



## **Tamworth Regional Landcare Association INC (TRLA) 2020 Policies and procedures**

The Tamworth Regional Landcare Association (TRLA) is the peak Landcare association in our region, and includes the Peel River and adjacent catchment areas. We work to support local Landcare groups with on-the-ground works for biodiversity restoration and conservation as well as promoting education, communication and sustainability.

TRLA enables people to do something practical about protecting and restoring our unique environment, contributing to the health, wealth and wellbeing of our region.

TRLA 2020 – 2023

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## 1. TRLA Strategic direction 2020-2023

### Executive Summary

The Tamworth Regional Landcare Association (TRLA) is the peak Landcare association in our region, and includes the Peel River and adjacent catchment areas. We work to support local Landcare groups with on-the-ground works for **biodiversity restoration** and **conservation** as well as supporting **sustainable, healthy** communities and landscapes through **education, collaboration** and **cooperation**.

TRLA enables people to do something practical about protecting and restoring our unique environment, contributing to the health, wealth and **wellbeing** of our region.

### Introduction

The TRLA Strategic Plan will build on historical strategic plans while seeking to optimise the current and future programs and resources available to the organisation and region. The Plan will guide the actions our organisation will implement to achieve the priorities identified through the strategic planning process.

TRLA acts as the umbrella organisation for Landcare groups within the Tamworth Local Government Area (LGA), in addition, TRLA is the host organisation for Landcare Coordinator roles which service Landcare groups in the Gunnedah and Quirindi shires; the agricultural communities of the southern half of the North West region and the North West region broadly through the Regional Landcare Coordinator role. We support communities groups and individuals to achieve their **natural resource management, sustainable agriculture** and **community** driven goals.

### Mission

Tamworth Regional Landcare Association aspires to grow the Landcare movement in the Tamworth Region by:

- Restoring and conserving **biodiversity**
- Engaging the **community** using environmental education
- Promoting **sustainability**

### What Does Landcare Mean to Us

**Responsibility, Collaboration, Caring, Sustainability, Cooperation, Regeneration, Respect, Freedom, Hope, Happy, Family, Biodiversity, Environment, Leadership**



### Where We Are

Since our inception in 1998, TRLA has grown in membership, resources and capacity. Currently TRLA hosts six part time positions, including a Regional Agricultural Landcare Facilitator, a Regional Landcare Coordinator, two Local Landcare Coordinators, a Nursery Coordinator and an Executive Officer. We have a thriving community nursery and support an expert Bush regeneration team. We are financially secure and provide support to Landcare groups across the region.

Our **strong partnerships with government and community**, along with over 80 paid members with more volunteers, mean that we have the governance and **people power** to achieve our organisational mission and the goals of our groups.

### Where We Aim to Be

TRLA Committee will continue to deliver financially stable future for our groups and members and will be supported by TRLA employees to deliver best practice outcomes for Landcare in the Tamworth region. We will continue to build an **inclusive Landcare community** and will work to provide Landcare spaces that are accessible to all. Our work will support **grass roots environmental conservation** and foster the **social and environmental health** of our communities.

TRLA aims to grow the Landcare movement through **participatory leadership, facilitation**, strong local and regional **partnerships**, well supported on the ground works and an **engaged membership**.

Landcare in the Tamworth region will be **innovative, vibrant** and **contemporary** with a reputation for professionalism and quality.

## 2. TRLA Work Health and Safety policy

<b>Introduction</b>	<p>At TRLA we believe that our people are our primary asset. Therefore, we commit our energy and attention to protect employees, volunteers, contractors and any other people involved with our organisation, including project partners, clients and the public.</p> <p>TRLA promotes a strong safety culture that effectively prevents accidents, we commit to perform systematic identification of hazards and to manage them with appropriate risk assessments and subsequent actions to minimise danger.</p>
<b>Purpose</b>	<p>This policy is designed to ensure that all employees, members, volunteers, contractors, and visitors observe and comply with Work Health and Safety (WHS) regulations and guidelines so as to provide and maintain a working environment that is safe and without risks to health and to ensure that our activities do not place the wider community at risk of injury or illness.</p>
<b>Policy</b>	<p>WHS shall be a mandatory consideration in the following situations:</p> <ul style="list-style-type: none"> <li>• In the primary place of employment;</li> <li>• While in transit to Tamworth Regional Landcare Association Inc activities or events;</li> <li>• In the field, on sites or venues where Tamworth Regional Landcare Association Inc's projects, activities or events are held;</li> <li>• Where there are identified potential or actual hazards; and</li> <li>• When attending to maintenance or repair tasks.</li> </ul> <p>It is the responsibility of the employee to take reasonable care for the health and safety of all people within the workplace (including other employees, members, volunteers, visitors and contractors) and for all people who may be affected by his/her acts or omissions.</p> <p>It is the responsibility of the employee to cooperate and comply with all WHS regulations, policies and procedures in the workplace and out in the field.</p> <p>In the primary place of employment, the following matters shall be identified and documented:</p> <ul style="list-style-type: none"> <li>• Current practice in respect of job roles and routine tasks.</li> <li>• Actual and potential hazards.</li> <li>• Actions to minimise or eliminate hazards.</li> <li>• Setting targets to ensure continued improvement aimed at elimination or work-related injury and illness.</li> <li>• Training requirements of staff in WHS.</li> </ul> <p>Tamworth Regional Landcare Association Inc will consider the following areas in the workplace:</p> <ul style="list-style-type: none"> <li>• Physical environment</li> <li>• Ergonomics and layout of work stations</li> <li>• Stress in the workplace</li> <li>• Security</li> <li>• Manual handling</li> <li>• Movement and safety</li> <li>• Evacuation procedure</li> </ul>

Prior risk assessment must be undertaken of the group's projects activities and events to manage any identified risks.

A responsible person, being the Tamworth Regional Landcare Association Executive officer shall be appointed to maintain the WHS system.

All employees and volunteers in the field must have their mobile phones switched on at all times.

All hazardous materials must be appropriately stored and checked in terms of expiry dates and leakage. Material Safety Data Sheets (MSDS) must be obtained for all chemicals being used as part of Tamworth Regional Landcare Association Inc activities. All substances identified as dangerous (including items that may be caustic or carcinogenic) should not be handled directly.

