



Department of  
Primary Industries

# NSW WEEDS ACTION PROGRAM GUIDELINES

NSW WEEDS ACTION PROGRAM

# GUIDELINES



Department of  
Primary Industries



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# Overview

## NSW Weeds Action Program

The *NSW Weeds Action Program* is a NSW Government initiative to reduce the impact of weeds under the *NSW Invasive Species Plan*.

The *NSW Weeds Action Program* replaces a range of noxious weed grant programs provided by the NSW Government to local and public authorities, and trustees of reserves and commons. The *NSW Weeds Action Program* will target these funds directly at the weed outcomes in the *NSW Invasive Species Plan*. The Noxious Weeds Advisory Committee proposed the changes to ensure that local weed control authorities, public authorities and other key stakeholders meet the *NSW Invasive Species Plan* targets for weed management.

The *NSW Weeds Action Program* demonstrates the Government's commitment to the *NSW Invasive Species Plan* and will:

- identify and manage high risk weed species and entry pathways;
- develop and implement early weed detection capabilities;
- assist in the timely detection of new weed incursions;
- affect a quick response to eradicate or contain new weeds;
- identify and prioritise weed management programs to where benefits are greatest;
- provide effective and targeted on-ground weed control;
- increase community acceptance of, and involvement in, effective weed management;
- integrate weed management into education programs;
- improve the knowledge base for weed management;
- monitor progress of the *NSW Invasive Species Plan's* implementation; and
- encourage the use of cost-sharing arrangements

The *NSW Weeds Action Program* has two project components. Firstly, a regional program to help local weed control authorities, public authorities and other stakeholders develop partnership to effectively target weeds; identify and stop new weeds early and increase community involvement in weed management. Secondly, a State component to ensure NSW controls new weeds before they become widespread, effectively manage weeds already present but have not yet become well established and build the capacity of the NSW community to manage weeds.

There are two project categories: *Regional Weeds Action Program* – projects and *State Weeds Action Program* – projects:

1. **Regional Weeds Action Program** – projects involve a number of stakeholders in a region working together.

A regional program will help local weed control authorities, public authorities and other stakeholders develop partnerships to effectively target weeds; identify and stop new weeds early and increase community involvement in weed management.

2. **State Weeds Action Program** – projects either cover the whole State of NSW or have a state-wide impact.

This is a State component to ensure that new weeds are controlled before they become widespread: current weeds are effectively managed and the capacity of the NSW community to manage weeds is improved.



Bitou Bush (*Chrysanthemoides monilifera* subspecies *rotundata*)



## NEW SOUTH WALES INVASIVE SPECIES PLAN 2008–2015

### Goal 1: Exclude

#### PREVENT THE ESTABLISHMENT OF NEW INVASIVE SPECIES

**Challenge:** *The most effective way to minimise the impacts of invasive species is to prevent their initial incursion. The challenge is to identify species, thoroughly assess potential invasiveness and implement effective barriers to prevent their establishment.*

#### Objectives

- |   |
|---|
| 1: high risk species and pathways are identified and managed        |
| 2: early detection capabilities are developed and implemented       |
| 3: consistency between State and National legislation and protocols |

### Goal 2: Eradicate or contain

#### ELIMINATE OR PREVENT THE SPREAD OF NEW INVASIVE SPECIES

**Challenge:** *Invasive species have the ability to establish in new areas rapidly and successful control often corresponds directly with timely and rapid response. The challenge is to develop and deploy effective and efficient ways to eradicate or contain an introduced species before it becomes widespread.*

#### Objectives

- |  |
|--|
| 1: timely detection of new incursions                          |
| 2: rapid response to eradicate or contain new invasive species |

### Goal 3: Effectively manage

#### REDUCE THE IMPACTS OF WIDESPREAD INVASIVE SPECIES

**Challenge:** *Many invasive species are already widely established in NSW. The challenge is to manage or control these species to reduce their impact where benefits of control are greatest.*

#### Objectives

- |   |
|---|
| 1: identification and prioritisation of management programs where benefits are greatest |
| 2: effective and targeted on-ground control   |

### Goal 4: Capacity

#### ENSURE NSW HAS THE ABILITY AND COMMITMENT TO MANAGE INVASIVE SPECIES

**Challenge:** *Invasive species have very real and imminent implications for NSW's economy, environment and social well-being. The challenge is for NSW to have the knowledge, skills, resources and systems to address the impact of invasive species.*

#### Objectives

- |  |
|--|
| 1: government manages high priority invasive species on public land and waterways                            |
| 2: private landholders motivated to manage invasive species proactively                                      |
| 3: increased community acceptance of and involvement in effective invasive species management                |
| 4: integration of invasive species management into education programs  |
| 5: skilled workforce implementing invasive species management  |
| 6: ability to measure the effectiveness of invasive species management                                       |
| 7: improve knowledge base for invasive species management  |
| 8: roles and responsibilities defined for invasive species management  |
| 9: government commitment to implement the components of the ISP  |
| 10: legislation and policies implemented and enforced consistently for effective invasive species management |
| 11: monitor progress of implementation of the Plan   |
| 12: have established cost sharing arrangements   |

# Background

The *NSW Weeds Action Program* (the Program) supports weed management in NSW. The Program replaces previous programs that assisted local and public weed control authorities through noxious weed grants.

