

# 2021-22 Annual (Progress) Report: 2021-24 VLFP Form Preview

## Victorian Landcare Facilitator Program 2021-22 Annual (Progress) Report

### Guidelines for completing the Annual (Progress) Report template

#### **Purpose**

The 2021-22 Annual (Progress) Report for the 2021-24 Victorian Landcare Facilitator Program (VLFP) is a report against the activities, budget and other information in your 2021-24 Landcare Facilitator Work Plan for the period from **1 July 2021 to 30 June 2022**.

Organisations that have received VLFP funding are required to report to the Department of Environment, Land, Water and Planning (DELWP) over the three years of their 2021-24 VLFP Funding Agreement. DELWP has an obligation to collect reporting data and information on the VLFP to demonstrate the return on the Victorian Government's investment in the VLFP.

#### **Submission date**

The 2021-22 VLFP Annual (Progress) Report should be submitted in SmartyGrants by **30 June 2022**.

The Victorian Landcare Program staff at DELWP will provide feedback on the 2021-22 VLFP Annual (Progress) Report that you submit by 31 October 2022.

#### **Structure of 2021-22 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 of the 2021-22 VLFP Annual (Progress) Report must be completed;
- mandatory fields are marked with a red asterix;
- you can add more rows to the tables and extra sections, if required.

#### **Report on Landcare Facilitator's activities**

The 2021-22 VLFP Annual (Progress) Report will report on the activities that your Landcare Facilitator has played a direct role delivering between 1 July 2021 and 30 June 2022. It's **not** a report on **all** the activities that have been delivered by the groups/networks that your Landcare Facilitator has supported in this period.

#### **Use of data and information in 2021-22 VLFP Annual Report**

DELWP 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 2021-24 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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The reporting data and information from the 2021-24 VLFP Annual Reports will be aggregated and used to:

- help showcase the achievements and impact of the 2021-24 VLFP;
- assist with on-going program review and continuous improvement of the VLFP.

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

- the responsible Minister;
- other areas within DELWP 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 the 2021-22 VLFP Annual (Progress) Report?**

For groups/networks this annual report should be completed by executive committee member(s) from the group or network who received the 2021-24 VLFP funding for your Landcare Facilitator.

For other organisations, this annual report should be completed by the organisation's Key Contact for the 2021-24 VLFP.

Your VLFP-funded Landcare Facilitator will also be able to provide information and data for this annual report.

We expect the completion of the 2021-22 VLFP Annual 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**

In this annual report you need to report on the delivery of each of the activities under the six Key Work Areas in your 2021-24 Landcare Facilitator Work Plan (Work Plan), between 1 July 2021 and 30 June 2022. This includes provision of a status update on the delivery of each of the activities listed under each Key Work Area in the Work Plan.

Note - you will need to copy and paste all the activities from the 2021-24 Landcare Facilitator Work Plan into the 'Activity Description' boxes in Section 5 - Key Work Areas of this annual report template.

## **Budget - forecast expenditure vs actual expenditure**

You will be required to report on the 2021-22 budget in the Work Plan, including providing 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 2021 and 30 June 2022.

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 2021-22 VLFP Annual (Progress) Report template, or have questions about the VLFP reporting, please contact the Victorian Landcare Program staff at DELWP by emailing [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au)

## Section 1 - Funding Recipient Organisation

\* indicates a required field

### 1.1 Name of 2021-24 VLFP funding recipient organisation

This question is read only.

### 1.2 Catchment Management Authority region of 2021-24 VLFP funding recipient organisation

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

This question is read only.

### 1.3 Organisation type

This question is read only.

### 1.4 Key contact's details

Please provide the organisation's key contact for DELWP for the 2021-24 VLFP.

**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 2021-24 VLFP-funded Landcare Facilitators were employed or engaged between 1 July 2021 and 30 June 2022? \***

Must be a whole number (no decimal place).

### 2.2 Landcare Facilitator

Please complete this section for each Landcare Facilitator employed or engaged through the 2021-24 VLFP.

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 \***

Must be an email address.

**Average hours worked per week (funded by 2021-24 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.

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**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 2022, please use their contract end date here.

**Was the 2021-24 VLFP-funded Landcare Facilitator engaged as an employee or a contractor from 1 July 2021 to 30 June 2022? \***

- 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

**Has there been a change to the Landcare Facilitator's Manager details since submission of the 2021-24 Landcare Facilitator Work Plan? \***

- Yes
- No

**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.

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**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:

## 2.3 Policy documents

As stated in the 2021-24 VLFP funding agreement (Clause 9 - Policies) your organisation must have adopted the following policies before employing or engaging a Landcare Facilitator from 1 July 2021:

- Workplace Health and Safety Policy;
- Grievance Policy;
- Code of Conduct.

