

2021-24 Landcare Facilitator Work Plan

Form Preview

2021-24 Landcare Facilitator Work Plan: Background & Requirements

The 2021-24 Landcare Facilitator Work Plan (hereafter the Work Plan) is for Landcare facilitator positions funded from **1 July 2021 to 30 June 2024** by the 2021-24 Victorian Landcare Facilitator Program (VLFP), through the Department of Environment, Land, Water and Planning (DELWP).

The Work Plan must be completed and submitted by **30 November 2021** by the organisation that has received the 2021-24 VLFP funding.

Engaging Groups/Networks in Developing the Work Plan

It's a contractual obligation for your organisation as the recipient of the 2021-24 VLFP funding, to engage in the development of the Work Plan all the Landcare and environmental volunteer groups/networks that your Landcare facilitator will support.

Before completing this Work Plan please consult with:

- Landcare and environmental volunteer groups/networks to be supported by your VLFP-funded Landcare facilitator; and
- your VLFP-funded Landcare facilitator.

Reporting on Work Plan

The information in this Work Plan must be as accurate as possible, as your organisation will be required to report annually to DELWP against the Work Plan, including reporting on the delivery of activities detailed under the Key Work Areas, the budget, and the groups/networks to be supported as listed in your Work Plan.

Review and Endorsement of Work Plan

The Work Plan will be reviewed (and requires endorsement) by the Victorian Landcare Program staff at DELWP. After the Work Plan has been endorsed by DELWP it will form Attachment 4 of your organisation's 2021-24 VLFP Funding Agreement with DELWP.

Revision of Work Plan

The Work Plan can potentially be revised during the term of your organisation's 2021-24 VLFP Funding Agreement with DELWP. Your Work Plan, if revised, will also be reviewed by DELWP. The revised and endorsed Work Plan will form Attachment 4 of your organisation's 2021-24 VLFP Funding Agreement with DELWP.

Section 1 - Funding Recipient Organisation's Details

Provide the details for your organisation as the recipient of the 2021-24 VLFP funding, including the organisation's key contact for the 2021-24 VLFP.

Section 2 - Landcare Facilitator's and Manager's Details

Provide the details for your VLFP-funded Landcare facilitator, and details for their manager.

Section 3 - Groups & Networks Supported by the Landcare Facilitator

Provide the list of all the Landcare and environmental volunteer groups/networks (i.e. only those groups/networks whose focus is on-ground natural resource management works) that your Landcare facilitator will support.

Section 4 - Partner Organisations

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Provide details of any partnerships that the Landcare facilitator will help to maintain, organise or broker to help deliver the activities outlined in the Work Plan.

Section 5 - Budget: Proposed Expenditure

Provide details of the budget for your organisation's VLFP funding. This includes a breakdown of all proposed salary and employment-related on-costs for your Landcare facilitator.

Section 6 - Key Work Areas

Provide details on the specific activities to be undertaken by your Landcare facilitator against each component of the six Key Work Areas (KWAs).

Section 7 - Time Allocation for Activities Delivered across Key Work Areas

Section 8 - Declaration: Sign-off on Work Plan

Further Information

If you have questions about completing your 2021-24 Landcare Facilitator Work Plan please contact the Victorian Landcare Program staff at DELWP via email: landcare@delwp.vic.gov.au or phone John Robinson on 0429 565 070.

Section 1 - Organisation Details

* indicates a required field

Organisation Details

1.1 2021-24 VLFP Funding Recipient Organisation *

1.2 Organisation Type *

- | | |
|--|---|
| <input type="radio"/> Landcare Network | <input type="radio"/> Conservation Management Network |
| <input type="radio"/> Landcare Group | <input type="radio"/> Friends of Group |
| <input type="radio"/> Local Government Authority | <input type="radio"/> Not-for-profit |
| <input type="radio"/> State Government Entity | <input type="radio"/> Other: |

- Committee of Management

1.3 Project Name

2021-24 VLFP Project Name *

The Project Name is as per your organisation's application for 2021-24 VLFP and is on the front page of your 2021-24 VLFP funding agreement.

1.4 Key Contact Details

Provide the details for the key contact from your organisation as a 2021-24 VLFP funding recipient organisation. For Landcare and environmental volunteer groups/networks the

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key contact should be a community member of the executive committee, e.g. President, Secretary or Treasurer, but must not be a VLFP-funded Landcare facilitator or another paid staff member.

Note - the key contact is the person that the Victorian Landcare Program staff at DELWP will contact if there are any questions about the 2021-24 VLFP, including this Work Plan.

Key Contact Name *

First Name

Last Name

Position *

Email *

Must be an email address.

Primary Phone Number (mobile or landline) *

Must be an Australian phone number.

Alternate Phone Number (mobile or landline)

Must be an Australian phone number.

Section 2 - Landcare Facilitator and Manager Details

* indicates a required field

2.1 Landcare Facilitator's Details

Please provide your 2021-24 VLFP-funded Landcare facilitator's contact and work details.

Note - to add details for more than one 2021-24 VLFP-funded Landcare facilitator, click on the the 'Add More' button at the bottom right of this section.

Landcare Facilitator's Name *

First Name

Last Name

Email *

Must be an email address.

Primary Phone Number *

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Must be an Australian phone number.

Secondary Phone Number

Must be an Australian phone number.

