 **Organisational Health Check**

**VERSION** 4 2022

**Who Should Use This Health Check?**

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

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

**If your organisation is a Network, please refer to the *Organisational Health Check for Networks* available at www.qwalc.org.au/governance-health-checks.**

**Why Governance Matters:**

Good governance is crucial to the effective operation of community 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 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 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 QWaLC 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.

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| --- | --- | --- | --- | --- |
| Health Check Element | N/A | No | Needs attention | Yes |
| The group has a folder of key documents including:   * 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 it’s 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 *Factsheet 14: Do I have a Conflict of Interest?* **AND / OR**  Refer to *Policy Document Template 6: Conflict of Interest Statement* at  [http://qwalc.org.au/landcare-in-a-box](%20http://qwalc.org.au/landcare-in-a-box) |  |  |  |  |
| Records are retained consistent with recommended timeframes.  Refer to *Factsheet 4: Record Retention at* [http://qwalc.org.au/landcare-in-a-box/factsheets](http://www.landcare.nsw.gov.au/groups/nsw-landcare-gateway-support/landcare-resources/landcare-in-a-box/factsheets) |  |  |  |  |
| 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. |  |  |  |  |
| Meetings |  |  |  |  |
| 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). |  |  |  |  |
| Minutes are recorded for all meetings, signed by the Chair and distributed accordingly – i.e. 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 group’s network, e.g. through a communiqué, newsletter, etc. |  |  |  |  |
| Financial Management |  |  |  |  |
| 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 authorisation of at least two Committee members. |  |  |  |  |
| A minimum of two signatories apply on bank accounts. |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | N/A | No | Needs attention | Yes |
| Insurance |  |  |  |  |
| 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 group project sites are adequately insured by the owner. |  |  |  |  |
| Work Health and Safety |  |  |  |  |
| The group has a Work Health and Safety Policy in place.  Refer to *Policy Document Template 13: WHS Policy* at <http://qwalc.org.au/policy-templates/>  Word documents are available for use by your organisation. |  |  |  |  |
| All involved with the group are aware of Duty Holder responsibilities under the *WHS Act.*  Refer to *Policy Document Template 11:* *Employment Policy* template at <http://qwalc.org.au/policy-templates/>  Word documents are available for use by your organisation. |  |  |  |  |
| The group completes a risk assessment is for all group events / project sites prior to commencement and retains a copy.  Refer to *Policy Document Template 1: WHS Assessment for Landcare Events* at  <http://qwalc.org.au/policy-templates/> Word documents are available for use by your organisation. |  |  |  |  |
| At all group events there is a Registration Sheet, Accident / Incident Report Form and Project Report Form and these are retained on file.  Refer to CVA’s In Safe Hands Templates  [http://www.conservationskills.org.au/in-safe-hands-toolkit/](file:///C:\Users\user\Documents\LNSW\www.landcarensw.org.au\resources.php) |  |  |  |  |
| A generic Safe Work Method Statement (SWMS) may be prepared and used for work activities that are carried out on a regular basis. Refer to WorkCover QLD’s website where SWMS are prepared before work commences: <https://www.worksafe.qld.gov.au/construction/health-and-wellbeing-at-work/safe-work-method-statements> |  |  |  |  |
| A Register of Injuries is maintained.  Refer to *Policy Document Template 13: WHS Policy* at <http://qwalc.org.au/policy-templates/>  Word documents are available for use by your organisation. |  |  |  |  |
| Regulatory Matters |  |  |  |  |
| If incorporated, the association has submitted its F*orm 12-1, or if a Charity, Form 20, Annual Return* to QLD Office of Fair Trading. If a charity with the ACNC submit an annual return. |  |  |  |  |
| If registered for GST, BAS is lodged for the most recent reporting period. |  |  |  |  |
| Contact details for Public Officer or Company Secretary are up to date with the QLD Office of Fair Trading (Form 10a). |  |  |  |  |
|  |  |  |  |  |
| The Group is registered with local council (community groups register). |  |  |  |  |
| The organisation is registered with QWaLC.  Refer to QWaLC website at <http://qwalc.org.au/groups/register-group/> |  |  |  |  |
| The organisation is a Member or Associate Member of QWaLC Inc.  Complete form online at QWaLC’s website <http://qwalc.org.au/groups/register-group/> |  |  |  |  |
| A Working with Children Check is undertaken for any staff / volunteers working face-to-face with children. Refer to *Factsheet 7: Working with Children* at <http://qwalc.org.au/factsheets/>  Apply for a Check at the QLD Government Blue Card Services site http://www.bluecard.qld.gov.au/ | N/A | No | Needs attention | Yes |
| Independent Contractors |  |  |  |  |
| Any agreements are developed with contractors and held on file.  Independent Contractors – handbooks and resources available for download <http://www.business.gov.au/BusinessTopics/Independentcontractors/Pages/default.aspx> |  |  |  |  |
| 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. |  |  |  |  |
| Communications |  |  |  |  |
| 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.  *Refer to Policy Document Template 15: Consent to Publication of Personal* *Information* template at <http://qwalc.org.au/policy-templates/>  Word documents are available for use by your organisation. |  |  |  |  |
| If the group uses social media to promote its activities, any users of social media are endorsed by the Committee and the posts are moderated. |  |  |  |  |
| 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 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 group retains Public and Product Liability Insurance and Voluntary Workers Insurance. |  |  |  |  |
| 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 regional plans etc |  |  |  |  |
| HEALTH CHECK TOTAL |  |  |  |  |

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| **AUTHORISATION:** |
| Click here to enter a date. | |
| Click here to enter a date. | |
| Insert name | |
| Insert name | |



*Landcare in a Box:* an initiative of the National Landcare Network, resourced by the NSW Landcare Support Program and originally funded by NSW DPI.

 

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of August 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.