

NSW Landcare Enabling Program 2023-2027: Local and Regional Coordinators

Program guidelines



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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing September 2023. 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 currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

Message from the Minister

As Minister, I want to make sure Landcarers have the support needed to continue carrying out their incredibly valuable work.

This is why our Government has committed a record \$59 million over four years to support Landcare and Landcare activities in NSW.

I would like to acknowledge the effective collaboration between Local Land Services and Landcare NSW, working together to design the implementation of this program.

This program will specifically focus on providing the much-needed support to Landcare groups and networks in NSW.

The first phase of this program, which is a grants package valued at up to \$33.12 million, will result in Full Time Equivalent local and regional coordinators and support staff being employed across NSW. These positions will enable improved facilitation and delivery of local, on-ground projects and meet the growing needs of local and regional communities.

While other aspects of the program will commence in coming months, this is the most significant element.

This program has a strong focus on:

1. effective collaboration between local and regional Landcare groups and Local Land Services
2. encouraging partnerships and collaboration with other organisations and
3. supporting NSW Landcare and Landcare groups to become more sustainable and self-reliant.

I encourage you to work within your community and region to submit an application that will set Landcare in your community and region up for success in the long term.

I wish you every success with your application.

Tara Moriarty MLC

Minister for Agriculture

Minister for Regional NSW

Minister for Western NSW

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Purpose

The NSW Government has committed up to \$33.12 million funding to the NSW Landcare Enabling Program 2023-2027: Local and Regional Coordinators (the Program). This program will support Landcare by facilitating the employment of local and regional coordinators and regional administration support officers until 30 June 2027. The overarching goal is to build Landcare's capacity and financial sustainability.

Funding will be awarded through a targeted competitive grant process administered by Local Land Services as the funding source agency, with the support of the Department of Regional NSW.

Program objective

To facilitate the employment of local and regional Landcare coordinators and regional administration support officers in the 11 NSW Local Land Services regions. These roles will grow and strengthen the capacity of Landcare NSW groups to care for the local natural environment and agricultural systems by:

- increasing the capacity of Landcarers to produce effective outcomes by developing their knowledge, skills and experience
- improving the efficiency of Landcare groups and networks by increasing the volume of Landcare activity relative to resource inputs
- increasing the self-sufficiency of Landcare groups and networks through leveraging investment to activate a diverse range of funding sources.

These objectives will be facilitated through the employment of local and regional Landcare coordinators and regional administration support officers in each Local Land Service region across NSW to implement strategies to drive these outcomes.

Key dates

Applications open	Monday 9 October
Applications close	Friday 3 November at 11:59pm AEDT
Assessment process commences	As received
Information webinars for Applicants	Refer to www.nsw.gov.au/lep
Successful Applicants notified	From December 2023 or as soon as possible after an application is approved, at the NSW Government's discretion
Public announcement by the NSW Government	Any time after an Applicant has been notified of a successful outcome
Contracting commences	Once an Applicant has signed and returned their letter of offer and confidentiality agreement
Roles commence	Within 6 months of funding deed execution
Funding for roles ends	30 June 2027

Late applications may be accepted at the discretion of Local Land Services or the Department of Regional NSW.

Program funding

Up to \$33.12 million is available under the Program to eligible Applicants/host organisations to employ up to 83 Full Time Equivalent (FTE) roles comprising:

- up to 72 FTE local Landcare coordinators
- up to 11 FTE regional Landcare coordinators
- up to 5.5 FTE regional administration support officers.

For the purpose of the Program, an FTE equates to a 35-hour week (Monday to Friday). These roles will be funded for an employment period commencing from funding deed execution until 30 June 2027. Role overviews are provided at Appendix A. Detailed role descriptions are available at www.nsw.gov.au/lep.

Funding includes up to \$5,000 per local and regional coordinator role over the employment period for professional development.

Grant amounts sought by Applicants must align with the remuneration requirements detailed in the table below and cover all employee entitlements including superannuation, annual leave loading and workers compensation for the full employment period up to 30 June 2027.

Applicants are strongly encouraged to seek professional taxation and employment guidance before submitting their application to understand their obligations for any benefits provided to employees.

Grants paid to successful Applicants will be paid according to predetermined milestones and reporting timeframes outlined in the funding deed. These amounts are GST exclusive.