2.2 Work Details

Note - to add details for more than one Landcare facilitator, click on the 'Add More' button at the bottom right of this section.

Hours worked per week (through 2021-24 VLFP funding) *

Must be a number.

Only include 2021-24 VLFP funded hours. Do not include hours that are paid through another funding source.

Full-Time Equivalent (FTE) - based on a 38 hour work week

This number/amount is calculated.

Is your Landcare facilitator an employee or contractor *

- Employee Contractor

Does your Landcare facilitator have a written and signed employment or engagement contact? *

- Yes
 No

Does your Landcare facilitator primarily work from home or an office location? *

- Office Home

Town/Suburb *

Postcode *

Must be a number.

2.3 Manager of Landcare Facilitator's Details

Your organisation is required to appoint a Manager for the day-to-day management of your Landcare facilitator. DELWP recommends that your organisation also appoints a Backup Manager, to provide day-to-day management, if the Manager is unavailable.

Please provide the contact details for the Manager (and Backup Manager, where applicable), and indicate how the day-to-day management and work allocation of your Landcare facilitator is being managed.

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Note - to add the contact details of an additional Manager (and Backup Manager, if applicable) if your organisation has more than one Landcare facilitator, click on the 'Add More' button at the bottom right of this section.

Manager's Name *

First Name

Last Name

Name of Manager of Landcare facilitator.

Manager's Organisation *

Name of the organisation of the Manager of Landcare facilitator.

Manager's Position in Organisation *

What is the Manager's position in the organisation?

Manager's Email *

Must be an email address.

Manager's Phone Number *

Must be an Australian phone number.

How frequently does the Manager meet with the Landcare facilitator to discuss and plan delivery of the Work Plan, and other relevant issues? *

- Weekly
 Fortnightly
 Monthly
 Other:

Backup Manager's Name (if applicable)

First Name

Last Name

Name of Backup Manager of Landcare facilitator.

Backup Manager's Organisation

Organisation Name

Name of the organisation of the Backup Manager of Landcare facilitator.

Backup Manager's Position in Organisation

What is the Backup Manager's position in the organisation?

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Backup Manager's Email

Must be an email address.

Backup Manager's Phone Number

Must be an Australian phone number.

Online Training Courses

The Manager, and Backup Manager (if applicable), must complete the following two free online training courses provided by the Fair Work Ombudsman:

1. Managing employees - <https://www.fairwork.gov.au/tools-and-resources/online-learning-centre/managing-employees>

2. Hiring employees - <https://www.fairwork.gov.au/tools-and-resources/online-learning-centre/hiring-employees>

The Manager, and Backup Manager (if applicable), must obtain completion certificates for these two Fair Work Ombudsman online training courses, and your organisation may be required (on request) to provide DELWP with their completion certificates.

Has the Manager, and Backup Manager (if applicable), completed the two online training courses listed above and obtained their completion certificates? *

- Yes
 No

Please tell us why the two online training modules have not yet been completed *

Section 3 - Groups and Networks Supported by Landcare Facilitator

* indicates a required field

Types of Groups and Networks Supported

Listed below are the Landcare and environmental volunteer groups and networks that your organisation has indicated that your Landcare facilitator will support through the 2021-24 VLFP. The groups and networks on the list have been endorsed by DELWP as being eligible for Landcare facilitator support. As per the *2021-24 VLFP Guidelines*, the groups and networks to be supported by your VLFP-funded Landcare facilitator must have focus on undertaking on-ground natural resource management works.

The types of Landcare and environment volunteer groups/networks eligible for support by your VLFP-funded Landcare facilitator, includes:

- Landcare groups/networks,

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- Friends of groups,
- Coastcare groups,
- Conservation Management Networks,
- Committees of Management
- Other environmental volunteer groups/networks,
- Aboriginal groups caring for Country,
- Sub-groups of eligible groups/networks,
- Junior Landcare groups.

Support for Additional Groups or Networks

During the term of the 2021-24 VLFP your Landcare facilitator may also:

- help revive previously inactive groups/networks,
- help establish of new groups/networks,
- support existing eligible groups/networks that previously did not receive Landcare facilitator support.

The details about any additional groups/networks supported through the term of the 2021-24 VLFP must be provided in your organisation's 2021-24 VLFP Annual Reports.

Note: the eligibility of any additional groups and networks to be supported by your Landcare facilitator are subject to approval by DELWP's Victorian Landcare Program staff.

Partner Organisations

Do not include in the list of groups and networks to be supported by your Landcare facilitator any of the following types of organisations, which for the purposes of the VLFP are considered partner organisations:

- Government agencies (e.g. Parks Victoria),
- Catchment Management Authorities (CMAs),
- local governments,
- schools or educational,
- Aboriginal organisations, i.e. other than Aboriginal groups caring for Country,
- non-government organisations,
- water authorities,
- environmental advocacy organisations,
- community service organisations (e.g. Rotary, Lions, CFA, SES etc),
- community organisations (e.g. Progress Associations, local halls),
- sporting clubs, and
- businesses or corporates etc.

For the purposes of the 2021-24 VLFP the above types of organisations are regarded as partner organisations, e.g. they may be partners in the delivery of projects.

Partner organisations should be listed in Section 4 (Partnerships) of this Work Plan.