In 2008 the Government endorsed the *NSW Invasive Species Plan* (the Plan). The Plan enhances NSW's capacity to effectively manage all invasive species including weeds. The Plan aims to prevent new incursions, contain existing populations and adaptively manage widespread species. A key theme of the Plan is to foster a cooperative culture where all relevant parties actively contribute to minimise the impacts of invasive species in NSW.

The Program provides grants to assist public and local weed control authorities and other key stakeholders to contribute to the goals and objectives of the *NSW Invasive Species Plan*. A key principle of the plan is that priority for action must focus resources on areas that will achieve the greatest benefit for the investment made.

While local control authorities have specific functions under the *Noxious Weeds Act 1993*, the Program provides extra resources to ensure the achievement of priority weed management outcomes.

The Government recognises the need to coordinate weed control over areas larger than that covered by individual weed control authorities. The Program will support both state-wide and regional programs.

The four goals of the Plan are:

**Goal 1: Exclude**

- prevent the establishment of new invasive species

**Goal 2: Eradicate or contain**

- eliminate, or prevent the spread of new invasive species

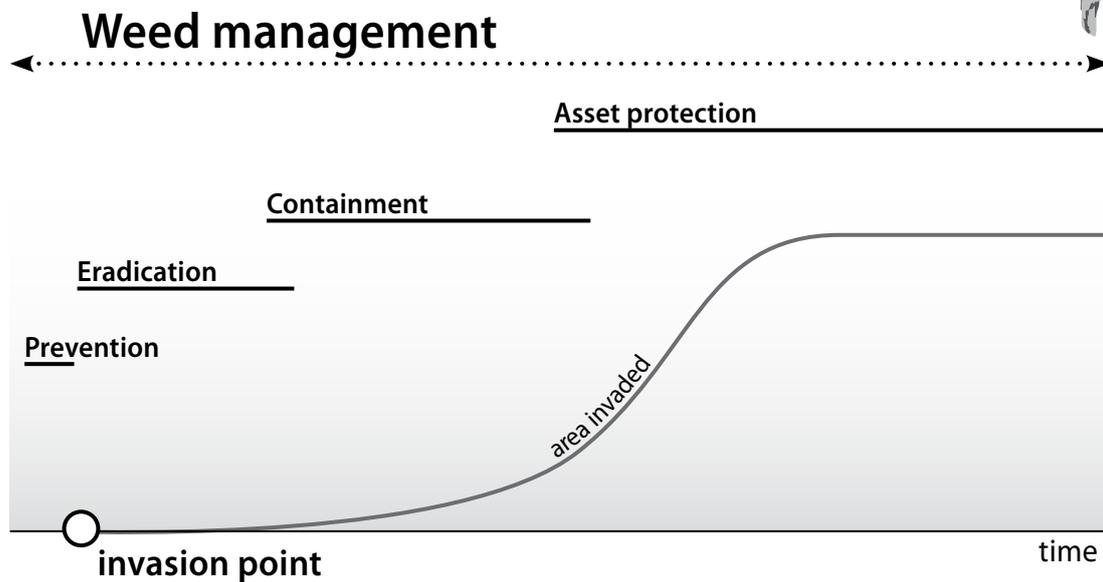
**Goal 3: Effectively manage**

- reduce the impact of widespread invasive species

**Goal 4: Capacity building**

- ensure that NSW has the ability and commitment to manage invasive species.

The following diagram shows the application of these approaches to a stylised weed invasion curve. The diagram demonstrates that as a weed species becomes more abundant over time, the appropriateness of management approaches – *Prevention, Eradication, Containment and Asset Protection* – changes. Applying 'the right' management approach is a key principle of the Plan and is a major objective of the Program.



Local weed control authorities have the opportunity to obtain *Regional Weeds Action Program* funding by working together with other stakeholders in a region to develop comprehensive projects addressing the targets in the Plan.

Each *Regional Weeds Action Program* funding submission will require a Lead Organisation to accept responsibility for the submission. This will entail collating and submitting the submission on behalf of all the partners, receiving and distributing the funds and collating and submitting reports. An incorporated regional group, local weed control authority or partner public authority may be the Lead Organisation.

All Program funding recipients are required to set performance measures for projects. The submission for projects record performance measurement relevant information in a simple way. The submission template links *Regional Weeds Action Program* – project activities and reports to regional, state and national strategies and identifies specific activity targets. This provides clarity by ensuring that reports reflect actual performance compared to expected outcomes, activities and outputs.

# Priorities for the NSW Weeds Action Program

The priorities of the *NSW Weeds Action Program* are from the *NSW Invasive Species Plan*.

## **Regional Weeds Action Program – projects**

The priorities are for regional projects that support:

- control of new weed incursions in the region;
- regional education, extension and communications; and
- regional weed management partnerships.

