05 Governance and decision making

Project governance is critically important because it outlines who is responsible for what and how decisions are made.

Consider writing down these things for each project you are involved in.

1. **Project name** [Insert name of the project]

2. **Purpose and goals** [Describe the purpose of the project and the goals]

3. **Ways of working** [List the key ways you will work together e.g. being respectful, community-led decision making]

4. **Communication** [Describe how the project is run, how feedback is collected, and how changes are made] This might include:

   ☐ Keeping meeting minutes and records of decisions
   ☐ Providing regular updates at meetings (or by email)
   ☐ Agreeing what happens if there are disagreements and how these are resolved

5. **Decision making** [Using your Rulebook and Constitution as a guide, refer to the table below to show what decisions need to be made, who makes them, and how they're made]

Decision Type	Role (who makes decision)	Responsibilities	How (how is decision made)	Decision making authority
Cultural matters	Elders, Cultural Custodians	Cultural guidance, oversight	Consensus, when required	Final say on all cultural matters
Strategic decisions	Project steering committee / leadership group	Strategic guidance, risk oversight funding approval	Consensus, monthly reviews	Approval of changes to project scope, budget, timeline
Operational decisions	Project lead	Day-to-day management	Majority agreement	Approval of changes to schedule and resources within agreed project scope
Implementation decisions	Project working group	Local implementation, engagement	Majority agreement, weekly meetings	Decisions based on tasks within project plan
Community engagement	All community members	Feedback (participation through working group)	Community meetings, prior to project commencing	Initial project scoping