

Review

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

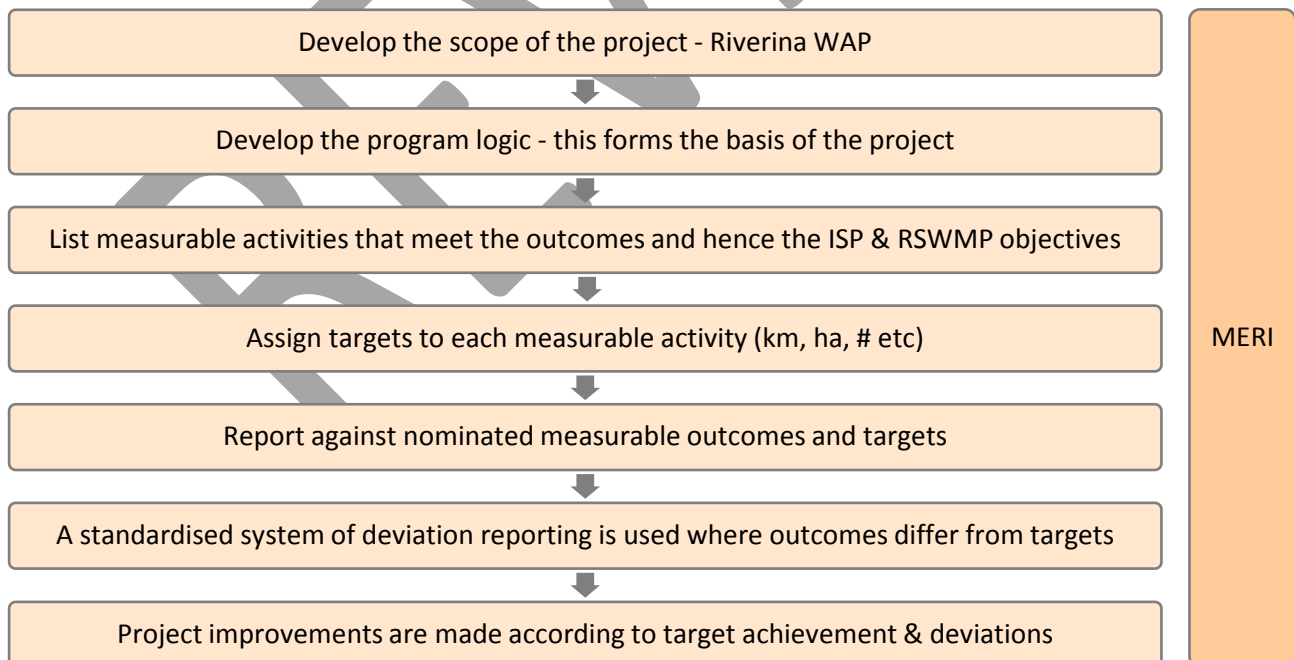
Regional Weed Strategy. Aim: Monitoring and Evaluation	
Ensure the RWS are implemented and remain relevant working documents	2.1.4 Monitor, review and report on implementation of weed management programs

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

This plan:

- Outlines how MERI will occur throughout the life of the Riverina WAP;
- Monitors progress towards the Riverina WAP's stated outcomes;
- Provides performance information to help with decision making;
- Ensures accountability to funding bodies, including NSW DPI, LCAs, LLSs & RWCs;
- Reports on project progress and performance;
- Remains as a dynamic document that evolves to include improvements as a result of the monitoring and evaluation process.

Planning process undertaken when developing the Riverina WAP



Program logic:	The rationale behind a program – a picture of why and how you believe a program will work.
-----------------------	--

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.

Reporting:	Will be against the measurable outcomes and targets nominated in the amended submission as agreed with NSW DPI.
-------------------	---

Reporting will be in the format supplied by NSW DPI 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.
--------------------	---

There are three types of project variation:

- 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.
- Where there needs to be a long-term change to partners or outcomes and activities for the remainder of the Regional sub-program life. For example: new partners join the Regional sub-program; or seasonal conditions require a significant change to outcomes or activities in the longer term. This is considered a minor change in the Regional sub-program submission. In this case, the Department will need to approve the change. The lead organisation will need to make a Regional sub-program project variation request detailing and justifying the changes. The State Weed Committee will be notified of these changes.
- Where there needs to be a change to the overall aims and intent of the Regional sub-program. This is considered a major change and will require a re-submission and re-assessment of the Regional sub-program.

