

Victorian Landcare Facilitator Program 2023-24 Annual Progress Report

Guidelines for completing the Annual Progress Report template

Purpose

The 2023-24 Annual Progress Report for the 2021-25 Victorian Landcare Facilitator Program (VLFP) is a report against the activities, budget, and other requirements in your 2021-25 Landcare Facilitator Work Plan for the period from **1 July 2023 to 30 June 2024**.

Organisations that have received VLFP funding are required to report to the Department of Energy, Environment and Climate Action (DEECA) over the duration of their Funding Agreement. DEECA has an obligation to collect reporting data and information on the VLFP to demonstrate the return on the Victorian Government's investment.

Submission date

The 2023-24 VLFP Annual Progress Report should be submitted by **15 July 2024**.

Victorian Landcare Program staff at DEECA will provide feedback by 31 October 2024.

Structure of the 2023-24 VLFP Annual Progress Report

- **Section 1 - Funding Recipient Organisation**
- **Section 2 - Landcare Facilitator**
- **Section 3 - Groups/Networks Supported**
- **Section 4 - Budget**
- **Section 5 - Key Work Areas**
- **Section 6 - Landcare Facilitator's Professional Development**
- **Section 7 - Declaration**

Note:

- Each section must be completed.
- Mandatory fields are marked with a red asterisk.
- You can add more rows to the tables and extra sections, if required.

Report on Landcare Facilitator's activities

This is a report on the activities that your Landcare Facilitator has played a direct role delivering between 1 July 2023 and 30 June 2024. It is **not** a report on **all** the activities that have been delivered by the groups/networks that the Landcare Facilitator has supported during this period.

Use of data and information

DEECA acknowledges the significant amount of time and effort required in meeting the VLFP reporting requirements and appreciates your efforts in completing this annual report.

The information and data you provide in this annual report is important as it will help demonstrate the effectiveness and achievements of the 2021-25 VLFP. It's also important that the data and information that you provide in this annual report is as accurate as possible.

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Reporting data and information from the 2021-25 VLFP Annual Reports will be aggregated and used to:

- help highlight the achievements and impact of the 2021-25 VLFP
- assist with on-going program review and continuous improvement of the VLFP and
- contribute towards the state government's annual environmental volunteering report, Volunteering Naturally.

The data and information from this annual report may also be provided to:

- the responsible Minister
- other areas within DEECA for internal reporting and briefings on the VLFP
- Catchment Management Authorities.

Note - the information provided in this annual report may also be audited.

Who should complete this report?

For groups/networks this annual report should be completed by **executive committee member(s)** from the group or network who received the 2021-25 VLFP funding for your Landcare Facilitator.

For **other** organisations, this report should be completed by the organisation's key contact for the 2021-25 VLFP.

Your VLFP-funded Landcare Facilitator can also provide information and data for this annual report.

We expect the completion of this report to be a collaborative effort between members of the organisation's executive committee and/or the key contact, and your Landcare Facilitator.

Delivery of Key Work Areas

You need to report on the delivery of the activities under the six Key Work Areas in your 2021-25 Landcare Facilitator Work Plan (Work Plan), between 1 July 2023 and 30 June 2024.

We only require detailed reporting for activities that are **on-hold, delayed or cancelled**. This includes provision of a brief explanation as to why these are on-hold, delayed or cancelled. On-track activities do not require any further explanation.

Note - you will need to copy and paste any activities that are on-hold, delayed or cancelled from the Work Plan into the 'Activity Description' boxes in Section 5 - Key Work Areas of this report template.

Budget - forecast expenditure vs actual expenditure

You will be required to report on the 2023-24 budget in the Work Plan, including details of actual expenditure against the forecast expenditure (in the Work Plan) for all the salary and employment-related operating expenses for your Landcare Facilitator between 1 July 2023 and 30 June 2024.

Note - you will need to copy and paste the forecast expenditure from the Work Plan for all the salary and employment-related operating costs for your Landcare Facilitator into the budget table in this annual report in Section 4 - Budget.

For more details see Section 4.

