



# Code of Conduct

Australian Council for International Development

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



e-bulletin

2009/03: 25 March 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 Management Team Staff Change

The Code of Conduct Committee and ACFID welcome Alicia Toohey, the incoming ACFID Code of Conduct Compliance Officer. Alicia is a Chartered Accountant with a background in auditing, and not-for-profit experience. Alicia commenced work with the Code Management Team on Mon 23 Mar 09, and will work part-time on Mondays, Wednesdays and Fridays.

Alicia Toohey [atoohy@acfid.asn.au](mailto:atoohy@acfid.asn.au), 02 6281 9217

## Code Review Update

A Melbourne based firm (details to be announced shortly), has been engaged to conduct the review of the content of the Code. The Terms of Reference for this project have been developed, and the project's detailed methodology and work plan will be established by the end of Mar 09.

The actual review process will commence early in Apr 09, and will involve a comprehensive consultation period with all key stakeholders including Code Signatories. The review is likely to run for 4-5 months, and the intent is to bring the review to fruition at ACFID's Council meeting at the end of Oct 09.

If you wish to view the Terms of Reference, or have any questions regarding the review of the content of the Code, please contact the Code Management Team on 02 6281 9222 or at [code@acfid.asn.au](mailto:code@acfid.asn.au)

## Revised Financial Reporting Requirements for all Code Signatories

The Code of Conduct Committee's "revised financial reporting requirements" project is well advanced. The explanatory notes in support of Clause 4.1 and Section 5: Finances of the Code's Guidance Document have been rewritten in their entirety. Technical feedback from RSM Bird Cameron has been incorporated into the revised draft documents. The consultation process with key stakeholders, including more than 50 *selected* and *registered* Code Signatories, has begun. Responses from stakeholders are due to reach the Code Management Team by 5 May 09.

This project is on track for introduction of the "revised financial reporting requirements" from 1 Jan 10, noting that Signatories will *not* be required to report in the revised reporting format until:

- Jan-May 11 (for FY 1 Jan 10-31 Dec 10),
- Jul-Nov 11 (for FY 1 Jul 10-30 Jun 11), and
- Oct 11-Feb 12 (for FY 1 Oct 10-30 Sep 11).

Notwithstanding these forecast timeframes, *Signatories will be encouraged to adopt the revised reporting formats sooner if possible.*

If you haven't registered and would like to be part of this consultation, please notify Greg Molyneux via email [gmolyneux@acfid.asn.au](mailto:gmolyneux@acfid.asn.au) or phone 02 6281 9220, to ensure your agency is represented in this important project.



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## **New Compliance Self Assessment Process**

The new Compliance Self Assessment Checklist and Action Plan are the latest compliance tools developed by the Code of Conduct Committee for Signatories.

The comprehensive Checklist and Action Plan will enable Signatories to monitor and report on their compliance with *all* aspects of the ACFID Code of Conduct (other than Annual Report and financial reporting requirements, which will continue to be assessed separately by the Code Management Team).

The implementation plan for *current* Signatories is to introduce the compliance self-assessment process on a voluntary basis in 2009/10 (from 1 Jul 09), and then on a mandatory basis in 2010/11 (first mandatory completion will be due in Nov 10 in conjunction with the submission of Annual Report and financial reporting information).

The implementation plan for *new* applicants for Code Signatory status is to require new applicants to complete their compliance self-assessment concurrently with their application for Code Signatory status, effective from 1 Jul 09. Those new applicants that do not meet all Code compliance requirements at the time of their application will continue to be entitled to 12 months to meet all requirements.

The compliance self-assessment process will be conducted and managed on-line, and will be available on-line from 1 Jul 09. All Signatories are strongly encouraged to undertake an initial assessment during the financial year 2009/10, prior to it being introduced on a compulsory basis from 1 Jul 10.

An education session on the new compliance self-assessment process will be conducted in conjunction with ACFID's 10-12 Nov 09 MIF program.

If you have any questions regarding Compliance Self Assessment, please contact Helen Vogt, Program Administrator on 02 6281 9222 or at [hvogt@acfid.asn.au](mailto:hvogt@acfid.asn.au).

## **Compliance Working Group**

The next Code of Conduct Committee Compliance Working Group meeting is scheduled for Tue 2 Apr 09. If your organisation has received a request for information, please ensure the information is submitted to the Code Management Team by Friday 27 Mar 09.

If you have any questions regarding your organisations compliance, please contact the Code Management Team on 02 6281 9222 or at [code@acfid.asn.au](mailto:code@acfid.asn.au).

## **Do you have the latest version of the Guidance Document?**

A Dec 08 version of the Guidance Document is now available. The Dec 08 version incorporates refinements made to the explanatory notes supporting Clause 2.6 (Child Protection), Clause 2.7 (No Strings Attached) and Clause 6.4 (Gender Equity).

The Dec 08 version of the Guidance Document is available online at:  
<http://www.acfid.asn.au/code-of-conduct>

## ACFID Training Program

### Upcoming training

- **Advocacy Training**  
The aim of this training is to examine the secrets behind effective lobbying approaches and build skills for advocacy engagement in Canberra. Wed 18 Mar 09 (Sydney)
  - Tue 24 Mar 09 (Melbourne)
  - Fri 27 Mar 09 (Sydney)
- **Monitoring & Evaluation**  
For more information on this training, please contact Renata Zanetti on 02 6281 9229.
  - Wed 29 & Thu 30 Apr (Sydney)
  - Tue 5 & Wed 6 May (Melbourne)

For registration details and more information see: <http://www.acfid.asn.au/training/acfid-training>

### Next Code of Conduct Committee Meeting

The next Code of Conduct Committee meeting is scheduled for Thu 21 May 09.

### Promote your status as a Code Signatory

As Signatories, you can promote your organisation's commitment to the Code by using the **Code of Conduct Logo** (as below) on your publications, website and handouts. Please note that Code Signatories that are not also ACFID members should **only** use the Code of Conduct logo and not the ACFID logo on their websites and promotional materials.



Publicising your status as a Code Signatory shows donors that you belong to a network that is committed to accountability and transparency.

To get a copy of the Code logo, or for any advice about the use of the logo, please contact the Code Management Team.

**ACFID Code of Conduct Logo: *guidance for use by Signatories*** This document provides examples of how information about the logo can be personalised for use by ACFID members or Signatory organisations.

### 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 9217 Alicia Toohey

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

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

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)