Role name	Relevant pay scale	Other inclusions
Local Landcare Coordinator	Local Land Services Award 2022 Administration & Clerical Stream Grade 4 (Year 4) \$107,063 (inclusive of up to 10% administration allowance, 23% on-costs and 2.5% adjustment for FY2023-24)	2.5% wage price index (applied from 1 July each year during the employment period)
Regional Landcare Coordinator	Local Land Services Award 2022 Administration & Clerical Stream Grade 5 (Year 4) \$127,354 (inclusive of up to 10% administration allowance, 23% on-costs and 2.5% adjustment for FY2023-24)	2.5% wage price index (applied from 1 July each year during the employment period)
Regional Administration Support Officer	Local Land Services Award 2022 Administration & Clerical Stream Grade 4 (Year 1) \$98,173 (inclusive of up to 10% administration allowance, 23% on-costs and 2.5% adjustment for FY2023-24)	2.5% wage price index (applied from 1 July each year during the employment period)

Funding streams

Stream 1: Regional Host Organisations

To be eligible for funding under Stream 1 Applicants must include:

- a regional Landcare coordinator role in their application.

Priority will be given to applications that seek the maximum funding and FTE allocation for their region. Employment of a regional administration support officer is recommended but optional. An application can reallocate the 0.5 FTE towards the local Landcare coordinator roles noting this will have a budgetary impact.

Stream 1 applicants within the same region will be competitively assessed and ranked against the eligibility and merit assessment criteria.

Stream 2: Local Host Organisations

Unallocated funding / FTE roles from Stream 1, will be made available under Stream 2.

To be eligible for funding under Stream 2 Applicants must:

- seek funding solely for local Landcare coordinator(s) within the region's funding and FTE allocation.

Stream 2 Applicants within the same region will be competitively assessed and ranked against eligibility and merit assessment criteria.

Grant amounts

Applicants can only apply for funding amounts and FTE allocations prescribed to their Local Land Services region shown in the following table. Applicants may submit separate applications through both streams.

Preference will be given to applications that provide for full time arrangements for local and regional Landcare coordinator roles. These roles can be subject to part time or job-sharing arrangements (minimum 0.5 FTE) and can be refilled if they become vacant during the employment period. Applicants must provide an explanation of why full time arrangements may not be achievable. Any reduction in FTE during the employment period may result in a corresponding reduction in awarded funding.

Applicants are not required to make a financial co-contribution. If the cost to employ the roles specified in the application exceeds the funding awarded, it is the sole responsibility of the applicant to fund any cost escalations. No further funding is available through the Program.

Region	Maximum funding available for all roles up to June 2027* (GST exclusive)	Local Landcare Coordinator Roles ¹ (maximum FTE)	Regional Landcare Coordinator Roles (maximum FTE)	Regional Administration Support Officer Roles ² (FTE)
Central Tablelands	\$2,701,019	5.75	1	0.5
Central West	\$3,090,378	6.75	1	0.5
Hunter	\$2,701,019	5.75	1	0.5
Murray	\$2,701,019	5.75	1	0.5
North Coast	\$3,771,757	8.5	1	0.5

¹ Landcare NSW regions correspond with the 11 NSW Local Land Services. Further information about each region is available at <https://www.lls.nsw.gov.au/regions>.

² Regional host organisations may apply for 0.5 FTE Regional Administration Support Officer or redirect the 0.5 FTE to local Landcare coordinator roles. Applicants will need to reflect the difference in their funding request due to the higher pay scale for local Landcare coordinators.

North West	\$3,090,378	6.75	1	0.5
Northern Tablelands	\$2,506,340	5.25	1	0.5
Riverina	\$2,701,019	5.75	1	0.5
South East	\$3,382,398	7.5	1	0.5
Greater Sydney	\$3,090,378	6.75	1	0.5
Western	\$3,382,398	7.5	1	0.5

* Includes professional development allowance of \$5000/FTE for local and regional coordinator roles.

Host organisations

Regional host organisations

Regional host organisations can be characterised as larger NSW Landcare groups and networks that are responsible for the strategic direction and regional coordination of Landcare activities in their region.

Regional host organisations generally support smaller NSW Landcare groups and networks to plan and deliver local Landcare projects, coordinate volunteers and participate in regional and NSW-wide activities.

Given their larger size and wider remit, regional host organisations are more likely to have the infrastructure, capacity and systems (e.g. payroll, human resources, administrative and IT support) to employ all three roles funded under the Program i.e. 1 FTE regional Landcare coordinator, local Landcare coordinator/s and 0.5 FTE regional administration support officer. Regional host organisations may auspice a local Landcare coordinator in a local host organisation.