Linkages

- High Risk Pathways & Sites Management Plan WAP 1.1.1
- High Risk Species WAP 1.2.1
- New Incursion Plan - High Risk species WAP 1.2.2
- Regional Inspection Policy WAP 1.2.3
- Rapid Response Plan WAP 2.2.1
- NSW Invasive Species Plan
- Riverina RSWMP 2017-2022
- Murray RSWMP 2017-2022

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

Appendix 1.

Riverina WAP Program Logic 2015-2020

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 HR pathways & sites plan reviewed	Reduction of established incursions	List of HR weeds reviewed or updated	Incursion plans for HR species reviewed	Regional inspection program reviewed	Regional inspection program implemented	Rapid response plans reviewed
Intermediate Outcomes (Biophysical & Practice Change)	Final document adopted by region & uploaded to web	Final documents adopted and implemented by region and uploaded to web	Final document adopted by region & uploaded to web	Final document adopted by region & uploaded to web	Final protocol or guidelines adopted by region	New incursions on high risk pathways managed.	Final document adopted by region & uploaded to web.
Immediate Results	Draft document produced & circulated for final comments.	Draft document produced and circulated to stakeholders for final input	Draft WRA produced and circulated to stakeholders for final input	Draft document produced & circulated for final comments.	Draft protocol / guidelines for inspections circulated for comments	Living database - updated as new incursions are detected	Draft document produced & circulated for final comments
Outputs (influencing activities)	Circulate declaration list. HR Pathways Mgt Plan. HR pathways & sites database. HR species list to stakeholders seeking feedback.	Circulate vehicle hygiene protocol + red guide post documentation to stakeholders seeking feedback	Create a WRA for each declared species in the Riverina in conjunction with stakeholders.	Circulate New Incursion Plans for HR species to stakeholders seeking feedback	Meeting with LCAs/ working group to develop protocol / guidelines for inspections	HR pathways & sites database updated as required.	Circulate Rapid Response Plan to stakeholders seeking feedback
Inputs (Foundational activities)	Personnel. RWCC. LCA WOs. Identify stakeholders. Mapping. WRA data (current & potential distribution). ISP, RSWMP. Local knowledge. Resources (\$). Declaration list. HR Pathways Mgt Plan. HR pathways & sites database. HR species list.	RGP installation & initiative uptake across the state.	Personnel. RWCC. LCA WOs. HR Species list. NSW WRM system. RWS.	Personnel. RWCC Identify stakeholders. ISP RSWMP. NSW incursion plan for invasive species. NIP - HR species list. HR pathways & sites plan. Resources (\$).	Staff - trained/ authorised officer. RSWMP, ISP. mapping declaration lists. Riverina incursion plan for high risk weeds. Inspecting for weeds - an introductory manual for wos. Early detection - recognising weeds in our waterways manual	HR Pathways Management Plan. HR species List. NIP-HR species. Personnel Resources (\$) vehicles mapping	Rapid Response Plan. HR pathways mgt plan. NIP-HR species. RSWMP, ISP, MERI. Biosecurity Act 2015 Regional inspection policy. Personnel. RWCC. Resources(\$)

