

SGLN

Fee-for-Service Policy



Introduction

The Board of the South Gippsland Landcare Network is responsible for overseeing the budget of the organization and for ensuring that the organization operates within a responsible, sustainable financial framework.

One of the biggest challenges in not-for-profit or service organizations is finding ways to pay the costs associated with offering a product or service (given decreases in funding and increases in demand for their services).

The South Gippsland Landcare Network has implemented a fee-for-service model as a way to cover their expenses and contribute towards its vision; to ensure the integrity of land, water and biodiversity assets in South Gippsland through sustainable land use and management.

Requesting donations, requiring fees, and implementing membership dues are the fee-for-service models implemented in some form by the South Gippsland Landcare Network.

Purpose

This policy is designed to set out the process for identifying, implementing and evaluating the South Gippsland Landcare Networks fee-for-service models.

POLICY

The Board of the South Gippsland conducts an evaluation of the services provided, and the prices for these services, each year as part of its annual business planning in April.

Shall the cost of any of the services listed in the 'SGLN Fee-For-Service Menu' be covered by a concurrent grant held in a contractual agreement between the South Gippsland Landcare Network and an investor i.e. the State or Federal Government's, no charges will apply for that service or services to be delivered to a third party.

Pricing levels are established on a "break-even" point, (the price level at which you neither make nor lose money on offering a product or service) and are less than a for-profit or commercial organization would charge for a similar service.

The service that generates the fee shall be associated with the South Gippsland Landcare Networks mission; to provide an efficient framework for the sharing of information and resources to Landcare Groups within the Network to assist them in achieving their goals objectives.

Responsibilities

The Network Coordinator and the Treasurer, in consultation with the SGLN Board, are responsible for recommending a Fee-for-Service procedure and menu for consideration by the Board.

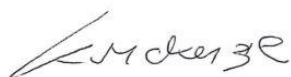
Procedures

- The Network Coordinator will publish the SGLN Fee-for-Service Policy, Procedure and Menu on the SGLN website and advise of its existence via the SGLN e-newsletter 'Network Notes' .
- The fee-for-service models will be outlined in the SGLN business plan.
- The Network Coordinator will be responsible for implementing the Fee-For-Service Menu in line with the fee-for-service Policy and Procedure.
- In the absence of a Network Coordinator or paid SGLN staff, the SGLN Board will be responsible for implementing the Fee-For-Service Menu in line with the fee-for-service Policy and Procedure.
- The Network Coordinator will provide an update to the SGLN Board in a bi-annual basis on the adoption/success of the fee-for-service model.
- Keep risk management in mind and make plans to evaluate.
- The Network Coordinator and Finance Committee will evaluate the policy, procedure and menu on an annual basis in Feb-March for recommendations to be made for the SGLN Board at the April Business Planning and Budget meeting.

Related Documents

- [SGLN Fee-for-Service Menu](#)

Authorisation



Network Coordinator Kate McKenzie
23/07/2018

Policy number	3	Version	1
Drafted by	Kate McKenzie	Approved by Board on	23/07/2018
Responsible person	Frank Dekker	Scheduled review date	07/2019