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### Introduction

The Kyeema Foundation (Kyeema) is a not-for-profit NGO that works to improve the health and prosperity of marginalised communities and their environments, predominantly in developing countries. Kyeema is committed to being transparent in its work and accountable to its key stakeholders, partners, donors, members, volunteers, the general public, and host governments. Kyeema recognises that transparency builds trust and helps those relationships to flourish.

### Purpose

The purpose of this document is to recognise the importance of transparency and facilitate the development and implementation of measures by Kyeema's Board and staff to provide appropriate transparency.

### Definitions

**Transparency:** an organisation's openness about its activities, providing information on what it is doing, where and how this takes place and how it is performing.

### Scope

This policy applies to all staff, Board members, partners and volunteers of Kyeema.

### Policy Statement

Kyeema is committed to sharing timely, relevant and accurate information in an accessible format; to providing stakeholders with an opportunity to provide input and feedback; and to responding to feedback effectively and appropriately.

Information on Kyeema's activities is published in the Annual Report, newsletters, blogs and on social media. These, together with Kyeema's Constitution, Code of Conduct, and policies on child protection, environment, non-development activities and complaints are on the Kyeema website:

[www.kyeemafoundation.org/our-policies/](http://www.kyeemafoundation.org/our-policies/)

### Responsibilities

The CEO is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of Kyeema Foundation.

The CEO will also ensure that privacy and other policies are in place to govern the access and use of documents including client records, staff records, member and donor records, and minutes of general meetings, in accordance with the constitution.

Staff are responsible for implementing and adhering to the policies and procedures developed by the CEO.

### Information Source

The Privacy Act 1988



## Kyeema Foundation Transparency Policy

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### Related Documents

*Kyeema Foundation Privacy Policy*

*Kyeema Foundation Complaints Policy*

*Kyeema Foundation Communications Policy*

### Authorisation



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Signature of Policy Officer

Robyn Alders

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Name of Policy Officer

11/09/2021

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Date

### Attachment 1 Procedures

On request Kyeema will disclose information, or give reasons for any decision not to disclose, in accordance with Kyeema's Privacy Policy and privacy law obligations.

#### Board Reporting

1. The Board will ensure that it complies with its legal and contractual reporting obligations, which include:
  - a. Reporting annually to the members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions and feedback;
  - b. Preparing financial reports as required by law;
  - c. Preparing an annual report in accordance with the requirements of the Australian Council for International Development (ACFID) and Compliance Self-Assessment as required;
  - d. Reporting to government agencies in accordance with the terms of grants and funding contracts;
  - e. Reporting to other donors in accordance with the terms of grants issued;
  - f. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government departments, in accordance with the requirements of its deductible gift recipient status;
  - g. Reporting to the Australian Charities and Not-for-profits Commission.
2. In addition to its specific legal and contractual obligations, the Board will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Board on the organisation's activities and performance.
3. In undertaking its function of reporting to stakeholders, the Board will be mindful of Kyeema's privacy policy, underpinned by its privacy law obligations, and will take care to act in the interests of Kyeema Foundation.
4. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the constitution.

#### Staff Records

Kyeema Foundation will deal with staff records in accordance with the *Fair Work Act 2009* (Cth), and its privacy policy and privacy law obligations.

#### Member and Donor records

Kyeema Foundation will deal with client records in accordance with its Privacy Policy and privacy law obligations.

#### Partner Records

Kyeema Foundation will deal with partner records in accordance with its Privacy Policy and privacy law obligations.

#### Access to Minutes of General Meetings and the Members Register

Access to minutes of general meetings and the Members Register will be provided in accordance with the constitution.

### **Stakeholder Feedback and Complaints**

Kyeema will provide opportunities for stakeholders to give input and feedback at meetings, workshops, during site visits and on the website. Complaints will be dealt with in accordance with Kyeema's Complaints Policy.