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| Internal document name: | Transparency Policy<br>P 2 20 Code reference 6.1   |                         |
| <b>Year created</b>     | <b>Latest version approval<br/>(Reledev Board)</b> | <b>Next review date</b> |
| 2020                    | May 20, 2020                                       | May 2023                |

## Purpose

This policy outlines Reledev Australia Limited's commitment to transparency in all its work. Reledev is accountable to all its stakeholders, partners, donors, members, volunteers, the general public, and host governments. Reledev is committed to building trust through open and accurate information.

## Scope

This policy applies to anyone involved in Reledev activities, including but not limited to; Board members, staff, partner organisations, contractors, consultants & volunteers.

## Definitions

**Transparency** is the quality of being open in all activities and providing honest information on all projects, including where and how they are undertaken.

## Guidelines

Reledev is committed to sharing accurate, relevant and timely information, so that all stakeholders are informed of Reledev's activities and can provide input and feedback. Some sensitive documents, such as those classified as private and confidential under privacy laws will not be disclosed to the public. Sensitive company documents such as Board meeting minutes will also remain confidential and only released to the relevant peak bodies for accountability purposes.

All of Reledev's activities are published in their annual report, on the website and through social media. Reledev's constitution and policies can also be accessed via the website at: [www.reledev.org.au](http://www.reledev.org.au)

**Financial management:** Reledev is committed to complete transparency in their financial management. Each year, Reledev's financial statements are prepared by Reledev's accountant and then audited by an external registered company auditor. The board then reviews the financial statements prior to finalising. The financial statements are prepared in accordance with the requirements set out in Australia Council for International Development's (ACFID) code of conduct.

**Governance structure:** Reledev openly shares information on their governance structure, legal status and mission and values. Information on Reledev can be found

at [www.reledev.org.au](http://www.reledev.org.au) or

<https://www.acnc.gov.au/charity/9965f45ecacce970d6d35f48ad4ea9f5#overview>

**Project and partnership information:** Information about Reledev's projects and their partners are disclosed openly in annual reports and on their website. Yearly project outcomes are published in the annual report.

Reledev requires implementing partners to also hold similar standards and approaches with regards to transparency. If implementing partners do not have their own transparency policy, they are required to adhere to Reledev's policy and the principles/guidelines throughout.

Reledev will ensure all implementing partners are committed to disclosing timely, relevant and accurate information in an accessible format, and this will be included in any agreements and supported by education and training as required.

## Procedures

How to make a request for information:

Anyone can request further information on Reledev's projects, policies and processes by any of the following:

- Sending an email to: [email@reledev.org.au](mailto:email@reledev.org.au)
- Phoning Reledev on 02 9663 2628
- Sending mail to: PO Box 224, Kingsford NSW, 2032

How Reledev will respond to requests for information:

- The senders request will be acknowledged
- Reledev will confirm if the information requested is approved for distribution (Reledev takes privacy very seriously and will not disclose information that is private or confidential in nature)
- Gather requested information and send

## Related documents

Privacy policy

Complaints policy

Privacy guidelines

Complaints procedure

Feedback form