

Transparency Policy

Definitions

Representative: Any person acting on behalf or under the name of Australian Medical Aid Foundation (AMAF) including Board Members, volunteers, contractors, consultants, partners and staff.

Commitment

Australian Medical Aid Foundation (AMAF) 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.

Financial Management

Australian Medical Aid Foundation (AMAF) is committed to transparency and integrity in our financial management (see 6.2 Financial Management Policy). This is demonstrated by external auditing of Australian Medical Aid Foundation (AMAF) finances by a registered company auditor. The resulting annual financial report is reviewed by the Board at Australian Medical Aid Foundation (AMAF) annual general meeting and made available to all stakeholders on AMAF's website.

Governance Structure

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

Descriptions of significant programs, research and reports

AMAF will disseminate information about results and lessons to all stakeholders – primary stakeholders, partners and donors (as outlined in 2.1 Communications Policy).

Partnerships

AMAF shares information of formal partnerships with other organisations.

Organisational policies

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

Procedures

How to make a request for information

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

- ausmedaid@gmail.com
- phone us on 1300 990 828,
- mail us a letter to PO Box 4440 Homebush South 2140 Australia

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.