



GOVERNANCE POLICY

The purpose of this policy is to bring together in an overarching policy the arrangements and key principles underpinning governance at SALAA.

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Governance Policy Foundation

Purpose	The purpose of this policy is to bring together in one overarching policy the arrangements and key principles underpinning governance at SALAA.
Scope	<p>In scope of this document is governance processes of SALAA including:</p> <ul style="list-style-type: none">• Governance pillars.• Governance structures.• Roles and functions.
Intended Users	<p>Intended users of the Governance Policy are:</p> <ul style="list-style-type: none">• SALAA Board, Management Team, Employees, Contractors and Volunteers.• Affiliated Club Committees, and Volunteers.

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1. Governance Policy Expectations

Principles

The principles of Good Governance that SALAA strive for are:

- Purpose and strategy.
 - Roles and responsibilities.
 - Board composition.
 - Board effectiveness.
 - Risk management.
 - Performance.
 - Accountability and transparency.
 - Stakeholder engagement.
 - Conduct and compliance.
 - Culture.
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Responsibilities and Accountabilities

The responsibilities and accountabilities are as follows:

SALAA Board is responsible and accountable in respect of the running of SALAA by:

- Complying with their obligations and duties as Directors at common law and under s 39A of the Associations Incorporations Act 1985 (SA) and in accordance with the Constitution.
- Acting in good faith and for proper purpose.
- Acting with reasonable care, skill and diligence in decision making.
- Disclosing and managing conflicts of interest.
- Not improperly using information or position.
- Overseeing any Sub-Committees established to support the Board.
- Ensuring all legal requirements are met.
- Ensuring sustainability by monitoring financial viability and finances.
- Maintaining systems of internal control.
- Ensuring SALAA's business is conducted as a responsible corporate member of society.

Chief Executive Officer (CEO) is accountable and responsible for:

- Managing day-to-day operations in accordance with agreed standards.
- Keeping the Board, Industry Regulators and Stakeholders informed about any significant developments.
- Developing budgets and operational plans to manage day to day operations.
- Making recommendations to the Board on matters affecting SALAA and the sport.
- Initiating investigations into complaints and disputes and making recommendations.

SALAA Employees are responsible for:

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- Supporting the Board and the CEO whilst undertaking their roles and responsibilities within SALAA.

Affiliated Club Committees are responsible for:

- Adopting, implementing, and complying with the policy and directives set by SALAA.

Other Intended Users are:

- To be aware of and comply with this policy.

Club Expectations

All Affiliated Clubs must comply with the principles and standards (where relevant) contained within this policy document. The Club Specific Policy Template developed from this policy must be adopted and endorsed by each Club.

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2. Governance Policy Detail

2.1 Commitment Statement

SALAA's Commitment Statement

SALAA is committed to the highest standards of governance in all of its operations and sporting activities. It is committed to fairness, transparency, and accountability in the way in which it conducts its operations. The success of SALAA is dependent on the trust and confidence we earn from our Employees, Members, and Stakeholders.

What is good governance?

Governance refers to the Framework of rules, systems and processes put in place to control and monitor/govern SALAA.

Good Governance ensures effective management of SALAA's affairs with proper oversight, accountability, sound investment, innovation, and control to provide value for the Members.

Legal compliance requirements

We will meet all legal requirements. This includes:

- Maintaining an environment free of unlawful discrimination, bullying and harassment.
 - Providing all with equal opportunities.
 - Complying with any Privacy and confidentiality requirements or legal obligations.
 - Volunteer protection.
 - Child safety.
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Culture and Organisational Attitude

It is the duty of the Board to foster a positive culture consistent with SALAA's values. The Directors of the Board shall strive to set a good example in this regard.

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2.2 Governance Structures

Governance Structure

SALAA's Board is responsible for the overall governance, management, and strategic direction of the organisation and for delivering accountable performance. Sub-Committees may be formed to support and undertake the activities of the Board.

Delegation of Authority

The Board while retaining overall responsibility may delegate authority for some activities to:

- A Director or Directors of the Board.
- A Sub-Committee of the Board.
- The Chief Executive Officer ('the CEO') and through the CEO to Employees or Contractors.

Delegation shall be made by resolution of the Board and recorded either in the Minutes of the Meeting or in a terms of reference.

Decision Making

Decision making should be underpinned by a risk management approach and in line with SALAA's Risk Management Framework. The Risk Management Framework provides a systematic methodology and analysis to ensure informed decision making.

Relationship with Management

The Board should focus on the strategic direction and the core policies of SALAA and avoid becoming involved in day-to-day operational decisions. Where individual Directors of the Board need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of management).

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Conflict of Interest

Any conflicts of interest by a Director of the Board, Employees or Contractors must be disclosed. Any Director of the Board with a conflict of interest must not be involved in any decisions that relate to the conflict of interest. A Register of Declarations of Conflicts of Interest will be maintained.

