

NSW Landcare Enabling Program 2023-27



2025-26 Coordinator Activity Tracker User Guidelines v4 – 18.12.25

The NSW Landcare Enabling Program (LEP) Coordinator Activity Tracker (CAT) is a tool for LEP staff to capture data about the activities they have undertaken directly, or that result from their support. CAT entries are a LEP reporting requirement and are treated as representative, rather than comprehensive records of activity.

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 the Gateway – [Reporting for LEP – NSW Landcare Gateway](#). The 2025-26 version is now live; previous versions have been deactivated.

LLS will share regional and individual data extracts each quarter to regional contacts, for dissemination to LEP staff. For special data requests between quarters, email landcare.admin@lls.nsw.gov.au

Using the Activity Tracker

Start by entering your name (case sensitive); this will pre-populate some fields. If your details are not prepopulating, email landcare.admin@lls.nsw.gov.au. Make sure this Name field is filled for every entry, otherwise it will need to be entered by LLS manually.

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 ones e.g., RLC, LLC, RASO, LEP.

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 be recorded

Try to have your CAT records reflect your main work activities. Record what you directly deliver, such as a workshop or event, and 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 rather than accumulating multiple activities in one entry.

Why CAT data entry is important

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

Privacy and Security Considerations when using CAT

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: It is possible, but we prefer that LEP roles submit their own records. Only record the activities relating to LEP delivery. 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 backdate 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: Select your role in CAT - Organiser, Participant or Supporter, 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. Participant should only enter their time spent.

Q5: 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. There can be multiple **participants** in an activity. Use **supporter** when you may not be at the event but provided support - this could be advice, funding, contacts etc.

Q6: Can data be entered offline?

A: No, not at this point. However, this functionality may be considered for the new digital solution.

Q7: Can photos be submitted?

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

Q8: When can I access the data that I have submitted?

A: Data dumps are sent to Hosts quarterly. Special requests for data may be considered; email landcare.admin@lrs.nsw.gov.au. The Dashboard option is not available for 2025-26 data.

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 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@lls.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.

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

A: No CAT is linked to an external worksheet that prepopulates some 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 more subtypes to choose from. 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 for your own uses; and you will not be meeting the reporting requirements of the LEP.

Q25: 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@lls.nsw.gov.au or use form: <https://form.jotform.com/252037321333041>

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 interactions; 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 through the Show gates.

Q29: How do we record ‘Number of recipients of communications’?

A: If your numbers are large, aim to report on 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: Can my #CAT entries reporting requirement be reduced if I take leave?

A: Annual leave and “regular” sick leave will not result in a reduced CAT reporting requirement. For ease, we are defining “regular” sick leave as being 2 consecutive weeks or less. For sick leave of more than 2 weeks, or other types of leave including carers, maternity or long service leave, a reduced CAT reporting requirement may apply. We’d appreciate a request to landcare.admin@lfs.nsw.gov.au in these cases so we can give formal approval and record it in our systems.

Q36: What if my question is not answered here?

A: 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 – Selecting Types and Sub-types:

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

<p style="text-align: center;">Type of Activity:</p> <ul style="list-style-type: none"> Communications/Products Event Grant Application (Submitted/Received) Human Resource Management Meeting Monitoring On Ground Activity Planning Reporting Training/Education 	
<p style="text-align: center;">Type of Communication/Products (development of a product)</p> <ul style="list-style-type: none"> 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) 	
<p style="text-align: center;">Type of Event</p> <p><i>(These are our big community events. Try to capture all of them in CAT entries, and record the #visitors or volunteers to reflect meaningful interactions only)</i></p> <ul style="list-style-type: none"> 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) 	
<p style="text-align: center;">Type of Grant Activity (submitted, received)</p> <ul style="list-style-type: none"> Writing/Planning/Submission Successful Grant Received Unsuccessful Grant application <p style="text-align: right;">+ What is the Name of this Grant Program?</p>	
<p style="text-align: center;">Type of Type of Human Resource Management</p> <p><i>(In-office activities, including staff training & PD. If the training is for staff and volunteers, include it under Training/Education)</i></p> <ul style="list-style-type: none"> Data entry/File management Induction Interviews/Recruitment Payroll Policies and Procedures Work Health & Safety Staff Management (including performance reviews) Training of Staff Other (Specify) 	

<p style="text-align: center;">Type of Meeting</p> <ul style="list-style-type: none"> • 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> 	
<p style="text-align: center;">Type of Monitoring</p> <ul style="list-style-type: none"> • Aboriginal Cultural Heritage • Animal Health/Welfare • Project Monitoring • Survey-Fauna • Survey-Flora/Vegetation • Survey-People/Community • Water Quality/Quantity/Salinity • <i>Other (Specify)</i> 	
<p style="text-align: center;">Type of Planning</p> <ul style="list-style-type: none"> • LEP Planning • Financial Planning • Mapping • Project/Grant Planning • Strategic Planning • Team Planning • <i>Other (Specify)</i> 	
<p style="text-align: center;">Type of Reporting</p> <ul style="list-style-type: none"> • Committee Reporting • Financial Reporting • LEP-Required Reporting • Membership Reporting • Project/Grant Reporting • <i>Other (Specify)</i> 	
<p style="text-align: center;">Type of Training/Education</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Aquaculture ○ Conservation/Natural Capital ○ Cropping ○ Forestry ○ Grazing Livestock ○ Horticulture ○ Mixed Crop/Grazing ○ Seed Orchard ○ <i>Other (Specify)</i>
Type of Maintenance/Other <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Deer ○ Feral Bird ○ Feral Cat ○ Feral Fish ○ Fox ○ Goat ○ Pig ○ Rabbit ○ Wild Dog ○ <i>Other (Specify)</i>
Type of Native Planting/Habitat Restoration <ul style="list-style-type: none"> ○ Augment habitat eg. Nest boxes (rural) ○ Estuarine Planting ○ Riparian Planting ○ Terrestrial Planting ○ Urban Planting ○ Wetland Planting ○ <i>Other (Specify)</i> 	Type of Urban Improvement <ul style="list-style-type: none"> ○ Augmented habitat incl. Nest boxes ○ Bushland health ○ Demo/Educational sites ○ Litter Reduction ○ Urban Gardens ○ Stormwater Management ○ <i>Other (Specify)</i>
Type of Weed Management <ul style="list-style-type: none"> ○ 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 and Other Groups Represented		