



The Two-way Governance Resource

Section 1: About this resource. Presentations 1 - 3

Authors (alphabetically):

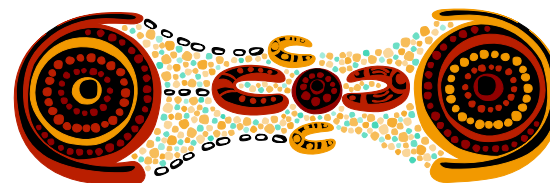
Danny Burton, Maratja Dhamarrandji, Biritjalawuy Gondarra, Mark Inkamala, Paul Josif, Ada Lechleitner, Judith Lovell, Edward Rontji, Ange Vincent, Mark Weaver.



Australian Government

Department of Families, Housing,
Community Services and Indigenous Affairs

Cover photograph © Judith Lovell 2012



NINTI • **INNOVATION**
ONE • **FOR REMOTE**
AUSTRALIA

The Two-way Governance Resource has been updated by Ninti One under CC BY licence from The Australian Government Department of Families, Housing, Community Services & Indigenous Affairs (FaHCSIA). February 2014.



© Commonwealth of Australia 2013

This publication is available for your use under a [Creative Commons CC-BY Attribution 3.0 Australia Licence](http://creativecommons.org.au/), with the exception of the Commonwealth Coat of Arms, signatures and where otherwise stated. The full licence terms are available from <http://creativecommons.org.au/>.



About The Sections

Section One (presentations 1-3)

- * About this Resource
- * How to use the Resource
- * Words used in governance
- * Words used in meetings

Section Two (presentations 4 -11)

- * What is governance

Section Three (presentations 12-19)

- * Making governance work for you

Section Four (presentations 20-23)

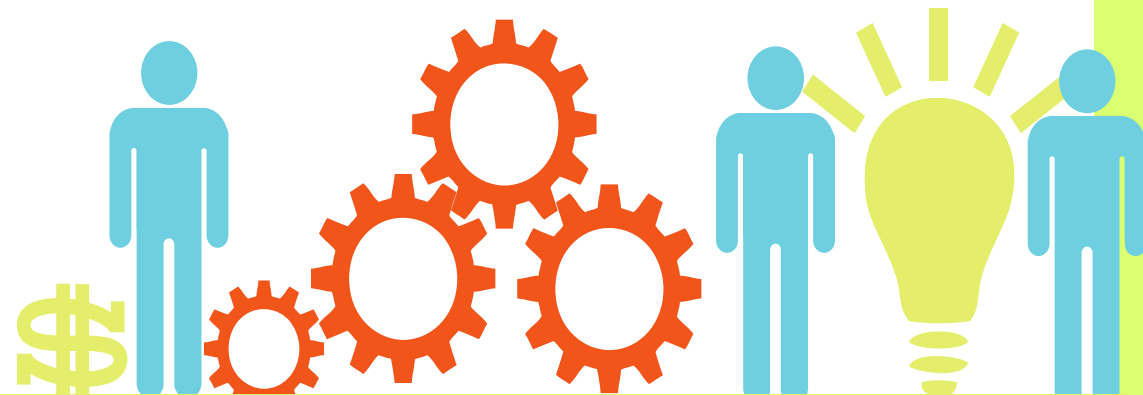
- * Action Planning

Section Five (presentations 24-25)

- * Developing Protocols



ADMINISTRATION



Detailed Contents:

Section 1:

- Presentation 1 tells how the Resource was developed, where to get it and how to use it.
- Presentation 2 explains words used to describe governance.
- Presentation 3 explains words used in meetings.

Section 2:

- Presentation 4 explains what governance is.
- Presentation 5 tells how the Western political system developed.
- Presentation 6 shows how the western system of governance came to be in Australia.
- Presentation 7 tells how the Australian Parliament was set up.
- Presentation 8 explains how governance works in the three levels of Australian government.
- Presentation 9 explains the Australian Parliament.
- Presentation 10 shows how Government governs.
- Presentation 11 tells the story of how governance works in companies and in NGOs.

Section 3:

- Presentation 12 shows how to make governance work for you.
- Presentation 13 shows how you might get involved in governance.
- Presentation 14 is the rules for people on boards.
- Presentation 15 tells how to get business done at a meeting.
- Presentation 16 describes some bad practices.
- Presentation 17 tells how to make governance work in meetings.
- Presentation 18 explains Annual General Meetings.
- Presentation 19 explains Special General Meetings.

