

NSW Landcare Enabling Program 2023-27



2025-26 Coordinator Activity Tracker User Guidelines v3 – 03.11.25

The NSW Landcare Enabling Program (LEP) Coordinator Activity Tracker (CAT) provides a mechanism for LEP staff to capture data about the activities they have undertaken directly or as a result from their support. CAT entries are a LEP reporting requirement and demonstrate the impact of the LEP. They are intended to be representative, not necessarily comprehensive.

Accessing the Activity Tracker

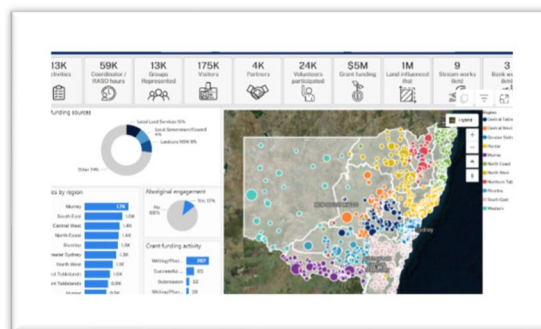
The JotForm tracker can be accessed anywhere there is a web connection via mobile device or laptop:

<https://form.jotform.com/251562482974870>

or via NSW Landcare Gateway –

[Reporting for LEP — NSW Landcare Gateway.](#)

The 2025-26 version is now live; previous versions have been deactivated.



CAT provides live data to LEP staff and hosts. This can be viewed, sorted and refined via the DPIE Microsoft Teams NSW Landcare Program channel - [LEP Coordinator Activity Tracker](#) using Power BI. You will need an organisational email address to access the Dashboard. Email landcare.admin@lls.nsw.gov.au

Using the Activity Tracker

Start by entering your name (case sensitive), this will pre-populate the first five fields with your contact details, region and host. If your details are not prepopulating, email landcare.admin@lls.nsw.gov.au.

Please make sure this Name field is filled for every entry, otherwise it will need to be entered by LLS manually and the Dashboard statistics will not be current until this happens.

Enter a name and description of your activity, be descriptive as this helps us understand the type of activity undertaken. Also DO NOT use acronyms apart from Program specific acronyms e.g., RLC, LLC, RASO, LEP or Government departments e.g., SOS, BCT, LLS, DPI.

CAT has a location widget to visually map activities across the landscape. Select the country, postcode and town nearest to the activity. If working from home, please select your organisation work address as we do not want to record personal information.

CAT gives you different options depending on the Type of Activity. If you are the Organiser of the activity, or the only Program role attending, you are responsible for completing the details including listing partners, adding grant amounts and calculating the labour hours.

Ensure you submit the "Grant Application Planning/Submission" when you are working on a grant and add a value. Note if you make multiple entries for planning a grant, only enter the grant amount requested once. If the grant application is successful, complete a new entry and select "Successful Grant Received" with the amount granted. Only the Organiser should enter the values.

What Should I Record?

Record what you directly deliver, such as a workshop, grant or a planting day, that reflects the work completed. Also what you support, such as a grant application by one of your local groups, or a contribution to a newsletter. CAT works best when you submit data for individual activities or events, try not to be tempted to accumulate data and enter it all in one big event.

What if I need help or it's not making sense?

Ring one of the NSW LEP support team, reach out to your RLC or RASO, check out the NSW Landcare Gateway website or email landcare.admin@lls.nsw.gov.au

What if I don't use it?

Not meeting CAT reporting requirements will mean missing out on showcasing the impact of your role and may impact future funding. The more you capture your key activities in CAT the more powerful your data will also be for local reporting.

Privacy and Security Considerations when using the Activity Tracker

Privacy Collection Notice on the CAT Form

The personal information you provide will be used by Local Land Services (LLS) to administer the NSW Landcare Enabling Program Grant for the purposes of monitoring and evaluation and contacting you about the program activities you have undertaken. Submitted data may be made available to the Natural Resources Commission to meet our statutory reporting requirements and could be made available to Landcare Partners and contractors engaged for the purposes of monitoring, evaluation and analysis of the program. Your personal information will not be disclosed to anybody else, unless you have given consent, or we are authorised or required to do so by law. We will retain your information for as long as required for the above purpose and to meet our record keeping obligations.

LLS is required to collect this information to meet out statutory reporting requirements and to ensure appropriate governance and oversight of program funding. Not completing the form may have an impact on future funding of program activities.

Please see the [LLS Privacy Statement on our website](#) for more information about how LLS handles your personal information, and who to contact if you have a privacy enquiry or complaint.

