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| 2021-24 Victorian Landcare Facilitator Program |
| **Frequently Asked Questions**  Updated 4 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](http://www.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.

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## 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

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 contractors. 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](http://www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/?page=1#Difference_between_employee_and_contractor)

## 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 be the employer. The successful applicant will directly employ and manage the Landcare facilitator.

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.

Examples of services and organisational support that can be outsourced include payroll services, office space, GIS support, IT, administration support and use of vehicle etc. for a Landcare facilitator.

The types of services provided would need to be detailed in an agreement between the organisation 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.

Information resources, training and employment-related templates are available and in development to help applicant organisations meet the employ Landcare facilitators.

A Landcare facilitator induction kit is in development and will be available in mid-2021 on the [Victorian Landcare Gateway](https://www.landcarevic.org.au/).

## We’re concerned that by not being the employer, but part of a group supported by a facilitator, we will lose ownership and influence of what the 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 have a strong ongoing leadership role in the day to day delivery of the Landcare facilitator work program.

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

## How do we ensure that our group has input to the Landcare facilitator work program?

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

* An agreement between the employer organisation and supported groups/networks that establish clear roles and responsibilities and a commitment to cooperation and collaborative work practices.
* Creation of a steering committee, with local groups/networks representatives, to oversee and provide guidance to the work of the Landcare facilitator
* Establishment of agreed consultation protocols for input at key stages and regular activity delivery updates.
* Input into the development, delivery and annual review and reporting of the Program Delivery Plan (PDP).

## 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](https://delwp1.force.com/publicform?id=a0h4P00001djsAm#no-back-button).

For technical help with Grants Online, email [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au).

## Who can I contact for more information?

### DELWP Victorian Landcare Program

Please contact us via email at [landcare@delwp.vic.gov.au](mailto:cel.hub@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 |
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| Corangamite | [www.ccma.vic.gov.au](http://www.ccma.vic.gov.au/) | Elisia Dowling | [elisia.dowling@ccma.vic.gov.au](mailto:elisia.dowling@ccma.vic.gov.au)  0418 397 521 |
| East Gippsland | [www.egcma.com.au](http://www.egcma.com.au/) | Carolyn Cameron | [ccameron@egcma.com.au](mailto:ccameron@egcma.com.au)  (03) 5150 3582 or 0419 892 268 |
| Glenelg Hopkins | [www.ghcma.vic.gov.au](http://www.ghcma.vic.gov.au/) | Tony Lithgow | [t.lithgow@ghcma.vic.gov.au](mailto:t.lithgow@ghcma.vic.gov.au)  (03) 5571 2526 or 0418 180 996 |
| Goulburn Broken | [www.gbcma.vic.gov.au](http://www.gbcma.vic.gov.au/default.asp?ID=home) | Tony Kubeil | [tonyk@gbcma.vic.gov.au](mailto:tonyk@gbcma.vic.gov.au)  (03) 5761 1619 or 0408 597 213 |
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| North Central | [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au/) | Tess Grieves | [tess.grieves@nccma.vic.gov.au](mailto:tess.grieves@nccma.vic.gov.au)  (03) 5440 1890 or 0438 357 874 |
| North East | [www.necma.vic.gov.au](http://www.necma.vic.gov.au/) | Richard Dalkin | [richard.dalkin@necma.vic.gov.au](mailto:richard.dalkin@necma.vic.gov.au)  (02) 6043 7630 or 0409 683 467 |
| Port Phillip & Western Port | [www.ppwcma.vic.gov.au](http://www.ppwcma.vic.gov.au/) | Barry Kennedy | [barry.kennedy@ppwcma.vic.gov.au](mailto:barry.kennedy@ppwcma.vic.gov.au)  (03) 9971 6506 or 0447 821 559 |
| West Gippsland | [www.wgcma.vic.gov.au](http://www.wgcma.vic.gov.au/) | Sam Shannon | [sams@wgcma.vic.gov.au](mailto:sams@wgcma.vic.gov.au?subject=VLFP)  (03) 5613 5978 or 0409 944 114 |
| Wimmera | [www.wcma.vic.gov.au](http://www.wcma.vic.gov.au/) | Joel Boyd | [boydj@wcma.vic.gov.au](mailto:boydj@wcma.vic.gov.au)  (03) 5382 9919 or 0429 949 196 |