[Insert organisation name/logo]

**Governance Policy**

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**Date for review: [date]**

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| --- | --- | --- | --- | --- |
| **Version number** | **Date of issue** | **Lead author/ reviewer** | **Consultative panel** | **Significant changes on previous version** |
| **[Yr/no]** | **[Date]** | **[Name/role]** | **[Name/role/ organisation]** | **[For example, incorporate changes to new legislation]** |
|  |  |  |  |  |
|  |  |  |  |  |

***Note\****

*This policy template has been developed to meet the needs of a diverse range of services and includes items for consideration in policy and procedure.*

***Not all content will be relevant to your service.******Organisations are encouraged to edit, add and delete content to ensure relevancy.***

*This template has undergone pro bono legal review. However, NADA does not accept responsibility for the legal accuracy of this template as it applies to your organisation. You are encouraged to seek legal advice if you are unsure about whether your Governance Policy is in line with your specific organisation’s legal responsibilities.*

*All notes (like this one) should be considered and deleted before finalising the policy, and the contents list should be updated as changes are made and when content is finalised.*

*\*Please delete note before finalising this policy.*

***Note\****

*To update the contents list when all content has been finalised, right click on the contents list and select ‘update field’, an option box will appear, select ‘update entire table’ and ‘Ok’.*

*To use the contents list to skip to relevant text, use* ***Ctrl and click*** *to select the relevant page number.*

*\*Please delete this note before finalising this policy.*

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# SECTION 1: POLICY FRAMEWORK

* 1. Introduction  
     **[Insert brief overview of the organisation, including:**
* **organisational type**
* **the communities you represent or service**
* **brief overview of your programs or services**
* **primary aims and values of your organisation]**

## 1.2 Policy statement

**[Organisation name]** is governed by a voluntary Board of Directors acting on behalf of clients of **[organisation name]**. The Board is committed to providing effective oversight of the organisation, setting the strategic direction and ensuring organisational viability.

## 1.3 Purpose

The Governance Policy is intended to clarify the content of the organisation’s constitution by making explicit the underlying principles of governance approved by the organisation.

Key areas this policy includes:

* Overview of governance framework in use at **[insert organisation name]**
* Roles and responsibilities of the Board, as well as the relationship with the CEO
* Outline of Director’s duties, responsibilities and code of conduct

## 1.4 Definitions

|  |  |
| --- | --- |
| **Board/Board of Directors** | The legally responsible governing body of the organisation. |
| **Constitution** | a governing document that sets out the roadmap for how the association will operate |
| **Governance** | The system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account |
| **Ordinary Board Member/Director** | A Director is a member of the Board of Directors, the governing body of **[Insert organisation name]**. |
| **Tenure** | Term limit relating to the number of years a Director can stay on the Board. |

## 1.5 Principles

* **[Insert organisation name]** views good governance and management practice as essential

to fulfilling its goal in a responsible manner.

* The Board conducts its affairs legally, ethically and with transparency.
* A diversity of skills and background on the Board is sought out and valued.

## 1.6 Outcomes

* **[Insert organisation name]**’s governance practice contributes to a quality, community-

driven organisation.

* **[Insert organisation name]**’s vision, goals and stated outcomes are fulfilled.
* Organisational risks and legal obligations are identified and managed through policies,

procedures and practice improvement.

## 1.7 Delegations

**[insert delegations within your organisation's governance framework or functions and delegations related to this policy. Below is an example.]**

