

Organisational Governance Policy

1. Policy Statement

Uniting's purpose statement commits the organisation to 'inspire people, enliven communities and confront injustice' – an aspiration which requires representatives to enact the Uniting values in line with the ethos of the Uniting Church. These values are supported by the Code of Conduct which provides clear guidance on the standards of behaviour and practice that are expected from all Uniting representatives.

2. Purpose

This Policy sets out the principles to be enacted by the Board of Uniting and their delegated representatives in effecting best practice organisational governance. The Board will ensure, consistent with the Uniting Constitution, that Uniting achieves its vision, strategic goals and objectives and, in doing so, will meet all the legal and ethical responsibilities and requirements accompanying 'best practice' corporate governance.

3. Scope

This policy applies to Board and sub committees, permanent and casual employees, volunteer carers, other volunteers, contractors, sub-contractors, agency staff providing care in Uniting facilities or on behalf of Uniting, students completing practical work or other placements and any other person acting for or on behalf of Uniting.

4. Protocol

The Board will exercise its authority according to rules, structures, processes and systems in order that:

- strategic objectives are set and achieved
- risk is identified, assessed, monitored and managed
- performance and innovation are optimised to realise community benefit and improved client or consumer outcomes.
- it remains an integral part of the life of the Uniting Church

From the Principles set out below, frameworks, policies, procedures, operations, support services and practice will outline the actions and standards to instruct and guide the organisation.

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Principles

Principle 1

Purpose and strategy: The organisation has a clear purpose and a strategy which aligns its activities to its purpose

- The organisation's purpose is clear, recorded in its governing documents, being the Constitution and the Relationship Agreement and understood by the board
- The board approves a strategy to carry out the organisation's purpose
- Decisions by the board further the organisation's purpose and strategy
- The board regularly devotes time to consider strategy
- The board periodically reviews the purpose and strategy

Principle 2

Roles and responsibilities: There is clarity about the roles, responsibilities and relationships of the board

- Directors' roles are clear and understood by the board
- Directors understand and meet their duties under the law
- Directors meet any eligibility requirements relevant to their position
- Delegations of the board's authority are recorded and periodically reviewed
- The role of the board is clearly delineated from the role of management

Principle 3

Board composition: The board's structure and composition enable it to fulfil its role effectively

- Directors are appointed based on merit, through a transparent process, and in alignment with the purpose and strategy
- Tenure of directors is limited to encourage renewal and staggered to retain corporate knowledge
- The board reflects a mix of personal attributes which enable it to fulfil its role effectively
- The board assesses and records its members' skills and experience, and this is disclosed to stakeholders
- The board undertakes succession planning to address current and future skills needs in alignment with the purpose and the strategy

Principle 4

Board effectiveness: The board is run effectively and its performance is periodically evaluated

- Board meetings are chaired effectively and provide opportunity for all directors to contribute

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- Directors seek and are provided with the information they need to fulfil their responsibilities
- Directors are appropriately inducted and each Director undertakes ongoing education to fulfil their responsibilities
- The board’s performance, as well as the performance of its chair and other directors, is periodically evaluated
- The relationship between the board and management is effective

Principle 5

Risk management: Board decision making is informed by an understanding of risk and how it is managed

- The board oversees a risk management framework that aligns to the purpose and strategy
- Directors seek and are provided with information about risk and how it is managed
- The board periodically reviews the risk management framework

Principle 6

Performance: The organisation uses its resources appropriately and evaluates its performance

- The board oversees appropriate use of the organisation’s resources
- The board approves an annual budget for the organisation
- The board receives and considers measures which evaluate performance against the strategy
- The board oversees the performance of the CEO
- The board monitors the solvency of the organisation

Principle 7

Accountability and transparency: The board demonstrates accountability by providing information to stakeholders about the organisation and its performance

- The organisation’s governing documents and policies relevant to its governance are available to stakeholders
- The board oversees appropriate reporting to stakeholders about the organisation’s performance and financial position
- Transactions between related parties, if any, are disclosed to stakeholders
- Directors’ remuneration and other benefits, if any, are disclosed to stakeholders
- Members have the opportunity to ask questions about how the organisation is run and to hold the board to account for their decisions

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Principle 8

Stakeholder engagement: There is meaningful engagement of stakeholders and their interests are understood and considered by the board

