

2021-24 Victorian Landcare Facilitator Program

Frequently Asked Questions
December 2020

Overview

The Victorian Landcare Facilitator Program (VLFP) is changing from 1 July 2021 and this FAQ outlines the expectations and requirements of the new program.

Organisations, groups and networks that want to employ a Landcare Facilitator under the 2021-24 VLFP can apply for funding if they meet the eligibility and employment requirements – see below for further details.

Key dates

Applications open	Thursday 28 January 2021
Applications close	Thursday 18 March 2021
Assessment of applications	March-April 2021
2021-22 State Budget	May 2021
Successful applicants notified	May 2021
Funding agreements with successful applicants	June 2021
New VLFP commences	1 July 2021
Landcare Facilitator Program Delivery Plan due	31 July 2021

If you have any questions that you would like answered before the holiday break, please contact us at landcare@delwp.vic.gov.au by **Monday 21 December 2020**. We will continue to update this FAQ during the application in 2021.

What is the Victorian Landcare Facilitator Program?

The VLFP began in 2011 and provides funding to various organisations to employ part-time Landcare Facilitator positions across Victoria.

The VLFP is one component of the Victorian Landcare Program, funded by the Victorian Government and delivered through Department of Environment, Land, Water and Planning (DELWP).

What is the role of a Landcare Facilitator?

Landcare Facilitators support environmental groups, networks, landholders and the wider community to:

- undertake on-ground natural resource management works and other activities for the protection, enhancement and restoration of our land and natural environment.

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- build group, network and community capacity and resilience.

Why is the VLFP changing?

The VLFP is changing in 2021 as a result of an independent review into the program.

In 2019, RM Consulting Group conducted an independent and participatory review of the VLFP to assess program effectiveness, impact, roles and accountability and alternative delivery models.

The Victorian Landcare Facilitator Program - Review: Final Report identified five alternative delivery models and the need for strengthened governance arrangements and clarity on the roles and responsibilities of funding recipients and their obligations as employers.

What are the key changes to the VLFP?

The new VLFP requires employers to meet new requirements including an increased level of governance and employment standards.

To address the review recommendations, the 2021-24 VLFP will include:

- a revised delivery model that provides for multiple delivery partners to receive funding to employ a Landcare facilitator with the objective to retain local empowerment while also ensuring a high standard of governance (based on delivery model 4 as detailed on page 34 of the VLFP review),
- a requirement for funding recipients to adhere to the VLFP employment requirements,
- updated reporting requirements, and
- updated Key Work Areas.

Other actions that DELWP is taking to address the recommendations of the review include:

- updating the Victorian Landcare Program (VLP) Plan,
- preparing a Monitoring Evaluation, Reporting and Improvement Framework for the VLP, and
- providing a range of supporting documents for Landcare Facilitators and their employers

Victorian Landcare Facilitator Program – Review: Final Report

Victorian Landcare Facilitator Program Review - Key Findings, Recommendations & Actions

What are the goals of the 2021-24 VLFP?

The goals of the 2021-24 VLFP are to:

- enable groups and networks to plan strategically, leverage additional investment and deliver on-ground projects,
- support groups and networks to engage and collaborate with their local communities and build partnerships,
- encourage broad and diverse participation in Landcare and environmental volunteering,

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- support groups and networks to operate effectively and to grow, adapt and be resilient,
- build community capacity and capability, and
- report on outcomes to inform continuous program improvement.

When does the 2021-24 VLFP start?

The new program will commence on 1 July 2021.

What is the revised delivery model?

The review of the VLFP identified five alternative delivery models ranging from central to regional to local employment of Landcare facilitators. DELWP has looked at all options and considered feedback from community and stakeholders.

The 2021-24 VLFP delivery model will allow a range of delivery partners to be eligible to employ a Landcare Facilitator, informed by the needs and capabilities of the groups and networks that the Landcare Facilitator will support. The new delivery model for the VLFP aims to retain local empowerment and ensures robust employment standards for Landcare Facilitators and strengthened program governance.

