*Radio 2RPH: Governance Policy*

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| **Governance Policy** |

**PURPOSE**

The Governance Policy clarifies the content of the organisation’s constitution and underlying principles of governance by making explicit the roles and responsibilities of the Board of Directors and the General Manager for carrying out the operations of Radio 2RPH and the duties of those acting on its behalf.

**2RPH SERVICE STANDARD**

6. The service has effective and accountable service management and leadership to maximise outcomes for individuals:

**POLICY**

The Board of 2RPH is an elected, independent, representative, and collective body.

* It is **elective**, in that the determination of Board members is the prerogative of members of the Co-operative through the election process.
* It is **representative**, in that no Director can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any Director, all Directors are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
* It is **collective**, in that while each Director should put the point of view of their constituency, and each Director has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Board members are required to support that decision.

The function of the Board of 2RPH is to collectively ensure the delivery of the organisation’s objects, to set its strategic direction, and to uphold its values. The Board shall collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

Radio 2RPH will endeavour to ensure that the Board/ of Directors is composed of members that provide:

* an appropriate mix of skills and experience to meet the responsibilities of the Board/Management Committee and the objectives of the organisation
* appropriate representation of the interests of relevant groups
* Diversity in backgrounds.

**PRINCIPLES**

**Board Responsibilities**

The Board of Directors will focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual Board members do need to become involved in operational matters, they should separate their strategic role as a member of the Board of Directors (where they operate independently of any direction) from their operational role (where they act at the direction of the General Manager).

The responsibilities of the Board that cannot be delegated to any other person or body include

* Compliance monitoring – confirming compliance with the objects, purposes and values of the organisation, and with its constitution and the law
* Organisational governance – setting or approving policies, strategic plans and budgets to achieve those objectives, and monitoring performance against them
* Strategic planning – reviewing and approving strategic direction and initiatives
* Regulatory monitoring – confirming that the organisation complies with all relevant laws, regulations and regulatory requirements
* Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation
* Financial reporting – considering and approving annual financial statements and required reports to government;
* Organisational structure – setting and maintaining a framework of delegation and internal control
* Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation’s Station Manager (SM)
* Succession and remuneration planning – planning for Board, General Manager and executive succession, and determining senior management remuneration
* Risk management – reviewing and monitoring the effectiveness of risk management and
compliance in the organisation;
 - agreeing to all policies or ratifying decisions on matters which might create significant risk to the organisation, financial or otherwise
* Board performance and composition – evaluating and improving the performance of the Board of Directors

**Managing contracts and funding agreements**

When 2RPH enters a contract for services, including its agreements with funding providers, it forms part of 2RPH’s legal obligations. 2RPH is committed to meeting its legal obligations and maintaining positive working relationships with contract partners. It will meet all legal obligations and funding agreement requirements in a timely and efficient manner.

2RPH accepts funding from government agencies for services funded by government and undertakes to meet performance targets specified in funding agreements, and to comply with reporting requirements.

The Board may delegate authority to the General Manager to sign any contract on behalf of the organisation.

A Compliance Register will be maintained by the General Manager which contains a current list of key requirements, Acts or Regulations, their external administering body, the position with 2RPH responsibility and a record of dates when compliance was last checked for each with the name of the person in the 2RPH position at that date.

**Development or amendment of Policies and Procedures**

The organisational policies and procedures of 2RPH are designed to provide guidance to staff and Board members in performing their roles. All staff and Board members undertake to comply with these policies and procedures when they take up their roles with 2RPH.

Each Radio 2RPH policy:

* is to be documented in the agreed standard format
* is to have an identified approving body or position and a regular schedule of review.

Any staff or Director may suggest a change to an existing policy, or the development of a new policy, outside of its review schedule. Information or recommendations on the need for a change to an existing policy should be presented to the person in the position identified in ‘Specific responsibility’ section for subsequent consideration by the Board of Directors. Approval for any change will be the responsibility of the approving body for that policy, the 2RPH Board of Directors.