|  |  |
| --- | --- |
| **Board of Directors** | * Endorse and ensure compliance with **[insert organisation name]**’s governance policy * Compliance with governance procedures * Understand and manage organisational legal responsibilities. * Monitor **[insert organisation name]’**s financial, risk, compliance, human resources, work health and safety and service delivery practices. * Develop the strategic direction of the organisation in partnership with the CEO/Manager and in alignment with **[insert organisation name]**’s constitution. * Undertake Board self-assessment and improve governance practice. * CEO/Manager performance management.   Refer to section 3 for further responsibilities of the Board, in addition to a breakdown of these responsibilities for specific Board roles. |
| **CEO/Management** | * Compliance with **[insert organisation name]’s** governance policy and its procedures. * Operational implementation of **[insert organisation name]’s** financial, risk, compliance, human resources, work health and safety, and service delivery practices. * Contribute to the development of the strategic direction of the organisation in partnership with the CEO/Manager, aligned to the **[insert organisation name]**’s constitution. * Develop the strategic direction of the organisation in collaboration with the Board. |
| **Program services/ Clinical staff** | * Compliance with **[insert organisation name]’s** governance policy and its procedures. * Operational implementation of **[insert organisation name]**’s financial, risk, compliance, human resources, work health and safety and service delivery practices. * Contribute to the development of the strategic direction of the organisation in partnership with the CEO/Manager and aligned to the **[insert organisation name]**’s constitution. |

## 1.8 Policy implementation

This policy is developed in consultation with **[insert organisation name]’s** Board members and staff and is approved by **[insert organisation name]’s** Board of Directors. All Board members and employees are responsible for understanding and adhering to this governance policy and its procedures.

The **[insert organisation name]** Board align their governance input and decisions with the new strategic planning period. The organisational values as stated in the current strategic plan are:

**[insert values from strategic plan]**

These values are reflected in all staffing, Board, client and community interactions, publications and representations made on behalf of **[insert organisation name].**

Specific monitoring and support activities undertaken to implement this policy are:

* New Board members are provided with an orientation to the Board including an

information package and opportunity to meet with the Chairand the CEO/Manager.

* Regular Board self-assessment and professional development activities.
* Annual schedule of Board meetings with documented terms of reference.

## 1.9 Risk management

This governance policy is informed by and complies with [organisation name]’s constitution and **[select which legislation applies: Corporations Act, NSW Incorporations Act, Co-operatives Act, or other].**

The Board demonstrates that mechanisms are in place for fair and transparent governance through accessible meeting minutes, Board self-assessment and Board development plans. Annual performance reporting to stakeholders and the community it serves demonstrates transparency in governance and operations.

The governance policy is included in [organisation name]’s policy review schedule where all policies are reviewed every [Insert frequency] at a minimum, or following significant operational, policy or legislative requirements. Risks are also actively managed through [insert organisation name]’s risk and compliance register reviewed at board meetings.

# SECTION 2: GOVERNANCE FRAMEWORK overview

The Board Governance Policy, illustrated in yellow below, is a key component of the Governance Framework.

***\*Note*** *The below image is an example diagram only. Please create your own to suit the specific components of your own organisation’s governance framework, its constitutional requirements and suite of organisational policies.*

*\*Please delete this note before finalising this policy.*

### 2.1 The Governance Framework Overview

(This is the NADA governance framework, use as an example only)A diagram of a company

Description automatically generated

# SECTION 3: ROLE OF THE BOARD

## 3.1 Introduction

The Board of Directors is the governing body elected **[Insert frequency]** at an Annual general meeting in accordance with the provisions of the **[insert organisation name]**’s constitution.

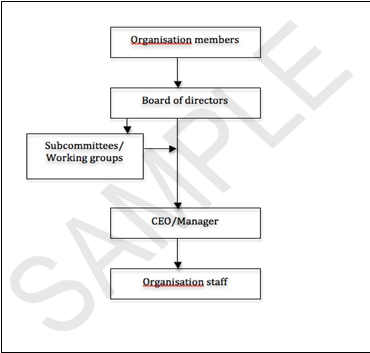
## 3.2 Role of the Board

The Board’s role is to manage **[insert organisation name]**’s within the approved budget and in accordance with the relevant law and the organisation’s plans, policies and procedures.

Within this role, the Board may delegate many responsibilities to nominated members of the Board, sub-committees or the Chief Executive Officer (CEO)/Manager.

