



2023 Member Census Guide

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Introduction

This guide has been created to assist Member Group personnel completing the Landcare Victoria Inc 2023 Member Census on behalf of their group. **The 2023 Member Census must be completed by all Landcare Victoria Inc. Member Groups intending to renew their membership of Landcare Victoria in 2023/24.**

Census data is collected from our Member Groups annually in accordance with the Landcare Victoria Inc. Rules of Association. The information collected ensures we understand our Member Groups and the activities they undertake – this allows us to seek appropriate insurance cover for the following membership year and makes it possible for us to provide our other member services.

The census is available as an online form which uploads data directly to Landcare Victoria's database. Offline versions of the form are available in PDF format or hard copy for groups unable to complete the form online.

What you will need

Please keep this guide handy while completing the census, as it provides detailed information about how each question should be answered.

You should also ensure you have the following information about your group on hand:

- Your group's current **membership list**, including contact information for all committee members
- Contact information for any Professional Landcarers (**employees or contractors** undertaking paid work for your group on an ongoing basis for at least 0.4 FTE (two full 7.6-hour days each week))
- **Participant lists** from group activities over the past 12 months (to determine volunteer numbers)
- The group's **ABN** (if applicable), and knowledge of whether the group is registered for **GST**, registered as a **charity with ACNC**, or endorsed as a **Deductible Gift Recipient** with the ATO
- Links to the **group's website, Landcare Gateway page, and other social media pages** (if applicable)
- Details of group assets (the number of **bank accounts** held by the group and the name of the banking institution they are held with, and the registration number of any **registered vehicles** owned by the group)
- The group's **financial figures** from its most recent complete financial year (annual income, expenditure, etc.)
- Information about the group's recent and upcoming **projects, interests, concerns and activities**

If you have the above information on hand and a stable Internet connection, it should take no more than 45 minutes to complete the census (and much less if most of the group's details haven't changed since last year). **Please only submit the form once per Member Group.**

Accessing the census online

The Main Contact for each Member Group will receive an email entitled '*It's time to complete the 2023 Member Census*' which contains the link to your group's unique census form, along with your group's username and password. If someone else in the group will be completing the form, please forward the email to that individual.

Click the link to open the census in your Internet browser, then log in using the username and password provided. If you have trouble logging in, please double check the credentials you have entered are correct (copy & paste is the best method of entering this information).

If you need tech support, please contact Amanda Grace via info@landcarevictoria.org.au or (03) 9034 1940. Include screenshots of any error messages or a detailed description of the problem you have encountered to speed up the support process, and please be patient - we receive a high volume of enquiries while the census is taking place.



Section 1 – Group Contact Details

In this section, you may view your group’s current membership details, check that your group’s contact information is up to date, and add your group’s key personnel (committee members and professional landcarers).

Group Membership Details

You may view your group’s current Landcare Victoria Inc membership details here.

Group ID: Your group’s unique membership number. You’ll find this on your group’s Landcare Victoria membership certificate, invoices and other correspondence.

Group Name: The name of your Member Group as it currently appears in our database.

Membership Status: Your group’s current membership status (financial or non-financial). Non-financial groups do not receive the benefits of membership, including cover by the Landcare Victoria insurance package.

Paid Through: The date on which your group’s membership expires if it is not renewed.

Group Contact Information

Please email Amanda Grace at info@landcarevictoria.org.au if any of the following contacts need to be updated:

Main Contact

Each group must have a Main Contact listed. The Main Contact will receive important notices from Landcare Victoria Inc and will be our first point of contact for the group.

Please ensure we have a **name, postal address, email address and at least one telephone number** for your group’s main contact person. If the group has its own PO Box/postal address or its own group email address it is fine to use these details instead of the contact person’s personal addresses.

Billing Contact

Groups may also list a separate Billing Contact if invoices are to be sent to another individual besides the Main Contact. If your Main Contact is to receive all correspondence, the Billing Contact section will be blank.

If your group has a separate Billing Contact, please ensure we have a name, postal address, email address and at least one telephone number for this individual. If the group has its own PO Box/postal address or its own group email address it is fine to use these details instead of the contact person’s personal addresses.

Additional Contact

Groups may now also nominate an Additional Contact. The Additional Contact will be included in the mailing list for any bulk mailouts being sent to the Main Contact.