Note: if your organisation is a member group of Landcare Victoria Inc. they have a Code of Conduct that member groups can endorse as their own Code of Conduct

These policies must be in place for the term of the 2021-24 VLFP funding agreement.

**Please attach a copy of your organisation's Workplace Health and Safety Policy \***

Attach a file:

**Please attach a copy of your organisation's Grievance Policy \***

Attach a file:

**Please attach a copy of your organisation's Code of Conduct \***

Attach a file:

## Section 3 - Groups/Networks Supported

\* indicates a required field

### Groups & networks supported by Landcare Facilitator

Please list all the Landcare groups/networks and environmental volunteer groups/networks that the Landcare Facilitator has supported between 1 July 2021 and 30 June 2022.

#### **Types of groups/networks eligible for Landcare Facilitator support**

As per the *2021-24 VLFP Guidelines*, the groups and networks to be supported by your 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:

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- Landcare groups/networks;
- 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.

The groups/networks listed should be those listed as being supported in the 2021-24 Work Plan.

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

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;
- 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. In addition, 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 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 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; and
- businesses etc.

**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;
- 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, as at 30 June 2022.

Note: if a group/network's membership includes children as individual members, then include them in the total membership of a group/network.

### **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 groups and networks quantitative data you provide on volunteers will assist in demonstrating delivery of *Protecting Victoria's Environment - Biodiversity 2037*, the Victorian Government's plan to protect Victoria's environment, and *Victorians Volunteering for Nature - Environmental Volunteering Plan*.

### **Total hours of environmental volunteering these individuals collectively undertook between 1 July 2021 and 30 June 2022**

Please estimate the total hours of environmental volunteering these individuals collectively undertook between 1 July 2021 and 30 June 2022.

### **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 on the Victorian Landcare Gateway website (<https://www.landcarevic.org.au/>):

- checks and maintains up-to-date contact details for each Landcare and environmental volunteer group/network that they support (as per list below);
- ensures there are contact details for a key contact from each group/network supported on their webpages;
- ensures their contact details as Landcare Facilitator are listed under each group/network supported.

### **Permissions to edit group webpages**

For the Victorian Landcare Gateway your Landcare Facilitator can email [landcarevic@gmail.com](mailto:landcarevic@gmail.com) to get:

- permissions to edit and update the webpages of the groups and networks they support;

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- webpages created for any groups or networks they support that do not have a webpage.

Note: your Landcare Facilitator contact details can be added as a 'Landcare Facilitator Contact' under a group's contact details on a group's webpage on the Victorian Landcare Gateway.

Group/ network name	Group/ network type	Group/ network status	Membership Number - number of individuals	Number of active volunteers	Estimate total hours of environmental volunteering undertaken by these individuals collectively between 1 July 2021 and 30 June 2022	Is this group/ network's contact details up to date on Victorian Landcare Gateway?
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e.g. Brown's Gully Landcare Group	e.g. Landcare group	e.g. new	e.g. 50 Must be a number.	Total number of individuals that have been active volunteers in this group over past 12 months, not just paid members Must be a number.	e.g. 500 Must be a number.	Yes or No
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## 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 2021 and 30 June 2022.

### Total groups/networks supported \*

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

### Is this more, less or the same amount of groups/networks supported as listed in the 2021-24 Landcare Facilitator Work Plan? \*

- more  
 the same  
 less

## 3.3 Summary - total number of new groups/networks that were established

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Please provide the total number of new groups/networks that were established and that have been supported by Landcare Facilitator between 1 July 2021 and 30 June 2022.

**Total new groups/networks \***

Must be a whole number (no decimal place).

### 3.4 Summary - total number of groups/networks that became inactive

Please provide the total number of groups/networks that became inactive between 1 July 2021 and 30 June 2022.

**Total groups/networks that became inactive \***

Must be a whole number (no decimal place).

### 3.5 Summary - total number of groups/networks that went into recess

Please provide the total number of groups/networks that went into recess between 1 July 2021 and 30 June 2022.

**Total groups/networks that went into recess \***

Must be a whole number (no decimal place).

### 3.6 Summary - total number of groups/networks that came out of recess

Please provide the total number of groups/networks that came out of recess between 1 July 2021 and 30 June 2022.