Specifically submissions should contribute to the following outcomes:

- identify and manage high risk species and pathways;
- develop and implement early detection capabilities;
- assist in the timely detection of new weed incursions;
- affect a quick response to eradicate or contain new weeds;
- increase community acceptance of and involvement in effective weed management;
- increase the skill of the workforce implementing weed management;
- provide effective and targeted on-ground control; and
- encourage or uses cost sharing arrangements.

## **State Weeds Action Program – projects**

The priorities for the State projects are specific outcomes in the Plan including:

- identify and manage high risk species and pathways;
- develop and implement early detection capabilities;
- assist in the timely detection of new weed incursions;
- affect a quick response to eradicate or contain new weeds;
- identify and prioritise management programs to where benefits are greatest;
- provide effective and targeted on-ground control;
- increase community acceptance of and involvement in effective weed management;
- integrate weed management into education programs;



- improve the knowledge base for weed management;
- demonstrate the Government's commitment to implement the *NSW Invasive Species Plan*; and
- monitor progress of the Plan's implementation.

*Regional Weeds Action Program* – projects must contribute to a State or regional weed management strategy. A regional weed management strategy is an invasive weed or species plan or strategy that contributes to the Plan goals. Local weed control authorities in the region should agree to the strategy and other key stakeholders including relevant Catchment Management Authorities should endorse the plan. All State and regional weed strategies supported by the Program must include key performance indicators.

*Regional Weeds Action Program* – projects submissions must demonstrate that the project team is using a coordinated approach. Priority for funding will be given to submissions with multiple stakeholders and partnerships.

Reporting on *Regional Weeds Action Program* – projects will be against nominated measurable outcomes and targets in the project as agreed by the Department and consistent with Funding Agreement.

The basis for regional projects is the Plan. Submissions should include modules that implement actions that contribute to the outcomes and outputs in the Plan. Ideally, applicants should design projects using the monitoring, evaluation, reporting and continuous improvement framework.

Go to [www.nrm.gov.au/publications/frameworks/meri-framework.html](http://www.nrm.gov.au/publications/frameworks/meri-framework.html) to find out more.

Priority is given to submissions with modules that clearly support specific outcomes under:

- management of new weed incursions in the region;
- regional education, extension and communications; and
- regional weed management partnerships.

Other modules may be included. Each module should address outcomes in the Plan. Priority outcomes are detailed below.

## **New Weed Incursions**

*NSW Invasive Species Plan* outcomes:

- 1.1 Identify and manage high risk species and pathways
- 1.2 Develop and implement early detection capabilities
- 2.1 Assist in the timely detection of new weed incursions
- 2.2 Provide a rapid response to eradicate or contain new weeds

*Regional Weeds Action Program* – project submissions should include a module that manages high-risk species and pathways in the region. This may include identifying the high-risk pathways and conducting systematic surveys of high-risk sites. The module should also assist in the timely detection of new weed incursions and provide for a rapid response to eradicate or contain new weeds. This may be by providing weed identification services to landholders or promoting awareness of new weeds in the region in the media and at field days. It may also include revising programs to allow for climate change.

## **Education, Extension and Communication**

*NSW Invasive Species Plan* outcomes:

- 4.3 Increase community acceptance of and involvement in effective weed management
- 4.5 Increase the skill of the workforce implementing weed management

*Regional Weeds Action Program* – project submissions should include a module that increases the community acceptance of, and involvement in, effective weed management. This may be through community awareness programs, improving landholders skills in weed management and developing targeted programs for absentee and rural residential landholders.

## **Partnerships and Regional Weed Management**

*NSW Invasive Species Plan* outcomes:

- 3.2 Enhance regional and local cooperation and coordination
- 4.12 Encourage or use cost sharing arrangements

*Regional Weeds Action Program* – project submissions must demonstrate that a coordinated approach is being used in the project. The assessors will give priority to submissions with multiple stakeholders and partnerships. In order to meet the partnerships requirement, it is preferable that each Regional Weeds Advisory Committee make a single submission. This does not exclude submissions for cross regional projects.



The Department recognises that there is considerable work in developing large projects. The submission should include reasonable administration, monitoring and reporting costs for the project incurred by the Lead Organisation.

*Regional Weeds Action Program* – projects support partnerships and regional weed management that provide effective and targeted on-ground control and encourage or use cost-sharing arrangements. This necessarily involves a number of local weed control authorities cooperating in the project. Partners may also include any organisation or group who actively contribute to the project, for example: Catchment Management Authorities, industry groups, Landcare groups, educational institutions and other public authorities.

Examples of the type of activities include implementing common programs along a river or across boundaries in a catchment, establishing nursery sites for biological control agents, administering a regional committee and running educational activities such as TV promotions weed publications or a web page. It may also include coordinating development of regional partnerships and joint operations with Livestock Health and Pest Authorities, public authorities and local weed control authorities to control priority weeds.

