

Application form – Request a Landmate crew



Please read the terms and conditions for the Landmate program and fill in the details relevant to your project below.

You can submit your application form by emailing landmate@justice.vic.gov.au

If you have any questions regarding your application, we encourage you to contact Landmate on 1300 365 500.

Project owner's details

Please supply the details of the person who is making this application and acting as the project owner.

(*Required fields)

Name:*

Landline phone:

Mobile phone:*

Email:*

Postal address:

Organisation:

(if applicable)

Please tick to confirm you have read the Landmate terms and conditions at the end of this document

- ☐ I have read and understood the Landmate terms and conditions regarding the use of Landmate crews. I understand that work completed by Landmate is intended for the benefit of the environment or community.

Worksite details

Address/location at which work will be carried out:

A brief description of work to be carried out ie removal of woody weeds (Gorse) along a creek line:

The worksite is on:

- ☐ public land
☐ private land
☐ both
☐ not sure.

Public landholder details

If the work is to be carried out on public land (for example, land managed by a council), please provide contact details, if different from Project owner details:

- ☐ Same as for Project owner

**Public landowner's
(organisation's) name:**

Organisation contact person:

Contact phone number:

Contact email:

Private landholder's details

If any of the work is to be carried out on private land, please provide the contact details of the landholder, if different from Project owner:

- ☐ Same as for Project owner

Private landholder's name:

Landline phone:

Mobile phone:

Email:

Postal address:

Type of project

Projects eligible for Landmate services are divided into 5 different types of partnerships. Please select the partnership that applies to your project:

- ☐ **Partnership 1** – Projects with a current Department of Environment, Land, Water and Planning (DELWP) grant
- ☐ **Partnership 2** – Projects with a DELWP grant with an expiry date within the last 3 years
- ☐ **Partnership 3** – Projects on public land managed by environmental public land managers
- ☐ **Partnership 4** – Disaster recover works on public or private land
- ☐ **Partnership 5** – Projects funded by a government organisation (federal, state or local).

Please note the cost of labour provided by Landmate varies depending on the partnership your project is eligible for:

- Partnership 1 – No cost for labour prior to expiry date of the project grant
- Partnership 2 – No cost for up to 3 days per year per project
- Partnership 3 – No cost for up to 3 days per financial year per land management group
- Partnership 4 – No cost
- Partnership 5 – \$450 per day, plus GST.

If you're not sure which category your project belongs to please contact Landmate on 1300 365 500.

Funding/grant details

Please fill in details for the partnership that applies to your project.

Partnership 1 and 2 – Projects with a grant from DELWP

Please check your grant contact for the details below.

Project name (as listed on the grant contract):

Project ID/contract number:

Grant source (select all options that apply) to the heading (Grant source):

☐ DELWP ☐ Catchment Management Authority ☐ Landcare

☐ Other:

Grant name (on contract):

Grant number (on contract):

Expiry date for grant contract:

Number of days Landmate has already worked on this project in the current year (if Partnership 2):

Name of the organisation receiving the grant:

Name of organisation representative:

Partnership 3 – Projects on public land managed by environmental public land managers such as Landcare

Land management group name:

Contact person name if different to project owner:

Contact email:

Contact phone number:

Number of days Landmate has already worked on this project in the current financial year (if applicable):

Partnership 4 - Disaster recovery works

Organisation managing the disaster recovery works:

Private landholder insurance information

If works are being carried out on private land, **the landholder** must read the following information and fill in the details below.

Landmate crews **may be used** to replace fences on private property where:

- fences are not insured
- fences are insured for less than or equal to the cost of replacement materials. (Please note that removal of damaged fences may be eligible if the cost is not covered by insurance.)

Landmate crews may not be used to replace fences on private property where:

- fences are fully insured.

I, Landholder (please print name)

have read the *Private landholder insurance information* above and understand the terms and conditions for using the Landmate service. I declare that I am eligible for assistance under this program.

Please select the appropriate box below:

- ☐ fences on my property are partially insured
- ☐ fences on my property are not insured.

Landholder insurance information (if applicable):

Landholder signature:

Date:

Partnership 5 – Government funded projects

Please note that these projects attract a cost of \$450+10 per cent GST (\$495) per day.

Organisation providing
funding/grant:

Organisation receiving the
funding/grant:

Billing address details:

Organisation ABN:

Project name:

Purchase order number
(if applicable, at this point):

Organisation contact phone number:

Organisation contact person:

Details of works to be carried out

Worksite location

Please draw or photocopy a map, showing details of where the work will be. Please show road names, existing fence lines, dams, creeks etc. A map must be completed before this application can be processed. It can be submitted as a separate document to this form.

Meeting the Landmate crew on the day

Where will you be meeting the crew?