Maintaining Up-to-date Group/Network Contact Details on Victorian Landcare Gateway

As per your organisation's 2021-24 VLFP funding agreement with DELWP you must ensure that at least annually your Landcare facilitator:

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- Checks and maintains up-to-date contact details on the Victorian Landcare Gateway website (<https://www.landcarevic.org.au/>) for each Landcare and environmental volunteer group/network they support (as per list below in 4.1).
- Ensures there are contact details for a key contact from each group/network supported, as well as their details as Landcare facilitator, on the Victorian Landcare Gateway.

Your Landcare facilitator should undertake regular checks/updates of these group/network contact details.

Permissions to Edit Group Webpages

Your Landcare facilitator can email landcarevic@gmail.com to get permissions to edit and update the webpages on the Victorian Landcare Gateway of the groups and networks they support.

Note: in each 2021-24 VLFP Annual Report you will need to report on your Landcare facilitator's maintenance of group/network contact details on the Victorian Landcare Gateway.

3.1 Groups/Networks Supported

The groups and networks that your Landcare facilitator will support (listed below) must have a focus on undertaking on-ground natural resource management works. Partner organisations should be listed in Section 4 (Partner Organisations) of this Work Plan.

1. Group Name

1. Group Type

2. Group Name

2. Group Type

3. Group Name

3. Group Type

4. Group Name

4. Group Type

5. Group Name

5. Group Type

6. Group Name

6. Group Type

7. Group Name

7. Group Type

8. Group Name

8. Group Type

9. Group Name

9. Group Type

10. Group Type

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10. Group Name

11. Group Name

12. Group Name

13. Group Name

14. Group Name

15. Group Name

16. Group Name

17. Group Name

18. Group Name

19. Group Name

20. Group Name

21. Group Name

22. Group Name

23. Group Name

24. Group Name

11. Group Type

12. Group Type

13. Group Type

14. Group Type

15. Group Type

16. Group Type

17. Group Type

18. Group Type

19. Group Type

20. Group Type

21. Group Type

22. Group Type

23. Group Type

24. Group Type

25. Group Type

26. Group Type

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25. Group Name

27. Group Type

26. Group Name

28. Group Type

27. Group Name

29. Group Type

28. Group Name

30. Group Type

29. Group Name

30. Group Name

3.2 Involvement in Development of Work Plan

Involvement of Groups and Networks in Development of 2021-24 Landcare Facilitator Work Plan

The Landcare and environmental volunteer groups and networks that your Landcare facilitator supports need to have been involved in the development of your organisation's 2021-24 Landcare Facilitator Work Plan (hereafter Work Plan).

How many groups/networks supported were involved in development of this Work Plan? *

Must be a number.

Which ways were groups/networks supported engaged in the development of this Work Plan? *

- Meetings: online
- Meetings: face-to-face
- Provided written input into activities to be delivered through Key Work Areas
- Phone calls
- Emails
- Other:

Section 4 - Partner Organisations

Partner Organisations

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Please list all the partnerships with partner organisations (i.e. not groups or networks to be supported by your Landcare facilitator listed in Section 3), that your Landcare facilitator has organised, maintained, or brokered.

These partnerships can be either 'new' or 'existing', and 'formal' or 'informal'.

Types of Partner Organisations

Partner organisations can include:

- Government agencies (e.g. Parks Victoria),
- Catchment Management Authorities (CMAs),
- local governments,
- schools or educational,
- Aboriginal organisations, i.e. other than Aboriginal groups caring for Country (listed in Section 3),
- non-government organisations,
- water authorities,
- environmental advocacy organisations,
- community service organisations (e.g. Rotary/Lions, CFA, SES etc),
- community organisations (e.g. Progress Associations, local halls etc),
- sporting clubs, and
- businesses or corporates etc.

Do not include as partner organisations any of the groups/networks that your Landcare facilitator supports that are listed in Section 3.

Partner organisations may also include other Landcare groups/networks that your Landcare facilitator does not support, but who are partners in joint projects.

Formal or Informal Partnerships

You need to indicate if the partnership is formal or informal.

Formal - a formal partnership is formalised through an arrangement such as a letter of agreement, Memorandum of Understanding or a Terms of Reference.

- A letter of agreement is a letter outlining the conditions of a partnership.
- A Memorandum of Understanding is a document that formalises a partnership or arrangement between two or more organisations.

Informal - an informal partnership is without a written agreement, Memorandum of Understanding or Terms of Reference.

Status of Partnerships

You will need to indicate whether a partnership is 'new' or 'existing'.

Types of Partnerships - can include:

- **Provision of resources or materials** - includes the provision, donation or loan of resources, materials, or equipment used in group/network activities, e.g. venue hire, office consumables, or planting equipment etc for an event that the Landcare facilitator has helped plan or organise;
- **Provision of in-kind labour** - includes the provision of in-kind labour for group/network activities, e.g. corporate staff helping at a planting day, local government staff making a presentation at an event etc that the Landcare facilitator has helped plan or organise;

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- **Provision of funding** - includes the provision of funding for a project, event or activity that the Landcare facilitator has helped plan or organise.