Assistance

If you need assistance with the report template, or have questions about VLFP reporting, please contact the Victorian Landcare Program team at DEECA by emailing landcare@delwp.vic.gov.au

Section 1 - Funding Recipient Organisation

* indicates a required field

1.1 Name of funding recipient organisation

1.2 Catchment Management Authority

- Corangamite
- East Gippsland
- Glenelg Hopkins
- Goulburn Broken
- Mallee
- North Central
- North East
- Port Philip & Westernport
- West Gippsland
- Wimmera

1.3 Organisation type

Does your organisation use a payroll service? *

- Yes
- No

Is your organisation's Workplace Health and Safety Policy up to date? *

- Yes
- No

Is your organisation's Grievance Policy up to date? *

- Yes
- No

Is your organisation's Code of Conduct up to date? *

- Yes
- No

1.4 Key contact's details

Please provide the organisation's key contact details.

For groups/networks the key contact should be a community member of an executive committee (e.g. Chairperson, Secretary, Treasurer), but must not be your VLFP-funded Landcare Facilitator or another paid staff member.

Name *

First Name

Last Name

Position *

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Section 2 - Landcare Facilitator

* indicates a required field

2.1 Number of VLFP-funded Landcare Facilitators

How many VLFP-funded Landcare Facilitators are employed? *

Must be a whole number (no decimal place).

2.2 Landcare Facilitator

Please complete this section for each Landcare Facilitator.

To add an additional Landcare Facilitator, click the 'Add More' button in the bottom right-hand corner.

Name *

First Name

Last Name

Role title *

Provide the role title for your VLFP-funded Landcare Facilitator.

Landcare Facilitator's phone number *

Must be an Australian phone number.

Landcare Facilitator's email *

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Must be an email address.

Average hours worked per week (funded by 2021-25 VLFP) by Landcare Facilitator *

Must be a number.

Please DO NOT include hours worked that are paid for by other funding sources - only the VLFP funded hours.

FTE (Full Time Equivalent)

This number/amount is calculated.

This is based on a 38 hour week.

Start date *

Must be a date and no earlier than 1/7/2021.

This is the date the Landcare Facilitator commenced employment. Should be 1 July 2021 or after.

End date *

Must be a date.

This is the date the Landcare Facilitator ceased employment. If the Landcare Facilitator is being employed beyond 30 June 2024, please use their contract end date here.

Is the VLFP-funded Landcare Facilitator engaged as an employee or a contractor? *

- Employee
 Contractor

Is there a written employment or engagement contract with this Landcare Facilitator: *

- Yes, there is a written contract in place
 No employment contract

2.3 Manager's Details

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?

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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/ plan delivery of the Work Plan, and other relevant issues? *

- Weekly
 Fortnightly
 Monthly
 Other:

Have you reviewed the Work Plan with your Facilitator in the past 12 months?

- Yes No

Now is a good time to do your annual review and update of the Work Plan. The form is now available for update. New sections have been added to the Work Plan to cover the 2024-25 financial year. You must update the Work Plan to add details for 2024-25.

Section 3 - Groups/Networks Supported

* indicates a required field

Groups networks supported by your Landcare Facilitator

Please list all the Landcare groups/networks and environmental volunteer groups/networks that the Landcare Facilitator has supported between 1 July 2023 and 30 June 2024.

Types of groups/networks eligible for Landcare Facilitator support

As per the current *VLFP Guidelines*, the groups and networks to be supported by the 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 Landcare Facilitator includes:

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

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The groups/networks listed should be those listed as being supported in the 2021-25 Work Plan.

Support for additional groups or networks not listed in the Work Plan

During the term of the 2021-25 VLFP your Landcare Facilitator may also:

- help revive previously inactive groups/networks
- help establish new groups/networks
- provide support to existing eligible groups/networks that previously did not receive Landcare Facilitator support.

In the list of groups/networks supported please include any of the above types of groups/networks. Also include in the list any groups that were supported but that went in recess or became inactive in this period.

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

Partner organisations

The following groups are considered partner organisations. They should not be listed as supported groups or networks.

