



2021-24 Victorian Landcare Facilitator Program

Frequently Asked Questions Updated 9 February 2021

Purpose

Applications for the 2021-24 Victorian Landcare Facilitator Program (VLFP) are now open.

The 2021-24 Victorian Landcare Facilitator Program Guidelines (the guidelines) provide comprehensive information about the application process and requirements and are the primary source of information about the 2021-24 VLFP.

The guidelines can be found at: environment.vic.gov.au/grants/vlfp

Please ensure you have read the guidelines before reading these Frequently Asked Questions (FAQ).

This FAQ answers specific questions and will be updated as required during the application process to provide further clarification about the 2021-24 VLFP.

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 2021-24 VLFP will start 1 July 2021.

Existing organisations who currently employ a VLFP-funded Landcare facilitator must re-apply under the requirements of the 2021-24 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.

We already employ a Landcare facilitator. If successful, will we need to re-advertise our Landcare facilitator position?

No. Successful applicant organisations under the 2021-24 VLFP can employ a Landcare facilitator of their choice, provided that the candidate meets the requirements of the position and has the right skills to deliver on the Key Work Areas.

Our group would like to be supported by a Landcare facilitator but does not want to be responsible for employing a Landcare facilitator or is not eligible to be an employer. Can we apply?

A group that does not want to employ a Landcare facilitator or is not eligible to be an employer, but would like to be supported by a Landcare facilitator will need to either:

- Be part of an application being prepared by another group/network that is willing to be the applicant and employ a Landcare facilitator in accordance with the 2021-24 VLFP Guidelines; or
- Work with a partner organisation such as a Catchment Management Authority (CMA), local government or not-for-profit organisation that is willing to apply for and employ a Landcare facilitator to support your group and other groups/networks in the area.

In either of the above scenarios your group will need to complete a Letter of Endorsement (using the template provided) confirming your inclusion in the application and your willingness to provide input into the development



2021-24 Victorian Landcare Facilitator Program

and delivery of the work program for the Landcare facilitator. You will need to provide this Letter of Endorsement to the applicant to submit as part of their application.

Can we apply for a Landcare facilitator one day per week?

Yes. Applications can be submitted for **up to 0.5 FTE** full-time equivalent (2.5 days per week) employment of a Landcare facilitator with maximum funding of \$57,985 per year.

The expected number of groups/networks to be supported will be reduced on a pro-rata basis for applications that are for less than the maximum funding/FTE.

Can we engage a Landcare facilitator as a contractor?

Yes. It is preferred that Landcare facilitators are employees, but they can also be engaged as a contractor. It is important to understand the difference between an employee and a contractor especially for tax and superannuation purposes. You will also need to ensure that a contractor has the required insurance.

[More information](#)

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

The number of positions funded, and the term of funding provided will depend on a range of factors including total program budget and the amount of funding requested for each position through the 2021-24 VLFP application process.

There is no guarantee all successful applications will be provided funding for the full 2021-24 period.

What is the total program funding available?

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

How many years of funding can we apply for?

Applications can be submitted for up to three years of funding.

New questions (updated 4 February 2021)

Can we manage a Landcare facilitator without being the employer and applicant?

The applicant will need to be the employer. The successful applicant will directly employ and manage the Landcare facilitator. This includes responsibility for performance review, workload management, career development, workplace health and safety.

This ensures clear contractual roles, responsibilities, and accountabilities to provide robust employment standards and strong program governance including a documented pathway for resolution of any employment-related grievances.

How do we ensure that our group has input into the day-to-day work of the Landcare facilitator?

Groups and networks can establish arrangements with the employer organisation to ensure local leadership and input into the day-to-day work of the Landcare facilitator. This could be achieved through:

- An agreement between the employer organisation and supported groups/networks that establishes clear roles, responsibilities and accountabilities for the management of the Landcare facilitator including

2021-24 Victorian Landcare Facilitator Program

nomination of a group/network member to supervise specific projects and/or work plan tasks undertaken by the Landcare facilitator.

- A commitment to cooperation and collaborative work practices across supported groups and the employer organisation.
- A steering committee, with local groups/networks representatives, to oversee and provide guidance to the work of the Landcare facilitator.
- Agreed consultation protocols for input at key stages, regular activity delivery updates.
- Input into the development, delivery and annual review and reporting of the Program Delivery Plan (PDP).

Case Study

The South Coast Environment Network is an applicant for the 2021-24 VLFP funding to employ a Landcare facilitator to support the network and its seven members groups, which includes three Friends of groups, two Committees of Management, and two Landcare groups. Each of the network's seven member groups provided Letters of Endorsement for the network's application.

The South Coast Environment Network is to be the employer of the Landcare facilitator, who will be employed for 24 hours per week.

After the South Coast Environment Network was informed by DELWP about the success of its application for the 2021-24 VLFP funding the network:

- *Undertook the recruitment of the Landcare facilitator.*
- *Designated one member of its committee (along with a back-up person) as Manager of the Landcare facilitator with responsibility for the day-to-day management of the position.*
- *Required the Manager and the back-up Manager, as they did not have prior experience managing staff, to complete the online training on 'Managing Employees' and 'Hiring Employees'.*
- *Determined that the Landcare facilitator should also report to the network's monthly committee meetings.*
- *Leased an office for the Landcare facilitator in Greytown, i.e. a town central to the network's area.*
- *Engaged an accountancy business (on a fee for service basis) in Bluetown to provide payroll services for the Landcare facilitator.*
- *Secured in-kind support from Greytown Shire for the use of meeting rooms in the Greytown Community Hub for meetings with the Landcare facilitator and network committee meetings.*
- *Established the process for the member groups of the network to provide input into the development of the Landcare facilitator's Program Delivery Plan (PDP), as well as the process for review of the PDP.*
- *Determined the network's committee member with responsibility (supported by the Landcare facilitator) for completing the annual reporting to DELWP on the 2021-24 VLFP funding.*
- *To meet the 2021-24 VLFP employment requirements used the templates provided by DELWP on the Victorian Landcare Gateway develop and adopted a network Workplace Health and Safety Policy, a Grievance Policy, and Landcare Victoria Inc's Code of Conduct as the network's Code of Conduct.*

We're concerned that by not being the employer, but a group supported by a Landcare facilitator, we will lose ownership and influence of what the Landcare facilitator does.

