

Australian Council for International Development



Annual General Meeting 2023

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1. Agenda

Item	Timing	Item	Speaker
1	4:20 - 4:25	Progress of Meeting and Rules	Nicola Gleeson
2	4:25 - 4:30	Welcome and Apologies	Matthew Maury
3	4:30 - 4:35	Minutes of AGM held on 2 nd November, 2022	Matthew Maury
4	4:35 - 4:45	President and Chief Executive Report	Matthew Maury Marc Purcell
5	4:45 - 4:55	Finance Report	Jane Edge - VP Finance
6	4:55 - 5:05	Membership Report	Matthew Maury
7	5:05 - 5:15	Code of Conduct Committee Report	Alan Cameron - CCC Chair
8	5:15 - 5:20	Election Results for ACFID Board and Code of Conduct Committee	Nicola Gleeson
9	5:20 - 5:40	Resolutions - ACFID Code of Conduct	Alan Cameron - CCC Chair
10	5:40 - 5:45	Resolutions from Members	Matthew Maury
11	5:45 - 5:50	Vale Betty Hounslow	Kate Lee
12	5:50 - 5:55	Other Business	Matthew Maury

2. Welcome and Apologies

3. Minutes of the Annual General Meeting 2022

ACFID Annual General Meeting

Minutes of the meeting Wednesday 2nd November 2022

Hybrid AGM – via Zoom and face-to-face representation

Attendees: ACFID Council and Representatives (see attendance list register).

Attending Board Members: Susan Pascoe; Marc Purcell; Rosie Wheen; Jane Edge; Matthew Maury; Dermot O’Gorman; Michelle Higelin; Sureka Goringe; Shane Nichols; Christian Nielsen; Lyn Morgain; Mat Tinkler

Apologies: No apologies

Proxies: Acknowledgement of proxies (see proxy register)

1.	Progress of Meeting and Rules	
2.	Welcome and Apologies	<p>President, Susan Pascoe, welcomed delegates to the 57th ACFID Annual General Meeting.</p> <p>Meeting opened at 2.05 pm AEDT.</p> <p>Susan gave an acknowledgement of country, meeting on the country of the First Nations People, paying respects to elders, past, present, and emerging. Ngunnawal, Wurundjeri, Gadigal</p> <p>The meeting was quorate. Susan introduced the Board members.</p> <p>Notes regarding apologies:</p>
3.	Minutes of previous AGM held on 8th November 2021	<p>Susan moved that last year’s AGM minutes (meeting held 8th November 2021) be accepted.</p> <p>Moved: Susan Pascoe</p> <p>Seconded: Christian Nielsen</p> <p>Motion: Carried</p>
4.	President and Chief Executive Report (see Annual Report, pages 8-9).	<p>Speaking to the item, the President, Susan Pascoe:</p> <ul style="list-style-type: none"> Noted the COVID-19 pandemic continues to disrupt business. However, ACFID continued to move forward with the 2022 ACFID Conference, supporting the DPC, assessing 170 members for membership, and delivering learning content and resources to members Noted that the DPC instituted a framework and report on yielding and wielding power; continuing its work on locally-led development Noted that the ACFID staff lead on climate work with a pilot program with CSIRO on science-based climate solutions; a robust climate framework and resource hub; and a Pacific climate brokering partnership program Noted that ACFID leadership hosted three electoral forums with the major Australian political parties

		<p>during the election campaign; advocacy on development finance, humanitarian aid funding, and development priorities</p> <ul style="list-style-type: none"> • Acknowledged that ACFID's advocacy resulted in positive news in the 2022 October Budget released by the current government; ongoing positive relationships with Minister Penny Wong and Minister Pat Conroy <p>The President further acknowledged and thanked:</p> <ul style="list-style-type: none"> • DFAT and DFAT staff for their support and extended his thanks to staff and volunteers who participate in ACFID's many Communities of Practice and other Committees. • Marc Purcell for his leadership, and his deep commitment to the sector and supporting members in a difficult year. • ACFID staff and colleagues on the ACFID board for their diligence, clear thinking and working together to navigate difficult issues. <p>ACFID's CEO, Marc Purcell, addressed the meeting, noting:</p> <ul style="list-style-type: none"> • During the fall of Kabul, Afghanistan, ACFID initially lobbied for \$100M for humanitarian assistance for the Afghani people, Later, ACFID continue to lobby for a further \$40M in assistance. ACFID also supported its members by connecting Afghani in-country staff with refugee services and legal support in Australia. This included lobbying for local Afghani staff as priority group for asylum, and mediating with DFAT to ensure that Australia humanitarian services could continue to operate in Taliban-controlled areas in Afghanistan • Nine policy briefs delivered, including on gender and climate. In particular, policy brief 'Development for All' served as an election platform for the Labour government. Now ACFID works with Minister Penny Wong and Minister Pat Conroy through their new development policy process. This includes supporting DFAT as it assesses staff capacity and skill in delivering development mandates. • 26 learning opportunities delivered to 4900 people through the ACFID website and learning portal; ACFID database updated, and new ACFID website designed to comply with WCAG3 • Partnerships continued with ACMC (ongoing for 12 years), AP4D (second funding round), RDI Network (seeking incorporation). <p>The CEO further acknowledged and thanked:</p>
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		<ul style="list-style-type: none"> • The ACFID board for their stewardship during these difficult and turbulent times • Former staff, Mark Carpenter, and Tim Watkins for their contributions • Current ACFID staff for their efforts and ongoing contributions • ACFID members for participation, influence, and membership <p>The President opened the floor for comments and questions. No formal question posed, however comments in the zoom-chat reflected compliments to ACFID and its staff for their work.</p>
5.	Finance Report (see Annual report pages 44-52).	<p>Jane Edge, Vice President (Finance) updated the Council, noting:</p> <ul style="list-style-type: none"> • ACFID's good financial result for FY21/22 (see commentary annual report page 44-52) • The contribution and gratitude of ACFID's Finance and Audit Committee • Her gratitude to outgoing ACFID Business Director Mark Carpenter <p>The Vice President (Finance) also acknowledged several changes to income and expenses including:</p> <ul style="list-style-type: none"> • Increased income from AP4D's second round of funding • Decreased income from RDI Network's incorporation and loss of DFAT funding • Increased expenditure due to increased staffing costs, travel, and unanticipated costs for election events • Continued investment in ongoing project 'Australian Development Standard' - a comprehensive refresh of the ACFID Code • Continued investment in a systems wide 'Digital Transformation Project' to upgrade secretariat access to technology <p>The Vice-President (Finance) moved that finance report be accepted. Moved: Jane Edge Seconded: Matthew Maury Motion: Carried</p>
6.	Membership Report (see AGM papers attached)	<p>Rosie Wheen, Chair of the Memberships Admission Committee (MAC), spoke to the Membership Report, noting:</p> <ul style="list-style-type: none"> • A very engaged membership supporting each other through difficult and turbulent times • The contribution and gratitude to Effectiveness and Engagement Team Director, Jocelyn Cordon, and her team

