

# Victorian Landcare Facilitator Program 2020-21 Program Delivery Plan Template

## Form Preview

## 2020-21 Program Delivery Plan

### Guide to Completing 2020-21 Program Delivery Plan

The 2020-21 Program Delivery Plan (PDP) is for Landcare facilitator positions that are funded from **1 July 2020 to 30 June 2021** through the Victorian Landcare Facilitator Program (VLFP).

The 2019-20 PDP for your organisation's Landcare Facilitator position finished on 30 June 2020. A new PDP for the period from **1 July 2020 to 30 June 2021** needs to be completed and submitted to the Department of Environment, Land, Water and Planning (DELWP), using this template.

**Completing the PDP** - the 2020-21 PDP must be completed by the organisation that has received the VLFP funding. Before completing the PDP, as the VLFP funding recipient organisation, you should consult with:

- Your VLFP-funded Landcare Facilitator,
- Landcare and environmental volunteer groups/networks that in 2020-21 receive support from your VLFP-funded Landcare Facilitator (i.e. see Section 4 of this PDP).

The information in the 2020-21 PDP must be as accurate as possible. You will be required to report in your organisation's 2020-21 VLFP Annual Report against the activities detailed in the Key Work Areas (Section 7), Budget (Section 6), and other information in the 2020-21 PDP.

**Submission Date** - the 2020-21 PDP is due to be submitted to DELWP **by 28 February 2021**.

The Victorian Landcare Program staff at DELWP will provide feedback on this PDP by 31 March 2021.

### Sections in PDP

- Section 1 - Funding recipient organisation's details,
- Section 2 - Host employer organisation's details (if applicable),
- Section 3 - Landcare Facilitator's details & employment arrangements,
- Section 4 - Groups & networks supported by the Landcare Facilitator,
- Section 5 - Partner organisations,
- Section 6 - Budget: proposed expenditure against VLFP funding received,
- Section 7 - Key Work Areas: activities to be delivered in 2020-21 against each of the components of the seven Key Work Areas (KWAs),
- Section 8 - Time allocation for activities to be delivered across the seven KWAs,
- Section 9 - Declaration - sign-off on PDP.

### Section 1 - Funding Recipient Organisation's Details

In Section 1, provide the details for your organisation as the recipient of the VLFP funding, including the current primary contact.

### Section 2 - Host Employer Organisation's Details (if applicable)

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In Section 2, provide the details for the host employer organisation (if applicable), including the current primary contact from the host employer.

### **Section 3 - Landcare Facilitator's Details & Employment/Supervision Arrangements**

In Section 3, provide the details for your VLFP-funded Landcare Facilitator/s in 2020-21, including their management and supervision arrangements.

### **Section 4 - Groups/Networks Supported**

In Section 4, provide the list of all the Landcare and environmental volunteer groups/networks (i.e. only those with an on-ground function) that your Landcare Facilitator supports in 2020-21.

### **Section 5 - Partnerships**

In Section 5, provide details of any partnerships that the Landcare Facilitator has helped broker/organise that will help deliver activities outlined in the 2020-21 PDP.

### **Section 6 - Budget**

In Section 6, provide details of the 2020-21 budget for your organisation's VLFP funding. This includes a breakdown of all proposed salary and employment-related on-costs for the Landcare Facilitator for the 2020-21 financial year. Note - the budget (and the rest of the PDP) requires approval by the Victorian Landcare Program staff at DELWP.

Please note that any unspent VLFP funds above \$1,000 as at 30 June 2021, which are reported in your 2020-21 VLFP Annual Report will be recouped by DELWP.

### **Section 7 - Key Work Areas**

In Section 7, provide details on the specific activities to be undertaken by your Landcare Facilitator in 2020-21 against each component of the seven Key Work Areas (KWAs).

Your Landcare Facilitator may continue to deliver in 2020-21 some or all of the activities that are in the 2019-20 PDP. In this case, please cut and paste into the 2020-21 PDP those activities from the 2019-20 PDP that will also be delivered in 2020-21.

However, your organisation may want your Landcare Facilitator to deliver new activities in 2020-21 and these activities must be detailed in the KWAs in Section 7.

The 2020-21 PDP is an opportunity to:

- adjust the activities that your Landcare Facilitator delivers in 2020-21 due to the impact of the coronavirus (COVID-19),
- try new or different ways of engaging and building the capacity of the Landcare and environmental volunteer groups/networks that your Landcare Facilitator supports in 2020-21.