All storage and use of chemicals shall be in accordance with the MSDS and substances shall be stored in their original containers with the label intact at all times.

All plant, equipment and substances must be used in accordance with safe operating procedures from the manufacturers / suppliers. Any defective plant, equipment and substances should be removed from use and reported immediately to the Site Supervisor.

All accidents / incidents must be reported to the Tamworth Regional Landcare Association Inc Executive officer and the President within 24 hours of the event occurring. An Incident Report form shall be used (Appendix A).

The insurer and WorkCover NSW must be notified in incidents involving fatality, serious injuries or illness.

The Tamworth Regional Landcare Association Inc Committee shall receive all accident / incident reports and review the WHS system on a regular basis.

## **Leadership**

Tamworth Regional Landcare Association Inc staff and committee – at all levels – are accountable for managing workplace health and safety with strong leadership and credibility.

At the same time, Tamworth Regional Landcare Association Inc believes that staff involvement is indispensable to establish and maintain safety and health in the workplace.

As such, staff are empowered to:

Challenge any unsafe acts they see or perceive;

Put a task on hold if they judge that safety is not adequate, until a competent person takes appropriate risk control measures.

Become actively involved in programs to improve health and safety performance in the workplace.



**Duty Holders** Tamworth Regional Landcare Association Inc acknowledges that, under the Work Health and Safety Act 2011, Duty Holders are those who have a duty under the law to manage risks to health and safety, which are non-transferable. Duty Holders include the following:

**Persons Conducting Business or Undertaking** – the principal duty holder, which includes volunteer committees / boards with paid staff.

**Workers** – including contractors, labour hire, employees, volunteers and trainees.

**Officers** – those persons responsible for making all or a substantial part of the decisions that affect the health and safety of the business.

**Other** – visitors to our office and sanctioned events (including family members).

Communication between all Duty Holders is paramount to resolving health and safety issues. Responsibilities of the Duty Holder are included in Appendix B.

**Responsibilities** It shall be the responsibility of the Tamworth Regional Landcare Association Inc Executive and Executive officer to ensure that these requirements of this policy are complied with.

These policy and procedures shall be reviewed annually by the Tamworth Regional Landcare Association Inc Committee.

#### **APPENDIX A:**

##### **Record of Health or Safety Issue**

Owners and supervisors are required to use this or similar templates to keep a record of any identified health or safety issues reported by your workers or their elected health and safety representatives. This will help to maintain and improve safety in your workplace by identifying hazards, risks, faulty equipment, unsafe practices etc.

Who should use this form?

- workers
- health and safety representatives (HSRs), if you have them, are entitled to inspect their area of representation and to report, orally or in writing, to the PCBU any issue that in their opinion affects or may affect workplace health and safety
- a health and safety committee member, if you have one
- other people may also use this form to report a work health and safety issue

**Business name:** Tamworth Regional Landcare Association Inc

1. Who reported the health or safety issue?

Time: \_\_\_\_:\_\_\_\_ am/pm

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Who was the health and safety issue reported to?

Time: \_\_\_\_:\_\_\_\_ am/pm

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. What is the health or safety issue? Location of hazard/risk?

4. What is its priority? Assess the priority of the health or safety issue by identifying its most likely impact/consequence on workers and the chance of it actually happening.

Date for remedial action to fix issue:

4b. What has been done to rectify the health or safety issue?

Signed:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. What further action needs to be taken? (eg. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc).

List	Responsibility	Date for completion

## Register of Injuries / Illness

Employers are required to keep a register of injuries that is readily accessible in the workplace (Under Section 63 of the Workplace Injury Management and Workers Compensation Act 1998). The manager of any mine or quarry, or the occupier of any factory, workshop, office or shop is responsible for this register of injuries.

### Requirements of injury and illness registration

Employers must keep a Register of Injuries at each workplace for workers to record any workplace injury or illness.

The register of injuries may be kept in electronic form only if the employer provides education, training and facilities to ensure that workers are able to access the register.

An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened.

Employers need to provide written confirmation to the injured worker that they received notification of the injury or illness.

Employers need to provide a signed and dated copy of this entry to the injured or ill worker.

**Business name:** Tamworth Regional Landcare Association Inc

**Industry:** Environment + Conservation

**Nature of business:** hosting educational events, implementing on-farm projects and hosting community meetings.

### Injured / ill worker's details

First name:		Last name:		Date of birth:	
Position:		Department/team:			
Volunteers:		Worker's address:			
Manager/supervisor's name:					



### Injury or illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness:				
Bodily location of injury/illness (for illnesses include symptoms):				
Location at time of injury:				
How was the injury/illness sustained (cause of injury /illness):				
Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details:				

### Witnesses

Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:				
Name:		Contact:		
Name:		Contact:		
Name:		Contact:		



Name:		Contact:	
Name:		Contact:	

### Follow up

Has the injury been reported to the worker's supervisor? Yes or No:	
Was any treatment provided? Yes or No. If yes, please provide details:	
Did the injured worker return to work following the injury/illness? If yes, please provide details:	

### Details of person making this entry

First name:		Last name:	
Position:		Department/team:	
Signature:		Date:	
If you are not the injured worker, did you witness the injury/illness? Yes or No			

### TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER

Has an investigation been conducted into the incident? If yes, by whom?	
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What controls have been implemented to ensure the incident doesn't happen again:

**Employer confirmation**

I, \_\_\_\_\_ (print name), of

**Tamworth Regional Landcare Association Inc**

Hereby confirm receipt of this notification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Information in relation to Work Health and Safety Laws**

If you are responsible under the Work Health and Safety (WHS) laws for workers other than employees, for example contractors, you may not be required under workers compensation laws to record injuries in your register of injuries. However you may find it helpful to do so. If you wish to include details of all injuries in the one place you should add space in the template to indicate whether or not the person is an employee for workers compensation purposes.

**Additional resources**

Please refer to the Workers Compensation Regulation 2010 ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)) for more detailed information.