For example, if your Member Group's Main Contact person is its Secretary, you may like to list the group's President as the Additional Contact. Or, if your Member Group is a network which engages a Facilitator, you may like to list the network Facilitator as the Additional Contact so they are kept in the loop with any major communications being sent to the network.

Alternatively, the Main Contact person may like to list a secondary email address for themselves as the Additional Contact. For example, if you have your group's email address listed as the Main Contact email but you'd also like to receive correspondence to your personal email address, then you may add this as the group's Additional Contact.

If no Additional Contact has been added, the Additional Contact section will be blank.

Please note that only one Additional Contact may be listed per Member Group. It is expected that the person nominated as the group's Main Contact will forward relevant communications to the rest of the group's committee and members as necessary.

Key Personnel – Committee Members

Please use the plus sign to add each of your group's committee members, including its office bearers (President, Secretary, Treasurer, Vice President). We do not require the details for every member of your group - just the committee.

Please select the role which most closely matches the individual's role in your group. For example, if your group has a Convenor, please select 'President/Chair'. If any role is shared between multiple people, use the Co- roles such as 'Co-Secretary' for both individuals.

If no role matches closely, one of the general options such as 'Committee Member' or 'Executive Committee Member' is likely the best choice.

Key Personnel – Professional Landcarers (PLCs)

Professional Landcarer (PLC): An individual working for a Landcare Victoria Inc Member Group (or multiple Member Groups) for a minimum 0.4 FTE (equivalent to at least 15.2 hours, or two 7.6 hour days each week).

If your group has reported its Professional Landcarer(s) to Landcare Victoria this year via the PLC Update form, those individuals should be listed on your group's record. Individuals have been given a Role Type based on their Position Title – if a different Role Type fits better in terms of the individual's main duties, please edit accordingly.

Note: If a network and one of its subgroups both reported the same PLC, they will be listed on the network's record only.

For example, if your organisation is a network that employs an individual for two or more days per week to work with the network and/or its subgroups, please list that individual as the network's PLC. **Each individual PLC only needs to be reported to us once, so the network's subgroups do not need to list that same person as a PLC.** A list of the PLCs already registered may be downloaded under [Resources](#).

In the case of an individual employed by an organisation that is not a Landcare Victoria Member Group (such as a local council) to work on behalf of a Member Group for two or more days per week, the relevant Member Group should list that individual as their PLC.

Individuals engaged as contractors rather than employees should also be listed, provided they are working on an ongoing basis with Landcare Victoria Member Groups for two or more days per week.

If your group does not engage any individuals in paid work for at least 0.4 FTE, please leave this step blank.

Privacy Request

Occasionally, Landcare Victoria Inc receives requests from external organisations or prospective volunteers for group contact details (such as the Main Contact's name, email address and/or telephone number). Such requests are handled at the discretion of Landcare Victoria Inc. If you would prefer your group's contact details are not shared with any third parties, please indicate this preference by selecting 'Yes'.

If privacy has been requested, Landcare Victoria Inc will only provide publicly available contact information for your group to third parties (such as that listed on your group's website or Victorian Landcare Gateway page). Please note that if no contact information can be found online for your group and you have requested privacy from us, we will be unable to assist prospective volunteers to get in contact with your group.



Section 2 – Other Group Details

In this section, you may check and update your group's other details such as its current number of members, incorporation status, ABN, Voting Delegate, etc.

Member Group Details

Activity status: Most groups are considered 'active' unless they have advised us they are undertaking a period of recess, merging with another group, or winding up.

Group type: Group or Network. A **group** usually consists of a committee plus individual or household members, but does not accept other independently-operating environmental volunteer groups as members. A **network** contains independently-operating subgroups in addition to any other members (for example, a regional landcare network made up of several landcare groups and overseen by a committee of individuals).

Number of independent subgroups: Applies to networks only. The total number of independent subgroups (member groups) in your network. This does not include sub-committees or local area working groups which do not operate independently of the network.

Total members: The total number of 'voting or financial members' and staff in the group/network. This includes all committee, financial individuals/households, and employees.

Estimated number of volunteers annually in addition to members: Please estimate how many non-member volunteers participated in your activities/events over the past 12 months (in person or online). This may include children under 15 who actively participated under supervision. If you aren't sure, please check your participant records. If the same individual attended multiple activities, you need only count them once.

Votes by: (Individuals or Households) This indicates whether each individual in your group/network is given voting rights at your group's general meetings, or if individuals in the same household (such as families) would share a single vote when your group is voting (such as electing committee members or voting on special resolutions). If your group has a mixture of both due to singles/family memberships, 'Individuals' should be selected.