Generally, costs related to treatment of weeds on unfenced roads, public lands, private lands or council properties are the responsibility of the landowner or occupier or local authority. Exemptions may include where the authority has waived its responsibilities under Section 17 of the *Noxious Weeds Act 1993* (the Act), or for Class 1 or 2, or undeclared weeds that pose a significant threat as part of an eradication program. Where applicants request grant funds for control costs of noxious weeds, there needs to be careful consideration of responsibilities of the land owner, the ability of the land manager to fund the costs of control and beneficiaries of control. When setting priorities, regional partners and Regional Weeds Committees should consider whether it is reasonable for land managers to meet all control costs. For example it may be reasonable for funds to be allocated for initial on-ground treatment on private lands for high risk weeds that are newly established in a region. However, funds should not be used to allow landholders to fulfil their control obligations for established weeds.

Local weed control authorities, public authorities and other partners need to contribute to the projects to receive *NSW Weeds Action Program (WAP)* funding. There is no set contribution, however the priority will be to support projects with substantial contribution by local authorities and other stakeholders.

The Department may accept submissions from a local control authority, catchment management authority, regional organisation of councils or other legal entity which qualifies under Section 33(d) of the Act or can demonstrate the capacity to successfully undertake the proposed project. Ideally, the submissions should include all weed control authorities in the geographical area covered by the submission. The Department must be satisfied that the applicant has the ability to deliver the project outcomes.

## Regional Weed Committees

As at July 2012. Check the extranet for weed professionals for updates  
<http://extranet.dpi.nsw.gov.au/weeds/contacts/rwac>

### *Eastern Riverina Noxious Weeds Advisory Group*

Sarah Stuart (Secretary)  
 Albury City Council  
 553 Kiewa Street Albury NSW 2640  
 Tel: 02 6051 3436  
 Email: sstuart@alburycity.nsw.gov.au

### *Hunter and Central Coast Weeds Advisory Group*

Doug Campbell (Secretary – Professional Team)  
 PO Box 122, Muswellbrook NSW 2333  
 Tel: 02 6549 3802  
 Email: uhwa@muswellbrook.nsw.gov.au

### *Lachlan Valley Weeds Advisory Committee*

Kevin Nelligan (Secretary)  
 Locked Bag 342, Cowra NSW 2794  
 Tel: 02 6340 2135  
 Email: knelligan@cowra.nsw.gov.au

### *Macquarie Valley Weeds Advisory Committee*

Catherine Kearney (Secretary)  
 PO Box 17, Molong NSW 2866  
 Tel: 02 6390 7123  
 Email: mvwac@cabonne.nsw.gov.au

### *Mid North Coast Weeds Advisory Committee*

Wayne Deer (Secretary)  
 PO Box 482, Taree NSW 2430  
 Tel: 02 6592 5351  
 Email: wayne.deer@gtcc.nsw.gov.au

### *Monaro Regional Weeds Committee*

Glenda Bracher (Secretary)  
 PO Box 714, Cooma NSW 2630  
 Tel: 02 6450 1726  
 Email: glenda.bracher@cooma.nsw.gov.au

### *Northern Inland Weeds Advisory Group*

Heather Apps (Planning Officer)  
 PO Box 881, Armidale NSW 2350  
 Tel: 02 6771 1700  
 Email: happs@newa.nsw.gov.au

### *NSW North Coast Weeds Advisory Committee*

Reece Luxton (Secretary)  
 Locked Bag 23, Grafton NSW 2460  
 Tel: 02 6643 3820  
 Email: reece.luxton@clarence.nsw.gov.au

### *Southern Tablelands and South Coast Noxious Plants Committee*

Ann Herbert (Secretary)  
 PO Box 492, Bega NSW 2550  
 Tel: 02 6499 2288  
 Email: aherbert@begavalley.nsw.gov.au

### *Sydney Weeds Committee*

Rosanna Luca (Secretary)  
 Acting Executive Officer  
 PO Box 3720, Parramatta NSW 2124  
 Tel: 02 9895 7488 (Thursdays & Fridays)  
 Fax: 02 9895 7330  
 Email: rosanna.luca@cma.nsw.gov.au

### *Western Riverina Noxious Weeds Advisory Group*

Geoff Portbury (Secretary)  
 PO Box 96, Jerilderie NSW 2716  
 Tel: 03 5886 0025  
 Email: mail@jerilderie.nsw.gov.au



# Governance of the NSW Weeds Action Program and Lead Organisation Responsibilities

## Introduction

This document discusses governance to be considered by Lead Organisations receiving funding from the NSW Government in managing weeds in their region.

Weed management in NSW is governed by:

1. the *NSW Invasive Species Plan* (the Plan);
2. the grant funded program known as the *NSW Weeds Action Program* (WAP); and
3. the *Noxious Weeds Act 1993* (the Act).

## 1. NSW Invasive Species Plan

- 1.1 The Plan is an agreed, whole of Government framework for effective, efficient and collaborative invasive species management in NSW.
- 1.2 The Plan aims to improve the management of invasive species in NSW, including weeds through coordinated and cooperative management.
- 1.3 One of the themes of the Plan is to foster a cooperative arrangement where relevant parties actively contribute to minimise the impacts of invasive species, including weeds, in NSW.

