

GOVERNANCE DIRECTORY FOR LANDCARE



Looking for governance resources, advice and know-how? Along with Landcare NSW, the organisations listed below offer handy resources for Landcare organisations.

FAIR TRADING NSW

Provides a wealth of information and resources on how to start, run and close an Association in NSW.

<https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations>

OUR COMMUNITY

Our Community is a provider of free advice, tools, resources and training. Subscribe for a fee to The Funding Centre for information on funding sources.

www.ourcommunity.com.au/community

CPA AUSTRALIA NOT-FOR-PROFIT

Provides a range of factsheets focused on financial management, reporting obligations and internal controls.

www.cpaustralia.com.au/professional-resources/not-for-profit

AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS

An ideal site for organisations seeking information on board / committee issues, including conflict of interest, meetings, board performance and managing risk.

www.companydirectors.com.au/Director-Resource-Centre/Governance-and-Director-Issues

AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION (ACNC)

A statutory body established by the Commonwealth Government, the ACNC is dedicated to improving governance of non-profit organisations. Their website has a host of related resources.

www.acnc.gov.au/tools

PRO BONO AUSTRALIA

This online hub includes a directory of organisations servicing the not-for-profit sector, including IT, auditors, marketing / PR and legal advice. Subscribe to Pro Bono's free newsletter, post job vacancies or access executive webinars.

www.probonoaustralia.com.au

INSTITUTE OF COMMUNITY DIRECTORS AUSTRALIA

An Our Community enterprise, the institute is a provider of information, tools, training and qualifications for Australian not-for-profit boards. Annual membership from \$65/yr ensures access to a monthly newsletter.

www.communitydirectors.com.au

COMMUNITY DOOR

A Queensland based website offering governance-oriented resources, checklists, blog and newsletter. The “Resources” tab offers a bevy of useful resources for Landcare organisations on topics like administration, financial management, risk management and human resources.

www.communitydoor.org.au

JUSTICE CONNECT NOT-FOR-PROFIT LAW

Not-for-profit Law has a comprehensive range of information resources for community organisations on issues from getting started, to record keeping, holding meetings, managing employees and tax concessions. NFP Law also offers free or low-cost legal advice and training.

www.nfplaw.org.au

CLUBHELP

While this website focuses on governance in clubs, there are a number of areas which provide highly relevant information for Landcare. This includes dispute resolution, committee member induction pack, committee composition, sub-committees and succession.

www.clubhelp.org.au/governance

A-Z DIRECTORY OF GOVERNANCE RESOURCES

Topic	Resources
Business Plan	Business Plan template available at the Australian Government’s online hub for the business community https://www.business.gov.au/Planning/Business-plans/How-to-develop-your-business-plan
Code of Conduct	LNSW RUN PT26 Guidelines Representation and Policy Development at: https://landcarenswh.org.au/wp-content/uploads/2020/09/RUN-PT26-Guidelines-on-Representation-and-Policy-Development-1.docx

Committee / Office Bearers	<p>ACNC – Duties of board members https://www.acnc.gov.au/for-charities/manage/governance-standards/governance-standard-5-duties-responsible-persons/what-are</p> <p>ASIC – information on company directors’ responsibilities (for non-profits incorporated under Corporations Law) – (copy and paste following link into your browser) https://www.asic.gov.au/for-business/running-a-company/company-officeholder-duties</p> <p>NSW START G1.4 Duties of Office Bearers guidelines at: https://landcarens.org.au/wp-content/uploads/2020/08/START-G1.4-Duties-of-Office-Bearers-for-Landcare-Groups.pdf</p> <p>Induction Kit template for new committee members https://www.clubhelp.org.au/content/committee-induction-package</p>
Communications	<p>NSW GROW PT1 Communications Policy template at: https://landcarens.org.au/wp-content/uploads/2020/08/GROW-PT1-Communications-Policy.docx</p>
Conflict of Interest	<p>NSW RUN G6.5 Do I Have a Conflict of Interest? guidelines at: https://landcarens.org.au/wp-content/uploads/2020/07/RUN-G6.5-Do-I-Have-a-Conflict-of-Interest.pdf</p> <p>NSW RUN PT6 Conflict of Interest Statement template at: https://landcarens.org.au/wp-content/uploads/2020/08/RUN-PT6-Conflict-of-Interest-Statement.docx</p> <p>NSW RUN PT7 Conflict of Interest Policy template at: https://landcarens.org.au/wp-content/uploads/2020/08/RUN-PT7-Conflict-of-Interest-Policy.docx</p>
Constitution	<p>Model constitution available for download at NSW Fair Trading https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/starting-an-association/about-the-constitution</p> <p>NSW START G1.3 Constitutions guidelines at: https://landcarens.org.au/wp-content/uploads/2020/07/START-G1.3-Constitutions.pdf</p>

