

Let's yarn about
ageing well



Board Induction Checklist

Supporting culturally safe governance and leadership

Aged Care Act 2024 • Strengthened Quality Standards • Statement of Rights •
Code of Conduct

This resource was developed in partnership with [Ninti One Limited](#) and [Culturally Directed Care Solutions](#) (CDCS) as part of the NATSIFACP Regulation Support Hub. The Support Hub was commissioned and funded by the Department of Health, Disability and Ageing and is delivered by Ninti One and CDCS to provide tailored assistance and training to NATSIFACP service providers as they transition to the *Aged Care Act 2024*. Operating from 1 July 2025 to 30 June 2027, the Support Hub connects providers with practical resources and experienced aged care advisors to support understanding of, and compliance with, the new legislation.

health.gov.au

1/6/2026



Australian Government
**Department of Health,
Disability and Ageing**



Contents

Purpose	3
Section A: Organisation context and community Role	3
Section B: Governance Role and Responsibilities	4
Section C: Legal and Regulatory Obligations (<i>Aged Care Act 2024</i>)	4
Section D: Governance structures and accountability	5
Section E: Cultural Governance and Cultural Safety	5
Section F: Systems, Documents and Access	6
Key Documents to Provide to New Board Members	6
Governance and organisational documents	6
Governance policies and frameworks	6
Aged care obligations and guidance	6
Cultural governance and sector context	6
Follow-up Support	7
Induction record and sign-off	7

We acknowledge the Traditional Custodians of the Country on which this organisation operates, and pay our respects to Elders past, present and emerging. This tool is grounded in the principle that community control is a governance strength, and that Elders are at the centre of all decisions made in their name.

Purpose

This checklist supports organisations to ensure new board members receive the information they need to understand their role, responsibilities, and legal obligations under the *Aged Care Act 2024*.

For NATSIFACP providers, board governance is grounded in community control, cultural safety, and accountability to First Nations people and communities. Induction is not only about understanding governance – it is about understanding how decisions uphold self-determination, cultural authority, and safe, respectful care.

A structured induction helps board members contribute effectively, meet their legal duties, and support strong governance from the outset.

Section A: Organisation context and community Role

Understanding who the organisation serves and its responsibility to community

Induction Item	Completed
Welcome meeting with Chair or senior leadership	<input type="checkbox"/>
Overview of the organisation’s purpose, history and community role	<input type="checkbox"/>
Introduction to key staff and leadership team	<input type="checkbox"/>
Overview of the services delivered by the organisation	<input type="checkbox"/>
Understanding the NATSIFACP and its role in aged care	<input type="checkbox"/>

Section B: Governance Role and Responsibilities

Understanding the role of the board and how decisions are made

Induction Item	Completed
Explanation of the board’s role in governance (vs operational management)	<input type="checkbox"/>
Board roles and responsibilities explained	<input type="checkbox"/>
Overview of board meeting processes and decision-making	<input type="checkbox"/>
Code of conduct (organisation-specific) explained	<input type="checkbox"/>
Discussion of confidentiality and privacy obligations	<input type="checkbox"/>

Section C: Legal and Regulatory Obligations (Aged Care Act 2024)

Understanding the legal duties of responsible persons

Induction Item	Completed
Overview of the <i>Aged Care Act 2024</i> and key obligations for providers	<input type="checkbox"/>
Responsible persons duty explained - duty of care (s.179), due diligence (s.180), individual liability and penalty exposure — declaration signed	<input type="checkbox"/>
Aged Care Code of Conduct explained - personal obligations and oversight responsibilities (s.174)	<input type="checkbox"/>
Statement of Rights explained - board accountability to ensure services uphold all rights (including cultural identity and connection to community)	<input type="checkbox"/>
Suitability obligations explained - including requirement to notify regulator within 14 days of changes	<input type="checkbox"/>
Annual suitability assessment process explained	<input type="checkbox"/>
Introduction to the Aged Care Quality Standards	<input type="checkbox"/>

Section D: Governance structures and accountability

Understanding how the board receives advice and oversight information

Induction Item	Completed
Quality Care Advisory Body (QCAB) explained – role and reporting to board	<input type="checkbox"/>
Consumer Advisory Body (CAB) explained – role and board obligation to consider and respond (where applicable)	<input type="checkbox"/>
Overview of financial governance and budget oversight	<input type="checkbox"/>
Introduction to risk management and incident reporting	<input type="checkbox"/>
Continuous improvement obligations explained – including requirement to maintain a Continuous Improvement Plan	<input type="checkbox"/>

Section E: Cultural Governance and Cultural Safety

Understanding how governance reflects community control and cultural authority

Induction Item	Completed
Community-controlled governance model explained	<input type="checkbox"/>
Role of Elders, community, and cultural authority in decision-making	<input type="checkbox"/>
How cultural safety is embedded across all services and governance processes	<input type="checkbox"/>
Board responsibility to uphold culturally safe, respectful, and person-centred care	<input type="checkbox"/>
First Nations Aged Care Commissioner – role and escalation pathway explained	<input type="checkbox"/>

Section F: Systems, Documents and Access

Ensuring board members have access to key information

Induction Item	Completed
Access to key governance documents provided	<input type="checkbox"/>
Access to board portal / document storage (if used)	<input type="checkbox"/>
Opportunity to ask questions and clarify responsibilities	<input type="checkbox"/>

Key Documents to Provide to New Board Members

New board members should receive copies of:

Governance and organisational documents

- Organisation constitution or governing documents
- Strategic plan
- Most recent annual report
- Current board membership list
- Board meeting schedule

Governance policies and frameworks

- Code of conduct (organisation-specific)
- Aged Care Code of Conduct (s.174)
- Conflict of interest policy
- Risk management framework
- Continuous Improvement Plan

Aged care obligations and guidance

- Overview of key obligations under the *Aged Care Act 2024*
- Aged Care Quality Standards
- Statement of Rights

Cultural governance and sector context

- Information on culturally safe governance and community control
- First Nations Aged Care Commissioner — role and escalation pathway

Follow-up Support

Within the first 3–6 months, organisations may consider:

- Mentoring from an experienced board member
- Additional governance or aged care training
- Refresher sessions on aged care reforms or regulatory changes
- Cultural governance and cultural safety training

Induction record and sign-off

Item	Details
Name of Board Member	
Induction conducted by	
Date completed	
Follow-up actions required	
Board member signature:
Date:

