



Donate 2 Educate Policies and Processes 2021

Australian Business Number (ABN) 87223881898. An unincorporated association

Donate 2 Educate
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1 FUNDS & ASSETS

1.1 DIRECTORS' POWERS AND DUTIES

- i. All cheques, promissory notes, drafts, bills of exchange, and other negotiable instruments, and all receipts for money paid to the **Charity** shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by the **Chairman** and one other **Board Member** or in such other manner as the **Board** from time to time may determine.
- ii. The **Donate 2 Educate Board** aims to ensure that **Board Member(s)** are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of **Donate 2 Educate**.

1.2 CONFLICT OF INTEREST POLICY

1.2.1 Purpose

- i. The purpose of this policy is to help **Board Member(s)** and **Members of Donate 2 Educate** effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the **Charity** and manage risk.

1.2.2 Objective

- i. The **Donate 2 Educate Board** aims to ensure that **Board Member(s)** are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the **Charity**.

1.2.3 Scope

- i. This policy applies to the **Board Member(s)** of the **Charity**.

1.2.4 Definition of conflict of interest

- i. Conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interests of the **Charity**.
- ii. Personal interest includes direct interest, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).
- iii. It also includes a conflict between a **Board Member's** duty to the **Charity** and another duty that the **Board Member** has (for example, to another Charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- iv. These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the **Charity**.

1.2.5 Policy

- i. This policy has been developed to address conflicts of interest affecting the **Charity**.
- ii. Conflict of interest are common, and they do not need to present a problem to the Charity as long as they are openly and effectively managed.
- iii. It is the policy of the **Charity**, as well as a responsibility of the **Board**, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the **Charity**.
- iv. **Donate 2 Educate** will manage conflict of interest by requiring **Board Members** to:
 - a) Abstain from discussion.
 - b) Abstain from voting.

- c) Avoid conflicts of interest where possible.
- d) Identify and disclose any conflict of interest.
- e) Carefully manage any conflict of interest.
- f) Follow this policy and respond to any breaches.

1.2.5.1 Responsibility of the Board Member(s)

- i. The **Board Member(s)** are responsible for:
 - a) Establishing a system for identifying, disclosing and managing conflicts of interest across the **Charity**.
 - b) Monitoring compliance with this policy.
 - c) Reviewing this policy on an annual basis to ensure that the policy is operating effectively.
 - d) Attending to the **ACNC Governance Standards**, particularly **Governance Standard 5**, and disclose any actual or perceived material conflict of interest as required by **Governance Standard 5**.

1.2.5.2 Identification and disclosure of conflicts of interest

- i. Once an actual, potential or perceived conflict of interest is identified, it must be entered into the **Charity** register of interest (*Refer to **Register of interest form***), as well as being raised with the **Board**.
- ii. Where every other **Board Member** shares a conflict of interest, the **Board** should refer to **ACNC Governance Standard 5** to ensure that proper disclosure occurs.
- iii. The register of interests must be maintained by the **Secretary**. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

1.2.6 Actions required to manage conflicts of interest

1.2.6.1 Conflicts of interest of Board Members

- i. Once the conflict of interest has been appropriately disclosed, the **Board** (excluding the **Board Member** who has made the disclosure, as well as any other conflicted **Board Member**) must decide whether or not those conflicted **Board Member(s)** should:
 - a) Vote on the matter (this is a minimum).
 - b) Participate in any debate.
 - c) Be present in the room during the debate and the voting.
- ii. In exceptional circumstances, such as, where a conflict is very significant or likely to prevent a **Board Member** from regularly participating in discussions, it may be worth the **Board** considering if it is appropriate for the person conflicted to resign from the **Board**.

1.2.6.2 What should be considered when deciding what action to take

- i. In deciding which approach to take, the investigating **Board Member(s)** will consider:
 - a) Whether the interest needs to be avoided.
 - b) Whether the interest needs to be simply documented.
 - c) Whether the interest will realistically impair the disclosing person's capacity to impartially participate in decision-making.
 - d) Alternative options to avoid the conflict.
 - e) The **Charity's** objects and resources.
 - f) The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the **Charity**.

- ii. The approval of any action requires the agreement of at least a majority of the **Board** (excluding any conflicted **Board Member(s)** who are present and voting at the **AGM** or **EGM**).
- iii. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

1.2.7 Compliance with this policy

- i. If the **Board** has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.
- ii. If a **Board Member** has failed to disclose a conflict of interest, another **Board Member**, **Chairman** or **Secretary** needs to be informed and may take action against them. This may include seeking to terminate their relationship with the **Charity**.
- iii. If a person has reason to believe a **Board Member** has failed to disclose a conflict of interest, they must take action and contact a **Member** of the **Board**, or the person (the **Secretary** or **Chairman**) responsible for maintaining the register of interests.

1.3 ACCOUNTS

- i. All moneys when received on account of the **Charity** by the **Board** shall be paid into the bank account authorised by the **Board**.
- ii. All cheques etc. shall be accepted, made, drawn or endorsed on behalf of the **Charity** by two **Board Members** provided that the **Board** by minuted resolution notified to the **Charity's** bankers has authorised those **Board Members** to accept, make, draw or endorse bills of exchange, promissory notes or other negotiable instruments on behalf of the **Charity**.
- iii. The **Board** will authorise the operation of any account with its banks which it considers necessary and it may authorise any **Board Member** to sign or endorse any negotiable instrument drawn on such accounts under such conditions as it may prescribe from time to time.
- iv. Cheques or other negotiable instruments paid by the bankers of the **Charity** for collection requiring the endorsements of the **Charity** may be endorsed by any **Board Member** appointed from time to time by the **Board** for the purpose.
- v. Funds received by the **Charity** from grants, fundraising events or donations will be used to pay for the freight of resources to needy communities as well as a reasonable apportionment of indirect costs incurred e.g. marketing, administration, office expenses, electricity, telephone and insurance.
- vi. Authorised costs incurred by **Members** for the freight of resources and other indirect costs will be reimbursed with submission of an invoice or receipt.

1.4 CONSIDERATION OF ACCOUNTS

- i. The accounts of the **Charity** for each year ended 30 June shall be examined and reported on by one or more auditors.

1.5 AUDITS

- i. The auditors of the **Charity** shall be appointed by the **Board Members** provided that no person may be appointed auditor unless he or she is a **Member** of the institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, holding a current practising certificate and is a registered company auditor and provided that no person who is a **Board Member** of the **Charity** may be appointed auditor of the **Charity**.
- ii. The auditors shall hold office until their successors are appointed and they shall be eligible for reappointment.
- iii. The **Board** shall fill any casual vacancy in the office of auditor but while any such vacancy continues the surviving or continuing auditor or auditors (if any) may act.

- iv. The **Board** shall fix the remuneration of auditors.

2 MEMBERSHIP

2.1 QUALIFICATION OF MEMBERSHIP

- i. Any **Member** must be over the age of eighteen,
- ii. Eligible to vote in the federal government election of the Commonwealth of Australia,
- iii. Must be contactable by email as no provision can be made to contact the Member by mail or phone to give notice of **AGM's** or **EGM's**.

2.2 ADMISSION OF MEMBERS

- i. Every applicant for Membership shall apply to the **Board** in written form (Refer to ***Membership registration form***);
- ii. The applicant shall agree that if admitted as a **Member** he or she will be bound by the provisions of the Constitution;
- iii. A person's eligibility for admission as a **Member** of the **Charity** shall then be determined by a majority of the **Members** of the **Board**.