**PDP Review** - the 2020-21 PDP that your organisation submits will be reviewed by, and requires approval from, the Victorian Landcare Program staff at DELWP.

**Further Information** - if you have questions about completing your 2020-21 PDP please contact John Robinson from the Victorian Landcare Program staff at DELWP, via email: [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au) or phone 0429 565 070.

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### Section 1 - Funding Recipient Organisation

\* indicates a required field

#### 1.1 VLFP Funding Recipient Organisation \*

#### 1.2 Catchment Management Authority Region \*

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

Please provide the CMA region where the funding recipient organisation is located. If the organisation straddles CMA regions indicate the CMA region where most of its area is located.

#### 1.3 Please select the Local Government Area/s (council/s) where the groups/networks that are supported by your Landcare Facilitator are located \*

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Alpine Shire             | <input type="checkbox"/> Gannawarra Shire        | <input type="checkbox"/> Mansfield Shire            | <input type="checkbox"/> Borough of Queenscliffe  |
| <input type="checkbox"/> Ararat Rural City        | <input type="checkbox"/> Glen Eira City          | <input type="checkbox"/> Maribyrnong City           | <input type="checkbox"/> South Gippsland Shire    |
| <input type="checkbox"/> Ballarat City            | <input type="checkbox"/> Glenelg Shire           | <input type="checkbox"/> Maroondah City             | <input type="checkbox"/> Southern Grampians Shire |
| <input type="checkbox"/> Banyule City             | <input type="checkbox"/> Golden Plains Shire     | <input type="checkbox"/> Melbourne City             | <input type="checkbox"/> Stonnington City         |
| <input type="checkbox"/> Bass Coast Shire         | <input type="checkbox"/> Greater Bendigo City    | <input type="checkbox"/> Melton City                | <input type="checkbox"/> Strathbogie Shire        |
| <input type="checkbox"/> Baw Baw Shire            | <input type="checkbox"/> Greater Dandenong City  | <input type="checkbox"/> Mildura Rural City         | <input type="checkbox"/> Surf Coast Shire         |
| <input type="checkbox"/> Bayside City             | <input type="checkbox"/> Greater Geelong City    | <input type="checkbox"/> Mitchell Shire             | <input type="checkbox"/> Swan Hill Rural City     |
| <input type="checkbox"/> Benalla Rural City       | <input type="checkbox"/> Greater Shepparton City | <input type="checkbox"/> Moira Shire                | <input type="checkbox"/> Towong Shire             |
| <input type="checkbox"/> Boroondara City          | <input type="checkbox"/> Hepburn Shire           | <input type="checkbox"/> Monash City                | <input type="checkbox"/> Wangaratta Rural City    |
| <input type="checkbox"/> Brimbank City            | <input type="checkbox"/> Hindmarsh Shire         | <input type="checkbox"/> Moonee Valley City         | <input type="checkbox"/> Warrnambool City         |
| <input type="checkbox"/> Buloke Shire             | <input type="checkbox"/> Hobsons Bay City        | <input type="checkbox"/> Moorabool Shire            | <input type="checkbox"/> Wellington Shire         |
| <input type="checkbox"/> Campaspe Shire           | <input type="checkbox"/> Horsham Rural City      | <input type="checkbox"/> Moreland City              | <input type="checkbox"/> West Wimmera Shire       |
| <input type="checkbox"/> Cardinia Shire           | <input type="checkbox"/> Hume City               | <input type="checkbox"/> Mornington Peninsula Shire | <input type="checkbox"/> Whitehorse City          |
| <input type="checkbox"/> Casey City               | <input type="checkbox"/> Indigo Shire            | <input type="checkbox"/> Mount Alexander Shire      | <input type="checkbox"/> Whittlesea City          |
| <input type="checkbox"/> Central Goldfields Shire | <input type="checkbox"/> Kingston City           | <input type="checkbox"/> Moyne Shire                | <input type="checkbox"/> Wodonga City             |
| <input type="checkbox"/> Colac Otway Shire        | <input type="checkbox"/> Knox City               | <input type="checkbox"/> Murrindindi Shire          | <input type="checkbox"/> Wyndham City             |
| <input type="checkbox"/> Corangamite Shire        | <input type="checkbox"/> Latrobe City            | <input type="checkbox"/> Nillumbik Shire            | <input type="checkbox"/> Yarra City               |

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- Darebin City       Loddon Shire       Northern Grampians Shire       Yarra Ranges Shire
- East Gippsland Shire       Macedon Ranges Shire       Port Phillip City       Yarriambiack Shire
- Frankston City       Manningham City       Pyrenees Shire

At least 1 choice and no more than 4 choices may be selected.

