



Department of Planning and Environment

# Developing your application guide

Environmental Restoration and Rehabilitation 2022–23  
How to prepare a Workplan and examples

NSW Environmental Trust



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## Part 1 – How to use this guide

Please read the **Environmental Restoration and Rehabilitation Grants Program Guidelines** for further information on eligibility and program priorities before proceeding with this guide.

Links to key resources are provided on the **[Restoration and Rehabilitation Program webpage](#)**.

These include:

- Program guidelines
- Grants Management System link to register and submit an application
- Previously funded projects
- Sample workplan
- Useful resources

This guide is designed to supplement supporting information in the online Grants Management System (GMS) by providing advice on specific sections of the GMS application form. Combined, these resources are designed to help you complete and submit an application to the Environmental Restoration and Rehabilitation Grants Program (the program).

### Important dates

Opening date for applications	Closing date for applications
Monday 22 August 2022	5 pm, Monday 10 October 2022

## Application structure

Figure 1 below provides a screenshot of the online Grants Management System (GMS) showing the components you will need to consider when applying. The sections in red are covered in this guide.

Information
Eligibility
Project Summary
Applicant Details
Collaborators
Project Location
Project Rationale
Workplan - Outcomes and Schedule
Workplan - Project Measures
Workplan - Project Budget
Risk Management
Supporting Information
Declaration Feedback
Declaration

Figure 1 Application form structure in GMS

### Enquiries

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## Part 2 – Application sections

### Sidebar category: Eligibility

#### Which stream is my organisation eligible for?

Each stream offered is based on an organisation's level of grant project management experience and/or capacity. Each has a different funding level and timeframe allocated for delivery. Figure 1 below may be used to assist organisations in determining their stream eligibility status.

Two funding streams will be offered this year:

- Stream 1 – New organisations
- Stream 2 – Experienced organisations

#### **Important note:**

Organisations may only apply for funds under one stream.

### Sidebar category: Project summary

#### Project timeframe

Project timeframes must be:

- Stream 1: Between 2 and 3 years in duration.
- Stream 2: Between 3 and 4 years in duration.

Applications proposing works of less than 24 months (for Stream 1) or 36 months (for Stream 2) will not be funded.

### Sidebar category: Applicant details

#### Administrator details (if nominated)

#### **Note:**

This is only applicable if your group/organisation intends to use an administrator to support the implementation of your project.

Unincorporated not-for-profit community groups/organisations that would otherwise be ineligible to apply for a grant may nominate another organisation to administer (auspice) grant funds on their behalf.

Administrators must meet the eligibility requirements outlined in the program guidelines and must administer (auspice) Trust funds in accordance with *NSW Government Procurement Policy* (see **Part 3 – More information**).

Funding Agreements are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf, and for the preparation of financial reports.

An agreement should be reached between the grantee and the administrator in relation to project management.

It is still expected that the project will be led by the organisation applying for funding, not the administrator or other service provider.

## **Sidebar category: Workplan – outcomes and schedule**

### **Overview**

The Workplan is split over 3 sections (outcomes and schedule; project measures; project budget) and is designed to help map out the work you will carry out by identifying:

- the outcomes your project will deliver
- the activities you will implement to achieve the outcomes
- your project measures
- the budget you need for each milestone (stage of works)
- the expected timeframes for each milestone and activity.

Each section for the Workplan builds on information you enter in the preceding section and therefore can only be completed in the order they appear.



Table 1 below sets out the order of data input as it appears within the online application form.