## 3.3 Board structure

The **[insert organisation name]**’s Board is structured by a voluntary and representative Board, with **[insert total number of Board members]** Board members. The Board may appoint **[insert number of Board members]** additional independent members or people with lived and/or living experience of accessing AOD services for the purpose of bringing expertise to the Board. The diagram below demonstrates **[insert organisation name]**’s governance and management structure.



*This is only an example; replace before finalising this policy****.***

## 3.4 CEO/Manager

The Board delegates responsibility for running the organisation to the CEO/Manager.

## 3.5 Board sub-committees

**3.5.1 [Insert Board sub-committee name]**

Responsibility for **[insert responsibility of the sub-committee]** is delegated to the **[insert Board sub-committee name]**.

The primary task(s) for the **[insert Board sub-committee name]** Sub-committee is to **[insert sub-committee primary task(s)]** and provide recommendations to the Board on **[insert responsibility of the sub-committee]**. This includes:

* **[Insert activity under responsibility of the sub-committee]**
* **[Insert activity under responsibility of the sub-committee].**

The **[Insert Board sub-committee name]** sub-committee consists of:

* **[Insert Board member’s position]**
* **[Insert Board member’s position]**
* **[Insert Board member’s position]**
* **[Insert Board member’s position]**
* **[Insert Board member’s position].**

A quorum for the **[Insert Board sub-committee name]** Sub-committee is **[Insert quantity, (No)]** persons.

The sub-committee meets **[Insert frequency]** on **[Insert date and location].** The Management may or may not attend the **[Insert Board sub-committee name]** Sub-committee at the discretion of the Board and will **[Insert voting rights option]** have voting rights.

**3.5.2 Other sub-committees**

Under the **[insert organisation name]**’s constitution, the Board can create sub-committee(s). Members of the sub-committees can include Board members and/or independent advisers with specialist knowledge and skills appointed by the Board. All decisions made by the sub-committees are to be approved at full Board meetings.

Note\*

Ensure that the organisation’s constitution allows sub-committees. If the Board wants to include these working groups permanently in the formal structure, the constitution must be changed to indicate the addition to the formal structure of the organisation.

\*Please delete note before finalising this policy.

**3.5.3** **Summary of responsibilities**

The following table summarises the responsibilities held by the Board, the CEO/Manager and sub-committees in meeting the main roles of the Board.

|  | **Planning and policy** | **Legal** | **Financial** | **Other** |
| --- | --- | --- | --- | --- |
| **Responsibility of the Board** | » Ensure that strategic and operational plans are developed and evaluated  » Approve the organisation’s strategic plan  » Hold the CEO/Manager accountable for implementing the strategic plan  » Approve policies that guide the organisation’s operations  » Ensure policies and procedures are kept up-to-date and put into practice | » Ensure the Board is fulfilling its role and responsibilities  » Ensure that **[insert organisation name]** operates in line with the organisation’s Constitution, legislation and agreements or contracts  » Ensure that staff employment agreements and contracts comply with relevant laws  » Abide by work, health and safety obligations (see Work, Health and Safety Policy  » Ensure that **[insert organisation name]** has adequate insurance cover  » Ensure that all risk is properly managed  » Ensure that **[insert organisation name]** operates within relevant federal, state and local government laws and regulations | » Oversee financial management and budgeting  » Ensure funding agreements are followed  » Ensure that accounts are properly accounted for and an audit is completed every year  » Adopt a financial/sustainability plan in line with the strategic plan  » Ongoing improvement to financial management processes  » Monitor risk management  » Prepare and review budgets and forecasts  » Review monthly accounts prepared by the Finance Officer  » Review organisational income and expenditure | » Appoint and support the CEO/Manager  » Represent the organisation when required  » Ensure that **[insert organisation name]** has strong community support, a solid membership base and is a viable organisation  » Provide staff with support and direction through the CEO/Manager |
| **Responsibility of the CEO/Manager** | »Identify and prepare papers for the Board relating to key policy issues  » Manage the preparation of the strategic plan  » Provide input (and co-ordinate the provision of input from other staff) into the strategic plan  » Implement the strategic plan  » Report to the Board against the strategic plan | » Ensure organisation complies with its policies and procedures  » Ensure organisation complies with relevant laws | » Supervise financial staff, management and budgeting  » Ensure funding agreements are followed  » Ensure accounts are accounted for and an audit is completed every year  » Implement the financial/sustainability plan in line with the strategic plan  » Prepare budgets that align with the strategic plan | » Attend **[Insert Board sub-committee(s) name]** Sub-committee meetings as required  » Provide reports to Board meetings on major operational issues, including: **[insert detail e.g. human resources]**  » Supervise staff |
| **Responsibility of [Insert Board sub-committee name] Sub-committee** | **» [Insert planning and policy responsibilities of sub-committee if any]** | **» [Insert legal responsibilities of sub-committee if any]** | **» [Insert financial responsibilities of sub-committee if any]** | **» [Insert other responsibilities of sub-committee if any]** |

