

Landcare NSW

Guidelines Directory and Descriptions

For queries, please contact:
Landcare NSW Communications Team
communications@landcarensw.org.au

OR

Landcare NSW Member Services Officer
memberships@landcarensw.org.au

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Starting Your Group

1. Starting Your Group

START G1.1 Starting a Landcare Group

Provides useful links and guidance on the basic issues to consider when setting up a Landcare group, from administration, to banking, governance and registering for an ABN.

START G1.2 Business Structures for Landcare Groups

Explains the difference between incorporating a Landcare group as an incorporated association or a company limited by guarantee (CLG), and the potential pros and cons of both structures. Also includes a checklist for the progress of migrating to a CLG.

START G1.3 Constitutions

Covers the purpose of the constitution of an incorporated association, the specific matters it must address, and the process for amending it. Provides an overview of NSW Fair Trading's Model constitution and the process for adopting it for your association.

START G1.4 Duties of Office Bearers for Landcare Groups

Offers guidance to office bearers to ensure their time is used as productively as possible. Specifically, this includes keeping sight of your mission and goals, and understanding your duties, the group's financial position, risk management and insurance.

START G1.5 Roles and Responsibilities

Outlines the roles of the executive or management committee, Chair/President, Vice Chair/President, Secretary, Treasurer and Public Officer, and the responsibilities associated with each role.

START G1.6 Attracting and Managing Volunteers

Provides tips to ensure your organisation is volunteer-ready, covering insurance, working with children, induction and WHS. Outlines steps to successfully attract volunteers: outreach, piggy-backing, identifying tasks and engaging with education providers.

START G1.7 Acronyms Glossary

A table of commonly used acronyms in the Landcare community, with an explanation of each.

Template

START PT1 Volunteer Agreement Template

Covering Volunteer Responsibilities including confidentiality, code of conduct, WHS as well as understanding of Grievance Procedure.

Running Your Group

2. Running Your Group

RUN G2.1 Membership Status for Landcare Groups

Provides guidance on different membership structures within Landcare, and the benefits and insurance options for each type. This includes incorporated and unincorporated groups, regional / district Landcare networks, affiliate / associate, volunteer and groups under the constitution of another organisation.

RUN G2.2 Insurance

A guide to different insurance products and what they mean for your group: public liability, product liability, volunteer workers, workers' compensation, directors and officers liability, professional indemnity and association liability insurance. Also offers tips on investigating and comparing different policies.

RUN G2.3 Ten Tips for Effective and Efficient Meetings

A step-by-step guide for running your meeting for increased efficiency, such as a good agenda, keeping to time, visual aids, protocol and preparation, prompt minutes and communicating outcomes. Also includes tips for successful online meetings.

RUN G2.4 Regional Community of Practice

Describes the purpose and value of a Community of Practice (CoP) and offers an overview of the Regional CoP component of the 2019 –2023 NSW Landcare Program.

RUN G2.5 National Landcare Network (NLN) & Structure of Council – *Coming soon*

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

Offers guidance on organising a Welcome to Country and performing an Acknowledgement of Country, the differences between these two protocols, and their historical context and importance.

RUN G2.7 Aboriginal Protocols: Tips & Facts

14 tips on successfully navigating Aboriginal protocols, including topics to avoid and correct and incorrect terms to use when speaking with Aboriginal people.

RUN G2.8 Aboriginal Protocols: Communication

A general guide for communicating with Aboriginal people, such as waiting your turn to speak, and avoiding jargon and acronyms. Also advises engaging with an officer employed in an *Aboriginal Identified* role for further guidance.

RUN G2.9 Aboriginal Protocols: Working with Aboriginal people

22 tips for working with members of the Aboriginal community, including organising meetings, building rapport and an explanation of terms such as “Sorry Business” and “big-noting”.

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

A step-by-step guide for how to cancel your group’s status as an incorporated association, along with other important considerations such as insurance, maintaining records and the impact on future group activities.