Collecting Personal Information

CAT entries should be made directly by the LEP staff involved in the activity.

Personal information (including home office locations) of LEP staff as well as members of the public should not be recorded in CAT. If you identify that personal information has been recorded in CAT, request that this data be deleted by emailing landcare.admin@lls.nsw.gov.au

What are my reporting obligations?

CAT requirement: A *minimum* of 10 entries per month for 1 FTE on a pro-rata basis
i.e. 0.6FTE would be required to submit 6 entries per month (NB: the
2 case studies/annum requirement is not pro rata-ed).

Frequently asked questions about the Coordinator Activity Tracker

Q1: Who should use the CAT?

A: Local and Regional Landcare Coordinators and Regional Administration Support Officer Roles funded by the NSW Landcare Enabling Program. Aboriginal Landcare roles may use it as well.

Q2: Can non-LEP staff use the CAT?

A: Yes, but only record the activities relating to LEP roles. Entries should be linked to the person in that role. CAT records data that directly relates to the support, capacity and impact of LEP-funded roles, so all records should include LEP-role work hours.

Q3: Can I back date data, or forward report?

A: The current form can only report activities between 1 July 2025 and 30 June 2026. The form does not allow for forward reporting: all reporting should be retrospective so that actuals are reported.

Q4: Who enters the data if multiple Coordinators are at one event?

A: CAT allows you to nominate your role in each event e.g. Organiser, Participant and Supporter. All roles present or who were directly involved should enter a submission for the event/activity. However, to avoid duplication of data only the Organiser, or the only LEP role present, should record the number of participants, volunteers, volunteer hours, plants, hectares, list of partners etc. involved. If you were a participant of an event coordinated by another LEP role then you should only enter your time spent and put zero for the other required numbers.

Q5: Can data be entered offline?

A: No, not at this point. However, we may expand this functionality with the new digital uplift.

Q6: Can photos be submitted?

A: No. Include photos in your case study submissions via the Gateway website.

Q7: When can I access the data that I have submitted?

A: Access and sort your data via the CAT Dashboard - [Coordinator Activity Tracker — NSW Landcare Gateway](#). Data dumps are sent to Hosts quarterly. Special requests for raw data may be considered, email landcare.admin@lfs.nsw.gov.au

Q8: Can I request additional data fields to be entered?

A: Not during a reporting period as the dataset needs to be consistent. The 2025-26 updated form includes changes suggested last year. We will collate your feedback and suggested changes for the next update: email landcare.admin@lfs.nsw.gov.au or use form: <https://form.jotform.com/252037321333041>

Q9: Does this count as reporting for the Landcare Enabling Program?

A: Yes, along with case studies and financial reporting. The [Fact Sheet](#) outlines these requirements.

Q10: Does this count as reporting for other project grants?

A: No. CAT may help you report to third parties, but you will need to meet their specific requirements.

Q11: Can I add data if I was not actually at the event?

A: Yes, as long as you were directly involved in *supporting* the event.

Q12: Can I save my progress as I go?

A: No. However, the CAT is designed to be very simple and quick to complete in one sitting.

Q13: How soon after the event or activity must I enter the data?

A: As soon as possible, and regularly so the data reflects your work across the year.

Q14: A group in my area held an event, should I count that data?

A: If you were directly involved in the event or activity, or directly supported it, facilitated it or collaborated to make it happen, then yes. If you did not directly play a role, then no.

Q15: How do I check that the data I entered is correct?

A: At the end you will be asked to “Review before Submit” and you can edit the entry if required. When you hit Submit, you will receive an email to keep as a record.

Q16: Can I change the data once it has been submitted?

A: Yes, we can correct any errors on your behalf. Email landcare.admin@lfs.nsw.gov.au and provide the unique CAT ID number.

Q17: Can I enter several events at once?

A: No, the system captures individual events, however submitted, you will be asked if you wish to add an additional event or duplicate the previous entry. If you select duplicate it will copy all information from your previous entry, excluding location. Change the necessary parts and resubmit.

Q18: Who owns the data and who uses it?

A: As the data is linked to reporting for the funding agreement held between Local Land Services and your host organisation, the data is owned by Local Land Services and yourself. Local Land Services and Landcare NSW Inc. as delivery partners will have access to the data to evaluate the LEP.

Q19: Can I capture Aboriginal engagement activities?

A: Yes. Aboriginal engagement means the activity, either wholly or partially, directly involved engaging with Aboriginal people in some way. A question in CAT captures this type of activity.

Q20: Is there a new Ministers’ Priorities question?

