



August 2016

2015-19 Local Landcare Coordinator Initiative

Update 4

Reporting feedback and upcoming annual reporting

Welcome to the fourth of regular updates for the Local Landcare Coordinator Initiative, which covers both feedback on the recent 6 monthly report submitted and information about the upcoming Annual Reporting. **Please note the due date for the ANNUAL Reporting has been extended by 1 month to 1 November 2016.**

We would like to thank you for promptly providing your reports along with your milestone invoices for payment. These should have now been processed. Please contact us at landcare.admin@lls.nsw.gov.au if you have not yet received your payment.

Six monthly reports

Thanks to all of you for your efforts in fulfilling the six monthly reporting requirements. The commitment displayed in the submissions was really encouraging and positive. There are some great examples of collaboration and partnerships at work and we look forward to seeing this develop over the life of the program.

Part 1

This was completed by the Grantees and lists any update to the grantee contact, plus provides a financial report for the grant.

Financial reporting

The financial reports are being entered differently or in some cases not completely.

We have provided an example at the end of the Update to show you what we need.

Where multiple host organisations are supported under the grant, please provide an amalgamated financial report that indicates the total expenditure for each of the hosted positions. We've provided an example (attached) of how the financial report on-line might look of you were receiving funds for one half-time coordinator.

If you have any problems with this please contact Kate Andrews.

Part 2

A Part 2 report and annual plan must be submitted for each hosted position (i.e. if the Grantee is hosting 3 positions, 3 x Part 2 reports and three separate annual plans need to be submitted).

The Part 2 report should be completed by the Host organisation and signed by a representative of the Host organisation (a committee member or steering committee member as appropriate, rather than the coordinator).

The purpose of the part 2 report is to:

- Provide an update on coordinator contacts,
- Provide an overview from each host organisations on how the project is progressing,
- Provide a highlight of the project during the reporting period and
- Provide an opportunity to give suggestions or request for support.

An important aspect of this report is capturing how the regional community of practice is supporting the host organisations, and this will help us identify areas that can be shared across other regions or identify where additional support may be required.

It is also important to provide information on how each of the host organisations is communicating about the project and their activities.

Feedback on Regional Community of Practice (RCoP) activities

"Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly." (Wenger-Trayner)

In the case of the LLCI the Regional CoP is to support Landcare coming together to share learnings and participate in training so that they can build and share skills as they relate to the job of Community Landcare Support.

Many groups listed their within network and group scale activities, or courses that individuals attended. These are valuable activities in their own right and will be captured in the annual reports. For the six monthly reports we would like to capture the work you do building a community of practice for Landcare Support **across** your networks in the region.

We would expect that across your region 2-3 activities per 6 month period would occur, and could include things like teleconferences, training days, common courses, meetings of committee and staff from Landcare Networks across the region, where they learn and share information on the topic of supporting Landcare

Capturing communication activities

Thanks for your patience with this element of the reporting. We are working on making this as straightforward as possible and recognise that this area of the report caused issues for some of you.

Ideally we would like this information to be contributed throughout the 6 month period rather than appended to the report every 6 months. It would be great for it to be available for multiple uses and for a range of audiences. Capturing how you are getting the stories of Landcare out, and the stories themselves, is a crucial part of the LLCI. This work helps achieve the broader goals of the program to ensure that Landcare is valued and sustained.

By uploading communication material on Gateway where-ever possible we can help people to access and share material for multiple purposes. Even if you already load this information to your own website we suggest you post a quick summary (and the link to the full article) on the news tab of your Gateway page.

This provides you with another avenue to promote the activity as it will appear on the home page of the Gateway, as well as being archived on the Gateway for others to find and utilise. We are working on automating filling in the report from the info you load to your web page in time for the next 6 monthly reports.

If your communication isn't loaded to Gateway Future reports will ask you to include a link to your website etc. in the report table.

Feedback on Annual Plans

Thank you for all of your hard work and your collaborative approach in developing your annual plans.

Many groups submitted comprehensive annual plans providing clear focus and direction, and grounded in 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.

We'd like to remind grantees who have more than one organisation to report separately for each position they support.

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

Annual Report Update

The annual report consists of a report card and case studies, as outlined in your contract schedule and an earlier Update. For 2016 the due date for the ANNUAL Report has been extended by 1 month and is now due 1st November 2016.

Dates for future years remain unchanged (i.e. the annual reporting is due 1st October 2017, 1st October 2018 and then 31st May 2019).

The annual report cards and case studies will provide an annual snapshot of group health and performance. They will 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 help establish a basis to reflect on how you are travelling as a group, while helping us build a picture of the effectiveness of investment in the program.

We will be in touch shortly with detailed information on how to complete the reports. In preparation for this reporting all coordinators/hosts have recently received Gateway logins. Can you please check that your login is working correctly and should you be encountering any problems please contact Lucy Chapman on lchapman@landcarensw.org.au.

Thanks for all your efforts. If you have any questions please give us a ring.

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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.



Financial Report - Example

This example is how the financial report on-line might look if you were receiving funds for one half-time coordinator. Grantees with multiple positions should report on the combined budget and expenditure of all positions

It assumes

- A carried forward balance from the first report of \$4,200.00.
- Project Funds received during the period \$50,000.00
- Other cash funds contributed to the LLCI program \$2,500.00
- Funds unspent as at the reporting date \$31,100.00

The Budget is the budgeted costs for that line item for the entire 12 months.

Travel is costs associated with carrying out the duties under the LLCI.

Community of Practice & workshop attendance is for costs (travel) associated with attending the regional community of practice activities, and for State wide workshops (no State-wide workshops are scheduled for 16/17).

The notes section is for a short description/explanation of any major departures from the budget.

The Financial report should be signed by a person authorised by the recipient organisation.

Part 1 LLCI project budget - 2018-Dec-15

Opening Balance - \$ (closing balance from previous six monthly report)		\$4,200.00
Income for period - \$		\$50,000.00
Other Contributions		\$2,500.00
Total income sources		\$56,700.00
Line items	Budget 12mth)	Expense (to date)
Salary and On-costs	\$42120.00	\$20250.00
Office and Service Overheads	\$5200.00	\$2600.00
Travel	\$6400.00	\$2000.00
Community of Practice and Workshop Attendance	\$1000.00	\$500.00
Other (excludes capital items)	\$1980.00	\$240.00
Total expense	\$56,700.00	\$25,590.00
Balance held		\$31,110.00

Notes

The brought forward balance was due to the late start of the coordinator. It has been budgeted for use this year in travelling and for activity support. The Balance held at 15 Dec 2016 is slightly larger than planned at this point of the year, due to an underspend on travel and activities as it is harvest season with a decrease in group meetings being held. Similarly the budget for "Other" is planned for use for a display at the Show in March 2017. It is expected that the balance will be fully expended by the end for the FY.