**Table 1 Workplan model**

<b>Step 1: Project outcomes</b>	Identify the social and environmental outcomes that your project will achieve (what will success look like?)		
<b>Step 2: Project schedules</b>	Set dates for project milestones (a milestone is a period of work over 6 to 12 months)	Useful tip	After a 2-month planning phase from 1 June to 31 July 2023, during which you will further develop your Workplan, your project must ensure that you have included sufficient milestones for a minimum of 2 or 3 years for <b>Stream 1</b> or 3 or 4 years for <b>Stream 2</b> .
<b>Step 3: Project activities and measures</b>	Identify the activities you will implement within each milestone and associated project measures (with outputs and units of measurement)	Useful tip	Activities in each milestone must contribute towards the achievement of your project outcomes.  At the end of each milestone, you will complete a milestone report to update the Trust about your progress during each milestone. These reports trigger release of the next payment of the grant.
<b>Step 4: Budget</b>	Determine what your activities will cost, and how they will be funded	Useful tip	This tells us what you want the Trust to fund and determines what will appear in the payment and reporting schedule of your funding agreement.

## Step 1: Defining your project outcomes

The Workplan includes 3 predefined outcomes:

- **Outcome 1** is a project management outcome. The outcome description is pre-filled. This outcome is intended to strengthen project governance.
- **Outcome 2** is an environmental outcome. The outcome description is to be provided by you.
- **Outcome 3** is a social outcome. The outcome description is to be provided by you.

Your application should identify an environmental and a social outcome in line with the **Environmental Restoration and Rehabilitation – Program Logic** (Appendix 1) in the program guidelines.

When defining your outcomes, you should set realistic targets that you hope to achieve. Outcomes must be 'SMART'. Specify outcomes in a way that allows you to clearly measure the results or impacts of the project.

A suitable outcome should include a benchmark (e.g., area, %, distance, number etc.) and a target (e.g., area, %, distance, number etc.) you expect the benchmark to be compared against.

You will then describe the activities that will be implemented to achieve that outcome.

## Tips for writing project outcomes

When setting your project outcomes, ensure they are SMART:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime-bound.

**Consider what ‘successfully’ meeting each outcome will look like** and how you will know if you have been successful (i.e., how will you measure success?). The more links you can make to the assessment criteria, the more competitive your application will be.

We encourage you to incorporate a similar level of detail as provided in the examples below:

### Environmental outcome examples

- To rehabilitate 600 square metres of high-priority grey-headed flying-fox (GHFF) habitat in line with the ‘GHFF Campsite Management Plan’, by achieving an 85% reduction in weed cover by the end of the project in 2025.
- Increase the number of breeding pairs of bush stone curlew (*Burhinus grallarius*) on the Fingal Peninsula from 10 to 25 by undertaking pest vertebrate management activities (e.g., foxes, feral cats) and redirection of walking tracks away from nesting sites by October 2024.
- Rehabilitate 25 hectares of habitat between Numinbah and Couchy Creek Nature Reserves, to ensure ongoing reduction in weed species to no more than 5% foliage cover by project completion in 2025. Revegetation will use species selected to adapt to a changing climate.
- Improve aquatic habitat in the Upper Molong Creek (5-kilometre stretch) and facilitate a return of aquatic life through a 90% improvement in water quality (increased water flow, oxygenation levels and light levels) by 2025.

### Social outcome examples

- Engage the community to attract 200 participants over 3 years in a citizen science project in monitoring tree hollows, through awareness raising and educational events on the importance of standing and fallen deadwood to the local animals.
- To protect the endangered yellow-bellied glider from predation and habitat loss, by conducting a community education program between 2022 and 2024 to increase awareness of 33,000 residents in the Lismore Local Government Area on the importance of managing bushland for climate change.
- Increase community awareness and knowledge of the significance of animal corridors in the urban areas of Tomaree Peninsula and help the koala maintain breeding and feeding links and patterns essential to their survival, leading to a 40% increase in participation in koala preservation programs by 2025.

- To equip project planners with an understanding of provenance issues and sourcing of appropriate genetic material for restoration projects, we will deliver 6 workshops over 3 years around New South Wales with a minimum of 10 participants each. We will invite participants to submit Expressions of Interest and select 3 candidates to work with as mentors on project plans for their sites.

