



# ORGANISATIONAL HealthCheck for Landcare networks

VERSION 5 | 05.12.2016

## WHO SHOULD USE THE HEALTH CHECK?

This Health Check is designed for Landcare Networks and larger groups. All committee members and employees of your organisation should participate in the Health Check. The Health Check should be completed at least annually to track your organisation's progress.

**If your organisation is not a Network, please refer to the *Organisational Health Check for Landcare Groups* available at [www.landcarensw.org.au/resources](http://www.landcarensw.org.au/resources)**

## WHY GOVERNANCE MATTERS:

Good governance is crucial to the effective operation of community organisations and to gaining and retaining the confidence of the community, funding bodies, sponsors, volunteers and project partners.

Essentially, good governance means that structures, activities and operations of the Landcare organisation are conducted in accordance with the principles of legal compliance, probity, transparency, accountability and respect for people within the organisation and for other stakeholders.

The critical component of good governance is that all people involved in the direction and control of the organisation are aware of and comply with their roles and responsibilities.

## MEASURING YOUR LANDCARE ORGANISATION:

The Organisational Health Check has been designed to give Landcare Networks a tool to identify important elements of governance and measure progress against these elements. The below Health Check is broken into sections of the business, meaning your Network can tackle the Health Check one section at a time. If yours is a small, unincorporated Landcare group, without employees, refer to Landcare NSW's *Organisational Health Check for Landcare Groups*.

## INSTRUCTIONS:

- Step 1:** Read each statement on the checklist and respond in the appropriate column on the right.
- Step 2:** Tally each column of responses. If your organisation answers 'No' for any element shaded red, contact Landcare NSW immediately for assistance.  
Review all other elements where your organisation has answered 'No' and prioritise any corrective action required.
- Step 3:** Where applicable, refer to links provided to access user friendly templates or further information. If your organisation requires further help, contact Landcare NSW to discuss a workplace visit to work through solutions.
- Step 4:** Sign and date the Health Check and retain a copy on file.
- Step 5:** Remember to conduct the Health Check annually.

