

Sport Inclusion Australia
ABN 54 961 189 101



Sport Inclusion
A U S T R A L I A

Drive Inclusion through Sport

Transparency Accountability Policy

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Policy

Introduction

Sport Inclusion Australia, SIA is a National Sporting Organisation established in 1986 to assist the inclusion of people with an impairment, primarily an intellectual impairment into the mainstream community using sport as the medium. Sport Inclusion Australia is the Australian member of Virtus, World Intellectual Impairment Sport.

Our **Purpose** is to build a more inclusive community.

SIA facilitates, educates and supports sporting organisations and the wider community about the power of sport to deliver social inclusion, while advocating for the rights of all Australians to be treated with dignity.

Our **Mission** is to drive inclusion through sport.

The philosophy has never wavered 'Promote sporting opportunities for people with an impairment in mainstream settings with sport owning and delivering sport for all Australians at the appropriate ability level with a 'person first' approach'.

We want to make sure no one is left behind.

Purpose

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

Policy

1. Board Reporting

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. Preparing reports on a regular basis for VIRTUS;
 - d. Preparing an annual report in accordance with the requirements of the fundraising licence;
 - e. Reporting to government agencies in accordance with the terms of grants and funding contracts;
 - f. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government departments, in accordance with the requirements of its deductible gift recipient;
 - g. Reporting to donors in accordance with the terms of any philanthropic grants issued;
 - h. 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:
 - a. The purpose of Sport Inclusion Australia
 - i. A report on the purpose of Sport Inclusion Australia involves explaining the environment in which the organisation operates. It includes reporting on the mission, vision and values and explaining relevance in the current environment.
 - b. Sport Inclusion Australia stakeholder reporting and engagement
 - i. This includes reporting on how stakeholder relationships will be managed, how staff 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 Sport Inclusion Australia’s ability to maintain the current levels of funding leading into the Games, and how its fundraising approach is being evolved or adapted to changes in circumstances.
- iv. 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 Sport Inclusion Australia 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 reporting on how Sport Inclusion Australia identifies and manages risks, and what risks are specific to Sport Inclusion Australia 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 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 SIA.
- 5. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

2. Client Records

Sport Inclusion Australia will deal with client records in accordance with its privacy law obligations.

3. Staff Records

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

4. Access to Minutes of General Meetings

Access to minutes of general meetings will be provided in accordance with the terms of the constitution.

[Procedures](#)

[Responsibilities](#)

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

The CEO 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 Sport Inclusion Australia.

The CEO 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 CEO.

[Related Documents](#)

- Privacy Policy
- Board Confidentiality Policy