## 2. NSW Weeds Action Program

- 2.1 The WAP demonstrates the Government's commitment to the ISP.
- 2.2 It provides grants to assist public and local authorities contribute to the goals and objectives of the Plan.
- 2.3 It replaces a range of noxious weed grant programs previously provided by the NSW Government to local and public authorities.
- 2.4 The WAP does not replace or otherwise affect a local control authority's functions and obligations under the Act although it may assist them in meeting some of these.
- 2.5 The WAP funding is provided under a Funding Agreement (the Agreement) between the NSW Department of Primary Industries (the Department) and the Lead Organisation (the Funding Agreement). The Agreement sets out the roles, functions and obligations of the parties in relation to a specific project under the WAP.

### **3. Lead Organisation**

- 3.1 As the signatory to the Agreement, the Lead Organisation is responsible for delivery of the Project. It must carry out its obligations in accordance with the Agreement. Specific attention is drawn to the requirements of Clauses 2.1, 4.2, 4.4, 4.5 and 4.8, 6 of the Agreement.
- 3.2 However, as the theme of the Plan is to foster cooperative arrangements, the Agreement therefore provides that the Lead Organisation may enter into an agreement with another organisation (a Participating Organisation) for them to assist with the Project (Participant Agreement).
- 3.3 The Department recommends that a Participant Agreement be entered into to clearly specify each party's obligations and functions in relation to the Project and that the Participant Agreement outlines the consequences in the event of a Participating Organisation failing to meet its obligations.
- 3.4 It is however the Lead Organisation who is ultimately responsible for the Project, the distribution of funds to Participating Organisations and for ensuring that the funds provided under the WAP are used in accordance with the requirements of the Project application and the aims of the Project as required by the Agreement.

### **4. Non-performance and Disputes**

- 4.1 If a Project is not meeting its milestones because a Participating Organisation fails to meet its commitments, or for any other reason, the Lead Organisation is responsible for taking steps to rectify this. Appropriate action may be taken by the Lead Organisation pursuant to the relevant clauses within the Participant Agreement.
- 4.2 Where all attempts to ensure compliance with the Participant Agreement are unsuccessful, the Lead Organisation may seek a variation to the Agreement to remove the Participating Organisation from the Project.

### **5. Noxious Weed Control Functions under the Act**

- 5.1 Noxious weed control functions of local control authorities are prescribed by Section 36 of the Act and are unaffected by the WAP.
- 5.2 While activities undertaken under the WAP may include some statutory functions, compliance with a WAP project or Participant Agreement is not a requirement under the Act.
- 5.3 The Department has certain powers to investigate local control authorities that are not meeting their statutory functions and obligations under the Act, regardless of whether or not the local control authority participates in a WAP project.



## **6. Regional Weed Advisory Committees**

Regional Weeds Advisory Committees are committees formed by groups of stakeholders to facilitate coordinated weed management across an area of NSW and to provide a forum for the exchange of information. Within the WAP, a Lead Organisation may seek the support of a Regional Weeds Advisory Committee. This committee may have the following roles:

- 6.1 Support the Lead Organisation in the development of a Participant Agreement and in the delivery of the Project,
- 6.2. Determine the amount of the funds that may be used for administration of the Project,
- 6.3. Provide regional oversight and peer review of the progress of the Project.

### **Related Documents and Further Information**

- *Noxious Weeds Act 1993*
- Noxious Weeds Handbook for Councils and Councillors
- [www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds](http://www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds)

# State Weeds Action Program – projects

*State Weeds Action Program* – projects have state-wide operation or state-wide results. These may address:

- new weed incursions;
- education, extension and communications; or
- other state-wide priorities.

Priority is given to projects that achieve one or more of the following outcomes:

- identify and manage high risk species and pathways state-wide;
- develop and implement early detection capabilities for NSW;
- assist in the timely detection of new weed incursions to NSW;
- affect a quick response to eradicate or contain new weeds to NSW;
- identify and prioritise management programs to where benefits are greatest;
- provide effective and targeted on-ground control;
- increase community acceptance of, and involvement in, effective weed management state-wide;
- integrate weed management into education programs state-wide;
- increase the skill of the workforce implementing weed management in NSW;
- improve the knowledge base for weed management in NSW;
- demonstrate the Government's commitment to implement the *NSW Invasive Species Plan*; and
- monitor progress of the *NSW Invasive Species Plan's* implementation.

The Department has developed a New Weed Incursion Project to include initial funding to treat new incursions to the State.



# Submitting Projects

The Department must receive the submission by the first Friday in May and in the format requested. Each submission must clearly describe the objectives, actions and outcomes of the project and sufficient performance measures.

Lead Organisations must demonstrate the ability to deliver the proposed project.

Submissions should also include the applicants own objectives and link the application to relevant State or regional strategies. Submissions are for a minimum of one year and a maximum of five years.

A new submission is not required each year. Instead, an annual report will be required by the end of August each year, or at an alternative reporting date agreed with the Department, and a final report within three months of the project completion. The Department will periodically request an informal meeting to discuss aspects of the project with the Lead Organisation.