## Step 2: Project Schedule – Establish milestones/activities/timeframes

Each project milestone (defined as Stage 1, Stage 2, etc.,) should be approximately one year in duration (e.g., a 3-year project should have 3 milestones). The project reporting and payment schedule will be based on the milestone dates. Each milestone will comprise several activities. You are required to add activities under each milestone to show what is expected to be accomplished in that stage. The completion of each activity and annual milestone reporting should ultimately demonstrate how your proposed outcomes are achieved.

- Each activity must directly relate to the achievement of at least one of your project outcomes. Use the monitoring directory (see **Part 3 – More information**) to help you determine how you will measure the impact of your activities.
- A brief description for each activity should be provided, with sufficient detail to demonstrate a strong likelihood that the activity is eligible for funding and will contribute towards achieving the outcome you have identified. Adding detail to your activity description also demonstrates your expertise to the Technical Review Committee by describing techniques you will use to implement and monitor your work.

## Sidebar category: Workplan – project measures

Each activity you enter in the previous section will generate an option to select an 'Activity type' from a drop-down menu here in the project measures section. Selecting an activity type will generate a list of relevant project measures.

- Select an activity type that best describes the type of activity you intend to implement for each activity. Enter the target measure and unit (if applicable) for the measure. Complete this process for all activities under each milestone.
- Enter '0' if the measure is not applicable.

## Sidebar category: Workplan – project budget

You will need to provide a detailed breakdown of your anticipated project costs and identify how they will be funded (either from grant funds or other sources). Please ensure that the activities defined in your Workplan are reflected accurately in your project budget.

All costing in your budget needs to be **detailed, reasonable and justifiable**, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and is linked to the outcomes and outputs of your project.

Please note that if your application is successful, there will be an opportunity to modify your budget during the project planning phase by developing your detailed Workplan.

## Tips

- Round each dollar amount off to the nearest whole number.
- Start and finish dates for activities must be within the start and finish date for the milestones.
- Build monitoring mechanisms into your project activities (e.g., photo points, surveys, weed mapping).
- No more than 70% of total grant funds sought should be allocated to Milestone 1. Refer to example in Table 2 below.
- Refer to the Sample Application Workplan on the Trust’s Environmental Restoration and Rehabilitation webpage for more examples.
- Consider whether your proposed budget includes costs that would be considered reasonable expenditure of public funds. Will it withstand public scrutiny?
- Budget items should be costed to allow for estimated increases in Consumer Price Index (CPI) for each year of the project.

**Table 2 Example of a project schedule for a Stream 1 application**

	Start	Finish	Grant funds requested for each milestone (paid at the start date)
Project planning	1 June 2023	31 July 2023	\$0
Milestone 1	1 August 2023	31 July 2024	\$56,495
Milestone 2	1 August 2024	31 July 2025	\$37,177
Milestone 3	1 August 2025	31 July 2026	\$15,378
		Total grant	\$109,050

## Budget considerations

### Cash contributions

Provide details for all committed (and pending) funding contributions pledged by project partner organisations (including your own) against your project activities.

If partnership funding has been secured at the time of applying for the grant, provide written evidence of partnership funding with your application.

If you have pending applications for funding at the time of applying to the Trust, then written evidence of partnership funding needs to be provided once it has been secured. However, please include information in your budget on all grant organisations you have applied to, which may include federal, state and local government departments, other trusts and foundations, and corporate sponsorship options.

## **In-kind contributions**

All in-kind contributions are to be included in your budget against the relevant project activities.

Include details within the budget description for all in-kind contributions, including goods, use of services and facilities, volunteer time, professional services or expertise in the form of staff time, provision of or access to equipment, and/or special materials or material contributions pledged by project partner organisations (including your own) toward the project.

Values for each item should be calculated using current market rates for goods or materials, accurate hourly rates of pay for professional staff services and sensible volunteer valuation (i.e., at a reduced rate proportionate to current award rates for professional contractors).

