

Landcare Employment Checklist:

This checklist is a guide to assist landcare groups and networks in employing or engaging staff. It is not designed to cover all issues around staff management but rather to be a starting point for action. Section A is applicable to all arrangements while sections B, C and D cover different staff structures.

Section A: For **all** Landcare support staff, do you have:

- Health and safety procedures for staff and volunteers? Yes / No
- Health and safety as a standing meeting discussion item? Yes / No
- A plan to prevent and manage:
 - Bullying? Yes / No
 - Sexual Harassment? Yes / No
- A clear line management structure?
 - Who the staff member reports to – the line manager? _____
 - If the primary line manager is unavailable, who is the alternate? _____
 - Who reports to the Group/Network Committee? _____
- A position / role description? Yes / No
- Clearly stated hours of work? Yes / No
- Overtime or time-in-lieu procedures? Yes / No
- Where are all relevant records kept? _____

Section B: For people **employed** directly by your group / network, do you have:

- A signed employment contract? Yes / No
 - Which covers the the National Employment Standards:
 - Maximum weekly hours? Yes / No
 - Requests for flexible working arrangements? Yes / No
 - Parental leave and related entitlements? Yes / No
 - Annual leave? Yes / No
 - Personal carers leave and compassionate leave? Yes / No
 - Community service leave? Yes / No
 - Long service leave? Yes / No
 - Public holidays? Yes / No
 - Notice of termination and redundancy pay? Yes / No
 - Fair Work Information Statement? Yes / No
- A Workcover insurance policy? Yes / No
- A plan to ensure on-time payment of wages / salary / super? Yes / No
- Employee's superannuation fund record? Yes / No
- Leave entitlements record procedure? Yes / No
- An agreed employee work plan? Yes / No
- A performance management plan? Yes / No
- A wages / salary review plan? Yes / No
- A signed confirmation that the employee has received a copy of all the plans and arrangements covered by Section A and B? Yes / No

Section C: For people employed via a **host organisation**, do you have:

- A contract with the host organisation? Yes / No
 - Does it cover:
 - The employee work plan? Yes / No
 - Responsibility for Line management? Yes / No
 - Responsibility for Performance management? Yes / No
 - Dispute resolution mechanism? Yes / No
 - Cost of the hosting arrangement? Yes / No
 - Ownership of Intellectual Property? Yes / No
- A copy of the host organisation's:
 - Contract with the employee? Yes / No
 - Does it cover all the National Employment Standards? Yes / No
 - Workcover insurance certificate? Yes / No
 - Public liability insurance certificate? Yes / No
 - Professional indemnity insurance certificate? Yes / No
- A signed confirmation that the employee has received a copy of all the plans and arrangements covered by Section A and C? Yes / No

Section D: For people engaged as an **Independent Contractor**, do you have:

- A check via the ATO and Fair Work Australia that they meet the definition of an Independent Contractor? Yes / No
- A contract for services covering:
 - Detailed description of services? Yes / No
 - Whether or not the independent contractor is entitled to superannuation (see ATO)? Yes / No
 - Acknowledgment that it is the independent contractor's responsibility to fix any errors or faults? Yes / No
 - Ownership of Intellectual Property? Yes / No
 - Independent contractor's Responsibility to hold relevant insurance:
 - Public liability insurance Yes / No
 - Professional indemnity insurance Yes / No
 - Personal accident insurance Yes / No
 - Dispute resolution mechanism? Yes / No
 - Cost of Services Yes / No
- A copy of the contractor's insurance certificates of currency for:
 - Public liability insurance (\$10 million liability) Yes / No
 - Professional indemnity insurance (\$5 million liability) Yes / No
- A risk management plan? Yes / No