If a significant deviation from the original project is needed during the agreed term of the project life the Lead Organisation must complete the program deviation component of the annual report for consideration.

Each submission must show the proponents and partners resource and financial commitments to the proposed project.

The Department will accept submissions in the prescribed format only, signed by the General Manager or other delegated person from the Lead Organisation. If the Minister agrees to fund the project applied for, the applying Lead Organisation will need to sign a collaboration contract. The Lead Organisation will need to reach agreement with collaborating organisations to ensure project outcomes and reporting requirements are met.

Program funds are not available for infrastructure costs; general reserves, bushland, parks and garden management costs; capital costs; administration, management or other costs related to private works or contracting businesses. Costs of treating widespread weeds and local authority costs associated with control of weeds for road safety, fire or road maintenance are not eligible.

The Department will process completed submissions received up until 5pm on the first Friday in May each year.

Send to:

Invasive Species Officer – Grants

NSW Department of Primary Industries, Locked Bag 21, ORANGE NSW 2800

Project Submissions and further information including commonly asked questions and answers is available on the NSW Department of Primary Industries website: [www.dpi.nsw.gov.au/weeds](http://www.dpi.nsw.gov.au/weeds)

### **Allowing for Changes**

The Department recognises that seasonal conditions, new weed outbreaks and other changes may require amendment to the contract after projects commence. The deviation reporting allows for these changes, if needed to be considered by the Department. Under *NSW Weeds Action Program* projects, Lead Organisations may apply to vary the contract.

Further details are included under *Project Deviation* on page 19.

### **Assessment Process**

The Minister approves the *NSW Weeds Action Program* projects based on recommendations from the Noxious Weeds Advisory Committee and the Department using criteria in these Guidelines and actions and outcomes of the Invasive Species Plan. A key principle of the Plan is that priority for action must focus resources on areas where the benefits are greatest.

Each submission will be individually assessed on how it meets the objectives of the Plan.

### **Priorities for Regional Weeds Action Program – projects**

For the Department to process submissions the following criteria must be met:

- Submission is in the prescribed format and received by the due date.
- Project life is 1–5 years and is a regional partnership.
- The submission is authorised and signed by the General Manager or appropriate Lead Organisation.
- Objectives, actions and outcomes in the submission are clearly described.

The Department will provide eligible submissions to the Noxious Weeds Advisory Committee for prioritisation. The Committee will recommend priorities for projects that include modules that contribute to the following outcomes:

#### **New weed incursions**

- identifies and manages high risk species and pathways;
- develops and implements early detection capabilities;
- assists in the timely detection of new weed incursions; and
- affects a quick response to eradicate or contain new weeds.



#### Education, extension and communication

- increases community acceptance of and involvement in effective weed management;
- increases the skills of the workforce implementing weed management;
- develops partnerships and regional focused weed management;
- provides effective and targeted on-ground control; and
- encourages or use cost sharing arrangements.

#### Uses a clear process of Monitoring Evaluation Reporting and Improvement

- Links to Plan outcomes; and
- Links to the Australian Weeds Strategy, and other State Plans.

#### Demonstrates ability to deliver the proposed project

- develops appropriate partnerships;
- increases skill of staff involved in project delivery;
- has a good track record;
- shows achievable and measurable outcomes;
- Contributions from project partners, in-kind and cash, are included and verifiable; and
- The project scale is appropriate, includes the local weed control authorities from the project area and the area is appropriate for the project outcomes.

#### **Priorities for State Weeds Action Program – projects**

For the Department to process submissions the following criteria must be met:

- Submission is in the prescribed format and received by the due date;
- Project life up to five years and covers the whole state or has state-wide impact;
- Authorised and signed by the appropriate delegated authority; and
- Objectives, actions and outcomes in the submission are clearly described.

The Department will provide eligible submissions to the Noxious Weeds Advisory Committee for prioritisation. The Committee will recommend priorities for projects that include modules that contribute to the following outcomes:

- identifies and manages high risk species and pathways state-wide;
- develops and implements early detection capabilities for NSW;
- assists in the timely detection of new weed incursions to NSW;
- affects a quick response to eradicate or contain new weeds to NSW;
- identifies and prioritises management programs to where benefits are greatest;

- provides effective and targeted on-ground control;
- increases community acceptance of and involvement in effective weed management state-wide;
- integrates weed management into education programs state-wide;
- increases the skill of the workforce implementing weed management in NSW;
- improves the knowledge base for weed management in NSW;
- demonstrates the Government's commitment to implement the Plan; and
- monitors progress of the Plan's implementation.

