance, loading, superannuation, provision of leave entitlements etc.

Operational Costs

It is expected that there are operational costs associated with the day to day of Coordinator roles. These may include the initial purchase of a computer, private vehicle use allowances, attendance at Community-of-Practice events, facilitation of meetings etc. Some allocation for these costs are calculated into the allocation to host for each role and are to be made up of remaining funds once salary and on costs are accounted for.

It is the expectation of the Host organisation that all salary, on cost, admin and operational costs are met either fully by the allocation provided by the Program, or by the allocation and additional contributions made by the Host.

No capital items outside of those specifically required by a Coordinator are to be funded by this program.

No on ground project capital may be purchased (e.g. plants, fencing, contractor services etc).

Employment Conditions

The financial considerations as provided here are suggested, as an individual organisation you will need to determine the financial structure that is appropriate to your organisation. This would include annual CPI increases.

The Program does however expect that each Regional Coordinator be provided a modern and equitable package. The Program also expects that fair consideration needs to be made in terms of allowances for private vehicle use, phone expenses and professional development etc.

Coordinators should not be employed as a contractor without express permission of the NSW Landcare Program.

As the Coordinator will most likely be working regular hours and have on-going employment for the duration of the Program they should be part time employees rather than casual.

Recruitment and placement of Coordinators should align with the requirements of the detailed role descriptions as provided including their individual capacity to meet the essential criteria/capabilities.

It will be at the Host's discretion as to what level an existing or new Coordinator may be engaged at.

Service Agreements and Grant Payments

The nominated and approved host organisations of Regional Coordinators will be required to enter into a Service Agreement with Local Land Services for the duration to the program (1 July 2019 – 30 June 2023).

The financial grant payments of the program will be distributed across the breadth of the Program and will be linked to annual milestone payments.

It is a requirement of the Program that service agreements and payments can only be formed with an incorporated organisation.

Program Reporting

The Program will require regular milestone reporting to be completed. This reporting will include outcomes and actions of Regional Coordinators and will include financial reporting from host organisations.

All reporting details will be outlined in the Service Agreements established between the host organisation and Local Land Services and outlined in more detail in “Reporting for the NSW Landcare Program” factsheets (under development as of July 2019).

Representing the Landcare Program

The Program expects that all Host organisations and Coordinators act in a manner that reflects on the NSW Landcare Program and Landcare in general to the highest standard.

While this Program is funded and supported directly by the NSW Government, Local Land Services and Landcare NSW Incorporated, Host organisations, their representatives or their employees may not identify themselves as Local Land Services, Landcare NSW Inc., the NSW Government or make comment on behalf of the Program as a whole.