## 3.6 Summary Strategic planning

The goals and outcomes in **[insert organisation name]**’s strategic plan provides key directions for the organisation and its key stakeholders as a service provider.

The CEO/Manager is responsible for developing the strategic plan in consultation with the Board and staff, with the Board formally endorsing the final document.

The strategic plan outlines the outcomes for **[insert organisation name]** and broad strategies to meet the outcomes. Broad outcomes and strategies are identified after assessing the environment in which the organisation operates, and consulting with clients, community members and stakeholders. The Board is responsible for agreeing on the strategic priorities for **[insert organisation name]** for each **[insert frequency]** year period.

The strategic plan is a public document distributed among the community, organisation members and stakeholders. Copies are made available on **[insert organisation name]’s** website and upon request from **[insert organisation name]**’s office.

### 3.7 Board Succession Planning

The Board should regularly discuss the make-up of the Board. In planning succession, the Board will consider:

1. The long-term vision and direction (strategic plan) and mission and objectives (constitution

review) of **[insert organisation name].**

1. The skills required at the Board table to provide effective governance over the long-term

vision and the mission and objectives.

1. The representation of the membership on the Board.
2. The Board commitment to diversity in its ranks.

The nominations committee supports the Board in driving board succession planning. The Board manages a communications plan with the membership to assist with the recruitment of the new Director(s).

### 3.8 Annual Board performance assessment

The Board will undertake an annual performance evaluation that reviews the performance of the Board against the requirements of this Charter. The Board will determine the scope of the performance evaluation and how it is carried out.

# SECTION 4: PERSONAL AND LEGAL RESPONSIBILITIES of board

## 4.1 Personal responsibilities

Once elected to the Board, members act on behalf of **[insert organisation name]**’s to meet the goals and outcomes of the organisation. Board members are representative of the community and membership and must make decisions according to the best interests of **[insert organisation name]** in meeting its goals and outcomes.

**[Insert organisation name]**’s Board members’ duties include:

1. Putting the interests of the organisation above all else
2. Acting with care
3. Remaining honest
4. Avoiding any conflict of interest by being up-front about likely conflicts, and withdrawing

from any discussion or decisions where this is an issue

1. Not gaining in a personal way from being a Board member
2. Not divulging any confidential information outside of the Board
3. **[Insert here any other duty outlined in the legislation that applies to your organisation for example: in the Corporations Act, NSW Incorporations Act, Co-operatives Act, or other].**

**[Insert organisation name]** Board members have a duty that requires them to act with the degree of care and diligence that a reasonable person in that position would exercise. Board members are required to:

* Make judgment in good faith for a proper purpose; and
* Not have a material personal interest in the subject matter of the judgment; and
* Inform themselves about the subject matter of the judgment to the extent they reasonably

believe to be appropriate; and

* Rationally believe that the judgment is in the best interests of **[insert organisation name]**.

