



# Member Nomination Form

Required for all Category A: Aboriginal Organisation applications

## A. Nomination

As a current Category A member representative of AbSec, I

*full name*

of organisation

*name of organisation*

would like to nominate the organisation

*name of organisation*

as a **Category A Member** | Aboriginal organisations being Aboriginal controlled organisations delivering early intervention, family support, child protection and out-of-home care and related services.

Please note that this form cannot be used for dual applications. Only one nomination is permitted per form.

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## B. Nomination description

I believe the Nominee meets the eligibility criteria of an AbSec member due to:

Our connection with the Nominee is through:

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### C. Nominee contact information

Organisation:

Email address:

Phone number:

Website:

## D. Agreement and submission

I certify that the information provided is accurate and authorised for submission. I acknowledge that AbSec may contact me regarding this nomination form.

Name of Category A member representative

Email

Mobile

Signature

Date

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## E. How to submit this nomination

Please return the completed form via:

- email: [memberships@absec.org.au](mailto:memberships@absec.org.au) or
- mail: 21 Carrington Road, Marrickville NSW 2204

### Privacy Statement

Personal information is collected for the purposes of administering the affairs and communicating with members of AbSec – NSW Child, Family and Community Peak Aboriginal Corporation and AbSec Learning and Development Centre Pty Ltd. It is handled in accordance with the Australian Privacy Principles. For further details see [AbSec's Privacy Policy](#).



# Category A: Aboriginal Organisation Member Application Form

## Category A: Aboriginal Organisation

### A. Applicant declaration

I,

in my capacity as

of

hereby apply for AbSec Category A Membership and confirm that I am authorised to do so.

Category A membership is applicable to: Aboriginal organisations being Aboriginal controlled organisations delivering early intervention, family support, child protection and out-of-home care and related services.

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### B. Nomination reference

I have been nominated formally, to apply for membership by

who is representing

as a current AbSec Category A member.

### C. Applicant contact information

Email address:

Mobile:

I am (tick all that apply):

- Aboriginal    Torres Strait Islander    South Sea Islander    None of the above
- 18 years of age and over

Organisation:

Website:

ABN:

Org address:

Suburb:

Post code:

Org billing address:

*leave blank if it is the same as the street address*

Suburb:

Post code:

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### D. Category A Member Representative

Must hold a current Category B membership status with AbSec.

Category A applicants must designate a current AbSec Category B member as their nominated representative for the duration of their membership. This representative is essential for the validity of the Category A membership.

Member name:

Email address:

Mobile:

## E. Applicant description

Please describe how you meet the qualifications for Category A membership and your reasons for wanting to join AbSec. Additionally, illustrate how your organisation supports the objectives of AbSec.

## F. Category A Membership fees

AbSec offers Category A membership at various levels, tailored according to your organisation's annual turnover. Upon successful application, you will be required to pay a **\$500 joining fee**, and the annual fee applicable to your turnover bracket as listed below.

Please select the appropriate category and attach a copy of your most recent Annual Report with this application.

	Organisational turnover	Annual fee	Total sign-up cost Joining fee + Annual Fee
<b>Category A</b> Aboriginal organisation	<input type="checkbox"/> Less than \$2M	\$250.00	\$750.00
	<input type="checkbox"/> \$2M to \$8M	\$400.00	\$900.00
	<input type="checkbox"/> \$8M to \$25M	\$750.00	\$1,250.00
	<input type="checkbox"/> Over \$25m	\$1,000.00	\$1,500.00

### Fee Waivers

In special circumstances, fee reductions or waivers may be available. If you believe you qualify and wish to apply for a fee adjustment, please indicate this by checking the box below and providing the necessary supporting documentation.

- I wish to apply for my fees to be waived/reduced, and have attached written information supporting this request.
- .....

## G. Application requirements

I have:

- been nominated (by form submission to AbSec) by a current Category A Member.
- nominated a current AbSec Category B Member representative.
- provided a copy of the most recent **Annual Report**.
- completed the **Media Consent** form.

## H. Membership declaration

I declare that I/the Organisation:

- am/is eligible for the Category A membership as outlined.
- have read, understood, and agree to abide by the **AbSec Rule Book**.
- signed and returned the **Statement of Commitment**.
- will pay any applicable joining and annual membership fees.
- have disclosed any potential conflict of interest using the **AbSec Annual Disclosure of Potential Conflict of Interest/s form**.

[Click here to view the AbSec Rule Book](#)

### I. Agreement and submission

I certify that the information provided is accurate and authorised for submission. I acknowledge that AbSec may contact me regarding this application form.

Name of person submitting this application

Signature

Date

Electronic signature accepted as per the Electronic Transactions Act 2000 (NSW).

## J. How to submit this nomination

Please return the completed form via:

- email: [memberships@absec.org.au](mailto:memberships@absec.org.au) or
- mail: 21 Carrington Road, Marrickville NSW 2204

Please ensure all sections of this form are completed. Incomplete forms may delay or prevent the processing of your membership application.

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# Becoming an AbSec Member

## Media Consent

We tailor our communication to suit your preferences and needs.

Please select which of the following newsletter categories you would like your organisation to opt-out of. Please note that if you do not select, you will be automatically subscribed to the below newsletters:

- Events** | Receive updates on AbSec NSW events and relevant sector happenings, including wrap-up reports and access to event galleries.
- CEO Messages** | Receive insights directly from our CEO, including high-level industry updates and significant organisational milestones.
- Advocacy & Research** | Stay informed on the vital advocacy work AbSec NSW is undertaking on behalf of the sector and the latest research findings.
- Sector Strengthening** | Opt-in for monthly briefings on initiatives aimed at enhancing our sector, including updates on government and philanthropic funding rounds.

Avoid missing out! Ensure our emails reach you by marking our domain as a safe sender. Additionally, please check your spam folder, add us to your contacts, and adjust your filters to keep up with the latest from AbSec NSW.

If you're a Microsoft Outlook user, follow the instructions below to add our domain to your list of safe senders.

[Click here if you use Microsoft Outlook](#)

### Consent brief

As an integral member of AbSec NSW, your involvement in our activities is crucial. We use member photos and videos for communication purposes, including newsletters, reports, social media, and promotions.

By signing this agreement, you allow AbSec NSW to use your images, videos, and voice in our media indefinitely. This consent is voluntary; you can opt out at any time.

We use these media materials to promote and explain AbSec NSW's activities, including education, fundraising, and advocacy. Media may be featured in reports, promotional materials, website content, social media and may be reproduced and distributed in any format.

Please note, there's no financial compensation for the use of this media.

You can withdraw your consent at anytime in writing. Once received via post or email we will stop using your media in future materials. However, we cannot remove it from existing publications.

## Agreement and submission

I give permission for AbSec to use media take of myself/members of my organisation. I acknowledge that AbSec may contact me regarding this form.

Name of person submitting this application

Name of Organisation (if applicable)

Signature

Date

Electronic signature accepted as per the Electronic Transactions Act 2000 (NSW).

### Privacy Statement

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## Conflict of Interest Policy

<b>Manual:</b>	AbSec Policy Manual		
<b>Category:</b>	Human Resource Management	<b>Policy Number:</b>	AP 003
<b>Date Revised:</b>	July 2019	<b>Review Period:</b>	July 2021
<b>Endorsed by:</b>	AbSec Board	<b>Date Endorsed:</b>	18 July 2019

### Policy Position

Every decision made by the AbSec Board or employees must be impartial and in the best interests of the AbSec, its subsidiaries and member agencies. Every individual Board member and employee has a duty to ensure that his or her decisions reflect this responsibility.

This policy is designed to help Board members, and employees of AbSec identify situations that present potential conflicts of interest and to provide a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director or employee has or may have a conflict of interest with respect to the transaction.

In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

### Scope

This policy applies to **AbSec Board members and employees.**

### Definitions

#### **Defining Conflict of Interest**

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside Interests.
  - i. An Agreement or Transaction between AbSec and a Responsible Person or Family Member.
  - ii. An Agreement or Transaction between AbSec and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.



b. Outside Activities.

- i. A Responsible Person competing with AbSec in the rendering of services or in any other Agreement or Transaction with a third party.
- ii. A Responsible Person's having a Material Financial Interest in; or serving as a board member, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with AbSec in the provision of services or in any other Agreement or Transaction with a third party.

c. Gifts, Gratuities and Entertainment.

A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

- i. does or is seeking to do business with, or is a competitor of AbSec
- ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from AbSec
- iii. is a charitable organization;
- iv. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of AbSec

**Definition**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. A "Responsible Person" is any person serving as an AbSec employee, including employees of subsidiaries agencies, or member of the AbSec board.
- c. A "Family Member" is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- e. An "Agreement or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by AbSec or its subsidiaries



The making of a gift to AbSec is not an Agreement or Transaction within the meaning of this document.

### **Specific Board definitions and obligations:**

**Fiduciary duty** to the organisation, legally requires Board members to:

- i. have a very strong obligation of loyalty to the organisation
  - ii. must not get any unauthorised benefit (profit) from your position, even unintentionally;
- and
- iii. have a primary duty to your organisation — this means members must not place their own interests ahead of the interests of your organisation (avoid conflicts of interest and duty);
  - iv. must not place your duty to anyone else ahead of your duty to your organisation (avoid conflicts of duty and duty)
  - v. Standing Board members must further understand the following definitions and responsibilities:

**Pecuniary interests** involves an actual or potential financial gain or loss, or other material benefits or costs

**Non-pecuniary interests** do not have a financial or other material component. (They may arise from personal or family relationships or involvement in sporting, social or cultural activities.)