Hours estimated for volunteer contribution should also be realistic as they form part of your project measures which you will be required to report on if successful in obtaining a grant.

## **GST**

If you are registered for goods and services tax (GST), the dollar amounts in your application budget should **not** include GST. GST will be paid in addition to your grant for organisations registered for GST with the exception of government bodies.

If you are not registered for GST and are administering your own grant, the amount requested from the Trust should include any GST which may be payable.

## **Staff salaries and on-costs**

Salaries and salary on-costs may be included in the budget for project management (e.g., a project officer managing the grant project) but must not exceed 30% of the total grant amount.

Salaries are expected to be in line with industry standards, and you need to show that you have calculated amounts based on reasonable pay rates. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting standard Worker Health and Safety requirements. If there is a salary component to your project budget, you should provide a copy of the job description for the relevant role.

Salary **on-costs may be included in salary costs**, which include leave loading, workers compensation, payroll tax and superannuation. This should not exceed 26.5% of the salary.

If you already have a specific person in mind for the position being funded by the Trust and intend to follow the appropriate recruitment options outlined above, you must include their CV (maximum two-page summary) to allow Technical Review Committee members to determine if they have the correct skills and experience for the job. You do not need to include CVs for local/state government employees who are working on the project as part of their usual duties.

Salaries for existing staff can be factored into the project as an 'in-kind' contribution.

Salaries and salary on-costs (combined) used to employ staff to undertake project management, and coordination of activities are capped at 30% of the total grant value.

**Project management** – includes tasks associated with management and governance of the project, including reporting, recruitment/supervision of staff and contractors, etc.

**Coordination of activities** – includes tasks associated with the implementation/organisation of project activities that deliver project outputs.

## Contractors

All contractors (including consultants) should be chosen on their merits and ability to deliver the work effectively. All contractors or consultants must be selected using a competitive process in line with the *NSW Government Procurement Policy* (available through the program guidelines – see **Part 3 – More information**). Where you are seeking multiple quotes, you should request quotes be provided in such a way that comparison between quotes can be made, e.g., hourly rates rather than lump sums.

**Note:** Use of bush regeneration contractors. The Trust does not cap the hourly rate; however, there is an expectation that any costs claimed for this budget item must be in line with current industry standards.

## Project accounting and audit

Non-government organisations **must** include \$1,000 in their budget to conduct an independent end-of-project financial audit. Funding can also be allocated for annual project-related bookkeeping.

For government agencies, your final financial report must be certified by your Chief Financial Officer or their delegate. The certifying officer should be a member of the Institute of Chartered Accountants, the Australian Society of Practising Accountants or the National Institute of Accountants.

## Materials

The Trust encourages bulk buying of materials so that you can purchase materials at a competitive rate.

Equipment hire or purchase: In general, the Trust does not fund capital purchases but will cover reasonable hire costs for equipment required for the project. You need to seek quotes for hire items and choose the most competitive.

## Transport

Transport costs can include reasonable costs for freight, transport and other travel expenses.

## Insurance

The Trust will not provide funding for association liability insurance.

## Project administration

The Trust recognises that there is a cost for managing and administering projects. In most cases grant recipients absorb these costs as an in-kind contribution to the project. However, Trust funds may be used to pay these costs when detailed and justified.

Administration costs must be project-specific and cannot exceed 10% of the amount you are requesting from the Trust. The Trust may approve grants while conditioning or amending administration costs. Examples of administration costs you may include in your budget are itemised phone call charges, recruitment and contractor advertising costs, office supplies purchased specifically for the project etc. You must quantify these costs in your budget, and not include any ongoing or regular administration costs of your organisation (e.g., office rent).

Your administration costs must not include the cost of compiling Trust reports or conducting monitoring and evaluation activities.

## **Project monitoring**

Each project budget must allocate at least 10% of the overall project budget to monitoring and evaluation activities. This may include photo monitoring, mapping, ecological surveys, and other monitoring activities. Monitoring activities may be carried out by the grantee or a suitably qualified/experienced contractor or consultant.

