

## TRANSPARENCY POLICY

### INTRODUCTION

Hope for Children Organisation Australia (HFC) values its relationship with its partners, its members, its donors, its supporters, its volunteers, communities, and other stakeholders who partner with it to enable it to achieve its purpose.

HFC is committed to being transparent in our work and accountability to build trust through open conversations and always welcomed feedback.

HFC is committed to disclosing timely, all relevant and accurate information in an accessible format to all our stakeholders including opportunities for their comments and opinions.

### PURPOSE AND SCOPE

#### Purpose

The purpose of this document is to recognise the importance of transparency and accountability and to facilitate the development and implementation of measures by Hope for Children's Board and Staff to provide appropriate transparency and accountability.

#### Scope

This policy outlines HFC commitment to disclosing timely, relevant and accurate information in an accessible format to all internal and external stakeholders of HFC and general public.

#### Definition

Transparency is defined by openness, accountability, and honesty and its HFC's obligation to share information with all stakeholders . Transparency enables the ability of all interested parties to hold HFC accountable.

Organisation is transparent when it enables others to see and understand how it operates in an honest way. To achieve transparency, an organisation must provide information about its activities and governance to stakeholders that is accurate, complete, and made available in a timely manner with opportunities for their input and feedback.

Transparency requires that all HFC work is conducted openly with information made freely and proactively available to the community and stakeholders and participation in decision making is encouraged.

This does not mean all information should be made publicly available.

However, the exceptions should be minimal and in accordance with legal requirements. An explanation should always be provided as to why information will not be released or why a decision cannot be made with full transparency.

### POLICY STATEMENT

Transparency is a driving principle that will guide the work that we do, the decisions we make and the information we share – in everything that we do. This applies within both the operational and administrative context of HFC.

## **POLICY DETAILS**

HFC aims to regularly inform, involve and update donors and supporters through a wide range of communication channels, such as periodic newsletters, website's updates, Instagram and Facebook posts. Our updates include but are not limited to activities progress, special events details, changes and highlights of HFC operations and governance. On request HFC provides information in relation to all aspects of HFC in accordance with its privacy policy, privacy law obligations and in accordance with the terms of the constitution.

HFC makes most reports on its activities available in a range of forms. Much of this material can be accessed by the general public on HFC website or on request.

In Ethiopia ,the country of operations, HFC regularly publishes relevant information and reports in compliance with its legal and contractual obligations. See Appx. II

HFC is committed to open information practice and has implemented clear feedback and complains handling tools.( Please refer to HFC Complaint Handling policy). Regular meetings are held with HFC major stakeholders and all HFC Board meetings are 'open door' meetings.

## **POLICY**

### **1. Board Reporting – (See Appx I for reporting schedule)**

1. The Board must ensure that it complies with its legal and contractual reporting obligations:
  - 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;
  - Preparing financial reports as required by law;
  - Preparing an annual report in accordance with the requirements of the fundraising licence;
  - Reporting to government agencies in accordance with the terms of grants and funding contracts;
  - Reporting to the Australian Taxation Office, and other relevant Commonwealth Government departments, in accordance with the requirements of its deductible gift recipient status.
  - Reporting to donors in accordance with the terms of any philanthropic grants issued;
  - Reporting to the Australian Charities and Not-for-profits Commission.
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:
  - ❖ The purpose of HFC
    - A report on the purpose of HFC involves explaining the environment in which the organisation operates. It includes reporting on HFC mission, vision and values, and explaining HFC relevance in the current environment.
    - HFC stakeholder reporting and engagement

- 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.
  - ❖ Fundraising and investments
    - This includes reporting on the source of funds, fundraising and funding targets.
    - It includes reporting on accountability mechanisms governing the use of the funds.
    - It includes an assessment of HFC'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.
    - It includes reporting on investments, and the management oversight and skills in HFC to manage investment risks and performance.
    - It includes reporting on movements in the level of funding, particularly where it has fallen in any year.
  - ❖ Business strategy and mission
    - This includes explaining the strategy and structures that enable HFC to operate and to grow.
    - It includes identifying the priorities and associated budgets and allocation of resources.
    - 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.
  - ❖ Governance structure and processes
    - This includes reporting on governance structures, systems, processes and how risk management frameworks are aligned with those structures, systems and processes.
    - It includes providing clear diagrams of the organisational structure with reporting lines and key roles identified.
    - It includes disclosure of qualifications, experience and length of service of the members of the Board, CEO and senior management.
    - It includes reporting on how HFC identifies and manages risks, and what risks are specific to HFC in addition to general risks.
  - ❖ Activity and performance
    - This includes reporting on outputs, outcomes and impacts.
    - It also includes reporting on KPIs.
  - ❖ Financial performance and position
    - 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 HFC.

5. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

## **2. Client Records**

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

## **3. Staff Records**

HFC 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**

HFC 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.

## **6. Information request and/or feedback submission**

A request for information can be made by any of the following methods:

- info@hopeforchildren.org.au
- phone us on +61 8 6460 4949,
- mail us a letter to PO Box 909, Claremont Australia, or
- contact our local office in Addis Ababa
- phone us on +25118688620
- visit our local office in Yeka Sub-city, Woreda 1, House No.1415

## **7. REFERENCES**

### **7.1 Acknowledgements**

This policy has been created based on ACFID's Good Practice Guidance and guided by recommendations from the Institute of Community Directors Australia.

**Policy Established:** 2017

**Policy Updated:** 2021

**Policy Approved:** \_\_\_\_\_ (sign)

**Date:** \_\_\_\_\_

## Appendix I - Compliance and Reporting Calendar - Australia

Report or Obligation	Due Date
End of Financial Year	30 June
AGM	30 November
Annual Report	Financial report and a Directors' report that comply with Part 2M.3 of Corporations Act and must report to members in accordance with section 314 by 30 Oct.
Quarterly Narrative reporting (Internal to Head Office)	Jan – Mar: Due 30 April Apr – Jun: Due 31 July Jul – Sep: Due 31 Oct Oct – Dec: Due 31 Jan
Board Meetings	At least twice a year
Review of Asset Register	Quarterly
Market Value of Assets	30 June (bi annual)
Need to Audit	Yes by 30 November
Special or General purpose accounts required	Yes, special purpose by 30 November
ASIC Annual Review	Not currently required – review obligations annually
ACNC Annual Information Statement	31 January
ACNC Financial Report	31 January
ATO FBT Return	21 May (subject to change – check ATO Website)
ATO Other	BAS Quarterly, PAYG Monthly
PAYG Summaries	7 July
Ethiopian Tax Authority Reporting <ul style="list-style-type: none"> <li>- Financial report to inland revenue</li> <li>- Reports on pension fund, withholding tax and income / payroll tax</li> </ul>	Monthly
Charitable Collections Advisory Committee (WA)	Reporting via ACNC 31 January
Ethiopia CSA Reporting <ul style="list-style-type: none"> <li>- Annual Plan</li> </ul>	7 October

<ul style="list-style-type: none"> <li>- Annual Report</li> <li>- Financial Reports (inc Audit report, fixed assets, inventory report and 12 month bank statements)</li> </ul>	<p>7 October</p> <p>7 October</p>
<p>3 Year Operational Plan to Ethiopian Government</p>	<p>7 October</p>
<p>Ethiopia Quarterly Reports</p>	<p>15-20 January</p> <p>15-20 April</p> <p>15-20 July</p> <p>15-20 October</p>
<p>Ethiopian Government evaluation of programs</p>	<p>April</p>
<p>Annual OAGDS compliance review</p>	<p>While not compulsory, it is recommended that this internal process is completed and documented on an annual basis.</p>
<p>Major Donors</p>	<p>Quarterly if not otherwise specified</p>

## Appendix II - Compliance and Reporting Calendar – Ethiopia

Reporting Requirement	Date Due	Govt Dept
Annual Report	Within 3 months of end of financial year	Agency for Civil Society Organizations
Financial Plan (including Audit Report, 12 month bank statement and Fixed Asset/Inventory Report)	Within 3 months of end of financial year	Agency for Civil Society Organizations
Annual Plan	Within 3 months of end of financial year	
Quarterly Report (including fiscal and financial report)	<ul style="list-style-type: none"> <li>• July to September (submitted between October 15 and 20 – Ethiopian Calendar);</li> <li>• October to December (submitted Jan 15 to 20 EC)</li> <li>• January to March (submitted April 15 to 20 EC)</li> <li>• April to June (submitted July 15 to 20 EC).</li> </ul>	BOFED, Women Children & Youth Bureau, Woreda, Sub Cities (e.g. Yeka, Lafto, Kirkos, Gulele)
Monthly Report	End of each month	Inland Revenue
Monitoring & Evaluation	Quarterly	HFC
Donor Reporting	As required by donor agreement	HFC & other donors