

Employment of Co-ordinators - Frequently Asked Questions

2015-19 Local Landcare Co-ordinator Initiative

Q: What proportion of the budget needs to be allocated to wages and on-costs?

A: There is no set proportion. The program provides a budget of \$50,000 per 0.5EFT position. From this you must employ 0.5 EFT, with the balance available for the operational support of that position. As each organisation will have a different cost structure only you will be able to determine what is appropriate for your organisation.

Q: How do we demonstrate that we are employing 0.5EFT?

A: Annual reporting requirements will require a financial acquittal.

Q: Does the Local Landcare Co-ordinator need to be an employee not a contractor?

A: Yes, the Landcare Co-ordinator needs to be an employee not a contractor. Please refer to the Landcare NSW Employment Toolkit for further information <http://www.landcarensw.org.au/resources.php?tid=10>

Q: Can a current employee be appointed to fill the Landcare Co-ordinator position or does there need to be an open recruitment process?

A: A current employee can be appointed to the Landcare Co-ordinator position, but we suggest that you obtain and keep on record a copy of their current resume / CV, along with a statement as to why how they meet the position criteria.

Q: Our current Landcare support person is a contractor, do we need to change this arrangement to being an employee for the Landcare Co-ordinator position?

A: Yes. You don't need to run a recruitment process to employ a current contractor as an employed Landcare Co-ordinator, but we suggest that you obtain and keep on record a copy of their current resume / CV, along with a statement as to why how they meet the position criteria.

Q: How do we change / convert a contractor to an employee?

You would need to terminate the contracting arrangement and then negotiate the terms of a Common Law employment agreement. You need to bear in mind the employment on costs of superannuation, workers compensation & other insurances, leave entitlements that as an employer you will have to provide when calculating rates of pay for an employee.



Q: Can more than one person fill the role of Landcare Co-ordinator?

A: Yes, but bear in mind the requirement to attend Induction Training and other Community of Practice activities and the need for the host organisation to meet the travel costs for these.

Q: Is there an Award that applies to the Landcare Co-ordinator positions?

A: No. Typically Landcare Co-ordinators undertake a combination of administrative / clerical and field work, and there is no Modern Award that applies. Host organisations should develop a Common Law Agreement which needs to meet the 10 National Employment Standards (see <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>)

Q: Should the Landcare Co-ordinator be employed as a part-time or a casual employee?

A: As the Landcare Co-ordinator will most likely be working regular hours and have on-going employment they should be part time employees rather than casual. For more information see <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/casual-employees>

Q: What is the suggested pay scale for the Landcare Co-ordinator positions?

A: There is no set pay scale. We have provided some benchmarking information to assist your organisation determine an appropriate rate for your circumstances.

Currently Landcare Co-ordinators across NSW are paid a broad range of rates depending on responsibility, qualifications & experience and location. The range for full-time or part time employees is approximately from \$25.00 per hour to \$43.00 per hour plus superannuation and leave entitlements (annual leave, sick leave etc.).

Historically Landcare Co-ordinators have been considered equivalent to the Catchment Management Authority Clerical & Administrative Grade 3/4 scale this now roughly equates to Local Land Services Senior Customer Service Officer and Administrative Officer Grade 3.1 – 4.4, Salary Points 8-15 \$58,687 - \$71,839 (\$32.25 per hour - \$39.47 per hour) based on a 35 hour week.

Some Landcare Co-ordinators with a greater level of responsibility would be considered equivalent to the Local Land Services Land Services Officer Grade 5.2 – 5.6, Salary Points 17-21 \$77,448 - \$85,455 (\$42.55/hr - \$46.95/hr) based on a 35 hour week. For more information on the Local Land Services Award 2013 visit <http://www.ircgazette.justice.nsw.gov.au/irc/ircgazette.nsf/webviewdate/C8159> (note that the salary scale at this link is as at 1st January 2014, the salary scales listed above are as at 1st July 2015).

Q: Is there a mechanism to increase wages based on CPI?

A: The program provides \$50,000 per annum, with no CPI increase. If you wish to include a CPI increase in wages, ensure that you allow for this in your budgeting within the parameters of the 3 years of the program.



Q: What qualifications are required to undertake these positions?

A: Landcare Co-ordinators must have qualifications and / or relevant experience that will enable them to work within their communities and contribute to the program. It is up to each host organisation to determine the qualifications that will be required to ensure the Landcare Co-ordinator is a good fit to your community. Please read the outcomes of the program and the sample job description to understand what qualifications/skills the Landcare Co-ordinator will need to be effective in delivering upon the project.

Q: How do you vary the pay scales to account for experience/ years of service/ geographical location/ responsibilities?

A: Each host organisation should take into account the skills and experience of the Landcare Co-ordinator, as well as referencing pay scales for similar position within government and community in their local areas when setting pay rates. The committee of the host organisation (or a subcommittee) should be charged with this decision, rather than a single individual.

This information is provided as a guide. Host organisations are advised to refer to the Employment Toolkit. <http://www.landcarensw.org.au/resources.php?tid=10>

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The NSW Government has provided \$15 million over four years to renew the government-community relationship and unlock the full potential of the thousands of volunteers in the Landcare network.

This document has been developed by Landcare NSW Inc as part of the Landcare in a Box Series

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of November 2015. 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 Landcare NSW or the user's independent advisor.

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