HEALTH CHECK ELEMENT	N/A	No	Needs improvement	Yes
<b>ORGANISATIONAL PLANNING</b>	N/A	No	Needs improvement	Yes
The organisation has a Strategic Plan that is up to date and reviewed annually. <i>Information about strategic planning:</i> <a href="https://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1368">https://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1368</a>				
The organisation has a current Business Plan which is reviewed annually. <i>Template available at</i> <a href="http://www.business.gov.au/Info/Plan-and-Start">http://www.business.gov.au/Info/Plan-and-Start</a>				
Is there an up to date organisational Risk Management Plan? <i>A step-by-step approach to developing a Risk Management Strategy available at</i> <a href="http://www.boardconnect.com.au/resources/articles/legal/136-stepsriskman.html">http://www.boardconnect.com.au/resources/articles/legal/136-stepsriskman.html</a> <i>Information sheets about risk management:</i> <a href="http://www.ourcommunity.com.au/insurance/view_help_sheet.do?articleid=339">http://www.ourcommunity.com.au/insurance/view_help_sheet.do?articleid=339</a>				
The organisation has an up to date Marketing Plan. <i>Template available at</i> <a href="http://www.business.gov.au/Info/Plan-and-Start">http://www.business.gov.au/Info/Plan-and-Start</a>				
The organisation has systems in place to monitor performance against its plans above.				
Succession planning is undertaken for the organisation.				
The Certificate of Incorporation is available and displayed in the workplace.				
<b>SUB-TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CORPORATE GOVERNANCE</b>	N/A	No	Needs improvement	Yes
Each member of the Committee has an up to date version of the Constitution.				
Does the Constitution match up with the current purpose and direction of the Landcare organisation?				
Copies of your Constitution are provided to all member sub-groups.				
Office bearers appointed in the way your Constitution states.				
The organisation has a Conflict of Interest register in use. <i>Refer to Landcare NSW Factsheet 14: Do I have a Conflict of Interest? AND / OR Conflict of Interest Statement template at</i> <a href="http://www.landcarenew.org.au/member-resources/">http://www.landcarenew.org.au/member-resources/</a>				
The Committee is an appropriate size and range of skills.				
Committee is representative of the organisation's membership.				
The organisation has a stated position on honorariums / reimbursements.				
Are the roles, responsibilities and powers of the Committee members defined and communicated to office bearers? <i>Refer to Landcare NSW Factsheet 1: Duties of Office Bearers at</i> <a href="http://www.landcarenew.org.au/member-resources">http://www.landcarenew.org.au/member-resources</a> <i>A discussion on legal duties of Board Members:</i> <a href="http://www.boardconnect.com.au/resources/articles/legal/258-legalduties.html">http://www.boardconnect.com.au/resources/articles/legal/258-legalduties.html</a> <i>Information on company directors' responsibilities (for non-profits incorporated under Corporations Law):</i> <a href="http://www.asic.gov.au/asic/asic.nsf/byheadline/Your+company+and+the+law?openDocument">www.asic.gov.au/asic/asic.nsf/byheadline/Your+company+and+the+law?openDocument</a>				
There are adequate induction processes in place for new Committee members, i.e. an induction kit.				
A Code of Conduct stating ethical standards has been developed. <i>Template available at:</i> <a href="http://www.boardconnect.com.au/resources/articles/duties/253-code-conduct.html">http://www.boardconnect.com.au/resources/articles/duties/253-code-conduct.html</a>				
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SUB-COMMITTEES</b>	N/A	No	Needs improvement	Yes
Sub Committees / Sub groups are established in line with the Constitution.				
Terms of Reference are established for all sub Committees and communicated to all stakeholders. <i>Refer to Terms of Reference template at</i> <a href="http://www.landcarenew.org.au/member-resources">http://www.landcarenew.org.au/member-resources</a>				
Members appointed / elected as per project requirements and Constitution.				
Minutes are circulated to Landcare Network Committee and management.				
The sub-Committee reports <b>at least</b> annually to the Landcare Network Committee (more often is recommended).				
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

POLICIES AND PROCEDURES	N/A	No	Needs Improvement	Yes
All policy documents carry version numbers, authorising signature and a review date.				
Policies are reviewed on an annual basis.				
Copies of policy documents are made available to anyone that requests it.				
Policy documents are included in Induction Kits for new staff and office bearers.				
Policy documents are shared on your website (if applicable).				
Organisation has a Delegation of Authority Policy Refer to <i>Delegation of Authority Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Organisation has a Copyright Policy Refer to <i>Copyright Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Organisation has a Grievance Policy Refer to <i>Grievance Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Organisation has a Privacy Policy Refer to <i>Privacy Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Standard Operational Procedures are documented for tasks such as reporting requirements, preparing for organisational audits, hosting field days, etc.				
SUB-TOTAL	0	0	0	0
RECORDS MANAGEMENT	N/A	No	Needs Improvement	Yes
Records are retained consistent with recommended timeframes. Refer to <i>Landcare NSW Factsheet 4: Record Retention</i> at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Organisation has a Records Management Policy in place. Refer to <i>Records Management Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
Key documents destroyed / disposed by the organisation are documented as such.				
Back-up procedures are in place for all electronic files, including emails and back-ups are performed at least monthly with back-ups stored in a secure location, away from office.				
All of the organisation's computers have anti-virus protection installed.				
Accounting software is password protected.				
Computers are password protected.				
There is a register of members which is up to date.				
A Register of Delegations is on file, which sets out who in the organisation has authority to do what, e.g. sign agreements, expenditure limits, and speak to media outlets. Refer to <i>Delegation of Authority Policy</i> template at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
An Asset Register is maintained listing all assets owned by the organisation. Refer to <i>Landcare NSW Factsheet 5: Asset Registers</i> at <a href="http://www.landcare NSW.org.au/member-resources">http://www.landcare NSW.org.au/member-resources</a>				
The Asset Register shows current value and location of the asset.				
The Asset Register documents hiring of the asset.				
A Hire Agreement is used for the hire of any assets owned by the organisation.				
For project activities being undertaken as part of a funded project, Project Agreements are place with landholders / stakeholders.				
SUB-TOTAL	0	0	0	0