Crew leaders prefer to meet off site at an obvious landmark (such as saleyards and war memorials, or the corner of two main roads.) Please also make sure that you have organised access to the worksite on the day.

Is the worksite near a school?

Is the work within 300 meters of a school, kindergarten or childcare centre?

☐ Yes ☐ No (please check)

Tools required for works

The Landmate crew can organise tools for the job from the information you provide. The crews have their own equipment trailer with a range of tools. Detailed information from the landholder will benefit productivity on the day. Please advise us of any equipment that may make the job easier, for example: picket lifter, picket driver, wire genie, back pack sprayer.

Terms and conditions for the Landmate environment program

Time limits – Landmate aims to have a time limit of one week of work per landholder to allow work to be evenly shared. (Landmate management may vary amounts of time worked at any one property or project, if crews have available time.)

Cancellations by Landmate – Landmate crews are unable to work in extreme conditions. Work will be cancelled and rescheduled if a day of total fire ban is declared, or heavy rain is forecast.

It is possible, in unexpected circumstances, that work may be cancelled on the day. The primary responsibility of crew leaders is the supervision and safety of prison work crews. If a situation arises concerning security or safety, this responsibility will take precedence over labour activities.

Cancellations by the landholder or project owner – If, as a landholder or project owner you wish to cancel work, you must ring the Landmate crew leader to advise them as early as possible (preferably several days in advance).

In the event of a cancellation, Landmate is not obligated to rebook another time for works, but we will endeavour to ensure that if you wish to rebook it will be done at the earliest available time.

Work finished early – If crews finish work earlier than expected, it is at the discretion of the crew leader to determine the work schedule for the rest of the day.

Landholders/project owners need to be onsite during works – Landholders/responsible project owners must be present on site at the designated time of arrival and be present to work with the crew or to explain details of the necessary works to the crew leader. Crew leaders perform worksite assessments, however if work place inductions are required, it is the responsibility of landholders/project owners to conduct these.

Access to work sites – Crews use four wheel drive vehicles with heavy duty tool trailers in order to gain access to remote rural worksites.

Land-holders/project owners need to:

- make every effort to ensure that crews can travel safely to the worksite, while on their land
- provide crew leaders with clear direction to reduce any risks from wet, hilly or rough terrain.

Crew lunch – Crews provide themselves with all hospitality needs with the use of food storage, a BBQ or cut lunch daily.

On ground works – End assemblies must be in position and the length of fence line to be erected must be clear of any obstructions, including vegetation.

Revegetation works – Worksites must be prepared before planting commences. For example: fences constructed, ground ripped, with weeds and vegetation sprayed or managed prior to work commencing.

Chemical use – Landmate follows the Agriculture Victoria “The Agricultural Chemical User Permit (ACUP) system” to ensure safe use of chemicals and requires all landholders/projects owners to operate according to this system.

Prisoner (crew member) assessment – Each prisoner is assessed by the prison location and their security rating, history and overall behaviour is considered before placement in an outside work team. At no time can the prisoner’s offence history be disclosed.

Applications for ‘Partnership 5 Government funded projects (other than DELWP)’ – attract a \$450 per crew per day plus GST labour fee for the use of Landmate crews. This rate is subject to periodic review and will be updated herewith in the event a rate change applies.

Credit application process for services attracting fees

Organisations accessing services under Partnership 5 may need to follow the credit application process of the Corrections Victoria’s Prison Industries unit by contacting a Landmate representative prior to any works commencing.

Privacy statement

The Prison Industry Prisoner Landmate Environment program (Landmate) provides services for eligible environmental projects in some parts of regional Victoria. The service is delivered by Corrections Victoria, part of the Victorian Department of Justice and Community Safety.

The Victorian Department of Justice and Community Safety values the privacy of every individual and is committed to handling personal information (as defined in its Information Privacy Policy, available at <http://www.justice.vic.gov.au/home/your+rights/privacy/departement+of+justice+information+privacy+policy/>)

Collection of personal information

Landmate receives and collects information about organisations, their representatives and individual applicants for the purposes of assessing their eligibility to participate in the Prison Industry Prisoner Landmate Environment program. Some of this information may be personal information. You will know if the Department of Justice and Community Safety is collecting personal information from you because you will be asked to provide it in support of your application.

You can use the Landmate website anonymously without disclosing any of your personal information to the department. If you wish to apply for Landmate services, you may need to provide personal information.

Use and disclosure of personal information

The department will not use or disclose any personal information that it collects unless the use or disclosure is:

- for the primary purpose the information was collected
- for a related secondary purpose, which an individual ought reasonable to expect in the circumstances, including reporting requirements
- required or authorised by law
- for any other purpose permitted under the Privacy and Data Protection Act 2014 (Vic) or Health Records Act 2001 (Vic).

APPROVAL:

Department of Justice and Community Safety -
Corrections Victoria - Office use only:

Production
order number: