	Healesville Community Renewable Energy Inc Governance07 – Transparency & Accountability

Policy Id	Governance07	Version	02
Policy Type	Governance	Subject	Transparency & Accountability
Approved	June 2025	Scheduled review	June 2028

1   Introduction

Healesville CoRE values its relationship with the community, its members, its volunteers, its sponsors and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that transparency and accountability are closely linked and transparency will generate accountability.

Healesville CoRE Central Committee and the whole Healesville CoRE organisation demonstrate accountability by providing access to information about its activities and governance to stakeholders, that is accurate, complete and made available in a timely way.

2   Purpose

The purpose of this policy is to:

- record how Healesville CoRE recognises the importance of transparency and accountability
- indicate which documents and materials produced by the organisation are presumptively open to members and/or the community
- indicate which documents and materials produced by the organisation are presumptively closed to members and/or the community
- specify the procedures whereby the information and materials can be obtained.

3   Policy

As a principle, any person performing any activity on behalf of Healesville CoRE has a duty to act visibly, predictably and understandably to promote participation and accountability.

3.1   Central Committee

1. Central Committee minutes will be open to the community once accepted by the Central Committee, except where the Central Committee passes a motion to make any specific portion confidential.
2. Papers and materials considered by the Central Committee will be open to the community following the meeting at which they are considered, except where the Central Committee passes a motion to make any specific paper or material confidential.
3. Regulation reporting will be delivered to the Australian Taxation Office, and other relevant Commonwealth Government departments, in accordance with the requirements of Healesville CoRE deductible gift recipient status, if this applies.
4. Reporting will be provided to donors in accordance with the terms of any philanthropic grants issued.
5. Regulation reporting will be delivered to the Australian Charities and Not-for-profits Commission where necessary.
6. Reporting will be given annually to Healesville CoRE Members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions.
7. In undertaking its function of reporting to stakeholders, sponsors and the community, the Central Committee must be mindful of the organisation's privacy policy and it must take care to act in the interests of Healesville CoRE.

3.2   Healesville CoRE Members

1. AGM minutes will be available to members and community no less than 2 months after the AGM has been held. Members can access the AGM minutes through the Healesville CoRE Members Only Page on the Healesville CoRE web site.
2. All membership records shall be available for consultation by the member concerned or by their legal representatives.

3. Within the organisation, membership records shall be made available only to those persons with responsibilities for that member.
4. Membership records shall be made available to the Central Committee when requested but should be where possible rendered anonymous.
5. Subject to provisions 2, 3 and 4 above, no membership records shall be made available to any other person.

3.3 Other Business Records

1. A Business Record is data held about any organisation or volunteer who has done, is doing or has agreed to perform an activity for Healesville CoRE. This activity can be paid work, volunteer work or partnership work.
2. All individual Business Records shall be available for consultation by the individual business concerned or by their legal representative.
3. Within the Healesville CoRE, Business Records shall be made available only to those persons with responsibilities for that business.
4. Business Records shall be made available to the Central Committee.
5. No Business Records shall be made available to any other person outside the organisation.

3.4 Administrative Records

1. All records and materials not falling into the categories above may be released to Healesville CoRE members and the community at the discretion of the President, who shall take into consideration
   a. a general presumption in favour of transparency;
   b. the relevant provisions of the Associations Incorporation Act regarding information to be made available to members;
   c. the marketing, commercial, legal, and administrative interests, priorities, and resources of the organisation, including commercial confidentiality and copyright issues.
2. The President may at their discretion charge any applicant the full or part costs of providing the information requested.

4 Procedures

1. Any request for access to records or materials shall be made to the President, Secretary or a Central Committee member. The person who will facilitate the provision of the request will be approved by the President.
2. Requests from Healesville CoRE members under section 3.2 shall be subject to no charges, and information will be given in electronic format.
3. For all other requests, the person responsible shall allow access to approved organisation records and materials under such conditions and according to such arrangements as they see fit.
4. Where the request for information is on such a scale or of such difficulty that it would impose an unreasonable burden on the organisation's resources, the person responsible, in consultation with the President, may impose such charges as they see fit.
5. The person responsible shall report to the next Central Committee meeting about the nature and outcome of any request/s for records or materials.

5 Related Documents

Governance04 - Records Management

Management01 - Central Committee Structure

Person06 - Privacy