

Transparency Policy

Document History

Version	Date	Changed by	Description
0.10	01/11/2020	Jesse Whelan	Updated as per ACFID requirements
			Next review before annual board meeting

If you require further information regarding this document please contact:
hr@pluseducation.org

Purpose

The purpose of this document is to recognise the importance of transparency and facilitate the development and implantation of measure by Plus Education's Board, staff and partners to provide appropriate transparency.

Definitions

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

Scope of Policy

This policy applies to all staff, board members, volunteers, and partners of Plus Education.

Policy

Plus Education 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 Plus Education's activities is published on its website, newsletters, blogs and on social media. These, together with Plus Education's Constitution and policies including but not limited to child protection, non-development activities, complaints, fraud control and anti-corruption are on the Plus Education website:

<https://www.pluseducation.org>



Plus Education provides information regarding:

- Governance structure, legal status and organizational purpose
- Formal partnerships with other organisations
- Organisational policies that are relevant to stakeholders external to the organisation
- Results and lessons learned about Plus Education's activities

Financial Management

Plus Education is committed to transparency and integrity in our financial management. This is demonstrated by external auditing of Plus Education's finances by a registered company auditor. The resulting annual financial report is reviewed by the Board at Plus Education's annual general meeting and made available to all stakeholders on Plus Education's website and its ACNC listing.

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 Plus Education. 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.

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

Plus Education expects all partners that it works with to also have an open approach to being transparent. When selecting partners to work with Plus Education will apply reasonable efforts to ensure that partners adhere to Plus Education's transparency policy. Continual failure to comply after feedback will result in termination of the partnership. Types of information that partners are required to share include, but are not limited to:

- Financial reporting and acquittals
- Reporting on development work including number of beneficiaries impacted including information on gender and disability if available
- Feedback from communities involved on the program and areas for improvement
- Other key information deemed relevant by Plus Education in assessing the impact of its development work



Procedures

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

Determining what to share

Plus Education is committed to being as transparent as possible while balancing privacy and other legal obligations. When responding to requests for information that Plus Education has not made publicly available it is up to the CEO's discretion whether to provide the requested information and the format in which it will be provided. The CEO may delegate responsibility for the information request. Best attempts will be made to make it accessible in a way useful to stakeholders. Reasons will be provided if the decision is made to not share the information.

Board reporting

The Board will ensure that it complies with its legal and contractual reporting obligations, including

- Reporting to members in accordance with Plus Education's constitution;
- Preparing financial reports as required by law;
- Preparing reports as required by ACFID;
- Reporting to donors and government agencies in accordance with grant and funding contracts;
- Reporting to the ATO and other relevant State and Federal agencies
- Reporting to the Australian Charities and Not-for-profits Commission
- Reporting to the Australian Securities and Investment Commission

The Board will consider each year whether other stakeholder relationships could benefit from receiving a report on Plus Education's activities and performance. In undertaking its reporting function, the Board and staff will be mindful of Plus Education's privacy policy, and will take care to act in the interests of Plus Education.

Stakeholder Feedback and Complaints

Plus Education will provide opportunities for stakeholders to give input and feedback at meetings, workshops, during site visits and through email and social media channels. Complaints will be dealt with in accordance with the complaints handling policy.

Request for information

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

- info@pluseducation.org
- Contact our local office or partner

Response to requests

Requests for information will be responded to by:

1. Acknowledging the senders request for information once received
2. Confirm whether the information requested is approved for distribution
3. If approved, collate the information and send to the requester
4. If not approved provide a response with a reason for the rejection



Related documents

- HR policy (includes privacy policy)
- Complaints Handling policy
- Working with Partners policy