



ORGANISATIONAL HealthCheck for Landcare groups

VERSION 3 | 09.01.2017

WHO SHOULD USE THIS HEALTH CHECK?

This Check is for Landcare groups (as opposed to Landcare Networks), including:

- Incorporated and Unincorporated Landcare groups;
- Groups without paid staff; and / or
- Groups that fall under the umbrella of a larger Landcare Network.

If your organisation is a Landcare Network, please refer to the *Organisational Health Check for Landcare Networks* available at www.landcarensw.org.au/resources.

WHY GOVERNANCE MATTERS:

Good governance is crucial to the effective operation of Landcare groups and to gaining and retaining the confidence of the community, funding bodies, sponsors, volunteers and members. Essentially, good governance means that structures, activities and operations of your Landcare group are conducted in accordance with the principles of legal compliance, probity, transparency and accountability. 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 Governance Health Check below has been designed to give groups a tool to identify elements of governance and measure their progress against these elements. The Governance Health Check should be completed at least annually to track your organisation's progress.

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. Review any 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, or answers 'No' to any statement shaded red, contact your Regional Landcare Facilitator or Landcare NSW for assistance.
- 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 attention	Yes
CORPORATE GOVERNANCE	N/A	No	Needs attention	Yes
The group has a folder of key documents including: <ul style="list-style-type: none"> • Certificate of Incorporation (if applicable) • Contact details of members • Details of insurance held • Assets owned by the group • Bank account details • Constitution and policy documents 				
The organisation has a Strategic Plan, with measurable targets, that is up to date. Information about strategic planning: https://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1368				
The organisation has systems in place to monitor performance against the Strategic Plan.				
Does the organisation undertake succession planning for the organisation?				
The organisation has a Conflict of Interest register in use and at each meeting, committee members have an opportunity to declare a Conflict of Interest. Refer to Landcare NSW Factsheet 14: <i>Do I have a Conflict of Interest?</i> AND / OR Refer to <i>Conflict of Interest Statement</i> template at http://www.landcarensw.org.au/member-resources				
Records are retained consistent with recommended timeframes. Refer to Landcare NSW Factsheet 4: <i>Record Retention</i> at http://www.landcarensw.org.au/member-resources				
Key documents destroyed / disposed by the organisation are documented as such.				
A Hire Agreement is used for the hire of any assets owned by the group.				
For project activities being undertaken as part of a funded project, Project Agreements are place with landholders / stakeholders.				
SUBTOTAL	0	0	0	0
MEETINGS	N/A	No	Needs attention	Yes
The group holds meetings regularly (E.g. once every 2 months).				
All members are notified of each meeting date well in advance (at least 2 weeks or as per the group's constitution).				
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.				
A financial statement is presented at each meeting.				
All decisions are made by a vote, according to the Constitution.				
Outcomes of the meeting are communicated through the Landcare network, e.g. through a communiqué, newsletter, etc.				
SUBTOTAL	0	0	0	0

FINANCIAL MANAGEMENT	N/A	No	Needs attention	Yes
Are all funds that come into the organisation used in ways that are consistent with the Constitution?				
Do committee members 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.				
SUBTOTAL	0	0	0	0
INSURANCE	N/A	No	Needs attention	Yes
The group has Public / Product Liability Insurance. Level of cover is \$ _million				
The organisation has Volunteer Personal Accident Insurance.				
Any equipment / plant owned by the group is insured.				
Insurances are reviewed every 2-3 years.				
Any vehicles used at Landcare project sites is adequately insured by the owner.				
SUBTOTAL	0	0	0	0
WORK HEALTH AND SAFETY	N/A	No	Needs attention	Yes
The group has a Work Health and Safety Policy in place. Refer to <i>WHS Policy</i> template at http://www.landcarensw.org.au/member-resources				
All involved with the group are aware of Duty Holder responsibilities under the <i>WHS Act</i> . Refer to <i>WHS Policy</i> template at http://www.landcarensw.org.au/member-resources				
The group completes a risk assessment is for all Landcare events / project sites prior to commencement and retains a copy. Refer to <i>WHS Assessment for Landcare Events</i> template at http://www.landcarensw.org.au/member-resources				
At all Landcare group events there is a Registration Sheet, Accident / Incident Report Form and Project Report Form. These are retained on file. Refer to <i>CVA's In Safe Hands Templates</i> http://www.conservationsskills.org.au/in-safe-hands-toolkit/				
Safe Work Method Statements exist for any tools / machinery which is hired out or used in Landcare activities. Refer to WorkCover NSW's Guidelines for Writing Work Method Statements in Plain English handbook http://www.theoutpost.net.au/media/file/event/3				
A Register of Injuries is maintained. Refer to <i>WHS Policy</i> template at http://www.landcarensw.org.au/member-resources				
SUBTOTAL	0	0	0	0

