

OM 2.5 TRANSPARENCY POLICY

1. Purpose

The purpose of this policy is to outline clear parameters to enable Anglican Aid's accountability to its stakeholders and the public.

2. Scope

This policy applies to Anglican Aid at an organisational level, as well as any Anglican Aid representatives.

3. Definitions

Term	Description
Representative	Any person acting on behalf or under the name of Anglican Aid, including board members, volunteers, contractors, consultants, partners and staff.

4. Policy Statement

Anglican Aid is committed to being transparent in our work and accountable to our stakeholders and community. We are committed to disclosing timely, relevant and accurate information in an accessible format.

5. Guidelines

Financial Management:

Anglican Aid is committed to transparency and integrity in our financial management. This is demonstrated by external auditing of Anglican Aid's finances by a registered company auditor each financial year. The resulting annual financial report is reviewed by the Board of Anglican Aid and is made available to all stakeholders on Anglican Aid's website.

Governance Structure:

Anglican Aid shares information regarding our governance structure, legal status and organisational purpose.

Project and Partnership Information:

Anglican Aid will disseminate relevant information to all stakeholders, related to our projects, partners, project results and lessons learned – either publically or upon request, except in instances where such information poses a security risk.

Organisational Policies:

Anglican Aid shares organisational policies that are relevant to stakeholders external to the organisation.

6. Procedures:

How to make a request for information

A request for information can be made by any of the following methods:

- enquiries@anglicanaid.org.au
- phone us on (02) 9284 1406
- mail a letter to Anglican Aid PO Box Q190 QVB Post Office NSW 1230 Australia, or

How to respond to requests for information

1. Acknowledge the senders request for information once received. This may be by an email notification.
2. Confirm that the information requested is on the approved list for distribution.
3. Collate information and send to the requester.

7. Related Documents

PO4.5 Privacy Policy

8. Review

To ensure that this policy continues to be effective and applicable, it will be reviewed every five years. Conditions which might warrant a review of the procedure on a more frequent basis would include:

- Changes to the Anglican Aid Ordinance
- Changes to legislation

Following completion of any review, the policy will be revised/updated to address any required changes if required and approved by the Anglican Aid Board. Any changes to the policy will be communicated to staff and partners.

CHANGE HISTORY

DATE	COMMENT
1/09/2019	New Policy