### 1.4 Postal Address

Please provide the funding recipient organisation's postal address.

**Street/PO Box \***

For example: 8 Nicholson Street or PO Box 123

**Suburb/Town, State, Postcode \***

Address

  

Suburb/Town, State/Province, and Postcode are required.

### 1.5 Contact details

Provide the details for the primary contact from the recipient organisation for the VLFP funding. The primary contact should be a member of the executive committee, e.g. President, Secretary or Treasurer.

**Note: your VLFP-funded Landcare Facilitator must not be the primary contact.**

**Full Name \***

**Position \***

**Primary Phone Number (mobile or landline) \***

Must be an Australian phone number.

**Second Phone Number (mobile or landline)**

Must be an Australian phone number.

**Email \***

Must be an email address.

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## Section 2 - Host Employer Organisation

\* indicates a required field

### 2.1 Host Employer Organisation

**2.1.1 Do you use a host organisation to employ your Landcare facilitator? \***

- Yes
- No

**2.1.2 Host Employer Organisation \***

Please provide the postal address for the host employer organisation.

**Postal Address**

Address

  

Please provide the details for the primary contact person from the host employer organisation.

**Full Name \***

**Position \***

**Primary phone number (mobile or landline) \***

Must be an Australian phone number.

**Second phone number (mobile or landline)**

Must be an Australian phone number.

**Email \***

Must be an email address.

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### Section 3 - Landcare Facilitator

\* indicates a required field

#### 3.1 Landcare Facilitator's Details

Please provide your Landcare Facilitator's contact and work details.

##### 3.1.1 Full Name \*

##### Role title \*

##### Email Address \*

Must be an email address.

##### Primary Phone Number (mobile or landline) \*

Must be an Australian phone number.

##### Second Phone Number (mobile or landline)

Must be an Australian phone number.

##### 3.1.2 Hours worked per week (through VLFP funding) \*

Must be a number.

Only include VLFP funded hours. Do not include hours that are paid through by another funding source.

##### FTE - Based on a 38 hour week

This number/amount is calculated.

FTE = Full Time Equivalent

##### 3.1.3 Is your Landcare Facilitator an employee or contractor? \*

Employee

Contractor

##### Start Date \*

Must be a date and no earlier than 1/7/2020.

##### End Date \*

Must be a date and no later than 30/6/2021.

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### 3.1.4 Does your Landcare Facilitator primarily work from home or an office location? \*

Home

Office

### Town/Suburb \*

### Postcode \*

If there is more than one VLFP-funded Landcare Facilitator in 2020/21, click on the 'Add More' at the bottom right.

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## 3.2 Supervision

Please describe how the supervision and work allocation of your Landcare Facilitator is being managed.

### 3.2.1 Who does your Landcare Facilitator Report to? \*

Please provide details about who the Landcare Facilitator reports to, e.g. board or committee, and the frequency of reporting.

### 3.2.2 Describe how the day-to-day supervision and work allocation of your Landcare Facilitator is being managed. \*

Word count:

Must be no more than 100 words.

Include the name, organisation and position title of the supervisor/manager who provides day-to-day management of the Landcare Facilitator.

## Section 4 - Groups & Networks Supported by Landcare Facilitator

**Types of groups/networks supported** - please list all the Landcare and environmental volunteer groups/networks that undertake on-ground works that your Landcare Facilitator will support in 2020-21. This includes: Landcare groups/networks, Friends of groups, Coastcare groups, Conservation Management Networks, Committees of Management etc.

**Types of organisations not supported - do not** include in the list of groups/networks supported by your Landcare Facilitator the following:

- environmental advocacy organisations
- Catchment Management Authorities

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- government agencies (e.g. Parks Victoria)
- local governments
- businesses
- non-government organisations
- community service organisations (e.g. Rotary, Lions, CFA, SES)
- sporting clubs
- schools
- Landcare and environmental volunteer groups/networks that primarily receive support from another VLFP-funded Landcare Facilitator.

For the purposes of the VLFP, the above organisation types will be regarded as collaborators or partners in the delivery of the Landcare Facilitator's work program. They are considered partner organisations and must be listed in Section 5 - Partnerships.

Note: the list of groups/networks supported by your Landcare Facilitator is subject to DELWP's approval, as part of the 2020-21 PDP review process.

