

Application Form 2008

Achieving good governance through:

Making and carrying out decisions • Solving problems • Leadership • The role of culture • Evaluation and future planning

Organisation Details

Organisation name

Contact person

Title/position of contact person

Street address

Postal address

Phone work ()

Fax ()

Phone mobile

Email address

Website address

Referee

It might be necessary to contact one of your organisation's funding bodies for a reference. Please provide contact details.

Name of funding body

Contact name

Title/position of contact person

Phone number

Email address

Authorisation

This completed application form has been reviewed and approved by the governing body of this organisation and to the best of our knowledge is a true statement. The governing body has read the nomination guidelines and agrees to abide by them. If this application is sent by email it is understood that the original application form has been signed.

Signed

Date

Full name

Position on governing body

Contact phone number

Identifying, celebrating and promoting good Indigenous governance

GOVERNANCE MODEL Please answer all questions in the space provided.

Please attach a copy of your organisation's Organisational Chart to this application form.

1. What year was your organisation established? _____
2. Why was your organisation established?

3. What is the purpose/role of your organisation?

4. What type of organisation is it?
 Incorporated under State/Territory Act Incorporated company
 Cooperative company Incorporated under Aboriginal Councils and Associations Act (Commonwealth)
 Other _____
5. Is your organisation Indigenous controlled? (i.e. at least 51% of the governing body must be Indigenous)
 Yes No **(If no, the organisation is not eligible to nominate for the Indigenous Governance Awards)**
6. How is your organisation funded?
 Government Private Other _____
7. How many staff are in your organisation?
Full-time _____ Part-time _____
8. How many members does your organisation have?
 Less than 100 100 – 1000 More than 1000
9. How often does the governing body meet?
 Every 3 months Every 6 months Every year Other _____
10. How many members are on the governing body? _____
11. Does your organisation hold an AGM every year?
 Yes No
12. Does your organisation produce an Annual Report? If yes please attach a copy of the most recent Annual Report to this application form.
 Yes No
13. Does your organisation have its accounts audited annually?
 Yes No
14. If your application wins an award of \$10,000 or \$5000, please outline in the space provided how the award money would be spent to further the development of your organisation.

MAKING DECISIONS Please answer all questions in the space provided. Answers should be less than 100 words.

15. Outline the structure of your governing body. Your answer might include:

- how the members of the governing body are chosen
- the roles and titles of the office holders
- how the office holders are elected

16. Describe the decision making process. Your answer might include:

- how decisions are made
- does it involve consensus, democratic process or traditional authority
- separation of powers

17. Describe how financial decisions are made and carried out. Your answer might include:

- who makes decisions about funding
- who authorises various levels of payments
- who has the authority to sign cheques

CARRYING OUT DECISIONS Please answer all questions in the space provided. Answers should be less than 100 words.

18. When decisions are made by the governing body of your organisation, explain how those decisions are carried out and by whom (e.g. employed staff or consultants). Your answer might include:


- how are staff informed that a decision has been made
- what is the role of the office manager or director
- what are the roles and responsibilities of staff in implementing decisions of the governing body

19. Explain how your stakeholders know that decisions made by the governing body of your organisation are acted on appropriately. Your answer might include:

- communication with membership and funding organisations
- reporting by the governing body and/or staff

20. Describe what happens if decisions or recommendations are not carried out. Your answer might include:

- follow-up procedures
- how decisions are reviewed
- how the failure to carry out a decision is dealt with



SOLVING PROBLEMS Please answer all questions in the space provided. Answers should be less than 100 words.

21. How are internal disputes or complaints resolved? Your answer should include:

- staff
- governing body
- members


22. How are external complaints resolved? Your answer should include:

- clients
- stakeholders
- public

LEADERSHIP Please answer all questions in the space provided. Answers should be less than 100 words.

23. Outline your staff development and training programs. Your answer might include:

- staff appraisals and reviews
- budget allocation for staff training



24. Outline your development and training programs for the governing body. Your answer might include:

- succession planning
- engaging consultants

25. What does your organisation do to encourage and develop future leaders, such as mentoring etc?

THE ROLE OF CULTURE Please answer the question in the space provided. Answer should be less than 100 words.

26. How does your organisation reflect the cultural norms and values of its members? Your answer might include:

- any relationship between traditional decision making and the organisation's decision making
- consultation with community
- community representation on the governing body
- support of the community



EVALUATION AND FUTURE PLANNING

Please answer all questions in the space provided. Answers should be less than 100 words.

27. How does your organisation assess its own success? Your answer might include:

- indicators of achievement
- program evaluation
- organisation review

28. Describe your organisation's future development plans, including timeframes. Your answer might include:

- Strategic Plan
- Business Plan
- Development Plan

29. Describe your organisation's financial plan for the future.

ADDITIONAL QUESTIONS NOT FOR ASSESSMENT

As well as the Indigenous Governance Awards, Reconciliation Australia and BHP Billiton are involved in a number of projects to research and promote effective Indigenous governance. Your experiences will help us understand the kind of support you need in developing good practices.

30. Why do you think your organisation should win this award?

31. Where are your weaknesses? If outside support were available, what would be your priority for improving the governance of your organisation?

Reconciliation Australia wants the Indigenous Governance Awards to generate positive media coverage of Indigenous achievement. Please indicate whether we can promote your organisation through the media by ticking one of the following:

- We are happy for Reconciliation Australia to arrange media coverage about our organisation
- The media can contact me directly
- We do not want media coverage of our organisation

How did you find out about the Indigenous Governance Awards? Indigenous media Other media Internet BHP Billiton Mail out

Other (please specify) _____

- Check List:**
- Application form completed
 - Application form signed
 - Organisation chart attached
 - Annual report attached (where appropriate)

Please return the completed application form to:

Post: **Indigenous Governance Awards
Reconciliation Australia
PO Box 4773, Kingston ACT 2604**

Fax: **(02) 6273 9201**

Applications must be received Friday 21 December 2007.

If you need extra time to complete your application please contact Rowena Withers.

If you require any help completing your application form or if you have any questions about the awards please contact:
Rowena Withers, Project Coordinator, Phone: **(02) 6273 9200**, Email: igawards@reconciliation.org.au