



TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	Gov-05	Version	1.0
Drafted by	ARCHERY SA	Approved by Board on	14 April, 2016
Responsible person	Board	Scheduled review date	April, 2018

INTRODUCTION

ARCHERY SA values its relationship with its clients, members, donors, volunteers and other stakeholders that partner with ARCHERY SA to enable it to achieve its purpose.

It recognises that transparency and accountability builds trust and helps 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 ARCHERY SA Board and Staff to provide appropriate transparency and accountability.

POLICY

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 ARCHERY SA's Constitution, on the activities of the ARCHERY SA 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 the Australian Taxation Office, and/or other relevant Commonwealth Government Departments in accordance with the requirements of its deductible gift recipient status (if applicable)
 - e. 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 activities and performance of ARCHERY SA.
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 ARCHERY SA
 - i. A report on the purpose of ARCHERY SA involves explaining the environment in which ARCHERY SA operates. It includes reporting on the mission, vision and values of ARCHERY SA in a clear and effective manner, and explaining ARCHERY SA's relevance in the current environment.

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- b. ARCHERY SA stakeholder reporting and engagement
 - i. 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. Funds and investments
 - i. Reporting on the source of funds, fundraising and funding targets
 - ii. Reporting on accountability mechanisms governing the use of the funds
 - iii. An assessment of ARCHERY SA'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. Reporting on investments, and the management oversight and skills in ARCHERY SA to manage investment risks and performance
 - v. Reporting on movements in the level of funding, particularly where it has fallen in any year.
 - d. Business strategy and mission
 - i. Explaining the strategy and structures that enable ARCHERY SA to operate and to grow
 - ii. Identifying the priorities and associated budgets and allocation of resources
 - iii. 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. Reporting on governance structures, systems, processes and how risk management frameworks are aligned with those structures, systems and processes
 - ii. Providing clear diagrams of the organisational structure with reporting lines and key roles identified
 - iii. Disclosure of qualifications, experience and length of service of the members of the Board, ED and senior management
 - iv. Reporting on how ARCHERY SA identifies and manages risks, and what risks are specific to ARCHERY SA in addition to general risks.
 - f. Activity and performance
 - i. Reporting on outputs, outcomes and impacts
 - ii. Reporting on 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 privacy policy of ARCHERY SA, underpinned by ARCHERY SA's privacy law obligations, and it must take care to act in the interests of ARCHERY SA.
 5. Board deliberations, and the deliberations of the Board's Sub-Committees, shall be dealt with in accordance with the Board confidentiality policy/procedure.

Client Records

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

Staff Records

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

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Member and Donor records

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

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 of ARCHERY SA.

Authorisation

Bruce Lang, President

14 April, 2016

ARCHERY SA



TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	Gpol-04	Version	1.0
Drafted by	ARCHERY SA	Approved by ED on	14 April, 2016
Responsible person	Sue Martin	Scheduled review date	April, 2016

RESPONSIBILITIES

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

The ED 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 ARCHERY SA.

The ED 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 Board's transparency and accountability policy.

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

RELATED DOCUMENTS

- Copyright Policy *(to be developed)*
- Privacy Policy *(contained within the ARCHERY SA General Policies)*
- Board Confidentiality Policy *(to be developed)*

AUTHORISATION

Sue Martin, Secretary
ARCHERY SA
14 April, 2016