Part 1: Governance Standard 1 – Purposes and not-for-profit nature

Governance Standard 1 requires your charity to be a not-for-profit and work towards its charitable purpose.

All your charity's funds and assets are charitable funds and must be applied solely to further your charity's purposes. The use of funds and assets must be permitted by the charity's governing document (often called a constitution, rules or a trust deed).

This does not preclude your charity from keeping money in reserve, investing funds, undertaking commercial activities or spending funds on administration if these activities further the charity's purposes.

Your charity must not use its funds or assets to provide a personal gain or private benefit to particular people – for example, members, the people who run the charity, their friends or relatives.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Does your charity's governing document reflect your charity's current purposes? For example: • *The governing document is reviewed to ensure it remains relevant and reflects the charity's current purposes and activities.* • *The governing document is reviewed to consider if amendments are required.* • *The charity gets professional advice when it needs clarity.*	Yes	DMTC's strategic objectives reflect its overarching purpose as articulated within the Company's Constitution. Policy documents and business activities are regularly reviewed by the CEO, CFO and Commercial and Legal Manager to ensure appropriateness and concurrency with business operations. These are	No

		supported by a process for independent external advice or audit where necessary.	
2. Can the public find and view information about your charity's purposes? For example: • *The current version of the charity's governing document is uploaded to and publicly available on the ACNC Charity Register.*	Yes	DMTC provides full public disclosure of information regarding the charity's purpose. This includes through website accessibility of the DMTC Constitution; publication of the Annual Report on both the DMTC website and the ACNC Register, as well general information on activities via the website and public releases.	No
3. Does your charity ensure its funds and assets are used solely for its charitable purposes and not for the benefit of particular people? For example: • *The charity's Responsible People plan how the charity pursues its charitable purposes.* • *The charity has a policy that outlines the use of its funds and assets, and the use is monitored.* • *When working with partners, the charity verifies that the partner provides genuine services.* • *The charity has appropriate financial controls in place.* • *The governing document is checked to ensure it contains appropriate not-for-profit and dissolution clauses.* • *The charity gets professional advice when required.*	Yes	DMTC's constituting and governing documents, supported by relevant policies and procedures, regulated under an internationally-accredited quality framework, provide robust and layered mechanisms to ensure that funds and assets are utilised appropriately and for their proper purposes. Compliance with governance policies and procedures is a key priority for	No

• *The charity is not breaching the not-for-profit clause in practice by providing benefits to particular people.*		organisational leadership and is subject to regular review.	
4. Does your charity consider how its activities help it pursue its charitable purposes? For example: • *There is a clear link between the charity's current activities and its charitable purpose.* • *There is a process in place to monitor and report on the charity's activities, projects and services.* • *The charity's Responsible People plan how the charity pursues its purposes.*	Yes	There is a clear and continuous link between DMTC's charitable purpose and its activities. The organisational executive provides robust oversight of all program activities, expenditure, and conduct, reporting regularly to the Board.	No

Part 2: Governance Standard 2 – Accountability to members

Governance Standard 2 requires your charity to be accountable to its members and allow adequate opportunity for members to raise concerns about how your charity is run. When your charity is transparent and open to members about its activities and finances, members will be in a position to understand the charity's operations and raise questions about its governance.

NOTE: Governance Standard 2 only applies to charities with members. A charity's legal structure (for example, an incorporated association, company limited by guarantee or unincorporated association) and governing document will determine whether it has members. **If your charity does not have any members, please move to the next Governance Standard.**

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required?** **(If yes, update your charity's Action Plan.)**
1. **Does your charity comply with the rules in its governing document that deal with accountability to members?** For example: • *The charity reviews its processes to ensure they comply with rules set out in its governing document.*	Yes	DMTC adheres to the rules set forth in the Corporations Act and Company Constitution concerning notification of members when a general meeting is called, postponed, or cancelled. Practices are routinely reviewed as part of an annual review.	No
2. **Does your charity tell its members about its activities, financial circumstances and any significant changes that may occur?**	Yes	DMTC produces a detailed Annual Report that is available to all members. It	No