		<ul style="list-style-type: none"> • Current ACFID membership numbers are 126 full and 21 affiliates, plus 5 interim full members • At the last AGM, 5 members ratified, 1 affiliate ratified • 4 members resigned from members since 2021 AGM and reasons cited for their departures included change of organisational direction and closing down. <p>The Chair (MAC) acknowledged the work of ACFID staff in assessing new member applications, the work of the applicant members and the intense journey involved with meeting ACFID's Code of Conduct, and the work of other Committees involved such as the Code of Conduct Committee (CCC), the MAC, and to ACFID Staff in supporting members interested in joining.</p> <p>The Chair (MAC) further acknowledged and thanked:</p> <ul style="list-style-type: none"> • The MAC members, ACFID Staff, and applicant members for their hard working in meeting the standards in the Code <p>The President, Susan Pascoe, then read out each recommendation on new member applications – A Liquid Future; Doctors Assisting in South Pacific Islands (DAISI); St John of God Outreach Services; Project Rozana; and REACH for Nepal Foundation.</p> <p>The President also acknowledged a conflict of interest between her role as ACFID President and her role as a Trustee of St John of God Outreach Services. The President confirmed her non-participation in any discussions or decision-making for St John of God Outreach Services.</p> <p>The Council grants full membership:</p> <p><u>A Liquid Future</u> Moved: Rosie Wheen. Seconded: Shane Nichols. Carried unanimously. No abstentions.</p> <p><u>DAISI (Doctors Assisting in South Pacific Islands)</u> Moved: Rosie Wheen. Seconded: Christian Nielsen. Carried unanimously. One member abstained.</p> <p><u>St John of God Outreach Services</u> Moved: Rosie Wheen. Seconded: Sureka Goringe. Carried unanimously. No abstentions.</p> <p><u>Project Rozana</u> Moved: Rosie Wheen. Seconded: Jane Edge. Carried unanimously. No abstentions.</p> <p><u>REACH for Nepal</u> Moved: Rosie Wheen. Seconded: Jane Edge. Carried unanimously. No abstentions.</p>
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		<p>Congratulations were extended to all. A short film was played introducing the new members, and the chat facility similarly reflected warm welcome from membership.</p>
7.	<p>Code of Conduct Committee Report (see AGM papers attached)</p>	<p>Alan Cameron, Chair of the Code of Conduct Committee (CCC), spoke to the Code of Conduct Report, noting:</p> <ul style="list-style-type: none"> • The Code Secretariat's continued work on 'Focus Areas' in Disability, PSEAH, and Environmental Sustainability across the Membership; focusing on developing educational materials, e-learning modules, and resources • Timely progression of the project, 'ACFID's 2022-2023 Code of Conduct Review'. Consultations have been conducted, initial findings and propositions for change now being disseminated across the Membership. Final recommendation to changes to the Code (if any) to be brought to the 2023 ACFID AGM for voting. • Continued work on engaging with of other standards across the globe; partnering with Pacific organisations, investing in exploratory project 'Australian Development Standard', building relationships with the Core Humanitarian Standards secretariat • The CCC are actively handling two complaints <p>The Chair (CCC) further acknowledged and thanked:</p> <ul style="list-style-type: none"> • The CCC members for their contributions and services, in particular outgoing committee members, Rebecca MacFarling, Bandula Gonsalkorale and Nimarta Khuman • Resigned CCC member, Karen Kandur for her significant contribution <p>The Chair (CCC) welcomed new CCC members, Merewyn Foran from Hagar Australia, and Peter Woods the Australian Community Member.</p> <p>The Chair (CCC) asked that Code of Conduct report be accepted.</p> <p>Moved: Michelle Higelin Seconded: Christian Nielsen Motion: Carried</p> <p>The President opened the floor for comments and questions. No formal question posed.</p>
8.	<p>Election Results for ACFID Board and Code of Conduct Committee</p>	<p>ACFID Board</p> <p>Chris Johnson provided a verbal update to the Council. The following people resigned from the Board:</p> <ul style="list-style-type: none"> • Christian Nielsen, Live & Learn • Susanna Legana, Plan International Australia

		<ul style="list-style-type: none"> • Dermot O’Gorman, World Wide Fund for Nature (WWF) <p>The following people were elected to the Board:</p> <ul style="list-style-type: none"> • Lyn Morgain, Oxfam Australia • Shane Nicholas, Good Return Australia • Thenu Herath, Oaktree Foundation • Graham Strong, World Vision Australia • Ben Thurley, International Nepal Fellowship Australia <p><u>Code of Conduct Committee</u></p> <p>Chris Johnson provided a verbal update noting the two elected CCC members, Adam Hedegus and Josh Edwards were elected unopposed. Congratulations were extended.</p> <p><u>ACFID President</u></p> <p>Rosie Wheen, Chair of the Memberships Admission Committee (MAC), recommended current ACFID President, Susan Pascoe, to be elected for second term.</p> <p>The Council elected unopposed Susan Pascoe as ACFID President for a second term. Congratulations were extended.</p>
9.	Resolutions from Members	<p>There was a single proposed resolution this year, as listed in the AGM papers.</p> <p>1. <u>Resolution on De-colonisation, Anti-racism, and Locally Led Action</u></p> <p>Mover: Christian Nielsen, CEO, Live & Learn</p> <p>Christian spoke to the Motion, summarising the resolution as:</p> <ul style="list-style-type: none"> • Aligned with the principles stated in ‘Charter for Change’ • A response to civil societies and their priorities for ‘transferring power’ between ANGOs and local, in-country leadership; standing in solidarity with the people in the countries that ANGOs work in • An 8-part resolution addressing the need for international development to recognise its past; work towards removing barriers (systemic and programmatic) to locally-led development; acknowledging the differences in perception of ‘leadership’ in the local context; and challenging the current power imbalances and disregard for Indigenous knowledge • A commitment for ACFID and its members to focus and improve their understanding on practical approaches and solutions in implementing a localisation agenda <p>Seconded: Sureka Goringe (Uniting World) and Peter Walton (CARE Australia)</p>

		<p>Opposed: None opposed</p> <p>Abstained: Graham Strong (World Vision Australia)</p> <p>Motion put to the Council for voting: no votes against, one abstention – motion carried</p>
10.	Vale Paul O'Callaghan	<p>ACFID President, Susan Pascoe invited ACFID CEO, Marc Purcell to provide a Vale for Paul O'Callaghan.</p> <p>Marc Purcell acknowledged Paul O'Callaghan's significant services and legacy to the humanitarian and international development sector, as well as, the disability sector, and for ACFID.</p> <p>Paul O'Callaghan was the executive direction of ACFID, a board member of ACFID, former CEO of Caritas, deputy CEO of National Disability Services, and CEO of Catholic Social Services Australia.</p> <p>In addition to his leadership roles, Paul was valued for his witty humour, warm and generous spirit, and his passion for justice and human rights.</p> <p>During his leadership at ACFID, he utilised his diplomatic skills to heal and improve ACFID's and the government's relationship. During the Howard administration, international development, the government, and public confidence were 'at an all time low'.</p> <p>Paul led the sector's response on the Asian Tsunami, appearing in joint public appearances and issuing joint communique with the Howard government. Not only did this improve public accountability, but contributions from the government and public for that disaster is the highest in history.</p> <p>Paul also championed the Make Poverty History movement in Australia, and campaigned the then Labor party-elect, Kevin Rudd to increase development funding.</p> <p>His advocacy in disability saw the formation of the ADDC, and the lobbying of inclusive development on AusAID's agenda. Inclusive development is now a key issue in development, with renewed funding as of October 2022.</p> <p>Paul is survived by his wife, and three children.</p>
11.	Other Business and Meeting Close	<p>The President, Susan Pascoe, called for any further matters from the floor, one was received.</p>

		<p>ACFID CEO, Marc Purcell raised the matter of organisational change within ACFID's management team. The ACFID CEO then acknowledged and thanked Chief of Advocacy and Policy, Jess Mackenzie; Chief of Operating Officer, Jocelyn Condon; and Business Director, Chris Johnson for their contributions during a transitional period at ACFID.</p> <p>The President then acknowledged and thanked Marc Purcell for his momentum, direction, and vision throughout difficult and turbulent times (COVID-19 and world affairs).</p> <p>The President also noted that the going forward, the ACFID Board would continue with both online, and in-person meeting with 50:50 ratio to retain flexibility, and to decrease budget spending and environmental impacts.</p> <p>The President invited everyone to remain engaged in order to participate in the ACFID Awards presentation happening after the close of the AGM.</p> <p>AGM was closed by the President, Susan Pascoe at 3.18pm AEDT.</p>
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4. President and CEO's Report – See Annual Report pp. 08-09

5. Finance Report – See Annual Report pp. 44-52

6. Membership Report

This report to Council contains an overview of ACFID's current membership, including organisations ratified at Council 2022, and a list of new applications for membership to be ratified at the ACFID AGM 2023.

In late 2022, and for the first half of 2023, ACFID deployed new systems and IT platforms, including an online membership application process. Whilst this did delay applications this year, we welcomed the first cohort of applicants through the new system in July 2023. Concurrently, the organisations presented to you today, graciously worked across both our old and new systems and we thank them and all our members for your patience as we transferred.

1. Membership Overview

a. Membership numbers at Council 2023

On the 18th October 2023, ACFID's current membership is comprised of;

- 123 Full Members
- 21 Affiliate Members
- 4 Interim Full Members
- 1 Interim Affiliate Member

b. New ACFID Members passed at Council 2022

At ACFID Council 2022, 5 organisations were ratified as Full Members.

c. Membership Resignations since Council 2022

Since Council 2022, 8 organisations have resigned from ACFID Full Membership. These were:

- World Hope International
- Motivation Australia
- Australian Cervical Cancer Foundation
- Business for Development
- Australian Mercy
- PLUS Education
- Beyond the Orphanage
- Global Development Group

These organisations resigned for a variety of reasons including:

- Change of direction as an organisation;
- Mergers;
- Closing Australian operations;
- Financial difficulty.

2. Applications for Membership

For ACFID Council's 2023 consideration, there are **4 new applicants** for Full Membership and **1 applicant** for Affiliate Membership. All applicants have been granted Code Signatory Status by the Code of Conduct Committee and Interim Membership by the ACFID Board.

The summary information about these organisations is found on the following pages.