**Further Information**

To help identify any risks, hazards, systems or procedures that contributed to the injury/illness and to recommend corrective action to prevent similar incidents, please fill out the "Incident and near miss investigation form (WC03590 1211)" – see template on following page. For further information contact the WorkCover NSW Information Centre on 13 10 50 or visit [workcover.nsw.gov.au](http://workcover.nsw.gov.au).

## APPENDIX B:

### Duty Holder Responsibilities

Under the Work Health and Safety Act 2012, Duty Holders are those individuals who legally have a duty to manage risks to health and safety in the workplace. This duty is not transferable.

In managing risks to health and safety, a Duty Holder must identify reasonably foreseeable hazards that could give rise to risks to health and safety. In managing these risks, the Duty Holder must eliminate risks to health and safety so far as is reasonably practicable. If not reasonably practicable to eliminate these risks, the Duty Holder must minimise these risks so far as is reasonably practicable.

The below table identifies the array of Duty Holders in each Landcare Network and delineates their responsibilities under the Work Health and Safety Act.

Position	Accountability Obligations for Work Health and Safety
Person Conducting Business Undertaking Landcare Networks	<p>Ensure safe systems of work and a safe work environment with appropriate review processes in place.</p> <p>Provide adequate workplace facilities and suitable accommodation.</p> <p>Ensure there are systems for the safe use of plant and equipment.</p> <p>Ensure there are processes for the prompt notification, recording of workplace incidents and management of injuries.</p> <p>Ensure all Duty Holders involved in the Landcare Network has adequate information, training, instruction and supervision for all tasks.</p> <p>The provision of effective systems for monitoring the health of workers and workplace conditions.</p>
Officers Landcare Chairs, board members, committee members and Managers	<p>Demonstrate effective health and safety leadership.</p> <p>Provide all necessary resources to enable effective management of Work Health and Safety.</p> <p>Establish a mechanism for health and safety issues to be tabled and discussed and reviewed at an executive level on a regular basis.</p> <p>Establish and review your organisation's health and safety risk registers.</p> <p>Investigate health and safety matters brought to the attention of the committee.</p> <p>Develop, promote and maintain the organisation's work health and safety management system and associated documents.</p> <p>Undertake audits, workplace inspections and risk assessments as requested.</p> <p>Review reported incidents and collate and prepare health and safety reports for distribution.</p> <p>Provide advice on how to reduce workplace illness, injury and disease.</p> <p>Manage injured workers and optimise return to work outcomes.</p>

Workers Managers / Executive Officers	<p>Demonstrate effective health and safety leadership.</p> <p>Ensure health and safety system compliance for all tasks undertaken.</p> <p>Review incidents and provide the necessary resources, to control the identified hazards.</p> <p>Provide staff with the necessary safe equipment to perform tasks in a safe manner.</p> <p>Monitor achievement against determined health and safety targets.</p> <p>Manage poor safety behaviour that places workers at risk.</p> <p>Communicate health and safety concerns to the committee.</p> <p>Accompany a WorkCover inspector as an observer.</p>
Workers Landcare Staff	<p>Demonstrate effective health and safety leadership.</p> <p>Ensure that employees, contractors, volunteers, students and visitors have relevant information, instruction and training in risk management.</p> <p>Ensure all tasks undertaken have the appropriate works permits and/or risk assessments performed.</p> <p>Coordinate site safety inspections and assessment of risks in the workplace.</p> <p>Report any incidents including near misses and injuries and notify the committee / manager as soon as practicable – see forms attached.</p> <p>Ensure scheduled inspections and checks occur on plant, equipment and premises.</p> <p>Attend health and safety training as required.</p> <p>Know where to find necessary health and safety information.</p> <p>Use correct tools for the job and follow safe work procedures and inspect tools and equipment prior to use to ensure they are safe.</p>
Workers Contractors, volunteers, visitors & students	<p>Take all care for the health and safety of themselves and others while on Landcare sites.</p> <p>Cooperate with Landcare organisations and staff with regard to work health and safety matters and requests.</p> <p>Adhere to relevant health and safety policies, procedures and protocols.</p> <p>Report hazards and incidents to the relevant Landcare staff member.</p> <p>Participate in health and safety consultation as requested.</p>
First aid officers	<p>Provide first aid assistance to workers.</p> <p>Maintain current first aid qualifications.</p> <p>Check and maintain first aid kits as replenish stocks as required.</p> <p>Maintain records of treatment provided and audits of first aid kits.</p> <p>Where applicable complete the “Defibrillator annual audit”.</p>
Fire wardens (if no designated fire warden, then Office Manager)	<p>Provide guidance during an emergency evacuation.</p> <p>Record and maintain documentation of fire alarm checks.</p> <p>Facilitate and record debriefing meetings following an evacuation.</p> <p>Maintain signage and floor plans identifying floor wardens, evacuation routes and evacuation assembly points.</p>

### **3. TRLA private vehicle use policy**

#### **INTRODUCTION**

TRLA often requires employees to use their own vehicles for work purposes. Safe vehicle use and operation is a priority for TRLA, along with the safety of our people and community.

#### **PURPOSE**

This policy governs the use of employees' private vehicles for authorised TRLA business. This policy outlines the matters to be considered when using a private motor vehicle for TRLA business travel and the procedures to claim reimbursement for such use.

#### **CODE OF CONDUCT**

While driving vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions while driving vehicles for work purposes will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or under the influence of drugs while driving;
- Driving while disqualified, or not correctly licensed;
- Reckless or dangerous driving causing death or injury;
- Failing to stop after a crash;
- Demerit points leading to suspension of a licence;
- Any actions which warrant suspension of a licence.

#### **POLICY**

##### **I. RESPONSIBILITIES AS AN EMPLOYEE**

Staff who are driving their own vehicles for work purposes will:

- Ensure they hold a current driver licence for the class of vehicle they are driving;
- Immediately notify the Executive officer or Nursery/ Bush Regen Manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it;
- Be responsible and accountable for their actions when driving vehicles;
- Display the highest level of professional conduct when driving;
- Assess hazards while driving and anticipate 'what if' scenarios;
- Comply with all traffic legislation when driving a vehicle;
- Follow the crash procedures outlined in this policy;
- Ensure the vehicle they are driving is registered and fully insured; and
- Provide the executive officer or Nursery/ Bush Regen Manager with current driver's licence, registration and insurance details whenever details change.

