

## DOBCEL POLICY AND PROCEDURE OVERVIEW

<b>Policy Title</b>	DOBCEL Related Parties Transaction Policy
<b>Procedure Title</b>	DOBCEL Related Parties Transaction Procedures
<b>Accompanying Documents</b>	Appendix 1 – DOBCEL Related Parties Transactions Register
<b>Date:</b>	2 June 2021

***Access the above named document(s) via eSort:***

COMPLIANCE AND STATUTORY REQUIREMENTS \MINIMUM STANDARDS FOR SCHOOL REGISTRATION AND OTHER REQUIREMENTS \SCHOOL GOVERNANCE \1.2 Governance

### Key points:

- This is a new Policy that should be read in conjunction with the Conflict of Interest Policies and Procedures.
- This document outlines the Diocese of Ballarat Catholic Education Limited (DOBCEL) commitment and expectations in relation to Related Party Transactions. This Policy applies to the Board of Directors (the Board), Standing Committee members, employees of Diocese of Ballarat Catholic Schools and DOBCEL Management who have delegated responsibilities to enter into agreement and transactions on behalf of the Board.
- DOBCEL is required to comply with Related Party Transactions as set out by the Australian Charities and Not-for-profits Commission (ACNC) governance and financial reporting requirements, the Not-for-Profit requirements of the Education and Training Reform Regulations 2017 (ETR Regulations) and the Australian Accounting Standards Board (AASB) 124 Related Party Disclosures under the *Corporations Act 2001*. The Related Parties Transactions Policy assists DOBCEL to manage conflicts of interest and act in the best interests of the Company.

### Action required

- Upload the DOBCEL Related Parties Transactions Policy and Procedures to your eSORT library.
- Read and discuss the DOBCEL Related Parties Transactions Policy and Procedures with your School Advisory Council, Leadership Team and Compliance and Risk Support Officer.
- Provide an overview to all staff.