

Governance Policy Manual

Policies and Procedures (GOV)

GOV 10.0

Transparency Policy

Applicable to	Asian Aid Organisation Ltd and its associated entities
Date of Board Endorsement	To be endorsed – draft May 2021
Review	Annually and as required
Scope	This policy is part of the Asian Aid Organisation Policy Framework <i>and is included within the Governance Policy Manual</i>
Document Reference #	GOV 10.0
Policy Administrator	CEO

Commitment

Asian Aid Organisation is committed to accountability and transparency. our work and accountable to our stakeholders and community. We are committed to the principles of good governance and accountable conduct. We will provide timely, relevant, and accurate information in an accessible format to all our stakeholder.

We proactively publish information relating to our legal and taxation status, our vision, mission and values, governance and management structure, information about significant projects, press releases, news, significant partnerships with other organisations.

and relevant policies. On request, we will disclose information or give reasons for any decision not to disclose (for example to respect confidentiality or privacy).

Asian Aid is a member of the Australian Council for International Development (ACFID), therefore demonstrating our commitment to ACFID's Code of Conduct and operating transparently with all stakeholders.

Financial Management and Annual Reporting

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

Annual General Meeting

As required by the constitution, an Annual General Meeting of Asian Aid will be held annually. Notification of this meeting shall be sent to all financial members and the election of office bearers held in keeping with the requirements of the Australian Securities and Investments Commission (ASIC). Asian Aid has responsibilities to regularly report on company directors and financial matters to a number of government agencies such as the Australian Tax Office (ATO) and the Australian Securities and Investments Commission (ASIC).

Annual Report

Our annual report includes governance and performance information about the organisation in a certain reporting period such as:

- Information about the organisation's purpose, vision, values and strategic goals.
- Statements from the organisation's leaders such as its Chair or CEO.
- Profiles of directors and information about the Organisational structure.
- Information about key organisational resources
- Information about the organisation's activities within the reporting period, including key statistics and performance data.
- Information about objectives and outcomes achieved in programs and advocacy work, environmental impact, main sources of funding, financial performance.
- Contact details.

Governance Structure

Asian Aid shares information regarding our governance structure, legal status and organisational purpose at our annual general meeting. This information is published in our Annual Report and shared via our website.

General Information

Asian Aid is committed to providing regular and accurate updates to our donors and supporters through a wide range of communication channels, such as through newsletters, website and social media channels. This includes any significant changes to project activities, budgets or performance.

All information will be made available subject to necessary confidentiality commitments or relevant legislation.

Website

Asian Aid shares information and documents on our website. This includes information and documents relating to our performance, annual reports, sponsorship and partner programs and the activities we are engaged in.

Organisational Policies

Asian Aid shares organisational policies that are relevant to stakeholders external to the organisation. These are available on our website.

Feedback and Complaints

Asian Aid provides easily accessible means of contact on the Asian Aid website for donors, stakeholders or the public to make comments, provide feedback or make a complaint. The Complaints Handling Policy is also readily accessible on the website. Feedback and complaints are responded to in a timely manner and in line with organisational policy.

Partner Organisations

Asian Aid requires Partner organisations to provide accurate and regular reports on project finance and activities through regular communication. Partner organisations are also required to provide Asian Aid with reasonable access and facilitation for project visits for monitoring and evaluation purposes. This is agreed to in the Partner Agreement and Project Agreement.

Additional Information

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

- Email – contact@asianaid.org.au
- phone us on +61 2 6586 4250,
- mail us a letter to PO Box 333 Wauchope NSW Australia, or
- Visit our website