

Fraser Coast Community Nursery Native Plant Donation Guideline

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INTRODUCTION

This document provide direction to implement the Fraser Coast Community Nursery Native Plant Donation Policy (Docs #3953473).

GUIDELINES

Council invites applications for plant donations from the Fraser Coast Community Nursery Native Plant Donation initiative during the following periods:

- Round 1 – 1 April to 31 May – as relevant to National Tree Day project applications, with plants being available for collection in July of that same year.
- Round 2 – 1 September to 31 October – as relevant to all other project applications, with plants being available for collection March-April the following year.

A staged approach is required to allow for an appropriate growing period for plant orders. It will also ensure planting occurs during optimal seasonal conditions to mitigate the risk of planting failure.

Applicant eligibility

To be eligible to apply for plant donation under the Fraser Coast Community Nursery Native Plant Donation Policy, applicants must meet the criteria listed below.

Be one or more of the following:

- Educational institution,
- Not-for-profit community organisation,
- Incorporated environmental group,
- Registered Land for Wildlife member,
- Registered Community Environment Program volunteer,
- Community group that aims to promote and encourage the protection of the natural environment within the Fraser Coast region.

Eligible projects

Eligible projects or events may include (but are not limited to):

- Community planting events (e.g. National Tree Day, World Environment Day),
- Demonstration plantings or enrichment plantings for Aboriginal Cultural Heritage purposes (in consultation with the Butchulla Community),
- Local species conservation,
- Environmental education,
- Erosion control, including riparian plantings,
- Urban lakeside revegetation,
- Wildlife corridor plantings, and
- Other projects that aim to enhance the natural environment within the Fraser Coast.

Ineligible projects

Plants will not be donated for projects that:

- Do not provide a genuine biodiversity, environmental education or community benefit,
- Have not provided sufficient detail for an assessment to be made,

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- Have not demonstrated a commitment to site preparation and maintenance,
- Are applied for on the behalf of a for-profit organisation.

Conditions

- Applicants are limited to one successful application/donation per calendar year,
- Council's contribution should be acknowledged in any promotion of the project,
- Permission for planting must be obtained by the landowner if the applicant is not the landowner,
- All applications are subject to the availability of Council's native plants.

Table 1: Maximum number of plants per application, based on organisation/group.

Educational institution	250
Not-for-profit community organisation	200
Incorporated environmental group	1000
Registered Land for Wildlife member	200
Registered Community Environment volunteer	100

APPLICATION PROCESS

Step 1: Preliminary discussion

Prior to lodging an application for plant donation, applicants are encouraged to discuss their project with Council's Natural Environment Team Leader (Nursery). This will help to ensure the proposed project is consistent with the Fraser Coast Community Nursery Native Plant Donation Policy and Guidelines.

Applicants must complete all sections of the Fraser Coast Community Nursery Native Plant Donation Application Form (Docs#3972978), considering the information provided in these Guidelines.

The application form is available at <https://www.frasercoast.qld.gov.au/plant-donation-program> and from Council's Customer Service facilities in Hervey Bay and Maryborough.

Step 2: Application lodgement

Submissions can be submitted via the following means:

- Electronically to environment@frasercoast.qld.gov.au
- Hand-delivery to Council's Customer Service facilities in Hervey Bay and Maryborough
- Via post, for the attention of the Senior Natural Environment Officer, PO Box 1943, Hervey Bay, QLD 4655.

Incomplete or inaccurate applications will not be considered until the applicant has corrected the application. Failure to correct any faults by the closing date will result in the application being rejected.

Step 3: Application assessment

Notification that the relevant application has been received will be forwarded to the applicant stating the Natural Environment Team has received the application.

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All donations will be at the discretion of Council. Once the application is submitted it will be assessed against the following assessment criteria as provided in Table 2 below.

Table 2: Assessment criteria to demonstrate how the application meets the intent of the Policy.

APPLICANT:			
ASSESSED BY:			
DATE:			
Ecological benefits	Yes	No	Describe how this will be achieved
Erosion control			
Increase biodiversity			
Wildlife habitat			
Wildlife corridor			
Ecosystem repair			
Riparian protection			
Other			
Community Benefits	Yes	No	Describe how this will be achieved
Environmental Education			
Community planting day			
Voluntary private conservation			
Partnerships			
Other			
Planting Success	Yes	No	Describe how this will be achieved
Landowner consent attached			
Project aims			
Site preparation			
Plant protection			
Site maintenance			
Photo monitoring			
Other			

An assessment panel consisting of three members of the Natural Environment Team (including a species expert) will review all applications against the assessment criteria. Once determined, Council will be provided with a summary of the successful projects and a total number of plants allocated.

All applicants will be advised of the plant donation program outcomes and unsuccessful applicants will be provided with feedback.

Council Officers and panel members will be required to declare any conflict of interest prior to conducting an assessment. If a conflict of interest has been declared, the relevant officer or panel member will not be allowed to proceed in assessing an application and an alternative officer or panel member will be appointed.

Step 4: Plant collection

Once an application has been approved and the applicant notified by letter, plants will be allocated (subject to availability) and set aside for collection from the nursery within a designated timeframe. The successful applicant will need to provide their letter of approval to collect the donated plants.

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Donated plants will be recorded in the FCRC Community Nursery Inventory.

Step 5: Project completion

Successful applicants are encouraged to provide a photograph to demonstrate the donated plants have been planted.

For further advice on the Fraser Coast Community Nursery Native Plant Donation Policy and Guidelines please contact Council's Community Environment Officer on 1300 79 49 29 or visit <https://www.frasercoast.qld.gov.au/plant-donation-program>