



Landcare Notes

Project site planning and management

Project site planning is what you do to identify everything you need (materials, labour, funds) for the activities you want to do at a specific site. It includes mapping where these activities will be done at the site.

The site plan provides a reference for the group and landholder about what has been agreed. It can be used as a basis for funding applications, identifying resources needed and as a component of group area planning.

The elements of site planning

Project site planning focuses on the specific area where work needs to be done.

You will need to be clear on the site location, have a list of what you plan to do (planting trees, erosion control, pasture improvement etc) and list the materials and resources (type, amount and costs) you will need to do the work.

You also need to estimate the labour involved and break this down into that being done by group members, external volunteers or contractors. Any monetary costs associated with that labour must be estimated and included in the budget.

How to do it

A site plan is normally based on one individual property or part thereof as is practical, and the level of detail needed.

In each case, the first step is to map out the site and its existing features – roads, streams, wetlands, fences, vegetation (native and non-native) and problem areas (eroded and/or salty land, weedy areas). The site assessment should also include approximate measurements such as hectares, kilometres and width or depth.

For a base map a recent aerial photo or contour map is a good starting point to identify the site features and can help your measurements if you establish a scale to work from. Many Landcare groups now have access to Geographical Information Systems (GIS), and a Geographical Positioning System (GPS), that are tools very useful for mapping (refer to Landcare Note 6.3: Using Technology to find out what this is).

If you do not have access to mapping on a computer, you could use acetate sheets over the base map to draw up your proposed work (new fencelines, re-aligned tracks, erosion control works, new plantings, etc).

Once you have a base map with the existing features, you are ready to develop your site plan.

Planning the works

One of the easiest ways to work out the plan is to take your base map to the site and take the appropriate measuring tools. Measure the lengths and areas of the proposed works and consider what resources are needed. Draw up the proposed works on your plan and use a key or legend to help you and others understand the map.

When looking at the cost of the works, check with local suppliers on the cost of materials and contract labour, and remember that some costs can vary, depending on seasonal and other factors.

As part of the plan, you need to consider what you can do as an individual, a group and what outside resources (skills, labour and funds) may be needed.

Your site plan should be detailed and accurate enough to allow you to use it in an application for funding. Each funding source has their own requirements, but a site plan is usually required.



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Key tools

There are a number of online mapping tools that can help you prepare a site plan. The information that may be particularly useful is the catchment information mapper, the biodiversity interactive map and the forest explorer online.

See:

<http://www.dpi.vic.gov.au/DSE/dsencor.nsf/LinKView/836EE128E54D861FCA256DA200208B945FD09CE028D6AA58CA256DAC0029FA1A>.

Further references

Victorian Landcare Gateway:
www.landcarevic.org.au

Australian Government National Heritage Trust, Caring for Our Country:
<http://www.nrm.gov.au/>

Landcare coordinator or investment/grants officer – through your CMA

National Landcare Program Evaluation Coordinators (1997) – *Setting Up For Success*

– *A Guide for Designing, Managing and Evaluating Projects:*

<http://catalogue.nla.gov.au/Record/2713703>

Related Landcare Notes

This Landcare Note is one of a series. These notes provide an excellent guide for the ongoing operation of your group.

Landcare Note 3.1: Funding Options for Community Groups

Landcare Note 5.3: Developing a Landcare Project

Landcare Note 6.3: Using Technology

Acknowledgements

Peter Forster: Landcare Note (2000) – *Site Planner*

Compiled by the Port Phillip and Westernport Catchment Management Authority's Landcare Support Team

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