MEETINGS	N/A	No	Needs improvement	Yes
Does your organisation hold meetings regularly?				
Are minutes recorded for all meetings?				
Are all members notified of each meeting date well in advance (at least 2 weeks)?				
Minutes are recorded for all meetings, signed by the Chair and distributed accordingly - ie general meetings to members, committee meetings to committee members.				
The minutes of the previous meeting are confirmed as correct at the commencement of each meeting?				
Do you know the minimum number of people required for the meeting (quorum)?				
Do you hold committee meetings at least every 2-3 months?				
The financial statements presented at each general meeting (including AGM) and are sufficient to understand the financial position of your organisation.				
Are decisions made by a vote, according to your Constitution?				
Is a signed copy of the minutes kept in a safe place and easily accessible?				
Outcomes of general meetings, including AGMs, are communicated through the Landcare network, e.g. through a communique, newsletter, etc.				
SUB-TOTAL	0	0	0	0
FINANCIAL MANAGEMENT	N/A	No	Needs improvement	Yes
The organisation has a Financial Management Policy. <i>Refer to Financial Management Policy template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a></i>				
Are all funds that come into the organisation used in ways that are consistent with the organisation's Constitution?				
Is there a budget in place for annual income and expenditure? <i>Tips on developing a budget available at <a href="http://www.communitydoor.org.au/node/40">http://www.communitydoor.org.au/node/40</a></i>				
Does the organisation have an annual audit / examination in line with Fair Trading requirements? <i>Visit NSW Fair Trading <a href="http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Financial_reporting_requirements.page">http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Financial_reporting_requirements.page</a></i>				
At the AGM, an auditor is appointed by the members.				
Do office bearers understand financial position of the organisation?				
All payments have the written authorisation of at least two Committee members.				
A minimum of two signatories apply on bank accounts.				
In the case of Landcare Networks, any sub-groups are briefed on Standard Operational Procedure regarding receipts / payments and documentation required.				
Moneys are banked regularly, e.g. each fortnight / week.				
Computer based accounting software accessible by at least two personnel.				
Are back up procedures of accounting software in place?				
A Credit Card Policy is in place for all plastic cards, including fuel cards and bank cards. <i>Refer to Credit Card Policy template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a></i>				
Register of cards, card numbers and card type, including fuel cards is kept on file. <i>Refer to Credit Card Policy template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a></i>				
SUB-TOTAL	0	0	0	0

