



2021-24 Victorian Landcare Facilitator Program

Advice and Support for Landcare Victoria Inc. Members

The Victorian Government has invited applications for the 2021 –24 Victorian Landcare Facilitator Program. Information about the program is on the Landcare Gateway <https://www.landcarevic.org.au/victorian-landcare-facilitator-program-2021>.

Here are a few suggestions from Landcare Victoria Inc. as you commence the application process for this very important program.

Look after your facilitator

The change from one cycle of funding to the next is naturally a worrying time for Landcare facilitators who must deal with uncertainty about their ongoing employment. To help them through these difficult months, support your current facilitator and keep them informed and involved as much as you can. Be sure to adhere to all details of your facilitator's employment agreement, both to respect and protect your facilitator's rights as well as those of your group. Act early if any issues arise.

Start early and plan your application process

There is a lot to read and digest and then to action, so get to work as soon as possible. Consider all the tasks that need to be undertaken and plan your timeline to prepare a high quality application and avoid last minute stress. Applications close on 18 March 2021.

Clarify responsibilities

Assign responsibility for developing the application to a specific committee member or sub-committee. Support them in that work.

Ensure your reporting is up to date

Be sure that all your reporting obligations under the existing program have been met so this does not trip you up when your application is being assessed.

Read the funding criteria carefully

DELWP will assess your application against the specified funding criteria. To be successful, you will need to demonstrate, with evidence as required, how you will address the criteria. Gather any evidence you need as soon as you can.

Communicate and coordinate within your networks

Almost all facilitator roles will need to support multiple Landcare groups across a defined geographic area. Communicate early and often within your networks to develop a shared understanding of how the facilitator will support the various Landcare groups. DELWP has opened the program to 'non-Landcare' environmental volunteering groups, so consider engaging with these groups too.

Reach out to Traditional Owners

Renewal of the Landcare Facilitator Program is an excellent opportunity to reach out to the Traditional Owners in your region to find opportunities for partnerships with the Landcare community.

Have your employment arrangements in order

DELWP is placing a high priority on ensuring facilitators are employed by organisations with the capacity to meet their responsibilities as an employer. Read the applications guidelines carefully to ensure that you have everything in place to demonstrate your capacity as an employer, or are able to make the necessary arrangements in time.

Formalise host employment arrangements

Landcare facilitators may be employed by a non-Landcare organisation. If your Landcare group prefers this arrangement, then we recommend that you formalise an agreement with that employer to be clear about how the facilitator will engage with and support your Landcare group. DELWP also requires you provide a letter of endorsement for this sort of arrangement to indicate that you understand and support it.

Prepare carefully if you wish to engage a contracted facilitator

DELWP has advised that it will accept applications from organisations that propose to engage facilitators as contractors, but it would prefer they be directly employed. If your group proposes to engage a contract facilitator, ensure your application includes a strong justification, and that you can demonstrate that the arrangement complies with taxation, Fair Work and insurance requirements, among any other relevant matters.

Ensure your insurance cover is suitable

DELWP has advised that the standard package of insurance arranged for Landcare Victoria Inc. members meets the requirement for applicant organisations to hold insurance. Our insurance overview is here:

<https://www.landcarevic.org.au/groups/state/lvi/landcare-victoria-inc-insurance-overview/>

Code of Conduct

Applicants are required to have or adopt a Code of Conduct. Landcare Victoria members are reminded that the Landcare Victoria Code of Conduct applies to all member groups, in accordance with our rules of association. You can access a copy here: <https://www.landcarevic.org.au/groups/state/lvi/landcare-victoria-inc-code-of-conduct/>

Grievance Policy

Applicants are required to have or adopt a grievance policy. Landcare Victoria members are reminded that the Landcare Victoria Inc Complaints Policy and Procedure (that addresses grievances) applies to all member groups, in accordance with our rules of association. You can access a copy here:

<https://www.landcarevic.org.au/groups/state/lvi/landcare-victoria-inc-complaints-policy/>

Health and Safety Policy

Applicants are required to have a Workplace Health and Safety Policy or agree to implement such a policy before employing a Landcare facilitator. If you have not documented and implemented an OHS policy relevant to the nature of your group and its activities, you should get to work to put this in place (whether or not you employ a facilitator). DELWP has provided a template health and safety policy as part of the application package.

Keep LVI informed of emerging issues

Landcare Victoria Inc. will continue to liaise with the DELWP on behalf of its members as the Facilitator Program goes forward. We would welcome your advice of issues and concerns that emerge in the application process to assist in this. Contact info@lvi.org.au.