

ORGANISATION FOUNDATIONS

Organisation Structure

Information Sheet

Organisation Structure
Incorporation
Incorporated Organisations: Overview
Corporations (Aboriginal and Torres Strait Islander)
Administration
Delegation Chart: Example

Policy Template

Delegations of Authority
Organisational Structure: Responsibilities and
Accountabilities
Incorporation Compliance requirements
Leadership, continuity and accountability
Staff / Team Meetings
Internal Reporting

Organisation Diagnostic

Organisation Structure

Good Practice Guide

Organisation Structure

Templates and Checklists

Delegation Chart

Purpose and Values

Information Sheet

Purpose of Organisation
Ethical Organisation Principles
Ethical Management and Organisational Values

Policy Template

Purpose and Values
Professional Ethics and Conduct
Conflict of Interest

Good Practice Guide

Purpose and Values

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Ethical Organisational Culture
Ethical Practice Guide

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Purpose and Values

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Cultural Diversity

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EEO, Equity and Diversity

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Cultural Competence

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Cultural Competence

Accountability

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Accountability

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Accountability

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Accountability

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Accountability Framework

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Information Privacy Principles

Policy Template

Confidentiality

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Information Privacy

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Information Privacy

GOVERNANCE AND MANAGEMENT

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Organisation Diagnostic

Strategic Governance

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Strategic Governance

Governance Structures

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Governance Structures

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Governance Structures

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Board/Management Committee Restructuring How To

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Board Basics

Board/Management Committee: Good Practice

Governance and Management

Management and Governance Roles

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Board Role and Responsibilities

Duties of Board Member

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Board Roles and Responsibilities

Good Practice Guide

Board Roles and Responsibilities

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Boards and Management Committees

Building and Maintaining the Board or Committee

Conducting Board or Committee Business

How Management Relates to Governance

How to be an Effective Board or Management

Committee Member

Templates and Checklists

Board/Management Committee: Agreement to Act -
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Board/Management Committee: Agreement to Act -
members

Board/Management Committee: Agreement to Act -
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Board/Management Committee: Agreement to Act -
Treasurer

Board/Management Committee: Chairperson Position
Description

Roles Analysis: Board or Management Committee and
Staff

Board/Management Committee: Member Position
Description

Board/Management Committee: Secretary Position
Description

Board/Management Committee: Treasurer Position
Description

Board Recruitment

Information Sheet

Board/Management Committee: Recruiting and
Appointing

Policy Template

Board Structure and Appointment

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Board Recruitment

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Board Recruitment

Templates and Checklists

Board or Management Committee: Recruitment
Strategy

Board Induction

Policy Template

Orientation for New Board Members

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Board Induction

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Board Induction

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Developing Board Performance

Information Sheet

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Training and Development for Board Members

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Developing Board Performance

Good Practice Guide

Developing Board Performance

Templates and Checklists

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Board/Management Committee: Role Analysis

Board/Management Committee: Skill Development Plan

Board/Management Committee: Skills Audit

Governance in Practice

Information Sheet

Board/Management Committee: Good Processes
Policy Governance
External Advice for Board/Management Committee
Annual General Meetings

Policy Template

Board/Management Committee: Succession Policy
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Governance in Practice

Good Practice Guide

Governance in Practice

Templates and Checklists

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Board/Management Committee: Governance Practice Review

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Board/Management Committee: Operational Practice Review

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Annual General Meeting Checklist

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Risk Management

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Risk Management
Insurance Management

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Risk Management

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Risk Management

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Risk Management Checklist

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Conquer Risk and Compliance

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Compliance Management

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Compliance Management

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PLANNING, DEVELOPMENT AND PERFORMANCE

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Information Sheet

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Planning: Financial Resources
Planning: Resource Use
Organisations and their Environments
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Project Planning and Management

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Planning

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Planning

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Planning: Documentation
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Planning: Context Analysis
Planning: Direction Setting and Impact Analysis
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Information Sheet