- Government agencies (e.g., Parks Victoria)
- Catchment Management Authorities (CMAs)
- local governments
- schools or educational institutions
- Aboriginal organisations, i.e. other than Aboriginal groups caring for Country
- non-government organisations
- water authorities
- environmental advocacy organisations (e.g., Friends of the Earth, Australian Conservation Foundation)
- community service organisations (e.g., Rotary, Lions, CFA, SES etc)
- Victorian Farmers Federation groups
- community organisations (e.g., Progress Associations, local halls)
- sporting clubs
- businesses etc.
- other environmental volunteering groups **not** undertaking on-ground works (e.g. boomerang bags)

To add an additional Group/Network click the 'Add More' button in the bottom right hand corner.

3.1 Group/network information

Group/network status

Please provide an update on the status of each group/network supported and whether they are:

- existing
- newly formed
- inactive

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- came out of recess
- went into recess
- closed down/ceased to exist

Membership - number of individuals

For group/network membership numbers provide the most up-to-date figures for the number of individual members of each group/network supported.

Number of active volunteers

Please provide the number of individuals from each group/network that have been active volunteers over the past 12 months. Note: active volunteers are those who have actively participated in activities rather than just (paid or unpaid) membership.

Note: the data you provide on volunteers will assist in demonstrating delivery of [Protecting Victoria's Environment - Biodiversity 2037](#), and [Victorians Volunteering for Nature - Environmental Volunteering Plan](#).

Total hours of environmental volunteering these individuals collectively undertook between 1 July 2023 and 30 June 2024.

Please estimate the total hours of environmental volunteering these individuals collectively undertook between 1 July 2023 and 30 June 2024.

You are also asked to provide a break down of hours spent on each activity - Natural Resource Management, Learning and Training, Admin and Comms.

These questions are no longer a part of the Group Health Survey for groups and Networks that are supported by a Landcare Facilitator.

Maintaining up-to-date group/network contact details on Victorian Landcare Gateway

Most groups and networks have their own webpage on the [Victorian Landcare Gateway](#) website. For each group and network supported, the facilitator must maintain the contact details on the Landcare Gateway. At least annually:

- check and update contact details of each group
- ensure a key contact is listed and
- ensure the Landcare Facilitator's up-to-date contact details are listed.

Note: Landcare Facilitator contact details should be added as a 'Landcare Facilitator Contact' under a group's contact details.

Permission to edit webpages on the Landcare Gateway website

Email landcare@delwp.vic.gov.au for:

- permission to edit and update supported group and network webpages and
- to create a webpage for supported groups or networks.

For each group supported, please complete the following questions.

Group/Network details

Group/network name *

e.g. Brown's Gully Landcare Group

Group/network type *

Volunteering details

Please provide us with the number of individuals that have been active volunteers in this group over the past 12 months *

Must be a number.

Total number of individuals that have been active volunteers

Other information

Please choose the groups Top 3 priorities for the next two years *

- Native plants & animal
- Vegetation protection & enhancement
- Waterway protection
- Treated species
- Improving land managers skills and knowledge
- Aboriginal Cultural heritage awareness
- Traditional Owner inclusion & involvement
- Funding for facilitator support

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e.g. Landcare group

Group/network status *

choose from existing, newly formed, inactive, came out of recess, went into recess, or closed down

Membership - number of individuals *

Must be a whole number (no decimal place).
Provide the total number of individual members of each group/network supported.

Number of new members in 2023-24 *

Must be a whole number (no decimal place).

Is this group/network's contact details up to date on Victorian Landcare Gateway? *

Yes or No

in this group over the past 12 months, not just paid members.

- Volunteer recruitment
- Project funding
- Other:

At least 3 choices must be selected.

In the last twelve months has this group/network engaged with a Traditional Owner or an Aboriginal organisation? *

- Yes
- No

If yes - Which Traditional Owner groups does your group engage with? *

If no - put n/a

Please estimate total hours of environmental volunteering these individuals undertook between 1 July 2023 and 30 June 2024 *

Must be a whole number (no decimal place).
e.g. 500

Please estimate the percentage of total volunteering hours spent on the following activities over the past 12 months.