Partner Organisation Name	Type of Partner Organisation	Formal or Informal Partnership	Status of Partnership	Type of Partnership	Duration of Partnership (years)
				If Other is selected - Please describe	Must be a number.
				<input type="checkbox"/> Resources or materials <input type="checkbox"/> In-kind labour <input type="checkbox"/> Funding <input type="checkbox"/> Other	

Section 5 - Budget

* indicates a required field

2021-24 Victorian Landcare Facilitator Program Budget

The 2021-24 Victorian Landcare Facilitator Program (VLFP) funding is for the salary and employment-related on-costs of your Landcare Facilitator.

In the budget tables below, please provide a breakdown of the proposed salary and on-costs for the Landcare facilitator for each financial year of 2021-24 VLFP funding.

Please note that you have the ability to review and update these budget tables.

Professional Development and Training for Landcare Facilitator

If your organisation received the maximum amount of VLFP funding in 2021-22 (i.e. \$57,985 per annum) you must provide in each year's budget table at least \$1,000 for the Landcare facilitator's professional development or training. Note - the amount allocated to Landcare facilitator's professional development or training is adjusted on a pro-rata basis for organisations that receive less than the maximum VLFP funding. See Clause 13 'Training Budget for Landcare Facilitator' in 2021-24 VLFP funding agreement for the amount of VLFP funding that must be allocated to the Landcare facilitator's professional development or training.

The budget for a Landcare facilitator's professional development and training can be used to cover the cost of:

- training workshop/s,
- time (at hourly rate) spent participating in training workshop/s,
- travel and time (at hourly rate) spent travelling to and from training workshop/s.

Administration of VLFP Funding

The budget line item for 'Administration of VLFP funding' can be used for expenses such as engaging a business or organisation (on a fee-for-service basis) to provide payroll services for the Landcare facilitator.

Please note that the 2021-24 VLFP funding must not be used to:

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- reimburse the volunteer in-kind time spent managing your Landcare facilitator,
- reimburse the volunteer in-kind time of a group/network treasurer or secretary,
- pay for a coordinator or administrator of a group/network,
- pay project management costs,
- pay for a group's or network's meeting costs.

Annual Funding Increase in 2022-23 and 2023-24

Your organisation will receive in 2022-23 and 2023-24 a 1.5 per cent annual compounding increase in the 2021-24 VLFP funding.

The 1.5 per cent annual increase in the 2021-24 VLFP funding in these two financial years must be allocated to your Landcare facilitator's salary in 2022-23 and 2023-24. This includes all leave and compulsory superannuation payments (as required under the Superannuation Guarantee).

The 1.5 per cent annual increase in salary may be applied as an:

- increase in the hourly rate paid to the Landcare facilitator,
- increase in the number of hours worked by the Landcare facilitator,
- or a combination of both.

Unspent VLFP Funding

DELWP's expectation is that all the 2021-24 VLFP funding provided to your organisation is fully expended each financial year, with the expenditure occurring as outlined the endorsed budget in this Work Plan. However, DELWP understands that there may be reasons why the 2021-24 VLFP funding provided cannot be fully expended each financial year. For example, a gap between the employment of two Landcare facilitators.

2021-22

If your organisation reports in its 2021-22 VLFP Progress (Annual) Report an amount of unspent VLFP funding (as at 30 June 2022), the amount of the unspent VLFP funding will be carried forward to the 2022-23 financial year.

2022-23

Similarly, if your organisation reports in its 2022-23 VLFP Progress (Annual) Report an amount of unspent VLFP funding (as at 30 June 2023), the amount of the unspent VLFP funding will be carried forward to the 2023-24 financial year.

2023-24 VLFP Underspend Management Plan

If your organisation reports in its 2022-23 VLFP Progress (Annual) Report an amount of unspent VLFP funding (as at 30 June 2023) of \$1,000 or more, it will be required by DELWP to develop an 2023-24 VLFP Underspend Management Plan. This plan will detail the proposed expenditure (by 30 June 2024) of the underspend amount, in ways permitted under the 2021-24 VLFP's Guidelines. Note - if a 2023-24 VLFP Underspend Management Plan needs to be developed it will be reviewed by, and require approval of, DELWP.

2023-24

The 2021-24 VLFP comes to an end on 30 June 2024. As a result, if your organisation reports in its 2023-24 VLFP Final Report an amount of unspent VLFP funding (as at 30 June 2024), of \$1,000 or more, it will NOT be able to carry forward this amount.

Recoup of Unspent VLFP Funding

If your organisation reports in its 2023-24 VLFP Final Report (as at 30 June 2024) a unspent funding amount of \$1,000 or more, DELWP will recoup the unspent amount.

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DELWP will NOT recoup an unspent VLFP funding amount below \$1,000 that is reported as unspent budget (as at 30 June 2024) in your 2023-24 VLFP Final Report.

Note - an unspent 2021-24 VLFP funding amount of less than \$1,000 (as reported at 30 June 2024) can be retained by your organisation, but it must be spent in ways that are permitted under the 2021-24 VLFP Guidelines.

Budget Review & Approval

This Work Plan, including the budget, will be reviewed by, and requires the endorsement of, DELWP.

Progress Reports and Final Report

Your organisation will be required to complete Progress (Annual) Reports for 2021-22 and 2022-23, to demonstrate progress against the 2021-24 Landcare Facilitator Work Plan. Similarly, your organisation will be required to complete a 2023-24 Final Report to demonstrate achievements against the Work Plan.