**Total groups/networks that came out of recess \***

Must be a whole number (no decimal place).

## Section 4 - Budget

You will need to refer to Section 5 - Budget in your 2021-24 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 2021 and 30 June 2022 .

The forecast expenditure for each expense item must be copied from the 2021-22 Proposed Budget (Section 5.2) in the Work Plan.

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The actual expenditure is the amount that has actually been spent in 2021-22 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.

If during the assessment of this annual report, the explanation is deemed inadequate by DELWP, we will seek further clarification from you.

## Notes

- don't include items that have been funded through another funding source in the actual expenditure column;
- don't 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 occurred or was forecast for a given expense item.

## Annual funding increase in 2022-23 and 2023-24

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

The 1.5 per cent increase must be allocated to the Landcare Facilitator's salary in 2022-23 and 2023-24, and this increase 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.

The 1.5 per cent increase can also be used for the compulsory superannuation payments for the Landcare Facilitator, as required under the Superannuation Guarantee.

## 4.1 2021-22 Budget

### Funding received in 2021-22 - 1st Payment

\$

This question is read only.

### Funding received in 2021-22 - 2nd Payment

\$

This question is read only.

### Total VLFP funding available for 2021-22 financial year

\$

This number/amount is calculated.

## 4.2 2021-22 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.

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If applicable, please provide an explanation of any under-expenditure or over-expenditure, and what is being done to address the issue.

<b>Expense item</b>	<b>Forecast expenditure (from Work Plan)</b>	<b>Actual expenditure</b>	<b>Variation amount</b>	<b>Reason for variation (if applicable)</b>
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
Salary, including superannuation & all paid leave	\$	\$	\$	
	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

## 4.3 2020-21 budget calculations

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 2021-22 financial year

<b>Total VLFP funding available for 2021-22</b>	<b>Forecast expenditure total</b>	<b>Actual expenditure total</b>	<b>Total unspent budget</b>
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	As at 30 June 2022 This number/amount is calculated.

## 4.4 Total unspent budget as at 30 June 2022

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## Unspent budget at 30 June 2022

\$

This number/amount is calculated.

## Section 5 - Key Work Areas

There are six Key Work Areas (KWAs) in the 2021-24 Landcare Facilitator Work Plan (Work Plan). 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 that activity is optional.

You will need to refer to the Work Plan and copy and paste all the activities from the Work Plan into the 'Activity Description' boxes for each of the Key Work Areas.

Please provide the status of each activity. i.e. an activity can be 'On-track', 'Completed', 'On-hold', 'Delayed' or 'Cancelled'.

Note: an 'On-track' activity can be an on-going activity that is being undertaken across multiple reporting years.

If the status of an activity is either 'On-track' or 'Completed' then no text is required in the 'Brief comment' column to explain the implementation of each activity in the Work Plan.

However, if the status of an activity is 'On-hold', 'Delayed', or 'Cancelled' then 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. Explanations must be provided in the 'Brief comment' column.

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

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 of your activities for the Key Work Area (KWA) are 'On-track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to deliver Key Work Area 1 by copying and pasting the activities from the Work Plan.

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

**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*).**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

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Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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).**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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

Your Landcare Facilitator must deliver at least one relevant activity to deliver 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 of your activities for the Key Work Area (KWA) are 'On-track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to deliver Key Work Area 2 by copying and pasting the activities from the Work Plan.

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

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

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You can add extra rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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

You can add extra rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

## Funding

Please list all the successful funding applications (e.g. grants) that the Landcare Facilitator helped secure between 1 July 2021 and 30 June 2022.

**Note: please only include funding that the Landcare Facilitator has played a direct role in helping secure or broker. Don't 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 have included:

- Reviewed funding application/s;
- Assisting with drafting funding application/s;
- Assisting 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 the amount of funding an organisation (that the Landcare Facilitator has supported) received between 1 July 2021 and 30 June 2022, not when the application was submitted or when the funding was brokered with a partner organisation.

Note: the funding quantitative data you provide will also assist in demonstrating delivery against Key Work Area 2

## Funding application - details

**Applicant organisation name**

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**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.

**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.

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**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 2021 and 30 June 2022?

**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 2021 and 30 June 2022**

This number/amount is calculated.

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

\* indicates a required field

Your Landcare Facilitator must deliver at least one relevant activity to deliver 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.

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Further comments are not required if all of your activities for the Key Work Area (KWA) are 'On-track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to deliver Key Work Area 3 by copying and pasting the activities from the Work Plan.

