



# Code of Conduct

Australian Council for International Development



ACFID is an independent association of Australian non-profit aid and development agencies

e-bulletin

2009/08: 24 August 2009

**ACFID's Code of Conduct e-bulletin** provides updates on changes to the Code, its Guidance Document and the current work of the Code of Conduct Committee. As only one bulletin is sent to each signatory agency, please ensure that it is circulated internally and that staff members are aware of any information relevant to them.

## Farewell from the Code Manager

My last day at work with ACFID will be Fri 4 Sep 09. I have very much appreciated the support I have received from Code Signatories over the past few years, and I wish you all the very best for the future.

## Introducing the New Code Manager

Catherine Blunt will be the new Code Manager, and Cath will commence work with the Code Management Team on Thu 10 Sep 09. I welcome Cath to the Code and commend her to you. She has a very fine set of credentials and experience in the NFP Sector. I've no doubt that Cath will be an excellent Code Manager and I wish her the very best of luck.

## Code Resolutions for Council 09

Within the next week Code related resolutions for Council 09 will be sent to all Code Signatories for information. These resolutions will have the following intent:

- **Revised Financial Reporting Requirements.** Proposed Resolutions 1 and 2 will seek Council's approval of minor amendments to Clauses 5.1 and 5.3 of the Code, which are associated with the recently rewritten and EXCOM-endorsed Section 5: Finances of the Code's Guidance Document.
- **Control and Security of Funds.** Proposed Resolution 3 will seek Council's approval of a new clause for the Code, Clause 2.8: Control and Security of Funds, which is associated with the recently developed and EXCOM-endorsed Guidance Document explanatory notes on the Control and Security of Funds.
- **Amendment of the Complaints Handling Process (CHP) and Incorporation of the Amended CHP into the Code of Conduct.** Proposed Resolution 4 will seek Council's agreement to amendments to Rule 4 in ACFID's Rules and Objects (Constitution), to a revised CHP and to the incorporation of the revised CHP into the Code of Conduct.
- **The Code Review.** Proposed Resolution 5 will seek Council's endorsement of the general direction proposed in a document that outlines the need for a revised purpose and structure of the Code for 2010 and beyond.

## Annual Report Training – Registrations Closing Soon

In accordance with Section 4.1 of the Code, Code Signatories are required to produce an annual report and make it available to donors and supporters.

To assist Signatories to meet this requirement a practical full-day workshop: *Producing a Code-Compliant Annual Report* will be held on 27 and 28 Aug 09 in Melbourne and Sydney respectively.

If you would like to provide feedback to the Code of Conduct Management Team or submit information for inclusion in the ACFID Code e-bulletin please forward it to [code@acfid.asn.au](mailto:code@acfid.asn.au).  
Access previous issues of the ACFID Code e-bulletin at [www.acfid.asn.au](http://www.acfid.asn.au)



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This workshop aims to provide participants with a comprehensive understanding of the requirements of a Code-compliant Annual Report, and will address specific areas of concern and good practice based on recent auditing of annual reports. Time will also be allocated to discuss the Code's revised financial reporting requirements that are scheduled for implementation from 1 Jan 10.

As a practical workshop, participants will have an opportunity to apply the compliance assessment process to their organisation's annual report. Registrations close on Tue 25 Aug 09.

## Compliance Self Assessment Process

***The Compliance Self-Assessment Process is now available on-line. Contact the Code Management Team for your organisation's unique username and password.***

The Compliance Self-Assessment Process is a tool designed for use by ACFID Code of Conduct Signatories to assess their own levels of compliance with ACFID's Code of Conduct. This web-based tool consists of a Checklist with an in-built Action Plan. Since its release in 1 July 2009, approximately 25% of all Signatories have logged-in.

## New Signatories

Congratulations and welcome to four new ACFID Code of Conduct Signatories: 40K Home Foundation, Australian Himalayan Foundation, Royal Institute for Deaf and Blind Children, and Scarlet Alliance. There are now **114** ACFID Code of Conduct Signatories.

## Next Code of Conduct Committee Meeting

The next quarterly meeting of ACFID's Code of Conduct Committee will be held on Thursday 19 November 2009.

## ACFID Training Program

### Upcoming Training

- **Code Compliance Annual Report and Finance Workshop**  
This full-day workshop will provide a solid practical understanding of the requirements of the Code of Conduct in relation to producing Code-compliant annual reports and financial statements. It will also provide an overview of the new financial reporting requirements according to the revised 'Section 5: Finances' of the Code of Conduct Guidance Document.
  - Thu 27 August 2009 (Melb)
  - Fri 28 August 2009 (Syd)
  
- **Introduction to the Sector**  
This full-day workshop will provide participants with an overview of the Australian aid and development sector, relevant for work within this sector. In response to Signatory and Member feedback this training will be held in Canberra on Tuesday 15 September 2009.
  - Wed 9 September 2009 (Syd)
  - Thu 10 September 2009 (Melb)
  - Tue 15 September 2009 (Cbr)



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## ▪ **Control and Security of Funds Training**

This full-day workshop will provide participants with an understanding of Australian Government and ACFID Code of Conduct requirements for the control and security of funds, and to consider the governance implications for their organisation.

- Thu 24 September 2009 (Syd)
- Fri 25 September 2009 (Melb)

For more information on any of the above scheduled workshops, please contact Renata Zanetti, ACFID Training Coordinator on 02 6281 9229 or visit the ACFID Website [www.acfid.asn.au](http://www.acfid.asn.au)

## **CODE IN FOCUS – CLAUSE 4.4**

### **Third Party Fundraisers**

***The organisation will be responsible for all fundraising activities outsourced to a third party and will put all such contracts and agreements in writing.***

All contracts with third party fundraisers are in writing, and clearly state the expectations, responsibilities and obligations of each party.

All contractors and partner agencies should be aware of the ACFID Code of Conduct.

#### **Find out more**

For more information on Principles & Standards of Fundraising Practice, visit the Fundraising Institute Australia website [www.fid.org.au](http://www.fid.org.au).

### **Code of Conduct Management Team**

The Code of Conduct Management Team has two principal roles:

- (1) to assist the Code of Conduct Committee in all aspects of its work; and
- (2) to assist Signatories to meet their compliance obligations.

If you need to clarify any issues of concern, would like to provide feedback on issues relating to the Code, or to access Code resources, please feel welcome to contact the Code Management Team.

Code Manager	02 6281 9220	Greg Molyneux
Program Administrator	02 6281 9222	Helen Vogt
Compliance Officer	02 6281 9234	Alicia Toohey

Further details at: <http://www.acfid.asn.au/code-of-conduct/contact-the-code-management-team>

**Greg Molyneux**  
**Code of Conduct Manager**