The successful applicant organisation will need to directly employ/engage the Landcare Facilitator and must not delegate or subcontract this to another entity. The applicant must demonstrate their capacity to meet the 2021-24 VLFP employment requirements..

How many Landcare facilitator positions are available in the 2021-24 VLFP?

Funding for the current VLFP is a combination of recurrent and initiative funding.

Recurrent funding provides funding for 57 part-time (0.5FTE) Landcare facilitator positions in 2020-21. The number of positions that will be available in the new VLFP will depend on a range of factors including total program budget and the amount of funding requested for each position through the VLFP application process.

The total program budget will be confirmed following delivery of the 2021-22 State Budget which is expected in May 2021.

What are the expectations of a Landcare Facilitator?

Landcare Facilitators support groups and networks within a given geographic area to build capacity and resilience.

Landcare Facilitators will deliver on six Key Work Areas:

1. Support the development of on-ground natural resource management projects
2. Secure project grants and leverage other funding
3. Undertake community engagement, collaboration and build partnerships
4. Build local community capacity to enable groups, networks and communities to be resilient
5. Assist with planning and priority setting processes
6. Assist with monitoring, evaluation and reporting

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The Key Work Areas detail will be made available online in early 2021. The specific activities to be carried out by a Landcare Facilitator in each Key Work Area will be documented in a Program Delivery Plan to be prepared by successful applicants (with input from all groups/networks to be supported by the Landcare Facilitator).

It is expected that each Landcare Facilitator position will support around 5 to 12 groups* (and 1 to 2 networks if applicable) noting that the number of groups to be supported will depend on factors such as the:

- geographic area of the groups/networks to be supported
- needs of each group/network
- number of members/landholders
- level of activity to be undertaken by the Landcare Facilitator
- level of funding requested (adjusted on a pro-rata basis for organisations applying for less than the maximum VLFP funding).

The Landcare Facilitator is not responsible for administrative tasks associated with the day-to-day operation of a group/network, such as taking meeting minutes, or managing on-ground projects and their budgets. These tasks are not supported under the VLFP.

* A group includes Landcare and environmental volunteering groups/networks whose focus is undertaking on-ground natural resource management works. A Landcare Facilitator will not support the following groups types: advocacy environmental groups, Catchment Management Authorities (CMAs), state or local government, businesses, non-government organisations, community service groups (e.g. Rotary, Lions, CFA, SES), sporting clubs or schools. These organisations will be considered partner organisation for the purposes of the VLFP. Refer below to organisations that can apply for funding to employ a Landcare facilitator.

Who can apply for funding to employ a Landcare Facilitator?

Applications for funding to employ a Landcare Facilitator will be open to the following organisations:

- Victorian Landcare and environmental volunteering groups and networks whose focus is undertaking on-ground natural resource management works. This includes:
 - Landcare groups and networks
 - Friends of groups
 - Conservation Management Networks
 - Committees of Management,
 - Coastcare groups
 - Aboriginal groups and organisations working on Country
- Local government (as a partner organisation)
- Catchment Management Authorities (as a partner organisation)
- Not-for-profit organisations (as a partner organisation)

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Groups/networks that do not meet the eligibility and employment requirements (outlined below), must partner with an organisation that can meet the new program requirements and be the applicant.

Groups/networks that do not want to be an employer but want the support of a Landcare Facilitator under the 2021-24 VLFP need to partner with an organisation that can meet the new program requirements and be the applicant.

A partner organisation will need to demonstrate they are applying as a partner, with the support of the groups/networks, by attaching a Letter of Support from each organisation/group/network that wants to be supported under the 2021-24 VLFP. A Letter of Support template will be available at environment.vic.gov.au/landcare/vlfp when applications open.

The partner organisation must satisfy the eligibility criteria. It is preferred that these applicant partner organisations also have a role in delivering on-ground natural resource management works.

The employment and management of the Landcare Facilitator must be carried out by the applicant organisation and not delegated or subcontracted to another entity. However, successful applicants can engage another organisation to provide payroll services and office space for a Landcare Facilitator.