Local host organisations

Local host organisations can be characterised as smaller NSW Landcare groups and networks that primarily focus on smaller defined-scale activities in their local area. They may not have the capacity or intention to employ a regional Landcare coordinator. They would benefit from the employing of a local Landcare coordinator to manage and direct their local environmental activities and volunteers in their local area.

Third-party arrangements

Employment

Third parties can assist a regional host organisation to employ a regional Landcare coordinator and/or regional administration support officer. Such arrangements are limited to situations where the regional host organisation is actively working towards being able to independently support the employment of these roles (within 2 years of funding deed execution). Following this initial transition period employment will transfer to the regional host organisation.

If a third-party arrangement is approved, Local Land Services will execute a funding deed with, and pay grant monies to, the regional host organisation for the duration of the employment up to 30 June

2027. The regional host organisation will enter its own arrangement with the third party to reimburse employment costs during the transition period.

Such applications must provide:

- evidence justifying the need for this transitional arrangement
- examples demonstrating how a third-party arrangement has successfully achieved a similar outcome in the past (if applicable)
- a transition plan detailing how employment will be transitioned to the host organisation by no later than the end of the 2-year transition period.

Eligibility criteria

1. Eligible applicants

Eligible Applicants must provide evidence they meet **all** the following criteria:

- be an incorporated entity or company limited by guarantee
- be a Landcare group or network in NSW
- be a Landcare NSW member organisation (currently paid) or a regional Landcare NSW body as listed in Schedule 1 of the Constitution Landcare NSW Limited (27 July 2022)³
- are located within 1 of the 11 Local Land Services regions
- have \$20 million of public liability insurance or willing to obtain before entering a funding deed
- have an Australian Business Number (ABN).

2. Ineligible applicants

Ineligible applicants include any organisation who do not meet all of the above criteria, including:

- Landcare NSW Ltd
- Landcare Australia Ltd
- Landcare groups not based in NSW
- local councils or joint organisations of councils or Section 355 committees
- public or private universities
- government agencies or entities
- individuals
- unincorporated associations
- for profit private enterprise businesses.

The Department of Regional NSW or Local Land Services, at their sole discretion, can take other factors into account that may make an application ineligible for funding, such as any person, business or organisation that could cause reputational damage or other risk to the NSW Government.

³ Source: <https://landcarensw.org.au/wp-content/uploads/2022/10/Landcare-NSW-Limited-Constitution-2022-Amendments.pdf>

3. Eligible costs

- employment costs such as remuneration, superannuation, leave entitlements, annual leave loading and workers compensation up to 30 June 2027 for the roles specified in these Guidelines.
 - A one-off 2.5% adjustment for FY2023-24
- Operational costs to a maximum of 10% of grant funding, includes:
 - phone and internet usage
 - travel expenses
 - administrative expenses (for example, office accommodation, bookkeeping, insurance, audit, human resources)
- Professional development expenses, up to \$5,000 per local and regional coordinator role over the employment period. Successful Applicants will need to demonstrate a direct link between the skills and experience obtained and the expected capabilities of the roles.

4. Ineligible costs

The following costs are ineligible:

- activities associated with the day-to-day core business of NSW Landcare, for example, weeding, rubbish removal, soil management, biodiversity. While regional and local coordinators may participate in activities such as these from time to time these will not be funded under this Program
- capital expenditure above \$5,000 per item
- the repayment of existing debts or budget deficits
- administrative and operational costs not related to the roles specified in these Guidelines
- staff wages, salaries and/or employment costs for roles other than those specified in these Guidelines
- vehicle usage or hire not directly attributable to the Program
- fixed or non-fixed equipment (except the employment support costs specified as eligible costs)
- costs incurred in the preparation of an application to this Program or related documentation
- costs that require recurrent or ongoing funding from the NSW Government
- costs relating solely to marketing, advertising (other than for recruitment purposes for the Program), or product promotion, including education and information campaigns
- costs for the implementation and delivery of other funded projects (including from another NSW Government source) by the roles specified in these Guidelines.
- costs already funded by other grant funding, including from another NSW Government source, for the same costs over the same period.

5. Ineligible applications

- the Application requests funding for less than 0.5 FTE per coordinator role. FTE may be split (e.g. 2 employees sharing either a regional or local Landcare coordinator position at 0.5 FTE each). FTE cannot be split across different role types.
- where the proposed role(s) deliver primary benefits outside of their region
- a Stream 1 Applicant has not requested funding for a regional Landcare coordinator
- a Stream 2 Applicant requests funding for a regional Landcare coordinator and/or regional administration support officer.