Percentage of hours spent doing on-ground Natural Resource Management (NRM) projects and works (planting, weed control, pest animal control, fencing, flora and fauna surveys, etc.) *

Must be a number.

Percentage of hours spent doing learning and training (eg guest speakers, training courses, field days, demonstrations) *

Must be a number.

Percentage of hours spent doing administration, planning, decision-making, reporting (eg meetings, people surveys, finance, applying for and reporting on grants etc.) *

Must be a number.

Percentage of hours spent doing promotion, communications and recruitment for the group (eg newsletters, signage, website maintenance, etc.) *

Must be a number.

Group/network name *

e.g. Brown's Gully Landcare Group

Group/network type *

e.g. Landcare group

Group/network status *

Please provide us with the number of individuals that have been active volunteers in this group over the past 12 months *

Must be a number.

Total number of individuals that have been active volunteers in this group over the past 12 months, not just paid members.

Please estimate total hours of environmental volunteering these individuals undertook between 1 July 2023 and 30 June 2024 *

Please choose the groups Top 3 priorities for the next two years *

- Native plants & animal
- Vegetation protection & enhancement
- Waterway protection
- Treated species
- Improving land managers skills and knowledge
- Aboriginal Cultural heritage awareness
- Traditional Owner inclusion & involvement
- Funding for facilitator support
- Volunteer recruitment
- Project funding
- Other:

At least 3 choices must be selected.

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choose from existing, newly formed, inactive, came out of recess, went into recess, or closed down

Membership - number of individuals *

Must be a whole number (no decimal place).
Provide the total number of individual members of each group/network supported.

Number of new members in 2023-24 *

Must be a whole number (no decimal place).

Is this group/network's contact details up to date on Victorian Landcare Gateway? *

Yes or No

Must be a whole number (no decimal place).
e.g. 500

Please estimate the percentage of total volunteering hours spent on the following activities over the past 12 months.

Percentage of hours spent doing on-ground Natural Resource Management (NRM) projects and works (planting, weed control, pest animal control, fencing, flora and fauna surveys, etc.) *

Must be a number.

Percentage of hours spent doing learning and training (eg guest speakers, training courses, field days, demonstrations) *

Must be a number.

Percentage of hours spent doing administration, planning, decision-making, reporting (eg meetings, people surveys, finance, applying for and reporting on grants etc.) *

Must be a number.

Percentage of hours spent doing promotion, communications and recruitment for the group (eg newsletters, signage, website maintenance, etc.) *

Must be a number.

Group/network name *

e.g. Brown's Gully Landcare Group

Group/network type *

e.g. Landcare group

Group/network status *

choose from existing, newly formed, inactive, came out of recess, went into recess, or closed down

Please provide us with the number of individuals that have been active volunteers in this group over the past 12 months *

Must be a number.

Total number of individuals that have been active volunteers in this group over the past 12 months, not just paid members.

Please estimate total hours of environmental volunteering these individuals undertook between 1 July 2023 and 30 June 2024 *

Must be a whole number (no decimal place).
e.g. 500

In the last twelve months has this group/network engaged with a Traditional Owner or an Aboriginal organisation? *

- Yes
 No

If yes - Which Traditional Owner groups does your group engage with? *

If no - put n/a

Please choose the groups Top 3 priorities for the next two years *

- Native plants & animal
- Vegetation protection & enhancement
- Waterway protection
- Threatened species
- Improving land managers skills and knowledge
- Aboriginal Cultural heritage awareness
- Traditional Owner inclusion & involvement
- Funding for facilitator support
- Volunteer recruitment
- Project funding
- Other:

At least 3 choices must be selected.

In the last twelve months has this group/network engaged with a Traditional Owner or an Aboriginal organisation? *

- Yes
 No

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Membership - number of individuals *

Must be a whole number (no decimal place).
Provide the total number of individual members of each group/network supported.

Number of new members in 2023-24 *

Must be a whole number (no decimal place).

Is this group/network's contact details up to date on Victorian Landcare Gateway? *

Yes or No

Please estimate the percentage of total volunteering hours spent on the following activities over the past 12 months.

