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**

Funded by the Australian Government, Department of Health, Disability and Ageing, this resource was developed as part of the NATSIFACP Regulation Support Hub, delivered by Ninti One Limited and Culturally Directed Care Solutions (CDCS). The Hub provides tailored support, training, resources and advice to assist NATSIFACP providers transition to and comply with the Aged Care Act 2024. The Hub will operate from 1 July 2025 to 30 June 2027.

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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	☐
Overview of the organisation's purpose, history and community role	☐
Introduction to key staff and leadership team	☐
Overview of the services delivered by the organisation	☐
Understanding the NATSIFACP and its role in aged care	☐

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)	☐
Board roles and responsibilities explained	☐
Overview of board meeting processes and decision-making	☐
Code of conduct (organisation-specific) explained	☐
Discussion of confidentiality and privacy obligations	☐

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

Understanding the legal duties of responsible persons

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

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	☐
Consumer Advisory Body (CAB) explained – role and board obligation to consider and respond (where applicable)	☐
Overview of financial governance and budget oversight	☐
Introduction to risk management and incident reporting	☐
Continuous improvement obligations explained – including requirement to maintain a Continuous Improvement Plan	☐

Section E: Cultural Governance and Cultural Safety

Understanding how governance reflects community control and cultural authority

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

Section F: Systems, Documents and Access

Ensuring board members have access to key information

Induction Item	Completed
Access to key governance documents provided	☐
Access to board portal / document storage (if used)	☐
Opportunity to ask questions and clarify responsibilities	☐

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: .....



