



Code of Conduct

Australian Council for International Development

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



e-bulletin

2009/09: 23 September 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.

Code Manager – Introduction

After an excellent handover from Greg Molyneux I feel ready to tackle the interesting and challenging times ahead for the Code!

The resolutions which are being put to ACFID Council in October are very important in bringing the Code into line with existing financial regulations and legislative requirements and ensure that the Code review process can continue into 2010.

Please come along to the information and discussion sessions advertised in this bulletin on the 6th and 15th October to help your organisation better understand these proposed changes.

If you can't make these times but have some concerns about the ACFID Council resolutions, I am very happy to discuss with you over the phone.

The Code of Conduct Review and proposed changes – what do they mean for my organisation?

Important resolutions on the Code of Conduct are being put to the ACFID Council in October. These include:

- Way forward recommended by the Code Review
- Financial reporting requirements and control and security of funds
- Complaints handling

It is essential that all ACFID members are well informed on the proposed directions prior to voting at National Council. **Non member signatories are also welcome to attend and your feedback is highly valued.**

Come to our free information and discussion sessions with:

- Marc Purcell (Executive Director ACFID)
- Phil Khoury (Director The Navigator Company, consultants to the Code Review)
- Judy Mitchell (Code of Conduct Committee)
- Cath Blunt (Manager, Code of Conduct)

Bookings essential: RSVP to hvogt@acfid.asn.au

Melbourne

Tuesday, 6 October
Australian Volunteers International
71 Argyle Street, Fitzroy
9.30 – 1pm (light lunch provided)

Sydney

Thursday, 15 October
The Fred Hollows Foundation
61 Dunning Avenue, Rosebery
9.30 – 1pm (light lunch provided)

Further enquiries: Helen Vogt 02 6281 9222

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.
Access previous issues of the ACFID Code e-bulletin at www.acfid.asn.au



Control & Security of Funds Training Thursday 24 & Friday 25 September

NEW Clause to the ACFID Code of Conduct – what are the implications for your organisation?

This one-day training session will provide your organisation with an overview of the new Clause 2.8, Control & Security of Funds. Using case studies and examples from your organisation, learn how Control & Security of Funds will contribute to your day-to-day work.

This training will also include an overview of AusAID's Fraud Policy, and the Attorney-General's anti-terrorism guidelines.

This workshop is aimed at aid and development practitioners, and is relevant to program staff, board members, financial staff and those involved in the development of control and security of funds policies and processes.

For more information please contact Renata Zanetti, ACFID Training Coordinator on 02 6281 9229 or visit the ACFID Website www.acfid.asn.au

Code Annual and Financial Reporting Workshop - Feedback

A very successful full day workshop on *Producing a Code-Compliant Annual Report* was held recently on Thursday 27 and Friday 28 August 2009 in Melbourne and Sydney respectively. Participants were given a comprehensive overview of the Code's annual and financial reporting requirements, as well as information about the revised financial reporting requirements, which come into effect on 1 January 2010. Feedback was very positive, and participants left with a greater understanding of how to ensure their annual reports are compliant with the Code.

Do you have a question about ACFID Code of Conduct Annual and Financial Reporting? Call Alicia on 02 6281 9234, or email atoohy@acfid.asn.au.

Compliance Self Assessment Process

Take advantage of the voluntary reporting period 1 July 2009 – 30 June 2010.

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.

During 1 July 2009 and 30 June 2010, all Signatories have the opportunity to use the online Compliance Self Assessment Checklist and Action Plan. Take a few minutes to familiarize yourself with this online process. The Code Management Team is on-hand to answer your questions.

This tool will become mandatory for all Signatory organisations on 1 July 2010.

Call Helen on 02 6281 9222 or email code@acfid.asn.au for your organisation's unique username and password.

New Signatories

Congratulations and welcome to two new ACFID Code of Conduct Signatories: Foundation for Development Cooperation (FDC) and The Exodus Foundation.



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Foundation for Development Cooperation (FDC): Through partnerships and alliances, FDC undertakes a range of initiatives which seek to improve the lives of poor people in developing countries, foster innovative approaches to development, and connect policy work to self-help efforts at the grass roots level.

FDC's work includes economic development and assessment, policy analysis, grass-roots community-based initiatives, strategic research, partnerships and leverage, advocacy, consulting and advisory services, project design and implementation, secretariat and network management, and training and capacity building. www.fdc.org.au

The Exodus Foundation: The Exodus Foundation exists to meet the immediate material, emotional and spiritual needs of disadvantaged and marginalised people. We seek to empower young Australians through education and literacy and so protect them against the prospect of future unemployment and homelessness. www.billcrews.com.au

There are now **116** 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**.

CODE IN FOCUS – CLAUSE 2.6

Child Protection

The organisation will have policies and procedures to promote the safety and well being of all children accessing their services and programs, particularly to minimize the risk of abuse of children.

Does your organisation have a Code compliant Child Protection Policy? Clause 2.6, page 11 of the ACFID Code of Conduct [Guidance Document](#) provides an easy reference point to determine if your organisation has a Code compliant Child Protection Policy.

Need help developing a Code compliant Child Protection Policy? The Code of Conduct Committee has developed a set of guidelines to take you step-by-step through the process. Access [ACFID Code of Conduct Guidelines for the Development of a Child Protection Policy](#) on the ACFID website under Signatory Resources.

Do you have questions about ACFID Code of Conduct requirements? The Code Management Team is on hand to answer your questions. Call 02 6281 9222 or email code@acfid.asn.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	Cath Blunt
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>

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Cath Blunt
Code of Conduct Manager