Percentage of hours spent doing on-ground Natural Resource Management (NRM) projects and works (planting, weed control, pest animal control, fencing, flora and fauna surveys, etc.) *

Must be a number.

Percentage of hours spent doing learning and training (eg guest speakers, training courses, field days, demonstrations) *

Must be a number.

Percentage of hours spent doing administration, planning, decision-making, reporting (eg meetings, people surveys, finance, applying for and reporting on grants etc.) *

Must be a number.

Percentage of hours spent doing promotion, communications and recruitment for the group (eg newsletters, signage, website maintenance, etc.) *

Must be a number.

If yes - Which Traditional Owner groups does your group engage with? *

If no - put n/a

3.2 Summary - total number of groups/networks supported by Landcare Facilitator

Please provide the total number of groups/networks that were supported by your Landcare Facilitator between 1 July 2023 and 30 June 2024.

Total groups/networks supported - as listed above *

Must be a whole number (no decimal place) and at least 1.

Is this more, less or the same number of groups/networks supported as listed in your last annual report? *

- more
- the same
- less

Photos are a great way to showcase the achievements of your Landcare Facilitator and the groups/networks they support. DEECA would like to use your photographs for publicising the

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VLFP achievements through external and internal publications and internet sites where high-quality photographs are required.

Do you have any recent photos from any of the groups supported that you would like to share with us? *

- Yes
- No

Photos

Please upload any photos you would like to share with DEECA.

Remember to include in the caption:

- Who is in the photo
- What is happening
- When did it happen
- Where did it happen

Consent to use

As the recipient of VLFP funding, you are required to obtain and keep a record of consent to use any photographs or videos that you provide to us. You are not required to submit this consent in your report; however, it is your responsibility to obtain and retain this consent. By selecting 'yes' in the 'Consent to use' column you agree that you have obtained and can produce a record of consent if requested.

To add more photos, click on the 'add more' button

Photo	Caption: Who, What, Credit When, Where		Consent to use

Section 4 - Budget

Refer to Section 5 - Budget in your Landcare Facilitator Work Plan (Work Plan) to complete this section of the annual report.

Please use the tables below to report on your **actual** financial expenditure against the **forecast** expenditure that is listed under the 'VLFP Budget' column in the Work Plan for the period between 1 July 2023 and 30 June 2024.

The forecast expenditure for each expense item must be copied from the 2023-24 Proposed Budget (Section 5.2) in the Work Plan.

The actual expenditure is the amount that has been spent in 2023-24 financial year against each expense item.

If there is a difference between the forecast expenditure and the actual expenditure for an expense item, please provide an explanation in the 'Reasons for Variation' column. For example, more expense was required for transport and travel costs as increased kilometres of travel were needed to support a new Landcare group that was formed. DEECA will seek further clarification if required.

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Notes

- Do not include items that have been funded through another funding source
- Do not include items in the actual expenditure column that were provided as in-kind contributions.
- All expenditure fields are mandatory - please enter \$0 if no expenditure was forecast or occurred for a given expense item.

4.1 2023-24 Budget

Funding received in 2023-24 - 1st Payment

\$

This question is read only.

Funding received in 2023-24 - 2nd Payment

\$

This question is read only.

Unspent Budget at 30 June 2023

\$

This question is read only.

From 2022-23 Annual report

Total VLFP funding available for 2023-24 financial year

\$

This number/amount is calculated.

4.2 2023-24 Budget Table

Note: extra rows can be added to the budget table for additional expense items that are listed in your budget table in the Work Plan.

Please provide an explanation of any under-expenditure or over-expenditure, and what is being done to address the issue. If there is no variation, please put N/A in this column.

Expense item	Forecast expenditure (from Work Plan)	Actual expenditure	Variation amount	Reason for variation (if applicable)
	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.	Provide an explanation why under-expenditure or over-expenditure has occurred for an expense item. If no variation, put N/A
Salary, including superannuation & all paid leave Transport & travel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	

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Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding				
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	
Salary, including superannuation & all paid leave Transport & travel	\$	\$	\$	

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Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding				
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	
Salary, including superannuation & all paid leave Transport & travel Office rental Office equipment Office expenses & consumables Professional development for Landcare Facilitator Workplace Health & Safety Administration of VLFP funding	\$	\$	\$	

4.3 2023-24 budget calculations

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This section is auto-calculated based on your responses in the budget table above

The 'Unspent Budget' is the difference between the Actual Expenditure Total and the Total VLFP funding available for 2023-24 financial year.