INSURANCE	N/A	No	Needs improvement	Yes
The organisation has Public / Product Liability Insurance. Level of cover is \$ _____million				
The organisation has Workers Compensation Insurance for any direct employees (i.e. not contractors).				
The organisation has Volunteer Personal Accident Insurance.				
Professional Indemnity Insurance or an Errors and Omissions Policy is held for all staff.				
The organisation has Association Liability Insurance for its Directors and Officers.				
Any vehicles / plant owned by the organisation are insured.				
Office equipment is insured against loss or damage.				
The organisation meets insurance requirements of any funding contracts in place.				
Any sub-groups that do not hold their own insurance policy are listed on the Network's insurance policy.				
Insurances are reviewed every 2-3 years.				
SUB-TOTAL	0	0	0	0
WORK HEALTH AND SAFETY	N/A	No	Needs improvement	Yes
The organisation has a Work Health and Safety Policy. Refer to <i>WHS Policy</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
All personnel involved with the organisation are aware of Duty Holder responsibilities under the <i>WHS Act</i> . Refer to <i>WHS Policy</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
A responsible person has been appointed to maintain the WHS system.				
WHS induction is conducted for all new staff and documented. Refer to <i>WHS Induction Checklist</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
A WHS checklist for the office is completed annually. Refer to <i>WHS Assessment for Landcare Office</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
A risk assessment is completed for all Landcare events / project sites prior to commencement and is kept on file. Refer to <i>WHS Assessment for Landcare Events</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
At all Landcare events there is a Registration Sheet, Accident / Incident Report Form, Volunteer Induction and Project Report Form and these are retained on file. Refer to <i>CVA's In Safe Hands Templates</i> <a href="http://www.conservationskills.org.au/in-safe-hands-toolkit/">http://www.conservationskills.org.au/in-safe-hands-toolkit/</a>				
Safe Work Methods Statements exist for any tools / machinery which is hired out or used in Landcare activities. Refer to <i>WorkCover NSW's Guidelines for Writing Work Method Statements in Plain English</i> handbook <a href="http://www.workcover.nsw.gov.au/">http://www.workcover.nsw.gov.au/</a>				
A Register of Injuries is maintained. Refer to <i>WHS Policy</i> template at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
Where working from home has the approval of the Committee, the employee has been provided with a <i>Home Office WHS Checklist</i> . Refer to Landcare NSW Factsheet 17 – Working at Home Issues for Landcare at <a href="http://www.landcarensw.org.au/member-resources">http://www.landcarensw.org.au/member-resources</a>				
SUB-TOTAL	0	0	0	0

REGULATORY MATTERS	N/A	No	Needs improvement	Yes
If incorporated, the organisation has submitted its <i>Form A12 Annual Summary of Financial Affairs</i> to NSW Fair Trading.				
Contact details for Public Officer or company Secretary are up to date with the relevant Department.				
If a company limited by guarantee, the organisation has submitted annual reporting to ASIC. Superannuation is paid by 28 <sup>th</sup> day of each month after the end of the reporting period. Superannuation payments are communicated to employees. If registered for GST, BAS is lodged for the most recent reporting period. PAYG payments to ATO are lodged for the most recent reporting period.				
A Working with Children Check is undertaken for any staff / volunteers working face-to-face with children. Refer to LNSW Factsheet 7: Working with Children at <a href="http://www.landcare.nsw.gov.au/member-resources">www.landcare.nsw.gov.au/member-resources</a>  Apply for a Check at the NSW Office of the Children's Guardian <a href="https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check">https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check</a>				
If the organisation has charity status the reporting to the ACNC (Australian Charity and Not for Profit Commission) is up to date <a href="http://acnc.gov.au/ACNC/Manage/ACNC/Edu/Mge_charity.aspx?Noleft=1&amp;hkey=67c56b48-0d7c-4dce-b7a1-930efe4c3d39">http://acnc.gov.au/ACNC/Manage/ACNC/Edu/Mge_charity.aspx?Noleft=1&amp;hkey=67c56b48-0d7c-4dce-b7a1-930efe4c3d39</a>				
If the organisation is endorsed by the ATO to be a Tax Concession Charity (TCC), reporting is up to date. Further information about TCCs available at <a href="https://www.ato.gov.au/non-profit/getting-started/endorsement/tax-concession-charity-endorsement/charity-types-and-concessions/">https://www.ato.gov.au/non-profit/getting-started/endorsement/tax-concession-charity-endorsement/charity-types-and-concessions/</a>				
If the organisation has Deductible Gift Recipient Status, reporting is up to date. For further information on pathways to DGR Status, refer to LNSW Factsheet 9: DGR Status at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
HUMAN RESOURCES	N/A	No	Needs improvement	Yes
The organisation has an Employment Policy. Refer to <i>Employment Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>  Clear and simple examples of workplace policy and procedures also available at NSW Industrial Relations <a href="http://www.industrialrelations.nsw.gov.au/oirwww/Employment_info/Recruitment_and_termination/Good_recruitment_practice.page?">http://www.industrialrelations.nsw.gov.au/oirwww/Employment_info/Recruitment_and_termination/Good_recruitment_practice.page?</a>				
Policies, procedures are provided to all new staff and office bearers.				
A written employment contract / agreement is in place for all staff which complies with the minimum requirements set out in the National Employment Standards (NES). View the NES at Fair Work Australia's site <a href="https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/factsheets/minimum-workplace-entitlements">https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/factsheets/minimum-workplace-entitlements</a>				
A copy of all employee drivers' licences is on file.				
A probationary period for new staff is documented and communicated to employees.				
Processes for taking leave are documented and communicated to employees – including annual leave, parental leave (paid and unpaid), personal leave, compassionate leave, long service leave, jury duty leave. Refer to <i>Employment Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>  View Leave Entitlements at NSW Industrial Relations <a href="http://www.industrialrelations.nsw.gov.au/oirwww/Employment_info/Leave.page?">http://www.industrialrelations.nsw.gov.au/oirwww/Employment_info/Leave.page?</a>				
All employees complete a weekly timesheet which is retained on file.				
The committee has a stated position on upper limits to time in lieu / accrued hours and this is communicated to employees.				
An annual performance review is completed for all employees. Example review template available at <a href="http://www.business.vic.gov.au/operating-a-business/employing-and-managing-people/staff-management/performance-reviews">http://www.business.vic.gov.au/operating-a-business/employing-and-managing-people/staff-management/performance-reviews</a>				
A skills audit is conducted annually and after any major staff changes and includes Committee and employees. Templates for skills audits available at <a href="http://www.governancepages.org.uk/sample-documents/skills-audit/">http://www.governancepages.org.uk/sample-documents/skills-audit/</a>				
A training calendar for office bearers and employees is compiled annually and training is budgeted.				
Process for termination of employment and notice periods is documented and communicated.				

