



2 HHH FM Limited
ABN 17 093 755 312
Suite 17, 75 Pacific Hwy
Waitara NSW2077

TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	HHHTA001	Version	1.0
Drafted by	Stephen Holland	Approved by Board on	20 July 2020
Responsible person	Company Secretary	Scheduled review date	By 19 July 2021

INTRODUCTION

2 HHH FM Limited 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 [Name of Organisation]'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. 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;
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.
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 2 HHH FM Limited.
 - i. A report on the purpose of 2 HHH FM Limited involves explaining the environment in which the organisation operates. It includes reporting

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

- on 2 HHH FM Limited mission, vision and values, and explaining 2 HHH FM Limited relevance in the current environment.
- b. 2 HHH FM Limited 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 2 HHH FM Limited'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 2 HHH FM Limited 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 2 HHH FM Limited 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 Board, Station Manager and sub-committee members.
 - iv. It includes reporting on how 2 HHH FM Limited identifies and manages risks, and what risks are specific to 2 HHH FM Limited in addition to general risks.
 - f. Activity and performance
 - i. This includes reporting on outputs, outcomes and impacts.
 - ii. It also includes reporting on any KPIs.
 - 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 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 [Name of Organisation].
 5. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

Policies can be established or altered only by the Board

2. Client Records

2 HHH FM Limited will deal with client records in accordance with its privacy law obligations.

3. Staff Records

2 HHH FM Limited will deal with staff records in accordance with the *Fair Work Act 2009* (Cth), and its privacy policy and privacy law obligations.

4. Member and Donor records

2 HHH FM Limited will deal with client records in accordance with its privacy policy and privacy law obligations.

5. 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

Date of Board Approval

2 HHH FM Limited



2 HHH FM Limited
ABN 17 093 755 312
Suite 17, 75 Pacific Hwy
Waitara NSW2077

TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.