For example: • *The charity has regular communication with its members through email, newsletter, website, social media.* • *The charity produces an annual report for members which includes financial information and achievements towards the charity's purposes.* • *The charity has a process for communicating any significant changes and seeking input from members.*		provides information about the company's financials, in addition to detailed information about its annual operations and achievements. Clause 47 of the Company Constitution sets out members' entitlements regarding the inspection of the company's records. A standing agenda item is instituted for each Board Meeting for items that require communication to DMTC Members.	
3. Does your charity allow its members to ask questions, vote on resolutions and raise concerns? For example: • *The charity holds an annual general meeting (AGM) and includes a 'question and answer' session.* • *There is a process in place for members to propose resolutions and to vote on them.*	Yes	DMTC's Constitution has several clauses dealing with members rights. These clauses are consistent with the Corporations Act and includes, *inter alia*, voting rights. Members retain a right to join the AGM and raise concerns or questions.	No
4. Does your charity make it clear to members how they can participate in its governance? For example:	Yes	DMTC's Constitution sets out how Responsible People are nominated and elected, as well as the rights of	No

• *The governing document sets out how Responsible People are nominated and elected and it is available on the Charity Register.*		members, and is available publicly on the ACNC register.	
5. Does your charity know how it deals with complaints from members? For example: • *There is a process in place for receiving, assessing and responding to complaints.* • *The charity keeps records are kept of members' complaints and resolutions.*	Yes	DMTC has a range of processes for dealing with complaints. Complaints relevant to members and staff are passed through the CEO and or the Commercial and Legal Manager and are documented, investigated and reported as appropriate. Concerns by members at Board Meetings and the AGM are recorded in the meeting's minutes, and Board Papers are retained.	No

Part 3: Governance Standard 3 – Compliance with Australian laws

Like all Australians, your charity must comply with Australian law. Governance Standard 3 requires your charity to not act in a way that, under Commonwealth, state or territory law, could be dealt with as:

- an indictable offence (a serious crime generally tried by a judge and jury), or
- a breach of law that has a civil (not criminal) penalty of 60 penalty units (currently $12,600) or more. The value of penalty units are set out in the *Crimes Act 1914* (Cth).

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Does your charity know and keep up to date with its local, state/territory and federal regulatory obligations? *Note: key areas of regulation may include fundraising, employment, work health and safety, and privacy laws.* For example: • *The charity stays up to date with its obligations by subscribing to regulator and peak body newsletters and checking regulators' websites for any changes that may affect the charity.* • *The charity gets professional advice if it is uncertain about its obligations.*	Yes	Regular, expert advice is provided by internal resources and external counsel, where required, to ensure that up-to-date advice is brought to the attention of the executive and Board. DMTC's People and Culture providers regularly provide Employment related updates to key Management Personnel, including ongoing Positive Duty obligations	No

		within the workplace, as mandated by the *Sex Discrimination Act 1984* (Cth).	
2. Does your charity know if it is complying with its regulatory obligations? For example: • *The charity understands its regulatory obligations.* • *The charity has a process in place to identify and manage compliance risks, including the risk of misuse from terrorism financing and other serious criminal activities.* • *The charity's staff are trained to identify warning signs that may indicate financial wrongdoing.* • *The charity has processes allowing staff, volunteers, and beneficiaries to report suspected wrongdoing without fear, recrimination, or disadvantage.*	Yes	DMTC recognises its regulatory obligations and maintains a resolute commitment to high ethical standards, transparency, and accountability. The Commercial and Legal Manager provides contemporaneous analysis of governance and regulatory issues that may arise. The Company maintains a comprehensive suite of policies and procedures to ensure DMTC Personnel comply with ethical and legal obligations, including those related to conflicts of interests and anticompetitive behaviour. A best-practice Complaints and Grievance Policy, alongside a standalone Whistleblower Policy and complementary staff training,	No

		provides formal and informal avenues for reporting suspected misconduct, without fear of reprisal or disadvantage.	