How does our group/network partner with an applicant organisation?

Your group/network will need to supply a Letter of Support, which the applicant organisation will attach in their application.

A Letter of Support template will be available at environment.vic.gov.au/landcare/vlfp in January 2021.

If you do not know who to partner with, contact the Regional Landcare Coordinator in your area who can help link you to a prospective applicant. See page 9 for contact details.

Who cannot apply?

Ineligible applicants include Australian Government agencies, private companies, individuals, industry bodies and water authorities.

Current recipients of VLFP funding with outstanding reporting requirements (for the 2019-20 financial year or earlier) are ineligible to apply for 2021-24 VLFP funding.

What are the eligibility requirements?

To be eligible, applicants must be either:

- an incorporated association registered through Consumer Affairs Victoria, or be incorporated through an umbrella group such as Landcare Victoria Incorporated,
- registered as a not-for-profit organisation with the Australian Charities and Not-for-profits Commission (ACNC), or
- a local or state government entity.

Applicants must also:

- hold insurance sufficient to safeguard volunteers and participants involved in funded activities, including public liability insurance of at least \$20 million, personal accident insurance and professional indemnity cover (Note: the standard package of insurance provided to Landcare Victoria Incorporated members meets this requirement),

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- have an Australian Business Number (ABN), and
- meet the 2021–24 VLFP employment requirements.

What are the VLFP employment requirements?

Applicants will need to meet and maintain the 2021-24 VLFP employment requirements for the duration of funding.

Applicants need to:

- have line management experience and/or the capability needed to employ/contract a Landcare Facilitator. See business.vic.gov.au/hiring-and-managing-staff/staff-management.
- read and understand the National Employment Standards' 10 minimum employment entitlements. See fairwork.gov.au/employee-entitlements/national-employment-standards.
- read and understand the Fair Work Information Statement which employers must provide to new employees. See fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement.
- read and understand the Australian Taxation Office document Difference between employees and contractors. See ato.gov.au/business/employee-or-contractor/difference-between-employees-and-contractors/.
- use the Australian Taxation Office Employee/contractor decision tool to check if your Landcare Facilitator will be an employee or contractor* for tax and superannuation purposes. See ato.gov.au/Calculators-and-tools/Employee-or-contractor/?page=1#Difference_between_employee_and_contractor.
- understand the different employment entitlements for full-time, part-time, casual or fixed term employees. See www.fairwork.gov.au/employee-entitlements/types-of-employees.
- have a Workplace Health and Safety Policy or agree to implement such a policy before employing/engaging a Landcare Facilitator.
- have a Grievance Policy or agree to implement such a policy before employing/engaging a Landcare Facilitator.
- have a Code of Conduct or agree to adopt a Code of Conduct before employing/engaging a Landcare Facilitator. Note: if your organisation is a member group of Landcare Victoria Inc., they have a Code of Conduct that member groups can endorse as their own Code of Conduct.

*It is preferred that Landcare Facilitators are employees rather than contractors.

What employment resources are available?

An employment referral service has been engaged by Landcare Victoria, in partnership with DELWP, to provide advice and access to experts in human resources and employment law to support Landcare groups and staff working in Victoria.

Contact Workplace Legal on 9972 4950 to access advice and assistance on human resources and employment related matters

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A range of information resources, training and sample templates will be made available in 2021 to help organisations meet the requirements of being an employer and ensure robust employment standards for Landcare Facilitators. A Landcare Facilitator induction kit is in development and will be available in mid-2021.

Can an organisation submit more than one application?

Yes, an organisation can submit more than one application.

Each application must be for only one Landcare Facilitator position and applications will be assessed independently on their relative merits as part of the competitive process.

Organisations that lodge more than one application and will need to strongly justify why a second (or more) Landcare Facilitator is needed. For example, the number and area coverage of groups and networks that need support from a Landcare Facilitator. The groups to be supported within each application must be different.