5.1 Funding Allocations

Funding to be received in 2021-22 - 1st Payment

This question is read only.

Funding to be received in 2021-22 - 2nd Payment

This question is read only.

Funding to be received in 2022-23 - 3rd Payment

This question is read only.

Funding to be received in 2022-23 - 4th payment

This question is read only.

Funding to be received in 2023-24 - 5th Payment

This question is read only.

Funding to be received in 2023-24 - 6th Payment

This question is read only.

TOTAL VLFP funding

This number/amount is calculated.

5.2 2021-22 Proposed Budget

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Please provide a breakdown of the VLFP budget for 2021-22 financial year.

If your organisation's budget for 2021-22 has been approved, this section will be pre-populated with the approved amounts.

All fields in this section must be completed. If there is no expenditure against an item, please put \$0.

Salary, including superannuation & all paid leave *

\$
Must be a dollar amount.

Transport & travel *

\$
Must be a dollar amount.

Office rental *

\$
Must be a dollar amount.

Office equipment *

\$
Must be a dollar amount.

Office expenses & consumables *

\$
Must be a dollar amount.

Professional development for Landcare facilitator *

\$
Must be a dollar amount.
At least \$1,000, adjusted on a pro-rata basis if receiving less than the maximum VLFP funding

Workplace Health & Safety *

\$
Must be a dollar amount.

Administration of VLFP funding *

\$
Must be a dollar amount.

1. Other Expense Item description

1. Proposed Expenditure

\$
Must be a dollar amount.

2. Other Expense Item description

2. Proposed Expenditure

\$
Must be a dollar amount.

3. Other Expense Item description

3. Proposed Expenditure

\$
Must be a dollar amount.

5.3 2021-22 Summary

TOTAL funding recieved in 2021-22

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\$

This number/amount is calculated.

2021-22 Total proposed VLFP expenditure

\$

This number/amount is calculated.

2021-22 Difference between VLFP funding received and VLFP expenditure

\$

This number/amount is calculated.

This amount must equal \$0

5.4 2022-23 Proposed Budget

Please provide a breakdown of the VLFP budget for the 2022-23 financial year.

All fields in this section must be completed. If there is no expenditure against an item, please put \$0.

Note - the 1.5 per cent increase in the VLFP funding in 2022-23 must be allocated to the Landcare facilitator's salary, including all leave and compulsory superannuation payments (as required under the Superannuation Guarantee).

Salary, including superannuation & all paid leave *

\$

Must be a dollar amount.

Transport & travel *

\$

Must be a dollar amount.

Office rental *

\$

Must be a dollar amount.

Office equipment *

\$

Must be a dollar amount.

Office expenses & consumables *

\$

Must be a dollar amount.

Professional development for Landcare facilitator *

\$

Must be a dollar amount.

At least \$1,000, adjusted on a pro-rata basis if receiving less than the maximum VLFP funding

Workplace Health & Safety *

\$

Must be a dollar amount.

Administration of VLFP funding *

\$

Must be a dollar amount.

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1. Other Expense Item description

1. Proposed Expenditure

\$

Must be a dollar amount.

2. Other Expense Item description

2. Proposed Expenditure

\$

Must be a dollar amount.

3. Other Expense Item description

3. Proposed Expenditure

\$

Must be a dollar amount.

As more than \$5,000 has been allocation for Administration of VLFP funding a further breakdown is required. Please provide further details below

Extra rows can be added or removed by using the '+' or '-' buttons.

Description of expense item

Amount allocated

Description of expense item	Amount allocated
	Must be a whole dollar amount (no cents).
	\$ <input type="text"/>

Sum of Admin breakdown

\$

This number/amount is calculated.

Difference between budget & breakdown

\$

This number/amount is calculated.

5.5 2022-23 Summary

TOTAL funding received in 2022-23

\$

This number/amount is calculated.

Unspent Budget at 30 June 2022

This question is read only.

From your Annual Report after it has been submitted

2022-23 Total proposed VLFP expenditure

\$

This number/amount is calculated.

2022-23 Difference between VLFP funding received and VLFP expenditure

\$

This number/amount is calculated.

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5.6 2023-24 Proposed budget

Please provide a breakdown of the VLFP budget for the 2023-24 financial year.

All fields in this section must be completed. If there is no expenditure against an item, please put \$0.

Note - the 1.5 per cent increase in the VLFP funding in 2023-24 must be allocated to the Landcare facilitator's salary, including all leave and compulsory superannuation payments (as required under the Superannuation Guarantee).

Salary, including superannuation & all paid leave

\$
Must be a dollar amount.

Transport & travel

\$
Must be a dollar amount.

Office rental

\$
Must be a dollar amount.

Office equipment

\$
Must be a dollar amount.

Office expenses & consumables

\$
Must be a dollar amount.

Professional development for Landcare facilitator

\$
Must be a dollar amount.
At least \$1,000, adjusted on a pro-rata basis if receiving less than the maximum VLFP funding

Workplace Health & Safety

\$
Must be a dollar amount.

Administration of VLFP funding

\$
Must be a dollar amount.

1. Other Expense Item description

VLFP Funding - Proposed Expenditure

\$
Must be a dollar amount.

2. Other Expense Item description

VLFP Funding - Proposed Expenditure

\$
Must be a dollar amount.