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Expansion and Growth
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Prequalification Panels
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Business Development

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Business Development
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Get Tender Ready

Organisation Performance Management

Information Sheet
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Organisational Performance and Evaluation

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Organisation Performance Management

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Organisation Performance Management

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Information Sheet
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Change Management

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Mergers and Amalgamations

Information Sheet

Delivering Quality Services
Policies and Procedures: Developing and Documenting

Policy Template

Policy and Procedure Template
Quality Management
Policy Development and Approval
Internal Audit Procedures

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Mergers and Amalgamation

Good Practice Guide

Mergers and Amalgamation

Templates and Checklists

Quality Management Plan
Continuous Quality Improvement Register
Monitoring Implementation of Policies and Procedures
Planner: Working Better
Reviewing quality processes and documentation
Quality Monitoring Schedule
Systems Audit
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Quality Management

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Delivering Quality Services
Policies and Procedures: Developing and Documenting

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Policy and Procedure Template
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Quality Management

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Quality Management Plan
Continuous Quality Improvement Register
Monitoring Implementation of Policies and Procedures
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Quality Monitoring Schedule
Systems Audit
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HUMAN RESOURCES

Workplace Relations

Information Sheet

Codes of Ethics and Conduct
Award Modernisation
Industrial and Legal Context: Employment of Staff
Working with Children

Policy Template

EEO, Equity and Diversity
Code of Ethics and Conduct
Flexible and Supportive Work Practices
Summary of Employment Conditions
Harassment and Bullying
Grievance, Complaints and Disputes

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Workplace Relations

Good Practice Guide

Workplace Relations

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Advice for Staff - Equal Pay and Award Modernisation
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Policy Template

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Senior Staff Positions

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Workforce Planning

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Workforce Planning

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Staff Succession Plan

Staff Management Audit

Recruitment

Information Sheet

Staff Recruitment Process
Staff Recruitment Interviews
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Staff Position Descriptions

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Staff Recruitment

Policy Template

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Staff Recruitment

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Staff Recruitment Interview Assessment
Staff Recruitment Interview Summary
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Staff Induction

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Staff Induction

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Staff Induction

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Workload Management

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Performance Management

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Work Practices: Individual Assessment
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Performance Management

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Policy Template

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Learning and Development

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Staff Exit

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Staff Exit

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Volunteers

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Financial Safety

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Good Practice Guide

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Financial Accounting

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Financial Accounting

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Financial Reports

Good Practice Guide

Financial Monitoring and Reporting

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Financial Monitoring and Reporting

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Equipment and Technical Infrastructure

Good Practice Guide

Asset Management

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Asset Management

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Asset Management

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Members

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Collaborative Ventures: Memorandum of Understanding
Collaborative Ventures: Risk Assessment
Stakeholder Involvement Analysis
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Partnerships

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Partnerships

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Partner and Collaborate

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Alcohol, Drugs and Smoking in the Workplace
Crisis Response Planning
Critical Incidents
Fire Safety
First Aid
Workplace Health and Safety
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Workplace Health and Safety Planner
Hazards: Recording, Responding and Monitoring
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Incident Investigation
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Policy Template
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Glossary of Knowledge Management Terms
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Filing System Policies and Procedures
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Information and Communication Technology

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Information Technology
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Information Sheet

Marketing and Promoting Your Organisation
Marketing Basics for Community Organisations
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Promotion: Targeting Messages and Strategies

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Promote, Promote, Promote

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Client Service: Integrated System
Clients: Asset Based Framework
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Services and Activities Review
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Service Delivery Overview
Case Management
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Client Participation and Social Inclusion
Client Rights and Service Charter
Client Safety and Security
Duty of Care
Case Management
Managing Challenging Behaviours
Medication Management
Providing Client Advocacy and Support
Client Transition or Exit from the Service
Office Reception and Messaging