2.3 RESIGNATION OR REMOVAL OF MEMBERS

- i. Any **Member** desirous of resigning his or her Membership shall forward his or her written resignation (Refer to ***Resignation of Membership form***) to the Secretary. Such resignation must be accepted by the **Board** at the next **Board** meeting.
- ii. If, in the opinion of the **Board**, a **Member** is guilty of misconduct prejudicial to the interests of the Charity, the **Board** may by a resolution of the majority of them rescind membership with **Donate 2 Educate**.

2.4 DISCIPLINARY PROCESS

- i. Disciplinary action can include warning a **Member**, or suspending or cancelling the **Member's** Membership. It cannot include a fine. Membership cannot be suspended for more than 12 months.
- ii. The **Board** must write to the **Member** to tell them why they propose to take disciplinary action.
- iii. The **Board** must arrange a disciplinary procedure that meets these requirements:
 - a) The disciplinary procedure must be completed as soon as reasonably practical.
 - b) The **Board** may seek the assistance of an unbiased decision-maker e.g. Parish priest or Justice of the Peace (who cannot be a **Member**) and inform them in writing of the circumstances.
 - c) The **Member** must have an opportunity to explain or defend themselves to the identified decision-maker in writing.
 - d) The outcome must be determined by an unbiased decision-maker (who cannot be a committee **Member**).
 - e) The decision-maker informs the **Board** of their verdict.
 - f) The **Board** must notify the **Member** of the outcome of the disciplinary procedure as soon as reasonably practical.

- iv. There will be no liability for any loss or injury suffered by a **Member** as a result of any decision made in good faith (fairly and honestly) under **Rule 15.12**.

3 WRITTEN RECORDS

3.1 ALTERATION OF POLICIES AND PROCESSES

- i. Subject to 3.1, ii below, these Policies and processes may be changed, added to, or replaced by special resolution of **Donate 2 Educate's Members** at an **EGM** or **AGM**.
- ii. Donate 2 Educate's Policy and Processes document will be reviewed every **two** years. The next review is scheduled for **26/09/2023**.
- iii. The **Members** must not pass a special resolution that amends these Policies and processes if passing it causes **Donate 2 Educate** to no longer be a **Charity**.

3.2 MEETING MINUTES

- i. Minutes of **AGM** and **Board** meetings (Refer to **Meeting minutes form**) are to be made and kept. Minutes will be circulated, voted on and accepted as "a true record" at the next meeting.
- ii. Other records are kept in accordance with **Rules 7.1 to 7.4**, and
- iii. Documents of the **Charity** are made available to **Members** in accordance with **Rules 11.1 to 11.4**.
- iv. Written notice of general meetings must be provided to all **Members** (and the association's auditor or reviewer, if one is appointed) at least 10 days before the meeting. Notice to **Members** must be sent to the **Members'** contact addresses listed on the **Register of Members**.
- v. Any notice of meetings must include the meeting details (including whether the meeting is to be held in two or more places and the technology that will be used to facilitate this), proposed issues to be discussed and resolutions to be moved at that meeting.
- vi. The **Charity** must hold its first **AGM** within 18 months of being formed. After the **Charity** must hold an **AGM** at least once in every calendar year, at which it provides reports to **Members** about the financial position and activities of the **Charity**.

3.3 WRITTEN AGREEMENT WITH ORGANISATIONS AND INDIVIDUAL VOLUNTEERS

- i. The **Charity** will check as far as reasonable the reputation and/or experience of third parties (organisations and individual volunteers) to decide whether they are suitable and whether they share the **Charity's** values.
- ii. Any organisation or individual volunteer in Australia taking education resources from the **Charity** will sign an agreement acknowledging that they will act with due diligence (Refer to **Agreement form**).
- iii. The **Charity** will take reasonable steps to ensure the donated resources reach the destination and are used in accordance with the **Charity's** policies. The **Charity** will keep a register of any organisation or individual volunteer; the quantity of education resources taken, the destination of the resources and date of feedback from the organisation or individual volunteer (Refer to **Register of Resources form**). The Agreement form will be scanned and kept electronically in a folder of Agreement forms.
- iv. The agreement documents and register of resources are kept in accordance with **Rules 7.1 to 7.4**.

- v. Feedback to the **Charity** is expected from the organisation or individual volunteer. This feedback can be at the discretion of the organisation or individual (e.g. Facebook post, email or mail).

4 DISPUTE RESOLUTION PROCESS

- i. In the event of a dispute between **Board Member(s)** or **Members** mediation may be used to resolve a dispute.
- ii. The parties in dispute meet in the presence of an unbiased, independent decision maker (the mediator) to try to resolve their problems in a confidential, safe atmosphere. The mediator controls the process, but the parties in dispute control the outcomes (if any) that are agreed on.
- iii. The mediator should be chosen and agreed on by both parties. when both parties cannot agree on a common mediator, then:
 - a) The mediator could be appointed by the **Board** of the **Charity**.
 - b) The mediator could be appointed by the Queensland **Law** Society or the Office of Fair Trading when a dispute between a **Member** and the **Charity** requires resolution.

5 MANAGING DISPUTE & INCIDENTS POLICY AND PROCESS

5.1 POLICY

- i. In the event of a dispute or incident, **Board Member(s)**, **Members**, or parties making dispute or incident claims will be:
 - a) Provided with information about the dispute or incident handling process.
 - b) Listened to, treated with respect by **Members** and actively involved in the process where possible and appropriate.
 - c) Provided with reasons for the **Board's** decision/s and any options for redress or review.
- ii. Where possible, dispute or incidents will be resolved at first contact with **Members**.
- iii. Each dispute or incident will be addressed with integrity and in an equitable, objective and unbiased manner.
- iv. The identity of parties claiming a dispute or incidents will be protected where this is practical and appropriate.
- v. Personal information that identifies an individual will only be disclosed or used by **Board Members** as permitted under the relevant Privacy **Laws**, secrecy provisions and any relevant confidentiality obligations.
- vi. **Board Member(s)** or **Members** will promptly acknowledge receipt of dispute or incident claims.
- vii. **Board Member(s)** or **Members** will assess and prioritise dispute or incidents in accordance with its urgency and/or seriousness.
- viii. The **Members** are committed to managing expectations, and will inform relevant parties as soon as possible, of the following:
 - a) The dispute or incidents process.
 - b) The expected time frames for actions.
 - c) The progress of the dispute or incident and reasons for any delay.
 - d) Their likely involvement in the process.
 - e) The possible or likely outcome of their dispute or incident.
- ix. **Members** will also advise parties as soon as possible when time frames for responding to their dispute or incident are not able to be met and provide the reason for the delay.

5.2 PROCESS

5.2.1 Receive

- i. Unless the dispute or incident has been resolved at the outset, a record of the dispute or incident and its supporting information (Refer to ***Incident form***) will be kept. A unique identifier/number will be assigned to the dispute or incident file.
- ii. The record of the dispute or incident will document:
 - a) Contact information of the party making the dispute or incident and the date received.
 - b) Issues raised by the party making the dispute or incident and the outcome/s they want.
 - c) Any other relevant information.
 - d) Any additional support the party making the dispute or incident requires.

5.2.2 Acknowledge

- i. The **Board** acknowledge receipt of each dispute or incident promptly, and preferably within 5 working days. When appropriate an explanation or apology may be offered.
- ii. Consideration will be given to the most appropriate medium (e.g. email, letter) for communicating with the party making the dispute or incident.

