



# Motivation Australia transparency and accountability **policy**

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## 1. Introduction

Motivation Australia (MA) wishes to be proactively concerned with its relationship with its partners, beneficiaries, members, donors, and the general public. MA realises the importance of transparency in its operations, and wishes to withhold from public scrutiny as little of its operations as is possible.

In essence, MA is committed to openness, transparency and honesty about our structures, mission, policies and activities. We will communicate actively to stakeholders about ourselves, and make information about our activities publicly available where this is appropriate under the terms of the Privacy Act (2014) as amended. We will also ensure that our communication about others is always respectful and unbiased.

For the purpose of this policy, the following terms are defined as:

- **Transparency:** Transparency is operating in such a way that it is easy for others to see what actions are performed. Transparent procedures include open meetings, financial disclosure statements, timely access to or provision of information, budgetary review, audits.
- **Accountability** means ensuring that MA through its representatives is answerable for its actions and that there is redress when duties and commitments are not met.

## 2. Purpose

The purpose of this policy is to:

- Articulate MAs overall approach to the provision of information about our organisation and activities.
- Indicate which documents and materials produced by MA are presumptively open or closed to stakeholders.

## 3. Policy

### 3.1. Proactive and timely provision of information

- MA will endeavour to proactively provide information about our activities to all stakeholders through the most relevant mechanisms for individual stakeholder groups.
- MA will endeavour to ensure that information is provided in sufficient time to permit analysis, evaluation and engagement by stakeholders.
- MA will comply with relevant governance, programme and financial reporting requirements including (and not limited to) completion, circulation and publication on our website of an Annual Report in accordance with ACFID Guidelines.

### 3.2. Board of Governors and Board of Governor meetings

- A list of MA Board members will be easily accessed by stakeholders (for example on the MA website).

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- All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

### 3.3. Membership register

- In accordance with MA Association Rules (5.5), MA maintains a register of MA members including the name, postal address and email address (if available) of each member, and the date on which each member was admitted to the association.
- Individual member records shall be available for consultation by the member concerned or by their legal representatives.
- Subject to provision 3.3.2 the membership register shall not be made available to any other person outside the organisation.
- Within MA, the members register shall be made available only to those persons with managerial or personnel responsibilities for dealing with membership, except that;
- The membership register shall be made available to the board when requested.

### 3.4. Supporters and donors data base

- MA will maintain a data base of supporters and donors.
- Individual supporter and/or donor records shall be available for consultation by the supporter or donors concerned or by their legal representatives.
- Subject to provision 3.4.2 supporter and donor records shall not be made available to any other person outside the organisation.
- Within MA, supporter and donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with membership, except that;
- Supporter and donor records shall be made available to the board when requested.

### 3.5. Records of individual beneficiaries of MA overseas projects

- MA holds copies of service client data bases maintained by our overseas project partners.
- Individual client records shall be available for consultation by the client concerned or by their legal representatives.
- Subject to provision 3.5.2 client/beneficiary records shall not be made available to any other person outside the organisation.
- Within MA, client/beneficiary records shall be made available only to those persons with managerial or programme responsibilities for dealing with clients/beneficiaries except that;
- Client/beneficiary records shall be made available to the board when requested but should in this instance be rendered anonymous.

### 3.6. Personnel records

- Individual staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- Subject to provision 3.6.1, no staff records shall be made available to any person outside the organisation.

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- 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.

3.7. Administrative and programme records and information: All records, materials and programme information not falling into the categories described in 3.2-3.6 may be released to MA stakeholders at the discretion of the CEO, who shall take into consideration:

- A general presumption in favour of transparency.
- The relevant provisions of the Associations Incorporation Act regarding information to be made available to members.
- The Australian Privacy Act (1988) as amended; and Australian Privacy Principles (2014)
- The marketing, commercial, legal, and administrative interests, priorities, and resources of MA, including commercial, confidentiality and copyright issues.
- The CEO may at their discretion charge any applicant the full costs of providing the information requested.

3.8. Communication about others

- MA personnel and representatives will always communicate about other organisations with respect. Specifically, not making statements about other organisations, including other ACFID Members, with the intention of creating a reputational or other advantage to MA.
- Requests from external organisations for information about another organisation should be referred to the CEO.

## 4. Responsibility

4.1. Motivation Australia's CEO is responsible for ensuring this Policy is adhered to.

## 5. Related documents

Document no:	Title and location (hyperlink)
PROC-0011	Transparency, accountability and quality PROC
PROC-0023	Distribution of Annual Report PROC
POL-0031	Complaints handling policy POL
POL-0030	Ethical public fund raising POL
POL-0121	Personnel record management POL
POL-0024	Privacy of personal information POL

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