3. Recommendations

Recommendation 1:

That the Council grants Litehaus International, Full Membership of ACFID;

Recommendation 2:

That the Council grants the Australian Afghan Hassanian Youth Association, Full Membership of ACFID;

Recommendation 3:

That the Council grants Worldshare Australia, Full Membership of ACFID;

Recommendation 4:

That the Council grants Mercy Ships Australia, Full Membership of ACFID;

Recommendation 5:

That the Council grants Women's Plans Foundation, Affiliate Membership of ACFID.

ACFID Member Applicants - Summary Information

FULL MEMBERS

Organisation Name: Litehaus International
Location: Wulguru QLD
Board Chair: Dr Nathan Groenhout
CEO: Jack Growden

Applicant profile

LiteHaus International is an Australian NGO and registered charity which exists to remove barriers to quality education. Identifying digital inequality as a major constraint to learning, we work on bridging the digital divide in the classroom and for students at home across Papua New Guinea, the Philippines and Australia. Believing that a quality education can only be a digital education in today's world, their development programs focus on filling this critical resource gap. They envision a digitally literate global society in which technology enables people to achieve their dreams.

History: LiteHaus International was founded in 2017 by Jack Growden after he saw that schools in Papua New Guinea did not have any technology to offer the students. Learning that 3,500 primary schools across the country were in the same predicament, Jack donated his own personal laptop to the Kuta Primary School and promised to come back with twelve more to build a computer lab. It was from this promise that LiteHaus International was founded and since that day, the organisation has grown rapidly to provide digital learning tools and opportunities to more than 100,000 people.

Nature of aid/development activities: Digital Infrastructure Program within Papua New Guinea's education system. Digital classrooms in primary and secondary schools across Papua New Guinea and the Philippines.

Country/Region Focus of Work:

- Papua New Guinea
- Philippines

Organisation Name: Australian Afghan Hassanian Youth Association (AAHYA)
Location: Sydney, NSW
Board Chair: Sayeed Gulbahar Karimi
CEO: Sayeed Gulbahar Karimi

Applicant profile

AAHYA assists newly arrived communities and CALD groups, providing them a space that is culturally safe, familiar and appropriate, acting as a bridge that facilitates their access to mainstream service providers and programs. Their reach extends internationally to assist disadvantaged families and communities where resources for education, employment and social security is limited. The main aim for overseas operation is to empower women who lack education, self confidence and employment/skills.

History: AAHYA was established in 2006 to support Afghan asylum seekers and refugee youth and families in their settlement journey.

Nature of aid/development activities: Building schools, educational and employment services for women, women's empowerment programs, food and clothing relief.

Country/Region Focus of Work:

- Pakistan
- Afghanistan
- Australia

Organisation Name: Worldshare Australia
Location: Sydney, NSW
Board Chair: Glen Richardson
CEO: Dr Glyn Henman

Applicant profile

Worldshare's purpose is to see lives transformed and hope restored across the world through education, health and sharing the Christian gospel.

In 1943, the China Native Evangelistic Crusade was established in China, with a focus on establishing local national-led partnerships. 10 years later, the voluntary-run Australian Council for China Native Evangelistic Crusade was established in South Australia, eventually adopted the new name of Christian Nationals Evangelism Commission. In April 1983, CNEC established its Christian Nationals Developing Countries Aid Fund to distinguish the aid focused partnerships from the Christian mission-oriented partnerships. In 2013, CNEC in Australia formally became Worldshare Australia. Today, in 2023, Worldshare Australia serves approximately 12,000 people through 7 national led partnerships in 5 countries.

Nature of aid/development activities:

Health: including HIV/Aids, food insecurity, WASH, nutrition.

Education: including micro-finance and business, vocational training for refugees, agricultural, early childhood.

Country/Region Focus of Work:

- DR Congo
- Uganda
- India
- Cambodia
- Indonesia

Organisation Name: Mercy Ships Australia
Location: Caloundra, QLD
Board Chair: Richard Wankmuller
CEO: Alan Burrell

Applicant profile

Mercy Ships is an international development organisation that deploys hospital ships and volunteers to developing nations – improving the quality of life for people living with the diseases of poverty, disfigurement, and disability, through direct medical services, in-country projects, and building the capacities of healthcare systems to meet the needs of the future. Mercy Ships has run highly successful projects with a similar operational model in over 70 countries and has provided more than US\$1.53 billion in developmental health services treating more than 2.86 million direct beneficiaries and over 108,000 free surgical procedures.

History: Mercy Ships was founded in 1978 by Don and Deyon Stephens in Lausanne in Switzerland. The first ocean liner acquired was the Victoria, which was purchased at a gift value of US\$1 million. The nine-deck vessel was transformed into the hospital ship MV Anastasis over a four-year period. In

1983, the MV Anastasis began operations in the South Pacific, then moved to Central America and the Caribbean Sea in the mid-80s. Since those days, the organisation has grown and added more ships to the fleet, with the newest ship, the MV Global Mercy being the world's largest purpose-built non-governmental hospital ship.

Nature of aid/development activities: Direct Medical Services, Education, Training, Mentoring, Advocacy, Medical Capacity Building, Agricultural Development, Medical Equipment Donations, PPE Supplies
Emergency Relief

Country/Region Focus of Work:

- Asia Pacific
- Sub-Saharan Africa
- DFAT declared developing countries
- Declared emergency's zones

AFFILIATE MEMBER

Organisation Name: Women's Plans Foundation
Location: Hunters Hill, NSW
Board Chair: Jane Malcolmson
CEO: Evan Oppen

Applicant profile

Women's Plans Foundation is a charitable trust raising funds for family planning as an integral part of overseas aid programs in developing countries in the Asia Pacific region. These funds are primarily used for grants to DFAT accredited NGOs that deliver high quality family planning services and facilitate take-up of modern contraceptive methods. Women's Plans advocates that voluntary use of modern family planning methods is an enabler of economic opportunity for women, their families and their communities. That every women who wants to manage their fertility - to delay, space and limit their pregnancies - should have the right to choose, and the ability to access, modern family planning methods.

History: Alice Oppen OAM is the founder of Women's Plans Foundation and was Chair since its inception; however, a transition in leadership took place in August 2022. Alice is now Women's Plans Foundations Founder and Patron, Jane Malcolmson is the Chair. In 2002, Alice asked some close friends if they would join her in donating for family planning in overseas aid. They replied that we could do better in joining forces and getting many to donate. And so, Women's Plans was born to stimulate advocacy, education and fundraising for women's access to family planning in overseas areas where women's roles are limited by continued childbearing, and sustainability is at risk. Women's Plans Foundation was established as a charitable trust in 2004 - raising funds for family planning as an integral part of overseas aid programs. In 2015, The Women's Plans Foundation Limited (a company limited by guarantee) became the trustee of the Foundation in place of the individuals who had been acting as trustees prior to that time.

Nature of aid/development activities: Financial grants to DFAT accredited Australian NGOs.

Country/Region Focus of Work: Developing countries in the Asia-Pacific region

7. Code of Conduct Committee Report to the ACFID AGM 2023

I pay my respects to the Gadigal people and their elders past and present and acknowledge that we are meeting today on their country.

This has been a busy and exciting year for the CCC, with our focus mainly on the review of the ACFID Code of Conduct. The review has been an important moment to pause and celebrate the ongoing commitment of ACFID's members to transparent, accountable and effective practice. It is clear that the Code is well respected and valued by ACFID's members and across the sector.

As you know, the ACFID Code belongs to you, ACFID's members, and I want to take this opportunity to thank you for your contributions to the review process, and to ensuring the Code remains relevant, useful and credible. The CCC has been encouraged by the thoughtful and positive conversations that have been held with ACFID's members, particularly on important issues including locally-led development and humanitarian action, climate change and racial justice. The feedback and input from your organisations have helped ensure the Code continues to reflect high standards of practice and provide assurance to the communities and other stakeholders you work with.

After 12 months of consultation and drafting your organisations will be asked to approve the amendments to the Code a little later this afternoon and I commend these to you. I encourage you to continue discussing the Code within your organisation, with other Members and the ACFID team. There will be further information and learning sessions in a couple of weeks and early next year for those who want to better understand the amendments or who have questions about the revised Code.

Thank you to those who helped support the review, Julianne Rose and Andrew Johnson from Social Economy Group, and Michelle Pearce, from Social Business Consulting and ex-CCC member, who provided valuable expertise and guidance to the Committee throughout the process.

Beyond the Code review, this year the Committee met with a range of individuals and groups to promote the Code and to discuss current issues relevant to the sector and standard setting. In February, we met with Hon. Dr Andrew Leigh, Assistant Minister for Competition, Charities and Treasury. This was an opportunity to discuss key regulatory issues facing Australian charities and potential opportunities to collaborate on high-risk areas including safeguarding.

