

Monitoring, Evaluation, Reporting and Improvement (MERI) Plan



WAP 4.6.1

NSW Invasive Species Plan. Goal 4: Capacity	
Ensure NSW has the ability and commitment to manage invasive weeds	4.6 Ability to measure the effectiveness of invasive species management

Regional Weed Strategy. Aim: Monitoring and Evaluation	
Ensure the RWS are implemented and remain relevant working documents	2.1.4 Monitor, review and report on implementation of weed management programs

The Eastern Riverina Noxious Weeds Advisory Group (ERNWAG) and Western Riverina Noxious Weeds Advisory Group (WRNWAG) vision is to “Minimise the economic, environmental and social impacts of existing and new and emerging weeds in the Lachlan, Murray and Murrumbidgee Catchments through coordination, cooperation and commitment from weed managers and the community”.

In order to achieve this vision, 27 participating organisations (ERNWAG, WRNWAG, LCAs, LHPAs, RNWPO) submitted an application to NSW DPI under the Weeds Action Program (WAP), a NSW Government initiative, to reduce the impact of weeds under the NSW Invasive Species Plan (ISP).

The Riverina WAP will see implementation of 9 ISP key objectives that link directly to our Regional Weed Strategies (RWS). We are required to document and communicate the outcomes of the Riverina WAP, hence the need for a monitoring, evaluation, reporting and improvement (MERI) plan. This plan is based on and used in conjunction with our 5 year (Riverina WAP) project application.

MERI Plan purpose:	To monitor and evaluate the impact and achievements of the project, report on these and offer recommendations for improvement.
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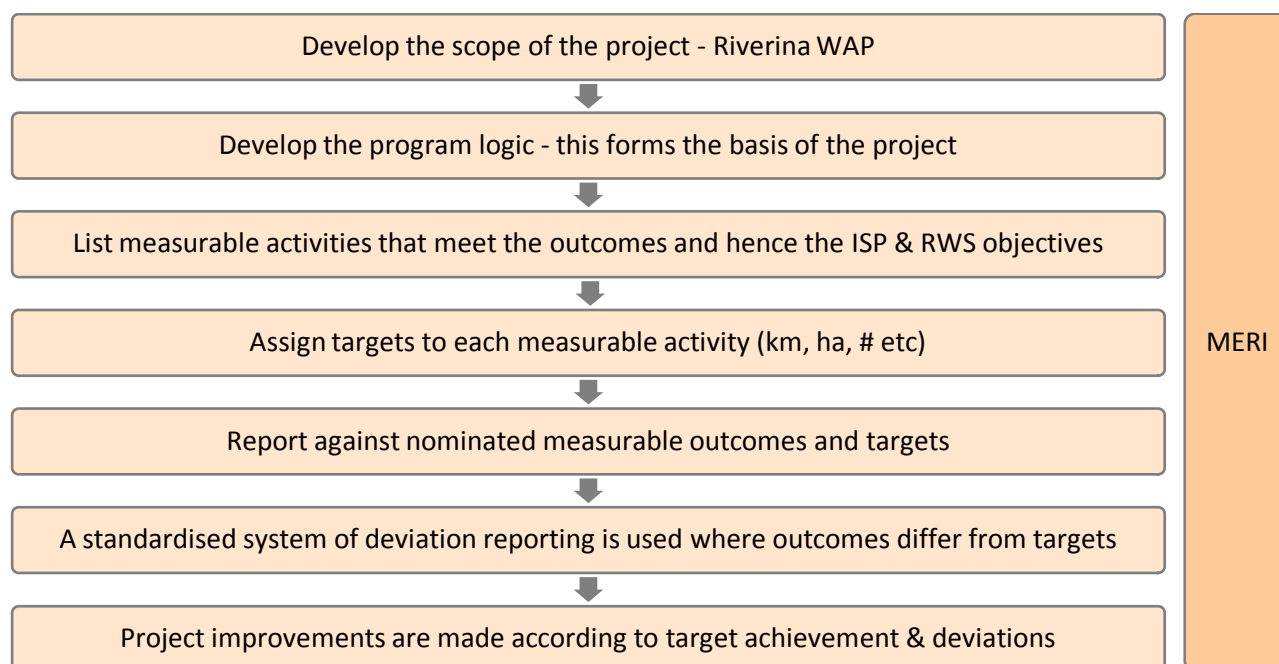
The purpose of this MERI plan is to:

