



## TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	Gov: Transparency & accountability	Version	1
Drafted by	Secretary	Approved by Board on	<<insert date>>
Responsible person		Scheduled review date	Jan 2022

### INTRODUCTION

**Africause** wishes to be proactively concerned with its relationship with its members, its stakeholders, and the general public. **Africause** realises the importance of transparency in its operations, and wishes to withhold from public scrutiny as little of its operations as is possible.

### PURPOSE

The purpose of this document is to state **Africause's** commitment to transparency and to document the standards expected in achieving transparency.

### POLICY

#### 1. Board Records

1. All Board deliberations, and the deliberations of the Board's sub-committees, shall be open to the public, except where the Board or the sub-committee passes a motion to make any specific portion confidential.
2. All Board minutes, and the minutes of the Board's sub-committees, shall be open to the public once accepted by the Board, except where the Board passes a motion to make any specific portion confidential.
3. 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.

#### 2. Client Records

1. All client records shall be available for consultation by the client concerned or by their legal representatives.
2. Subject to provision 2.1, no client records shall be made available to any other person outside the organisation.
3. Within the organisation, client records shall be made available only to those persons with responsibilities for that client, except that
4. Client records shall be made available to the Board when requested but should be, where possible, rendered anonymous.

#### 3. Staff Records

1. All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community for any known or unknown consequences that may result from reliance on any information provided in this publication.

2. Subject to provision 2.1, no staff records shall be made available to any person outside the organisation other than with the consent of the staff member concerned.
3. Within the organisation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that
4. Staff records shall be made available to the Board when requested.

#### **4. Member and Donor records**

1. All member and donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
2. Subject to provision 2.1, 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.
3. Any member shall be entitled to receive on request a list of members with contact addresses, except where this right is qualified in the organisation's constitution.
4. 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
5. Member and donor records shall be made available to the Board when requested.

#### **5. Administrative records**

1. All records and materials not falling into the categories above may be released to the public at the discretion of the Access to Information Officer, who shall take into consideration
  - a. a general presumption in favour of transparency
  - b. the relevant provisions of the Associations Incorporation Act regarding information to be made available to members
  - c. the marketing, commercial, legal, and administrative interests, priorities, and resources of the organisation, including
    - \* commercial confidentiality
    - \* copyright issues
2. The Access to Information Officer may, at their discretion, charge any applicant the full costs of providing the information requested.

### **AUTHORISATION**

Dr Berhan Ahmed  
FEBRURAY 2021

### **Africause**

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community for any known or unknown consequences that may result from reliance on any information provided in this publication.



## TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	Gov: Transparency & Accountability	Version	1
Drafted by	Secretary	Approved by CEO on	<<insert date>>
Responsible person		Scheduled review date	<<insert date>>

### RESPONSIBILITIES

The Board shall nominate an Access to Information Officer to be responsible for ensuring that proper procedure for the classification and release of information is adhered to. The responsibilities of the Access to Information Officer shall be as described below.

### PROCEDURES

#### Requests for access

1. Any request for access to records or materials shall be made in the first instance to the organisation's Access to Information Officer.
2. Where requests are made for client files or staff files by any person not the client or staff member, the Access to Information Officer shall inform the client or staff member and allow them to make any submissions they wish.
3. The Access to Information Officer may, where appropriate, consult with the CEO or the Board.

#### Procedures and charges for access

1. Requests from members under section 4.3 of the policy (request for membership list) shall be subject to no charges, and the names and addresses of members shall be given in hard copy format and (where available) in electronic format.
2. For all other requests, the Access to Information Officer shall allow access to approved organisation records and materials under such conditions and according to such arrangements as they see fit.
3. Where the request for information is on such a scale or of such difficulty that it would impose an unreasonable burden on the organisation's resources, the Access to Information Officer shall impose such charges as they see fit.

#### Record keeping

The Access to Information Officer shall report to every meeting of the Board on the number, nature and outcome of requests for records or materials since the previous meeting.

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community for any known or unknown consequences that may result from reliance on any information provided in this publication.

The Access to Information Officer shall ensure that membership applicants and prospective clients are aware of and consent to the organisation's Access to Information Policy.

## **RELATED DOCUMENTS**

- Copyright Policy
- Privacy Policy
- Board Confidentiality Policy

## **AUTHORISATION**

Signature  
Dr Berhan Ahmed  
February 2021

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community for any known or unknown consequences that may result from reliance on any information provided in this publication.