5.2.3 Assess

- i. After acknowledging receipt of the dispute or incident, a decision will be made by the **Board** whether the issue/s raised in the dispute or incident are within the control of **Donate 2 Educate**. The outcome/s sought by the person making a dispute or incident claim will be considered and, where there is more than one issue raised, determine whether each issue needs to be separately addressed. When determining how a dispute or incident will be managed, the following will be considered:
 - a) How serious, complicated or urgent the dispute or incident is.
 - b) Whether the dispute or incident raises concerns about party's health and safety.
 - c) How the party making the dispute or incident is being affected.
 - d) The risks involved if resolution of the dispute or incident is delayed.
 - e) Whether a resolution requires the involvement of other organisations.

5.2.4 Investigate the dispute or incident

- i. After assessing the dispute or incident, its management will be considered. Options may include:
 - a) Giving the party making the dispute or incident information an explanation.
 - b) Gathering information about the issue, party or area that the dispute or incident is about.
 - c) Investigating further, the claims made in the dispute or incident.
- ii. The party making the dispute or incident claim will be kept up-to-date.
- iii. The outcome of the dispute or incident will be communicated, using the most appropriate medium. Actions taken will be tailored to each case and consider any statutory requirements.

5.2.5 Determine outcome and provide reasons for decision

- i. Following consideration of the dispute or incident and any investigation into the issues raised, the party making the dispute or incident will be contacted and advised of:
 - a) Any action taken and potential outcomes.
 - b) The reason/s for the decision.
 - c) The remedy or resolution/s proposed or put in place.
 - d) Any options for review that may be available to the complainant, such as an internal review, external review or appeal.

5.2.6 Document

- i. Records (Refer to ***Assessment of incident form***) of the dispute or incident include:
 - a) How the dispute or incident was managed.

- b) The outcome/s of the dispute or incident (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations).
- c) Any outstanding actions to be followed up, including analysing any underlying or root causes.
- d) All notes of communications (written, face to face consultations, phone conversations, and electronic correspondence) between **Donate 2 Educate Members** and the Complainant.

5.3 TRIVIAL AND VEXATIOUS DISPUTES

- I. The **Board** may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

6 CODE OF CONDUCT

6.1 INTEGRITY AND WORK ETHIC

All **Members** of the **Charity** and organisations/individuals working in partnership with the **Charity** should uphold the highest level of institutional integrity and personal conduct at all times.

Members and those working with the **Charity** will:

- I. Strive to attend all meetings, sending apologies to the **Chairman** or **Secretary** for necessary absences.
- II. Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- III. Talk to the **Chairman** before the meeting if clarification is required.
- IV. Arrive on time and stay to the end.
- V. Participate fully in the meeting by:
 - a) Listening to what others have to say and keeping an open mind.
 - b) Contributing positively to the discussions.
 - c) Trying to be concise and avoiding soliloquies/speeches.
 - d) Helping others concentrate during the meeting.
- VI. Consider the effect of activities conducted in private life on the reputation of the **Charity** and of Charities generally.
- VII. Draw attention to any potential conflicts of interest that may arise in the meeting.
- VIII. Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting or when required.
- IX. Be sensitive to the impact of activities on both the natural and human environment by:
 - a) Making responsible use of their resources.
 - b) Adopting sustainable working practices.
 - c) Undertaking initiatives to promote environmental responsibility.

6.2 BEHAVIOUR AND OPENNESS

All **Members** of the **Charity** and organisations/individuals working in partnership with the **Charity** should create a culture where all can see and understand how the **Charity** works, how the **Members** of the **Charity** deal with problems when they arise and how the **Charity** spends funds.

Members and those working with the **Charity** will:

- I. Treat each other with respect.
- II. Avoid offensive or insensitive comments or language.
- III. Respect confidentiality.
- IV. Avoid bringing the organisation/committee into disrepute.
- V. Express dissent where necessary, but avoid conflict.
- VI. Operate a presumption of openness and transparency; subject to complying with existing legal and regulatory requirements.

6.3 LEGAL REQUIREMENTS AND THE RIGHT TO BE SAFE

All **Members** of the **Charity** and organisations/individuals working in partnership with the **Charity** should be treated with dignity and respect, and feel that they are in a safe and supportive environment.

Members and those working with the **Charity** will:

- I. Act jointly.
- II. Act constitutionally (and within the law).
- III. Act in the interests of the beneficiaries.
- IV. Act reasonably and honestly.
- V. Have a duty of care.
- VI. Not delegate control - everything can be delegated except the power of delegation but the **Board Member** remains responsible and accountable.
- VII. Not benefit personally – unless allowed specifically in the constitution or by law.
- VIII. Avoid conflict of interest – manage actual conflicts of interest through a written Process/policy and elsewhere avoid the appearance of conflicts of interest.
- IX. Stand against and enact process to prevent abuse of trust and power including bullying, intimidation, harassment, discrimination or victimisation in all their activities.
- X. Enact processes for reporting and resolution of allegations, suspicions or concerns about abuse of any kind or inappropriate behavior.
- XI. Provide a reasonable amount of support and advice to **Members** or those working with the **Charity** if they:
 - a) Experience or witness unacceptable behavior.
 - b) Raise a concern or make an allegation about the actions of others.
 - c) Don't feel safe.

7 RISK MANAGEMENT POLICY & PROCESS

7.1 RISK MANAGEMENT POLICY

Risk is used in this guidance to describe the uncertainty surrounding events and their outcomes that may have a significant impact, either enhancing or inhibiting any area of a **Charity's** operations.

Donate 2 Educate Board Member(s) work to manage risk effectively and ensure that:

- a) Significant risks are known and monitored, enabling Board Member(s) to make informed decisions and take timely action.
- b) The Charity makes the most of opportunities and develops them with the confidence that any risks will be managed.
- c) Forward and strategic planning review, also includes a review of risk assessment, management and resolution strategies.

- d) The Charity's aims are achieved more successfully.

7.2 RISK MANAGEMENT MODEL

- i. The **Charity** recognises that risk management is essential to its governance and to sustainable operation of its services. Risk management in **Donate 2 Educate** will be designed to ensure: -
 - a) The identification, assessment and management of risk is linked to the achievement of the **Charity's** objectives.
 - b) All areas of risk are covered - for example, financial, governance, operational and reputational.
 - c) A Risk Management Action Plan can be created that reflects the **Board's** views as to what levels of risk are acceptable.
 - d) The principal results of risk identification, evaluation and management are reviewed and considered.
 - e) Risk management is ongoing and embedded in management and operational procedures
- ii. The **Board** will regularly review and assess the risks it faces in all areas of its work and plan for the management of those risks.
- iii. There are risks associated with all of the **Charity's** activities - they can arise through things that are not done, as well as through ongoing and new initiatives. Risk exposure for the **Charity** will vary depending on circumstance and will therefore ensure that an appropriate balance is taken between high and low risk activities.
- iv. The **Board** will let **Members** know the boundaries and limits set by their Risk management Policy to ensure there is a clear understanding of the risks that can and cannot be accepted.

7.3 RISK MANAGEMENT ACTION PLAN

- i. As part of the **Charity's Risk Management Policy**, an Action Plan will be developed. An Action Plan is a 'living document' and forms the baseline for further risk identification. The **Charity** recognises that new risks will appear and other risks will become less or more severe or may disappear over the lifetime of the register. Risk identification is therefore an ongoing process within the Charity. When new risks are identified by a **Member**, these will be referred to the **Board**, who will update the **Risk Management Action Plan** accordingly. The **Charity** will schedule an annual review of the risks identified in the **Charity's Risk Management Action Plan**.