The 2021-24 VLFP aims to maintain local empowerment and delivery. The groups and networks supported by the Landcare facilitator are encouraged to provide:

- Input into the development of the Program Delivery Plan for the Landcare facilitator,
- Support to the delivery of the Landcare facilitator's work program,
- Input into the VLFP annual reporting.

2021-24 Victorian Landcare Facilitator Program

Local leadership is an important criteria for the 2021-24 VLFP. The extent to which applicants demonstrate arrangements that provide for this will be considered as part of the application assessment process.

Can on-costs that support the delivery of the Landcare facilitator role be outsourced to another organisation?

Yes. Examples of services and organisational support that can be outsourced for the Landcare role include payroll services, office space, GIS support, IT, human resources support and use of vehicle etc.

The types of services provided would need to be detailed in an agreement between the organisation that provides these services and the employer.

What employment resources are available?

An employment advice service providing free access to confidential advice and assistance on Landcare human resources and employment-related matters is available through Workplace Legal on (03) 9972 4950.

Employment-related information resources including links to training and templates are available on the [Victorian Landcare Gateway](#), and more resources are in development, to help applicant organisations meet their responsibilities as employers of Landcare facilitators.

A Landcare facilitator induction kit is also in development and will be available in mid-2021 on the [Victorian Landcare Gateway](#).

Case Study

Callistemon Creek Landcare Network and its five member Landcare groups would like a support from a Landcare Facilitator but do not want responsibility of being the employer. During the application stage, the Network approached and negotiated with North West CMA for the CMA to become the applicant/employer of a Landcare facilitator.

North West CMA applied for the 2021-24 VLFP funding to employ a Landcare facilitator to support the Network for 19 hours per week.

Before the close of applications, the CMA and Landcare Network finalised a written agreement detailing the roles, responsibilities, and accountabilities for the employment and management of Landcare facilitator and the provision of on-costs, should the CMA's application be successful. The agreement included provision for annual review. Attached to the CMA's application were six Letters of Endorsement from the Landcare Network and its five member groups.

After the CMA was informed about the success of its application for the 2021-24 VLFP funding it signed the agreement with Callistemon Creek Landcare Network that detailed the following:

- North West CMA to employ the Landcare facilitator with responsibility for performance management and review, workload management and career development. The CMA will have a designated manager of the Landcare facilitator.*
- The network to designate one member of its committee with responsibility to supervise the day-to-day work of the Landcare facilitator and liaison with the CMA's manager of the Landcare facilitator. The committee member will have responsibility for supervision of the Landcare facilitator to undertake specific projects or workplan tasks.*
- The establishment of an Employment Steering Committee (ESC) to oversee and provide guidance to the work of the Landcare facilitator. The membership of this committee is comprised of the CMA's Regional Landcare Coordinator, the CMA's manager of Landcare facilitator, and two members of the network's executive committee, including the network's designated supervisor of the Landcare facilitator. The frequency of reporting by the Landcare facilitator to the ESC was also detailed.*
- The process for the network's member groups to provide input into the development of the Landcare facilitator's Program Delivery Plan (PDP), as well as the process for review of the PDP.*
- The process for completing the annual reporting to DELWP on the VLFP funding.*
- The provision by North West CMA of services and organisational support for the Landcare role including: payroll services, office space, GIS support, computer, phone, human resources support, and use of vehicle. This included details on the cost of these services and the CMA's in-kind contribution towards the provision of these services.*

How can local government demonstrate their support for a group/network's application?

The support to be provided by local government or another delivery partner can be documented in the application form under *Assessment Criteria 5 – Value for Money* in the *Budget tables: Part 3 – funding from other sources*, and/or *Part 4 – in-kind contributions from other organisations*.

Note – Local Government do not provide Letters of Endorsement, these are only provided by the groups and networks to be supported by the Landcare facilitator.

Can we use SmartyGrants to apply?

No. Applications must be submitted through Grants Online.

For technical help with Grants Online, email grantsinfo@delwp.vic.gov.au.

2021-24 Victorian Landcare Facilitator Program

Who can I contact for more information?

DELWP Victorian Landcare Program

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.

CMA Regional Landcare Coordinators

The Regional Landcare Coordinator in your area can help your group/network to achieve the most suitable application arrangements to suit your needs and capacity by identifying potential partner organisations; providing regional oversight; and coordinating between groups/networks and partner organisations in your region.

CMA Region	Website	RLC	Contacts
Corangamite	www.ccma.vic.gov.au	Elisia Dowling	elisia.dowling@ccma.vic.gov.au 0418 397 521
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.com.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.ppwcm.vic.gov.au	Barry Kennedy	barry.kennedy@ppwcm.vic.gov.au (03) 9971 6506 or 0447 821 559
West Gippsland	www.wgcma.vic.gov.au	Sam Shannon	sams@wgcm.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