Demonstrates ability to deliver the proposed project:

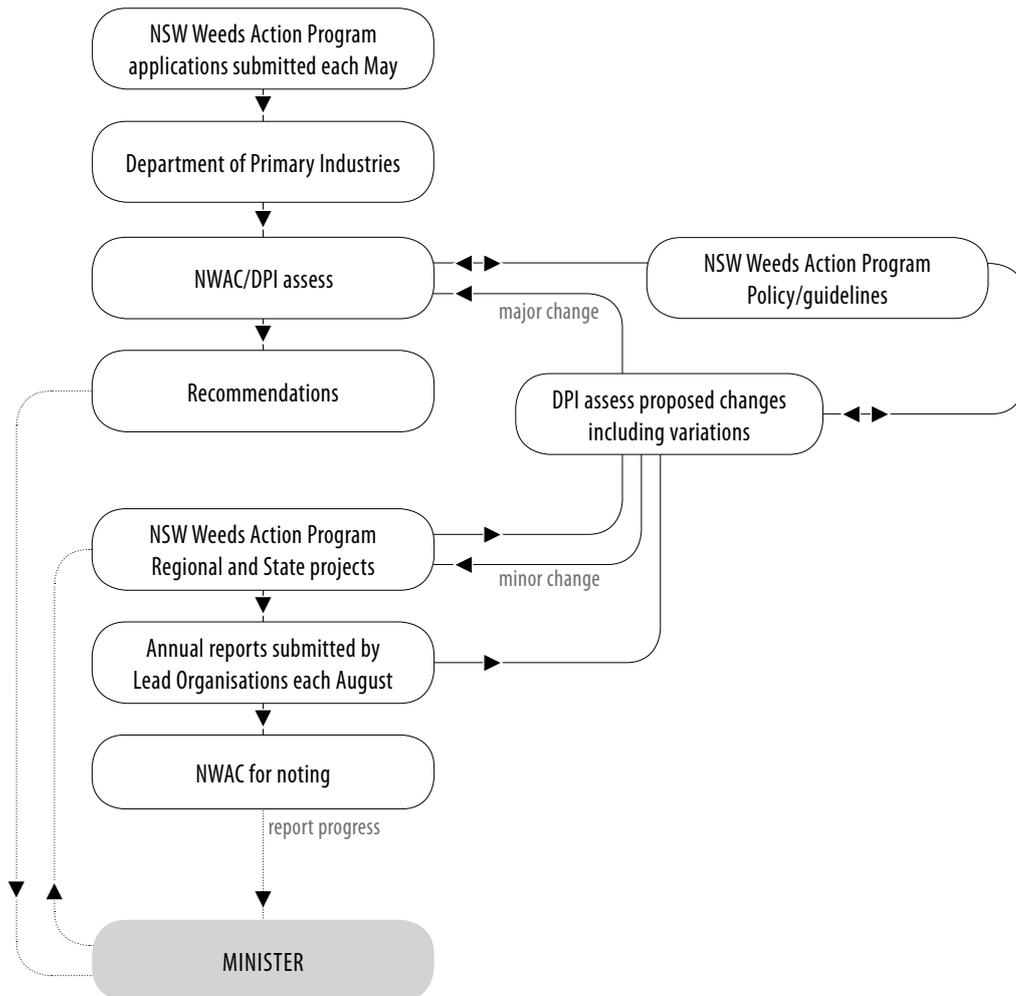
- appropriate partnerships;
- skills of staff involved in project delivery;
- track record; and
- achievable and measurable outcomes.

Uses a clear process of Monitoring Evaluation Reporting and Improvement:

- Link to Plan outcomes;
- Link to Australian Weeds Strategy and other State Plans; and
- Contribution from project partners, in-kind and cash, are included and verifiable and avoids duplication.



## NSW Weeds Action Program Process



# Reporting

Reporting on projects will be against nominated measurable outcomes and targets in the original project submission as agreed by the Department. Reporting will be in the format specified.

A standardised system of deviation reporting will be used where outcomes differ from nominated targets.

Some projects may require monitoring for periods longer than the funding period applied for. Systems must be put in place to provide for the on-going monitoring component of the project.

A new project application is not required each year. Instead an annual report will be required each year and a final report at the end of the project. A project deviation request, if needed, must accompany the reports.

## Project Deviation

The Department recognises that there may be a need to deviate from the original targets due to unforeseen circumstances. Any such deviation will be considered on its merits.

There are three types of project deviation:

1. Where the outcomes for a specific year differ from the proposed targets – the targets proposed for the year have not been met. This result must be included in the annual report under each target and will be in a standardised format.
2. Where there needs to be a long-term change to partners or outcomes and activities for the remainder of the project's life. For example: new partners join the project; or seasonal conditions require a significant change to outcomes or activities in the longer term. This is considered a **minor change** in the NSW Weeds Action Program process (Page 19). In this case, the Department will need to approve the change. The Lead Organisation will need to make a project deviation request detailing and justifying the changes. NWAC will be notified of these changes.
3. Where there needs to be a change to the overall aims and intent of the project. This is considered a **major change** in the NSW Weeds Action process (Page 19) and will require a reassessment of the project by the Department and by NWAC.

### REPORTING AND MONITORING

Monitoring, Evaluation and Reporting (MER) must be an integral component of any weed management program. A state-wide MER strategy for invasive species has been developed, based around the four categories, using three indicators: (i) new incursions; (ii) emerging species; and (iii) asset protection through reducing impacts at priority sites. All weed management stakeholders in NSW should include MER actions within their programs.