In undertaking this, all **Members** will consider:

- a) The **Charity's** objectives and mission.
 - b) The nature and scale of our activities.
 - c) The outcomes that need to be achieved.
 - d) External factors that might affect the **Charity** such as legislation and regulation.
 - e) The **Charity's** reputation with its major funders and supporters.
 - f) Past mistakes and problems that the **Charity** has faced.
 - g) Comparison with other charities working in the same area or of similar size.
 - h) Examples of risk management prepared by other charities or other organisations.
- ii. In developing the **Charity's Risk Management Action Plan**, the **Board** will identify risks in the following areas:
 - a) Governance.

- b) Operational risk.
- c) Finance risk.
- d) Environmental and external risk.
- e) Law and regulation compliance risk.

7.4 PROCESS: IDENTIFYING, ASSESSING, EVALUATING AND MONITORING RISKS

- i. Identified risks need to be put into perspective in terms of the potential severity of impact and likelihood of their occurrence. Assessing and categorising risks help in prioritising and filtering, and in establishing whether any further action is required.
- ii. The **Board** will identify potential risks, assess the impacts and evaluate the likelihood of the potential risks and propose appropriate actions to mitigate these potential risks. The **Charity's Risk Management Action Plan** will be approved by the **Board** (Refer to ***Risk Management Methodology and Action Plan form***).
- iii. When a new risk arises, the **Board Members** will assess the risks identified based on the likely occurrence and the determined severity of the risk using defined processes.
- iv. The **Board** will consider any additional action that needs to be taken to manage the risk (Refer to ***Event Management Checklist form***).
- v. Where a **Board Member** subsequently has a concern about the risk register, s/he should initially seek agreement to amendment via email and if s/he is still not satisfied raise the issue at the next **Board** meeting.

8 SAFEGUARDING POLICY

8.1 POLICY STATEMENT

The **Members** and all those working in partnership with the **Charity** will take reasonable steps to ensure the safety of all individuals (nationally and internationally). The **Charity** considers:

- i. All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, have equal rights to protection from abuse, neglect and exploitation.
- ii. All **Charity Members** commit to promoting and protecting the welfare and human rights of people that interact with, or are affected by, our work - particularly those that may be at risk of abuse, neglect or exploitation. The **Charity** has zero tolerance for abuse, neglect or exploitation. The **Charity** takes a survivor-centric approach in all that we do.
- iii. All **Charity Members**, volunteers, partners and third parties of the **Charity** share responsibility for protecting everyone from abuse, neglect or exploitation. Beyond this, particular people have specific responsibilities, and they must carry out their duties without exception.
- iv. The **Charity** has a process for managing incidents that must be followed when a safety breach arises.

8.2 PURPOSE

- I. The purpose of this policy is to:

- a) Help protect people that interact with, or are affected by, **Members** of the **Charity**.
- b) Define the key terms we use when talking about protecting people or safeguarding.
- c) Set out and develop the way the **Charity** manages safeguarding risks.
- d) Set out the specific roles and responsibilities of persons working in and with the **Charity**.
- e) Facilitate the safe management of incidents.
- f) Support a positive and effective internal culture towards safeguarding.

8.3 DEFINITIONS

- i. 'Safeguarding' means protecting the welfare and human rights of people who interact with, or are affected by, **Members** of the **Charity**, particularly those that might be at risk of abuse, neglect or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.
- ii. 'Abuse, neglect or exploitation' means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:
 - a) Sexual harassment, bullying or abuse.
 - b) Sexual criminal offences and serious sexual criminal offences.
 - c) Threats of, or actual violence, verbal, emotional or social abuse.
 - d) Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime.
 - e) Coercion and exploitation.
 - f) Abuse of power.
- iii. 'Reasonable grounds to suspect' is a situation where a person has some information that leads them believe that abuse, neglect or exploitation has taken place, is taking place, or to take place. It comes with a low burden of proof (in fact, no proof is needed at all), but is based on some information. Questions that may help an individual to determine whether they have 'reasonable grounds to suspect' might include:
 - a) Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof.
 - b) Would an objective other party, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.
- iv. A 'survivor-centric approach' means considering and lawfully prioritising the needs, right and wishes of survivors.

8.4 ROLES AND RESPONSIBILITIES

- i. While the responsibility to protect people is shared by all who work at or with the **Charity**, some individuals have specific obligations with which they must comply.
- ii. The **Members** of the **Board** of the **Charity** are responsible for:
 - a) Ensuring where reasonably possible protection of all people who interact with, or are affected by the **Charity**.
 - b) Ensuring that there are appropriate and effective ways for **Members** of the **Charity** to do this.
 - c) Ensuring that **Members** of the **Charity** observe all relevant Laws relating to safeguarding.
 - d) Ensuring that the **Members** of the **Charity** take a survivor-centric approach.
- iii. The **Chairman** of the **Charity** must:

- a) Ensure, as far as reasonable, that effective Policy and appropriate processes are enacted to manage safeguarding and legal compliance.
 - b) (If necessary) Ensure the appointment of a Safeguarding Manager with appropriate skills and competency.
 - c) Ensure, as far as reasonable, that, within the **Charity's** approach, reasonable steps are taken to protect parties.
 - d) Ensure that reports to external parties are made where required.
- iv. The Safeguarding Manager of the **Charity**, if the role exists, may:
 - a) Manage reports of abuse, neglect or exploitation.
 - b) Ensure that all staff, contractors, and volunteers are aware of relevant Laws, policies and procedures, and the **Charity's Code of Conduct**.
 - c) Ensure that all staff, contractors and volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation.
 - d) Manage reports of abuse, neglect or exploitation.
 - e) Provide support for staff, contractors and volunteers in undertaking their responsibilities.
- v. All **Members** of the **Charity** must:
 - a) Promote a positive culture towards safeguarding.
 - b) Implement the Rules and Policies in their area of responsibility.
 - c) Ensure that the risks of incidents have been considered in their area of responsibility.
 - d) Ensure that there are appropriate processes in place to prevent, detect and respond to incidents.
 - e) Facilitate the reporting of any suspected abuse, neglect or exploitation.
 - f) Take a survivor-centric approach to potential incidents and ensure that any incident is dealt with transparently and accountably.
- vi. All **Members** of the **Charity** are required where reasonable, to:
 - a) Familiarise themselves with the relevant Laws, the **Code of Conduct Policy** and processes for safeguarding.
 - b) Comply with all requirements.
 - c) Report any incident to the appropriate authority when it is reasonable to suspect that safety or welfare of a party is at risk.
 - d) Report any suspicion that a parties safety or welfare may be at risk to the appropriate authority.
 - e) Provide an environment, as far as reasonable, that supports emotional and physical safety for all parties.
- vii. All partners and contractors of the **Charity** must:
 - a) Agree to comply with the requirements outlined in the **Charity's** Policies and processes documentation in their dealings with **Members** and third parties.
 - b) Report any suspicion that an incident may have taken place, is taking place, or could take place.

8.5 MANAGING SAFEGUARDING RISK

- i. The way the **Members** of the **Charity** manage the risks of safeguarding will be:
 - a) Holistic. The **Charity** and its stakeholders will work to prevent, detect and take action on incidents.