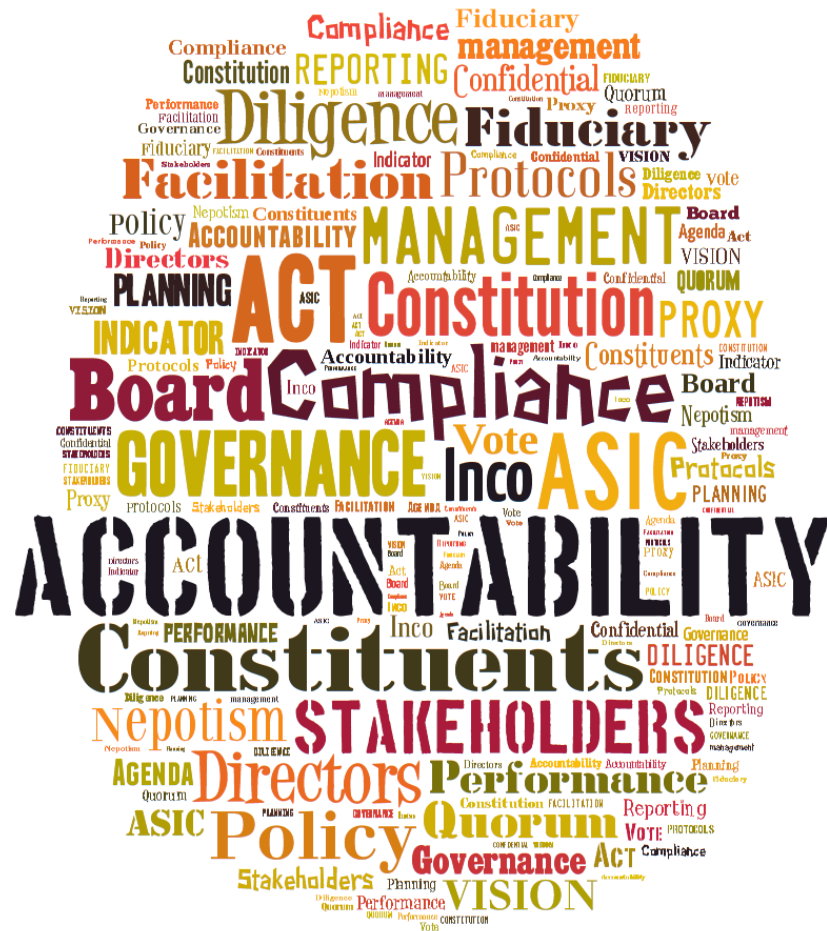
Section 4:

- Presentation 20 explains words used in action planning.
- Presentation 21 introduces action planning.
- Presentation 22 talks about facilitating action planning.
- Presentation 23 shows 2 examples of action plans.

Section 5:

- Presentation 24 describes what general protocols are.
- Presentation 25 shows how to design special protocols.

Presentation 1



ABOUT THE TWO-WAY GOVERNANCE RESOURCE

In 2012 the Australian Government Department of Families, Housing, Community Services & Indigenous Affairs (FaHCSIA) commissioned Ninti One to work with two remote Aboriginal Communities to try to address one of the key governance-related issues in Indigenous communities - the lack of understanding of the processes, management and structure of government.

Ninti One research teams (including Ninti Aboriginal Community Researchers) in Ntaria and Galiwin'ku held a number of workshops, focus groups and talked with many community leaders and local community members. These included representatives of the Local Reference Groups, staff from Australian and Territory government departments and agencies and Central Desert and East Arnhem Shire Councils.

The Two-way Governance Resource has been designed to support and promote two way learning and informed decision making (related to mainstream governance) in remote Aboriginal Communities in the Northern Territory.

It is designed to get people talking about and practicing good governance.

We hope you find it useful and enjoy using it.

Ninti One Galiwin'ku & Ntaria Research Teams.

How to use the 2WG Resource

The Two-way Governance Resource is about how western ideas of governance can support and help Aboriginal boards, committees and reference groups to operate professionally and to make good decisions.

The Two-way Governance Resource has been designed and produced by Ninti One in partnership with Ntaria and Galiwinku towards:

- building the participating communities skills and knowledge about the processes, management and structure of government, and
- building the capacity for engagement and understanding between government people and community leaders

During this process the research team were able to identify some gaps in current understandings about governance.

We created this resource to help support the good work of community groups, organisations and community boards.



A central theme of two-way governance is the acknowledgement that each of the two different world views brings its own set of values that exist within a unique and complex cultural context. This resource identifies ways and means for effective communication between differing world views relating to governance that do not demean or attempt to undermine the values or aspirations of either culture.