Total VLFP funding available for 2023-24	Forecast expenditure total	Actual expenditure total	Total unspent budget
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	As of 30 June 2024 This number/amount is calculated.

4.4 Total unspent budget at 30 June 2024

Unspent budget at 30 June 2024

\$

This number/amount is calculated.

Please address any underspend

You have reported an underspend of more than \$1,000.

Please provide an explanation of how you plan to spend these funds in the next financial year.

Please note: The Organisation must fully expend all funding provided for the employment of a Landcare facilitator each financial year. Any underspend of \$1,000 or more held by your organisation that it reports in its 2024-25 VLFP Final Report (i.e. as at 30 June 2025) will be recouped by DEECA. (see [2021-24 Victorian Landcare Facilitator Program – Victorian Landcare Gateway \(landcarevic.org.au\)](#))

Section 5 - Key Work Areas

There are six Key Work Areas (KWAs) in the 2021-25 Landcare Facilitator Work Plan (Work Plan).

For each component of every KWA, we will ask if:

- all activities are on-track or completed
- one or more activities are on-hold, delayed or cancelled

If all activities are on-track or completed, then no further reporting is required.

If one or more activities are on-hold, delayed or cancelled, we will require further information.

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You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 1 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 1.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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). *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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). *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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).

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Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 1.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 1.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 1.3** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 2 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 2.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 2.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from Work Plan		

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

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Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 2.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from Work Plan		

Funding

Please list all the successful funding applications (e.g., grants) that the Landcare Facilitator helped secure between 1 July 2023 and 30 June 2024.

Note: please only include funding that the Landcare Facilitator has played a direct role in helping secure or broker. Do not include funding that has been secured by groups/networks that the Landcare Facilitator has played no role in securing.

Assistance provided by the Landcare Facilitator in securing funding may include:

- Reviewed funding application/s
- Assisted with drafting funding application/s
- Assisted with planning funding application/s
- Brokered funding.

List each successful funding application as a separate entry.

To add an additional funding application, click the 'Add more' button in the bottom right-hand corner.

Successful funding applications should be listed by when the funding was received, not when the application was submitted or when the funding was brokered with a partner organisation.

Funding application - details

Applicant organisation name

Project title

Funding provider

Australian Government Victorian Government Local Government Corporate Philanthropic Other:

Name of funding program

Please use full name of funding program. Do not use acronyms.

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Landcare Facilitator's role

Reviewed application Assisted with drafting application Assisted with planning application Brokered funding

More than one response can be selected

Amount of funding secured

\$

Must be a dollar amount.

Summary - total number of successful grants secured and/or brokered

What is the total number of successful funding (grants) applications that the Landcare Facilitator helped secure between 1 July 2023 and 30 June 2024?

Number of successful funding (grants) applications

Must be a number.

Summary - total \$ amount of successful grants secured and /or brokered

Total \$ amount secured between 1 July 2023 and 30 June 2024

This number/amount is calculated.

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 3 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 3.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled
- Not applicable. There are no activities listed under this KWA in the Work Plan

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) *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled
- Not applicable. There are no activities listed under this KWA in the Work Plan

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

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A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.3** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description **Status of activity at 30** **Brief comment**
June 2024

Copy and paste from Work Plan		

KWA 3.4 Support the development of local partnerships and collaboration with other community organisations, universities/schools, and corporates to increase

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awareness of, and involvement and participation in, Landcare and environmental volunteering activities, including on-ground projects.

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.4** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from Work Plan		

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.5** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment (if required)
Copy and paste from Work Plan		

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.6** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from Work Plan		

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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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 3.7** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from Work Plan		

Community engagement

Landcare facilitator's role

Please list each of community engagement events that the Landcare Facilitator has played a direct role in delivering from 1 July 2023 to 30 June 2024.