- b) Risk-based and proportionate. The **Members** of the **Charity** will regularly assess the risks to Members and third parties in its operations and develop proportionate controls to mitigate those risks.
 - c) Survivor-centric. The **Members** of the **Charity** will put survivors at the heart of its approach to safeguarding.
 - d) Lawful. The **Members** of the **Charity** will comply with the law.
- ii. The **Members** of the **Charity** will manage the risk of safeguarding by:
 - a) Having up-to-date and documented **Risk management Action Plan**;
 - b) Having an **Risk Management Action Plan** that sets out how it will manage safeguarding;
 - c) Adhering to this **Safeguarding Policy** and its **Code of Conduct**;
 - d) Engaging in due diligence checks, where reasonable, of volunteers and third parties;
 - e) Implementing policies, and processes that introduce controls to reduce the likelihood and consequence of incidents;
 - f) Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
 - g) Maintaining two reporting processes: the confidential reporting process, and the overt reporting process;
 - h) Having an **Incident Policy** and process;
 - i) Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

8.6 MANAGING INCIDENTS

- i. Harassment, abuse, neglect and exploitation are all serious misconduct incidents and the **Charity** reserves the right to:
 - a) Take disciplinary action against those it believes are responsible, which may include dismissal from the **Charity**;
 - b) Take civil legal action;
 - c) Report the matter to law enforcement.
- Reporting suspected incidents***
- ii. All **Members**, volunteers and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place.
- iii. They may do this through direct reporting to:
 - a) Any **Member** of the **Board**.
 - b) The **Chairman**.
- iv. If an individual wants to report confidentially, including with anonymity, they may use the confidential reporting procedure, which is: **Managing Dispute & Incidents Policy and Process, Section 5**.
- v. If an individual believes that another individual is at risk of immediate harm or the victim of a criminal offence, they must dial 000 in Australia or the relevant criminal judicial body.

Responding to suspected incidents

- vi. All suspected, perceived, potential or actual incidents will be managed through the **Managing Dispute and Incidents Policy and Process, Section 5** and **Risk Management Action Plan, Section 7**.

External reporting

- vii. **Members** of the **Charity** will:
- a) Report any suspicion of a criminal offence to the police or the relevant criminal judicial body.
 - b) Meet all requirements regarding the reporting of incidents.
 - c) Report any qualifying matter to the **ACNC**.

8.7 PRIVACY AND DATA COLLECTION

- i. All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to personal safety. The **Members** of the **Charity** will take all reasonable steps to protect personal information.

9 MANAGEMENT OF DONATED RESOURCES POLICY

Donate 2 Educate strives to uphold our mission to deliver received donations to needy education groups. This section describes the management of donated goods.

9.1 PRINCIPLES FOR MANAGING DONATED GOODS

- i. Understanding the needs of affected people and communities who are to receive donations should always be the first consideration. This shall be managed by:
 - a. Donate 2 Educate Board reviewing donation recipients (refer to **Guidelines to review requests for resources as part of Due Diligence**) and quantity of resources at bimonthly meetings using the following criteria:
 - 1. needs identified by the community;
 - 2. resources in storage and available;
 - 3. available funds for freight and postage;
 - 4. timely feedback from recipient/community organisations regarding donations received.
 - b. Offering only requested goods that are in excellent or near new condition helping to avoid a sense of pressure or obligation to accept inappropriate or poor-quality goods.
 - c. Recognising cultural needs and where possible meeting those needs.
 - d. Establishing working partnerships with existing charities or individual volunteers who are supporting the education of children.
- ii. Managing donations of material goods through an unbiased, efficient and coordinated system (See **Figure 1**). This shall be managed by:
 - a. Maintaining recording systems for diversion, storage, distribution, and disposal of goods.
 - b. Providing secure storage space for holding, sorting and distributing donated goods.
 - c. Prioritising and coordinating the distribution of goods.
- iii. Cultivating communication systems with donors and recipients. This shall be managed by:
 - a. Providing honest and timely information via social media platforms.
 - b. Consistent use of charity logos and forms as required.
 - c. Requesting via email, acknowledgment of, within seven days, receipt of the resources showing and documenting how the resources are being utilised in accordance with Donate 2 Educate mission statement.

Figure 1 Flow of solicited donated goods to Donate 2 Educate charity

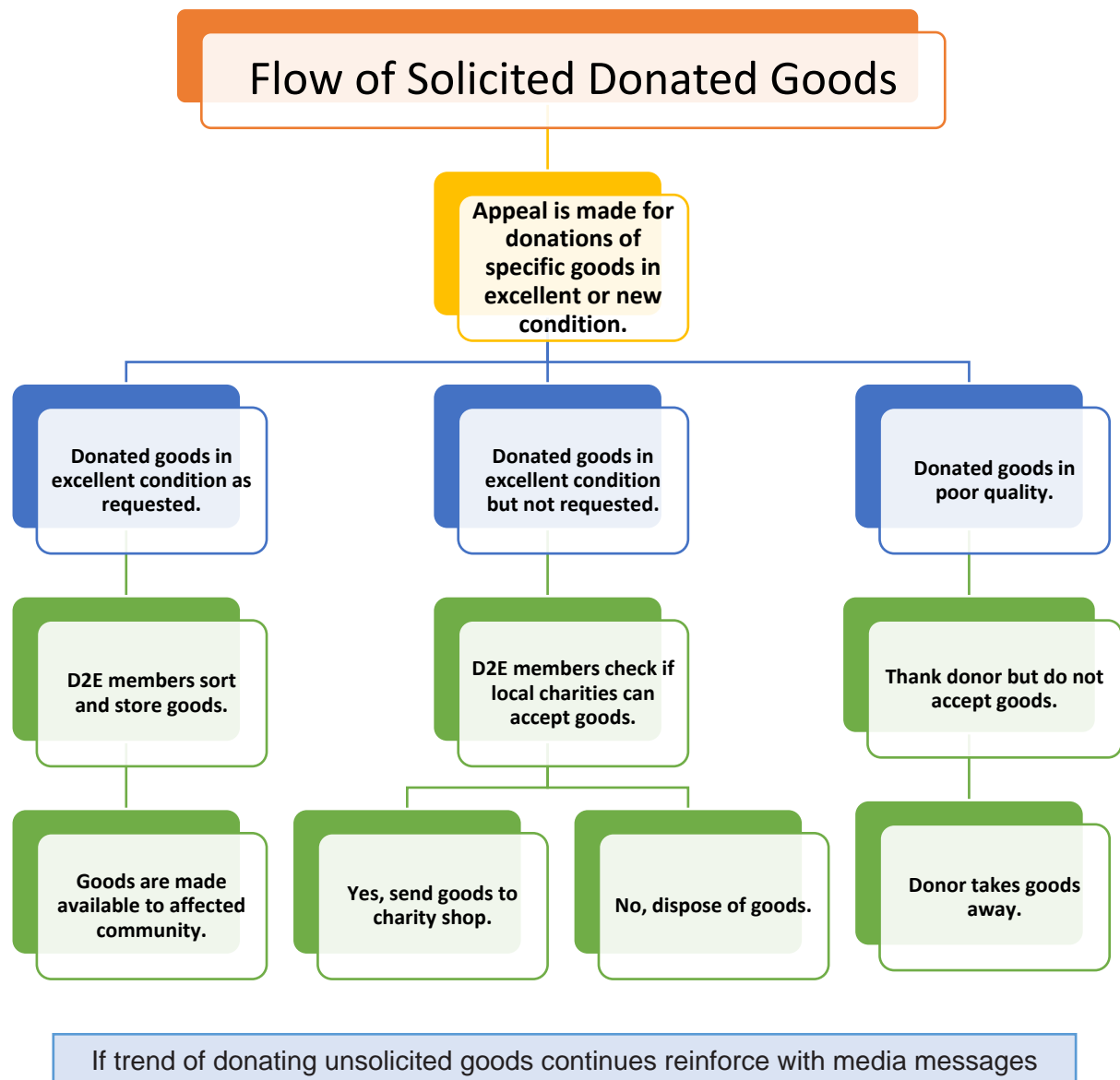


Figure 1 Retrieved 17/04/2020 from https://dhs.sa.gov.au/_data/assets/pdf_file/0004/1894/national-guidelines-for-managing-donated-goods.pdf

