



North West FM Corporate Governance

North West FM values its relationship with its members, sponsors and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that as part of its corporate governance responsibilities that transparency and accountability build trust and help those relationships to flourish.

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by North West FM's Committee of Management to provide appropriate transparency and accountability.

1. Committee of Management Structure

The Committee of Management is structured and operates as prescribed in Part 5 of the North West FM Rules of Association which outlines the powers, roles and duties of its members.

2. Transparency and Accountability

2.1 Reporting

The Committee must ensure that it complies with its legal and contractual reporting obligations. These include:

- i. Reporting annually to Members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions;
- ii. Preparing financial reports as required by law;
- iii. Reporting to government agencies in accordance with the terms of grants and funding contracts;

In addition to its specific legal and contractual obligations, the Committee will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Committee on the organisation's activities and performance.

In preparing its reports, the Committee will consider the extent to which it can report on each of the following matters:

- i. the purpose of North West FM explaining the environment in which the organisation operates, including its mission, vision and values, and explaining North West FM's relevance in the current environment.
- ii. The source of funds, fundraising and sponsorship, including the accountability mechanisms governing the use of the funds. It may also include an assessment of North West FM's ability to maintain current levels of funding in the future, and how its fundraising approach is being evolved or adapted to changes in circumstances.
- iii. the strategy and structures that enable North West FM to operate and to grow, including identifying priorities and associated budgets and allocation of resources.

2.2 Member and Donor records

North West FM will deal with member and sponsor records in accordance with its privacy policy and privacy law obligations.

2.3 Access to Minutes of General Meetings and the Members Register

Access to minutes of general meetings and the Members Register will be provided in accordance with the terms of the constitution.

3.0 Risk Management

North West FM will endeavor to minimise the risk any particular operation poses to our organisation, our volunteers, our stakeholders, or the general public.

North West FM has a duty to provide a safe workplace for its members and volunteers, a safe environment for its stakeholders, and a reliable development path for the organisation. North West FM will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.



North West FM Occupational Health and Safety policy

North West FM:

- a. is committed to ensuring a safe and healthy working environment for all its volunteers.
- b. believes that most work-related Injuries and diseases are preventable and that a "zero accident" target is desirable.
- c. considers that there is nothing more important in the undertaking of anyone's job than prevention of injury or ill-health to people in its workplace.
- d. recognises that its volunteers have primary responsibility for providing and maintaining a working environment that is safe and without risks to health.

Purpose of the Policy

This policy describes how North West FM will go about implementing its commitment to OH&S. It specifically details the key actions and procedures required to meet this commitment, the responsibilities of the Committee of Management, volunteers and members.

North West FM accepts primary responsibility for ensuring a safe and healthy working environment for all its volunteers. To achieve this outcome, North West FM will introduce an occupational health and safety system, which provides for identification and assessment of hazards and risks, consultation, education and monitoring of the work environment.

Roles and responsibilities of the Committee of Management

The Committee may appoint a workplace health and safety volunteer who will cooperate with management to:

- a. encourage volunteers to fully support injury and illness prevention
- b. assist volunteers to identify and assess hazards
- c. consult with volunteers to eliminate or control these hazards
- d. conduct health and safety inspections
- e. investigate workplace injuries, accidents or illnesses
- f. liaise with the OH&S volunteer person to resolve workplace health and safety issues
- g. remain well informed about workplace health and safety performance
- h. consult with volunteers about changes in the workplace that may affect their health and safety
- i. undertake regular workplace inspections

Volunteer consultation

Because of their daily contact with the workplace, volunteers have the most detailed knowledge of the work processes and the potential hazards in the workplace.

To identify and eliminate potential workplace hazards North West FM will encourage volunteers to report any matters in respect of workplace health and safety to the health and safety volunteer person or a member of the Committee of Management.

Awareness of occupational health and safety

North West FM will ensure that all its volunteers have a sound knowledge and awareness of the principles and practices of workplace health and safety.

To achieve this outcome, North West FM will:

- a. inform all new volunteers of North West FM's health and safety policy as part of their induction process;
- b. provide funds for the health and safety volunteer person to attend training courses as these become available in order to increase their knowledge of workplace health and safety.

Procedures for identification and assessment of workplace hazards and risks

North West FM expects all its volunteers to take an active role in identifying situations with the potential to cause harm or injury in the workplace. North West FM through its management will assist volunteers to identify potential hazards by:

- a. encouraging all personnel to read publications, including relevant codes of practice;
- b. requesting the health and safety volunteer person to periodically check records of injuries and accidents which have occurred in the workplace, and disseminate this information to all North West FM personnel.
- c. requesting the health and safety volunteer person to undertake a regular inspection of the workplace using the Work Safe Australia Workplace Inspection Check-list; and
- d. ensuring that an inspection report is prepared after an inspection, which identifies any issues indicating a lack of a safe system of work or the need for more attention to the way health and safety is managed. This report is to be tabled at a monthly Committee meeting.

Procedures for elimination and control of workplace hazards

Where a health and safety inspection has identified a potential hazard, the health and safety volunteer person, in consultation with the President or Committee, may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the volunteers concerned.