Please only include events that the Landcare Facilitator has played a direct role in delivering. The Landcare Facilitator's role may include the following:

- **establish** - initiated, planned and/or organised event
- **coordinate** - sourced speaker/s, created resources and/or materials for event
- **support** - presented at event and/or provided existing resources for event

Do not include any regular group or network meetings that were organised by a group or network and which the Landcare Facilitator attended as part of their role.

Accuracy of the data provided is important. No data is better than incorrect data. If you are unsure of an event's length or the number of attendees, please enter 0.

Notes:

- For large community events, e.g. agricultural shows, the number of attendees needs to be the number of people who the Landcare Facilitator directly engaged with at a Landcare stall/display, not the total number of people who attended the event.
- The community participation data you provide will assist in demonstrating delivery against Key Work Area 3.

Event details - 1 July 2023 to 30 June 2024

Event name	Name of group/ network/ organisation	Event type	Landcare Facilitator's role	Total number of participants
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who organised event			who attended event	
				Must be a number.

Summary - total number of events the Landcare Facilitator played a direct role in delivering

Provide a tally of all the community engagement events that the Landcare Facilitator has played a direct role in delivering between 1 July 2023 and 30 June 2024 as listed above.

Total number of events *

Must be a whole number (no decimal place).

Summary - total number of participants at events between 1 July 2023 and 30 June 2024

Events total attendees

This number/amount is calculated.

Photos are a great way to showcase the achievements of your Landcare Facilitator and the groups/networks they support. DEECA would like to use your photographs for publicising the VLFP achievements through external and internal publications and internet sites where high-quality photographs are required.

Do you have any photos from events of the past year that you would like to share with us? *

- Yes
 No

Event Photos

Please upload any photos you would like to share with DEECA.

Remember to include in the caption:

- Who is in the photo
- What is happening
- When did it happen
- Where did it happen

Consent to use

As the recipient of VLFP funding, you are required to obtain and keep a record of consent to use any photographs or videos that you provide to us. You are not required to submit this consent in your report; however, it is your responsibility to obtain and retain this consent.

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By selecting 'yes' in the 'Consent to use' column you agree that you have obtained and can produce a record of consent if requested.

To add more photos, click on the 'add more' button

Event Photo	Caption: Who, What, Credit Where, When		Consent to use

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 4 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 4.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed

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- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled
- Not applicable. There are no activities listed under this KWA in the Work Plan

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 4.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 4.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

KWA 4.3 Promote and demonstrate to Landcare and environmental volunteer groups/networks how to effectively use communication channels, including social

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media, e-newsletters, webinar portals, Victorian Landcare Gateway, and the Victorian Landcare and Catchment Management magazine.

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 4.3** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 4.4** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 4.5** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

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Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 5 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 5.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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) *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled
- Not applicable. There are no activities listed under this KWA in the Work Plan

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.

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Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 5.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 5.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 5.3** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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Plans

Please provide details about any plans that the Landcare Facilitator has played a role in establishing, modifying, or reviewing between 1 July 2023 and 30 June 2024.

To add an additional plan/s click the 'Add More' button in the bottom right-hand corner.

Note: the data you provide will assist in demonstrating delivery against Key Work Area 5.

Plans - details

Types of plans

Please include the following types of plans that the Landcare Facilitator has played a role in helping establish, modify, or review:

- **Engagement plan:** a plan for engagement with community and/or stakeholders
- **Management plan:** a plan guiding overall management of an area (e.g., bushland reserve plan, wetland plan)
- **Property plan:** a plan associated with a landholder's property for the management of that land (e.g., whole farm plan, property management plan)
- **Strategy:** a plan defining an organisation's strategy or direction, with allocation of resources to pursue the strategy (e.g., strategic or action plan)

Name of plan	Type of plan	Name of group, network, organisation, landholder the plan is for?	Commencement date of plan (month/year)	Duration of plan (years)	Landcare Facilitator's role
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Include name	Engagement, Management, Property, Strategy		e.g August 2021	Must be a number.	
					<input type="checkbox"/> Established plan <input type="checkbox"/> Modified plan <input type="checkbox"/> Reviewed plan

Summary - total number of plans established/modified/reviewed

Please provide the total number of plans listed above.