What month do you typically hold your AGM: Please indicate the month your group usually holds its AGM. If it varies, please select the month of its most recent past AGM or upcoming planned AGM.

Independently incorporated (through CAV or equivalent): Incorporated associations are registered with Consumer Affairs Victoria (or the equivalent body in other states) and given a unique incorporation number. See [Consumer Affairs website](#) for more information. Please note that using Landcare Victoria Inc's umbrella of incorporation for certain purposes such as applying for grants does **not** mean your group is independently incorporated.

Incorporation number: The unique registration number given to independently incorporated associations by Consumer Affairs Victoria (or the equivalent body in other states). If your group is unincorporated, leave blank.

ABN: If your group has an Australian Business Number, please note it in this field. This should be an 11 digit number in the format XX XXX XXX XXX.

Registered for GST: If your group has registered for GST with the Australian Tax Office, please indicate by selecting Yes. See [ATO website](#) for more information.

Registered as a charity via ACNC: If your group is a registered charity with the Australian Charities and Not-for-profits Commission, please indicate by selecting Yes. See [ACNC website](#) for more information.

Registered as deductible gift recipient (DGR) via the ATO: If your group has ATO-endorsed DGR status, please indicate by selecting Yes. This allows donors to claim a tax deduction on donations made to your group. See [ATO website](#) for more information. Please note that registering to utilise Landcare Victoria Inc's DGR Fund for fundraising does **not** mean your group has DGR status.

Registered to utilise Landcare Vic DGR Fund for fundraising: If your group has registered to utilise the Landcare Victoria Fund to receive donations, this will note Yes. See [Landcare Victoria website](#) for more information.

Landcare Victoria Voting Information

Landcare Victoria Voting Region: Landcare Victoria Inc Member Groups are assigned a Voting Region for Landcare Victoria elections, including electing our Board of Directors. This region will usually be the group's main region of operation.

Voting Delegate Name, Email, Position: All financial Landcare Victoria Inc Member Groups are given voting rights at Landcare Victoria Inc elections. The group's Voting Delegate is the person authorised to vote on behalf of your group and is assumed to be the group's President/Chair unless otherwise notified.

Please ensure we have been advised of the name, position and email address for your group's nominated Voting Delegate. If the Voting Delegate does not have their own email address it's ok to enter the group's Main Contact email here instead.

Website and Social Media

Website: If your group has its own website, please include a link (e.g. ours is www.landcarevictoria.org.au).

Victorian Landcare Gateway: If your group has a page on the Victorian Landcare Gateway (www.landcarevic.org.au), please include a link (e.g. ours is www.landcarevic.org.au/groups/state/lvi)

Facebook: If your group has a Facebook page, please include a link (e.g. ours is www.facebook.com/landcarevictoria)

Other social media: If your group has other social media accounts, such as Instagram, Twitter or LinkedIn, please include a link (e.g. ours are <https://www.linkedin.com/company/landcare-victoria-inc/>, <https://www.instagram.com/landcarevic/>, <https://twitter.com/landcarevic>).



Section 3 – Financial Update

In this section, you may check and update your group's assets (bank accounts and registered vehicles) and provide updated financial figures.

Group Assets

Bank accounts: Any accounts entered last year should still be on record – if so, please do not enter them again. Click the plus sign (+) to the right hand side of Group Assets - Bank Accounts to add any new accounts held by your group/network (institution name and number of accounts only, e.g. Bendigo Bank, 1 account). This may include transaction accounts, cheque accounts, term deposits, etc.

If the existing information is incorrect, you may edit it by clicking the pencil icon next to the account. If your group has closed the account listed, please click the cross icon beside it to delete it.

Registered vehicles: Any vehicles entered last year should still be on record – if so, you do not need to enter them again. Please click the plus sign (+) to the right hand side of Group Assets - Registered Vehicles to add any new vehicles owned by the group/network, such as trailers. Please note the type of vehicle (e.g. 'Spray trailer' or 'Major Box') and the vehicle registration number for each. There is no need to include any unregistered vehicles/trailers or other types of equipment.

If the existing information is incorrect, you may edit it by clicking the pencil icon next to the vehicle. If your group has sold or disposed of the vehicle listed, please click the cross icon beside it to delete it.