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

### **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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

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Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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)**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

### **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)**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

## 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 2021 to 30 June 2022.

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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 as events group or network meetings that were already organised by a group or network and which the Landcare Facilitator attended as part of their role.**

List the duration in hours for each event, as well as the total number of attendees at each event.

Note: the total number of hours (duration) of an event is required, not the number of hours that the Landcare Facilitator was at an event; a

**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 quantitative data you provide will assist in demonstrating delivery against Key Work Area 3.

## Event details - 1 July 2021 to 30 June 2022

Event name	Name of group/network/organisation who organised event	Event type	Landcare Facilitator's role	Total number of participants who attended event	Length of event, to nearest hour	Event length (hours) by number of attendees
				Must be a number.	Must be a number.	This number/amount is calculated.

## 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 2021 and 30 June 2022 detailed above.

### Total number of events \*

Must be a whole number (no decimal place).  
If no

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Summary - total number of participants at events between 1 July 2021 and 30 June 2022

## Events total attendees

This number/amount is calculated.

Summary - total number of hours for all events between 1 July 2021 and 30 June 2022

## Events total hours

This number/amount is calculated.

Summary - total event length (hours) by number of attendees

## Events total length (hours) by attendees (number)

This number/amount is calculated.

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

Your Landcare Facilitator must deliver at least one relevant activity to deliver 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.

A 'Brief Comment is not required if all of your activities for the Key Work Area (KWA) are 'On Track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to deliver Key Work Area 4 by copying and pasting the activities from the 2021-24 Work Plan

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

### **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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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## **KAW 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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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, enewsletters, webinar portals, Victorian Landcare Gateway, and the Victorian Landcare and Catchment Management magazine.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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)**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

<b>Activity description</b>	<b>Status of activity at 30 June 2022</b>	<b>Brief comment (if required)</b>
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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

\* indicates a required field

Your Landcare Facilitator must deliver at least one relevant activity to deliver 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 of your activities for the Key Work Area (KWA) are 'On-track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to Key Work Area 5 by copying and pasting the activities from the 2021-24 Work Plan.

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

**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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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)**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

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Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		KWA5_2Comment

## Plans

Please provide details about any plans that the Landcare Facilitator has played a role in establishing, modifying or reviewing between 1 July 2021 and 30 June 2022.

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

Note: the plans quantitative 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, and 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 who the plan is for?	Commencement date of plan (month/year)	Duration of plan (years)	Landcare Facilitator's role
					<input type="checkbox"/> Established plan <input type="checkbox"/> Modified plan <input type="checkbox"/> Reviewed plan
Include name	Engagement, Management, Property, Strategy		e.g August 2021	Must be a number.	

## Summary - total number of plans established/modified/reviewed

Please provide the total number of all the plans that the Landcare Facilitator has played a role in helping establish, modify, or review between 1 July 2021 and 30 June 2022.

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### Total plans established/modified/reviewed \*

Must be a number.

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

Your Landcare Facilitator must deliver at least one relevant activity to deliver 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 of your activities for the Key Work Area (KWA) are 'On-track' or 'Completed' as at 30 June 2022.

Please provide details of the activity/activities your Landcare Facilitator undertook to deliver Key Work Area 6 by copying and pasting the activities from the 2021-24 Work Plan

If an activity is 'On-hold', 'Delayed', or 'Cancelled' in the table below then 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.

### **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*.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is '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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity Description	Status of activity at 30 June 2022	Brief Comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

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**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.**

You can add more rows if your Landcare Facilitator has delivered more than one activity.

Activity description	Status of activity at 30 June 2022	Brief comment (if required)
Copy and paste from 2021-24 Work Plan		Required if If an activity is 'On-hold', 'Delayed', or 'Cancelled'

## Section 6 - Landcare Facilitator Professional Development

\* indicates a required field

### 6.1 Professional development or training undertaken

The funding for the 2021-24 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 2021 and 30 June 2022. Include the duration of the training event or course to the nearest hour.

Notes:

- **only** include training workshops or course that utilised the services of trainers or facilitators to provide professional development or training;
- **do not** include as training 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 2021-22**

This number/amount is calculated.

### 6.2 Learnings

**How have the learnings from the training training and professional development enabled your Landcare Facilitator to better deliver their role including supporting the groups/networks they work with as Landcare Facilitator? \***

Word count:  
Must be no more than 200 words.

## Section 7 - Declaration

\* indicates a required field

### Declaration

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 DELWP.*

*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 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.

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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.

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

This number/amount is calculated.