Part 4: Governance Standard 4 – Suitability of Responsible People

Governance Standard 4 requires your charity to take reasonable steps to be satisfied that its Responsible People have not been disqualified:

- from managing a corporation under the *Corporations Act 2001* (Cth), or
- from being a Responsible Person in the previous 12 months by the ACNC Commissioner.

If your charity is not satisfied this is the case with a prospective Responsible Person, it must not appoint that person. If they are already serving as a Responsible Person, your charity must take reasonable steps to remove them as a Responsible Person for the charity.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required?** **(If yes, update your charity's Action Plan.)**
1. Has your charity searched the ASIC Register of banned and disqualified persons for each of its Responsible People, and has it kept a record of this search? For example: • *The charity has a process in place to check the ASIC Register before a Responsible Person is appointed.* • *The charity searches the ASIC Register for current Responsible People regularly.* • *The charity keeps records of the search results.*	Yes	DMTC checks potential Responsible People against the ASIC Register of banned and disqualified persons. All responsible persons have a DIN which has been recorded by the Company Secretary.	No
2. Does your charity take other steps to ensure its Responsible People are suitable prior to their appointment?	Yes	DMTC has a process for the recruiting, screening and appointment of	No

For example: • *The charity has a process in place for recruiting, screening and appointing new Responsible People that includes relevant background checks.*		Responsible People which is overseen by the Chair and CEO. Board approval is sought before appointing a Responsible Person. Director Tenure and Skills Matrix Policy. This policy sets out the tenure and specific skill expectations for DMTC's directors to ensure the Board is, at all times, operating in a co-ordinated and effective manner so as to best promote the interests of DMTC Limited and its stakeholders. This is compliant with ASX Principles and AICD Not-for-profit Governance Principles. This process is supported by the DMTC Constitution mandate ensuring the majority of Directors, including the Chair, remain independent (Policy – Director Independence, Clause 3.1).	
3. Does your charity take steps to ensure its Responsible Persons remain suitable once appointed? For example:	Yes	As above, there is a policy setting out the tenure and specific skill expectations for DMTC responsible persons, in addition to	No

• *Each Responsible Person is required to sign a declaration confirming that they:*
  ○ *are not disqualified*
  ○ *understand what it means to be disqualified, and*
  ○ *will advise the charity if their circumstances change.*
• *The charity keeps a record of declarations.*
		the requirement that the majority of Directors, including the Chair, remain independent.
		
		Each current responsible person is required to sign a director recertification statement each year which certifies that the responsible person still meets the criteria for fit and proper person in accordance with the DMTC Constitution clause 23.4.	

4. Does your charity take steps to remove a Responsible Person when they are found to be not suitable? For example: • *The charity has a process in place to remove a Responsible Person if they are found to be disqualified.*	Yes	The Company Constitution provides a mechanism for removing Responsible Persons.	No

Part 5: Governance Standard 5 – Duties of Responsible People

Governance Standard 5 requires your charity to take reasonable steps to ensure its Responsible People meet specific duties (listed below), and that they understand the responsibilities of their role. It is crucial that your Responsible People know and thoroughly understand these duties.

The most common compliance risks that we see involve Governance Standard 5. These include concerns with identifying and managing conflicts of interest, failure to address potential harm to beneficiaries, and financial mismanagement.

It is the responsibility of your charity to take reasonable steps to ensure its Responsible People comply with Governance Standard 5. The steps will vary depending on your charity's particular circumstances.

Your charity must take reasonable steps to ensure that its Responsible People understand and carry out the following duties:

- **Governance Standard 5(a): Act with reasonable care and diligence**
  Your charity's Responsible People are in a position to guide and monitor the management of the charity. This duty requires Responsible People to be informed of the charity's activities, monitor its policies, understand its financial position, and to make adequately informed independent judgements on matters that come to them for decisions.

- **Governance Standard 5(b): Act in good faith in the best interests of the charity and to further its purposes**
  Your charity's Responsible People must make decisions by honestly considering what would be in the best interests of the charity and further its charitable purposes. Where there is a potential or actual conflict of interest, your charity's Responsible People should put the charity's interests above their own interests.