Groups/networks that want the support of a Landcare Facilitator cannot partner with more than one organisation.

However, in exceptional circumstances, i.e. where a group crosses CMA, local government, or Landcare network boundary arrangements, with reasonable justification a group could be part of more than application.

Note: a network may apply for VLFP funding for a Landcare Facilitator position that will support another network (and its member groups) or group.

You are encouraged to discuss your proposal for a Landcare Facilitator with adjoining groups and networks and your Regional Landcare Coordinator to identify the best application approach in your area. Contact details are on page 9.

Our organisation already employs a Landcare Facilitator. Do we need to apply again?

Yes. Funding for the current VLFP will end on 30 June 2021 and the new program will start 1 July 2021.

Existing organisations who currently employ a Landcare Facilitator must re-apply under the requirements of the new VLFP.

Some aspects of the 2021-24 VLFP including the Key Work Areas and employment requirements will change to improve the effectiveness and efficiency of the VLFP.

Our organisation already employs a Landcare Facilitator. If we are a successful applicant, will we need to re-advertise our Landcare Facilitator position?

No. Funding recipients under the new VLFP can employ a Landcare Facilitator of their choice, provided that the candidate can meet the requirements of the position and has the right skills to deliver on the Key Work Areas.

How much funding will be available?

Organisations will be able to submit applications for up to \$56,570 per year (GST free) to fund one part-time (0.5 FTE full-time equivalent) Landcare Facilitator position.

What is funding to be used for?

VLFP funding is for:

- salary and on-costs (including payroll services, office space/equipment, transport/travel costs) of the Landcare Facilitator; and

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- must include an allocation of at least \$1,000 per year for professional development of the Landcare Facilitator over the employment period (adjusted on a pro-rata basis for organisations receiving less than the maximum funding).

VLFP funding must not be used for administration support or project management.

Successful applicants can engage another organisation to provide payroll services and office space for a Landcare Facilitator, but the employment and management of the Landcare Facilitator must be carried out by the applicant organisation.

How will applications be assessed?

Assessment Criteria	Weighting	Description
1. Demonstrated need and sustained community benefit	20%	<p>Demonstrated need for a Landcare Facilitator and the extent to which the proposed activities of the Landcare Facilitator will help deliver on the VLFP's goals.</p> <p>The community and public benefit to be delivered.</p> <p>How the expected outcomes from having the Landcare Facilitator will help deliver local/regional/state land and environment priorities and plans. (see Appendix 3).</p> <p>The extent to which the proposal will leave a legacy beyond the funding period, including sustained outcomes and community action.</p>
2. Spatial coverage	20%	<p>The extent to which the proposal maximises Landcare Facilitator support, taking into account the number and type of groups to be supported, the geographic area to be covered, the number of group members and the number of active volunteers to be engaged.</p>
3. Community engagement, capacity building and resilience	20%	<p>The extent to which the proposal will build and sustain local community capacity and resilience and empower the groups/networks supported to achieve their objectives.</p> <p>The extent to which the proposal will engage the broader community, which may include: Traditional Owners and Aboriginal groups, culturally and linguistically diverse (CALD) communities, families and young people.</p>
4. Capacity to deliver and be locally led	20%	<p>The capacity of the applicant organisation to manage a Landcare Facilitator position in accordance with the VLFP employment requirements.</p> <p>The capacity of the applicant organisation to deliver the requirements of the VLFP funding, including preparing and implementing a Program Delivery Plan and timely reporting.</p> <p>The extent to which the delivery of the proposal will be locally led with governance arrangements that provide for input by all supported groups/networks into developing and delivering the Key Work Areas in the Program Delivery Plan of the Landcare Facilitator.</p>
5. Value for money	20%	<p>Demonstrated value for money, including realistic costs and clear justification for budget items.</p> <p>The extent of other funding and in-kind contributions to support delivery of the proposal, including in-kind time, resources, provision of office space, assistance with managing the Landcare Facilitator, equipment, or provision of funds from other sources.</p> <p><u>Note:</u> Volunteer time should be valued at \$40 per hour when calculating the value of in-kind contributions.</p>

In addition to the above criteria, the assessment panel will consider the following:

- **Spatial coverage** to maximise Landcare Facilitator support to as many groups/networks as possible. The assessment panel will consider any duplication between applications and any gap areas within CMA

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regions and across Victoria. Landcare and environmental volunteering group mapping will inform this process.