Financial Update

Add your group's latest annual financial figures (income, expenditure, etc.), in whole dollar amounts (\$).

Enter financials from the most recent **complete 12-month period** for which you have figures available. You may not use an incomplete financial year (one still in progress as at 30 May 2023). For example, if your group's financial year ends on **30 June each year**, the most recent complete financial year is the year **ending**

30/06/2022. If your group's financial year ends on **31 December each year**, the most recent complete financial year is the year **ending 31/12/2022**.

The figures entered do not need to have been audited, nor do they need to have been presented at your group's AGM if you are confident they are substantively correct. You can get in touch with us at any time to adjust the figures provided if necessary.

Census Year: 2023.

Reporting Year End: The date on which the 12-month period you are reporting figures from ended. This date must have already passed.

Total Annual Income: The group's total income for the reporting year from all sources. Income sources may include membership dues, grants, interest, sale of products, etc. If the group had no income at all, note '0'.

Total Income from Grants: The total value of all grants received by the group during the reporting year. Please note that this figure must be less than or equal to the group's total annual income. If the group received no grant funding, note '0'.

Total Annual Expenditure: The group's total expenditure during the reporting year. Please note this figure should include all expenses including Landcare Victoria Inc membership/insurance fees and any expenditure in the course of delivering grant projects. If the group had no expenses, note '0'.

Value of Assets: The total value of assets held by the group at the end of the reporting year. Include all funds held in bank accounts, plus a rough value of any equipment owned (current estimated re-sale value). If the group held no assets at the reporting year end, note '0'.

No. Employees (full-time): The number of paid full-time employees (working 35+ hours per week) employed by the group during that year? If none, note '0'.

No. Employees (part-time/casual): The number of paid part-time (working less than 35 hours per week) or casual employees employed by the group during that year? If none, note '0'.

Payroll Value: If you have reported employees in the questions above, enter value of your total annual payroll for that year. Otherwise note '0'.

No. Contractors Engaged: The number of independent contractors (sole traders) engaged by the group during the reporting year. If none, note '0'.

Total Paid to Contractors: If you have reported engaging independent contractors, please confirm the total amount paid to independent contractors during the reporting year, otherwise note '0'.

Income Breakdown by Source

Estimate how much of your group's total annual income came from each of the listed funding sources, in whole dollar amounts (\$). For example, if your group's total income was \$950, the breakdown might be a \$500 VLG support grant (state government grants), \$350 in membership fees, and \$100 in donations.

If your group received no funding from a listed income source, note '0' for that source.

Declaration

If you believe your organisation will be capable of paying its debts as they arise over the next 12 months, select 'Yes'.



Section 4 – Group Interests/Activities

In this section, you may provide an update on your group’s priority areas of interest, and the types of activities your group is involved in.

Group Interests

Please identify the 5 highest priority interests and concerns for your group/network over the next 5 years: The areas of interest or concern that are of the highest priority for your group, looking forward.

Please note that the options are in alphabetical order, including the ‘Other’ option. If you select ‘Other’ please specify your group’s interest or concern in the field provided.

If your group is currently inactive and does not intend to be active over the next few years, select ‘N/A - Not applicable due to group inactivity’.

Thinking about the projects your group or network has been involved in over the last 3 years, which landcare interests and concerns have they mostly aimed to improve?: The areas of interest or concern that have been of the highest priority for your group in recent years.

Please note that the options are in alphabetical order, including the ‘Other’ option. If you select ‘Other’ please specify your group’s interest or concern in the field provided.

If your group is newly formed and has not yet worked towards any projects, please select ‘N/A – Group is newly formed’. If your group has been inactive over the past 3 years, please select ‘N/A - Not applicable due to group inactivity’.

Group Activities

Select all activities of the group/network, including those undertaken by paid and volunteer workers: All activities your group has recently undertaken and/or intends to undertake during the 2023/24 year, including holding meetings, administering grants, and on-ground activities such as planting/revegetation.

Please note that the options are in alphabetical order, including the ‘Other’ option. If you select ‘Other’ please specify your group’s interest or concern in the field provided.

Is the group involved in any regular fundraising activities e.g. stalls, raffles, sausage sizzles etc.?: Select ‘Yes’ if your group undertakes regular fundraising activities.

Does the group supply alcohol at any time?: Select ‘Yes’ if alcohol is supplied at any group events.