SUB-TOTAL	0	0	0	0
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INDEPENDENT CONTRACTORS	N/A	No	Needs improvement	Yes
Agreements / Contractors are developed with contractors and held on file. Refer to <a href="http://www.ato.gov.au/Business/Employee-or-contractor/">http://www.ato.gov.au/Business/Employee-or-contractor/</a>				
Independent Contractors – handbooks and resources available for download <a href="https://www.business.gov.au/info/plan-and-start/start-your-business/independent-contractors">https://www.business.gov.au/info/plan-and-start/start-your-business/independent-contractors</a>				
Copies of Public Liability Insurance for all contractors are held on file.				
Workers Compensation Insurance certificate of currency for contractors is held on file.				
Contracts specify ownership of any material created (e.g. marketing materials, photographs, data, contact lists) during the contract period.				
Copies of relevant licences, e.g. Driver’s Licences of contractors are retained on file.				
SUB-TOTAL	0	0	0	0
VEHICLE USE	N/A	No	Needs improvement	Yes
A copy of all drivers’ licences of employees and / or Committee members is on file.				
A file exists for all vehicles owned by the organisation, listing vehicle make, model, engine number, chassis number and where vehicle is housed.				
If the organisation owns a vehicle, a Vehicle Use Policy exists. Refer to <i>Vehicle Use Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
For organisation-owned vehicles, all drivers are listed on the vehicle insurance policy.				
A log book for pool vehicles remains in the vehicle and is up to date.				
A first aid kit is in all vehicles.				
If employees / Committee use their own vehicles for work purposes, a Private Vehicle Use Policy is in place.				
Processes for reimbursing employees / Committee members for use of their own vehicles are documented and communicated.				
Organisation’s policy on traffic infringements is documented and communicated. Refer to <i>Vehicle Use Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
SUB-TOTAL	0	0	0	0
COMMUNICATIONS	N/A	No	Needs improvement	Yes
A Communications Policy is in place. Refer to <i>Communications Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
A Social Media Use Policy is in place. Refer to <i>Social Media Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
A Communications Officer has been appointed to speak on behalf of your organisation to the media and liaise with media to publicise Landcare activities.				
All staff and Committee members observe the organisation’s Privacy Policy in relation to communications.				
A register is maintained with the contact details of all regional media outlets.				
A Crisis Communication Strategy has been developed (included in Communications Policy). Refer to <i>Communications Policy</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
The organisation communicates to its network via a regular newsletter or other channels.				
Consent is obtained from individuals for use of image or personal information. <i>Consent to Publication of Personal Information</i> template at <a href="http://www.landcare.nsw.gov.au/member-resources">http://www.landcare.nsw.gov.au/member-resources</a>				
Any users of social media in the workplace are authorised by the Committee.				
Social media log-in details are shared by a minimum of two individuals in the organisation.				
Facebook – if the organisation utilises Facebook, the organisation is set up with an Organisation Facebook page, as opposed to an individual with a timeline.				
The Landcare Network / Group is registered on National Landcare Directory. Register at <a href="https://landcareaustralia.org.au/landcare-get-involved/findagroup/">https://landcareaustralia.org.au/landcare-get-involved/findagroup/</a>				
The Group / Network is registered with local council (community groups register).				
The organisation is registered on NSW Landcare Gateway. Refer to NSW Landcare Gateway website at <a href="http://www.landcare.nsw.gov.au">www.landcare.nsw.gov.au</a>				
The organisation is a Friend / Member of Landcare NSW Inc. Complete form online at Landcare NSW’s website <a href="http://www.landcare.nsw.gov.au/about-us/join-landcare-nsw">http://www.landcare.nsw.gov.au/about-us/join-landcare-nsw</a>				
Organisation is included on the Australian Charities and Not for Profit Commission (ACNC) register. Register at <a href="http://www.acnc.gov.au/register">www.acnc.gov.au/register</a>				