Briefly we had a question for this but it has been deactivated while we find out more background about this list and can provide some logic to help fill it in.

Q21: Will I have to enter my name and details every time?

A: No CAT is linked to an external worksheet that prepopulates the first five questions based on your First and Last Name. Your browser may make field entry suggestions particularly for the Name of Event field. Be careful that in accepting these that other fields already correctly filled do not get overwritten – a common example of this is when Your Name overwrites the Name of Event field.

Q22: Do I always have to select a subtype?

A: It is easier for aggregate reporting if you select a subtype rather than use the “other” option. The 2025-26 form has new subtypes on offer, seen in the CAT data so far. If your activity doesn’t match a subtype, first consider if you have selected the correct Type, and if so, use only a short name in “other”.

Q23: Do I always have to report LEP-role hours for each activity?

A: Yes, as CAT captures data about activities LEP roles have undertaken directly or result from their support, each entry should include staff hours.

Q24: What if I don’t use the CAT?

A: Three things; you will miss out on the opportunity to contribute to the database of the program used to further opportunities for funding; you will not receive any collated data back to use for your own reporting or promotion; and you will not be meeting the reporting requirements of the LEP.

Q25: What is the definition of an organiser, participant, supporter?

A: The **organiser** is the primary role arranging the activity; there should only be one LEP funded role reporting as an activity organiser. If you are the organiser or only LEP role attending, complete the details including number of volunteers, volunteer hours, metrics of on-ground activity, partners etc.

There can be multiple **participants** in an activity.

Use **supporter** when you may not participate at the event but provide support to the group or individual - this could be advice, funding, contacts etc.

Each LEP role should add their own entry and select if they are organiser, participant or supporter.

Q26: How do I report in CAT, support of a BCT (or similar funding program/project) activity?

A: If the LEP role helps facilitate or plan an event that is specific to another funding program/project,

ensure that you select the correct type and subtype. Make sure you select the correct Funding source – this list now includes more that are commonly used. Pick Co-funded if you contributed LEP-funded staff time.

Q27: How do we enter grant details?

A: Please submit "Grant Application Planning/Submission" when you are working on a grant and add a value requested. Note if you make multiple entries for planning the grant only enter the grant amount requested once. If the grant application is successful, please complete a new entry and select "Successful Grant Received" with the amount granted.

Q28: How do we record # participants at a large event with a lot of people, e.g. a local show?

A: Record an estimate of meaningful interaction, try not to over-report. E.g. At a local show, estimate the number of discussions at the Landcare stall, not the number of people who come in through the Show gates.

Q29: How do we record 'Number of recipients of communications'?

A: If your numbers are large, aim to report on an estimate of likely meaningful engagement, try not to over-report. If online, web analytics such as Views, Reach and Content Interactions are helpful to include here.

Q30: How do we record NViroMedia involvement/activity/number of recipients?

A: Only report on your staff time, e.g. assisting with the development of these videos. NViroMedia will provide web analytics on reach and views etc.

Q31: How do we record travel?

A: Travel time needs to be included in the activity the travel was for, rather than reported as an activity.

Q32: Should I record phone calls?

A: It is better to record the purpose of the call (e.g. planning an event) rather than the phone call itself.

Q33. Where is the EEC question?

A: The Endangered Ecological Community question was removed as it is not a focus of LEP investment.

Q34: How do we report on activities that have Aboriginal involvement?

A: Select Yes for "Did the activity involve any Aboriginal partnerships?" and briefly describe. There is now also a NAIDOC subtype in Type = Event as this has been commonly reported as well.

Q35: What if my question is not answered here?

A: Please reach out via email landcare.admin@lfs.nsw.gov.au. Updates will be made to these Guidelines (note version and date in the header) - please contribute your feedback via email or use this form: <https://form.jotform.com/252037321333041>

Data Collection Tool – Indicator Logic Matrix:

Please try to minimise the use of subtype = "Other (Specify)"