10 SHIPPING OF DONATED RESOURCES POLICY

10.1 When adequate donated resources are on hand, Donate 2 Educate will carry out the following process to freight resources:

- a) Contact the intended beneficiaries to ensure that the resources are required and that a nominated recipient is available to collect the shipped goods.
- b) Fill appropriately sized boxes. Photograph contents and complete the ***Register of Resources form*** appropriately. Label the box with the name and address of recipient. Process through Australia Post. Charges are paid for with a cheque signed by two **Board Members**. Tracking of goods must be included. The Australia Post receipt for payment must be given to the **Treasurer** for filing.
- c) Email a list of the educational resources including the photographic evidence of the contents of the box to the recipients within 7 days of freighting.
- d) Request via email, acknowledgment of, within seven days, receipt of the resources, showing and documenting how the resources are being utilised in accordance with **Donate 2 Educate** mission statement.

11 DONATE 2 EDUCATE FORMS

1.2.5.2 Register of interest form




Register of interests


Donate 2 Educate

Name of board member	Description of interest	Has the board been notified?	Date of disclosure	Steps taken by board for dealing with the conflict	Board member actions to address the conflict

2.2.i. Member registration form



DONATE 2 EDUCATE
RECYCLED RESOURCES, RENEWED
ABN: 8722 388 1898



Donate
2 Educate
Recycled Resources, Renewed

Donate 2 Educate
5 Horizon Crt,
Dayboro, 4521

Phone: 0439 044 004
Email: donate2educate@outlook.com
Facebook: Donate 2 Educate
Website: Donate 2 Educate

2.3.i. Resignation of membership form



Resignation of membership form

To Donate 2 Educate committee,

I _____ wish to resign my membership from the Donate 2 Educate.

Signed _____ Date _____

Date accepted by the board _____

Signed by (Board members) _____

Donate 2 Educate
5 Horizon Crt,
Dayboro, 4521
Phone: 0439 044 004
Email: donate2educate@outlook.com
Facebook: Donate 2 Educate
Website: Donate 2 Educate

3.2.i. Meeting minutes form



Meeting minutes

Donate 2 Educate

Board meeting

Date:	
Time:	
Place:	
Attendees:	
Apologies:	
Correspondence:	

Item	Description																		
1	<table border="1"> <thead> <tr> <th colspan="3">Declaration of interests</th> </tr> <tr> <th>Who</th> <th>Conflict of interest disclosed</th> <th>Note</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Declaration of interests			Who	Conflict of interest disclosed	Note												
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Meeting close																			
Minute taker:																			
Signed:																			
Date:																			

3.3.ii. Agreement form



ABN: 87223881898

2021 Donate 2 Educate Agreement form

Our organisation/I hereby agree to take possession of education resources and distribute these donations to schools, other child centred groups or community groups in need and to comply with the requirements of Donate 2 Educate's policies and processes.

Our organisation/I further understand and acknowledge that:

- I agree to take reasonable steps to ensure that the resources are used in a way that is consistent with Donate 2 Educate's mission, objectives and policies.
- I have read, understood and agreed to the requirements specified in the Donate 2 Educate's policy and processes documentation.
- Failure to comply with the requirements outlined in Donate 2 Educate's policy and process documentation will result in termination of continued partnership and a report of the misconduct to the appropriate authority if required.

Name of Organisation

Print name of Individual

Signature of Individual (for Organisation)

Date of agreement

Signature of Donate 2 Educate
witnessing member

Print name of member

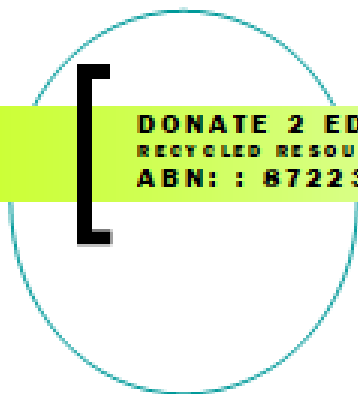
3.3.iii. Register of resources form




2021 Donate 2 Educate Register of resources form

Date	Charity/initiative /volunteer name	Country of destination of resources	Community organisation/s resources received by	resources taken	feedback received	Additional comments

5.2.1.i. Incident form



DONATE 2 EDUCATE
RECYCLED RESOURCES, RENEWED
ABN: : 87223881898



Donate
2 Educate
Recycled Resources, Renewed

Incident form

To Donate 2 Educate committee,

I _____ wish to make a complaint regarding the Donate 2 Educate Charity.

The issues I have include:

The outcomes I would like to see as a result of my complaint include:

My contact details are : _____

Signed _____ Date _____

Donate 2 Educate
5 Horizon Crt,
Deerboro, 4521.
Phone: 0439 044 004
Email: donate2educate@outlook.com
Facebook: Donate 2 Educate
Website: Donate 2 Educate