Board member should take part in decisions in which he or she has an interest. Penalties can be imposed for breaches of the legislation. There can also be an action for a civil remedy if an organisation suffers a loss because of breach of fiduciary duty – refer to **AbSec Board Charter**

### **Responsibilities**

**All AbSec Board member and employees deemed as “a responsible person”** are required to:

- Before board action on and Agreement or Transaction involving a Conflict of Interest, a board member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- A director who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.



- A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of AbSec has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board.
- Responsible Persons who are not members of the AbSec board, or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair, the Chair's designee (CEO) any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect AbSec's participation in such Agreement or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
  - **Confidentiality**
  - Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of AbSec. Furthermore, a Responsible Person shall not disclose or use information relating to the business of AbSec for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

### **Review of Policy**

- a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.



- b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to AbSec, or ownership of a business that might provide goods or services to AbSec
- c. Each Responsible Person should also disclose to the AbSec Board any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Chief Executive Officer, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- d. This policy shall be reviewed annually by each member of the board. Any changes to the policy shall be communicated immediately to all Responsible Persons.

#### Related documents

- AbSec Code of Conduct
- AbSec Board Charter
- AbSec Deeds of Indemnity Charter
- AbSec Fraud & Corruption Policy
- **Annexure A:** AbSec Annual Disclosure of Potential Conflicts of Interest form



**Declaration**

I have read and commit to the terms of this Policy. I am engaged in the following capacity with AbSec:

- Employee
- Contracted party
- Board member

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_





**Annexure A: AbSec Annual Disclosure of Potential Conflicts of Interest**

**AbSec Annual Disclosure of Potential Conflict of Interest/s**

I..... (Print Name) hereby give notice to the AbSec Board that:

- I nominate or;
- Do not nominate;

a potential direct or indirect **conflict of interest** relating to an:

- (a) Outside Interests
- (b) Outside Activities
- (c) Gifts, Gratuities and Entertainment.

Please provide details of potential conflict including name of persons or entities or state 'NA' (not applicable)

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I hereby agree to provide to the Chairperson/ Chief Executive Officer all such information that the Chairperson/ Chief Executive Officer shall reasonably request that I furnish to the Board members/ Chief Executive Officer to enable the Board members/ Chief Executive Officer to consider my relationship or affiliation with such person, firm or entity on a fully informed basis.

I hereby further agree to provide the Board of AbSec/ Chief Executive Officer any additional information that may arise from time to time which may potentially create a conflict of interest.

Signed this day of .....

.....  
*Print Name of Person Signing this Form*

.....  
*Signature of Person Signing Form*

# Schedule 4 – Statement of Commitment Form



## Statement of Commitment

### THIS STATEMENT OF COMMITMENT APPLIES TO CATEGORY A MEMBERS

AbSec members share our vision that all Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities, and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec members are united in the belief that Aboriginal children, young people, families, carers and communities should be supported to:

- ⦿ Have their voices heard and their views taken into account;
- ⦿ Achieve their goal of self-determination;
- ⦿ Take the lead role in creating a safe, secure and caring environment for Aboriginal children and young people, as well as Aboriginal people living with disability and their families.

#### By joining AbSec as an organisational member, you agree to:

- ⦿ Adhere to the policy positions and values developed by AbSec in partnership with Aboriginal Community Controlled Organisations, and demonstrate your commitment to these through everyday actions;
- ⦿ Have and uphold robust organisational standards which protect children who come into contact with your work (not applicable if your work does not involve children in any way);
- ⦿ Place the welfare of children and vulnerable people at the utmost importance in your work (not applicable if your work doesn't involve children or vulnerable people in any way);
- ⦿ Behave honestly and with integrity in your communication and dealings with AbSec;
- ⦿ Treat everyone with respect and courtesy when speaking about or associating with AbSec, whether in person or online;
- ⦿ Disclose any potential conflict of interest in connection with your membership with AbSec;
- ⦿ Support AbSec to influence and amplify the concerns of Aboriginal children, families and communities, with respect for Aboriginal self-determination;
- ⦿ Comply with all State and Commonwealth laws regarding business and organisational standards, including but not limited to mandatory financial declarations and industrial relations laws;
- ⦿ Notify AbSec of any reputational risks that may be caused by our association with your organisation.

In being a member of AbSec, your organisation pledges to the above statement, and agrees to inform AbSec if at any time you can no longer fulfil these criteria.

AbSec reserves the right to terminate membership if organisations or individuals representing organisations act in contravention of AbSec's Rule Book or Statement of Commitment and have received written notice from the Secretary or a Director of the Corporation advising of the contravention.

By your signature below, you agree to comply with AbSec's Members Standards and Statement of Commitment.

Name of Organisation: .....

Organisation Contact: .....

Signature:  .....

Date: .....