



Australian Government

Department of the Environment and Energy

# Checklist seeking national registration



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## RECOVERY TEAM GOVERNANCE CHECKLIST IN SEEKING NATIONAL REGISTRATION

A nationally registered recovery team's terms of reference should demonstrate how the recovery team will operate in accordance with these best practice guidelines. Use this checklist with the guidelines to self-assess your team's governance arrangements, and apply them as suitable. Please submit this checklist with your terms of reference in seeking national registration.

<b>RECOVERY TEAM NAME</b>	
<b>ROLES AND FUNCTIONS</b>	
Have you clearly defined the functions of the group over a specified period of time? Consider the team's role in:	
<input type="checkbox"/> Developing a recovery plan/conservation advice	<input type="checkbox"/> Planning/coordination of a recovery program implementation
<input type="checkbox"/> Identifying partnerships, funding opportunities	<input type="checkbox"/> Other... detail
<b>TEAM STRUCTURE AND MEMBERSHIP</b>	
In identifying your governance structure and team membership, have you considered and identified:	
<input type="checkbox"/> The size of the team: ensure that it is fit for purpose and manageable.	<input type="checkbox"/> The process that will be used to identify individual members and their terms of engagement
<input type="checkbox"/> Roles, functions, and responsibilities of positions created by the structure including chair and coordinator	<input type="checkbox"/> How membership might change over time and the process for changing this membership
<input type="checkbox"/> The appropriate range of expertise and experience needed, for example experts in the species, threat mitigation, disease, small population management etc.	<input type="checkbox"/> An appropriate mix of representation for example, from government, NRM groups, NGOs, research, Indigenous communities etc. to fit the recovery team's purpose
<input type="checkbox"/> Whether any sub-groups are required and how they will operate	<input type="checkbox"/> Other.. detail
<b>OPERATIONAL ARRANGEMENTS</b>	
Are the following arrangements captured:	
<input type="checkbox"/> General operational arrangements including meeting details and record keeping	<input type="checkbox"/> Protocols for conduct, conflict of interest, confidentiality
<input type="checkbox"/> Communication protocol, both internal and external	<input type="checkbox"/> Reporting processes
<input type="checkbox"/> Decision making processes	<input type="checkbox"/> Other.. detail
<b>APPROVAL FOR CONTACT DETAILS ON WEBSITE</b>	
<b>Note:</b> Reference, unless otherwise requested, will only be made to 'Chair XXX Recovery Team. Contact XXX'	
<signature>	
<name>	
Chair	
<date>	
<Contact details - need only be a generic email, website if available>	