- **Governance Standard 5(c) and (d): Not misuse the position or information they gain as a Responsible Person**
  Your charity's Responsible People must not use their position, or information obtained through their position, to gain an advantage for themselves or someone else or to cause detriment to the charity.

- **Governance Standard 5(e): Disclose any actual or perceived material conflicts of interest**

Your charity's Responsible People must disclose any situation where they may appear to have a conflict between their duty to act in the best interests of the charity and a personal interest for themselves or someone else. They should not discuss or vote on any matter where there is such a conflict.

- **Governance standard 5(f): Ensure the charity's financial affairs are managed responsibly**
  Your charity should have appropriate financial management systems, processes and procedures in place relative to its size, circumstances, and complexity of its financial affairs.

- **Governance standard 5(g): Not allow a charity to operate while insolvent**
  Your charity's Responsible People must ensure that your charity can pay its debts when they are due. The Responsible People should regularly review the charity's financial position and ensure there are enough funds to pay for its activities. The charity must not take on new debts if it will not be able to pay its bills when they are due.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Do your charity's Responsible People understand their obligations to the charity? For example: • *The roles and responsibilities are set out in a letter of appointment and during induction processes.* • *The charity has a code of conduct that sets out expected standards.* • *The Responsible People have a copy of the ACNC Governance for Good guide and attend ACNC webinars or other relevant training.*	Yes	The roles and responsibilities of a Responsible Person are set out in DMTC's director letter of offer and accompanying Code of Conduct. Clause 28 of the Company Constitution expressly states the powers and duties of Directors.	No

		All Responsible People have access to and are briefed on DMTC's policies and procedures. As noted above, these include policies relevant to the Responsible Person's obligations and expectations. The Board has been briefed on the ACNC standards for Responsible Persons.	
2. Do your charity's Responsible People understand the charity's charitable purposes? For example: • *The induction for Responsible People includes information about the charity's purposes and its governing document.* • *The Responsible People have a copy of the charity's governing document.*	Yes	The charitable purpose of the company is widely available and discussed during the recruitment and induction process. The Company's Constitution is available to all employees.	No
3. Do your charity's Responsible People have the right skills and knowledge for their role? For example: • *The Responsible People's skills are reviewed and performance is evaluated.* • *The charity provides relevant training for the Responsible People.*	Yes	DMTC engages in a comprehensive recruitment process. DMTC utilise a 'Director Tenure and Skills Matrix' policy to ensure that Responsible people have the skills necessary to effectively contribute to DMTC. A company-wide 'Continuous Improvement' policy has been established.	No

		Directors are required to stand for re-election every two years.	
4. Are your charity's Responsible People familiar with the charity's activities and financial position? For example: • *The Responsible People receive regular, timely reporting on activities and finances.* • *The Responsible People regularly review the charity's financial position.* • *The Responsible People ask questions about finances and obtain more information or advice when required.*	Yes	Responsible People receive regular, timely reporting on activities and finances. This is undertaken at Board Meetings, through release of the company's Annual Report, and the company AGM. Responsible People regularly review the charity's financial position and are allowed the opportunity to question the CEO, CFO, CSCO, Senior Management, and Program/Division Leaders, and have the capacity to interrogate relevant issues and raise any concerns that may arise as to DMTC's activities and financial position.	No
5. Do your Responsible People monitor the charity's governance arrangements, including policies and procedures, to ensure they remain fit for purpose? For example: • *The Responsible People have access to governance documents, including the policies and processes the charity uses.* • *The charity has the necessary policies and procedures for the activities it undertakes:*	Yes	Responsible People have access to governance documents and the catalogue of DMTC policies and procedures. In keeping with DMTC's international accreditations, policies and procedures are routinely assessed against	No