## **Media and communications package**

The Trust seeks to improve our natural environment and inspire others to do the same. Most grantees undertake some type of promotion of their project activities and outcomes, and therefore play an important role in supporting the Trust's vision.

As part of this, it is vital to have good images and short videos to share the good work being done. As the saying goes, a picture tells a thousand words. Therefore, \$5,000 is available to each project to support the preparation of media and communications that will:

- share and promote project activities and recognise achievements
- raise the group/organisation's profile, attract community involvement and support education.

The funds may be used to prepare the following media and communications outputs:

### **Professional photos**

Engage a professional photographer to take 20 to 40 high-quality, high-resolution images of project activities. These can be used in official project outputs, publications and online newsletters, local newspapers and social media, including Facebook, Instagram, Twitter and LinkedIn.

### **Short project videos – one minute long**

Create one or 2 one-minute-long videos that introduce the project and share project results. Content should include a limited number of scenes and interviews, branding, subtitles, etc. for up-load onto social media platforms, the Trust's website, and group/organisation websites.

### **Social media videos – 15–30 seconds long**

Produce a series of 15–30 second videos that deliver brief and timely notifications or updates on project activities, forthcoming events etc., during the project timeframe. Content may include a combination of professional images, maps/graphics, videos etc., with videos uploaded to targeted social media platforms, e.g., Instagram, Twitter, Tik Tok, etc.

A further benefit of the media and communications package grant is that this money goes into your local community, employing photographers and videographers.

**Note:**

Successful grantees will be provided with more details on how the package can be approached and utilised, including useful guides. When completed, these resources will be available on the Restoration and Rehabilitation Program webpage.

**Tip**

Stream 1 organisations are strongly encouraged to employ a project manager to assist them in managing their project and building the group/organisation’s project management capacity.

**Example**

**Table 3 Examples of a well-presented budget versus a poorly presented budget**

Good quality budget		Poor quality budget	
Ecologist to set up and monitor sample plots \$2,000 for Stage 1, \$1,000 for Stages 2 and 3	\$4,000	Ecologist	\$5,000
Bush regeneration \$40 per hour x 7hrs/week x 80 weeks	\$22,400	Bush regeneration contractor	\$25,000
Tubestock \$3.00 each x 5,000	\$17,500	Plants	\$15,000
Wildlife friendly Fencing materials @ \$4,500 per km x 3km	\$13,500	Fencing	\$15,000



## Sidebar category: Risk management

### Risk management plan

Below is a worked example of a risk management plan.

**Table 4 An example risk assessment**

Risk description	Likelihood	Severity	Risk level	Risk treatment action (How can you reduce the risk?)	Likelihood (Has the treatment action you identified reduced the potential likelihood?)	Severity (Has the treatment action you identified reduced the potential severity?)	Revised risk level
Change of ownership of site	Improbable	Moderate	3	Discuss ongoing management with new owner.	Improbable	Low	2
Feral animals found	Probably	Significant	16	Fencing, active pest control (shooting, poisoning, biological control, ripping, etc.). Seek advice from qualified personnel.	Occasional	Low	4
Weed regrowth	Frequent	Significant	20	Active weed control (weeding, mulching and annual monitoring).	Occasional	Moderate	9
Loss of site inventory and photographs	Remote	Significant	12	Ensure inventories and survey results are presented electronically and in hard copy and kept in two places.	Improbable	Low	8
Climatic conditions prevent project completion by the due dates (e.g., drought, flood)	Catastrophic	Probable	20	Review and adjustment of project plan to accommodate changed tasks and timelines. Variation request will be sent for approval to NSW Environmental Trust.	Probable	Moderate	12

## Sidebar category: Supporting information

### Essential – Maps

Good maps demonstrate the location and scope of your project sites and assist the Technical Review Committee in assessing your application.