- Outline how MERI will occur throughout the life of the Riverina WAP
- Monitor progress towards the Riverina WAP’s stated outcomes
- Provide performance information to help with decision making
- Ensure accountability to funding bodies, including NSW DPI, LCAs, LHPAs, CMAs, RWACs
- Report on project progress and performance
- Remain as a dynamic document that evolves to include improvements as a result of the monitoring and evaluation process.

Program logic:	The rationale behind a program – a picture of why and how you believe a program will work.
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Program logic is developed as a program planning tool that provides a framework to monitor and evaluate the performance of the program. The program logic (Appendix 1) and outline of activities (Appendix 2) have been used to develop the subsequent sections of this MERI plan.

Planning process undertaken when developing the Riverina WAP



Reporting:	Will be against the measurable outcomes and targets nominated in the original submission as agreed with NSW DPI.
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Reporting will be in the format supplied within the original submission and accompanied by a lead organisation endorsement and (if necessary) a completed project variation/deviation form. If we don't meet the targets (as a region) agreed to, a project deviation may be required. Appendix 3 details the expenditure statement and additional reporting information each participating organisation is required to submit to the lead organisation with their annual report.

Deviations:	A request to deviate from the original targets due to unforeseen circumstances.
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There are two types of project deviation:

- Where the targets for the proposed year have not been met. This result is reported in the annual report. When the final targets are entered into the reporting template all deviations are highlighted. Any deviations greater than 20% are highlighted in red and there is a requirement to outline the problems faced and changes proposed.
- Where there needs to be a significant change to the overall project for the remainder of its life. In this case we would need to submit a project deviation request detailing and justifying the changes and NSW DPI needs to approve the change.

Linkages

- High Risk Pathways WAP 1.1.1
- High Risk Pathways Management Plan WAP 1.1.2
- High Risk Species WAP 1.2.1
- New Incursion Plan - High Risk species WAP 1.2.2
- Riverina Inspection Policy WAP 1.2.3
- Notifiable Weed Reporting Form I&I NSW extranet
- Rapid Response Plan WAP 2.2.1
- NSW Invasive Species Plan
- Murray RWS
- Murrumbidgee RWS
- Lower Murray Darling RWS
- Lachlan RWS

Note: all WAP documents can be downloaded at www.riverinaweeds.org.au

Appendix 1.

