



Transparency Policy

Amendment Log

Change	Section	Date	Responsible
References to International Program changed to Pasifika Program	Entire Policy	July 2024	CC
Definition section added and definition of Volunteer included	Definitions	July 2024	CC

Introduction

Environmental Defenders Office (EDO) is committed to being transparent in its work and accountable to its clients, members, donors, Volunteers and other stakeholders. We recognise that transparency and accountability build trust and help relationships to flourish.

Where requested and appropriate, we resolve to disclose relevant and accurate information to our stakeholders and the community in an accessible format and timely manner.

Purpose

This policy fulfils our requirement to adopt and maintain a Transparency Policy under the Australian Council for International Development's (ACFID) Code of Conduct and Quality Assurance Framework. This policy shows our commitment to the principles outlined in Commitment 7.3; Indicator 7.3.1 of the ACFID Code; and their General Definitions.

This policy therefore aims to facilitate the development and measures by EDO's staff, Volunteers and Board Members to provide appropriate transparency and accountability. It also describes the ways in which EDO's information is to be made publicly available.

Scope

This policy applies to all EDO staff, Volunteers and Board members.

Definitions

Volunteer: Any person who performs a designated task for the organisation under the expressed direction of the organisation, without the expectation of remuneration. Volunteers are not paid employees. Volunteer roles include, but are not limited to, undertaking placements arranged by a third-party, including universities and Aurora, PLT placements, and legal, science and office volunteers.

Policy Principles

- EDO is committed to pursuing its work in line with best practice and relevant legislation.
- EDO's transparency policy is guided and informed by the Australian Council for International Development's (ACFID) Code of Conduct and Quality Assurance Framework.
- While committed to being transparent in its work, EDO is equally committed to ensuring that it complies with privacy and professional legislation, and commits to protecting the personal data of its stakeholders.
- EDO complies with rules of client-lawyer confidentiality, and therefore EDO lawyers may not disclose such information except as authorised or required by the Rules of Professional Conduct or other relevant laws.

Applying the Policy

1. Financial Management

- 1.1. EDO is committed to transparency and integrity in our financial management.
- 1.2. EDO's finances are externally audited by a registered company auditor annually.
- 1.3. EDO's annual financial statements are reviewed and accepted by the Board and Council Members at EDO's annual general meeting (AGM).
- 1.4. EDO's annual financial statements are made available publicly on EDO's website.
- 1.5. As a registered charity, all of our financial information is also publicly available via The Australian Charities and Not-for-Profits Commission (ACNC) website.

2. Legal Status, purpose, and governance structure

- 2.1. EDO makes available on its website:
 - 2.1.1. information regarding our legal status,
 - 2.1.2. information regarding the organisational purpose; and
 - 2.1.3. information regarding the governance structure, including bios of EDO Board of Directors and staff.
- 2.2. The organisation's legal status can also be verified on other public websites including the Australian Business Register, ACNC, and Australian Securities & Investments Commission (ASIC).

3. Descriptions of significant programs, research and reports

- 3.1. EDO makes available on its website:
 - 3.1.1. Information and updates relating to key elements of its legal work.

- 3.1.2. Copies of significant EDO submissions.
- 3.1.3. Copies of significant EDO publications.
- 3.2. EDO uses social media as a way to share, promote and highlight EDO activities and operations.
- 3.3. Where appropriate (especially in relation to EDO's Pasifika Program), EDO will disseminate information about results and lessons to all stakeholders – primary stakeholders, partners and donors.

4. Partnership

- 4.1. Where appropriate (especially in relation to EDO's Pasifika Program), EDO shares information of formal partnerships with stakeholders external to the organisation.
- 4.2. EDO expects partners to have a similar level of transparency, not only in relation to EDO but also their other stakeholders.

5. Organisational policies

- 5.1. Key organisational policies are posted on our website.
- 5.2. Where appropriate, EDO shares relevant organisational policies with stakeholders external to the organisation.

Access to Information

Information published on our website can be viewed or downloaded free-of-charge. If you are seeking access to information not provided on our website a request can be made via email, by emailing us at: info@edo.org.au

Where information is not confidential and not already available, EDO will consider the request based on the resources required to respond to the request.

Approval, Implementation and Review	
Policy Owner	CEO
Policy Approver:	CEO
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