The Two-way Governance Resource can be used as a whole from start to finish; or you can use the separate Sections or the numbered individual Presentations that best suit your needs.

Sharing knowledge helps understanding. Better understanding means people make better decisions and things can then work better.

This document is available to download from the Ninti One website (www.nintione.com.au) as:

- Power Point Presentations with each of the five Sections available separately, or
- Pdfs of the individual Sections and then printed.



Presentation 2



Important words we use to describe governance

ACCOUNTABILITY

Being responsible for what you are doing as an organisation by:

- answering to your members for the work you are doing
- answering to the funding bodies for the way you are spending funds
- working under the rules and laws of Australia that oversee your organisation.

ACT

Rules made by any Parliament that become law for everyone.



In 1976 the Australian Parliament passed the Aboriginal Land Rights (Northern Territory) Act. The Act came from a Royal Commission into Aboriginal Land Rights. The Royal Commission interviewed Aboriginal people right across the country and said the law should recognise how important land was to Aboriginal people. The Act made land rights a part of the law and created land councils in the Northern Territory.

ASIC

The Australian Securities and Investment Commission. It regulates (keeps an eye on) all companies that are incorporated under the Australian Government's Corporations Act 2001

ASSOCIATIONS (NT) ACT 2007

The Northern Territory Parliament's Act that allows groups to incorporate legally.

COMPLIANCE

Working to the rules in the law and the organisation's Constitution.

CONSTITUENTS

People who are the members, owners or shareholders of an organisation are known as constituents.



CONSTITUTION

The rules that say how the organisation works. It says what your organisation aims to do (Objectives) and sets out the roles and responsibilities of directors (Board Members) and other members.

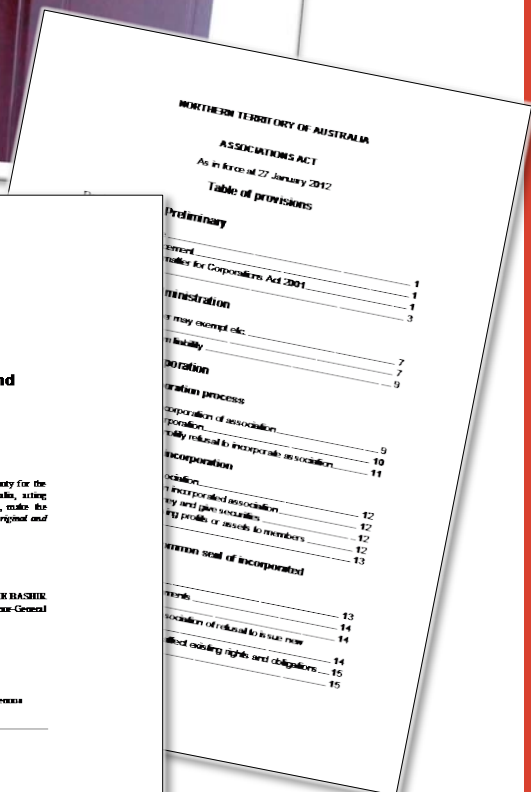
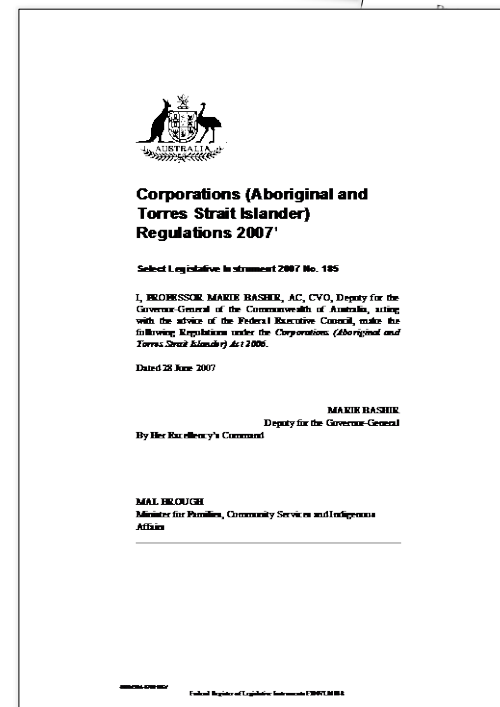
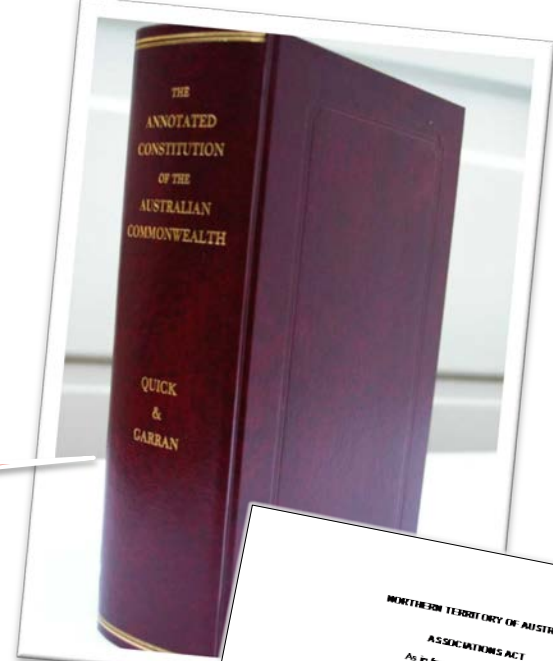
All countries, states, territories, councils and organisations have a written Constitution. These are the rules for the way the country, state, council or organisation will run.