Riverina WAP Program Logic 2010-2015

ISP	1.1 High Risk Species and pathways		1.2 Early detection capabilities			2.1 New incursions	2.2 Rapid response
Long Term Outcomes (ISP & NWA targets)	Regional High risk pathways identified and documented	Effective regional management protocols of high risk pathways developed	List of high risk weeds developed	Incursion plans for high risk weeds developed in line with the NSW incursion plan for invasive species	Regional inspection program developed for high risk weeds	Regional inspection program for high risk weeds implemented	Rapid response plans developed which include ongoing monitoring
Intermediate Outcomes (Biophysical & Practice Change)	Final document, list or map adopted by region	Protocol adopted and implemented by region	See individual RWS - prioritisation and WRA process	Final incursion plan adopted and implemented by region	Final protocol or guidelines adopted and implemented by region	weed incursions on high risk pathways managed.	Final Rapid Response plan adopted and implemented.
Immediate Results	Draft document, list or map produced identifying high risk pathways, circulated for comments.	Draft protocol developed and circulated for comments		Draft incursion plan developed and circulated for comments.	Draft protocol / guidelines for inspections circulated for comments		Draft plan developed and distributed to LCAs for comment. Include MERI
Outputs (influencing activities)	Surveillance - look at the history of new incursions. Common theme? Research high risk pathways. Meeting with stakeholders or working group. Discussion with other agencies.	Meeting with stakeholders (LCAs) or working group. Discussion with other agencies. Existing documents, policies, protocols. Regional Case studies.		Meeting with stakeholders or working group.	Meeting with LCAs/ working group to develop protocol / guidelines for inspections		Research - existing literature/other plans. Meeting with LCAs/ working group to develop rapid response plan
Inputs (Foundational activities)	Personnel. RNWPO Identify stakeholders. Mapping. WRA data (current & potential distribution). ISP, RWS, Declaration list. Local knowledge. Resources (\$). High risk weeds list.	Personnel. RNWPO Identify stakeholders. Document, list or map of high risk pathways. ISP, RWS, declaration list. Literature search - see what already exists. Local knowledge. Resources (\$)		Personnel. RNWPO Identify stakeholders. ISP RWS. NSW incursion plan for invasive species. List of high risk weeds. List of high risk pathways and protocol Resources (\$).	Staff - trained/ authorised officer. RWS, ISP. mapping declaration lists. Riverina incursion plan for high risk weeds. Inspecting for weeds - an introductory manual for wos. Early detection - recognising weeds	Regional management protocol of high risk pathways. Personnel Resources (\$) vehicles mapping	RWS, ISP, Regional high risk pathways, incursion plan for high risk weeds. MERI. NWA 1993 Regional inspection protocol or guidelines. Personnel. RNWPO. Resources(\$)

Riverina WAP Program Logic 2010-2015 cont'd

3.2 Effective & targeted on-ground control	4.2 Private lands	4.3 Community involvement	4.5 Skill of workforce	4.6 Ability to measure the effectiveness of invasive species management	ISP		
Regional management plans linked to CAPs and other key stakeholder plans	Invasive weeds on LCA & LHPA lands & waterways managed effectively	Invasive weeds effectively managed on private lands	Develop a regional communication strategy	Regional communications strategy delivered	An increase in the number of operators holding competency based qualifications	Review all project outcomes using MERI principles	Long Term Outcomes (ISP & NWA targets)
<p>RWS linked to CAPs - see pg 7 Murray RWS; pg 5 LMD RWS; pg 7 Murrumbidgee RWS.</p> <p>Existing weed rankings reviewed, to ensure they still link in with RWMP and CAPs, in 4th & 5th year of project. Timed to be available for new orders.</p>	<p>Regional Weed Management Plans adopted by LCAs, LHPAs and implemented by stakeholders. Reduction in weed infestation(s).</p>	<p>Reduction in weed infestation(s). Increase in landholders actively involved/engaged in weed management. Increase in compliance. Increase in landholder participation /ability to manage weeds.</p>	<p>Communication Strategy adopted and implemented by stakeholders</p>	<p>Increased awareness of weed issues within the community.</p>	<p>Competency met Qualifications achieved</p>	<p>RWS, RWMPs, policies, protocols reviewed, finalised and adopted by all stakeholders. MERI framework created</p>	<p>Intermediate Outcomes (Biophysical & Practice Change)</p>
	<p>Draft regional weed management plans</p>	<p>increased awareness increased capacity of landholders to manage weeds</p>	<p>Draft strategy developed and circulated for comments</p>	<p>Relevant resources available for delivery</p>	<p>Attend training Training delivered</p>	<p>Draft revised documents / strategies. Circulate for comments</p>	<p>Immediate Results</p>
	<p>Vehicles Resources (\$) Computers/ mapping. Competent staff. RWS priority weed list High risk weed lists incorporate MERI principles into new & existing planning.</p>	<p>Compliance - inspection program Collect baseline data - Number actively controlling weeds Educate - extension material Technical report Field days - technical support</p>	<p>Research. Lit review - other available documents. Meeting held/ Group development with identified stakeholders. Discussion with other agencies</p>	<p>Inform I&I of required resources</p>	<p>Source available training. If needed, develop training program</p>	<p>Meeting with relevant stakeholders, steering committees & or implementation groups. Review existing documents. Seek changes to relevant documents from all stakeholders.</p>	<p>Outputs (influencing activities)</p>
	<p>Vehicle Resources (\$) Computers / mapping. Trained / Qualified staff Educational Resources stakeholders input. Individual LCAs policy & procedures.</p>	<p>Personnel. RNWPO Resources (\$) Stakeholders RWS, ISP, mgt plans, council policies. Current situation/ status re comm methods. NSW WAP.</p>	<p>Source available resources from I&I and other NRM agencies. Be active participant in Weed Awareness Plan reference group. Use of NS4W slogan. CHINWAG. E&WRNWAG Website</p>	<p>WO's / staff Training resources Identify knowledge gaps and training required Identify number of current operators qualified & not qualified. Noxious Weeds. Handbook for Councils & Councillors.</p>	<p>RWS, ISP Personnel. RNWPO RWMgtPlans CMA CAPs</p>	<p>Inputs (Foundational activities)</p>	

