



TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	25	Version	1
Drafted by	K Robinson	Approved by	10/07/2019
Responsible person	K Robinson	Committee on	
		Scheduled review date	01/07/2021

INTRODUCTION

Gallipoli Barracks Community Centre values its relationship with its members, its donors, its volunteers and others 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 Gallipoli Barracks Community Centre's Board and Staff to provide appropriate transparency and accountability.

POLICY

1. Committee Reporting

1. The Committee must ensure that it complies with its legal and contractual reporting obligations. They include:
 - a. Reporting annually to the Members, in accordance with the requirements of the constitution, on the organisation'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 the requirements of its deductible gift recipient status [e.g. health promotion charities must provide an annual statistical return report to the Department of Social Services];



- f. 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 Board on the organisation'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:
 - a. The purpose of Gallipoli Barracks Community Centre.
 - i. A report on the purpose of Gallipoli Barracks Community Centre involves explaining the environment in which the organisation operates. It includes reporting on Gallipoli Barracks Community Centre mission, vision and values, and explaining Gallipoli Barracks Community Centre relevance in the current environment.
 - b. 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 Gallipoli Barracks Community Centre'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 movements in the level of funding, particularly where it has fallen in any year.
 - c. Business strategy and mission
 - i. This includes explaining the strategy and structures that enable Gallipoli Barracks Community Centre 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.
 - d. 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 reporting on how Gallipoli Barracks Community Centre identifies and manages risks, and what risks are specific to Gallipoli Barracks Community Centre in addition to general risks.
 - e. Activity and performance
 - i. This includes reporting on outputs, outcomes and impacts.
 - f. 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 organisation's financial performance.
4. Deliberations of the Committee and its sub-committees shall be dealt with in accordance with the Committee confidentiality policy/procedure.

2. Staff Records

Gallipoli Barracks Community Centre will deal with staff records in accordance with the *Fair Work Act 2009* (Cth), and its privacy policy and privacy law obligations.

3. Member and Donor records

Gallipoli Barracks Community Centre 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 Committee Secretary]

[Date of approval by the Committee]

Gallipoli Barracks Community Centre

TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	25	Version	1
Drafted by	K Robinson	Approved by President	10/07/2019
Responsible person	K Robinson	on	
		Scheduled review date	01/07/2021

RESPONSIBILITIES

In order for the Committee to facilitate accountability and transparency with members, 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 Gallipoli Barracks Community Centre.

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 Committee.

RELATED DOCUMENTS

- Privacy Policy
- Confidentiality Policy

AUTHORISATION

[Signature of President]

[Name of President]

[Date]