GOVERNANCE

Governance is the way decisions are made and the way of making sure the organisation does what it is supposed to.

INCORPORATION

Getting a group of people together as a legal body.



ORIC

The Office of the Registrar of Aboriginal Corporations. ORIC regulates (keeps an eye on) all companies that are incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

POLICY

A set of written rules for managing the organisation.

PROTOCOLS

Rules you would like people to follow if they are doing business with your organisation, an organisation or your community.

Both policy and protocol are demonstrated in a Special General Meeting, where members change the organisation's policy



Presentation 3



Important words we might use in meetings

ACCOUNTANT

The person who looks after the organisation's business records, including the money. Accountants make sure the business reports for tax, funding, audits and that the directors tell the truth about the money.

They keep an eye on the spending and any money coming in to help the directors make sure these always balance.

AGENDA

A list of all the business to be dealt with for that meeting.

AGM (Annual General Meeting)

A once a year meeting of all the members of any organisation.



AUDITOR

An accountant who doesn't work for the organisation. They report every year on whether you have been managing your money properly.

BOARD MEETING

Board Members or Directors getting together to talk about the organization's business.

BUDGET

The amount of money you have to work with each week, month or year.



BUSINESS

There are three meanings in use in remote communities.

Aboriginal meanings could be ceremony.

Whitefella meanings

- What you talk about at a meeting.
- Buying or selling goods or services to make a profit.

CHIEF EXECUTIVE OFFICER (CEO)

The person appointed by the Board to run the organisation.

CONFLICT OF INTEREST

A Board member's private interests being in conflict (against) their duty to the organisation.



DILIGENCE

Doing your best to see that everything you do with running the organisation is done carefully and properly.

DIRECTORS

These are the people the members elect to the Board to look after the organisation.

DISCUSSION

Talking about the business of the meeting or a Motion before making a decision.

FACILITATOR / FACILITATION

Helping make something happen. Helping a group of people talk through what they think they want to do and then decide on their options..



FACILITATOR

A person, usually from outside your organisation, who does the job of helping you talk through what you think you want to do.

FIDUCIARY DUTY

The responsibility to act only in the interests of the organisation. It means much the same as **Duty of Care**.

FINANCIAL REPORT

This tells the Board how much money the organisation has and how much it has spent. It shows the money owed to the organisation and the money the organisation owes.