Maps should be provided to indicate the sites that will be subject to project activities and demonstrate linkages with other conservation land and regional biodiversity corridors.

Depending on the nature of the project, types of mapping include:

- overall project map – showing an overview of all project sites
- regional context map – demonstrating linkages with other conservation land and/or regional biodiversity corridors.

### Important

Your maps should:

- be digitally produced (not hand drawn)
- include a title, legend, scale and north arrow
- show the location of the project within the regional and/or state context
- indicate the scale of the project sites relevant to your project proposal
- show specific activities and/or work zones where they have already been determined.

### Essential – Recruitment documentation

Preparation of materials under this section should be guided by the **Staff recruitment and employment** section of the program guidelines.

This information should be uploaded into the GMS as an attachment to your application.

#### Option 1: a merit based, advertised (external or internal recruitment process for a new staff member)

Position descriptions  
(maximum one page each)

Position descriptions should only be provided for roles key to the delivery of the project (e.g., project manager). A maximum of 2 position descriptions should be provided.

### Option 2: Direct Employment of an existing staff member

CV extract (maximum 2 pages each)	CV extracts should only be included for roles key to the delivery of your project (e.g., project manager). A maximum of two CV extracts should be provided.
Position descriptions (maximum one page each)	As above, positions description would only be required for roles key to the delivery of the project. A maximum of 2 position descriptions should be provided.
Justification for employment of existing staff	Follow requirements on the staff recruitment and employment section of the program guidelines.

### Other (non-essential) attachments

Depending on the nature of your project, the following attachments may also be beneficial to support your application:

#### Other (non-essential) attachments

Letters of support (refer to Letter of Support Tips and Sample Letter for guidance)	Should be from project partners or key stakeholders fundamental to the delivery of your project. <b>Note:</b> Content should specifically include the type of contribution being made, e.g., labour costs, mapping, plant, volunteer hours, cash etc. within the project timeframe and either the <b>committed</b> (e.g., cash) and/or <b>estimated value</b> (e.g., labour hours, plants, volunteer hours etc.) of the contribution.
Extract of Management Plan (maximum of 3 pages)	Important sections from a relevant Management Plan or Site Assessment may be appropriate to include to strengthen the justification for the project.
Plan for longer term (staged) projects (maximum 2 pages)	If your project is just one stage of a multistage project, please include an overall plan including a brief summary of the entire project.

## Sidebar category: Declaration

### Conflicts of Interest

When authorising your application in the declaration section, you will be asked to declare any real, potential or perceived conflicts of interest. You should also outline how you will manage them.

All staff and contractors are required to disclose any potential conflicts of interest.

All contracted and sub-contracted staff, or associated staff, are expected to comply with the Statement of Business Ethics. If you employ sub-contractors in your work, please make them aware of this statement and our expectation that they will abide by it.

Examples of perceived or actual conflicts of interest might include:

- project manager employing their own business to carry out project related work and using Trust funds to pay for it
- members of the organisation using Trust funds to pay for works on their own properties
- Trust funds being used to pay friends or family for project related work.

You must put systems in place to manage potential or actual conflict of interest that may occur during delivery of the project. Refer to **Conflicts of interest** section of the program guidelines for more information.

If the land you are working on is owned by a member of the group applying for funding, you will need to consider how you will manage the potential for a conflict of interest and outline the case for its inclusion in the project. For example, was the property selected for its strategic location to achieve connectivity outcomes? Was the person's property selected as part of an independent expression of interest process, and was an independent selection committee convened?

