



## TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	14	Version	1.0
Drafted by	Jeanette Shepherd	Approved by Board on	2019
Responsible person	Board	Scheduled review date	2021

### INTRODUCTION

8CCC values its relationship with its members, donors, 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 8CCC's Board and staff to provide appropriate transparency and accountability.

### POLICY

#### 1. Board Reporting

1. The Board 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. Reporting to government agencies in accordance with the terms of grants and funding contracts;
  - d. Reporting to donors in accordance with the terms of any philanthropic grants issued;
  - e. Reporting to the Community Broadcasting Association.
2. In addition to its specific legal and contractual obligations, the Board 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.

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3. In preparing its reports, the Board will consider the extent to which it can report on each of the following matters:
  - a. The purpose of 8CCC.
    - i. A report on the purpose of 8CCC involves explaining the environment in which the organisation operates. It includes reporting on 8CCC's mission, vision and values, and explaining 8CCC's relevance in the current environment.
  - b. 8CCC's 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 8CCC'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.
  - d. Business strategy and mission
    - i. This includes explaining the strategy and structures that enable 8CCC 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 reporting on how 8CCC identifies and manages risks, and what risks are specific to 8CCC 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 organisation's financial performance.

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4. In undertaking its function of reporting to stakeholders, the Board must be mindful of the organisation's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the interests of 8CCC.
5. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

## 2. Staff and Volunteer Records

8CCC 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

8CCC will deal with client records in accordance with its privacy policy and privacy law obligations.

## 4. Access to Minutes of General Meetings

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

### Authorisation

Jeanette Shepherd Secretary	JS	Veronica Judge President	VJ
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# TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

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## RESPONSIBILITIES

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

The Station Manager is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of 8CCC.

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

Staff are responsible Station Manager.

## AUTHORISATION

Jeanette Shepherd Secretary	JS	Veronica Judge President	VJ
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