3. Other Expense Item description

VLFP Funding - Proposed Expenditure

\$
Must be a dollar amount.

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As more than \$5,000 has been allocation for Administration of VLFP funding a further breakdown is required. Please provide further details below

Extra rows can be added or removed by using the '+' or '-' buttons.

Description of expense item	Amount allocated
	Must be a whole dollar amount (no cents).
	\$

Sum of Admin breakdown

\$

This number/amount is calculated.

Difference between budget & breakdown

\$

This number/amount is calculated.

5.7 2023-24 Summary

TOTAL funding recieved in 2023-24

\$

This number/amount is calculated.

Unspent Budget at 30 June 2023

This question is read only.

Total proposed VLFP expenditure

\$

This number/amount is calculated.

2023-24 Difference between VLFP funding received and VLFP expenditure

\$

This number/amount is calculated.

Section 6 - Key Work Areas

Key Work Areas

In this section you will be asked to detail the relevant activities that will be undertaken by your Landcare facilitator to deliver the six Key Work Areas and their sub-components. At least one relevant activity must be undertaken to deliver on each sub-component of a Key Work Area. Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

For each activity you need to briefly outline what, how, and why your Landcare facilitator will do to deliver the activity. There is a separate column to detail when each activity will start and end.

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Six Key Work Areas (KWA) and their sub-components:

Key Work Area 1. Support the development of on-ground natural resource management projects

- **KWA 1.1** Assist with the identification, planning and development of on-ground projects for delivery by Landcare and environmental volunteer groups/networks and private landholders, that help deliver on local plans (e.g. group/network plans), regional plans (e.g. Regional Catchment Strategies), and key statewide plans (e.g. *Biodiversity 2037*).
- **KWA 1.2** Support the planning and development of on-ground projects and activities that achieve multiple benefits (i.e. biodiversity, climate change resilience, and sustainable land management).
- **KWA 1.3** Facilitate access by groups/networks/landholders to natural resource management information, expertise and other resources to support the planning and development of on-ground projects.

Key Work Area 2. Secure project grants and leverage other funding

- **KWA 2.1** Identify and promote grants and funding opportunities that support activities to increase the health of the environment.
- **KWA 2.2** Facilitate Landcare and environmental volunteer groups/networks to apply for and secure funding for projects.

Key Work Area 3. Undertake community engagement, collaboration and partnership building

- **KWA 3.1** Promote and provide opportunities for broad and diverse community participation (e.g. engaging culturally and linguistically diverse communities and youth) in Landcare and environmental volunteering activities.
- **KWA 3.2** Engage landholders and land managers in the adoption of best practice sustainable land management.
- **KWA 3.3** Facilitate information sharing, cooperation, collaboration and networking among Landcare and environmental volunteer groups/networks, Landcare staff (e.g. Landcare facilitators and Regional Landcare Coordinators), and the broader natural resource management sector.
- **KWA 3.4** Support the development of local partnerships and collaboration with other community organisations, universities/schools, and corporates to increase awareness of, and involvement and participation in, Landcare and environmental volunteering activities, including on-ground projects.
- **KWA 3.5** Submit at least one nomination for the 2023 Victorian Landcare Awards and raise awareness of the Landcare Awards.
- **KWA 3.6** Increase Aboriginal cultural awareness of groups/networks and support their collaboration and partnerships with Traditional Owners. (if applicable)
- **KWA 3.7** Facilitate the establishment of new Landcare and environmental volunteer groups/networks in gap areas (i.e. where there are currently no groups/networks), and/or support the revival or re-activation of groups/networks that are currently inactive or at risk of becoming inactive. (if applicable)

Key Work Area 4. Build local community capacity to enable groups, networks and communities to be resilient

- **KWA 4.1** Increase the provision of information to Landcare and environmental volunteer groups/networks by keeping them informed of learning, training, funding, and other opportunities.
- **KWA 4.2** Assist with the planning, development and delivery of knowledge and capacity building activities, such as courses, workshops, seminars, field days, and social media campaigns.

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- **KWA 4.3** Promote and demonstrate to Landcare and environmental volunteer groups/networks how to effectively use communication channels, including social media, e-newsletters, webinar portals, Victorian Landcare Gateway, and the *Victorian Landcare and Catchment Management* magazine.
- **KWA 4.4** Assist Landcare and environmental volunteer groups/networks to function effectively and efficiently through the adoption of appropriate governance processes and procedures.
- **KWA 4.5** Support Landcare and environmental volunteer groups/networks with their responses to natural disasters and the effects of climate change. (if applicable)

Key Work Area 5. Assist with planning and priority setting processes

- **KWA 5.1** Assist Landcare and environmental volunteer groups/networks to develop or review their action/strategic plans, and to ensure these plans reflect the contemporary strategic directions and challenges facing Victoria's environment, including climate change.
- **KWA 5.2** Assist with the development of property plans focused on sustainable land management.
- **KWA 5.3** Promote awareness of Traditional Owners' aspirations and Whole of Country Plans and support Traditional Owners participation in the planning of on-ground works on Country. (if applicable)

Key Work Area 6. Assist with monitoring, evaluation, and reporting

- **KWA 6.1** Support Landcare and environmental volunteer groups/networks to fulfil their reporting requirements in a timely manner, including targets contributing to Protecting Victoria's Environment - Biodiversity 2037.
- **KWA 6.2** Support Landcare and environmental volunteer groups/networks to complete the Victorian Landcare Program's annual Group Health Survey, ensure the details of all the groups/networks the Landcare facilitator supports are up to date on the Victorian Landcare Gateway, and liaise with the Regional Landcare Coordinator to ensure accurate and consistent data collection, including changes to Landcare group/network boundary maps.
- **KWA 6.3** Assist Landcare and environmental volunteer groups/networks to evaluate annually their activities, and review (and when required establish improved) processes for the monitoring of and reporting on projects.