The Committee also met with senior representatives from DFAT's NGO Performance & Quality Section to discuss the outcomes of the ANCP Evaluation, and DFAT's role in supporting locally-led action and the use of self-regulatory standards in the Pacific region. The CCC remains engaged with the ongoing refresh of the DFAT Accreditation and Funding Policy and potential opportunities and implications for the Code.

To enhance our own knowledge of the barriers and enablers of locally-led action, the CCC were joined in February by Eranda Wijewickrama and Pamela Combinido from the Humanitarian Advisory Group, and we were also lucky enough to have Emeline Siale Ilolahia, Executive Director of PIANGO join as a guest for our meeting in February.

The Committee and the Code Secretariat have continued to review members' compliance with the CCC's three focus areas - disability inclusive development, the prevention of sexual exploitation, abuse and harassment (PSEAH), and environmental sustainability – through the annual Code Self-Assessment process. Opportunities to further strengthen members' understanding and compliance have progressed through the Code review process, ACFID's Communities of Practice and the development of further resources for members. Looking forward to next year, assuming the revised Code is approved today, the CCC and Code Secretariat will focus on the implementation and transition to the revised Code. Including developing tools and support for members in meeting and reporting on the new Code requirements. The CCC will be deciding on new focus areas, which will be shared with members next year.

The ACFID Code provides an independent mechanism to address concerns about ACFID's members and the CCC is responsible for investigating any complaints which relate to potential breaches of the Code. In the 2022-23 financial year a total of eleven complaints and enquiries were received, a slight increase from previous years. Of these, three were considered by the CCC and eight were processed as enquiries by the Code Secretariat. Of those considered by the CCC, 2 were reviewed and dismissed and 1 remains in progress. A record of complaints received by the CCC is available on ACFID's website, along with publicly available information about the complaints process.

I want to acknowledge and thank the members of the CCC who retired from their positions this year or whose terms were completed. In December, Renee Martin will conclude her second term on the Committee after serving 6 years, providing critical advice and expertise as the Program and Partnership Specialist. Joshua Edwards, elected member from Global Development Group, has served three years on the Committee and has stepped down as GDG are no longer ACFID members. We thank both for their valuable contributions.

This year we welcomed three new Committee members. Adam Hegedus from Educating the Future, Matthew Oxenham, who began his first term as the Accounting Specialist, and Hansika Bhagani, who joined the Committee in April as the Marketing and Communications Specialist.

To the other CCC members – Leah Odongo (Australian Lutheran World Service), Tricia Keys (Act for Peace), Trish Hopper (The Fred Hollows Foundation), Joshua Edwards (Global Development Group), Peter Woods (Australian Community Member) and Merewyn Foran (MSA Asia Pacific) - thank you for contributing to a dynamic and effective Code of Conduct Committee, and for your time and input in what has been a busy year.

In concluding, I wish to thank the Code Secretariat led by Jocelyn Condon, Emily Moreton, Paul Brunton and Whitney Yip. Without them and their support for me and the rest of the Committee, our work would not have been possible.

My thanks also go to Susan Pascoe, Marc Purcell and the Board for their support of the Code and the work of the CCC, the respect they show for the independence of the Committee, and our shared responsibilities in managing ACFID's Code of Conduct.

8. Election Results for ACFID Board and Code of Conduct Committee

Presented by Nicola Gleeson, Returning Officer

Verbal Briefing

9. ACFID Code of Conduct Review

ACFID has previously sent two formal notices of the resolutions arising from the Review of the ACFID Code of Conduct to be put to Members at the Annual General Meeting. The ACFID Code of Conduct forms part of the Rules and Objects of ACFID (also known as the Constitution). As required under Rule 13.5, the Code of Conduct may only be amended by Council.

As required under Rule 15 – Alterations to the Rules, members were notified more than 60 days prior to the meeting of the proposed resolutions.

The resolutions are:

Resolution 1: that Council **approve** the amended ACFID Code of Conduct as detailed in Document B. (Attachment B to this pack)

Resolution 2: that Council **endorse** the separate but linked Quality and Assurance Framework as detailed in Document C. (Attachment C to this pack)

As per Rule 15, resolutions must be approved at the meeting of Council in accordance with the Act. In accordance with Rule 6.3 (a), resolutions of a Council meeting must be passed with a majority of at least two-thirds of the votes cast in favour.

Along with these notices, five documents were attached, which make up the decision draft of the revised Code and accompanying explanatory materials.

- Document A: The resolutions that will be put to the Special General Meeting (Attachment A to this pack)

The decision draft:

- Document B: Revised ACFID Code of Conduct, (Attachment B to this pack)
- Document C: Quality Assurance Framework, (Attachment C to this pack)

The explanatory materials:

- Document D: Background and Rationale for the amendments (Attachment D to this pack)
- Document E: Frequently Asked Questions (Attachment E to this pack)

10. Resolutions

ACFID Resolution 1 /2023- Disability Equity & Rights

Preamble

- I. For more than a decade, Australia has been a global leader at the forefront of advancing disability inclusion in international development policy and practice and driving international momentum to include people with disabilities as key agents of development.
- II. Australia's leadership in this space has been hollowing out over recent years. There has been a lack of strategic direction, following the expiry of the second Development for All strategy in 2021, after it was extended beyond the original end point of 2020. Funding for disability inclusive development has also stagnated, and at times reduced.
- III. The most recent evaluation of Australia's investment in disability inclusive development, conducted by the Office of Development Effectiveness in 2018, found that while good progress was made in strengthening disability inclusion under the Development for All strategies, 'the Australian aid program is still far from being fully disability inclusive' and sustained efforts are central to Australia maintaining and advancing on the achievements made.
- IV. Since that time, the combination of the escalating climate crisis, the COVID-19 pandemic, and economic crises have had severe and ongoing impacts on people with disabilities in the Indo-Pacific, resulting in the risk and reality of them being left to fall even further behind in development efforts.
- V. The disability movement, with strong leadership from the Pacific, is calling for a step beyond tick box inclusion, toward equity and rights for people with disabilities. This is more than a seat at the table for people with disabilities, it is the shape of the table being changed to enable full and equal participation and leadership.
- VI. This shift toward equity and rights requires that disability equity is both the ultimate outcome and the point of origin of development approaches, driving investment and decision-making from the outset. That requires a significant shift in the scale and nature of Australia's engagement in disability equity throughout the development program.

Resolutions

Encourage Australia Government to:

- a. Ensure that the vision, commitments and resourcing of the forthcoming Disability Equity and Rights strategy are commensurate with the scale required to make measurable and substantive contributions toward equity and rights outcomes of people with disabilities in the Indo-Pacific region.
- b. Commit to establishing funding requirements and performance targets for disability equity that mirror those in place for climate change and gender equality which were identified, along with disability equity, as core areas for action in the Australian Government's new International Development policy.

Council resolves to:

- a. Acknowledge, in solidarity with the disability movement, the shift from a focus on inclusion to one on disability equity and rights and acknowledge that this comes from a desire to accelerate progress toward full and equal participation and leadership by people with disabilities.

- b. Continue to strengthen analysis, investment, and approaches toward disability equity across the Australian international development sector.

ACFID Resolution 2/2023 - Reinvesting in sustainable development for a safer world

Preamble

At the halfway point in the 2030 Agenda, progress on more than 50% of the Sustainable Development Goals is minimal, and progress on 30% of the SDGs has either stalled or gone backwards. The COVID-19 pandemic, climate change and conflict are having a devastating impact on development globally. This has been exacerbated by Russia's invasion of Ukraine, high inflation, and financing challenges for many governments. According to the United Nations, one in three countries is at high risk of being unable to finance their debt.

The Australian Council for International Development has welcomed the Australian Government's New International Development Policy. In particular, the sector welcomes the renewed commitment to the SDGs, and its explicit acknowledgement that sustainable development and lifting people out of poverty are required to achieve the policy's vision of a peaceful, stable and prosperous Indo-Pacific. However, any policy is only as effective as the resourcing devoted to its implementation.

The UN Sustainable Development Goals call on developed nations to achieve ODA contributions of 0.70% of GNI and work to eliminate global extreme poverty by 2030. 22 of Australia's closest neighbours are developing nations, and the Oceania region suffers from the second highest rate of extreme poverty in the world, behind only Sub-Saharan Africa.

Despite increases in recent Federal Budgets, Australia's ODA as a percentage of GNI is currently at an all time low of 0.20%. This is estimated to decrease to 0.18% by 2026-27, and on current forecasts will decline further to 0.14% by 2034-2035. Australia is currently 27th out of 31 countries on the OECD Development Assistance Committee rankings for aid generosity. Australia ranks lowest among its AUKUS, "Five Eyes" and Quad donor peers.