Type of Activity: - Communications/Products - Event - Grant Application (Submitted/Received) - Human Resource Management - Meeting - Monitoring On Ground Activity - Planning - Reporting - Training/Education	
Type of Communication/Products (development of a product) - Advertising - Bulk email - Case Study (non LEP-required) - Display - Factsheet/Guideline - Interview - Live Webinar - Media Release - Newsletter - Podcast recording - PowerPoint/slideshow presentation - Promotional Flyer/Poster - Signage - Social Media Posts - Video - Website content - Other (Specify)	
Type of Event (These are our big community events. Try to capture all of them in CAT entries, and limit the #participants to meaningful interactions) - Agricultural or Country Show - Awards Ceremony - Farmers Market - Festival/Fair/Expo - Local Field Day - NAIDOC event - Regional Gathering - Tour/Field Trip/Farm Tour - Working Bee - Other (Specify)	
Type of Grant Activity (submitted, received) - Writing/Planning/Submission - Successful Grant Received - Unsuccessful Grant application + What is the Name of this Grant Program?	
Type of Type of Human Resource Management (In-office activities, including staff training & PD. If the training is for staff and volunteers, include it under Training/Education) - Data entry/File management - Induction - Interviews/Recruitment - Payroll - Policies and Procedures - Work Health & Safety - Staff Management (including performance reviews) - Training of Staff - Other (Specify)	

Type of Meeting • Administration • Annual General Meeting (AGM) • Community of Practice – local • Community of Practice – regional • Community of Practice - state • Conference • Host/Committee • Grant Development/Project Delivery • Landcare group-existing • Landcare group-new/establishing • LEP Network • Local Team • Partner/Stakeholder • Planning • <i>Other (Specify)</i>	
Type of Monitoring • Aboriginal Cultural Heritage • Animal Health/Welfare • Project Monitoring • Survey-Fauna • Survey-Flora/Vegetation • Survey-People/Community • Water Quality/Quantity/Salinity • <i>Other (Specify)</i>	
Type of Planning • LEP Planning • Financial Planning • Mapping • Project/Grant Planning • Strategic Planning • Team Planning • <i>Other (Specify)</i>	
Type of Reporting • Committee Reporting • Financial Reporting • LEP-Required Reporting • Membership Reporting • Project/Grant Reporting • <i>Other (Specify)</i>	
Type of Training/Education • Aboriginal Cultural Heritage • Agriculture/Natural Resource Management • Citizen Science apps • Communications • Emergency/drought response • Engagement – Adult • Engagement - School/Youth • Environmental/Ecological skills • First Aid/Mental First Aid • Grant application/Fundraising • Governance/Committee • Landholder/property visit • Leadership/Mentoring • LEP Lunch and Learn • Project Management • <i>Other (Specify)</i>	

On ground Activity	
Type of Improved Agricultural Practice ○ Farm Animal Health ○ Ground cover Improvement ○ Improved production ○ Natural capital ○ Soil Improvement ○ Water quality/ Salinity management ○ Water quantity/ storage management ○ <i>Other (Specify)</i>	Agricultural Production System Type ○ Aquaculture ○ Conservation/Natural Capital ○ Cropping ○ Forestry ○ Grazing Livestock ○ Horticulture ○ Mixed Crop/Grazing ○ Seed Orchard ○ <i>Other (Specify)</i>
Type of Maintenance/Other ○ Controlled burn - not Cool/cultural ○ Equipment/Capital ○ Litter Reduction (rural) ○ New plantings-Watering ○ New plantings-Weeding ○ New plantings-Mulching ○ Plant nursery work incl. Potting/sales/distribution ○ Plant rescue ○ Seed collection ○ Wildlife rescue/medical treatment ○ <i>Other (Specify)</i>	Type of Pest Control ○ Deer ○ Feral Bird ○ Feral Cat ○ Feral Fish ○ Fox ○ Goat ○ Pig ○ Rabbit ○ Wild Dog ○ <i>Other (Specify)</i>
Type of Native Planting/Habitat Restoration ○ Augment habitat eg. Nest boxes (rural) ○ Estuarine Planting ○ Riparian Planting ○ Terrestrial Planting ○ Urban Planting ○ Wetland Planting ○ <i>Other (Specify)</i>	Type of Urban Improvement ○ Augmented habitat incl. Nest boxes ○ Bushland health ○ Demo/Educational sites ○ Litter Reduction ○ Urban Gardens ○ Stormwater Management ○ <i>Other (Specify)</i>
Type of Weed Management ○ Estuarine Weeds ○ Riparian Weeds ○ Urban Weeds ○ Terrestrial Weeds ○ Wetland Weeds ○ <i>Other (Specify)</i>	Cool/Cultural Burns

Metrics questions that will be asked for relevant activities include:

Area of Works or Influence (Ha)	Number of Recipients of Communications	Length of Bank Works (M)
Number of Native Plants	Number of Visitors to Field Days	Number of Products
Length of Stream Works (M)	Total Coordinator/RASO Labour Hours	Grant Funding Value
Number of Groups Represented	Number of Volunteers Participated	Number Volunteer Hours
Number of Partners Represented		