Riverina WAP Program Logic 2015-2020 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	4.8 Roles and responsibilities defined for invasive sp mgt		
Regional management plans linked to LLS and other key stakeholder plans	Impacts reduced at priority sites	Invasive weeds effectively managed on private lands	Review regional communication strategy	Communication strategy implemented	An increase in the number of operators holding competency based qualifications	Monitoring programs being implemented	Regional Weed Committee established
Final RSWMP adopted by regional, incorporated into LLS Local Strategic Plan and uploaded to web.	Regional Weed Management Plans adopted by LCAs, LLS and implemented by stakeholders. Reduction in weed infestation(s).	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.	Final document adopted by region & uploaded to web	Increased awareness of weed issues within the community.	Competency met Qualifications achieved	RSWMP, RWMPs, policies, protocols reviewed, finalised and adopted by all stakeholders. MERI framework updated	Final education & awareness program adopted & implemented by region.
Draft RSWMP produced & circulated for final comments	Draft regional weed management plans	increased awareness increased capacity of landholders to manage weeds	Draft document produced & circulated for final comments	Relevant resources available for delivery	Attend training Training delivered	Draft revised documents / strategies. Circulate for comments	Circulate draft to stakeholders for comments
Circulate RSWMP to stakeholders seeking feedback		Compliance - inspection program Collect baseline data - Number actively controlling weeds Educate - extension material Technical report Field days - technical support	Circulate Communication strategy to stakeholders seeking feedback	Inform NSW DPI of required resources	Source available training. If needed, develop training program	Meeting with relevant stakeholders, steering committees & or implementation groups. Review existing documents. Seek changes to relevant documents from all stakeholders.	Develop draft education & awareness program. Collaboration with LLS re RWC
LCAs, RWCC, RWC, LLS. RSWMP	Vehicles Resources (\$) Computers/ mapping. Competent staff. RSWMP priority weed list HR species lists incorporate MERI principles into new & existing planning.	Vehicle Resources (\$) Computers / mapping. Trained / Qualified staff Educational Resources stakeholders input. Individual LCAs policy & procedures.	Personnel. RWCC Resources (\$) Stakeholders RSWMP, ISP, mgt plans, council policies. Communication Strategy	Source available resources from NSW DPI and other agencies. Promote NS4W campaign. CHINWAG. RWC. Website	WO's / staff Training resources Identify knowledge gaps and training required Identify number of current operators qualified & not qualified. Weeds Handbook for Councils & Councillors.	RSWMP, ISP Personnel. RWCC RW Mgt Plans WAP implementation manual 2015-2020 LLS	Employ RWCC. RWC meetings

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

1.1.1 Regional high risk pathways and sites management plan reviewed		
	Activities	Targets
1.1.1.1	Circulate HR pathways management plan for review	14
1.1.1.2	Discuss at regional meeting	14
1.1.1.3	Finalise plan, recirculate to stakeholders, upload to web	14
	TOTALS	42
1.1.2 Reduction of established incursions		
	Activities	Targets
1.1.2.1	Promote use of hygienic practices through the vehicle hygiene protocol	81
1.1.2.2	Implementation of red guide post initiative	81
1.1.2.3	Support weed management research projects and biocontrol programs	76
	TOTALS	238
1.2.1 List of high risk weeds reviewed or updated		
	Activities	Targets
1.2.1.1	Circulate HR species list for review	14
1.2.1.2	Discuss at regional meeting	14
1.2.1.3	Finalise plan, recirculate to stakeholders, upload to web	14
	TOTALS	42
1.2.2 Incursion plan for high risk weeds reviewed		
	Activities	Targets
1.2.2.1	Circulate NIP - HR species for review	14
1.2.2.2	Discuss at regional meeting	14
1.2.2.3	Finalise plan, recirculate to stakeholders, upload to web	14
	TOTALS	42
1.2.3 Regional inspection program reviewed		
	Activities	Targets
1.2.3.1	Circulate regional inspection policy for review	14
1.2.3.2	Discuss at regional meeting	14
1.2.3.3	Finalise policy & recirculate to stakeholders	14
	TOTALS	42
2.1.1 Regional inspection program implemented		
	Activities	Targets
2.1.1.1	Regional HR pathway inspections carried out (in kms) as per HR mgt plan	118059
2.1.1.2	HR species (Cat A & B) managed as per NIP HR species	38349
2.1.1.3	Regional HR site inspections carried out (# sites) as per HR mgt plan	6492
2.1.1.4	HR species (Cat A & B) managed as per NIP HR species (# sites)	2418
2.1.1.5	LCAs review HR pathways & sites database	69
	TOTALS	165387
2.2.1 Rapid response plans reviewed		
	Activities	Targets
2.2.1.1	Circulate rapid response plan for review	14
2.2.1.2	Discuss at regional meeting	14
2.2.1.3	Finalise plan, recirculate to stakeholders, upload to web	14
	TOTALS	42
3.2.1 Regional management plans linked to LLS and other key stakeholder plans		
	Activities	Targets
3.2.1.1	Update existing RWS into new LLS regions	15
	TOTALS	15

