



November 2016

## 2015-19 Local Landcare Coordinator Initiative

### Update 6 Reporting update & six monthly report

This update provides information on

- Case Study Reporting
- Annual Report Cards
- Six Monthly Progress Report (due 15 December 2016)

#### Case study reporting

Thank you to all those who, through their efforts, have ensured their case studies are not only complete, but done to a very high standard. The results are fantastic and contribute to building an invaluable online information bank where groups from all over NSW and beyond can easily access and utilise to learn from each other. It's just one more of the ways in which, through the LLCI, we are able to "**Share, Learn and Connect**".

As each case study is endorsed it becomes visible on your Gateway group page. Case studies can also be accessed via the link on the home page, and we will be showcasing some through the carousel at the top of the home page.

We are currently reviewing all case studies and will get back to you shortly if we think your case study could be enhanced with just a bit more work, or if there are some layout or technical issues.

We recognise that at times it was somewhat frustrating in grappling with a new platform – we have taken on board your suggestions and will implement these early in the New Year. We will also update the help sheet and provide some guidance on the common issues and suggested solutions that will make completing the case studies easier.

Just a reminder, that now the platform is live, you can contribute your cases studies at any time during the year. You do not need to wait till the reporting due date of 1 November 2017. We encourage do make regular contributions and you can also contribute more than the minimum required for reporting if you wish. The case study template provides a means by which you can do a summary report on any activity of project you have completed.

For those still having difficulties please contact us to arrange some additional support to ensure these are completed prior to 30 November 2016.

Thank you for all of your hard work and your collaborative approach to these.

## Annual report cards

Whilst we have completed the content of the report cards, we have not as yet resolved the platform issues. We will release the report cards as soon as they are ready so that those that wish to complete these can, however, in light of the fact that the six monthly progress report being due 15 December, we have decided to extend the due date until early next year. More information will be provided in a separate update.

## Six monthly progress report

The six monthly progress report builds upon the report you completed in May this year. We suggest that the reporting asked for is nothing more than formalising practices that you as an organisation should regularly undertake to review monitor and adapt your groups plans to changed circumstances that invariably occur throughout the year.

The report has several components – please refer to Update 4 (link below) for feedback and suggestions on how to complete the six monthly report.

<http://www.landcare.nsw.gov.au/local-landcare-coordinator-initiative/updates>

### *Grant Agreement Page*

Grantees are asked to complete a financial report for the period to 30 November 2016. In the comments box, please outline any major variations from your initial budget and plans for any underspends. Please also update any changes to Grantee contact details.

### *Part 2 –*

- *Progress Report*

Each host organisation under the Grant will need to upload a completed Part 2 report. The template is attached.

This provides the following information:

- Coordinator details* – ensures we have up to date details of your coordinator
- Community of practice* – provides an update on the regional Community of Practice (CoP) activities you have attended and the key benefits from these for your organisation.
- Highlights and Difficulties* – provides an opportunity for you to tell us a highlight that we can use to promote the project, and to let us know any difficulties you face.
- Review of Annual plan* - see below.

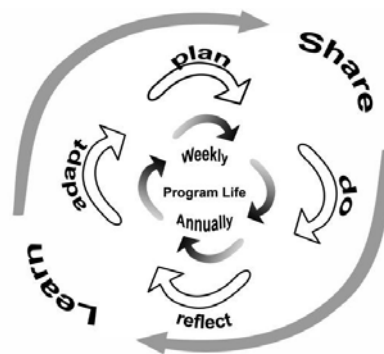
E. *Declaration* - please ensure that your Part 2 is signed by an authorised member of your organisation.

- *Annual Plan*

Many groups submitted comprehensive annual plans providing clear focus and direction, with grounded committee and community consultation. They also identified opportunities that reflect the LLCI program and goals. Ensuring the actions and activities complement the vision and mission of your organisation provides a cohesive and significant approach for delivery. Some included specific timeframes and milestones helping the delivery and accountability of the plan.

Each host organisation is asked to review the annual plan they submitted in May. It is important to note this requirement is NOT about the LLCI program assessing your achievements; it is an opportunity for your group to review where you have been successful, adaptively manage for items that aren't on track and review and plan your priority actions for the upcoming six months. It provides an opportunity for committee and staff to share their experiences and learn from successes and shortfalls.

Many groups are finding that their initial plan may have been too broad, too optimistic, or not include opportunities that have since become available. If this is the case, there is nothing wrong with readjusting your plan to fit the current reality.



This is part of the planning cycle which groups should factor into their normal management. We will review your plan to help us understand where we need to provide support through either the RLF training program at a regional scale, or more on a 1:1 basis with your organisation.

If you used the template provided for the annual plan, it has a column in which you can update progress. Other groups who have used their own planning template should provide and update against the actions outlined in their plan using whatever existing mechanism currently in use for their organisation.

This is not about making you conform to the program template, but rather encouraging your group to regularly (at least six monthly) review and report on your progress in achieving your annual activities and targets to committee, staff and members of your organisation.

The due date for the six monthly report is 15 December 2016, however please contact us should you be experiencing difficulties with achieving this date.

Remember that your Regional Landcare Facilitator (RLF) is available to provide assistance to your group. Engaging and consulting with your RLF is crucial to the success and coordination of this program.

## Changes or Issues in Relation to your Local Coordinator

As the Local Landcare Coordinator Initiative is reaching the end of its first year, you may see some changes that relate to you or your Local Coordinator. These may be people moving on from the position, taking extended leave, falling ill for long periods or major changes in working times or even breakdowns in working relationships.

We want to at this point remind all the Local Coordinator Hosts or Coordinators themselves that it is very important that you inform the program of any major changes or threats to the success of the program and the specifics of how they are planned to be resolved. The intention of the program is to be very flexible, however we do want to ensure we are kept in the loop and are available to help were ever we can.

In terms of Coordinators moving on from the role and recruitment processes having to take place, we would ask that you do get in touch with us as soon as possible.

Please send us an email with your updates to [landcare.admin@lils.nsw.gov.au](mailto:landcare.admin@lils.nsw.gov.au) or give us a call.

**Thank you for your involvement and help. As always, call us with any questions or comment.**

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This activity is part of the Local Landcare Coordinators Initiative



**Local Land  
Services**

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