Landcare Facilitator's Role

A VLFP-funded Landcare facilitator's role is to build group capacity and resilience. However, 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.

Key Work Area 1 - Support the development of on-ground natural resource management projects

* indicates a required field

Please estimate the percentage of your Landcare facilitator's time that will be spent on Key Work Area (KWA) 1. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

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Must be a number.

KWA 1.1 Assist with the identification, planning and development of on-ground projects

Assist with the identification, planning and development of on-ground projects for delivery by Landcare and environmental volunteer groups/networks and private landholders, that help deliver on local plans (e.g. group/network plans), regional plans (e.g. Regional Catchment Strategies), and key statewide plans (e.g. *Biodiversity 2037*).

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 1.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 1.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 1.1 Activity Description	Activity Start	Activity End
List the activities that the Landcare facilitator will undertake to deliver KWA 1.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 1.2 Support the planning and development of on-ground projects and activities that achieve multiple benefits (i.e. biodiversity, climate change resilience, and sustainable land management).

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 1.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 1.2. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 1.2 Activity Description	Activity Start	Activity End
List the activities that the Landcare facilitator will undertake to deliver KWA 1.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 1.3 Facilitate access by groups/networks/landholders to natural resource management information, expertise and other resources to support the planning and development of on-ground projects.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 1.3. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

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Note - at least one activity must be undertaken to deliver Key Work Area 1.3. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 1.3 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 1.3.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Key Work Area 2 - Secure project grants and leverage other funding

* indicates a required field

Please estimate the percentage of your Landcare facilitator's time that will be spent on Key Work Area (KWA) 2. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

Must be a number.

KWA 2.1 Identify and promote grants and funding opportunities that support activities to increase the health of the environment.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 2.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 2.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 2.1 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 2.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 2.2 Facilitate Landcare and environmental volunteer groups/ networks to apply for and secure funding for projects.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 2.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 2.2. To add more activities, click on the 'Add More' button in the bottom right corner.

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KWA 2.2 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 2.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Key Work Area 3 - Undertake community engagement, collaboration and partnership building

* indicates a required field

Please estimate the percentage of your Landcare facilitator's time that will be spent on Key Work Area (KWA) 3. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

Must be a number.

KWA 3.1 Promote and provide opportunities for broad and diverse community participation (e.g. engaging culturally and linguistically diverse communities and youth) in Landcare and environmental volunteering activities.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 3.1 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 3.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.2 Engage landholders and land managers in the adoption of best practice sustainable land management.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.2. To add more activities, click on the 'Add More' button in the bottom right corner.

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KWA 3.2 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 3.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.3 Facilitate information sharing, cooperation, collaboration and networking among Landcare and environmental volunteer groups/networks, Landcare staff (e.g. Landcare facilitators and Regional Landcare Coordinators), and the broader natural resource management sector.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.3. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.3. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 3.3 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 3.3.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.4 Support the development of local partnerships and collaboration with other community organisations, universities/schools, and corporates to increase awareness of, and involvement and participation in, Landcare and environmental volunteering activities, including on-ground projects.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.4. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.4. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 3.4 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 3.4.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.5 Submit at least one nomination for the 2023 the Victorian Landcare Awards and raise awareness of the Landcare Awards.

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Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.5. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.5. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 3.5 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 3.5.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.6 Increase Aboriginal cultural awareness of groups/networks and support their collaboration and partnerships with Traditional Owners. (if applicable)

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.6. (if applicable)

For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.6. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 3.6 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 3.6.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 3.7 Facilitate the establishment of new Landcare and environmental volunteer groups/networks in gap areas (i.e. where there are currently no groups/networks), and/or support the revival or re-activation of groups/networks that are currently inactive or at risk of becoming inactive. (if applicable)

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 3.7. (if applicable)

For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 3.7. To add more activities, click on the 'Add More' button in the bottom right corner.

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KWA 3.7 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 3.7.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Key Work Area 4 - Build local community capacity to enable groups, networks and communities to be resilient

* indicates a required field

Please estimate the percentage of your Landcare facilitator's time that will be spent on Key Work Area 4. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

Must be a number.

KWA 4.1 Increase the provision of information to Landcare and environmental volunteer groups/networks by keeping them informed of learning, training, funding, and other opportunities.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 4.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 4.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 4.1 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 4.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 4.2 Assist with the planning, development and delivery of knowledge and capacity building activities, such as courses, workshops, seminars, field days, and social media campaigns.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 4.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 4.2. To add more activities, click on the 'Add More' button in the bottom right corner.