Assessment criteria

Merit assessment criteria include:

- | | |
|--|-------------------|
| 1. local need and impact | (up to 30 points) |
| 2. strategic regional alignment | (up to 30 points) |
| 3. deliverability and affordability | (up to 30 points) |
| 4. improved outcomes for Aboriginal and/or Torres Strait Islander people | (up to 5 points) |
| 5. inclusion and accessibility | (up to 5 points) |

Applicants must describe what outcomes employment of the roles sought in their application will achieve for their region and the local community. This should include describing alignment with relevant regional plans, goals and objectives. Outcomes should be proportionate to the amount of funding requested.

Successful applicants will be required to report against a common set of program-wide outcomes and objectives as well as the milestones in the funding deed throughout the life of the Program.

Supporting evidence

Applicants must provide evidence to support their application. Examples include:

- letters of support from local and regional stakeholders
- documented partnerships and collaborations
- strategic documents
- program plan for the employment of the proposed roles
- program budget up to 30 June 2027
- completion or milestone reports from other funded projects
- governance documents such as its constitution, governance structure, governance policies and procedures
- recent financial reports
- quotes or estimates of eligible items required to support the employment
- estimates of eligible add-on employment costs such superannuation, workers compensation, leave loading etc.

Multiple forms of evidence will score favourably in the assessment process.

1. Demonstrated need and impact (30% weighting)

Applicants will be assessed on demonstrated need and impact. Applicants should outline:

- projects completed or underway that would have benefited from greater coordination
- unmet needs of the Landcare community and how the roles will deliver primary benefits within their region
- identify what partnerships and collaborations are needed to achieve Landcare outcomes
- strategies to enhance community and volunteer engagement in Landcare NSW activities

- strategies to avoid or minimise duplication of effort with similar programs implemented by other organisations.

2. Strategic regional alignment (30% weighting)

Applicants will be assessed on strategic regional alignment. Applicants must demonstrate how they will:

- deliver the key objectives of the Program
- align effort to relevant regional plans such as the *Local Land Services Local Strategic* and Landcare regional plans⁴
- align to Landcare NSW Key Focus Areas for the region⁵.

3. Deliverability and affordability (30% weighting)

Deliverability (15% weighting)

Applicants will be assessed on deliverability. Applicants must demonstrate:

- their ability to employ, host and manage staff up until 30 June 2027
- the organisations good governance
- their financial viability
- the Applicant can / will commence employment of the role(s) specified in these Guidelines within 6 months of funding deed execution.

Affordability (15% weighting)

Applicants will be assessed on affordability. Applicants must provide:

- program budget up to 30 June 2027
- quotes or estimates of items required to support the employment of the proposed roles (for example, IT equipment, travel costs, office expenses)
- estimates of salary on-costs including superannuation, workers compensation, leave loading etc.

4. Improved outcomes for Aboriginal and/or Torres Strait Islander people (5% weighting)

The NSW Government prioritises valuing and embedding Aboriginal cultural knowledge in land management and strengthening the economic independence of Aboriginal people through increased employment. Central to achieving these outcomes is the establishment and nurturing of meaningful relationships with Aboriginal people and Country.

⁴ The *Local Land Services Local Strategic Plan* for each Local Land Services region can be found at <https://www.lls.nsw.gov.au/what-we-do/plans-and-publications/strategic-plans>

⁵ Landcare NSW *Strategic Business Plan 2022-2027* can be found at <https://landcarensw.org.au/governance/>.

Eligible Applicants are encouraged to actively support engagement with local Aboriginal people, their cultural management of Country and participation in Landcare NSW activities.

Applicants will be assessed on improved outcomes for Aboriginal and/or Torres Strait Islander people. Applicants must demonstrate:

- consideration of specific strategies to attract and employ Aboriginal people to the roles specified in these Guidelines
- strategies for engaging with and supporting local and regional Aboriginal groups in Landcare activities.

5. Inclusion and accessibility (5% weighting)

The NSW Government is committed to providing dignified and equitable inclusion to social, environmental and community programs and employment opportunities to people with disability.

Eligible Applicants must be equal opportunity employers and provide support to people with inclusion and accessibility needs.

Applicants will be assessed on improved inclusion and accessibility outcomes. Applicants must demonstrate:

- consideration of how they will employ specific strategies to attract and employ people with a disability to the roles specified in these Guidelines
- strategies for engaging with and supporting people with disability to participate in Landcare activities.

Application process

The Program will be a single stage application process.