○ *a policy for safeguarding when working with vulnerable people;* ○ *a policy to mitigate risks when working overseas or sending funds overseas;* ○ *a policy for working with partners who provide fundraising services.* • *The charity employs people suitable for their designated roles, carries out appropriate screening procedures and provides adequate supervision.*		international quality management standards. These policies are also reviewed by Responsible People and identified issues are raised with relevant staff, or, where necessary, the CEO and CFO to be addressed. These policies include, inter alia, environmental, financial delegation, collaborative business management, and responsible research and ethics.	
6. Does your charity take steps to ensure responsible decision-making? For example: • *The Responsible People meet regularly and are expected to attend, prepare for and participate in meetings.* • *The Responsible People receive timely, accurate and sufficient information for matters that come to them for decisions.* • *The charity's decision-making follows rules set out in the charity's governing document.* • *The charity has enough Responsible People that are independent from each other to allow for independent decision-making.*	Yes	Responsible people meet regularly at Board and Management Meetings. These meetings are documented, and minutes are taken and are available for DMTC key employees and Responsible People. During these meetings and through regular email correspondence, Responsible People receive sufficient, timely, accurate information relevant to the operations, financials, and ongoing activities of DMTC.	No

• *Decisions are justified, transparent and documented in either meeting minutes, emails or handwritten notes.* • *Delegations for decisions are clearly documented.* • *The charity seeks independent, professional advice when appropriate.*		Responsible People adhere to the requirements established in DMTC's Constitution and the policies/procedures when it comes to decision-making. As above, DMTC has a policy to ensure Director Independence and Skill, and, where necessary, seek external legal advice	
7. Does your charity have a process for disclosing and managing conflicts of interest? For example: • *Responsible People are required to disclose potential conflicts of interest on appointment.* • *Conflicts of interest is a standing agenda item at board or committee meetings.* • *There is a policy in place for managing conflicts of interest, which includes a clear definition of a conflict of interest.* • *The charity has a register for recording conflicts of interest.*	Yes	DMTC's 'Policy – Conflicts of Interest' provides a baseline organisational standard, authority, and process, for the management of conflicts of interest as a matter of corporate governance within DMTC. This policy articulates the definition of 'conflict of interest' (both personal and organisational), the scope of application for the policy itself, and how conflicts are to be managed.	No

		The policy establishes a DMTC Conflict of Interest Committee which is responsible for ensuring policy compliance and review, and the monitoring and management of conflicts of interest. DMTC personnel are encouraged to consult the Committee where a potential conflict is identified.	
8. Does your charity have a process for identifying and managing related party transactions? For example: • *The charity has a policy in place for dealing with related party transactions, including clear definitions of 'related party' and 'related party transactions.'* • *The charity has written agreements in place with any related parties.* • *The charity has a register for recording related party transactions.*	Yes	Per DMTC's Constitution, related party transactions require Special Majority Approval by Directors (Schedule 3, Clause 32.3). Furthermore, a Conflict-of-Interest register is maintained. Processes for identifying and managing related party transactions are further supported by: • Policy – Financial Delegation • Policy – Approval • Policy – Conflicts of Interest • Policy – Capital Expenditure • Policy – Internal Controls • Policy – Program & Project Management	No

		Any potential related party transactions are also assessed annually by the Company's external auditors against relevant Accounting Standards criteria.	
9. Does your charity take measures to ensure its funds and assets are managed responsibly? For example: • *The charity has a system in place for keeping track of the charity's funds.* • *The charity's financial delegations are appropriate and are reviewed regularly.* • *Other financial controls are in place to protect against risks such as fraud, terrorism financing and misuse of funds. These include the need for multiple signatories for payments, proper retention of receipts, acquittal process for expenses, securely storing online banking passwords and appropriate records of transactions.* • *The Responsible People approve and monitor a budget.* • *The charity has appropriate insurance.* • *The Responsible People regularly review the charity's financials to ensure it has adequate reserves and is not at risk of insolvency.*	Yes	A number of policies and procedures exist to ensure DMTC's funds and assets are managed in a responsible manner. They are reviewed regularly and updated where appropriate. The Company Constitution establishes numerous principles relevant to the management of funds and assets. See, for example: • Clause 3 – Income and Property of Company • Schedule 2 – Special Majority Members Issues. • Schedule 3 – Issues requiring Special Majority Approval of Directors These policies include: • Policy – Financial Delegations	No