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KWA 4.2 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 4.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 4.3 Promote and demonstrate to Landcare and environmental volunteer groups/networks how to effectively use communication channels, including social media, e-newsletters, webinar portals, Victorian Landcare Gateway, and the Victorian Landcare and Catchment Management magazine.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 4.3. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 4.3. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 4.3 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 4.3.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 4.4 Assist Landcare and environmental volunteer groups/networks to function effectively and efficiently through the adoption of appropriate governance processes and procedures.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 4.4. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 4.4. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 4.4 Activity Description

Activity Start

Activity End

List all the activities that the Landcare facilitator will undertake to deliver KWA 4.4.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 4.5 Support Landcare and environmental volunteer groups/networks with their responses to natural disasters and the effects of climate change. (if applicable)

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Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 4.5. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 4.5. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 4.5 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 4.4	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Key Work Area 5 - Assist with planning and priority setting processes

* indicates a required field

Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 5. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

Must be a number.

KWA 5.1 Assist Landcare and environmental volunteer groups/networks to develop or review their action/strategic plans, and to ensure these plans reflect the contemporary strategic directions and challenges facing Victoria's environment, including climate change.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 5.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 5.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 5.1 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 5.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 5.2 Assist with the development of property plans focused on sustainable land management.

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Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 5.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 5.2. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 5.2 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 5.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 5.3 Promote awareness of Traditional Owners' aspirations and Whole of Country Plans and support Traditional Owners participation in the planning of on-ground works on Country. (if applicable)

Please describe what activities your Landcare Facilitator will undertake to deliver Key Work Area 5.3. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 5.3. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 5.3 Activity Description	Activity Start	Activity End
List all the activities that the Landcare Facilitator will undertake to deliver against KWA 5.3	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Key Work Area 6 - Assist with monitoring, evaluation and reporting

* indicates a required field

Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 6. Note: there should be a reasonably well balanced allocation of time across the six Key Work Areas. *

Must be a number.

KWA 6.1 Support Landcare and environmental volunteer groups/networks to fulfil their reporting requirements in a timely manner, including targets contributing to Protecting Victoria's Environment - Biodiversity 2037.

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Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 6.1. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 6.1. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 6.1 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 6.1.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 6.2 Support Landcare and environmental volunteer groups/networks to complete the Victorian Landcare Program's annual Group Health Survey, ensure the details of all the groups/networks the Landcare facilitator supports are up to date on the Victorian Landcare Gateway, and liaise with the Regional Landcare Coordinator to ensure accurate and consistent data collection, including changes to Landcare group/network boundary maps.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 6.2. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 6.2. To add more activities, click on the 'Add More' button in the bottom right corner.

KWA 6.2 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 6.2.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

KWA 6.3 Assist Landcare and environmental volunteer groups/networks to evaluate annually their activities, and review (and when required establish improved) processes for the monitoring of and reporting on projects.

Please describe what activities your Landcare facilitator will undertake to deliver Key Work Area 6.3. For each activity briefly outline what activity will be delivered, and why, and the Landcare facilitator's role in how the activity will be delivered. Also indicate below when each activity will 'start' and 'end'.

Note - at least one activity must be undertaken to deliver Key Work Area 6.3. To add more activities, click on the 'Add More' button in the bottom right corner.

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KWA 6.3 Activity Description	Activity Start	Activity End
List all the activities that the Landcare facilitator will undertake to deliver KWA 6.3.	Must be a date and no earlier than 1/7/2021.	Must be a date and no later than 30/6/2024.

Section 7 - Time Allocation for Activities Delivered Across the Six Key Work Areas

Percentage of time allocated to Key Work Area 1

This number/amount is calculated.

Percentage of time allocated to Key Work Area 2

This number/amount is calculated.

Percentage of time allocated to Key Work Area 3

This number/amount is calculated.

Percentage of time allocated to Key Work Area 4

This number/amount is calculated.

Percentage of time allocated to Key Work Area 5

This number/amount is calculated.

Percentage of time allocated to Key Work Area 6

This number/amount is calculated.

Total percentage of time allocated to the six Key Work Areas by your Landcare facilitator.

This number/amount is calculated.
This number MUST be 100%

Note

There should be a reasonably well balanced allocation of time spent on activities across the six Key Work Areas.

Section 8 - Declaration

* indicates a required field

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This Declaration should be completed by the Key Contact from the funding recipient organisation for the 2021-24 VLFP funding. The Key Contact should be a member of the executive committee of the funding recipient organisation who has the appropriate authority to sign on behalf of the organisation. **The declaration must not be completed your VLFP-funded Landcare facilitator.**

I, the undersigned, declare that all the information in this 2021-24 Landcare Facilitator Work Plan (hereafter Work Plan) is to the best of my knowledge true and correct, and that:

- this Work Plan has been consulted and agreed between the funding recipient organisation and the supported groups/networks (as listed in Section 3 of this Work Plan).
- I will notify DELWP of any changes to this information and any circumstances that may affect this Work Plan in accordance with the variation process as outlined in the 2021-24 VLFP funding agreement.
- I acknowledge that DELWP may refer this Work Plan to external experts or other government departments for assessment, reporting, advice, comment or for discussion regarding alternative or collaborative grant funding opportunities.
- I understand that DELWP is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DELWP will consult with the funding recipient organisation before any decision is made to release the Work Plan or supporting documentation.

I understand and accept the above declaration *

Yes

Name *

First Name

Last Name

Organisation Name *

Organisation Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Date of declaration *

Must be a date.