Applicants are required to submit their application and supporting documents into the Program's online portal.

Applications cannot be reopened or amended once the closing date has passed.

How to apply

Visit www.nsw.gov.au/lep to apply.

Applicants can submit only one application per stream.

All supporting information provided must match the name of the Applicant.

What needs to be included in an application?

To be considered for eligibility, applications must include evidence:

- of incorporation or company limited by guarantee, such as an incorporation number and/or certificate of incorporation or registration
- of \$20 million Public Liability Insurance for the term of the funding deed in the name of the Applicant
- that the Applicant is a Landcare group or network in NSW

- that the Applicant is a Landcare NSW member organisation (currently paid) or a regional Landcare NSW body as listed in Schedule 1 of the *Constitution Landcare NSW Limited (27 July 2022)*
- that the Applicant is located within 1 of the 11 Local Land Services regions
- that the Applicant is financially viable and able to demonstrate that it is likely to remain so over the term of the funding deed
- that the Applicant has an ABN.

Applicants must provide the following supporting documents (where applicable):

- letters of support from local and regional stakeholders
- documented partnerships and collaborations
- strategic documents
- a program plan for the employment of the proposed roles
- a program budget up to 30 June 2027
- governance documents such as its constitution, governance structure and/or governance policies and procedures
- completion or milestone reports from other funded projects
- recent financial reports
- quotes or estimates of eligible items required to support the employment
- estimates of eligible add-on employment costs such as superannuation, workers compensation, leave loading etc.

Templates are available at www.nsw.gov.au/lep.

Assessment process

The Department of Regional NSW will review applications against the eligibility and merit assessment criteria. Recommendations for funding will be made to an Assessment Panel. The Assessment Panel will consider applications within each Local Land Services region before a recommendation is made in writing to the decision maker.

Through the assessment process additional information or advice may be requested from Applicants, other NSW Government agencies or third parties (such as probity advisors).

Applicants will be notified if additional information and supporting material is required and the timeframe in which it is needed.

Decision making

The Assessment Panel's advice and recommendations will be provided to the Minister for Agriculture for consideration and final approval.

The Assessment Panel may recommend part-funding applications.

Where a region's funding allocation is not fully exhausted, the Assessment Panel may decide at its discretion to offer an eligible Applicant in that region the opportunity to fulfil the remaining allocation. Alternatively, the Assessment Panel may, at its discretion, decide to reallocate any remaining funds to another region

Other factors may be taken into consideration by the decision maker when determining which Applicants receive funding. The decision maker's assessment is final and there is no right of appeal.

Probity advice

Independent probity advisors will provide guidance to Local Land Services and the Department of Regional NSW on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment and decision making process. This will ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for NSW.

Successful applications

Notification

Successful Applicants will be notified in writing by letter and/or email. Successful Applicants must keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

Funding deed

Successful Applicants will be required to enter into a funding deed with Local Land Services.

A sample funding deed can be viewed at www.nsw.gov.au/lep.

Successful Applicants will be required to provide all supporting documentation and approvals before Local Land Services can enter into a funding deed.

Local Land Services makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.

Successful Applicants must not make financial commitments for funded activities until both parties sign a funding deed.

Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at Local Land Services' discretion.

Grantees will be required to submit progress reports as outlined in the funding deed. This will include financial evidence of expenditure incurred as well as evidence of employment and completion of deliverables of the approved roles (for example, payroll reports and statutory declarations on positions filled).

Important terms and conditions

Requests for variations or changes to the funding deed will only be considered in limited circumstances and approval is at the discretion of Local Land Services or the Department of Regional NSW

As employee's wages and salaries are not subject to GST, all awarded grants will be GST exclusive.

Grants are assessable income for taxation purposes, unless exempted by taxation law. Applicants should seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.

Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed, or through subsequent agreement with Local Land Services.

Successful Applicants will be required to participate in a program evaluation to determine the extent to which the approved roles have contributed to the Program's objectives.

Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.

The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided to develop case studies.

All recipients of NSW Government funding are required to acknowledge this financial support as per the *Funding Acknowledgement Guidelines for Recipients of NSW Government Grants* available at <https://www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines>.

The NSW Government reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.

Applicants must advise Local Land Services or the Department of Regional NSW of any changes to their legal status or of changes or delays to the employment of the roles specified in these Guidelines immediately.

Unsuccessful applications

Unsuccessful Applicants will be notified in writing of the outcome of their application and will be offered a feedback information session.