Contractors (Independent Contractors)	<p>ATO – https://www.ato.gov.au/Business/Employee-or-contractor/</p> <p>Australian Government’s handbooks and resources – https://www.business.gov.au/People/Contractors</p> <p>LNSW RUN PT27 Independent Contractor Agreement template at: https://landcarensw.org.au/wp-content/uploads/2020/09/RUN-PT27-Independent-Contractor-Agreement.docx</p>
Copyright	<p>LNSW GROW PT2 Copyright Policy template at: https://landcarensw.org.au/wp-content/uploads/2020/08/GROW-PT2-Copyright-Policy.docx</p>
Delegation of Authority	<p>LNSW RUN G6.4 Delegation of Authority guidelines at: https://landcarensw.org.au/wp-content/uploads/2020/07/RUN-G6.4-Delegation-of-Authority-for-Landcare-Organisations.pdf</p> <p>LNSW RUN PT8 Delegation of Authority Policy template at: https://landcarensw.org.au/wp-content/uploads/2020/08/RUN-PT8-Delegation-of-Authority-Policy.docx</p>
Financial Management	<p>Budget development information – https://www.communitydoor.org.au/financial-management</p> <p>LNSW RUN PT23 Credit Card Policy template at: https://landcarensw.org.au/wp-content/uploads/2020/09/RUN-PT23-Credit-Card-Policy.docx</p> <p>LNSW RUN PT24 Financial Management Policy template at: https://landcarensw.org.au/wp-content/uploads/2020/09/RUN-PT24-Financial-Management-Policy-1.docx</p>
Governance	<p>LNSW RUN G6.2 Governance Health Check available at: https://landcarensw.org.au/wp-content/uploads/2020/09/RUN-G6.2-Governance-Health-Check.xlsx</p>
Human Resources	<p>LNSW RUN PT15 Employment Agreement template at: https://landcarensw.org.au/wp-content/uploads/2020/09/RUN-PT15-Employment-Agreement.docx</p>

	<p>content/uploads/2020/09/RUN-PT15-Employment-Agreement-Template.docx</p> <p>Leave entitlements, workplace policy and procedures available at NSW Industrial Relations: https://www.industrialrelations.nsw.gov.au/</p> <p>National Employment Standards (Fair Work Australia) https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements</p> <p>LNSW RUN PT11 Employee Performance Review template at: https://landcare.org.au/wp-content/uploads/2020/08/RUN-PT11-Employee-Performance-Review-Template.doc</p>
Insurance	<p>LNSW RUN G2.2 Insurance guidelines at: https://landcare.org.au/wp-content/uploads/2020/07/RUN-G2.2-Insurance.pdf</p>
Legal Issues	<p>Justice Connect Not-for-Profit Law https://www.nfplaw.org.au/</p>
Marketing Plans	<p>Template available at the Australian Government's business website at: https://www.business.gov.au/Planning/Business-plans/How-to-write-your-marketing-plan</p>
Meetings	<p>For many great resources on conducting and recording meetings see: https://communitydirectors.com.au/search/results?q=meetings</p> <p>LNSW RUN G2.3 Ten Tips for Effective and Efficient Meetings guidelines at: https://landcare.org.au/wp-content/uploads/2020/07/RUN-G2.3-Ten-Tips-for-Effective-and-Efficient-Meetings.pdf</p>
Privacy	<p>LNSW RUN G6.3 The Privacy Act and Landcare Records guidelines at: https://landcare.org.au/wp-content/uploads/2020/07/RUN-G6.3-The-Privacy-Act-and-Landcare-Records.pdf</p> <p>LNSW RUN PT9 Privacy Policy template at: https://landcare.org.au/wp-content/uploads/2020/08/RUN-PT9-Privacy-Policy.docx</p>