**New groups/networks in 2020-21** - if during 2020-21 your Landcare Facilitator helps establish new groups/networks, or begins to support more groups/networks, the details about these groups/networks will need to be provided in your 2020-21 VLFP Annual Report.

### 4.1 Groups/Networks Supported

(To add additional groups/networks, click the 'Add More' button in the bottom right hand corner)

Group Name	Group Type	Primary Contact's Name	Primary Contact's Position	Primary Contact's Phone Number/s	Primary Contact's Email
					Must be an email address.

## Section 5 - Partnerships

**Partnerships** - please list all the partnerships with other organisations that your Landcare Facilitator has or will broker/organise in 2020-21, to help deliver in 2020-21 the activities listed under the Key Work Areas (Section 7). These partnerships can be either 'new' or 'established'.

**Types of Partner Organisations** - can include: government agencies (e.g. Parks Victoria), local governments, Catchment Management Authorities, schools, Indigenous organisations, non-government organisations, water authorities, community service organisations (e.g. Rotary/Lions, CFA, SES etc), sporting clubs, and businesses etc.

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

**Do not** include as partner organisations the groups/networks that the Landcare Facilitator supports that are listed in Section 4.



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**Formal or Informal Partnerships** - you will need to indicate if the partnership is formal or informal.

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

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

**2. Informal** - an informal partnership is without a written agreement.

**Status of Partnerships** - you will need to indicate whether a partnership is 'new' or 'existing'.

**Types of Partnerships** - can include the provision by partner organisations of:

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

### 5.1 Partnerships

(To add additional partner organisations click the 'Add More' button in the bottom right hand corner)

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

## Section 6 - Budget

\* indicates a required field

### 2020-21 VLFP Budget

The VLFP funding is for the salary and employment-related on-costs for your Landcare Facilitator in 2020-21. In the Proposed 2020-21 Budget (6.2 below) provide a breakdown of the proposed salary and on-costs for the Landcare Facilitator in 2020-21.

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If you have carried forward a VLFP underspend of \$1,000 or more from 2019-20 (or earlier years), the total amount of the underspend (as at 30 June 2020) needs to be allocated to 2020-21 budget for the expense items that are detailed in your organisation's approved (by DELWP) VLFP 2020-21 Underspend Management Plan.

The information in the 2020-21 Budget must be as accurate as possible. You will be required to provide in the 2020-21 VLFP Annual Report an acquittal against the 2020-21 Budget in this PDP.

**Allocation of annual increase to salary** - as the recipient of VLFP funding in 2020-21 your organisation (and host employer organisations, where applicable) must allocate the 2.5 per cent annual compounding increase (provided by DELWP) to your Landcare Facilitator's salary. The allocation of this increase to the Landcare Facilitator's salary is a requirement of your VLFP funding agreement with DELWP.

The 2.5 per cent increase can be applied to the salary in several ways, including:

- an increase in hourly rate paid to Landcare Facilitator,
- an increase in number of hours worked,
- a combination of both.

Note - the 2.5 per cent increase can also be used for compulsory superannuation payments for your Landcare Facilitator, as required under the Superannuation Guarantee.

**Professional development for Landcare Facilitator** - if your organisation received the maximum amount of VLFP funding in 2020-21 (i.e. \$56,571) you must provide in the 2020-21 Budget at least \$1,000 for the Landcare Facilitator's professional development or training. This is adjusted on a pro-rata basis for organisations receiving less than the maximum VLFP funding - see Clause 1.6 'Training Budget for Landcare Facilitator' in VLFP funding agreement.

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

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

**Administration of VLFP funding** - the Budget item for 'Administration of VLFP funding' is to be used for expenses such as engaging a business or organisation (on fee for service basis) to provide payroll services for the Landcare Facilitator. The VLFP funding is however not to be used to:

- reimburse volunteer in-kind time spent managing the Landcare Facilitator
- pay for the coordination or administration of a group/network
- cover regular meeting costs.

**PDP review & approval** - your 2020-21 Program Delivery Plan, including the Proposed 2020-21 Budget, requires the review and approval by the Victorian Landcare Program staff from DELWP.

## VLFP Funding

### 6.1 Amount of VLFP funding received for 1 July to 31 December 2020

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This question is read only.

### 6.2 Amount of VLFP funding received for 1 January to 30 June 2021

This question is read only.

### 6.3 Total VLFP underspend at 30 June 2020 (if any)

This question is read only.

### 6.4 Total VLFP funding available for 2020-21

\$

This number/amount is calculated.