Board members must be fully up to date with **[insert organisation name]**’s activities and take an active role in decision-making. Board members need to:

* Attend all or the majority of Board meetings;
* Ensure they have read and considered all Board papers prior to the meeting, and come

prepared to discuss decisions required;

* Obtain sufficient information and advice about major activities or proposals put to the

Board, before deciding whether to approve them.

For additional information, refer to supporting document “Directors’ Code of Conduct”.

***\*Note***

*The duties of the Board may vary from organisation to organisation depending on the organisational needs and type. For example, the requirements to be honest, not gain in a personal way, and not divulge confidential information are set out in Sections 32 and 33 of the Association’s Incorporations Act 2009. This Act makes it an offence for a Board member to use information obtained as a Board member, or to use their position as a Board*

*member, dishonestly with the intention of gaining advantage for themselves, or for another person, or for causing detriment to the organisation. Complete your organisation’s Board responsibilities according to the legislation that applies to your legal status.*

*\*Please delete note before finalising this policy.*

## 4.2 Specific legal responsibilities

The Board is responsible for ensuring the organisation complies with a range of legal and other obligations. Refer to **[insert organisation name]**’s Compliance Register for details of how **[insert organisation name]** meets the obligations.

## 4.3 Responsibilities of Board office holders

**4.3.1** **Chair (President)**

The Chair is the leader of the Board and along with the CEO/Manager, the primary spokesperson for **[insert organisation name]**. The role of the Chair requires more time than an ordinary Board member. Additional responsibilities for the Chair include:

* Steering the direction and performance of the organisation
* Facilitating relationships between Board members, between the Board and **[insert**

**organisation name]’s** stakeholders, and with the CEO/Manager

* Modelling and promoting high standards of behaviour and practice
* Chairing Board meetings and acting as final decision-maker in circumstances like when the

vote is tied

* Developing meeting agendas with the CEO/Manager
* Preparing for the AGM.

Within the leadership role, the Chair will be expected to demonstrate the following skills:

* Experience chairing or facilitating meetings
* Liaison and negotiation with the government and corporate sector, particularly funding

agencies or foundations

* Staff supervision or human resource management skills
* Media interaction
* Financial management.

**[Insert organisation name]** has delegated this role to the **[insert role and name of delegate].**

Refer to **[insert organisation name]’s** Board Chair Position Description for further details.

**4.3.2 Treasurer**

The Treasurer’s role is to monitor **[insert organisation name]’s** financial processes and ensure financial reporting obligations are maintained. The Treasurer will have sound knowledge of financial matters. Responsibilities include:

* Developing and updating financial policies and procedures with the CEO/Manager and

**[Insert finance role name e.g. finance officer, finance co-ordinator.]**

* Preparing or co-preparing budgets
* Monitoring monthly accounts
* Signing off on the creation of new bank accounts, cheque facilities and credit cards
* Liaising with auditors in relation to annual financial statements, or oversight of the process
* Ensuring the Board is aware of **[insert organisation name]**’s financial situation and

performance.

Although the Treasurer has specific financial management tasks, all Board members are responsible for monitoring the financial viability of the organisation.

**[Insert organisation name]** has delegated this role to the **[Insert role and name of delegate].**

Refer to **[insert organisation name]’s** Board Treasurer position description for further detail.

**4.3.3 Secretary/Public Officer**

The Secretary will act as the organisation’s Secretary/Public Officer and **[insert organisation name]** has delegated this role to the **[insert role and name of delegate].**

Specific responsibilities of the Secretary/Public Officer include:

* Ensuring meeting agendas are prepared and distributed according to **[insert organisation**

**name]’s** Constitution

* Ensuring meeting minutes are taken and properly stored
* Ensuring all the legal requirements of the association are carried out
* Maintaining up-to-date contact details for Board members
* Assisting in the organisation of Board meetings, AGMs, and special general meetings.