Appendix 2. Measurable Outcomes and Activities summary from Riverina WAP submission

1.1.1 Regional high risk pathways identified and documented		
	Activities	Targets
1.1.1.1	Collate a history of new incursions in the Riverina	13
1.1.1.2	Identify means of transport for Category A weeds as defined in RWS	22
1.1.1.3	Develop draft list/ map of high risk pathways based on history	8
1.1.1.4	Circulate draft list to all stakeholders for comments/ additions	18
1.1.1.5	Finalise document and recirculate to all stakeholders 1.1.7	4
1.1.1.6	Make final document available on web 3.1.4	5
	TOTALS	70

1.1.2 Effective regional management protocols of high risk pathways developed		
	Activities	Targets
1.1.2.1	Put together a case study to be included in the protocol	6
1.1.2.2	Develop draft protocol for discussion at RWAC meetings	26
1.1.2.3	Circulate draft protocol to all stakeholders for comments/additions	20
1.1.2.4	Finalise protocol and recirculate to all stakeholders 1.1.7	3
1.1.2.5	Make final protocol available on web 3.1.4	5
	TOTALS	60

1.2.2 Incursion plans for high risk weeds developed in line with the NSW incursion plan for invasive species		
	Activities	Targets
1.2.2.1	Develop draft Regional incursion plan based on NSW plan	4
1.2.2.2	Agenda item for discussion at RWAC meetings	28
1.2.2.3	Circulate draft plan to all stakeholders for comments / additions	41
1.2.2.4	Finalise incursion plan & recirculate to all stakeholders for adoption. 1.1.3	5
1.2.2.5	Make final document available on web 3.1.4	4
	TOTALS	82

1.2.3 Regional inspection program developed		
	Activities	Targets
1.2.3.1	Agenda item RWAC meetings to determine direction	26
1.2.3.2	Research/literature review collated	1
1.2.3.3	Draft program developed and circulated for comments	23
1.2.3.4	Comments incorporated in to final regional inspection program	1
1.2.3.5	Final program circulated to all LCAs for adoption	24
	TOTALS	75

2.1.1 Regional inspection program implemented.		
	Activities	Targets
2.1.1.1	High risk pp inspections carried out (# of properties) 1.1.7	8806
2.1.1.2	High risk roadside inspections carried out (in kms) 1.1.7	118233.95
2.1.1.3	Implement a targeted inspection program on and with retail outlets (# of nurseries inspected) 1.2.2	1100
2.1.1.4	High risk waterway inspections carried out (in kms) 1.1.7	22795
2.1.1.5	Stock yard inspections carried out (# of stock yards)	360
2.1.1.6	High risk reserve inspections carried out (in hectares) 1.1.7	535243
2.1.1.7	Distribute WIP to HR pp and nurseries during inspections (# WIP handed out) 1.1.1	6273
2.1.1.8	Provide nursery & garden industry (retailers) with current noxious weed & non saleable weeds list 1.2.1 (# handed out)	468
2.1.1.9	Develop machinery hygiene protocol in conjunction with all stakeholders	17
2.1.1.10	Publish machinery hygiene protocol on web 3.1.4	22
2.1.1.11	Implementation of machinery hygiene protocol (# machines inspected for clean down)	404
2.1.1.12	Undertake targeted inspection program on soil, gravel and fill distribution points (# inspected)	2095
2.1.1.13	GIS	10
	TOTALS	695826.95