REGULATORY MATTERS	N/A	No	Needs attention	Yes
If incorporated, the organisation has submitted its <i>Form A12 Annual Summary of Financial Affairs</i> to NSW Fair Trading.				
If registered for GST, BAS is lodged for the most recent reporting period.				
If incorporated the group has a current public officer and details are correct at NSW Fair Trading. Check your details at NSW Fair Trading's register of Incorporated Associations http://www.fairtrading.nsw.gov.au/ftw/About_us/Online_services/NSW_incorporated_associations_register.page?				
The Landcare Group is registered on National Landcare Directory. Check your registration at https://landcareaustralia.org.au/landcare-get-involved/findagroup/				
The Group is registered with local council (community groups register).				
The Group is registered on NSW Landcare Gateway. Refer to NSW Landcare Gateway website at www.landcare.nsw.gov.au				
The Group is a Friend of Landcare NSW Inc. Complete form online at Landcare NSW's website http://www.landcarensw.org.au/about-us/join-landcare-nsw				
If your group works directly with children, have you checked if a Working with Children Check is required at the Office of the Children's Guardian? Refer to Landcare NSW Factsheet 7: Working with Children at www.landcarensw.org.au/member-resources				
Apply for a Check at the NSW Office of the Children's Guardian https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check				
SUBTOTAL	0	0	0	0
INDEPENDENT CONTRACTORS	N/A	No	Needs attention	Yes
Any agreements are developed with contractors and held on file. <i>Independent Contractors – handbooks and resources available for download</i> http://www.business.gov.au/info/plan-and-start/start-your-business/independent-contractors				
Copies of Public Liability Insurance for all contractors are held on file.				
Workers Compensation Insurance certificate of currency for contractors is held on file.				
Copies of relevant licences, e.g. chemical card accreditation are retained on file.				
SUBTOTAL	0	0	0	0
COMMUNICATIONS	N/A	No	Needs attention	Yes
A Communications Officer or Publicity Officer has been appointed to speak on behalf of your group to the media and publicise the group's activities.				
The group communicates to its network via a regular newsletter or other channels.				
Consent is obtained from individuals for use of image or personal information in communications. <i>Consent to Publication of Personal Information</i> template at http://www.landcarensw.org.au/member-resources				
If the group uses social media to promote its activities, any users of social media are endorsed by the Committee.				

Social Media log-in details are shared by a minimum of two individuals in the group.				
Facebook – if the group uses Facebook, it is set up as an organisation with a Facebook page, as opposed to an individual with a timeline.				
If the Landcare 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 Landcare group retains its own Public and Product Liability Insurance and Voluntary Workers Insurance. The group does not have to be incorporated.				
If the group is listed on the insurance policy of a Network (or another organisation), any activities held by the group are sanctioned by the Network, including field days, meetings, and workshops before proceeding.				
The group is aware of the region’s Local Land Services Strategic Plan.				
SUBTOTAL	0	0	0	0
HEALTH CHECK TOTAL	0	0	0	0

HEALTH CHECK SUMMARY	N/A	No	Needs attention	Yes
Corporate Governance	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
Independent Contractors	0	0	0	0
Communications	0	0	0	0
HEALTH CHECK TOTAL	0	0	0	0

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.

AUTHORISATION:

Click here to enter a date.
Click here to enter a date. Insert name
Insert name