Additional information

Available Support

For help preparing applications, information and resources are available from www.nsw.gov.au/lep.

An information webinar will be held during the application period. Information about the webinar will be available at www.nsw.gov.au/lep.

For further assistance please contact lep@regional.nsw.gov.au or call 1300 679 673 for a referral.

Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Complaints

Any concerns about the Program or individual applications should be submitted in writing to lep@regional.nsw.gov.au. If you do not agree with the way Local Land Services handled the issue, you may wish to contact the NSW Ombudsman via <https://www.ombo.nsw.gov.au>.

Ethical Conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the Program that no gifts, benefits, or hospitality are to be made to any Local Land Services or other NSW Government employee participating in the grant process at any time. Any inducement in contravention of this condition may result in an Applicant's proposal not being considered.

Conflicts of Interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all applications or in the application form.

Where a conflict-of-interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment, or delivery stage of the process.

Confidentiality

Funding decisions and assessment outcomes must be kept confidential until announced by the NSW Government. Successful Applicants will be required to provide a confidentiality undertaking. This means they must keep the outcome of the application process confidential until the NSW Government makes a public announcement.

Upon entering into a funding deed, details about the funding deed may be made publicly available (subject to information which Local Land Services deems to be commercial in confidence).

The Applicant must agree not to disclose any confidential information pertaining to the grant program application or funding deed without prior written consent of Local Land Services.

Rights

The Department of Regional NSW or Local Land Services may, in their absolute discretion, and without limiting any other right which they may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an Applicant
- change any of the requirements of these Guidelines
- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any proposal or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more preferred Applicants without prior notice to any other Applicant
- terminate any negotiations being conducted with any Applicant
- readvertise for new Applicants
- consider any non-conforming application

- terminate further participation in the grant opportunity by any Applicant for any reason (including if Local Land Services reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any funding deed
- proceed with a funding deed in ways not contemplated in these Guidelines.

Records

Applicants are permitted to use these Guidelines for the purpose of preparing an application only. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain the property of the Applicant, unless otherwise agreed between the Applicant and Local Land Services. The Applicant agrees that Local Land Services and the Department may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the Local Land Services and the Department will retain (electronic and hard) copies of all applications.

No offer

These Guidelines are not an offer, recommendation, or invitation by Local Land Services in respect of any funding deed or commitment and, subject to a funding deed being fully executed by the parties to it, nothing in these Guidelines will form the basis of any funding deed or commitment.

Addenda

Local Land Services may, in its absolute discretion, issue an addendum to these Guidelines. In each case, an addendum becomes part of these Guidelines.

Disclaimer

Local Land Services does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

Local Land Services recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These Guidelines are subject to change at any time at the sole discretion of Local Land Services.

Appendix A

Role overview for local and regional Landcare coordinators and regional administration support officers

Regional Landcare Coordinator

- Multiply regional outcomes through a strategic regional approach in collaboration with Local Land Services, Landcare NSW, local and NSW-wide Landcare networks
- Design and deliver strategies to increase the skills, knowledge, experience and capacity of NSW Landcare groups and networks within their region including the development of communities of practice
- Implement strategies to improve local and regional governance within their region
- Implement strategies to improve the coordination, efficiency and effectiveness of NSW Landcare groups and networks and the environmental activities undertaken by staff and volunteers
- Increase the viability and long-term sustainability of NSW Landcare organisations and work towards reducing reliance on future NSW Government funding
- Facilitate and develop stakeholder partnerships, joint initiatives and events that will support Landcare groups and networks within their region to meet its strategic objectives, and
- Monitor, evaluate and report on Program outcomes.

Local Landcare Coordinator

- Coordinate and enable the successful delivery of NSW Landcare outcomes and activities at a local level
- Assist to deliver strategies to increase the skills, knowledge and capacity of volunteers and local groups to deliver NSW Landcare outcomes
- Assist to increase the viability and long-term sustainability of Landcare groups and networks within their region to become more financially independent
- Maximise regional and NSW-wide environmental outcomes through regional joint initiatives and collaboration, and
- Monitor, evaluate and report on Program outcomes.

Regional Administration Support Officer

- Provide administrative support to the Regional Landcare Coordinator and the regional host organisation including managing payroll and communications with volunteers and local host organisations
- Assist to write grants and submissions
- Monitor, evaluate and report on regional Landcare activities and outcomes, and
- Work with local Landcare coordinators to support regional planning, events and activities.

Further information including detailed role descriptions for each role can be found at www.nsw.gov.au/lep.