### 6.5 Proposed 2020-21 Budget

To add additional rows click on the 'Add More' button at the bottom right hand corner.

Expense Items	VLFP Funding - Proposed Expenditure	Other Funding Sources	Total
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 (e.g. provision of payroll services)	\$	\$	
Other (describe)	\$	\$	
	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.

### 6.6 Total proposed expenditure in 2020-21 \*

\$

This number/amount is calculated.

### 6.7 VLFP funding not allocated in 2020-21 Budget \*

\$

This number/amount is calculated.

### VLFP Underspend as at 30 June 2021

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As the current VLFP is coming to an end on 30 June 2021 (with the new VLFP to commence from 1 July 2021), DELWP will recoup any VLFP underspends of \$1,000 or more, which are reported in your 2020-21 VLFP Annual Report.

Note - underspend amounts below \$1,000 will not be recouped by DELWP and can be retained to be spent in ways that are permitted under the VLFP.

## Section 7 - Key Work Areas

There are seven Key Work Areas (KWAs) in the 2020-21 PDP. Your Landcare Facilitator must deliver at least one activity in 2020-21 against each component of Key Work Areas 1 to 6. For Key Work Area 7 your Landcare Facilitator must deliver activities against at least one (of the four) components.

**For each activity you need to briefly outline how, why, when, and what your Landcare Facilitator will do to deliver each activity in 2020-21.**

Note:

- you can add extra rows if your Landcare Facilitator will deliver more than one activity against a component of a Key Work Area
- a start and end date is required for each activity to be undertaken.

## Key Work Area 1 - Building local community capacity to enable groups/networks to be sustainable.

\* indicates a required field

**Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 1 in 2020-21. \***

Must be a whole number (no decimal place) and between 0 and 100.

KWA 1.1 Assist with the development and delivery of capacity building activities such as courses, workshops, seminars and field days.

<b>What activities will your Landcare Facilitator undertake to deliver Key Work Area 1.1?</b>	<b>Activity Start Date</b>	<b>Activity End Date</b>
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To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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KWA 1.2 Increase the provision of information to groups/networks by keeping them informed of funding, learning and other relevant opportunities.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 1.2?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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KWA 1.3 Assist Groups/networks to function effectively and adopt appropriate governance processes and procedures.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 1.3?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the 'add more' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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## Key Work Area 2 - Undertaking community engagement and building partnerships.

\* indicates a required field

**Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 2 in 2020-21. \***

Must be a whole number (no decimal place) and between 0 and 100.

KWA 2.1 Facilitate information sharing, cooperation, collaboration and networking among Landcare groups/networks and with Landcare staff.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 2.1?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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[Must be no more than 200 words.]

KWA 2.2 Assist groups/networks to engage local communities in Landcare activities.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 2.2?**      **Activity Start Date**      **Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

KWA 2.3 Assist groups/networks with their efforts to engage landholders in Landcare.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 2.3?**      **Activity Start Date**      **Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

KWA 2.4 Promote and provide opportunities for broader community participation in Landcare activities

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 2.4?**      **Activity Start Date**      **Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

KWA 2.5 Develop and support local partnerships with other community groups, organisations and schools to increase awareness of, and involvement and participation in Landcare.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 2.5?**      **Activity Start Date**      **Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

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### Key Work Area 3 - Assisting with planning and priority setting processes.

\* indicates a required field

**Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 3 in 2020-21. \***

Must be a whole number (no decimal place) and between 0 and 100.

**KWA 3.1 Assist groups/networks with the development or review of action or strategic plans.**

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 3.1?      Activity Start Date      Activity End Date**

	Activity Start Date	Activity End Date
To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

**KWA 3.2 Assist with the interpretation of regional natural resource management plans and priorities at group or network scale.**

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 3.2?      Activity Start Date      Activity End Date**

	Activity Start Date	Activity End Date
To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

**KWA 3.3 Assist with the development of landholder property plans.**

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 3.3?      Activity Start Date      Activity End Date**

	Activity Start Date	Activity End Date
To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

**KWA 3.4 Build community knowledge and understanding of natural resource management policies, plans and programs and priority setting processes.**

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**What activities will your Landcare Facilitator undertake to deliver Key Work Area 3.4?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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## Key Work Area 4 - Supporting the development of on-ground natural resource management projects.

\* indicates a required field

**Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 4 in 2020-21. \***

Must be a whole number (no decimal place) and between 0 and 100.

KWA 4.1 Facilitate access to natural resource management advice, specialist information and expertise to support the development of projects.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 4.1?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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KWA 4.2 Assist with the planning and development of on-ground projects.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 4.2?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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## Key Work Area 5 - Securing project grants and other funding.