		• Policy – Fraud and Corruption • Policy – Approval • Policy – Conflicts of Interest • Policy – Donations • Policy – Capital Expenditure • Policy – Internal Controls • Policy – Program & Project Management Procedures are in place to guide the company's handling of accounting, funding allocation, business and travel expenses, and bad and doubtful debts. DMTC's CFO and Finance team keeps track of DMTC's funds and assets, and regularly provide detailed updates to DMTC staff and Responsible Persons. DMTC maintains appropriate levels and types of insurance.	
10. Does your charity manage its risks? For example: • *The Responsible People regularly conduct reviews of the charity's risks and its risk management.*	Yes	Per above, Responsible People are regularly informed of and conduct reviews of risk management procedures and policies.	No

• *There are processes in place for identifying and managing the charity's risks, including compliance, financial, operational and reputational risks.* • *The charity's risks are recorded in a Risk Register.* • *The charity has ways for volunteers and employees to raise concerns, and there are whistleblower protections.*		See, • Policy – Risk Management • Policy – Approval • Policy – Internal Controls • Policy – Security • Procedure – Risk Management The Board monitor and review the overall management of risk in DMTC. Risk management reports are delivered by the CEO, through the ARRC to the Board. The ARRC receive regular reports from the CEO and senior DMTC management with respect to DMTC's risk management activities and outcomes. A risk register is maintained by management and reviewed by ARRC and Board Members. Per above, DMTC has whistleblower protections in place consistent with State and Commonwealth legislation.	

Part 6: Governance Standard 6 – Maintaining and enhancing public trust and confidence in the Australian Not-for-profit sector

Governance Standard 6 requires your charity to take reasonable steps to become a participating non-government institution if the charity is, or is likely to be, identified as being involved in the abuse of a person:

- in an application for redress made under section 19 of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) (Redress Act) or
- in information given in response to a request from the National Redress Scheme Operator (the Secretary of the Department of Social Services) under section 24 or 25 of the Redress Act.

This could include a registered charity named in the Royal Commission into Institutional Responses to Child Sexual Abuse, but which may not have been identified so far in a redress application.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Has your charity been, or is your charity likely to be, identified as being involved in the abuse of a person by being subject to a redress application, or been identified in a response to a request for information under the Redress Act?	No	No	No
2. Is your charity a participating member of the Redress Scheme, or taking reasonable steps to join the Redress Scheme?	N/A	N/A	N/A

Part 7: Record-keeping obligations

Your charity must keep two types of records:

- financial records
- operational records.

A record is an account in permanent form of facts, events or transactions that shows your charity has:

- operated or acted in a particular way, or
- spent or received money or other assets.

These records are usually in written or printed form. They must be kept easily accessible for seven years and must be in English or easily convertible into English.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Does your charity keep records that show its income, expenses, assets, liabilities and financial transactions for seven years? For example: • *The charity has a policy for the retention and storage of financial records.*	Yes	DMTC maintain records showing income, expenses, assets, liabilities, and financial transactions as required by law.	No
2. Does your charity keep records that show its activities and operations for seven years? For example:	Yes	DMTC maintains records that outline its activities and operations for up to seven years.	No

• *The charity has a policy for the retention and storage of operational records.*			
3. Does your charity keep a record of its assets? For example: • *The charity keeps an asset list or register.* • *The charity keeps a record of who uses assets and for what purpose, including vehicle log books.*	Yes	DMTC maintains a record of its assets.	No

4. Does your charity have a system or process to ensure that it meets its record-keeping obligations?
 	
For example:
• *The charity has completed the ACNC record-keeping checklist.*
• *The charity has policies and processes for record-keeping that cover:*
  ○ *what records are kept, how they are secured and who is responsible;*
  ○ *how sensitive records are secured and who has authorised access; and*
  ○ *requirement for records to be kept for seven years.*
• *The charity regularly backs up electronic records and stores them securely.*
• *The charity stores paper records securely.*
	Yes	DMTC accords with the record keeping policies and processes as set out by ASIC and the ATO.
		