As a proportion of government spending, Australia has also never been less generous in its international development assistance. In the May 2023-24 Budget, ODA comprised just 0.70% of government spending. Ten years ago, we gave double this. In the 1970s, we gave almost three times as much.

In 2010, there was bipartisan support for a 0.5 per cent ODA/GNI target. In 2019, the Joint Standing Committee on Foreign Affairs, Defence and Trade's inquiry into Australia's aid program in the Indo-Pacific recommended the introduction of a legislated floor of 0.5 per cent of GNI funding. We note the recent resolution of the ALP National Conference to commit to "a plan and pathway" to achieve the target of 0.5% GNI for ODA.

Resolutions

At this critical moment in the trajectory of the 2030 Agenda, ACFID Council calls on the Government to:

- a. set out its plan and pathway to reach 0.5% GNI for ODA in the May 2024-25 Budget, including meeting the OECD DAC average of 0.36% by the end of a second term.

ACFID Council resolves to:

- a. Continue building bipartisan support for Australia's ODA budget, including by seeking commitments from all parties and independents for a development cooperation program that reflects our role in the world and the generosity of the Australian people who donate to many international development and humanitarian NGOs.
- b. Affirm that a clear plan for Australia to restore its international standing on development financing is critical to meeting urgent humanitarian and development needs, as well as Australia's pursuit of deep, meaningful partnerships in our region and beyond.

11. Vale Betty Hounslow

Presented by Kate Lee

Appendices

A. Code of Conduct Changes - formal notice of resolutions



ACFID Code of Conduct Review 2023

DOCUMENT A: NOTIFICATION OF RESOLUTION

Dear Head of Agency,

RE: Notification of Resolutions for ACFID AGM: Amended ACFID Code of Conduct 2023

ACFID will hold our Annual General Meeting (AGM) on 18 October 2023.

I am writing to you now to notify you of two resolutions that will be proposed at the AGM which arise from the review of the ACFID Code of Conduct.

The ACFID Code of Conduct forms part of the Rules and Objects of ACFID (also known as the Constitution). As required under Rule 13.5, the Code of Conduct may only be amended by Council.

As required under Rule 15 – Alterations to the Rules, you are hereby notified more than 60 days prior to the meeting of the proposed resolutions.

The resolutions are:

Resolution 1: that Council **approve** the amended ACFID Code of Conduct as detailed in Document B.

Resolution 2: that Council **endorse** the separate but linked Quality and Assurance Framework as detailed in Document C.

As per Rule 15, resolutions must be approved at the meeting of Council in accordance with the Act. In accordance with Rule 6.3 (a), resolutions of a Council meeting must be passed with a majority of at least two-thirds of the votes cast in favour.

What will you need to read prior to voting at the Annual General Meeting?

- Document A: The resolutions that will be put to the Annual General Meeting

The decision draft:

- Document B: Revised ACFID Code of Conduct
- Document C: Quality Assurance Framework

The explanatory materials:

- Document D: Background and Rationale for the amendments
- Document E: Frequently Asked Questions

Please read the explanatory documents at the same time as you read the decision draft.

Why am I sending you these documents now?

Documents B and C were endorsed by the ACFID Code of Conduct Committee (CCC) and the ACFID Board at their respective meetings in July and August. As required by ACFID's constitution, I am circulating the notice of resolutions and the decision draft to all Members 60 days ahead of the Annual General Meeting on 18 October.

How is the revised Code and Quality Assurance Framework different from the current Code?

Overall, most of the Code remains the same. The purpose, objectives, values, architecture and the compliance mechanisms of the Code have not changed as a result of this review. The amendments that have been made to the Code are to a selection of the high-level Quality Principles and Commitments, and their related Compliance Indicators, Verifiers and Good Practice Indicators as outlined in the Quality Assurance Framework.

The amendments are based on the recommendations which arose from the initial consultation phase in 2022 and cover the following areas:

- Increased alignment with other standards and regulations relevant to ACFID members
- Key emerging issues: Climate Change; Locally-led Action; Anti-racism, racial justice and diversity; and, the Misconduct Disclosure Scheme
- Removing duplication and improving clarity and consistency

Further details can be found in Document D – Background and Rationale for the amendments.

How was the decision draft developed?

The purpose of the 2022-23 review was to make sure the Code and associated Quality Assurance Framework remains relevant, coherent, useful and credible to members and external stakeholders. This has been done through an extensive consultative process between August 2022 – June 2023 involving ACFID decision-making bodies, Communities of Practice, ACFID members and external stakeholders including DFAT and the ACNC.

The expertise of ACFID members, Communities of Practice and key ACFID Committees has been instrumental in drafting and refining the amendments through an iterative process. External consultants were engaged to provide advice on updates to the financial elements in the Code and opportunities to improve alignment with other standards and legislation.

How can you learn more about the decision draft?

ACFID is hosting a teleconference for CEOs and Chairs from Member agencies from 2 - 3pm on Monday 11 September. If you would like to join the teleconference, please [register here](#).

As the consultation period has now closed, the purpose of this session is to socialise the decision draft and answer any questions that members may have in the lead up to the AGM on 18 October.

If you have any questions about the process to date and next steps then, please contact Emily Moreton at emoreton@acfid.asn.au or Jocelyn Condon at jcondon@acfid.asn.au.

Given the thorough and participatory process to date and the quality of the amended Code and the benefits it will deliver to ACFID, its members and to members' stakeholders, it is my pleasure to commend the decision draft to you for ratification on 18 October 2023.

Warm regards,



Marc Purcell
Chief Executive Officer

B. Code of Conduct Changes - Revised ACFID Code of Conduct

ACFID Code of Conduct

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Introduction

This document contains the full text of the revised Code of Conduct. ACFID's members ratified the revised ACFID Code of Conduct and the separate but linked Quality Assurance Framework at the Special General Meeting on 1 December 2016. The revised Code of Conduct came into effect on 1 June 2017, with one revision taking effect 1 January 2019.

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Preamble

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. ACFID aims to lead and unite its members in action for a just, equitable and sustainable world.

The ACFID Code of Conduct is a voluntary, self-regulatory sector code of good practice. It was developed in 1997 and comprehensively revised in 2010, ~~and 2016~~ and 2023. The Code aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of ACFID's members. In conjunction with other aspects of ACFID's work, the effective delivery of the Code will contribute to the realisation of human rights and the delivery of the Sustainable Development Goals.

The Code sets standards for practice rather than standards for results. It goes beyond the minimum standards required by government regulation and focuses on good practice. It articulates ACFID's members' understanding of good organisational and development practice for NGOs involved in international development and humanitarian action. This articulation is informed by member's own experiences, the Istanbul Principles for Development Effectiveness, the Core Humanitarian Standard (CHS), the Global Standard for Civil Society Organisations (GS), the Universal Declaration of Human Rights and ACFID's vision, purpose and values.

The Code applies equally to organisations working in development responses and humanitarian responses. While it does not replace the need for members engaged in humanitarian responses to adopt and be assessed against the Core Humanitarian Standard, the Code is aligned with the approaches and style of the CHS and the GS. This enables interoperability and ease of interpretation across these other codes.

The Code provides assurance to all ACFID's members' stakeholders by enabling high standards of practice. A suite of compliance mechanisms is designed to ensure that all Code signatories are compliant with its requirements. It also contributes to continuous improvement through guidance for good practice and a range of professional development opportunities.

Values

The Code is underpinned by a set of values which inform the behaviours of all members all of the time. These values are translated into Quality Principles which are then translated into specific Commitments and associated Compliance Indicators. As such, the Quality Principles translate the Values into observable behaviours against which members can be held to account. Where necessary, the Values will be used to assist in both the interpretation and application of the Code. These Values are:

INTEGRITY

We act with honesty and are guided by ethical and moral principles in all that we do.

DOCUMENT B – Revised ACFID Code of Conduct

ACCOUNTABILITY

We take responsibility for our actions and are accountable to all our stakeholders, and in particular primary stakeholders, for our performance and integrity.

TRANSPARENCY

We openly share information about our organisations and our work to all our stakeholders and to the public.

RESPECT

We recognise the value and diversity of every person and are committed to treating others with due regard for their rights, dignity and integrity.

EFFECTIVENESS

We strive to deliver outcomes that bring about positive change in the lives of people living in poverty.

EQUITY

We are committed to overcoming prejudices and disadvantage and promoting fair and just access to resources and opportunities.

COOPERATION

We work with and alongside others in a spirit of mutuality, respecting diversity and difference in the pursuit of common goals.

Purpose and Objectives

PURPOSE

The Purpose is to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of ACFID's members.