Does the group manufacture or sell any products?: Select ‘Yes’ if the group produces and/or sells products (this may include seeds, plants, recycled products, merchandise, etc.).



Section 5 – Declarations

In this section, you must read and agree that you:

- Have completed the census to the best of your ability and provided accurate information on behalf of your group/network
- Have advised Landcare Victoria of any current or potential criminal or civil proceedings made against the committee or officers of your group in their capacity as committee members/officers of the group (or will do so immediately)
- Have advised Landcare Victoria of any facts or circumstances the group is aware of which may result in investigations, inquiries, regulatory proceedings or claims which may be covered under the Landcare Victoria insurance package (or will do so immediately), and;
- Understand the reasons for the collection of data from Member Groups via the annual census, and how it may be used by Landcare Victoria

If you are satisfied the census has been completed to the best of your ability and you agree to the declarations, please click 'Agree and Submit'.

If you need to review your responses before submitting, please click your unique census link again (in the '*It's time to complete the 2023 Member Census*' email) to go back to the beginning of the form. Proceed through the form and double check the information you've entered before submitting.

If you have any questions or concerns before submitting the form, please first refer to the Frequently Asked Questions on the next page, and if your question has not been answered, contact us via email to info@landcarevictoria.org.au or call 03 9034 1940. We appreciate your patience as a high volume of enquiries may delay our response.

Frequently Asked Questions

General census questions

Does my group need to complete the 2023 Member Census?

If your group is a Member Group of Landcare Victoria and wishes to renew its membership and insurance cover for the 2023/24 year, it must complete the 2023 Census.

Who in my group should complete the census?

Each group's unique census link and login credentials are provided to the group's Main Contact person, but if the Main Contact is not the individual who will be completing the form, they may forward the details to another member of the group's committee (but don't share it with anyone else!).

The person completing the census must have access to information about your group, including its financial figures and its membership list, so it is recommended that it be completed by an office bearer. Please ensure only one individual in your group is completing the census and avoid submitting the form multiple times.

Why does Landcare Victoria conduct an annual census?

The census is conducted annually as part of the membership renewal process. It is an opportunity for Member Groups to view and update their information in the Landcare Victoria Inc database each year. It is vital for Landcare Victoria to have accurate information about its members, particularly to report to the insurer.

Which Internet browser should I use to access the census?

The 2023 Member Census has been tested in the latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge and has been shown to function satisfactorily in all of these browsers. Testing in Apple Safari indicated this browser is more likely to produce errors on the census website, so it is not recommended to use Safari.

Does the census need to be completed online?

No. If you are unable to complete the census online, please let us know and we can provide an alternative. The census is also available as an offline PDF form or a hardcopy form.

What is the data collected in the census used for?

There are three main uses for the data collected during the census:

- **Insurance** – Landcare Victoria must submit detailed information about the association to the insurance broker in order to take out policies which cover Landcare Victoria and its Member Groups. Data such as the number of members and volunteers in each group, group financial figures, and group activities are compiled and submitted to the brokers each year for this purpose.
- **Member services** – Landcare Victoria must maintain an accurate register of its Member Groups in accordance with our rules of association. In addition to group contact information, other data collected about groups helps us to determine membership fees and deliver services such as grants auspicing, training opportunities, fundraising support, etc.
- **Statistical analysis** – Data collected may also be used for statistical analysis. For example, information about group interests and areas of concern helps us to understand the priorities of the landcare community and to identify opportunities for advocacy, training, and support.

Why do you ask about group assets (bank accounts and registered vehicles)?

These details help us to understand group independence and financial health (Do groups manage their own accounts or are they held by a parent network? Do groups only hold a single account, or do they have multiple accounts such as term deposits? Do groups own vehicles/trailers?).

Knowing which banking institution(s) groups use is also useful when we receive an unidentifiable payment in our bank account (no group name or group ID in the transfer data). By narrowing down the potential payees using their membership tier (which determines the amount each group was invoiced) and the institution the funds were received from, we end up with a handful of groups we can contact to determine which sent the payment, instead of needing to contact all members in that tier who have outstanding invoices.

VicRoads requires many groups to register their trailers under the Landcare Victoria account rather than allowing them to create their own, so we regularly receive registration renewal notices on behalf of our members. As the notices usually just include Landcare Victoria's name and address along with the trailer description and registration number, it can be difficult to identify which group to forward the notices to. However, if we have your registered vehicles in our database we can simply search for the rego number and pass on the notice without delay.