- The board understands who the organisation’s stakeholders are, their needs and their expectations
- The board understands and oversees Uniting’s relationship with The Uniting Church in Victoria and Tasmania across all levels (Synod, Presbyteries, Congregations and Institutions) and the relationships with other National Uniting Church bodies and Uniting Church Institutions from other Synods
- The board oversees a framework for the meaningful engagement of stakeholders
- Stakeholders are considered in relevant board decision making
- There is a process for gathering and responding to complaints and feedback from stakeholders
- The board oversees a framework for how the organisation works with and protects vulnerable people

Principle 9

Conduct and compliance: The expectations of behaviour for the people involved in the organisation are clear and understood

- The board articulates its expectations of conduct, and the consequences for misconduct, for the people involved with the organisation
- The board oversees compliance with relevant laws, regulations and internal policies
- Conflicts of interest are identified, disclosed and managed
- There is a process for investigating misconduct and relevant instances are brought to the attention of the board

Principle 10

Culture: The board models and works to instil a culture that supports the organisation’s purpose and strategy

- The board defines and models a desired culture that aligns to the purpose and strategy
- The board oversees a strategy to develop and maintain the desired culture
- The board oversees mechanisms to monitor and evaluate organisational culture
- The organisation’s values are clear, periodically reviewed and communicated to stakeholders
- The board oversees a framework for the reward and recognition of workers
- The organisation is committed to being a Child Safe organisation.

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5. Definitions

Term	Meaning
Compliance	Conforming to a rule, such as a specification, policy, standard or law. Regulatory compliance describes the goal that organisations aspire to achieve in their efforts to ensure that they are aware of and take steps to comply with relevant laws, polices, and regulations.
Ethical	Being in accordance with the rules or standards for right conduct or practice, especially the standards of a profession or the delivery of a service.
Governance	Governance has been defined to refer to decision making structures and processes that are designed to ensure accountability, transparency, responsiveness, rule of law, stability, equity and inclusiveness, empowerment, and broad-based participation.
Principles	Fundamental statements foundation for a system of operation, belief or behaviour.
Regulations	A rule endorsed by government where there is an expectation of compliance
Reputation	The beliefs or opinions that are generally held about someone or something.
Risk	A situation exposing an individual, individuals or organisation to danger, harm or loss.

6. Legislation/Regulations

Age Discrimination Act 2004 (Cth)

Aged Care Act 1997

Aged Care Quality and Safety Commission Act 2018 (Cth)

Aged Care Quality and Safety Commission Rules 2018 (Cth)

Anti-Discrimination Act 1998 (Tas)

Australian Charities and Not-for-profits Commission Act 2012 (Cth)

Australian Charities and Not-for-profits Commission Regulation 2022 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Charities Act 2013 (Cth)

Child Care Act 2001 (Tas)

Charter of Human Rights and Responsibilities Act 2006 (Cth)

Corporations Act 2001 (Cth)

Disability Act 2006 (Vic)

Disability Discrimination Act 1992 (Cth)

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Disability Services Act 2011 (Tas)
Carers Recognition Act 2010 (Cth)
Children, Youth and Families Act 2005 (Vic)
Children's Services Amendment Act 2019 (Vic)
Children's Services Regulations 2020 (Vic)
Copyright Act 1968 (Cth)
Education and Care Services National Law Act 2010 (Vic)
Education and Care Services National Regulations 2011 (Cth)
Equal Opportunities Act 2010 (Vic)
Fair Work Act 2009 (Cth)
Fair Work Regulations 2009 (Cth)
Family Law Act 1975 (Cth)
Freedom of Information Act 1982 (Cth)
Marriage Act 1961 (Cth)
Mental Health Act 2014 (Vic)
Mental Health Act 2013 (Tas)
Modern Slavery Act 2018 (Cth)
NDIS Act 2013 (Cth)
 NDIS Rules (numerous)
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)
Privacy Act 1988 (Cth)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Work Health and Safety Act 2012 (Tas)

ACNC Governance Standards
 Aged Care Quality Standards
 Social Services Standards
 Lifeline Australia Accreditation and Standards Program
 National Quality Standards
 National Standards for Disability Services
 NDIS Quality & Safeguarding Framework
 NDIS Practice Standards and Rules
 National Standards for Mental Health Services
 QIC Health and Community Services Standards

7. Related Documents

Code of Conduct
 Excellence Framework

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Delegations of Authority Policy
Child Safety Policy
Privacy Policy
Risk Management Policy
Early Learning Complaints and Grievances Policy
Early Learning Privacy and Confidentiality Policy
ACECQA National Quality Framework
[Early Learning Organisation Structure](#)
Justice Connect: <http://www.justiceconnect.org.au/>
Our Community: www.ourcommunity.com.au

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