Refer to **[insert organisation name]’s** Board Secretary Position Description for further detail.

***Note\****

*The inclusion of a Secretary/Public Officer varies from organisation to organisation, depending on the organisational needs and type of the organisation. For example, The Associations Incorporation Act 2009 (NSW) does not mention the Secretary position within the Act itself; however, it does recommend the creation of a secretary position in its Model Constitution. [Delete the role or insert the role and responsibilities outlined in the legislation that applies to your organisation; for example: Corporations Act, NSW Incorporations Act, Co-operatives Act, or other].*

*\*Please delete note before finalising this policy.*

**4.3.4** **Deputy Chair (Vice-President)**

The **Deputy Chair** supports the Chair in their tasks and fills in when the Chair is absent. The role of the **Deputy Chair** provides opportunity for training to succeed the Chair.

Refer to **[insert organisation name]**’s Board Ordinary Member Position Description for further detail.

**4.3.5 People with lived and/or living experience**

People with lived and/or living experience of accessing AOD services are involved in **[insert organisation name]**’sBoardand sub-committees to contribute their experience and knowledge to the governance and operations of the organisation. People with lived and/or living experience of accessing AOD services are entitled to take on any Board member positions. They are also encouraged to participate in, and are supported through, training, development and supervision as required.

***Note\****

*Some organisations may have specific positions for people with lived and/or living experience on the Board to ensure their active involvement in organisational governance. When specific positions have been identified, this should be included in the organisation’s constitution.*

*\*Please delete note before finalising this policy*

## 4.4 Conflicts of interest

Directors are required to put the interests of **[insert organisation name]** above all others, including their own and their individual organisation.

A conflict of interest situation arises when a Director’s duty to **[insert organisation name]** conflicts with their duties, obligations or interests elsewhere – for example the interests of their private business, own organisation, or family. Conflict of interest can be real or perceived: “How will my actions be perceived by **[insert organisation name]** organisations outside the Board meeting?”

Examples of real or potential conflicts of interest are:

* A Director may stand to profit personally or professionally from a Board decision.
* A Director works for an agency that also provides funding to **[insert organisation name]**.
* A Director has influence over decisions to receive a grant from **[insert organisation name]**,

or additional services above that of a normal member.

* The Board or a Director receives a gift from a firm that provides services to **[insert**

**organisation name]**.

* A Director sits on the Board of another organisation and the two organisations in NSW or

ACT are competing for the same funds.

## 4.5 Managing conflicts of interest

As the potential for a conflict of interest exists all the time, **[insert organisation name]** manages these interests in a transparent process that maintains the confidence and trust of members, stakeholders and **[insert organisation name]** staff.

The *Associations Incorporation Act 2009 (NSW) (Section 31)* specifies requirements for the management of real, potential or perceived conflicts of interest. These requirements are summarised below.

1. Directors declare potential conflicts of interest that may arise at the next Board meeting prior to the meeting or when that person becomes aware of the potential conflict of interest.
2. There is a conflict of interest standing agenda item for Board meetings to ensure the issue is raised and addressed at every Board meeting.
3. All declarations of potential conflicts of interest are recorded in the minutes of each meeting.
4. Directors declaring their conflict of interest leave the meeting while the Board discusses the conflict.
5. The Board examines each potential conflict of interest on its merits and assesses possible risk factors. The Board implements contingency plans or arrangements for dealing with each circumstance.
6. While absent, the Board may resolve that the Director can participate in discussion and decision making, and can bring them back into the meeting.
7. The Board may decide to place restrictions on that person voting, deciding on any question, and/or taking part in a discussion where that person’s interests conflict with the decision at hand.
8. All decisions of the Board relating to the management of the conflict of interest are noted in the minutes.
9. Copies of Board minutes discussing conflicts of interest are filed in a **[insert organisation name]** Board Conflict of Interest Register. This register is a mandatory requirement.
10. The Board may grant leave of absence for a person from the Board for the times in which the decisions where such an important conflict of interest may influence decisions (positively or negatively) to be made.
11. The Board responds to complaints made to the Board (or CEO in the case of conflict for staff) which assert that they have ignored conflicts of interest. The complainant is informed of the decision and reason in writing within ten (10) working days.
12. Where conflicts of interest are not declared, or continued once declared, and determined as inappropriate, the Chair and remaining Board Directors implement disciplinary procedures.
13. **[Insert here the requirements outlined in the legislation that applies to your organisation for example; Corporations Act, NSW Incorporations Act, Co-operatives Act, or other]**