OBJECTIVES

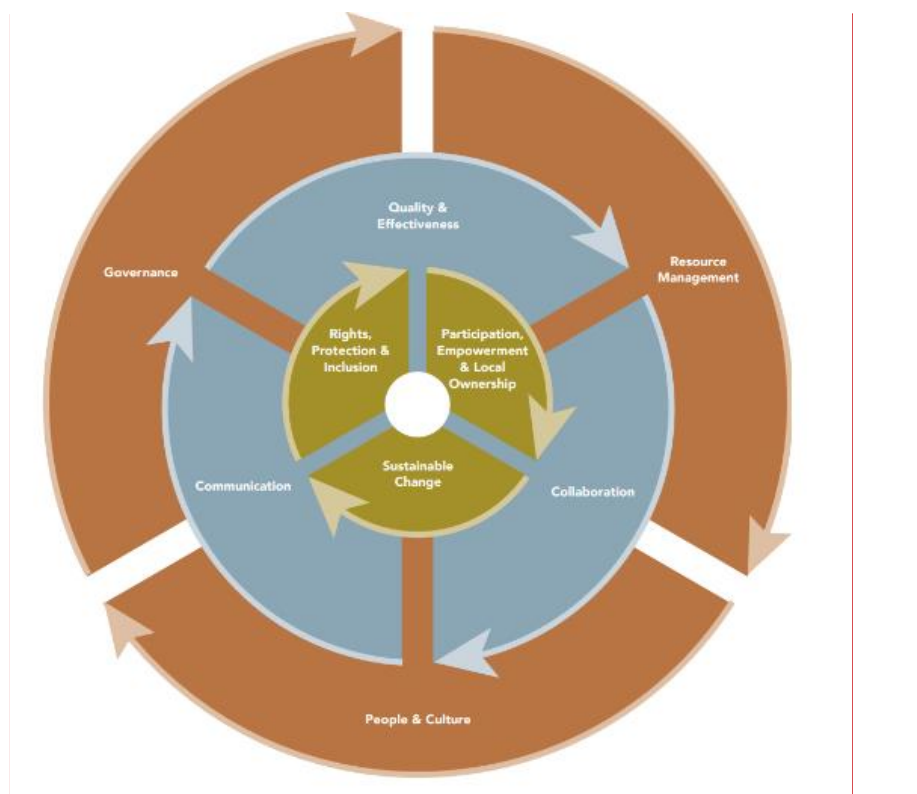
1. To enable high standards of practice by ACFID's members.
2. To provide assurance to the stakeholders of ACFID's members.
3. To enable self-regulation and influence external regulation of the sector.
4. To champion standards of good practice for a broad range of development organisations.

Architecture of the Code

The Code is structured within nine high level Quality Principles. They describe high level principles of practice that, taken together, contribute to quality development and humanitarian action outcomes and increased stakeholder trust.

Conceptually, the Quality Principles are grouped into three clusters as shown in Figure 1 and Table 1 below. The central cluster of Quality Principles represents the approaches we take to achieve effective development and humanitarian outcomes. The middle cluster represents the processes that underpin our approaches outlined in the central cluster. The outer cluster represents the organisational systems, processes and policies which provide the enabling environment to implement the processes and approaches of the other clusters.

FIGURE 1: CONCEPTUAL REPRESENTATION OF QUALITY PRINCIPLES



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TABLE 1: QUALITY PRINCIPLES THAT UNDERPIN EFFECTIVE DEVELOPMENT AND HUMANITARIAN OUTCOMES

The central cluster of Quality Principles represents the approaches we take to achieve effective development and humanitarian outcomes.
The middle cluster represents the processes that underpin our approaches outlined in the central cluster.
The outer cluster represents the organisational systems, processes and policies which provide the enabling environment to implement the processes and approaches of the other clusters.

Each Quality Principle has a set of associated Commitments. The Commitments are the behaviours that apply directly to ACFID's members and to which ACFID's members commit.

Each Commitment has associated:

- **Compliance Indicators:** These are pitched at a relatively high level of practice while still being achievable by the diversity of ACFID's members. Each of the Compliance Indicators has a Verifier which describes the evidence that is required to substantiate compliance. These Verifiers recognise the diversity of the ACFID's membership and the variety of ways that different members will demonstrate their compliance. Members must meet the Compliance Indicators in order to be considered compliant with the Code.
- **Good Practice Indicators:** These describe a higher standard of practice than that set out in the Compliance Indicators. Members may work towards achieving the Good Practice Indicators over time. Members do not need to meet the Good Practice Indicators to be considered compliant with the Code.

Members deliver the commitment by both complying with the relevant Compliance Indicators and working towards achieving the Good Practice Indicators over time.

The Compliance Indicators, Good Practice Indicators and associated definitions and templates form part of a Quality Assurance Framework which is separate from but linked to the Code itself.

The Code and its implementation by ACFID's members is further supported with the Good Practice Toolkit which provides additional examples of good practice, tools, templates and resources.

Governance of the Code

The Code is owned by the ACFID's members and the ACFID Council must agree to any changes.

ACFID's Code of Conduct is independently governed on behalf of the ACFID Board and ACFID Council by the ACFID Code of Conduct Committee (CCC). The CCC has autonomy in decision-making in regard to determining the Code signatory status of ACFID's members, compliance assessments and complaints handling. Only the CCC has authority to grant, suspend and revoke Code signatory status which is a pre-requisite for ACFID membership.

The Quality Assurance Framework is owned by the CCC. Any changes to the framework must be approved by the CCC following appropriate consultation with members and with advice and support from the Development Practice Committee and ACFID secretariat.

Any changes to the Quality Assurance Framework approved by the CCC are tabled at the ACFID Board with the Board retaining a right of veto. Changes become operative upon approval by the Board.

The Code Secretariat, located within the ACFID Secretariat, supports the CCC and undertakes administration and management of the Code.

Compliance with the Code

The Code is self-regulatory in that it was developed by and for not-for-profit agencies working in the development and humanitarian action sector. This means that the responsibility for compliance with the Code rests primarily with ACFID's members who self-assess against a set of verifiable Compliance Indicators. The governing body of each ACFID member has primary responsibility for verifying compliance with all Compliance Indicators. ACFID undertakes relatively limited external verification in line with this principle of self-regulation and in recognition of its limited resources.

The Code applies to ACFID's members and their international development and humanitarian programs. As signatories to the Code, ACFID's members certify that all parts of their organisation that are associated with international development and humanitarian initiatives operate in a manner that is compliant with the Code. It should be noted, however, that Code commitments relating to financial reporting apply to the entire legal entity of the ACFID member.

Satisfaction of all Compliance Indicators is necessary to achieve compliance with the Code. To be compliant with the Code, ACFID's members will have the required policies, processes, guidelines and documentation in place appropriate to the size and nature of the organisation and its work. They will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Members are expected to use all reasonable efforts to support their implementing partners to operate in a manner consistent with the Code of Conduct when delivering aspects of a member-supported initiative. There are some requirements which members must extend to partners through MOUs or similar including those relating to child safeguarding, separation of development and non-development activity, financial wrongdoing and complaints handling. These requirements are clearly articulated in the relevant Compliance Indicators and Verifiers.

COMPLIANCE MECHANISMS

Compliance with the Code is assured through a suite of mechanisms by which ACFID's members are bound. These compliance mechanisms are as follows:

- 1. Application for ACFID membership** – Applicants are required to submit a self-assessment of compliance against the Code and a range of key documents that are reviewed by ACFID.
- 2. Public commitment by ACFID's members** – Members are required to publicly promote their commitment to the Code and the Code complaints handling process on their website and via their annual report.
- 3. Continuous compliance** – Members are required to be compliant with the Code at all times. Members' governing bodies monitor their organisation's compliance with the Code and submit a declaration of compliance with the Code when they submit their triennial self-assessment to ACFID (see below). Member's governing bodies also submit their annual and financial reports to ACFID

each year, together with a statement which notes any exceptions to compliance which occurred during the previous year and actions undertaken to ensure that compliance is met.

4. Triennial assessment – Every three years, members complete and submit a self-assessment against both the Compliance Indicators and the Good Practice Indicators, their most recent annual report and financial report to ACFID, and documents that verify their compliance with a small number of selected Compliance Indicators. ACFID reviews members' self-assessment and supporting documentation and members are required to comply with any requested remedial actions.

5. Spot checks – ACFID's ongoing assessment of risk identifies any areas of potential non-compliance that may be detrimental to the interests of ACFID, its membership or the Code. ACFID undertakes spot checks of compliance in these areas as needed, including Emergency Appeal Website Compliance Checks.