2.2.1 Rapid response plans developed which include ongoing monitoring		
	Activities	Targets
2.2.1.1	Literature review/research collated	2
2.2.1.2	Draft plan developed & circulated 1.1.4	2
2.2.1.3	Draft plan discussed at RWAC meetings	26
2.2.1.4	Plan finalised and circulated for adoption & implementation 1.1.5	25
2.2.1.5	Rapid Response plan made available on web	3
	TOTALS	58

3.2.1 Regional management plans linked to CAPs and other key stakeholder plans		
	Activities	Targets
3.2.1.1	Ensure any new documents created link in with one another (CAP included.) 2.1.5 (# new documents created)	42
3.2.1.2	Review existing weed rankings in conjunction with new orders 5.1.2 (LCAs should do this once in the next 5 years) & 6.1.4	55
3.2.1.3	Put new weeds through WRA and prioritisation process for declaration and regional ranking. 2.1.15 & 5.1.3	87
	TOTALS	184

3.2.2 Invasive weeds on LCA & LHPA lands & waterways managed effectively		
Activities		Targets
3.2.2.1	Establish the current distribution of priority weeds 2.1.1 (# weeds mapped)	417
3.2.2.2	Undertake targeted program for Category B Weeds on reserves (in hectares) 2.1.12	489994
3.2.2.3	Undertake targeted program for Category B Weeds on roadsides (in kms) 2.1.12	84621.6
3.2.2.4	Undertake targeted program for Category C Weeds on reserves (in hectares) 2.1.12	2008925
3.2.2.5	Undertake targeted program for Category C Weeds on roadsides (in kms) 2.1.12	90534
3.2.2.6	Undertake targeted program for Category D Weeds on reserves (in hectares) 2.1.12	2000660
3.2.2.7	Undertake targeted program for Category D Weeds on roadsides (in kms) 2.1.12	219687
3.2.2.8	Council owned/managed land inspected (# of properties)	4751
3.2.2.9	Implement a targeted inspection program on Council owned roadsides 1.1.8 (in kms)	234127.5
3.2.2.10	Undertake targeted program on vacant crown land (under LCA control - in hectares) 2.1.12	17090
3.2.2.11	Vacant crown land inspected (under LCA control # of properties)	2316
3.2.2.12	LCA weed management operational plan	52
3.2.2.13	Undertake targeted program along riparian areas/waterways (kms river/shoreline) 2.1.12	15137.5
3.2.2.14	Develop weed management plans for priority weeds in consultation with stakeholders 2.1.2	111
3.2.2.15	Support weed management research projects and biocontrol programs 2.1.13	149
TOTALS		5168572.6

4.2.1 Invasive weeds effectively managed on private lands.		
Activities		Targets
4.2.1.1	Develop a clearly defined policy on inspection procedures for private property 2.1.9	24
4.2.1.2	Implement a targeted inspection program on pp. 1.1.8 (# properties - don't include HR)	18276
4.2.1.3	Distribute WIP to new landholders 2.1.7 (# distributed)	3902
4.2.1.4	Provide educational material to landholders during property inspections 3.4.5 (# landholders supplied with material)	13499
4.2.1.5	NWA1993 enforced 3.4.6 - no \$ assigned	110
4.2.1.6	Develop weed management plans for priority weeds in consultation with landholders 4.2.1 (# of pp plans)	235
4.2.1.7	Distribute regional weed identification guide to landholders 3.4.2 (# distributed)	10517
4.2.1.8	Assist landholders/groups of, manage weeds by providing technical advice and support. 2.1.14 & 3.2.4	1060
TOTALS		47623

