

# Prima Nota Governance Policy

Adopted: 08.12.2025

## 1. Compliance with Australian NFP Law

Prima Nota operates in full compliance with the regulatory framework governing incorporated associations and nonprofit organisations in Australia. This includes:

- ACNC Governance Standards (1–5)
- Fair Work Act 2009 – volunteer vs employee distinction
- Associations Incorporation Act 1985 (SA)
- SA Model Rules for Incorporated Associations
- Volunteering Australia National Standards
- ATO ruling on honorarium as an ex gratia payment

These standards ensure legality, transparency, fairness, and responsible management.

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## 2. Volunteering Framework

Under Australian law:

Volunteers are not employees and must not receive wages.  
(Fair Work Ombudsman)

Most roles within Prima Nota—event support, rehearsals, creative work, coordination, backstage support—are volunteer-based. This structure is standard for cultural community nonprofits and ensures accessibility for migrant and multicultural communities.

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### **3. Honorarium Policy**

Honorarium may be used only when all of the following conditions are met:

- the project is large in scope (e.g., multicultural festivals),
- dedicated project funding or a grant is available,
- the contribution significantly exceeds typical volunteer expectations.

Committee members are prohibited from receiving honoraria under:

- ACNC Governance Standard 5 (Conflict of Interest),
- Associations Incorporation Act 1985 (SA) — duties of officers.

Honorarium is never considered wages or compensation for labour.

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### **4. Paid Facilitation Policy**

Facilitators may be paid only when delivering a paid program or workshop, and only under a clear agreement defining:

- duties,
- rates or revenue share,
- duration of engagement.

This aligns with the Fair Work Act 2009.

Paid facilitation does not apply to general volunteering roles.

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## **5. Reimbursement of Expenses**

Reimbursement is permitted for approved, project-related expenses as defined in Volunteering Australia National Standard 6.

Eligible reimbursements include:

- materials (fabric, art supplies, decor),
- printing and administrative expenses,
- equipment and props,
- approved event consumables.

Reimbursement process:

1. Approval,
2. Receipt or invoice submission,
3. Refund.

Not reimbursed:

- unapproved purchases,
  - personal tools or supplies,
  - time or labour,
  - personal initiatives made outside project scope.
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## **6. Multiple Clarification Attempts Provided (ACNC Framework)**

When the Board has:

- explained a rule in writing,
- provided verbal clarification,
- shared references to ACNC / ATO / Fair Work / Model Rules,
- repeated clarifications when requested,

the organisation formally recognises that all necessary clarification has been provided.

From this point forward, understanding and applying the rules becomes the responsibility of each participant, as expected in all Australian NFPs.

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## **7. Basic Governance Literacy Requirement**

To participate constructively in governance discussions, members must understand the basic structural elements of Australian NFP operation:

- volunteer vs employee distinction,
- honorarium rules,
- conflict of interest obligations,
- reimbursement rules,
- committee duties and Model Rules,
- member responsibilities under the Associations Incorporation Act.

If a participant chooses not to review the materials or declines to understand the framework, they cannot form expectations that conflict with Australian law.

This requirement protects the organisation and ensures equitable, lawful governance.

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## **8. Standard Organisational Response to Structural Misunderstandings**

When misunderstandings continue after full clarification has been provided, Prima Nota may issue the following formal response:

“Prima Nota operates strictly within Australian NFP legislation and governance standards. All required information has been provided transparently. If an individual does not understand these processes, this does not indicate a governance issue. It simply means that the person must review the rules, as is standard in every nonprofit organisation.”

This maintains professionalism and prevents escalation.

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## **9. Purpose of This Policy**

This policy exists to:

- protect governance integrity,
  - establish clear expectations for members and volunteers,
  - ensure compliance with Australian legislation,
  - support transparency and community trust,
  - prevent recurring misunderstandings,
  - maintain a respectful and functional organisational environment.
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## **10. Committee Member Induction Requirement**

All newly appointed Committee members must complete a formal induction process within **14 days** of their appointment. The induction process includes:

1. Reading the *Prima Nota Governance Literacy Guide*.

2. Reading all current organisational policies as adopted by the Committee.
3. Signing the Committee Member Induction Declaration confirming that they:
  - have read and understood the documents listed above;
  - agree to comply with the governance and policy framework of Prima Nota Inc.;
  - understand the responsibilities and duties of a Committee member as defined by the Constitution and the Associations Incorporation Act 1985.

No new Committee member may participate in decision-making until the declaration is signed and submitted.