Any member of the association who believes another individual has an undeclared conflict of interest should specify in writing the basis of this potential conflict and submit it to the CEO of the South Australian Little Athletics Association.

Evaluation of the Board, Committees and Senior Management

The Board has adopted a self-evaluation process to measure its own performance and the performance of its Sub-Committees on a regular basis. The CEO will have a performance evaluation conducted by the Board on an annual basis.

Succession planning

The Board shall ensure that a succession plan for the position of CEO and key Director positions is in place to ensure SALAA can be managed with the appropriate competency and skills. The CEO will report on succession plans to the Board as required.

2.3 Governance Framework

Governance Framework

The Governance Framework is determined by the following components:

- Policy
- Procedures/standards/rules/regulations.
- Processes.
- Guidance material.
- Plans and strategies.
- Reporting and review.

These components support the functioning of the 8 pillars and application within SALAA.

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Governance Pillars	<p>The following describes SALAA’s pillars for Good Governance. These pillars drive SALAA’s functions to ensure robust governance, successful operational activities, and sustainability.</p> <p>Each pillar also has its own policy and associated documents to guide decision making.</p> <hr/>
Administration	<p>Administration of the sport is aimed at supporting Little Athletics by maintaining and continuously improving our systems and processes to remain relevant and up to date. This pillar addresses things such as:</p> <ul style="list-style-type: none">• Administrative processes and standards.• Information and Communication Technology.• Confidentiality.• Club development, support activities and products. <hr/>
Child Safety	<p>Provides the Framework for protecting children and young people within Little Athletics. It provides robust systems and processes for the creation of a safe, fair, and inclusive environment within our sport.</p> <hr/>
Finance	<p>This provides the Frameworks for highest standards of financial management and ethical financial behaviour in all of SALAA’s operations and sporting activities.</p> <hr/>
Marketing and Communication	<p>Marketing and communication within SALAA ensure the sport is promoted and perceived in a positive manner in line with our values and beliefs. It aims to provide the right information to the right people in the right way to retain and attract Members. It includes processes for:</p> <ul style="list-style-type: none">• Types and appropriate use of communication.• Media relations.• Brand use, awareness, and perception. <hr/>

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People & Culture

People and Culture aims to provide a positive culture around developing and supporting our people. This pillar provides the processes for internal management of Employees and Contractors as well as Volunteer recruitment and retention. It provides guidance to support the behaviours expected of all.

Respectful Behaviour

The Respectful Behaviour Framework supports Employees, Contractors and Members in maintaining the highest standards of respectful behaviour and integrity by setting, upholding, and monitoring the values and principles of SALAA.

Risk Management

SALAA's governance processes are supported by effective management of risk and identification of opportunities. This pillar provides the Risk Management Framework to support effective risk-based decision making and contribute to the sustainability of SALAA and the promotion of the sport.

Sporting Delivery

The sporting delivery pillar is concerned with the safe and appropriate delivery of all components of Little Athletics and includes:

- Standards and expectations of behavior within the sport.
 - Infrastructure to support Little Athletics in South Australia.
 - Products developed, supported, or run by SALAA.
 - Sporting rules, standards, and regulations.
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2.4 Roles and functions

Board Role and Responsibilities

The SALAA Board is responsible for the governance of SALAA and the sport, including:

- Setting and evaluating SALAA’s strategic direction.
- Regulatory & Compliance monitoring.
- Policy, standards, rules and regulation development and review.
- Financial oversight and reporting.
- Setting and maintaining a Framework of delegation and internal control.
- Leadership selection and evaluation of CEO performance.
- Succession planning for Board, CEO and management succession.
- Reviewing and monitoring the effectiveness of SALAA’s Risk Management Framework and exposures.
- Dispute and complaints management.
- Monitoring Board performance and whether the Board is appropriately skilled to meet the changing needs of SALAA.
- Delegate and oversee functions as required to Sub-Committees.

Management Functions

Management is responsible, on a shared basis with and subject to the approval of the Board, for developing corporate and operational strategy for SALAA and is directly responsible for implementing its strategy.

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3. Resources and Reference Material

Club Specific Policy Template	A template provided for Clubs to adopt, based on the content of SALAA's corresponding policy.
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Complaint Handling and Dispute Resolution Procedure	The Complaints Handling and Dispute Resolution Procedure provides the steps to be taken to deal with any grievance or complaint referred to SALAA.
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Constitution	South Australian Little Athletics Association Inc Constitution.
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Legal Register	The Legal Register details legislation that SALAA has to be compliant with due to the activities it carries out. Refer to the Legal Register for legislative reference for this policy.
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Register of Declarations of Conflicts of Interest	A written document that records disclosed actual or perceived conflicts of interest.
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4. Definitions

Governance The system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.

Framework A system of rules, ideas, or beliefs that is used to plan or decide something.