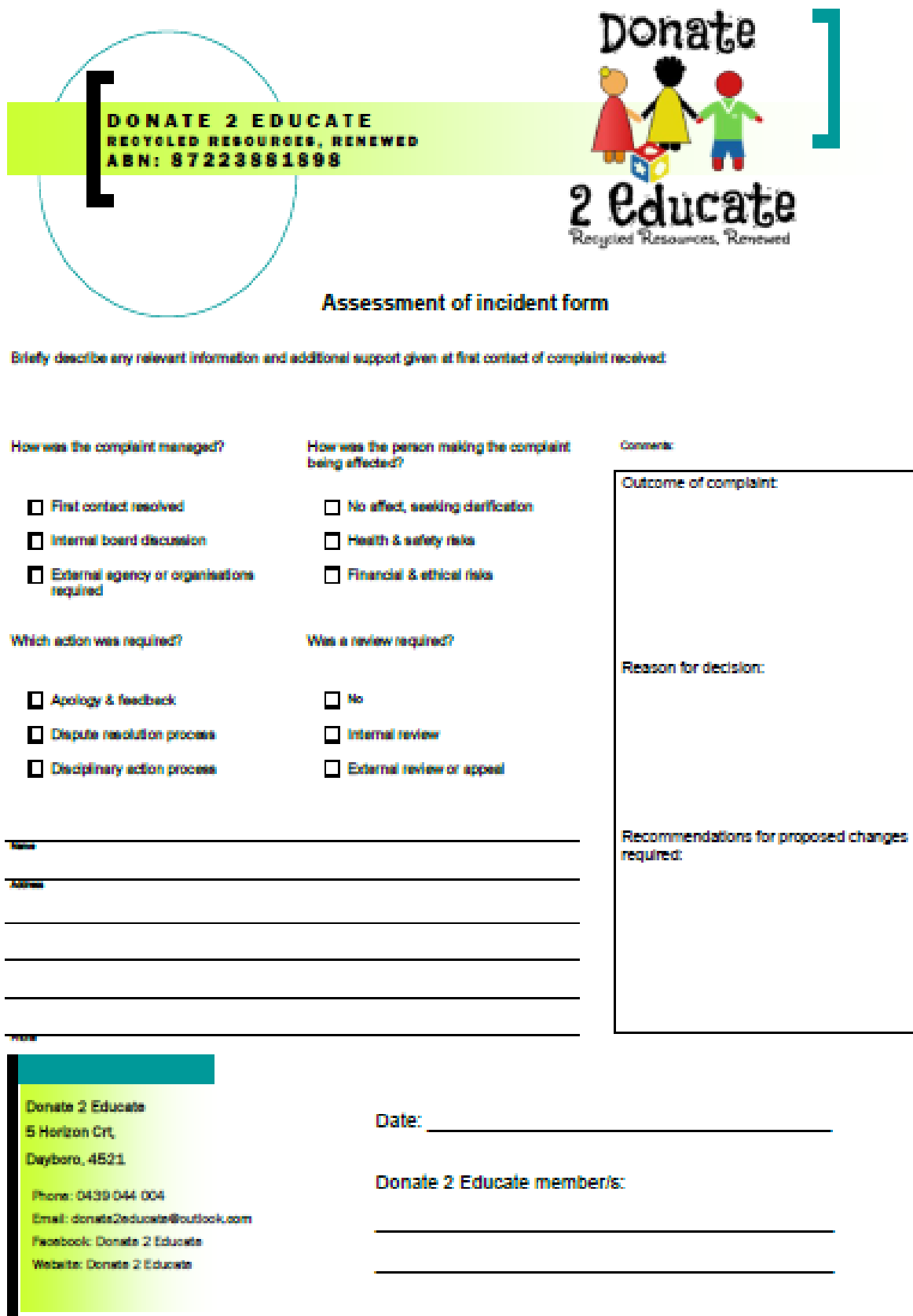
Date received by the member _____

Signed by (member) _____

Relevant information:

Additional support the person making the complaint requires:

5.2.6.i. Assessment of incident form



7.4.ii. Risk Management Methodology and Action Plan form



ABN: 87223881898

Donate 2 Educate Risk Methodology & Risk management Action Plan form

Risk Management Process

1. Identifying risk category and potential risks
2. Assess the impact and likelihood of potential risks
3. Evaluate what steps need to be taken to mitigate risks

Identification of potential risks	
Risk category	Examples
Governance risks	<ul style="list-style-type: none"> • inappropriate organisational structure • trustee body lacks relevant skills or commitment • conflicts of interest
Operational risks	<ul style="list-style-type: none"> • lack of beneficiary welfare or safety • poor training • doubt about security of assets
Financial risks	<ul style="list-style-type: none"> • inaccurate and/or insufficient financial information • inadequate reserves and cash flow • dependency on limited income sources • insufficient insurance cover
External risks	<ul style="list-style-type: none"> • poor public perception and reputation • demographic changes such as an increase in the size of beneficiary group • turbulent economic or political environment • changing government policy
Compliance with law and regulation	<ul style="list-style-type: none"> • acting in breach of trust • poor knowledge of the legal responsibilities of an employer • poor knowledge of regulatory requirements of particular activities (e.g. fund-raising, running of care facilities, operating vehicles)

Assessment of risks: Impact		
Descriptor	Score	Impact on service and reputation
Insignificant	1	<ul style="list-style-type: none"> • no impact on service • no impact on reputation • complaint unlikely • litigation risk remote
Minor	2	<ul style="list-style-type: none"> • slight impact on service • slight impact on reputation • complaint possible • litigation possible
Moderate	3	<ul style="list-style-type: none"> • some service disruption • potential for adverse publicity - • complaint probable • litigation probable
Major	4	<ul style="list-style-type: none"> • service disrupted • adverse publicity not avoidable (local media) • complaint probable • litigation probable
Extreme/Catastrophic	5	<ul style="list-style-type: none"> • service interrupted for significant time • major adverse publicity not avoidable • major litigation expected • resignation of senior management and board • loss of beneficiary confidence

Assessment of risks: Likelihood		
Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances
Possible	3	expected to occur in some circumstances
Probable	4	expected to occur in many circumstances
Highly probable	5	expected to occur frequently and in most circumstances



ABN: 87223881898

Donate 2 Educate Risk Management Action Plan

Risk Category: Governance risks ABN: 87223881898

Potential risks	Impact	Likelihood	Steps to mitigate risks
<p>➤ The charity lacks direction, strategy and forward planning.</p> <ul style="list-style-type: none"> • the charity drifts with no clear objectives, priorities or plans. • issues are addressed piecemeal with no strategic reference. • needs of beneficiaries not fully addressed. • financial management difficulties. • loss of reputation. 	3	3	<ul style="list-style-type: none"> • create a strategic plan which sets out the key aims, objectives and policies • create financial plans and budgets • use job plans and targets • monitor financial and operational performance • get feedback from beneficiaries and funders
<p>➤ Loss of key members/volunteers.</p> <ul style="list-style-type: none"> • experience or skills lost • operational impact on key projects and priorities • loss of contact base and corporate knowledge 	4	3	<ul style="list-style-type: none"> • succession planning • document systems, plans and projects • agree notice periods and handovers • review and agree membership processes

Risk Category: Operational risks

<p>➤ Fund-raising.</p> <ul style="list-style-type: none"> • unsatisfactory returns. • reputational risks of campaign or methods used • actions of agents and commercial fund-raisers • compliance with law and regulation 	3	3	<ul style="list-style-type: none"> • implement appraisal, budgeting and authorisation procedures • review regulatory compliance • monitor the adequacy of financial returns achieved (benchmarking comparisons) • stewardship reporting in annual report
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<ul style="list-style-type: none"> ➤ Charity members & volunteers. <ul style="list-style-type: none"> • lack of competences, training and support • poor service for beneficiaries • inadequate vetting and reference procedures • recruitment and dependency 	3	2	<ul style="list-style-type: none"> • review and agree role, competencies • review and agree membership procedures • review and agree training and supervision procedures • agree development and motivation initiatives
<ul style="list-style-type: none"> ➤ Health, safety and environment. <ul style="list-style-type: none"> • member or volunteer injury • product or service liability • ability to operate (see Compliance risks) • injury to beneficiaries and the public 	3	2	<ul style="list-style-type: none"> • comply with law and regulation • advise members and volunteers • put in place monitoring and reporting procedures
<ul style="list-style-type: none"> ➤ Procedural and systems documentation. <ul style="list-style-type: none"> • lack of awareness of procedures and policies. • actions taken without proper authority. 	3	2	<ul style="list-style-type: none"> • properly document policies and processes. • audit and review of systems.