Total plans established/modified/reviewed in 2023-24 *

Must be a whole number (no decimal place).

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

* indicates a required field

Please tell us how your Landcare Facilitator is tracking against the activities for Key Work Area 6 as listed in the Work Plan. You will need to refer to the Work Plan and copy and paste any activities from the Work Plan that are on-hold, delayed, or cancelled into the Activity Description boxes for the relevant sections of the Key Work Areas. A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

Your Landcare Facilitator must deliver at least one relevant activity on each sub-component of Key Work Area 6.

Note - if a sub-component is marked as (if applicable) then delivery of an activity is optional.

Further comments are not required if all activities for the Key Work Area (KWA) are on-track or completed as of 30 June 2024.

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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. *

- All activities are on-track or completed
- One or more activities are on-hold, delayed or cancelled

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.

Please provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 6.1** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

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Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 6.2** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity Description	Status of activity at 30 June 2024	Brief Comment
Copy and paste from 2021-24 Work Plan		

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 provide details of the activity/activities your Landcare Facilitator listed under **Key Work Area 6.3** that are on-hold, delayed or cancelled by copying and pasting the relevant activities from the Work Plan.

A brief comment needs to be provided as to why this has occurred, including when the activity is likely to commence and/or will be completed.

You can add more rows if your Landcare Facilitator has more than one activity that is on-hold, delayed or cancelled.

Activity description	Status of activity at 30 June 2024	Brief comment
Copy and paste from 2021-24 Work Plan		

Section 6 - Landcare Facilitator Professional Development

2023-24 Annual Progress Report 2021-25 VLFP

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* indicates a required field

6.1 Professional development or training undertaken

The funding for the 2021-25 VLFP includes an annual budget that the organisation must allocate for the training and professional development of their Landcare Facilitator.

Please list below all the training and professional development activities undertaken by your Landcare Facilitator between 1 July 2023 and 30 June 2024. Include the duration of the training event or course to the nearest hour.

Notes:

- **only** include training workshops or courses that utilised the services of trainers or facilitators to provide professional development or training
- **do not** include activities such as regular regional meetings of Landcare facilitators and coordinators.

To add more training events or courses, click on the 'Add more' button

Name of training event or professional development course	Provider	Month/year attended	Duration of training event or course (hours)
e.g. conferences, seminars, formal training courses	Who ran the course/training event?		Must be a whole number (no decimal place).

Total number of professional development hours undertaken in 2023-24

This number/amount is calculated.

6.2 Learnings

How have the learnings from the training and professional development enabled your Landcare Facilitator to better deliver their role? *

Word count:

Must be no more than 200 words.

Section 7 - Declaration

* indicates a required field

Declaration

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This Declaration should be completed by a community member from the executive committee with appropriate authority to sign on behalf of the VLFP funding recipient organisation.

The person making this Declaration must not be your VLFP-funded Landcare Facilitator.

Declaration:

I declare that I am authorised to prepare and sign this report, and that all the information it contains is to the best of my knowledge true and correct, and that all the expenditure recorded has been for the purposes of the Victorian Landcare Facilitator Program and is within the terms and conditions of the 2021-24 VLFP Funding Agreement with DEECA.

I understand that DEECA is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DEECA will consult with the VLFP funding recipient organisation before any decision is made to release information contained in this report.

Acceptance of declaration *

I agree

Name of person making the declaration *

First Name

Last Name

Organisation's name *

Position in organisation *

Contact phone number

Must be an Australian phone number.

Date of declaration *

Must be a date.

Note: by completing the Declaration's signatory details, the report is accepted as being signed.

Time to complete report

How many hours did the VLFP funding recipient organisation spend completing this annual report? *

Must be a number.

How many hours did the Landcare Facilitator spend on this annual report? *

Must be a number.

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How many hours has it taken collectively to complete this report? *

This number/amount is calculated.