

# Landcare NSW Resources Directory

***November 2021***

For queries, please contact:

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## Starting Your Group

### 1. Starting Your Group

#### Guidelines

START G1.1 Starting a Landcare Group

START G1.2 Business Structures for Landcare Groups

START G1.3 Constitutions

START G1.4 Duties of Office Bearers for Landcare Groups

START G1.5 Roles and Responsibilities

START G1.6 Attracting and Managing Volunteers

START G1.7 Acronyms Glossary

#### Templates

START PT1 Volunteer Agreement Template

## Running Your Group

### 2. Running Your Group

#### Guidelines

RUN G2.1 Membership Status for Landcare Groups

RUN G2.2 Insurance

RUN G2.3 Ten Tips for Effective and Efficient Meetings

RUN G2.4 Regional Community of Practice

RUN G2.6 Aboriginal Protocols: Welcome to Country/Acknowledgement of Country

RUN G2.7 Aboriginal Protocols: Tips & Facts

RUN G2.8 Aboriginal Protocols: Communication

RUN G2.9 Aboriginal Protocols: Working with Aboriginal people

RUN G2.10 How to Wind up (Close) an Incorporated Group

### **Templates**

RUN PT1 Landcare Agenda Template

RUN PT2 Landcare Minutes Template

RUN PT3 Landcare Event Sign On Sheet

RUN PT4 Basic Evaluation Form Template

## **3. WHS & Risk Management**

### **Guidelines**

RUN G3.1 Work Health and Safety

RUN G3.2 Working from Home

RUN G3.3 Working with Children at Landcare Events

RUN G3.4 Risk Management Plans

RUN G3. 5 Rural Assistance and Disaster Relief

### **Templates**

RUN PT21 Private Vehicle Use Policy

RUN PT22 Vehicle Use Policy

RUN PT28 Sexual Harassment Policy

RUN PT30 Staff Grievance Policy

RUN PT31 Termination Policy and Procedure

## **4. Financial Tools**

### **Guidelines**

RUN G4.1 Record Retention

RUN G4.2 Asset Registers

RUN G4.3 Superannuation for Landcare Employees

RUN G4.4 Financial Reporting for Landcare Groups

RUN G4.5 ABNs and Landcare Groups

RUN G4.6 Glossary of Accounting Terms

### **Templates**

RUN PT23 Credit Card Policy

RUN PT24 Financial Management Policy

RUN PT25 Records Management Policy

## **5. Employment and Workplace Tools**

### **Templates**

RUN PT11 Employee Performance Review Template

RUN PT12 Timesheet Template

RUN PT13 Application Scoring Matrix Template

RUN PT14 Interview Scoring Matrix

RUN PT15 Employment Agreement Template

RUN PT16 Employment Induction Checklist

RUN PT17 Employee Details Form

RUN PT18 Employee Emergency Contacts

RUN PT19 Employment Induction Kit Contents

RUN PT20 Interview Question Template

RUN PT26 Guidelines on Representation and Policy Development

RUN PT27 Independent Contractor Agreement

RUN PT31 Termination of Employment Template

RUN PT32 Equal Opportunity Policy and Procedure

## **6. Governance**

### **Guidelines**

RUN G6.1 Governance Directory for Landcare

RUN G6.2 Governance Health Check

RUN G6.3 The Privacy Act and Landcare Records

RUN G6.4 Delegation of Authority for Landcare Organisations

RUN G6.5 Do I Have a Conflict of Interest?

RUN G6.6 Checklist for Identifying a Conflict of Interest

RUN 34 Fair Work Handbook

### **Templates**

RUNPT5 Non-Disclosure Agreement (NDA)

RUN PT6 Conflict of Interest Statement

RUN PT7 Conflict of Interest Policy

RUN PT8 Delegation of Authority Policy

RUN PT9 Privacy Policy

RUN PT10 Terms of Reference for Sub Committees

RUN PT11 Memorandum of Understanding (MOU)

RUN PT33 Charity Complaints Fact Sheet – Model Policy and Procedure

## **Growing Your Group**

## **7. Communications and Fundraising**

### **Guidelines**

GROW G7.1 Communications Toolkit

GROW G7.2 Social Media in the Workplace

GROW G7.3 Deductible Gift Recipient Status

GROW G7.4 Charity Status & Tax Exemptions

GROW G7.5 Grant Seeking for Landcare Groups

## **Templates**

GROW PT1 Communications Policy

GROW PT2 Copyright Policy

GROW PT3 Consent Form

GROW PT4 Confidentiality Agreement for Information Systems – *Coming soon*

GROW PT5 Social Media Policy