Why do you ask for our group's website and social media links?

Apart from knowing where to go to find out more about your group, this helps us to understand whether groups have an online presence at all, and if so, which platforms are utilised by groups (Do groups have their own website and social media pages, or are they reliant on the Victorian Landcare Gateway to publish information online?). We also want to follow your pages so we can share your successes and stories with our own followers.

How to answer census questions

What time period should I be using in my answers?

Generally speaking, you should use the **most recent information available**. For questions about the group or its members (e.g. Is the group incorporated? How many members are in the group?) then if you know the answer as of today (the day you are completing the form), then you should use that.

For entering the financial update, you need to use the most recent 'complete 12-month period'. When this is will depend on when your group's financial year ends.

For groups whose financial year ends on 30 June each year, the financial figures provided should be from the 12 months ending 30/06/2022 (when your group last prepared its annual financial statement). If you are completing the census before 30/06/2023, then you cannot use the year ending 30/06/2023 for the financial update as that time period is still in progress.

Do financial figures need to have been audited or presented at the group's AGM?

No. If you as the group's representative believe the figures are substantively correct, then they do not need to have been audited or presented to an AGM. Please submit your group's figures via the census, and then if an error is later found, please send Landcare Victoria an email with the correction as soon as possible after the error has been identified.

Census errors and issues

I got an error saying 'access denied' when I tried to sign in. What should I do?

Please email info@landcarevictoria.org.au and let us know your group name and the error message you received. We will troubleshoot and see if we can resolve the issue. If it cannot be resolved quickly you will be sent an alternate method of completing the census.

I entered the wrong username or password too many times and got ‘locked out’. What should I do?

Please email info@landcarevictoria.org.au and let us know your group name and that you were locked out. We will unlock your account and let you know when you can try to log in again. We suggest copying and pasting your username and password from the ‘It’s time to complete the 2023 Member Census’ email to avoid typing errors.

I got an error saying ‘record not found’ after using the ‘Back’ button on the form. What should I do?

Unfortunately, sometimes the form disconnects from your group’s record in our database when the ‘Back’ button is used. If you see this error, don’t worry! You just need to close the Internet browser window (or tab) where you were completing the census, and then click your group’s census link again to refresh the connection and go back to Section 1. Any information you’ve already entered on the form will have saved as long as ‘Save and continue’ has been clicked on each page.

What should I do if I made a mistake when entering information?

If you realise you’ve made an error in an earlier section of the census but you have not yet submitted the form, you can either use the ‘Back’ button on each page to go back one section at a time, or simply click your group’s census link again to go directly back to Section 1. Any information you’ve already entered on the form will have saved as long as ‘Save and continue’ has been clicked on each page.

If you realise you’ve made an error after submitting the census, please do not re-submit it! Just send an email through to info@landcarevictoria.org.au with your group name and a description of the error (“I accidentally added our Bendigo Bank account twice” or “I think I entered the wrong number of members, it should be 25”) and Amanda will go in manually and make the correction for you.

After the census

I’ve submitted the 2023 Member Census – what happens now?

Thank you for completing the census! Your group’s relevant data will be compiled and combined with the data from our other members and submitted to the insurer to arrange renewal of the insurance policies.

Landcare Victoria will also calculate your group’s membership and insurance fees for the 2023/24 year, and an invoice will be issued to your group’s nominated Billing Contact in June. Please ensure this is paid by 1 July to leave no gap in your group’s insurance cover.

I’ve submitted the 2023 Member Census but some of the read-only data (such as group contact information) was incorrect or out of date – what should I do?

Please send an email to Amanda Grace via info@landcarevictoria.org.au with any corrections. For example, “Hi Amanda, I’ve just completed the census for Bushy Creek Landcare Group and noticed the Main Contact’s mobile number is incorrect. It should be 0400 123 123. The group has also recently independently incorporated and our incorporation number is A0123012.”. We’ll then make those updates manually in the database.

Can we get a summary of our group’s census submission?

Yes. Summaries are not generated automatically at the end of the form, but if you would like a copy of your group’s census data please request one via info@landcarevictoria.org.au and it will be sent to you. We appreciate your patience awaiting receipt of your group’s data.

Alternatively, if you prefer, you may take screenshots of each page as you go through the census and save these for your records. If you go back to the beginning to do this after you’ve submitted your form, please do not click the final ‘Agree and Submit’ button in Section 5 again.