\* indicates a required field



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Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 5 in 2020-21. \*

Must be a whole number (no decimal place) and between 0 and 100.

KWA 5.1 Identify and promote grants and funding opportunities.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 5.1?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

KWA 5.2 Facilitate groups/networks to apply for and secure funding for projects.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 5.2?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

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

\* indicates a required field

Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 6 in 2020-21. \*

Must be a whole number (no decimal place) and between 0 and 100.

KWA 6.1 Assist groups/networks establish systems or processes for the monitoring of projects.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 6.1?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.

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[Must be no more than 200 words.]

KWA 6.2 Collaborate with the Catchment Management Authority's Regional Landcare Coordinator to assist with data collection, group/network health surveys and group network mapping.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 6.2?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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## Key Work Area 7 - Extending Support to more groups, networks and landholders.

\* indicates a required field

**For Key Work Area 7 your Landcare Facilitator must deliver activities against at least one of the four components.**

**Please estimate the percentage of your Landcare Facilitator's time that will be spent on Key Work Area 7 in 2020-21. \***

Must be a whole number (no decimal place) and between 0 and 100.

KWA 7.1 Facilitate the establishment of new groups/networks in gap areas, i.e. where there are currently no groups/networks.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 7.1?**

**Activity Start Date**

**Activity End Date**

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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KWA 7.2 Extend support to adjoining Landcare groups/networks that currently don't receive facilitator support.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 7.2?**

**Activity Start Date**

**Activity End Date**

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To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
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KWA 7.3 Facilitate the revival or re-establishment of Landcare groups/networks that are currently dormant.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 7.3?**

	Activity Start Date	Activity End Date
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To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
---	--	---

KWA 7.4 Pursue new or different ways of engaging more landholders and the wider community in Landcare - in particular for Landcare Facilitators who are unable to extend their support geographically to more groups/networks.

**What activities will your Landcare Facilitator undertake to deliver Key Work Area 7.4?**

	Activity Start Date	Activity End Date
--	---------------------	-------------------

To add extra activities, click on the '+' button Must be no more than 200 words.	Must be a date and no earlier than 1/7/2020.	Must be a date and no later than 30/6/2021.
---	--	---

## Section 8 - Time Allocation Across Key Work Areas in 2020-21

\* indicates a required field

The amount of time allocated to the seven Key Work Areas must total 100 percent.

If you need to make a change to the percentage for Key Work Areas, please go back to the relevant section and edit from there.

**Key Work Area 1 \***

This number/amount is calculated.  
%

**Key Work Area 2 \***

This number/amount is calculated.  
%

**Key Work Area 3 \***

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## Form Preview

This number/amount is calculated.  
%

### Key Work Area 4 \*

This number/amount is calculated.  
%

### Key Work Area 5 \*

This number/amount is calculated.  
%

### Key Work Area 6 \*

This number/amount is calculated.  
%

### Key Work Area 7 \*

This number/amount is calculated.  
%

### Total percentage of time allocation to the seven Key Work Areas in 2020-21 by your Landcare Facilitator. \*

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

## Section 9 - Declaration

\* indicates a required field

This Declaration should be completed by the primary contact from the funding recipient organisation for the VLFP funding. The primary contact should be a member of the executive committee of the funding recipient organisation who has the appropriate authority to sign on behalf of the organisation.

### The declaration must not be completed your VLFP-funded Landcare Facilitator.

I, the undersigned, declare that all the information in this 2020-21 Program Delivery Plan is to the best of my knowledge true and correct, and that:

- this Program Delivery Plan has been consulted and agreed between the funding recipient organisation, supported groups/networks (as listed in Section 4 of this PDP), and host employer organisation (where applicable).

I will notify DELWP of any changes to this information and any circumstances that may affect this Program Delivery Plan in accordance with the variation process as outlined in the VLFP funding agreement.

I acknowledge that DELWP may refer this Program Delivery Plan to external experts or other government departments for assessment, reporting, advice, comment or for discussion regarding alternative or collaborative grant funding opportunities.

# Victorian Landcare Facilitator Program 2020-21 Program Delivery Plan Template

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I understand that DELWP is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DELWP will consult with the funding recipient organisation before any decision is made to release the Program Delivery Plan or supporting documentation.

**I understand and accept the above declaration \***

Yes

**Full Name \***

**Organisation \***

**Position \***

**Contact Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Date of Declaration \***

Must be a date.