		Electronic and paper records are backed up and stored securely.
			No

Part 8: Reporting obligations

Your charity must report annually to the ACNC by submitting an Annual Information Statement (AIS). This is due within six months of the end of your charity's reporting period. If your charity is medium or large, it needs to submit a financial report with its AIS.

Questions for your charity and examples of reasonable steps it can take.	Response: • Yes • No • N/A	Describe the steps your charity taken and demonstrate evidence.	Is action required? (If yes, update your charity's Action Plan.)
1. Did your charity submit its AIS on time for the last reporting period? For example: • *The charity checked its records in the ACNC Charity Portal.* • *The charity has documented its due date for the AIS.* • *The responsibilities for completing and submitting the AIS are clear and understood.*	Yes	DMTC submits its AIS on time and confirmed that ACNC records were accurate.	No
2. Does your charity need to submit a reviewed or audited financial report? For example: • *The charity considers its revenue at the end of each financial year to determine whether it needs to submit a financial report.*	Yes	DMTC submits a reviewed and audited financial report yearly as part of the AIS submission.	No
3. Does your charity ensure there are no errors in its AIS or financial report?	Yes	DMTC reviews Financial Reports by external audit. The AIS is reviewed by the	No

For example: • *The charity has a process in place to notify the ACNC of any errors in its AIS or financial report.*		DMTC Finance Team before submission. Any material restatement is lodged with relevant bodies where needed.	

Part 9: Duty to notify the ACNC

Your charity must notify the ACNC if any of the following details change:

- your charity's legal name
- your charity's Address For Service
- your charity's Responsible People
- your charity's governing document

Once aware of the change, your charity must notify us within 60 days if it is a small charity or 28 days if it is a medium or large charity. Notify us by filling out the relevant form in the Charity Portal.

Your charity **must also** tell us if it has breached its obligations to the ACNC, including the Governance Standards, in a significant way. Notify us of a significant breach as soon as possible, but no later than 28 days after becoming aware of the breach. For this notification, submit Form 3C: Notification of contravention or non-compliance.

Questions for your charity and examples of reasonable steps it can take.	**Response:** • **Yes** • **No** • **N/A**	**Describe the steps your charity taken and demonstrate evidence.**	**Is action required? (If yes, update your charity's Action Plan.)**
1. Are your charity's Responsible People and other details with the ACNC up to date? For example: • *The charity checked the Charity Portal to confirm that all the current Responsible People are listed and other charity details are correct.* • *Someone in the charity has responsibility for updating details in the Charity Portal within the required timeframes.*	Yes	Reviewed as part of DMTC's AIS submission each year.	No

2. Are your charity's Responsible People aware of the charity's obligations to notify the ACNC? For example: • *The charity's induction process for Responsible People includes an overview of important legal obligations and notifications.*	Yes	DMTC's induction process for Responsible People includes an overview of important obligations. In addition, DMTC Responsible Persons are made aware of company-wide policies and procedures. In accordance with a shift from ASIC to ACNC governing standards, information is being incorporated in the Director's letter of offer template and induction pack relevant to the obligations of Responsible Persons in a charity and NFP context.	No
3. Does your charity report all significant breaches of its obligations to the ACNC? For example: • *The Responsible People regularly review the charity's compliance with ACNC obligations.* • *There is a process in place to determine whether a significant breach has occurred and if it should be reported.*	Yes	In accordance with DMTCs governance principles and obligations to the ACNC, this would be reported. DMTC's Commercial and Legal Manager provides legal advice to Directors and the Board on a range of issues, where required. In the event of a significant breach of ACNC obligations, the Commercial and Legal Manager would	No

		lead an appropriate process to determine the breach and requirement to report.	

Signing off

Self-evaluation completed by:

Full name: __Mr Patrick Crosling and Mr Steve Evans_____

Position: __Commercial and Legal Manager / CFO and Company Secretary_____

Signatures:

Date: ____23 September 2025_____

Approved for release by the Board of Directors