

INF Australia Transparency & Accountability Policy

Version:	1	Developed:	July 2019
Owner:	INFA Board	Approved on:	July 2019
Users:	Board, CEO, Members	Scheduled review date	July 2022

THIS POLICY COMPLIES WITH: ACFID CODE 7.3.1

RELATED INF AUSTRALIA POLICIES: MEMBERSHIP POLICY, ROLE OF THE BOARD POLICY, COMPLAINTS HANDLING POLICY, PRIVACY POLICY, WHISTLEBLOWER POLICY

RELATED INF AUSTRALIA PRACTICE DOCUMENTS:

1. INTRODUCTION

With due regard to privacy and confidentiality issues, INF Australia is committed to high levels of transparency and accountability to members, supporters, partners, other stakeholders and to the public. We recognise the importance of maintaining public trust and improving performance through transparency and accountability, and wish to provide for public scrutiny as much information about our operations as possible.

This policy states INFA's commitment to transparency and to document the standards expected in achieving transparency.

2. POLICY

2.1. BOARD RECORDS

Accurate summaries of discussions and decisions of all Board deliberations, and the deliberations of Board subcommittees, will be made available to all Members as a matter of course, and to the general public on request, except where the Board or subcommittee passes a motion to make any specific portion confidential.

2.2. STAFF RECORDS

All staff records shall be available for consultation by the staff member concerned or by their legal representative. No staff records shall be made available to any person outside the organisation other than with the consent of the staff member concerned.

Within the organisation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that staff records shall be made available to the Board when requested.

2.3. MEMBER AND DONOR RECORDS

All member and donor records shall be available for consultation by the members and donors concerned or by their legal representatives. No member and donor records shall be made available to any other person outside the organisation other than with the consent of the member or donor concerned.

Any member shall be entitled to view a copy of the member register.

Within the organisation, member and donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those members and donors, except that member and donor records shall be made available to the Board when requested.

2.3. ADMINISTRATIVE RECORDS

All records and materials not falling into the categories above may be released to the public at the discretion of the CEO or authorised Access to Information Officer, who shall take into consideration

- 1) a general presumption in favour of transparency;
- 2) the relevant provisions of the ACNC Governance Standard 2 regarding information to be made available to members;
- 3) the marketing, commercial, legal, and administrative interests, priorities, and resources of the organisation, including:
 - a) commercial confidentiality;
 - b) copyright issues;
 - c) security and safety issues, particularly those of workers, partners and stakeholders in Nepal.

INF Australia may, at its discretion, charge any applicant the full costs of providing the information requested, particularly if the request requires substantial time or cost to fulfill. Further, requests considered vexatious or responses to which may pose a security or safety risk for any person, group or community may be refused, with a written request from applicant taken to the Board for consideration and response.

2.4. PERFORMANCE MONITORING & ACCOUNTABILITY

INF Australia will endeavour to make timely and accurate reports of the impacts of our work – including making project goals and outcomes available in accessible formats to supporters, stakeholders (including affected communities), relevant authorities and the general public.

Our annual reports and audited annual financial statements will be made available to all stakeholders.

REVISION HISTORY

Date	No	Summary of Changes	Section/s that changed	Authorised by:
April 2019	1	New policy		Board