SUB-TOTAL	0	0	0	0
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SUB-GROUPS OF LANDCARE NETWORKS	N/A	No	Needs improvement	Yes
Group finances are listed on the Landcare Network's financial statements to members and reporting to NSW Fair Trading / ASIC.				
Groups are provided with a toolkit with Standard Operating Procedures such as depositing funds, submitting funding applications and hosting events / meetings.				
Any equipment owned by the Landcare group is listed on Network's insurance policy.				
Sub-groups are aware of their obligations and entitlements as member-groups of the Network (as outlined in Network's Constitution).				
The Network's position on project management fees / audit fees / coordination fees for handling any Landcare group project funds is documented and communicated to groups.				
Where a sub group has: - Structured Committee with appointed office bearers; and / or - Meets regularly (e.g. once a quarter); and / or - Implements projects / events; and / or - Has more than 10 members The sub group retains its own Public and Product Liability Insurance and Voluntary Workers Insurance. The sub group does not have to be incorporated.				
Any activities held by the sub group are sanctioned by the Network, including field days, meetings, and workshops before proceeding.				
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH CHECK TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HEALTH CHECK SUMMARY	N/A	No	Needs improvement	Yes
Organisational Planning	0	0	0	0
Corporate Governance	0	0	0	0
Sub Committees	0	0	0	0
Policies & procedures	0	0	0	0
Records Management	0	0	0	0
Meetings	0	0	0	0
Financial Management	0	0	0	0
Insurance	0	0	0	0
Work Health & Safety	0	0	0	0
Regulatory Matters	0	0	0	0
Human Resources	0	0	0	0
Independent Contractors	0	0	0	0
Vehicle Use	0	0	0	0
Communications	0	0	0	0
Sub-groups of Landcare Networks	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of February 2014. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

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