Approval for the development of a new policy will be the responsibility of the Board of Directors. Policies can be established or altered only by the Board. However, Procedures may be amended by the General Manager provided these changes are in keeping with the existing approved policies.

The General Manager is authorised by the Board to make changes within the DOCUMENTATION of an endorsed Radio 2RPH policy document when factors external to the policy content of document, such as a legislation, change.

This authorisation also extends to internal or external QMS references in appendices, related forms, records, procedural manuals or checklists as long as those changes do not imply a change in endorsed 2RPH policy. All recommendations for changes to other elements in QMS documents are to be presented to the Board of Directors for consideration.

**Breaches of policy or procedure**

Where a staff or Board member believes that a policy or procedure has not been followed they should, in the first instance, discuss this with the person or group involved in the apparent breach.

If this does not resolve the issue, the staff or Board member may then raise the issue with an appropriate senior manager and/or the approving body or person with specific responsibility for the policy concerned.

The organisational policies and procedures of 2RPH are to provide guidance to the members of the Board of Directors and all staff, including volunteers, in performing their roles. All staff and Board members undertake to comply with these policies when they take up their roles with 2RPH.

**Access to Board endorsed policies and to current operating procedures**

Each policy and procedure is to be:

* documented in a standard template
* annotated with an identified approving body, a position with specific responsibility and a regular schedule of review
* managed in a way which maximises version control principles
* accessible to members of staff by a variety of means which cater for access by persons who are print-handicapped and for those with differing levels of literacy with computer accessibility.

**2RPH Service Standards**

Radio 2RPH will operate in all policy aspects in accordance with the National Standards for Disability Service (Appendix A)

**DEFINITIONS**

(see Quality Framework & definitions document)

**DOCUMENTATION**

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| **Applies to:** All operations of 2RPH  |  |
| **Specific responsibility:** Chair, Board of Directors |
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| **Policy context:** This policy relates to |
| Standards or other external requirements | **Standard for service**6. The service has effective and accountable service management and leadership to maximise outcomes for individuals: |
| Legislation or other requirements | Co-operatives (Adoption of National Law) Act 2012Co-operatives National Law (NSW)Co-operatives National Regulations (NSW)Co-operatives (New South Wales) Regulation 2014Rules of Radio for the Print-Handicapped of New South Wales Co-operative Limited (as amended 2012) (Constitution) |

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| **Related Documents**  |
| 2RPH policies | Code of ConductHuman ResourcesRiskVolunteer ManagementWork Health & SafetyComplianceFinanceListener ComplaintsOrganisational Risk ManagementPrivacyQuality Framework and Definitions  |
| 2RPH Procedures and other documents | 2RPH Delegations ChartOrganisational Risk Management ChecklistRisk Management RegisterCompliance RegisterArchive of Board MinutesMembership Register of the Co-operative |

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| **Reviewing and approving this policy** |
| **Frequency** | **Person responsible** | **Approval** |
| Biennially | Chair, 2RPH Board of Directors | 2RPH Board of Directors |

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| **Policy review and version tracking** |
| **Review** | **Date Approved** | **Approved by** | **Next Review Due** |
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# Appendix A

# 2RPH Service Standards

(Adapted from nsds\_- evidence guide - accessed 18. 03.2014)

Source: <http://www.dss.gov.au/our-responsibilities/disability-and-carers/standards-and-quality-assurance/new-national-standards-for-disability-services/national-standards-for-disability-services-evidence-guide>

1. **Standard for service**

The service promotes individual rights to freedom of expression, self-determination and decision-making and actively prevents abuse, harm, neglect and violence.

2. **Standard for service**

The service works with individuals and families, friends and carers to promote opportunities for meaningful participation and active inclusion in society.

3. **Standard for service**

Services and supports are assessed, planned, delivered and reviewed to build on individual strengths and enable individuals to reach their goals.

4. **Standard for service**

Regular feedback is sought and used to inform individual and organisation-wide service reviews and improvement.

5. **Standard for service**

The service manages access, commencement and cessation in a transparent, fair and equal and responsive way.

6. **Standard for service**

The service has effective and accountable service management and leadership to maximise outcomes for individuals.