4.3.1 Develop a regional communication strategy		
Activities		Targets
4.3.1.1	Conduct literature review of existing documents	9
4.3.1.2	Agenda item at RWAC meetings to discuss direction of CS	27
4.3.1.3	Draft strategy circulated to stakeholders for additions/comments	23
4.3.1.4	Finalise strategy and recirculate to all stakeholders	4
4.3.1.5	Make final strategy available on web	2
TOTALS		65

4.3.2 Regional communication strategy delivered		
Activities		Targets
4.3.2.1	Schools participating in weed warriors program 3.2.1 (# of schools)	146
4.3.2.2	Website updated regularly 3.1.4 (# of updates)	248
4.3.2.3	Support state & national initiatives that raise the profile of weed mgt (# of field days, Weedbuster wk displays, WoNS res) 3.2.2 & 3.3.3	192
4.3.2.4	Produce weed management material for the media and relevant publications 3.1.6, 3.4.1 & 1.2.5 (# of media releases / articles)	375
4.3.2.5	Inform Weed Extension Team leader of information gaps	61
4.3.2.6	Inform Weed Extension Team leader of regional resources developed	5
4.3.2.7	Deliver NSW NS4W campaign in conjunction with I&I NSW	15
4.3.2.8	Participate in Weed Awareness Plan reference group meetings/correspondence	20
4.3.2.9	Conduct regional weed management/ld field days (# of)	234
4.3.2.10	Distribute/deliver weed awareness resources on priority weeds 3.2.3 & 3.4.3 (# distributed)	1931
4.3.2.11	Update regional weed identification guide 3.4.2	34
4.3.2.12	Develop a Weeds Information Pack that also includes information on Category A weeds 2.1.7 (each individual LCA)	47
4.3.2.13	Attend & participate at regional meetings (ERNWAG & WRNWAG)	465
TOTALS		3773

4.5.1 An increase in the number of operators holding competency based qualifications		
Activities		Targets
4.5.1.1	Attend educational training sessions/workshops 2.1.8 & 3.3.1 (# attended)	365
4.5.1.2	Attend Biennial NSW weeds conference (2 being held 11/12 & 13/14)	50
4.5.1.3	Identify gaps in competency qualifications	68
4.5.1.4	Increase awareness for all stakeholders (board members, directors, senior mgt, councillors & council staff) in weed management.	695
4.5.1.5	Develop individual LCA training plan	115
TOTALS		1293

4.6.1 Review all project outcomes using MERI principles		
Activities		Targets
4.6.1.1	Undertake a review of Lower Murray Darling RWS 4.1.6	8
4.6.1.2	Undertake a review of Murrumbidgee RWS 6.1.4	42
4.6.1.3	Undertake a review of Murray RWS 6.1.4	22
4.6.1.4	Employ Regional Coordinator	125
4.6.1.5	Monitor, review and report on implementation of weed management programs 2.1.4	135
TOTALS		332

Appendix 3.

Additional reporting information and expenditure statement for Riverina WAP 12/13

LCA/LHPA:

Inspection program

	ACTUAL for Year 3	PLANNED for Year 3	Refer to WAP spreadsheet for targets - make sure numbers align
High risk sites (<i>number</i>)	<input type="text"/>	<input type="text"/>	2.1.1.1 + 2.1.1.3 + 2.1.1.5 + 2.1.1.12
High risk sites (<i>hectares</i>)	<input type="text"/>	<input type="text"/>	2.1.1.6
High risk pathways (<i>kilometres</i>)	<input type="text"/>	<input type="text"/>	2.1.1.2 + 2.1.1.4

Comments

Community extension, education and involvement.

Highlights and new initiatives

Local highlights & achievements throughout the year

New weed incursions

	Common name	Scientific name	Current Spread & Density
Use Regional Spread and Density definition factsheet	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Potential spread, impact and control problems

0	<input type="text"/>
0	<input type="text"/>
0	<input type="text"/>

2012/2013 Expenditure Statement

	Carryover	Expenditure	Allocation	Expenditure	Deviation: to be spent 13/14
Grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
Commitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00

Note: If the allocation column has not automatically filled refer back to your reporting spreadsheet for the exact figures.