## Part 3 – More information

### About the Trust:

- [NSW Environmental Trust homepage](#)
- [NSW Environmental Trust's Strategic Plan 2020–24](#)

### Governance related issues:

- [Department of Planning and Environment Statement of Business Ethics](#)
- [Government Information \(Public Access\) Act 2009](#)
- [Grantee Guide to Procurement for Environmental Trust Projects](#)
- [NSW Government Procurement Policy](#)

### Other resources:

- [Environmental Restoration and Rehabilitation Program Guidelines 2022–23](#)
- [Good practices in riparian rehabilitation guide](#)
- [Grants Management System Online Portal User Manual](#)
- [Guide to photo monitoring of ecological restoration projects funded by the NSW Environmental Trust](#)
- [Monitoring Directory for ecological restoration and social activities NSW Environmental Trust](#)
- [National Standards for Ecological Restoration](#)
- [NSW Government logo and funding acknowledgement requirements](#)
- [NSW WeedWise](#)
- [Regional Strategic Weed Management Plans](#)
- [Saving our Species conservation strategies](#)
- [Seed Production Areas for Ecological Restoration](#)
- [Wildlife friendly fencing](#)
- Wingecarribee Shire Council's [Nest Box Guide](#) and [Learning from nest boxes – monitoring and storing data](#)

# Appendix 1: Additional advice for revegetation/regeneration projects

## Will your project involve bush regeneration?

The Environmental Trust funds many projects which rehabilitate degraded bushland. To ensure the best environmental outcomes, projects should adhere to these general principles:

- Best practice industry standards are set out in the National Standards for Ecological Restoration.
- Ensure the capacity of the grantee group (including any contractors) is adequate to undertake the scale of works proposed. Only plan to carry out primary work on areas that will receive adequate follow-up as part of the same project.
- Allow sufficient time for natural regeneration from the existing seed bank where possible. Seed collection, propagation and planting should not be undertaken as a matter of course. If you plan to undertake revegetation, you must justify the need to plant rather than allowing natural regeneration to occur.
- Paid bush regeneration and revegetation contractors are expected to use industry recognised best practice. While it is an organisation's choice to use other methods, such as herbicide-free techniques, it is likely that these alternative methods will not be demonstrable as being as effective or efficient or cost-effective as best practice techniques and are less likely to receive funding. If you intend to use alternative practices, you must make it clear in your application.
- Comply with existing regional/local plans of management, environmental studies or assessments.
- Establish appropriate methods for monitoring the success/progress of a project from the outset. This includes capturing adequate baseline information. Refer to the Environmental Trust's guide to monitoring ecological restoration projects.
- Determine a strategy to ensure long-term maintenance of the sites subsequent to the funding.

## Expectations for bush regeneration teams

- Bush regeneration contractors and their teams must possess suitable qualifications, licences and experience in line with industry standards as part of their appointment to any Trust funded project. As a general guide, bush regeneration team supervisors would be expected to be qualified at a Certificate III or higher level in Conservation and Land Management (CALM). Regenerators should be qualified at a Certificate II or higher level, and trainees should at least be enrolled in Certificate II. All regenerators are trained in First Aid and Chemical Application (AQIS III) as part of Certificate II, and licences must be updated through a refresher course every 3 years.
- Contractors should be sought from within your local area, and transportation costs are generally included in the agreed hourly rate. The current industry standard rate for bush regeneration should be considered when proposing your project budget. Some projects will present exceptional circumstances requiring additional travel costs, materials, or specific skills (e.g., rope work). Sufficient detail must be included in the application budget when requesting funding for such items. All works valued at over \$30,000 should be contracted through an open tender process, with at least 3 quotes obtained.

## Expectations for revegetation

- As previously outlined, it is preferable that you allow sufficient time for natural regeneration from the existing seed bank where possible. However, if you can justify the need to revegetate you should adhere to the following principles:
  - Ensure appropriate sourcing of plants and/or seed stock to maintain genetic diversity.
  - Plant at an adequate spacing and diversity to match that of the reference community.
  - Allow for approximately 80 plants per seven-hour day to be hand planted by a qualified regenerator. This includes preparation time, planting and watering. Note that some planting processes can plant at a much faster rate.
  - If planting in riparian areas, consider use of long-stem plantings.