



ACEA

Australasian Corrections
Education Association

Create the Opportunity

TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	002	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

INTRODUCTION

Australasian Corrections Education Association values its relationship with its members, its sponsors 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 Australasian Corrections Education Association's Executive Committee to provide appropriate transparency and accountability.

POLICY

1. Executive Committee Reporting

1. The Executive 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 association'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
 - 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;
 - f. Reporting to sponsor in accordance with the terms of any grants issued;
 - g. Reporting to the Australian Charities and Not-for-profits Commission.

2. In preparing its reports, the Executive Committee will consider the extent to which it can report on each of the following matters:
 - a. The purpose of Australasian Corrections Education Association.
 - i. A report on the purpose of Australasian Corrections Education Association. It involves explaining the environment in which the association operates. It includes reporting on Australasian Corrections Education Association's mission, vision and values, and explaining Australasian Corrections Education Association's relevance in the current environment.
 - b. Australasian Corrections Education Association 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 association 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 Australasian Corrections Education Association'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 Australasian Corrections Education Association 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 Australasian Corrections Education Association 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 association structure with reporting lines and key roles identified.
 - iii. It includes disclosure of qualifications, experience and length of service of the members of the Executive Committee.
 - iv. It includes reporting on how Australasian Corrections Education Association identifies and manages risks, and what risks are specific to Australasian Corrections Education Association in addition to general risks.

- f. Activity and performance
 - i. This includes reporting on outputs, outcomes and impacts.
 - ii. It also includes 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 association's financial performance.
3. In undertaking its function of reporting to stakeholders, the Executive Committee must be mindful of the association's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the interests of Australasian Corrections Education Association.
 4. Deliberations of the Australasian Corrections Education Association and its sub-committees shall be dealt with in accordance with the Executive Committee confidentiality policy/procedure.

2. Member and Sponsor records

Australasian Corrections Education Association will deal with client 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 and the Members Register will be provided in accordance with the terms of the constitution as required by law.

Authorisation

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	002	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

RESPONSIBILITIES

In order for the Executive 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 Executive Committee to perform its reporting functions. This includes reporting regularly to the Executive Committee on the operations of Australasian Corrections Education Association.

The President will also ensure that privacy and other policies are in place to govern the access and use of documents including member and sponsor records, and minutes of general meetings, in accordance with the Executive Committee's transparency and accountability policy.

Elected Office Bearers are responsible for implementing and adhering to the policies and procedures developed by the President.

RELATED DOCUMENTS

- Privacy Policy

AUTHORISATION

Ron Wilson
10 January 2020
President, Australasian Corrections Education Association (Inc.)