6. Complaints Process – The CCC provides an independent mechanism to address a complaint made against a specific Code signatory organisation which is believed to have breached the Code. Members agree to be bound by the independent, accessible, fair and confidential ACFID Code complaints handling process by:

- complying with CCC requests for information within all reasonable time limits set
- where a breach of the Code is identified, complying with the corrective or disciplinary action agreed to with the CCC.

ACFID's members are required, as part of their compliance with the Code, to have a public complaints mechanism on their website.

NON-COMPLIANCE

If ACFID needs to verify compliance as a result of a complaint or a spot check, members will need to demonstrate that they have the necessary Verifiers in place and that they have been implemented in a manner appropriate to the size and nature of their organisation and work.

In the event of non-compliance, the member will be required to submit a plan that outlines how they will become compliant within a time frame of up to twelve months, or sooner if the area of non-compliance is considered higher risk, and that they will re-submit any required documentation at the end of that period. The onus is on the member to submit supporting documentation and ensure compliance within that period. If a member does not achieve compliance within that period, a set of sanctions may be implemented which extends to the suspension and revocation of Code signatory status.

Members will notify ACFID if they become aware of major transgressions against the Code in their own organisation or make a complaint to the CCC of major transgressions by other members.

ACFID will publicise any suspension or revocation of signatory status.

Quality Principles and Commitments

The Quality Principles and associated Commitments shown in Table 2 below form the core of the ACFID Code.

TABLE 2: QUALITY PRINCIPLES AND COMMITMENTS

QUALITY PRINCIPLES	COMMITMENTS
1. RIGHTS, PROTECTION & INCLUSION JUSTICE AND SAFEGUARDING Development and humanitarian responses initiatives respect and protect human rights and advance inclusion justice .	1. We respect and protect human rights, acknowledging power and resource inequities, systemic barriers and racism. 2. We respect and respond to prioritise the needs, voice , rights and inclusion of those who are in vulnerable positions and those who are affected by or experiencing marginalisation and exclusion. 3. We support people affected by crisis. 4. We advance the safeguarding of children. 5. We advance the safeguarding of those who are vulnerable to sexual exploitation and abuse exploitation, abuse and harassment .
2. PARTICIPATION, EMPOWERMENT & LOCAL OWNERSHIP- LOCALLY-LED ACTION AND INCLUSION Development and humanitarian responses initiatives enable sustainable change through the empowerment of local actors and systems by supporting local leadership and inclusive approaches .	1. We promote the participation of primary stakeholders seek to reduce power imbalances and invest in locally-led development and humanitarian initiatives. 2. We promote the empowerment of primary stakeholders. 2.3. We promote gender equality and equity. 4.3. We promote the empowerment of people with disabilities. 5.4. We promote the participation of children.
3. SUSTAINABLE- SYSTEMIC CHANGE, ENVIRONMENTAL SUSTAINABILITY AND CLIMATE ACTION Development and humanitarian responses initiatives contribute to the realisation of sustainable development systemic change , environmental sustainability and climate action .	1. We seek durable and lasting improvements in the circumstances and capacities of primary stakeholders. 1.2. We contribute to systemic change. 2.3. We promote environmental stewardship, and sustainability and climate action .
4. QUALITY AND EFFECTIVENESS Development and humanitarian organisations and responses initiatives are informed by evidence, planning, assessment and learning.	1. We articulate clear strategic goals for our work. 2. We analyse and understand the contexts in which we work. 3. We invest in quality assessment of our work. 4. We reflect on, share and apply results and lessons with stakeholders.
5. COLLABORATION Development and humanitarian responses initiatives are optimised through effective coordination, collaboration and partnership.	1. We respect and understand those with whom we collaborate. 2. We have a shared understanding of respective contributions, expectations, responsibilities and accountabilities of all parties.

	3. We invest in the sustainability and effectiveness of our collaborations and partnerships
6. COMMUNICATION Development and humanitarian organisations communicate truthfully and ethically.	1. We are truthful in our communications. 2. We collect and use information ethically
7. GOVERNANCE Development and humanitarian organisations are governed in an accountable, transparent and responsible way	1. We are not-for-profit and formed for a defined public benefit. 2. We meet our legal and compliance obligations. 3. We are accountable to our stakeholders. 4. We have responsible and independent governance mechanisms
8. RESOURCE MANAGEMENT Development and humanitarian organisations acquire, manage and report on resources ethically and responsibly.	1. We source our resources ethically. 2. We ensure that funds and resources entrusted to us are properly controlled and managed. 3. We report on the acquisition and use of our resources
9. PEOPLE AND CULTURE Development and humanitarian organisations manage and support their people fairly and effectively.	1. We have the human resource capacity and capability to deliver our work. 2. We protect, value and support our people. 3. We manage our people effectively and fairly. 4. We enable our people to conduct themselves professionally and according to our stated values.

C. Code of Conduct Changes - Quality Assurance Framework

Quality Assurance Framework

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Introduction

This document details the key elements of the Quality Assurance Framework. The framework is separate from but linked to the revised Code of Conduct. It should be read in conjunction with the ACFID Code of Conduct, and the guidance provided in the Good Practice Toolkit.

The Quality Assurance Framework includes:

- The Compliance Indicators, Compliance Verifiers and Good Practice Indicators for each of the Quality Principles and associated Commitments in the ACFID Code.
- The definitions of key terms used in the Code and/or in the Quality Assurance Framework.
- The definition of financial terms used in the Code and/or in the Quality Assurance Framework.
- The formats that members are required to use for their financial reports.
- The compliance mechanisms as summarised in the Code, which are elaborated in more detail in the Good Practice Toolkit.

- The continual improvement mechanisms – including the health check, the good practice toolkit and learning and development opportunities – as summarised in the Code itself, in the revised Good Practice Toolkit and reflected in ACFID’s Learning and Development Program.

This document includes the first four elements of the Quality Assurance Framework listed above. ACFID’s members ratified both the Code of Conduct and these elements of the Quality Assurance Framework at a Special General Meeting (SGM) on 1 December 2016. The ACFID Code of Conduct and the associated requirements of the Quality Assurance Framework came into effect on 1 June 2017. Changes to the Quality Assurance Framework are as approved by the Code of Conduct Committee on advice from the Development Practice Committee, and with the Board retaining a right of veto.

Commented [EM1]: To be updated.

Compliance Indicators, Verifiers and Good Practice Indicators

The following table details the Compliance Indicators, Verifiers and Good Practice Indicators for each of the Principles and Commitments in the ACFID Code of Conduct.

Compliance with the Commitments is assessed against the Compliance Indicators. All of the applicable Compliance Indicators must be met by every ACFID member if they are to be considered compliant with the Code. Members self-assess against the Compliance Indicators, with a targeted selection of those being verified by ACFID.

Each of the Compliance Indicators has one or more compliance Verifiers. Verifiers are the description of evidence that is required to substantiate compliance with each Compliance Indicator. Compliance Indicators which demand a more prescriptive approach because of regulatory requirements or high risk have verifiers with more detailed specifications. To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review. Where a Compliance Indicator requires members to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to these Compliance Indicators and Verifiers when working with partners this should also be undertaken commensurate to the size, nature and risk profile of the partner agency and the partnership.

Good Practice Indicators describe a higher standard of practice than that set out in the Compliance Indicator. Members may work towards achieving the Good Practice Indicators over time.

Members do not need to meet the Good Practice Indicators to be considered compliant with the Code. Rather, they provide a clear pathway for the strengthening and improvement of practice over time. Members self-assess against the Good Practice Indicators to provide themselves with a ‘health check’ of good practice. The data generated by the health checks is de-identified, aggregated and analysed by ACFID to help inform its learning and development program and to inform Code performance reporting to its members and to its stakeholders.

1. Rights, Justice and Safeguarding

Quality principle: Development and humanitarian initiatives respect and protect human rights and advance justice.

1.1 We respect and protect human rights, acknowledging power and resource inequities, systemic barriers and racism.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are Implemented and subject to Regular Review.

Compliance Indicators	Verifiers
1.1.1 Members demonstrate an organisational commitment to human rights.	Policy, statement or guidance document which commits members to human rights, noting that human rights are for everyone, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.
1.1.2 Members demonstrate an organisational commitment to the pursuit of racial justice.	Policy, statement or guidance document which commits members to the pursuit of racial justice.
1.1.3 Members contribute to the realisation of human rights in their development and humanitarian initiatives.	Development and humanitarian initiatives show evidence of linkages to the realisation of human rights.
1.1.4 Members protect primary stakeholders from discrimination, violence, abuse, exploitation or neglect based on an analysis of the context in which they are working.	Development and humanitarian initiatives consistently show evidence of strategies towards protecting primary stakeholders from discrimination, violence, abuse, exploitation or neglect as relevant to the context.