Risk Category: Financial risks

<ul style="list-style-type: none"> ➤ Budgetary control and financial reporting. <ul style="list-style-type: none"> • budget does not match key objectives and priorities. • ability to function as going concern. 	2	2	<ul style="list-style-type: none"> • monitor and report in a timely and accurate way. • agree procedures to review and action budget/cash flow variances and monitor and control costs. • regularly review reserves and investments.
<ul style="list-style-type: none"> ➤ Fraud or error. <ul style="list-style-type: none"> • financial loss • reputational risk • loss of member morale • regulatory action • impact on funding 	3	2	<ul style="list-style-type: none"> • review financial control procedures • segregate duties • set authorisation limits • agree whistle-blowing anti fraud policy • review security of assets • identify insurable risks

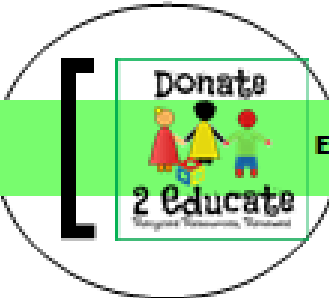
Risk Category: Environmental or external risks

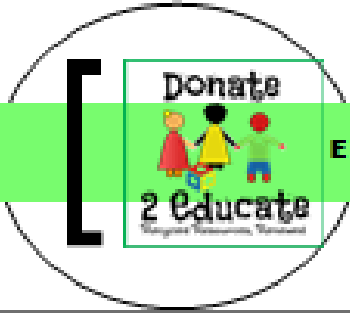
<ul style="list-style-type: none"> ➤ Public perception. <ul style="list-style-type: none"> • impact on voluntary income • impact on use of services by beneficiaries • ability to access grants or contract funding 	3	3	<ul style="list-style-type: none"> • communicate with supporters and beneficiaries • ensure good quality reporting of the charity's activities and financial situation • implement public relations training/procedures
<ul style="list-style-type: none"> ➤ Adverse publicity. <ul style="list-style-type: none"> • loss of donor confidence or funding • loss of influence 	3	3	<ul style="list-style-type: none"> • implement complaints procedures (both internal and external) • agree proper review procedures for complaints
<ul style="list-style-type: none"> • impact on morale of staff • loss of beneficiary confidence 			<ul style="list-style-type: none"> • agree a crisis management strategy for handling - including consistency of key messages and a nominated spokesperson
<ul style="list-style-type: none"> ➤ Government policy. <ul style="list-style-type: none"> • availability of contract and grant funding. • impact of general legislation or regulation on activities undertaken. 	3	3	<ul style="list-style-type: none"> • monitor proposed legal and regulatory changes • consider membership of appropriate umbrella bodies

Risk Category: Compliance risk (law and regulation) risks

<ul style="list-style-type: none"> ➤ Compliance with legislation and regulations appropriate to the activities, size and structure of the charity. <ul style="list-style-type: none"> • fines, penalties or censure from licensing or activity regulators. • loss of licence to undertake particular activity (see operational risks). • member or consumer action for negligence • reputational risks 	3	3	<ul style="list-style-type: none"> • identify key legal and regulatory requirements. • allocate responsibility for key compliance procedures. • put in place compliance monitoring and reporting. • prepare for ACNC or Public Trustee checks. • obtain compliance reports from regulators (where appropriate) - board to consider and action at appropriate level.
<ul style="list-style-type: none"> ➤ Regulatory reporting requirements: Financial and other reporting requirements will be dependent on how the charity is constituted and may also vary according to funding arrangements. <ul style="list-style-type: none"> • regulatory action. • reputational risks. • impact on funding. 	3	3	<ul style="list-style-type: none"> • review and agree compliance procedures and allocation of member responsibilities.
<ul style="list-style-type: none"> ➤ 			

7.4.iii Event management checklist

		EVENT MANAGEMENT CHECKLIST	
Event title & date			
Venue Hire:			
Review hire agreement terms and conditions.			
Conduct a pre-event inspection of the site and devised risk controls.			
Security and cash handling:			
Brief security personnel and volunteers on the event and their roles and responsibilities. Contact tracing information collected (QR code completion on entry and seating allocated).		COVID Safe Event Checklist completed. Fact sheet: COVID Safe outdoor seating reviewed.	
Determine risks and implement controls where required for the handling and security of cash.		Theft- Use of locked cash box, secure transport and on-site location	
Access and Egress:			
Entrances and exits clear and large enough to facilitate access by patrons, volunteers and emergency services (if required).		COVID Safe Event Checklist completed.	
Entrances and exits clearly marked.			
Emergency site plan and first aid appropriately signed.		Emergency site plan displayed. First Aid trained volunteer.	
Amenities:			
Cleaning roster of amenities throughout the event. Hand sanitiser available.		COVID Safe Event Checklist completed.	
Fire extinguishers and blankets available.			
Electrical:			
Use of residual current devices (RCD'd) or safety switches used with all electrical equipment.			
Electrical leads secured in a manner that inhibits physical contact by patrons or volunteers.			
Electrical items used are tested and tagged.			
Food and beverages:			
Food and drinks prepared off site or pre-packaged. Use of disposable plates, cups and cutlery.		COVID Safe Checklist: Drinking and dining	
Safety of minors:			
All minors to be in the company of responsible adult.			
0872233811888 Phone: 0438 044004 Email: donate2educate@outlook.com PDL: COVID Safe Checklist & Statement of Compliance		Venue: Event Management Checklist completed by: Date: Signed:	



EVENT MANAGEMENT CHECKLIST

]

Event title & date

Assessment of risks: Impact

Descriptor	Score	Impact on service and reputation
Insignificant	1	<ul style="list-style-type: none"> no impact on service no impact on reputation complaint unlikely litigation risk remote
Minor	2	<ul style="list-style-type: none"> slight impact on service slight impact on reputation complaint possible litigation possible
Moderate	3	<ul style="list-style-type: none"> some service disruption potential for adverse publicity complaint probable litigation probable
Major	4	<ul style="list-style-type: none"> service disrupted adverse publicity not avoidable (local media) complaint probable litigation probable
Extreme/Catastrophic	5	<ul style="list-style-type: none"> service interrupted for significant time major adverse publicity not avoidable major litigation expected resignation of senior management and board loss of beneficiary confidence

Assessment of risks: Likelihood

Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances
Possible	3	expected to occur in some circumstances
Probable	4	expected to occur in many circumstances
Highly probable	5	expected to occur frequently and in most circumstances

Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Extreme
	Highly Probable	6	7	8	9	10
	Probably	5	6	7	8	9
	Possible	4	5	6	7	8
	Unlikely	3	4	5	6	7
	Remote	2	3	4	5	6

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 PDL:
 COVID Safe Checklist & Statement of Compliance

9.1.i.a Guidelines to review requests for resources



	Donate 2 Educate guidelines to review requests for resources as part of Due Diligence.	Comments
1.	Is the charity or child centred organisation known to a member/s of Donate 2 Educate charity?	
2.	Has the charity or child centred organisation received a recommendation from a person known to a Donate 2 Educate member?	
3.	Does the charity or child centred organisation share similar values to the mission of Donate 2 Educate charity?	
4.	Is the charity or child centred organisation registered within Australia or Internationally?	
5.	Is the charity or child centred organisation located in a safe (non-conflict situation) country?	
6.	Does the charity or child centred organisation publish appropriate information on digital platforms or other media publications?	
7.	Is the charity or child centred organisation affiliated with other charities or government agencies?	
8.	Is the charity or child centred organisation affiliated with a religious organisation/body?	
9.	Is the charity or child centred organisation requesting resources that Donate 2 Educate charity has available?	
10.	Is there a possibility that any of our resources that are donated to a charity or child centred organisation may be used to fund any illegal activity prohibited by the Australian Government either in Australia or overseas?	
11.	Does the charity or child centred organisation have funds or distribution procedures/capabilities to distribute resources requested?	
12.	Does the charity or child centred organisation have adequate forms of communication to enable reporting back to Donate 2 Educate charity?	