	<p>LNSW GROW PT3 Consent to Publish Personal Information template at: https://landcarensww.org.au/wp-content/uploads/2020/08/GROW-PT3-Consent-Form.docx</p>
Records	<p>LNSW RUN PT25 Records Management Policy template at: https://landcarensww.org.au/wp-content/uploads/2020/09/RUN-PT25-Records-Management-Policy.docx</p> <p>LNSW RUN G4.1 Record Retention guidelines at: https://landcarensww.org.au/wp-content/uploads/2020/07/RUN-G4.1-Record-Retention.pdf</p> <p>LNSW RUN G4.2: Asset Registers and their Management guidelines at: https://landcarensww.org.au/wp-content/uploads/2020/07/RUN-G4.2-Asset-Registers-and-their-Management.pdf</p>
Regulatory Matters	<p>LNSW RUN G6.2 Governance Health Check (red highlighted section) at: https://landcarensww.org.au/wp-content/uploads/2020/09/RUN-G6.2-Governance-Health-Check.xlsx</p>
Risk	<p>LNSW RUN G3.4 Risk Management Plans guidelines at: https://landcarensww.org.au/wp-content/uploads/2020/07/RUN-G3.4-Risk-Management-Plans.pdf</p> <p>Risk Management Strategy - https://www.business.gov.au/risk-management/risk-assessment-and-planning/how-to-manage-risk</p> <p>Information sheets – https://www.ourcommunity.com.au/search/?q=risk+management</p>
Safe Work Methods	<p>Refer to Safework NSW's template at https://www.safework.nsw.gov.au/resources-library-listing?query=safe+work+method+statement</p>
Social Media	<p>LNSW GROW G7.2 Social Media in the Workplace guidelines at: https://landcarensww.org.au/wp-content/uploads/2020/07/GROW-G7.2-Social-Media-in-the-Workplace.pdf</p> <p>LNSW GROW PT5 Social Media Policy template at: https://landcarensww.org.au/wp-content/uploads/2020/08/GROW-PT5-Social-Media-Policy.docx</p>

Strategic Plans	Information about strategic planning – https://communitydirectors.com.au/help-sheets/strategic-planning-overview
Terms of Reference	LNSW RUN PT10 Terms of Reference for Sub-Committees template at: https://landcarens.org.au/wp-content/uploads/2020/08/RUN-PT10-Terms-of-Reference-for-Sub-Committees.docx
Vehicle Use	LNSW RUN PT21 Private Vehicle Use Policy template at: https://landcarens.org.au/wp-content/uploads/2020/09/RUN-PT21-Private-Vehicle-Use-Policy.docx LNSW RUN PT22 Vehicle Use Policy template at: https://landcarens.org.au/wp-content/uploads/2020/09/RUN-PT22-Vehicle-Use-Policy.docx
Work Health & Safety (WHS)	WHS Policy – refer to Safework NSW WHS toolkit at: https://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/410209/easy-to-do-whs-SW08483.pdf and WHS policy template at: RUN G2.1 Membership Status for Landcare Groups.pdf NSW WHS Act – legal obligations concerning volunteers: https://www.safework.nsw.gov.au/legal-obligations/volunteering Also refer to Safework Australia Volunteer Essential Guide to WHS for Organisations at: https://www.safeworkaustralia.gov.au/book/volunteer-essential-guide-work-health-and-safety-organisations LNSW RUN G3.1 Work Health and Safety guidelines at: https://landcarens.org.au/wp-content/uploads/2020/07/RUN-G3.1-Work-Health-and-Safety.pdf

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of October 2020. 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 user's independent advisor.