# SECTION 5: BOARD AND CEO/MANAGER RELATIONSHIP

## 5.1 Relationship between the Board and staff

The Board will act unanimously in its relationship with staff members and the relationship between the Board and **[insert organisation name]** staff is through the CEO/Manager. Where staff have concerns about the behaviour or actions of other staff or of Board members, it is to be raised with the CEO/Manager in the first instance, or if the matter relates to the CEO/Manager, with the **[insert organisation name]’s** **Chair**.

## 5.2 Relationship between the Board and CEO

**[Insert here applicable responsibilities of the CEO]**

The Board delegates responsibility for running the organisation to the CEO. Responsibilities include:

* Implementation, leadership and reporting of the Strategic Plan.
* Recruitment, management and supervision of staff.
* Principal liaison with stakeholders.
* Oversee financial management of the organisation, including approving expenditure within

delegation and budget.

* Performance and operational reporting to the Board.
* Public spokesperson for the organisation (as is the Chair).

# SECTION 6: REFERENCES

## 6.1 Supporting document templates

* [Compliance register](Gov_Supporting%20documents/4.%20Gov_Compliance%20Register%20Template.xls)
* [Legal compliance checklist](Gov_Supporting%20documents/5.%20Gov_%20Legal%20Compliance%20Checklist.docx)
* [Strategic plan template](Gov_Supporting%20documents/1.Gov_strategic%20plan.docx)
* Directors’ code of conduct and ethics
* Position description templates
  + Board chair
  + Board treasurer
  + Board secretary
  + Ordinary board director

## 6.2 Related policies

* [Communications Policy](../../Review%20of%20toolkit-%202021-2024/2.Administration%20and%20Support/2.1%20Communications/2.1Communications%20Policy.docx)
* [Human Resources Policy](../../Review%20of%20toolkit-%202021-2024/2.Administration%20and%20Support/2.2%20Human%20Resources/2.2%20Human%20Resources%20Policy.docx)
* [Risk Management Policy](../5.%20Risk%20Management/1.5%20Risk%20management%20Policy.docx)
* Work Health and Safety Policy
* Disaster and Emergency Management Policy
* Constitution
* Functions and Delegations Matrix

## 6.3 Legislation

* *Anti-Discrimination Act 1977* (NSW)
* *Associations Incorporation Act 2009* (NSW)
* *Fair Work Act 2009* (Cth)
* *Human Rights and Equal Opportunity Commission Act 1996* (Cth)
* *Industrial Relations Act 1996* (NSW)
* *Privacy and Personal Information Act 1998* (NSW)
* *Privacy Act 1988* (Cth)
* *Work Health and Safety Act 2011* (NSW)

## 6.4 Websites

* [Justice Connect resources](https://www.nfplaw.org.au/free-resources/who-runs-the-organisation/responsibilities-of-the-board-and-committee-members)

* [ACNC Governance for Good](https://www.acnc.gov.au/tools/guides/governance-for-good-acncs-guide-for-charity-board-members)
* [Indigenous Governance Toolkit](https://aigi.org.au/toolkit)
* [Australian Tax Office (ATO)](https://www.ato.gov.au/)
* [Australian Government Department of Finance](http://www.finance.gov.au/)