

# Fraser Coast Community Nursery Native Plant Donation Guideline

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### INTRODUCTION

This guideline provides direction on complying with the Fraser Coast Community Nursery Native Plant Donation Policy (Docs #3953473).

### OBJECTIVES

The Fraser Coast community Nursery Native Plant Donation Guidelines is a supportive mechanism that aims to provide clear and transparent guidance on the assessment of applicants applying for the Fraser Coast Community Nursery Native Plant donation initiative. The guideline sets out the eligibility, conditions of services provided by Council related to the initiative as well as the application process, assessment criteria, and restrictions specific to the initiative.

### POLICY GUIDELINE

#### Service Offering

Subject to compliance with the requirements of the Policy, Council will make the Fraser Coast Community Nursery Native Plant Donation initiative available during the following periods:

Round 1 – Opens 1<sup>st</sup> April and closes 31<sup>st</sup> May – as relevant to National Tree Day project applications, with plants being available for collection in July of that same year.

Round 2 – Opens 1<sup>st</sup> September and closes 31<sup>st</sup> 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 and will ensure planting is appropriate to optimal seasonal conditions to mitigate the risk of planting failure.*

#### Conditions of Service Offering

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

#### Applicant Eligibility

The initiative is made available to the following:

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

#### Eligible Projects

The services provided under this Policy include projects or events such as:

- Community planting events (e.g. National Tree Day, World Environment Day);
- Demonstration plantings or enrichment planting for Aboriginal Cultural Heritage purposes (In consultation with the Butchulla Community);
- Local species conservation;

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- Environmental education;
- Erosion control, including riparian plantings;
- Urban lakeside revegetation;
- Wildlife corridor plantings.
- Other projects that aim to enhance the natural environment within the Fraser Coast.

## Ineligible Projects

Funding will not be provided 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;
- Commitment to site preparation and maintenance has not been demonstrated; and
- An application is made on the behalf of a for-profit organisation.

## Conditions of Service Offering

All applications must comply with the following general conditions:

- Applicants are limited to one successful application / donation per year;
- Applicants are restricted annually to the maximum plants per applicant as outlined in table 1 of the guidelines;
- 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;
- Funded projects are only eligible if Fraser Coast Council was included in the initial application of the funded project; and
- Total plants provided for the Fraser Coast region will be limited to the plants allocated per category (Educational institution, Not-for-profit community organisation, incorporated environmental group, registered Land for Wildlife member, Registered Community Environment volunteer) as outlined in table 1. All applications are subject to the availability of Council's native plants, if the native plants are not in supply Council reserves the right to proportionally restrict the native plant donation per category and will advise the applicants of the changes made to the native plants issued.

*Table 1 Total plant quantities and availability that will be provided yearly through the initiative.*

Organisation / Group	Max number of plants per application	Total number of plants available per category
Educational institution	40	500
Not-for-profit community organisation	40	500
Incorporated environmental group	100	1000
Registered Land for Wildlife member	40	3000
Registered Community Environment volunteer	10	1000

## APPLICATION PROCESS

### Step 1 – Preliminary Discussions

Prior to lodging an application for plant donation, applicants are encouraged to discuss their project with Council's Community Environment Officer, to ensure clarity about the projects eligibility and that their proposed project is consistent with the Fraser Coast Community Nursery Native Plant Donation Policy and Guidelines.

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Applications for native plant donation will need to complete all sections of the Fraser Coast Community Nursery Native Plant Donation Application Form (Docs#3972978), in consideration of the information provided in this Guideline.

The application form is available at <https://www.frasercoast.qld.gov.au/fraser-coast-community-nursery> and will also be made available from Council's Customer Service facility in Hervey Bay and Maryborough.

## Step 2 – Lodgement of Application

Submissions can be submitted electronically to [environment@frasercoast.qld.gov.au](mailto:environment@frasercoast.qld.gov.au), alternatively applicants can submit a hard copy at Council's Customer Service facility in Hervey Bay and Maryborough or mail their application for the attention of the Community Environment Officer, PO Box 1943, Hervey Bay, QLD 4655.

Applications that are incomplete or inaccurate 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.

Application opening and closing dates are:

Round 1 will open 1<sup>st</sup> April and close 31<sup>st</sup> May

Round 2 will open 1<sup>st</sup> September and close 31<sup>st</sup> October

## Step 3 – Assessment of Application

Notification that the relevant application has been received will be forwarded to the applicant stating the Community Environment Officer has received the application which will be assessed within 20 business days of the plant donation round closing date.

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**.

An assessment panel will be formed and will include the Community Environment Program Officer, the Community Nursery Team Leader and the Land for Wildlife Officer. The assessment panel will review all applications against the assessment criteria and provide Council with the recommendation.

The Environmental Technical Officer will consider the recommendation of the assessment panel and Council's resources prior to granting or refusing an application. All applicants will be advised of the Council's decision, and refused applicants will be provided with a reason for the application being unsuccessful.

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.

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NAME OF APPLICATION:			
ASSESSED BY:			DATE:
Ecological Benefits (Yes/No)	Y/N	Describe how this is achieved	
Erosion control			
Increase biodiversity			
Wildlife habitat			
Wildlife corridor			
Ecosystem repair			
Riparian protection			
Other			
Community Benefits (Yes/No)	Y/N	Describe how this is achieved	
Environmental education			
Community planting day			
Voluntary private conservation			
Partnerships			
Other			
Planting Success (Yes/No)	Y/N	Describe how this is achieved	
Landowner consent attached			
Project aims			
Site preparation			
Plant protection			
Site maintenance			
Photo monitoring			
Other			

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

#### Step 4 – Collection of Donated Plants

Subject to availability of plants, once an application has been approved and notified by letter, plants will be allocated to the relevant applicant and set aside for collection at a predetermined period.

When collecting donated plants, the successful applicant will need to provide their letter of approval for the donated native plants.

Donated native plants will be tracked throughout the process and recorded on the Fraser Community Nursery database.

#### Step 5 – Successful Project Implementation

On completion of the project, the successful applicant is encouraged to provide a photograph to demonstrate the intended outcome has been achieved.

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