

## TRANSPARENCY AND ACCOUNTABILITY POLICY

### INTRODUCTION

Hobart FM Inc values its relationship with its members, its donors, its sponsors, 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 Hobart FM's Committee and volunteers 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 licensing;
  - d. Reporting to government agencies in accordance with the terms of grants and funding contracts;
  - e. Reporting to the Department of Consumer Affairs, and/or other relevant Commonwealth Government departments;
  - f. Where applicable reporting to members and/or sponsors in accordance with the terms of any grants issued;
  - g. Reporting to the Australian Charities and Not-for-profits Commission if applicable.
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 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 Hobart FM Inc.
    - i. A report on the purpose of Hobart FM Inc involves explaining the environment in which the organisation operates. It includes reporting on Hobart FM's mission, vision and values, and explaining Hobart FM's relevance in the current environment.
  - b. Hobart FM Inc 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 Hobart FM'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 Hobart FM 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 Hobart FM Inc 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 volunteers.
    - iv. It includes reporting on how Hobart FM Inc identifies and manages risks, and what risks are specific to Hobart FM Inc in addition to general risks.
  - f. Activity and performance
    - i. This includes reporting on outputs, outcomes and impacts.
    - ii. It also includes reporting other Governing bodies where applicable.
  - 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.
4. In undertaking its function of reporting to stakeholders, the Committee 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 Hobart FM Inc.
5. Deliberations of the Committee and its sub-committees shall be dealt with in accordance with the Committee confidentiality policy/procedure.

## 2. Member and Donor records

Hobart FM Inc will deal with membership, sponsor and donor records in accordance with its privacy policy and privacy law obligations.



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

Access to minutes of general meetings will be provided in accordance with the terms of the constitution. Financial accounts are available upon request under section 35 of the Constitution.

Documents relating to the Members Register are held as a confidential document.

#### 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 Hobart FM Inc.

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.

All Committee members and general members of Hobart FM are responsible for implementing and adhering to the policies and procedures of Hobart FM.

#### RELATED DOCUMENTS

- Copyright Policy
- Code of Conduct Policy
- Committee Confidentiality Policy
- Electronic Data Retention and Archiving
- Committee Confidentiality Policy

#### AUTHORISATION

Date approved by the Committee: 17<sup>th</sup> January 2018

Review Date: January 2020

Committee President: \_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Signature]

Committee Secretary: \_\_\_\_\_  
[Name]

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[Signature]