

A-Z Governance Directory for Landcare

FACTSHEET QWALC 16-022

Recommended online resources for your group

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

OUR COMMUNITY

Our Community is a provider of free advice, tools, resources and training. Subscribe to receive their monthly *Funding Scoop* newsletter.
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.cpaaustralia.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

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

COMMUNITY DOOR

A Queensland based website offering governance oriented resources, checklists, blog and newsletter. The *Manage Your Organisation* tab offers a bevy of useful resources for Landcare organisations, including everything from banking to ethics to human resources.
www.communitydoor.org.au

JUSTICE CONNECT NOT-FOR-PROFIT LAW

Not-for-profit law (previously known as PilchConnect) 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

See overleaf for the A-Z Directory of Governance Resources.



Business Plan	Business Plan template available at Australian Government's online hub for the business community www.business.gov.au/Information/Pages/businessgovauplanningtemplates.aspx
Code of Conduct	Template available at www.boardconnect.com.au/resources/articles/duties/253-code-
Committee / Office bearers	<p>Board Connect - duties of board members www.boardconnect.com.au/resources/articles/legal/258-legalduties.html</p> <p>ASIC - information for company directors www.asic.gov.au/asic/asic.nsf/byheadline/Your+company+and+the+law?openDocument</p> <p>Duties of Office Bearers factsheet www.lqwalc.org.au/resources.php</p> <p>Induction Kit template for new committee members www.clubhelp.org.au/governance</p>
Communications	Communications Policy template at www.qwalc.org.au/resources.php
Conflict of Interest	Conflict of Interest Policy template 006 Refer to Landcare in a Box resources at www.qwalc.org.au/resources.php
Constitution	Model constitution available for download at QLD Office of Fair Trading https://publications.qld.gov.au/dataset/28652d53.../modelrules.pdf
Contractors (Independent Contractors)	ATO - www.ato.gov.au/Business/Employee-or-contractor
Copyright	Australian Government's handbooks and resources - www.business.gov.au/BusinessTopics/Independentcontractors/Pages/default.aspx
Delegation of Authority	Copyright Policy template 017 at www.qwalc.org.au/resources.php
	Delegation of Authority Policy template 007 and Factsheet FS12 at www.qwalc.org.au/resources.php
	Budget development information - www.communitydoor.org.au/node/40
Financial Management	Credit Card Policy template 008 at www.qwalc.org.au/resources.php
	Financial Management Policy template 012 at www.qwalc.org.au/resources.php
	Governance Health Check <i>to be advised</i>
Governance	Grievance Policy template 005 at www.qwalc.org.au/resources.php
Grievance	Employment Policy template 011 at www.qwalc.org.au/resources.php
Human Resources	Leave entitlements, workplace policy and procedures available at QLD Government website: www.qld.gov.au/jobs/entitlements/pages/leave.html
	National Employment Standards (Fair Work Australia) www.fairwork.gov.au/leave/national-employment-standards/pages/what-are-the-10-nes-entitlements.aspx
	Performance review template available at www.business.vic.gov.au/operating-a-business/employing-and-managing-people/staff-management/performance-reviews
Law	Justice Connect Not-for-Profit Law (previously PilchConnect) www.justiceconnect.org.au/nfplaw

Marketing Plan	Template available at the Australian Government's - www.business.gov.au/Information/Marketing-plan-template-and-guide/Marketing-plan-template/Pages/default.aspx
Privacy	Landcare in a Box Privacy Policy template 009 and Consent to Publish Personal Information template 015 at www.qwalc.org.au/resources.php
Records	Records Management Policy template 014 at www.qwalc.org.au/resources.php
Risk	Risk Management Strategy - www.boardconnect.com.au/resources/articles/legal/136-stepsriskman.html Information sheets - www.ourcommunity.com.au/insurance/view_help_sheet.do?articleid=339
Safe Work Methods	Refer to WorkCover QLD's <i>Guidelines for Writing Work Method Statements in Plain English</i> www.worksafe.qld.gov.au/construction/health-and-wellbeing-at-work/safe-work-method-statements .
Social Media	Social Media Policy template 004 at www.qwalc.org.au/resources.php
Strategic Plans	Information about strategic planning - www.ourcommunity.com.au/boards/boards_article.jsp?articleid=1368
Terms of Reference	Terms of Reference template 018 for sub-committees available at www.qwalc.org.au/resources.php
Work Health & Safety (WHS)	Resources available at QWaLC's website www.qwalc.org.au/resources.php include: WHS Policy template 013; Working at Home Issues for Landcare with Home Office Checklist FS17; WHS Induction Checklist template 003; WHS Assessment for Landcare Events template 001. Forms such as Registration Sheet, Accident / Incident Report Form, Volunteer Induction and Project Report Form are available as part of the <i>In Safe Hands</i> initiative at www.conservationsskills.org.au/in-safe-hands-toolkit/

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. 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 QWALC or the user's independent advisor.