In addition it is required that all drivers will use their best endeavours to:

- Take regular and adequate rest breaks;
- Stop when tired;



- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving time and non-driving duties exceed 10 hours in one day;
- Take breaks every two hours;
- Use daytime running lights on the open road.

## **II. RESPONSIBILITIES AS AN EMPLOYER**

- The employer will be responsible for maintaining up-to-date records including:
- All relevant driver's licence information including class, expiry date and licence number;
- Current residential address and telephone number;
- All relevant vehicle registration details including date of expiry;
- All relevant third party and comprehensive insurance details including; insurance company, policy numbers and expiry dates.

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will encourage safe driving behaviour by:

- Not paying staff speeding or other infringement fines;
- Encouraging the use of trains, taxis and buses whenever necessary.

The employer will require that all staff who use vehicles in the course of their work carry a Type C First Aid Kit.

## **III. REQUIREMENT FOR PRIVATE VEHICLE TO BE COVERED BY INSURANCE**

Staff should ensure that their vehicle is legally registered, roadworthy and appropriately insured.

- TRLA will only reimburse a staff member for use of a private vehicle for business travel where the staff member certifies, at the time of submitting their claim, that the vehicle is covered by Comprehensive Insurance and Compulsory Third Party Insurance policies.
- If a private vehicle is damaged whilst being used for TRLA business purposes any 'normal' excess insurance charges prescribed by the insurer will be reimbursed by TRLA unless they include an amount prescribed by the insurer as 'punitive' excess charges.
- TRLA will only reimburse excess where a claim has been made on the insurer and the insurer has deducted an excess at settlement.
- All claims are to be submitted in writing to the Chairperson and must be supported by evidence of excess deduction applied by vehicle insurer.
- TRLA will not accept any claims for damages other than in respect of insurance excess.

## **IV. REIMBURSEMENT FOR USE OF PRIVATE VEHICLE**

TRLA applies the Australian Taxation Office's 'cents per kilometre' rate for motor vehicles which from 1st July 2018 is 68 cents per kilometre. Any changes to the rate per business kilometre are available on the Australian Taxation Office's website.

- All claims must be submitted to the Executive Officer on a Motor Vehicle Allowance Claim Form and be approved by a TRLA committee member.
- Claim forms should be submitted within one month of the vehicle usage being claimed.
- When claiming at the ATO's "cents per kilometre" rate or below PAYG tax is not deducted.
- Whilst PAYG is not deducted at this rate, the allowance will be assessable for taxation should the total annual kilometres reimbursed exceed 5000kms. It is the responsibility of the staff member to keep their own records.
- If employed under an Award which specifies an allowance greater than the ATO rate, then the equivalent to that rate is tax free but the balance is to be taxed.

#### **V. PREVENTING WEED SEED DISPERSAL**

When visiting a landholder's property, drive the vehicle to the landholder's house or other agreed meeting place only.

Discuss with the landholder whether they would prefer to drive you around the property in their own vehicle to minimise weed seed spread from the lease vehicle onto the property and to avoid picking up seeds around the property.

If a wash-down facility exists on farm, use the facility to remove weed seeds.

Where this is not possible, use the nearest wash-down facility to rid the lease vehicle of weed seeds.

#### **VI. ACCIDENTS**

At the scene of an accident, employees should call an ambulance if any person is seriously injured. Dial 000 or, if using a mobile phone, dial 112.

The police should also be notified immediately in the event of personal injury or fatality, if all drivers do not provide personal details, if any of the motor vehicles need to be towed from the scene of the accident, or if damage to vehicle or property is estimated to be over \$2500. If the police are unable to attend at the scene, the employee should report to the nearest Police Station and make a written statement.

Record the full names, addresses, workplace details, telephone numbers, insurance and registration of all drivers, passengers, witnesses and the other vehicles involved in the accident. No discussion should be entered into whatsoever as to the negligence of either party. Where the vehicle is to be towed, ensure that the tow truck operator supplies you with documentation confirming the tow and the details of where the vehicle will be taken.

The supervisor of the employee should be advised as soon as possible after the accident so that the necessary insurance arrangements can be made. An Incident Report Form & a Motor Vehicle Damage / Accident Form must be completed, and returned to TRLA as soon as possible. This notification must be made irrespective of which party was at fault.

An insurance claim form must also be completed and returned to the Executive officer of TRLA.

## **VII. FINES AND TRAFFIC INFRINGEMENTS**

Parking and other traffic fines associated with the use of company owned vehicles are the responsibility of the employee using the vehicle at the time the infringement occurs.

### **RESPONSIBILITIES**

It shall be the responsibility of the treasurer to ensure that the requirements of this policy are complied with.

These policy and procedures shall be reviewed every year by the Committee.

## **4. TRLA general expense policy**

As an organisation operating so closely with the environment, we feel it essential that our members and employees are mindful of daily ways in which they can reduce their day to day impact.

Some guidelines for members and employees include:

- Reduce unnecessary travel – consider carpooling or online videoconferencing instead.
- At field days and events use biodegradable or washable utensils and plates in preference to single use plastics.
- Refill printer cartridges and use recycled paper.
- Only print when necessary.
- Consider using email as preference to print and post.
- Turn off electronic equipment when not in use.
- Use biodegradable or recyclable promotional material

When making purchases for the TRLA business please consider these guidelines.

This policy is to support all TRLA employees and volunteers to ensure they are fully aware of TRLA expense policy and appropriate activities.

- This policy applies to all employees, board, members, contractors and volunteers of TRLA. This policy came into effect on January 2020. It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for TRLA.

For information on how to claim expenses and pay invoices please see the TRLA process document.




### **1. COMPANY EXPECTATIONS AND POLICY COMPLIANCE**

- Behave honestly, responsibly, and within the guidelines of this policy (e.g. keep costs low and appropriate)
- Submit expenses as soon as possible and with enough details to explain why you've made as per the TRLA submission process.
- TRLA processes requires submission of all receipts and invoices within one week of receiving them.
- Persistent or deliberate noncompliance may result in disciplinary action.