- **Equitable distribution** of Landcare Facilitator positions across regions and across Victoria. The assessment panel reserves the right to negotiate with individual applicants to amend proposed arrangements.
- **Minimising inappropriate variation in the level of service** – aim to achieve equity in the level of support provided by each Landcare Facilitator position with consideration for the number of groups to be supported, geographic area to be covered, variation in number of active members/volunteers and activity level.

What funding conditions will apply?

Successful applicants must enter into a funding agreement with DELWP.

The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations, Local Government Authorities and Catchment Management Authorities.

It is recommended that applicants review the terms and conditions before applying.

Information about the Victorian Common Funding Agreement Standard Form is available [here](#).

VLFP-specific conditions

1. Successful applicants must meet 2021-24 VLFP employment requirements for the period of funding and must be the direct employer of the Landcare Facilitator.
2. The Landcare Facilitator must be employed for a minimum of 19 hours a week (0.5 FTE full-time equivalent) (adjusted on a pro-rata basis for organisations receiving less than the maximum VLFP funding).
3. Successful applicants will need to prepare a Program Delivery Plan, with input from all groups/networks to be supported, outlining the activities to be undertaken by the Landcare Facilitator to deliver the Key Work Areas.
4. VLFP funding is subject to annual reporting being submitted to, and approved by, DELWP.
5. Committee members and authorised representatives from VLFP funding recipient organisations must not also be employed as the Landcare Facilitator. A Landcare Facilitator can be an ex-officio member of the committee of a VLFP funding recipient organisation.

Who can I contact for more information?

Please contact us via email at landcare@delwp.vic.gov.au or phone John Robinson (Project Officer) on 0429 565 070 or Julie Edwards (Senior Project Officer) on 0429 001 565, Monday to Friday between 9am and 5pm.

Regional Landcare Coordinator contact details

Regional Landcare Coordinators

CMA Region	Website	RLC	Contacts
Corangamite	www.ccma.vic.gov.au	Elisia Dowling	elisia.dowling@ccma.vic.gov.au 0418 397 521

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CMA Region	Website	RLC	Contacts
East Gippsland	www.egcma.com.au	Carolyn Cameron	ccameron@egcma.com.au (03) 5150 3582 or 0419 892 268
Glenelg Hopkins	www.ghcma.vic.gov.au	Tony Lithgow	t.lithgow@ghcma.vic.gov.au (03) 5571 2526 or 0418 180 996
Goulburn Broken	www.gbcma.vic.gov.au	Tony Kubeil	tonyk@gbcma.vic.gov.au (03) 5761 1619 or 0408 597 213
Mallee	www.malleecma.vic.gov.au	Nelson Burand-Hicks	nelson.burand-hicks@malleecma.com.au (03) 5051 4373 or 0427 540 468
North Central	www.nccma.vic.gov.au	Tess Grieves	tess.grieves@nccma.vic.gov.au (03) 5440 1890 or 0438 357 874
North East	www.necma.vic.gov.au	Richard Dalkin	richard.dalkin@necma.vic.gov.au (02) 6043 7630 or 0409 683 467
Port Phillip & Western Port	www.ppwcmav.vic.gov.au	Barry Kennedy	barry.kennedy@ppwcmav.vic.gov.au (03) 9971 6506 or 0447 821 559
West Gippsland	www.wgcma.vic.gov.au	Sam Shannon	sams@wgcma.vic.gov.au (03) 5613 5978 or 0409 944 114
Wimmera	www.wcma.vic.gov.au	Joel Boyd	boydj@wcma.vic.gov.au (03) 5382 9919 or 0429 949 196