



## TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	1.09	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

### INTRODUCTION

SLNC values its relationship with its clients, its members, its donors, its volunteers and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that transparency and accountability build trust and help those relationships to flourish.

### PURPOSE

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by SLNC's Management Committee members to provide appropriate transparency and accountability.

### POLICY

#### 1. Management Committee Reporting

1. The Committee must ensure that it complies with its legal and contractual reporting obligations. They include [delete items that are not applicable]:
  - a. Reporting annually to the Members, in accordance with the requirements of the constitution, on the SLNC's activities in the preceding year, and providing an opportunity for questions;
  - b. Preparing financial reports as required by law;
  - c. Preparing an annual report in accordance with the requirements of the fundraising licence;
  - d. Reporting to government agencies in accordance with the terms of grants and funding contracts;
  - e. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government departments, in accordance with any requirements;
  - f. Reporting to donors in accordance with the terms of any philanthropic grants issued;
  - g. Reporting to the Australian Charities and Not-for-profits Commission.
2. In addition to its specific legal and contractual obligations, the Committee will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Committee on the SLNC's activities and performance.



3. In preparing its reports, the Committee will consider the extent to which it can report on each of the following matters<sup>1</sup> [the extent to which these matters apply will vary according to the size and nature of your organisation – the criteria are provided by way of example but can be modified to suit your organisation]:
  - a. The purpose of SLNC.
    - i. A report on the purpose of SLNC involves explaining the environment in which the organisation operates. It includes reporting on SLNC mission, vision and values, and explaining SLNC relevance in the current environment.
  - b. SLNC stakeholder reporting and engagement
    - i. This includes reporting on how stakeholder relationships are managed, how employees and volunteers are recruited, trained, rewarded, retained and recognised, and how the organisation is funded.
  - c. Fundraising and investments
    - i. This includes reporting on the source of funds, fundraising and funding targets.
    - ii. It includes reporting on accountability mechanisms governing the use of the funds.
    - iii. It includes an assessment of SLNC's ability to maintain the current levels of funding in the future, and how its fundraising approach is being evolved or adapted to changes in circumstances.
    - iv. It includes reporting on investments, and the management oversight and skills in SLNC to manage investment risks and performance.
    - v. It includes reporting on movements in the level of funding, particularly where it has fallen in any year.
  - d. Business strategy and mission
    - i. This includes explaining the strategy and structures that enable SLNC to operate and to grow.
    - ii. It includes identifying the priorities and associated budgets and allocation of resources.
    - iii. It also includes honest self-assessment and disclosure of performance and plans to address underperformance and/or ongoing challenges, recognising that this helps to build trust.
  - e. Governance structure and processes
    - i. This includes reporting on governance structures, systems, processes and how risk management frameworks are aligned with those structures, systems and processes.
    - ii. It includes providing clear diagrams of the organisational structure with reporting lines and key roles identified.
    - iii. It includes disclosure of qualifications, experience and length of service of the members of the Committee and the President.
    - iv. It includes reporting on how SLNC identifies and manages risks, and what risks are specific to SLNC in addition to general risks.
  - f. Activity and performance
    - i. This includes reporting on outputs, outcomes and impacts.



- g. Financial performance and position.
  - i. This includes reporting on sources of revenue, revenue recognition policies and a discussion and analysis of the factors affecting the SLNC's financial performance.
- 4. In undertaking its function of reporting to stakeholders, the Committee must be mindful of the SLNC's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the interests of SLNC.
- 5. Deliberations of the Committee and its sub-committees shall be dealt with in accordance with the Committee confidentiality policy/procedure.

## **2. Client Records**

SLNC will deal with client records in accordance with its privacy law obligations.

## **3. Member and Donor records**

SLNC will deal with client records in accordance with its privacy policy and privacy law obligations.

## **4. Access to Minutes of General Meetings and the Members Register**

Access to minutes of general meetings and the Members Register will be provided in accordance with the terms of the constitution.

### **AUTHORISATION**

Signature of Secretary

Date of Approval by Committee

Springfield Lake Nature Care Inc (SLNC)

  
05 / AUG / 2019





## TRANSPARENCY AND ACCOUNTABILITY PROCEDURE

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### RESPONSIBILITIES

In order for the Committee to facilitate accountability and transparency with stakeholders, there needs to be good internal documentation and reporting.

The President is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Committee to perform its reporting functions. This includes reporting regularly to the Committee on the operations of SLNC.

The President will also ensure that privacy and other policies are in place to govern the access and use of documents including client records, staff records, member and donor records, and minutes of general meetings, in accordance with the Committee's transparency and accountability policy.

Staff are responsible for implementing and adhering to the policies and procedures developed by the President.

### RELATED DOCUMENTS

- [Transparency Accountability Policy](#)
- [Copyright Policy](#)
- [Privacy Policy](#)
- [Committee Confidentiality Policy](#)

### AUTHORISATION

Signature of President

Name of President

Date:

  
Luise Manning  
05 / AUG / 2019