### **2. FRAUD, BRIBERY & CORRUPTION**

TRLA has a zero tolerance approach to fraud, bribery and corruption – in compliance with relevant anti-bribery laws in Australia. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is not acceptable. Any activity which could be construed to unfairly enhance TRLA's preference for the selection or acceptance of grants and/or funding is not tolerated.

### 3. TRLA approved expenses:

		TRLA board approval required?
Accommodation	Factors to consider upon selection of venue include: safety, location, price and convenience. Any accommodation which is not preapproved in project budget must be submitted to the TRLA board via the TRLA monthly meeting for approval.	If not within preapproved project budget, the cost and venue of required travel is to be submitted to TRLA board at monthly meetings.
Private vehicle use	<b>TRLA ENCOURAGES CARPOOLING WHEREVER POSSIBLE.</b> Sustainable meeting options are encouraged such as video and teleconferencing where possible. All private vehicle use must meet TRLA private vehicle use policy. This policy is available on the TRLA shared drive.	Any travel which exceeds expected project travel within role needs to be submitted to the TRLA board at each monthly meeting.
Expense items within project budgets approved by committee.	Approved items within project budget include, but are not limited to any tools, catering expenses, subcontractors and hire services required to complete the activities within each project. Monthly project trackers are available on the TRLA shared drive to provide up to date budget spend. Each co coordinator is responsible to ensure this tracker is accurate and that any project is not overspent as over budget activities will not be approved.	No
Expense items outside project budget.	Any items purchased outside project budget must be approved by the TRLA board. Any expense submitted for reimbursement which is not approved by the TRLA board will not be paid. There is no minimum spend on approval requirements. Some examples may include: <ul style="list-style-type: none"> <li> Gifts</li> <li> Working budget expenses</li> <li> System or software purchases</li> </ul>	Yes
Food and entertainment (events and traveling TRLA staff)	<ul style="list-style-type: none"> <li>• TRLA team members can claim for meals while staying overnight, or if travelling for business before 7am or after 8pm. A budget of \$25 for either lunch and/or breakfast and \$60 for dinner is applied.</li> <li>• Alcoholic drinks will only be reimbursed if consumed with a meal.</li> <li>• Alcoholic drinks are limited to a maximum of two drinks per person.</li> </ul>	Yes, if outside project budget.
The following items will not be	<ul style="list-style-type: none"> <li>• Laundry service/dry-cleaning (unless trip is longer than 6 nights)</li> </ul>	



reimbursed by TRLA.	<ul style="list-style-type: none"><li>• Mini-bar contents</li><li>• Movies/videos, newspapers</li><li>• Parking fines</li><li>• Speeding fines</li><li>• Alcohol purchases as stand alone. (eg case of beer or bottle of wine).</li><li>• The loss/theft of goods</li><li>• Childcare or pet care</li><li>• Any personal elements</li><li>• Spa and health/fitness clubs</li><li>• Clothes – not provided as part of TRLA uniform.</li><li>• Flowers, sweets, confectionary</li><li>• Tourist attractions</li><li>• Entertainment not preapproved by board.</li><li>• Any out of project expenses not approved by TRLA board.</li></ul>	
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## 5. TRLA sun protection policy

### INTRODUCTION

Workers who spend all or part of the day outdoors have a higher than average risk of skin cancer.

TRLA has an obligation under the Work Health and Safety Act 2011 (NSW) to ensure that the health and safety of workers and volunteers is not put at risk from the work being carried out. This obligation includes taking proper steps to reduce the known health risks associated with exposure to UV radiation for outdoor workers and outdoor events.

### AIMS

This policy aims to ensure all volunteers, community members and employees are protected from the harmful effects of the sun throughout the year, and that TRLA provides events which adhere to sun safety practices.

### POLICY

TRLA has a duty of care to provide a safe environment for everyone involved in Landcare activities, including a safe environment to protect people from the harmful effects of UV radiation.

TRLA will use a combination of sun protection measures for all outdoor events whenever UV levels reach 3 and above (the level that can damage skin and eyes) including the following:

#### I. SCHEDULING OUTDOOR ACTIVITIES:

- Where possible, outdoor events will be scheduled outside peak UV times of 10am–2pm (11am–3pm daylight saving time).
- Consider all sun protection measures when planning events.
- Where possible, outdoor activities will be rotated between indoor/shaded and outdoor tasks to avoid exposing any one individual to UV radiation for long periods of time.

#### II. SHADE:

- Hold events at venues that provide adequate shade.
- Encourage participants of TRLA events to use the shade available, and encourage people to be prepared for events by bringing with their own sun-safe clothing and headwear.

#### III. CLOTHING:

- Encourage participants of outdoor TRLA events to wear sun-safe clothing that covers as much skin as possible, including shirts/tops with longer sleeves and a collar, and long shorts or pants.

#### IV. SUNSCREEN:

- At all TRLA events, sunscreen is available that is at least SPF 30+, broad-spectrum and water-resistant.

- Volunteers, employees and community members are encouraged to use sunscreen and reapply every 2 hours when outdoors.

**V. SUNGLASSES:**

- Encourage the use of close-fitting, wrap-around sunglasses that cover as much of the eye area as possible.

**VI. INCREASE AWARENESS OF SUN SAFETY:**

- Regularly promote sun protection information to volunteers and participants through newsletters, online communications, enrolment and announcements at TRLA events.
- Inform employees about the organisation's Sun Protection Policy during workplace induction.

**VII. ROLE MODELLING:**

- Encourage TRLA employees to act as positive role models in all aspects of sun safe behaviour.

**PERSONAL PROTECTIVE EQUIPMENT**

TRLA uniform will incorporate clothing that is cool, loose fitting and made of densely woven fabric. Where possible, our uniforms will exceed the ultraviolet protection factor (UPF) rating of 15 to guard against UV radiation.

Employees will be encouraged to wear the following sun-protective clothing for all outdoor activities:

- Long-sleeved shirt with a collar, with a preference for material with a UPF of 50+.
- Trousers (or knee-length shorts).
- A sun-protective hat that shades the face, head, ears and neck.
- Broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 30+ or higher.
- Sunglasses that are close fitting or a wrap-around style.
- A lip balm containing SPF30+ or higher.