## More Information

For more information including commonly asked questions and answers please go to the NSW Department of Primary Industries website: [www.dpi.nsw.gov.au/weeds](http://www.dpi.nsw.gov.au/weeds)

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# Mandatory Documents Outlined

For regional projects, there are several mandatory outcomes to be completed in years one and two of the WAP that require the development and documentation of management plans. The following points briefly identify and outline what is required for each of these outcomes and documents.

## Regional High Risk Pathways and Sites Management Plan

This management plan should include the identification and nomination of high risk pathways and sites in the region and detail management protocols to address these threats. This management plan supports the mandatory WAP outcomes 'List of high risk pathways identified and documented' and 'Effective regional management protocols of high risk pathways developed'.

Weeds are spread in a number of ways, including:

- natural forces – wind and water
- wild and feral animals including birds
- human assisted spread – unintentional and intentional.

Together these mechanisms of spread and the routes followed, if any, are known as invasion pathways. 'Pathway' as a term is defined in the NSW Invasive Species Plan's glossary on page 27. It is defined as 'the means by which invasive species move'. The term 'vector' is also defined in the Plan glossary. While these terms have similar meanings, 'pathway' is the more desirable term for the mandatory documents.

A pathway can be a road or a river however it can also be vehicles or vessels that travel on the road or river. An example comes from the *NSW Parthenium Strategy*. Roads and rivers entering NSW from Queensland are pathways, as vehicles entering from Queensland can drop seed and as Parthenium weed floats, seed can spread along rivers that flow south from Queensland. Header machines that have worked in central Queensland are known potential carriers of Parthenium weed seed. This also makes them a pathway, especially as it is possible to intercept them for cleaning at the State border.

Pathways also have an end or a change point. These could include feedlots, saleyards, silos, machinery dealers and council depots.

## Incursion Plan for High Risk Weeds

This management plan should be closely aligned to the Plan. The management plan should coordinate the surveillance and identification of new weeds and include a list of regional high risk weed species. It should also outline how responses to weed incursions will be coordinated, implemented and monitored.

This management plan supports the mandatory WAP outcomes 'Incursion plans for high risk weeds developed' and 'List of high risk weeds developed'.



### **Rapid Response Plan**

This management plan should outline the procedures and actions in place for how a region would respond to a new incursion. The management plan contains procedures for the identification, notification, assessment of the threat and determination of the appropriate course of action to manage a new weed incursion. This management plan supports the mandatory WAP outcome 'Rapid response plan developed with ongoing monitoring'.

### **Regional Inspection Program**

A regional inspection program should provide a consistent policy and procedure framework for all councils to follow. It should contain consistent enforcement and inspection procedures under the Act and develop regional forms and templates to assist with inspection programs. This management plan supports the mandatory WAP outcome 'Regional inspection program developed'.

### **Communication Strategy**

The communication strategy should outline and detail how participating councils and relevant stakeholders in the region will communicate key messages amongst each other and to the broader community. The strategy should identify target audiences; develop key messages and communication methods. This management plan supports the mandatory WAP outcome 'Develop a regional communication strategy'.

# Definitions

**CPI** – Consumer Price Index for Sydney

**Department** – NSW Department of Primary Industries.

**Local Control Authority** – is a local control authority as defined under Section 35 of the *Noxious Weeds Act 1993*. An organisation such as a joint weed authority is not a local control authority.

**Local Weed Control Authority** – is a statutory authority or public authority with a legislative obligation or function for managing weeds and includes a Local Control Authority.

**Module** – is a discreet, but linked, set of activities and outcomes that contribute to the overall success of the project.

**NWAC** – the Noxious Weeds Advisory Committee is established under the *Noxious Weeds Act 1993* to provide advice to the Minister on all matters related to noxious weed control.

**Plan** – a plan is an action document. Plans may contain detailed operational procedures and actions as well as budgets and reporting processes. The Plan in this document refers to the *NSW Invasive Species Plan*.

**Program** – is the *NSW Weeds Action Program* that replaces a range of noxious weed grant programs in place previously.

**Project** – is the funded component of the program. Projects result from the application and recommendation process – projects detail the objectives, actions, targets and methods of reaching the desired outcomes of the program.

**Regional Strategy** – A regional weed management or invasive species management strategy applies to a defined regional area. A group of stakeholder partners in a defined geographic area usually develop regional strategies.

**Regional Weeds Advisory Committees** – are committees formed by groups of stakeholders to facilitate coordinated weed management across an area of NSW and to provide a forum for the exchange of information.

**State Strategy** – a state strategy is one that is developed for and applies to the whole of NSW. NSW State agencies and other stakeholders develop state strategies.

**Strategy** – a strategy is an agreed document that sets out direction for weed management in a defined area. Essentially, it is a guiding policy describing how stakeholders will approach weed management. A strategy does not contain detailed operational matters or budgets.

**Submissions** – these are the applications made for project funding under the program. Under the revised *NSW Weeds Action Program*, eligible organisations are invited to make submissions that detail how they propose to implement the program.

NSW WEEDS ACTION PROGRAM  
GUIDELINES



Department of  
Primary Industries