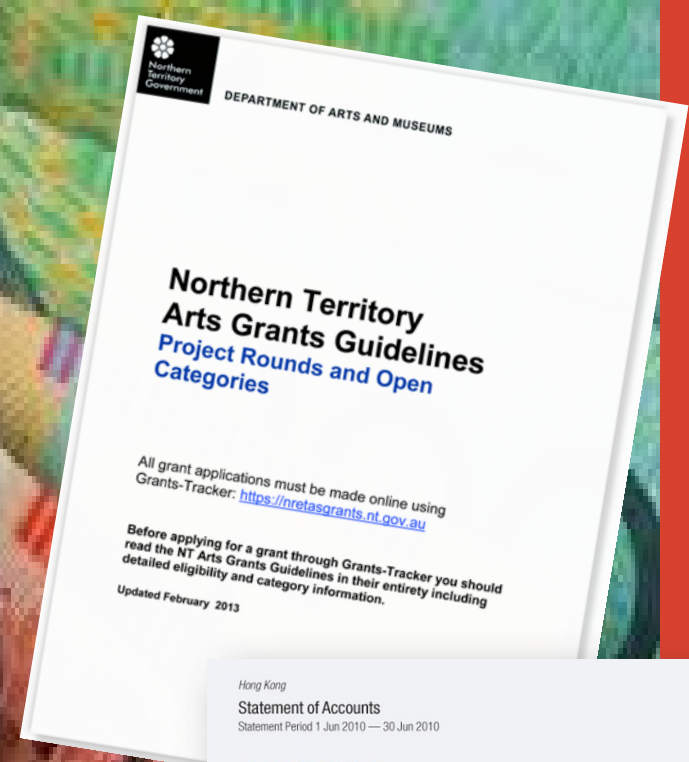
FUNDING BODY

Usually a government department, the funding body is an agency that has money to fund organisations to do different jobs. It doesn't just hand over money: gives funding under certain conditions and to do a particular job.

INTEREST, EARNING INTEREST

This is the money that your bank deposit earns. It might only be a small amount, but the more money you have in the bank the more interest you get.

When you borrow money from the bank, you pay it back and also pay extra for borrowing the money. This is you paying 'interest'.



Hong Kong
Statement of Accounts
Statement Period 1 Jun 2010 — 30 Jun 2010

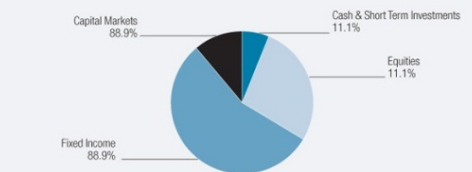
STATEMENT OVERVIEW

INVESTABLE CASH BY CURRENCY

Currency	Percent of Total	Market Value Nominal Currency	Market Value CHF
CHF	99.9	—	999,999,999.99
CAD	99.9	999,999,999.99	999,999,999.99
EUR	99.9	999,999,999.99	999,999,999.99
GBP	99.9	999,999,999.99	999,999,999.99
XXX	99.9	999,999,999.99	999,999,999.99
XXX	99.9	999,999,999.99	999,999,999.99
All Other	99.9	—	999,999,999.99
Total	100.0%		2,292,550.00

Currencies other than top 6 are grouped for this summary. See Position Details for more information.

ASSET ALLOCATION



Prepared on 99000099 | AP/990099

INTEREST, HAVING AN INTEREST

Can mean a share in owning a property or a business.

If you own a company that your organisation wants to do business with, for example, you have an interest in whether the company gets the business or no business. It also means you could have a conflict of interest with your responsibility to the organisation.

MINUTES

The written record of what happened at the meeting.

MOTION

An idea from the **Agenda** for discussion about anything the organisation needs to say or do.



MOVER

The person who puts forward the motion. A motion must be “moved” so it can be discussed and voted on.



I move that we ...

NEPOTISM

Using your position on a Board or in an organisation to help a family member.

I have trained and worked hard to be good at my job and get a promotion. How come the boss's son gets a great job and good pay with no experience or training?

It's not fair!



NOTICE

Two meanings:

A sign, maybe outside your office, talking about a meeting

Information that there is a meeting coming up on a certain date.



PROXY

Someone who can't attend a meeting, but gives someone at a meeting their 'proxy' vote - in other words the right to vote for them - so their opinion can be heard.

Proxy Form

General Manager
Tourism Top End
GPO Box 4392
DARWIN NT 5801

(Please Print Name) _____ of Tourism Top End, hereby authorise:
(Please Print Business Name) _____

vote for me on my behalf at the
Tuesday 30 March 2010.
/ 2010

1. The General Manager must receive
9.



QUORUM

The minimum number of Members you need to hold a meeting and make decisions for the organisation.

RULE BOOK

The organisation's Constitution.

SECONDER

This is someone who says they agree with the **Mover** and support the **Motion**. When a motion is “**moved**” it also needs to be “**seconded**” before it can be discussed and voted on.

SECRET BALLOT

A **vote** where Members write down on a piece of paper if they agree or disagree with a **Motion** at a meeting, so that nobody can see how they have voted.



SPECIAL GENERAL MEETING

Any meeting of all the Members that the Board calls to make a special decision.

TAX, TAXATION

Tax is the set amount of money you pay the government on property (rates), goods (GST) and the money you earn (income tax and, for companies, company tax).

Your taxes help pay for government services like health, education, social welfare, defense and the business of government – governance (Parliament) and administration (the public service)

VOTING

How Board Members show whether they agree with the **Motion** or disagree with it.