In addition, TRLA employees and volunteers will:

- Cooperate with all measures to minimise the risks associated with exposure to UV radiation.
- Comply with instructions and advice in regards to the use of sun protection control measures.
- Be responsible for their individual sun-protective practices at work.

## 6. TRLA credit card policy

### INTRODUCTION

This policy sets out the authority limits for the use of credit/visa cards for purchasing goods and services in the course of conducting Tamworth Regional Landcare Association's business.

### DEFINITION

Credit/visa cards include all cards issued which enable officers of Tamworth Regional Landcare Association's to procure products and services on credit. It includes fuel cards and plastic cards (both credit and debit cards) issued by financial institutions.

### PURPOSE

The purpose of this policy is to:

1. Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
2. Guard against any possible abuse of organisational credit cards.

### CARDHOLDER RESPONSIBILITIES

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- Provide these for reconciliation and accounting purposes.
- Where required, assist with verification of purchases, investigating inaccuracies and maintaining official records relating to credit cards.
- Notify the provider and the Executive officer immediately if:
  - The card is lost or stolen.
  - Any unauthorised transaction is detected or suspected
- Notify the Executive officer of any change in name or contact details
- Take adequate measures to ensure the security of the card.
- Return the card to the Executive officer if:
  - The Cardholder resigns
  - The Committee determines that there is no longer a need for the cardholder to retain his or her card
  - The Credit Card has been cancelled by the provider / bank.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud of a third party.

The Cardholder shall not:

- Exceed any maximum limits set for the Credit Card.
- Obtain cash advances through the Credit Card.
- Use the card for any unapproved purchases.
- Authorise his / her own expenditure.
- Claim double allowances (ie. request reimbursement for an expense already paid by the card).

#### **CREDIT CARD EXPENDITURE**

The Card will only be used for those activities that are a direct consequence of the cardholders' function within the organisation.

Where coincident and/or private expenditure occurs on the same transaction (where, for example, a person incurs a debt for personal telephone calls during a hotel stay) the cardholder must settle the private expense prior to charging the balance on the Credit Card.

Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the TRLA executive.

## 7. TRLA employee processes

### TRLA travel reimbursement procedure

- Please refer to TRLA private car use policy for information on use of private vehicles for TRLA activities.
  - All TRLA travel will be reimbursed by annual km rate as determined by ATO.
1. Employee must apply to TRLA board for approval of private vehicle use for travel. Employee is directly responsible to ensure private vehicle for TRLA use is compliant with TRLA private vehicle use policy.
  2. Employee to complete TRLA travel reimbursement request form and submit via email to executive officer within one month of travel.
  3. Executive officer to load reimbursement and submit for secondary approval in banking system. Travel reimbursement to be paid within two weeks of receipt of request.
  4. All travel submissions to be saved in external Executive officer file.

### TRLA expense reimbursement procedure - Invoices

- All submitted expenses need to be preapproved activities and within project budget. All expenses must be within TRLA expenditure policy.
1. Employee to email invoices to executive officer and cc any effected parties (board/ committee/ LSP/ RLC/RLF) within 10 working days upon receiving invoice. Email to include that the invoice is required to be paid and include:
    - a. Account to pay out of.
    - b. Project associated.
  2. Executive officer to load invoice for reimbursement and submit for secondary approval in banking system. Please inform suppliers that this process can take up to two weeks depending on availability of TRLA approvers and bank processing times.
  3. Invoices to be processed and saved for auditing.

### TRLA expense reimbursement procedure - Receipts

- All expenses need to be approved activities and within project budget. All expenses must be within TRLA expenditure policy.
1. Paid receipts can be saved on the TRLA shared dropbox in individual receipt folder or emailed to executive officer.
  2. File names of receipts need to include item, project and account paid  
eg: ampprinting\_chilcotts\_S3.pdf

### **TRLA credit card process**

- Any employee issued with a TRLA visa debit card must be familiar with the TRLA debit card policy in the TRLA shared dropbox folder policies and procedures.
- All TRLA visa cards to have \$2500 limit.
- All charges on TRLA debit cards require receipts to be provided to the executive officer via email within one week of charge. Receipts must include the project the charge is associated to.
- Any employee who fails to meet the one week receipt submission frequently will be submitted to the TRLA executive board with recommendation to rescind access.

### **TRLA timesheet submission procedure**

- As part of TRLA's commitment to delivering a safe, sustainable and effective workplace, timesheets are required to be submitted each fortnight. The submission will be part of the payroll process.
  - Each TRLA workday with a >5 hour block must include a 15min paid break and 30min unpaid lunch break. As per WHSE policy and employment terms.
1. Timesheets are to be completed on the individually named worksheets on the file 'TRLA timesheet' in the executive officer folder of the TRLA shared folder of Dropbox.
  2. Timesheets are to be completed on the last working day the individual works before each fortnightly Tuesday pay run.
  3. Timesheets to be saved to external drive by Executive office during each fortnightly pay run.
  4. Timesheets will be made available to TRLA executive and committee members or WHSE providers as is necessary.

### **TRLA project budget tracker process**

- Project trackers will be made available at each TRLA staff meeting or on TRLA share folder if no meeting is to be held in a given month.
- Project trackers will provide a top line income/ expenditure and remaining budget per active TRLA process.
- Project trackers can be requested at other times of the month availability will be based on EO workload and availability.

### **TRLA leave requests**

- As TRLA employs team members based on funding and contractually set periods, each individual is required to use all allocated leave each 12 months.
- Extra leave/ unpaid leave can be negotiated between employee and TRLA executive board.
- Annual leave is submitted via the following process:





1. Employee submits leave application to TRLA secretary for inclusion in monthly meeting and TRLA board member for approval via email.
  2. Leave approval to be entered upon approval at TRLA monthly meeting.
  3. Employee ensures that during period of leave out of office reply is turned on for emails and voicemail with the contact details of TRLA delegate if required.
- Sick/carers leave is submitted via the following process:
    1. Employee to contact executive officer regarding need for leave.
    2. Executive officer to inform team that the individual is uncontactable during time period.
    3. For periods greater than two days, a medical certificate is required to be provided and employee out of office with a delegated TRLA contact turned on.

