



April 2016

2015-19 Local Landcare Coordinator Initiative

Update 3

Monitoring, evaluation, reporting and improvement

Welcome to the third update for the Local Landcare Coordinator Initiative. Firstly thanks to everyone for your work in appointing coordinators so quickly and for your participation at the Stockton Induction. Landcare NSW were contracted to run the event with input from Local Land Services. It was a positive and concrete example of the partnership at work.

MERI – Why

We will be working with you to determine and improve both the program's performance and its impact. We will assess the program's performance, its success in achieving the outputs with inputs and activities, through reporting. The program's impact will be evaluated through its success in achieving outcomes. This will be iterative and participatory. Impact data will be collected during and at the end of the program.

These processes of monitoring, evaluation and reporting will help us to:

- Learn and improve as we go - close the loop;
- Track how you're going and identify potential problems and opportunities;
- Provide accountability for the use of public funds; and
- Create information for multiple purposes including "Telling the story" to continue investment.

Reporting requirements – What and How

These requirements are based upon information in the "Guidelines for Host Organisations" provided for groups when applying for funds, and the schedules at the back of the contracts you now have.

Reporting is required three times a year: simple six monthly reports (31st May and 15th December) and an annual report card with brief case studies (1st October, timed to inform your own AGM and Annual Reporting).

Six monthly reporting (May and December)

The six monthly reporting asks groups to develop a plan and monitor their performance against this. The reports will be used by the program to determine where host organisations may be having difficulties (whether at the individual or regional scale) in order to provide targeted support, and to provide accountability with milestones and finances.

The six monthly reports will consist of:

Part 1 Agreement details and Financials - Grantee to complete

- a. Agreement details (agreement number contact name etc)
- b. Financial Report (overview of how funds have been spent);
- c. Declaration by the Grantee (contracted organisation)

Part 2 Progress and outputs - Host organisations to complete [to be completed for each Local Landcare Coordinator position]

- a. Details of the Local Landcare Coordinator employed;
- b. Attendance at state and regional level Community of Practice activities;
- c. Media and communications
- d. Progress - Opportunities and/or difficulties.
- e. Annual plan
- f. Declaration

The annual plan should be developed by each host organisation that is supported by a coordinator. The annual plan is a plan for the group or network, not just a work-plan for the coordinator. Where a regional contract exists for several part time positions it is expected that an annual plan for each of the positions is developed in conjunction with the local host organisation, and that the regional contractor will append these plans to the six monthly reports they submit.

You will need to be working on developing the annual plan, for each host organisation that supports a coordinator, so that these are ready for attachment to the report on 31 May 2016. Assistance is available to help you develop your annual plan if you don't already have a process. A template and example will be available from Landcare NSW at <http://landcarensw.org.au/member-resources/landcare-coordinators/>

Please contact your Regional Landcare Facilitator for assistance and Landcare NSW is also available to provide support or training workshops on a regional basis if required.

Annual report cards with case studies

The annual report cards and case studies provide an annual snapshot of group health and performance. They provide materials for host organisations to develop their own annual report, and for the program to report how host organisations are achieving against the objectives of the program. The data will provide a basis to reflect on how you are travelling as a group, and will help us build a picture of the effectiveness of investment in the program.

The annual reporting is due 1 October for each year of the program including 2018, and then 31 May 2019.

Annual Report Card

This is a report on your organisation that you can use to construct your statutory annual report for your members and to market your group.

The report card will contain several components with a few questions in each:

1. Governance capacity - focused on policy, decision-making and procedures with group financial statements attached;
2. Group/network snapshot - based on activity level, numbers, linkages;
3. Description of investment, leverage and partnerships;
4. Collation of activities undertaken.

The template is being developed and will be “road-tested” prior to release to ensure they are simple and relevant. We are aiming to provide them in August.

Case Studies

These will only be one page and will be themed to the objectives of the program. Three case studies are required per 0.5 EFT (each year).

Across the life of the program over 700 case studies will be produced and can be used for:

- your group/network to promote your achievements, and for inclusion in your annual report;
- the program to show how the objectives are being met;
- the Sustaining Landcare component to build a case for Landcare funding.

Due to these multiple uses we want to be able to ensure we have a professional product right from the start. We are engaging communication consultants to help with this process and will also be seeking your input. A template will be ready by August.

Submission of reports

We are working to establish Gateway as an efficient means for reporting. We will let you know well prior to the 31 May as to the link and process to do this. We are also aware of the potential pitfalls with reporting, or submitting reports, electronically. If there are any problems the fall-back will simply be to e-mail reports to us at the landcare.admin@lls.nsw.gov.au e-mail address we are already using.

The Executive Support Unit of the Local Land Services will be processing the contracts and the invoices. This will be done at their main office in Dubbo and through the e-mail address above.

If you have any questions please give us a ring.

Jennie Coldham – Member Services Officer, Landcare NSW 0427 260 258

Kate Andrews - Manager Landcare Program, Local Land Services 0403 604 823

This activity is part of the Local Landcare Coordinators Initiative



**Local Land
Services**

The Local Landcare Coordinators Initiative is funded by the NSW Government, and is supported through the partnership of Local Land Services and Landcare NSW.