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

RUN G3.1 Work Health and Safety

A two-minute checklist that outlines the basic WHS standards, to determine how your Landcare workplace fares in terms of WHS.

RUN G3.2 Working from Home

Provides an overview of WHS issues for staff working from home, tips for the home office, and major issues to consider such as documentation, confidentiality, supervision and IT. Also includes a comprehensive Working from Home checklist.

RUN G3.3 Working with Children at Landcare Events

Offers guidance on current NSW legislation on Working with Children, including who needs a check, what it involves, how to apply, cost and exemptions.

RUN G3.4 Risk Management Plans

Provides an explanation of risk management and its importance to your organisation. Also describes different types of risks, and tips for committing to reducing risk to ensure your group is stable and prepared for unexpected events.

RUN G3. 5 Rural Assistance and Disaster Relief

A list of contact details for support services that may be available to rural communities during times of drought or other natural disasters, such as NSW Rural Assistance Authority, Farm Household Allowance and the Drought Assistance Fund.

RUN G3. 6 COVID-19 and Landcare Groups

General COVID-19 advice for your workplace, meetings and events. Please follow the links provided to the Service NSW and NSW Health websites for the most up to date information and advice

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

RUN G4.1 Record Retention

An overview and table of different types of records to retain, and the recommended time that your organisation should keep them.

RUN G4.2 Asset Registers

An asset register is an essential document to keep track of your group's resources and quantities. These guidelines cover which assets and details should be included, as well as issues such as asset count, disposal and loaning or hiring of assets.

RUN G4.3 Superannuation for Landcare Employees

Explains your organisation's super obligations to your paid employees, including how much super to pay, when to pay and exemptions.

RUN G4.4 Financial Reporting for Landcare Groups

Provides an overview of the difference between having your financial statements audited or reviewed by an accountant, and the process involved in both scenarios.

RUN G4.5 ABNs and Landcare Groups

Answers frequently asked questions such as: What is an ABN? Does my group need one? Is my group entitled to apply? How do I apply for or cancel an ABN?

RUN G4.6 Glossary of Accounting Terms

A list of commonly used accounting terminology, with an explanation of each term.

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

RUN G6.1 Governance Directory for Landcare

A list of organisations that offer governance resources, advice and know-how, including an A-Z directory of governance resources.

RUN G6.2 Governance Checklist

The Health Check is an important tool to track your organisation's progress and should be completed annually.

There are two versions tailored for 1) networks and larger groups, and 2) smaller groups.

RUN G6.3 The Privacy Act and Landcare Records

A guide to managing the privacy of your members, employees and volunteers and protecting their personal details, including a list of the 13 Australian Privacy Principles.

RUN G6.4 Delegation of Authority for Landcare Organisations

Offers advice on establishing who has the authority to do what within your group, including tips on adopting a Delegation of Authority policy.

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

Provides an explanation of the term “conflict of interest” and guidance on how to identify and manage them in your organisation.

RUN G6.6 Checklist for Identifying a Conflict of Interest

Comprehensive lists of yes/no questions to consider when assessing whether you have an actual, reasonably perceived, or potential conflict of interest.

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

GROW G7.1 Communications Toolkit

Full and comprehensive guide from how to develop a media release, social media, legal obligations and implications and more

GROW G7.2 Social Media in the Workplace

Tips on developing a social media use policy for your organisation, and the many benefits associated with having a policy, from maintaining your organisation's reputation to managing risk.

GROW G7.3 Deductible Gift Recipient Status

An overview of the ins and outs of DGR status, including types of status, eligibility requirements, the application process and reporting requirements. Also includes details on how to access Landcare NSW's DGR status as part of your membership benefits.

GROW G7.4 Charity Status & Tax Exemptions

A guide to saving money through a range of tax concessions and exemptions, some of which may require your group to be a not-for-profit organisation and/or have charity status.

GROW G7.5 Grant Seeking for Landcare Groups

A list of grant providers to consider when seeking funding for your Landcare group, including the main funding areas for each. Also offers resources for other funding programs and grant writing training.

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