#### **TRLA risk/accident/ injury process**

- In the case of any accident/ injury during any TRLA activity, employees must complete the 'Health safety issue register' form on the TRLA shared folder of Dropbox.
- All employees are required as part of TRLA employment to be familiar with TRLA WHSE policies and procedures and ensure a safe workplace for all.
- Any incidents or identified risks must be immediately (within 24hours maximum) reported to the executive officer for action.

#### **TRLA public comment and social media use**

- All employees are required to be familiar with the Landcare NSW representation and policy development guidelines. These can be accessed on the Dropbox shared folder under policies and procedures.
- Regional Landcare Coordinators and Local Landcare Coordinators should not participate in public policy debates. Landcare is bipartisan.

#### **TRLA employee review process**

- All TRLA employees are required to complete a review process. The process is designed to give employees insight into their performance and a chance for feedback from key stakeholders to their position. Employees who have been employed at TRLA for greater than 6 months will have 360 feedback integrated into their review.

- For 2019/20 the process will be as follows:

FEB– Send and receive feedback from appropriate TRLA membership, Committee and Staff members via 360 anonymous survey (>6 months).

FEB -Employee to complete review paperwork (all TRLA employees).

Mid FEB- Performance review meeting

JULY - Six monthly review meeting

## **8. Landcare NSW Inc -GUIDELINES ON REPRESENTATION AND POLICY DEVELOPMENT**

### **Purpose**

Landcare groups have requested information and advice regarding the following questions:

1. In what circumstances does Landcare adopt a public position on a policy issue?
2. What are the roles and responsibilities of Landcare participants/volunteers regarding making representations to Members of Parliament?

Audience • Landcare NSW (staff, councillors and member organisations) • Host Organisations and Regional/Local Landcare Coordinators funded by the NSW Landcare Support Program • NSW Landcare community.

### **Background**

Landcare in NSW is a grassroots community movement that protects and restores natural resources through information sharing, changing practices and conducting on-ground work; we are a 'doing' organisation. Landcare in NSW has a longstanding tradition of bipartisanship. By creating a neutral space for competing interests, Landcare in NSW has united diverse groups and individuals to work on common goals. This quality goes back to the origins of Landcare in which conservationists and farmers decided to work in partnership in the interests of the environment.

Landcare NSW does not have the systems and processes to form positions on public policy issues. Landcare NSW has also always been apolitical. To take a position on a public policy issue may be divisive as the nature of Landcare is that every group reflects its local circumstances and priorities. Landcare in NSW is a broad church and on some issues it would be impossible to reach consensus. The trust and credibility Landcare enjoys in the community is key to its longevity and success.

Even though Landcare NSW does not enter public debate with set policy positions, Landcare individuals may share their own opinions, or local Landcare groups may decide to participate in local debates. The culture and traditions of the Landcare movement are sufficient to ensure participation in public debate is carried out respectfully and in such a way that protects the good reputation of Landcare in NSW. It is the responsibility of Landcarers in NSW to uphold this culture and maintain the highest standards to safeguard and foster the high esteem which Landcare enjoys in the community and among decision makers.

Although Landcare NSW does not participate in policy debates, we do offer governments and other institutions advice, information and opinions based on the experience, skills and knowledge of the NSW Landcare community.

A core function of Landcare NSW as the peak body is to represent the interests of its members and the broader NSW Landcare community, for example, by educating state government representatives and Members of Parliament and seeking support and resources for Landcare groups to function and grow.

We are also responsible for educating decision makers about the role and importance of community-based natural resource management. Landcare NSW has several mechanisms to ensure

advice or messages conveyed to government reflect the views of our members and the Landcare community.

It is relevant to note that the NSW Landcare Support Program (2019-2023) is the primary source of funding for the operation of Landcare in NSW. This program is funded by the NSW Government whose expectation is the funding enables Landcare to carry out on ground activities.

### **Guidelines**

**Framework** All participants within the Landcare system, whether landholders or volunteers, committees, groups, Landcare Coordinators or Landcare NSW Councillors must protect the reputation of Landcare and avoid any action that would negatively affect the high degree of trust and credibility that Landcare enjoys in the NSW community.

### **The role of Landcare NSW is to:**

1. Educate decision makers about Landcare in NSW.
2. Make representations for Landcare in NSW to receive support, recognition and resources which are essential to ensure a healthy Landcare movement.
3. Make representations on the place of community-based natural resource management
4. Gather and communicate information, views and advice from the Landcare community to inform governments and other stakeholders on natural resource management issues.

Landcare NSW does not adopt or promote public positions in policy debates.

Landcare NSW staff must not express a public opinion or view on any matter.

**Landcare NSW Chair, CEO and Councillors** The Chair, CEO and Councillors of Landcare NSW may choose to express a personal opinion on a policy issue, for example the importance of climate change, however in doing so they should make clear it is a personal opinion as a leader in the Landcare community, and be mindful of the potential impact of their statement on the reputation of Landcare generally, Landcare NSW and its relationships with Landcarers, government stakeholders and elected representatives.

**Host Organisations, Regional and Local Landcare Coordinators** Host organisations, Regional Landcare Coordinators and Local Landcare Coordinators should take every opportunity to educate and form relationships with their elected representatives on local issues and are encouraged to seek advice and guidance from Landcare NSW regarding state and national issues. The primary purpose of this relationship should be to:

- raise awareness of the value of Landcare
- seek the elected representative's assistance and support to enable growth and development of Landcare
- explain the role of local communities in natural resource management.

**Regional Landcare Coordinators and Local Landcare Coordinators should not participate in public policy debates.**

Local Landcare groups may decide to adopt a position on a local issue, however they are advised to ensure adequate processes are in place to ensure the position accurately reflects the views of the group and has been endorsed by the relevant group. Before making any public statements the group is asked to consider the potential impact on the reputation and standing of Landcare locally and in the state domain and nationally.

More information This position was discussed and agreed at the Landcare NSW meeting in August 2019. Feedback, questions or comments are welcome: [administration@landcarensw.org.au](mailto:administration@landcarensw.org.au)



Date	Destination	Purpose	Project	km	Total Amt
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Subtotal					\$ -

Date:

# Employee Performance review

## Tamworth Regional Landcare

Employee Name: .....