3.2.2 Impacts reduced at priority sites & pathways on public lands	
Activities	Targets
3.2.2.1 LCAs to implement recommended actions for Cat C & D weeds as / RWS	2318
3.2.2.2 LCAs to implement recommended actions for Cat C & D weeds as / RWS	91678
3.2.2.3 Implement a targeted inspection program on public lands (#s not HR)	2647
3.2.2.4 Implement a targeted inspection program on public lands (kms not HR)	75810
3.2.2.5 Undertake a targeted inspection program along waterways/riparian areas (not HR)	1884
3.2.2.6 LCA weed management operational plan reviewed & updated as required	68
TOTALS	174405

4.2.1 Invasive weeds effectively managed on private lands.	
Activities	Targets
4.2.1.1 Biosecurity Act 2015 enforced by each LCA - no \$ assigned	68
4.2.1.2 Implement a targeted inspection program on pp (not HR)	8585
4.2.1.3 Review & update LCA inspection policy & procedure for private prop	68
4.2.1.4 Develop plans for priority sp in consultation with landholder	68
4.2.1.5 Provide landholders with technical advice & support on weed mgt	68
TOTALS	8857

4.3.1 Review regional communication strategy	
Activities	Targets
4.3.1.1 Circulate communication strategy for review	14
4.3.1.2 Discuss at regional meeting	14
4.3.1.3 Finalise plan, recirculate to stakeholders, upload to web	14
TOTALS	42

4.3.2 Implementation of Regional communication strategy	
Activities	Targets
4.3.2.1 Website updated regularly	71
Media releases / articles produced & distributed (#)	134
Campaigns (fuel nozzle, weed warriors - # of schools involved)	54
Field days (held or attended)	179
Resources produced & distributed (WIP, HR sp, ID guide, non saleable)	479
Incorporate CBSM & NS4W campaign as required in conjunction with NSW DPI	65
TOTALS	982

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 (# attended)	234
4.5.1.2 Attend NSW Weeds Conference (15/16, 17/18, 19/20)	45
4.5.1.3 Provide regular updates to board members/councillors, senior mgt, staff	560
4.5.1.4 Review & update individual LCA training plan	65
4.5.1.5 Provide training as required	45
TOTALS	949

4.6.1 Monitoring programs being implemented	
Activities	Targets
4.6.1.1 Review, update, circulate MERI plan	70
4.6.1.2 LCAs to map infestations accurately & provide data to RWCC as required	70
4.6.1.3 Regional mapping of HR species produced as required	70
TOTALS	210

4.8.1 Regional Weed Committee established	
Activities	Targets
4.8.1.1 Develop & coordinate RWS & plans ensuring linkages between documents	70
4.8.1.2 Develop an education & awareness program	70
4.8.1.3 Review existing weed rankings in conjunction with new weed orders	70
4.8.1.4 Update all weed categories & RWS listings to reflect WRM system scores	70
4.8.1.5 Attend & participate at RWC meetings	75
4.8.1.6 Employ Regional Coordinator (PO)	75
TOTALS	430

Includes year three adjustments as re-submitted to NSW DPI 19/3/2018

Appendix 3.

Additional reporting information and expenditure statement for WAP 17/18

LCA/LLS:

Inspection program

	ACTUAL for Year 3	PLANNED for Year 3	Refer to WAP spreadsheet for targets - make sure numbers align
High risk pathways (kilometres)	-	-	2.1.1.1 + 2.1.1.2
High risk sites (numbers)	-	-	2.1.1.3 + 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			
Potential spread, impact and control problems	0		
	0		
	0		

2017/2018 Expenditure Statement

	Carryover	Expenditure	Allocation	Expenditure	Deviation
Grant	0	0	0	\$0.00	\$0.00
Commitment	0	0	0	\$0.00	\$0.00

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

I hereby certify that all moneys paid have been expended or incurred by way of expenditure solely on noxious weed management activities as defined in our WAP spreadsheet and the signed MoU.

Signature of responsible officer of organisation _____ / / 2018

Signatories Name & Position: _____