Time: ..... Date: ...../...../.....

Board Member: .....

Date of commencement of position: .....

Job title: .....

How long have you worked for TRLA? .....

Review period covered from..... to .....

### Review process:

- Feedback from appropriate TRLA membership, Committee and Staff members.
- Employee to complete review paperwork
- Performance review meeting
- Six monthly review meeting: Date .....

### Please note

- ☒ This discussion gives both you and your supervisor an opportunity to discuss how your job is going.
- ☒ Remember that deficiency in one area may not be something to be concerned about – instead it may identify a need for training.

### CONFIDENTIALITY:

The information given in your answers will be compiled into a report for the Executive Committee and may be used to direct management change where necessary but where deemed appropriate the source of particular information will remain confidential.

### GUIDING QUESTIONS

These questions provide a guideline for discussion and for your preparation before the Review. A detailed answer to each question is not necessary unless it is important to you.



## Part 1: Individual Performance Discussion

Please indicate how you think your performance rates by giving yourself a rating from 1 to 10:

### Definitions

10	9	8	7	6	5	4	3	2	1
OUTSTANDING		ABOVE		MEETS		MEETS SOME		UNSATISFACTORY	
Performance		REQUIREMENTS		EXPECTATIONS		REQUIREMENTS		Performance falls	
always goes		Performance		Performance		Some		below agreed upon	
beyond agreed		usually goes		consistently meets		improvement is		requirements	
upon requirements		beyond agreed		agreed upon		needed to meet			
		upon requirements		requirements		agreed upon			
						requirements			

- Job knowledge** – Briefly describe the job/role you have with Landcare, and the duties associated with it, and indicate the level of understanding you think you have about the job and procedures. Do you think you have sufficient knowledge about what your job requires?

Rating

Explanation: .....

.....

.....

.....

- Employee qualities and skills**—Do you think the qualities/skills you possess enable you to effectively carry out this role?

Rating

Expand on the qualities/skills you think you possess that enable you to effectively carry out this role.

Explanation: .....

.....

.....

.....

- Productivity** –How well do you think that you are meeting the outputs and outcomes that are expected from your position?

Rating

Highlight areas in which you may be having difficulties in meeting targets.

Explanation: .....

.....



4. **Flexibility & Time Management** – How well do you think you cope with competing demands? The position is one which requires self management of time, do you think you can do this effectively?

Rating

What are some of the ways/strategies you have developed to cope with the competing demands placed on your time?

Explanation: .....

.....

.....

5. **Team work** – How do you rate your performance as a member of the team of employees of Landcare?

Rating

What strengths and weaknesses do you bring to a team environment, both at a local and regional level?

Explanation: .....

.....

.....

6. **Networking** – How effective are you at networking and communicating with others, both inside and outside of the Landcare network, in order to meet the objectives of your role? Do you think you work better with people of certain backgrounds, demographics etc.?

Rating

Explanation: .....

.....

.....

.....

7. **Presentation** –How do you rate your overall presentation and manner displayed whilst carrying out your job?

Rating

Explanation: .....

.....

.....

.....



## Part 2: Your Position Discussion

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

2. What do you consider to be your most important achievements of the past year?

3. What do you like about working for Landcare and what elements of your job interest you the most?

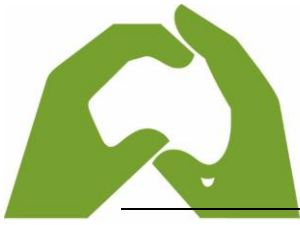
4. What do you dislike about working for Landcare and what elements of your job do you find most difficult or challenging?

5. What do you consider to be your most important tasks in the next year?

6. What action could be taken to improve your performance in your current position?

7. What actions could be taken by the committee to improve their support, direction and feedback to your position?

8. Do you feel that you are part of a team? How could the staff team work to better support your position and the organisation?



9. What kind of work or job would you like to be doing in one/two/five years time?

### Part 3: Your Work Plan

Review your workplan for the past 12 months - against each objective, comment on achievement or otherwise, with reasons where appropriate.

**Objective**

**Comment**

Please provide a copy of your workplan to appraisers, preferably a few days before interview so they have time to review, and bring a copy to the interview. It would also be valuable to bring along some samples of things you are working on e.g. newsletter, fact sheet, poster to demonstrate your work at the interview.

## Part 4: Your Skills

Skills - Score your own capability or knowledge in the following areas in terms of your current role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment.

Item	Skills	Self	Appraiser
Comments			
1.	Community involvement & liaising with community members		
2.	Technical Knowledge		
3.	Time Management		
4.	Planning & Implementing		
5.	Reporting & Administration		
6.	Communication Skills		
7.	Delegation Skills		
8.	IT/equipment/machinery skills		
9.	Meeting deadlines/commitments		
10.	Creativity, problem-solving and decision-making		
11.	Team-working and developing others		
12.	Energy, determination and work-rate		
13.	Leadership and Integrity		
14.	Adaptability, flexibility and mobility		
15.	Personal appearance and image		
16.	Workplace communication		
17.	Researching and getting information		
18.	Negotiating strategies techniques & skills		
19.	Completing projects and agreements with groups		
20.	Questioning and listening skills		



#### 4. Training and development needs

What training, development, guidance or support would best help you to meet the demands of your position over the next year?

- To help you overcome any limitation of skills or knowledge specific to your current role
- To help you gain new skills or knowledge to meet changes in your role
- To help you meet new targets or objectives

#### Part 5: Appraiser's Comments



To be completed by member of staff being reviewed. Please delete as appropriate.  
I have read the comments, summary and the outcomes noted by my reviewer and:-

a) I **agree with** them

b) I **agree with** them and wish to add the following points:-

c) I do **not agree** with them for the following reasons:-

<p>.....</p> <p>Staff member's signature</p> <p>.....</p> <p>date</p>	<p>.....</p> <p>Appraiser's signature</p> <p>.....</p> <p>date</p>
<p>.....</p> <p>(other appraiser's signature, as appropriate)</p> <p>.....</p> <p>date</p>	<p>.....</p> <p>(other appraiser's signature, as appropriate)</p> <p>.....</p> <p>date</p>