Good Practice Indicators

- A human rights or rights-based approach is integrated into programming.
- Training is provided to staff and volunteers on a rights based approach to development.
- Periodic evaluation and reflection on their rights based approaches is undertaken.
- Information about issues relating to human rights is promoted to the public and external stakeholders.

1.2 We prioritise the needs, voice, rights, and inclusion of those who are in vulnerable positions or experiencing marginalisation and exclusion.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
1.2.1 Members demonstrate an organisational commitment	Policy, statement or guidance document that commits the member to the inclusion and representation of those who are in

to the inclusion and representation of those who are in vulnerable positions and those who are affected by the intersecting drivers of marginalisation and exclusion.	vulnerable positions or experiencing marginalisation or exclusion – temporarily or ongoing.
1.2.2 Members' planning process prioritises the needs, voice, rights and input of those who are in vulnerable positions and those who are experiencing marginalisation and exclusion.	Design or planning frameworks, tools, templates that require or approaches that consistently show the consideration of the needs, rights and barriers to the inclusion of those who are in vulnerable positions and those who are experiencing marginalisation and exclusion in context-specific ways.
1.2.3 Members' monitoring and evaluation processes consistently incorporate the voice of those who are in vulnerable positions and those who are experiencing marginalisation and exclusion.	Monitoring and evaluation framework, tools, templates that require or approaches which consistently show evidence of the assessment of progress addressing the needs, rights and inclusion of those who are in vulnerable positions and those who are experiencing marginalisation and exclusion in context-specific ways.
1.2.4 Members consider the potential impact of their development and humanitarian initiatives with a view to preventing unintended harm.	Design or planning frameworks, tools, templates which require or approaches that consistently show the consideration of the potential for unintended harm and strategies to mitigate the risk of harm, including for those who are in vulnerable positions or experiencing marginalisation and exclusion.
Good Practice Indicators	
<ul style="list-style-type: none"> • Training is provided for staff and volunteers to understand the intersecting drivers of marginalisation and exclusion, exacerbating factors, and barriers to inclusion. • Initiatives that build the capacities of specific rights holders to understand and advocate for their rights are supported. • Information about issues relating to marginalisation and exclusion is promoted to the public and external stakeholders. 	

1.3 We support people affected by crisis.

The indicators and verifiers under this commitment are relevant to all members that support or undertake humanitarian initiatives.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
1.3.1 Members that support or undertake humanitarian initiatives are guided by the four Humanitarian Principles	Policy, statement or guidance document that commits the member to the Humanitarian Principles of Humanity, Impartiality, Independence and Neutrality
1.3.2 Members that support or	Policy, statement or guidance document that commits the

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undertake humanitarian initiatives work towards application of the Core Humanitarian Standard.	<p>member to working towards application of the Core Humanitarian Standard:</p> <ul style="list-style-type: none"> • aiming to fulfil all nine Core Humanitarian Standard Commitments • working to continuously improve systems, structures and practices to improve the quality and accountability of humanitarian initiatives, acknowledging where difficulties are encountered in fulfilling the Core Humanitarian Standard Commitments
<p>1.3.3 Members that deploy personnel for humanitarian initiatives participate in the Misconduct Disclosure Scheme.</p> <p><i>This indicator and verifier are relevant to members who are engaged in the deployment of personnel for humanitarian initiatives.</i></p>	Evidence of participation in the Misconduct Disclosure Scheme.
Good Practice Indicators	
<ul style="list-style-type: none"> • Staff and volunteers working on humanitarian initiatives have expertise appropriate to the nature and scale of response. • Seeking understanding of how partners approach the Core Humanitarian Standards' Nine Commitments and do whatever they can to work with them to implement the CHS commitments. • Members pursue verification for compliance with the Core Humanitarian Standard • Information and training for staff and partners on Standards for Child Protection in Emergencies is provided, and related compliance mechanisms established. • Evaluation and reflection on the effectiveness of supported humanitarian responses is undertaken. • Results of evaluations and reflections of humanitarian responses are shared with partners and external stakeholders. 	

<p>1.4 We advance the safeguarding of children.</p> <p><i>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to these compliance indicators and verifiers when working with partners.</i></p> <p><i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i></p>	
Compliance Indicators	Verifiers
1.4.1 Members demonstrate their organisational commitment to the safeguarding of children.	<p>Policy document applicable to all governing body members, staff, contractors, volunteers and visitors to projects, that includes:</p> <ul style="list-style-type: none"> • A commitment to effective leadership to enable the safeguarding of children. • Definition of a child as anyone under 18. • The reporting procedure for child exploitation and abuse suspicions or allegations, code of conduct or policy non-compliance, and sanctions that would be applied in the

	<p>event of breaches.</p> <ul style="list-style-type: none"> • A commitment to communication of the Child Safeguarding policy and procedures to all governing body members, staff, volunteers, visitors to projects and partners. • A commitment to report to any donors that require reporting under any funding agreements. • A commitment to providing child safeguarding training for personnel at induction and regularly thereafter depending on risk profile. • A commitment to preventing a person from working with children if they pose an unacceptable risk to children. • Approach to assessing risk and monitoring risk and child safeguarding processes of all activities. A commitment to the use of images and personal information for promotion, fundraising and development education which ensures the privacy and safeguarding of children. • The process for regular review of the policy, at least every 5 years. <p>Policy or procedures applicable to all governing body members, staff, contractors, volunteers and visitors to projects, that cover:</p> <ul style="list-style-type: none"> • Recruitment screening processes for all personnel in contact with children which include: <ul style="list-style-type: none"> ◦ Criminal record checks before engagement; statutory declarations of local legal equivalent where criminal record checks are unavailable or unreliable. Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship. ◦ Verbal referee checks. • The following additional screening measure for all personnel working with children: <ul style="list-style-type: none"> ◦ Behavioural-based interview questions. <p>Risk assessments of all activities including identification of risks and an outline of mitigations measures, which are regularly re-assessed.</p> <p>Employment contracts which contain:</p> <ul style="list-style-type: none"> • Provisions for the prevention of a person from working with children if they present an unacceptable risk to children. • Suspension or transfer to other duties for any employee who is under investigation and provision to dismiss any employee after an investigation. <p>Child safeguarding training is provided to all personnel, including on reporting procedures.</p>
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1.4.2 Members have a code of conduct that advances child safeguarding behaviours.	<p>A documented code of conduct that covers the following with regard to child safeguarding:</p> <ul style="list-style-type: none"> o Appropriate language, communications and behaviour. o Banning of alcohol and drugs. o Gifts to children. o Physical contact with children. o Banning of sexual relations with children. o Child labour. o Photos and images. o Reporting obligations. <p>The code of conduct must be signed by relevant governing body members, staff, contractors, volunteers and project visitors.</p>
1.4.3 Members have documented approaches to child safeguarding incident reporting and complaints handling that are child-focused, aligned with principles of privacy and that promote safety and dignity.	<p>Documented and accessible policies and/or procedures for:</p> <ul style="list-style-type: none"> • Child safeguarding incident reporting • Child-friendly complaints handling <p>These policies and/or procedures must be known by all personnel and:</p> <ul style="list-style-type: none"> • Cover: <ul style="list-style-type: none"> o How to report and respond to child exploitation and abuse suspicions and/or allegations. o The relevant roles and responsibilities of governing body, staff and volunteers. o How concerns or allegations of child exploitation, abuse, or non-compliance with the code of conduct or policy will be managed, including Sanctions that would be applied in the event of breaches. o How reporting obligations will be fulfilled. o Contact information to enable an external person to report. o Appointment of a child protection incident reporting focal person. • Reflect the following principles: <ul style="list-style-type: none"> o The safety and wellbeing of children and young people are prioritised. o Consistency with relevant legislation, including compliance with mandatory reporting responsibilities, privacy, and employment law. o Protection of all parties involved in the complaint of concern. o Confidentiality (as distinct from secrecy). o Expedient reporting. o Truthfulness. o Fairness. o Professionalism.
Good Practice Indicators	
<ul style="list-style-type: none"> • A child safeguarding focal person is in place who is responsible for child safeguarding systems. • Policies and/or procedures address all National Principles for Child Safe Organisations 	

- Compliance with or analysis of breaches of relevant safeguarding policies are periodically reported to the governing body
- Child safeguarding policies and practices are adapted to local contexts in collaboration with local stakeholders.
- Commitment to child safeguarding is promoted to the public and external stakeholders.

<p>1.5 We advance the safeguarding of those who are vulnerable to sexual exploitation, abuse and harassment.</p> <p><i>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to these compliance indicators and verifiers when working with partners.</i></p> <p><i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i></p>	
Compliance Indicators	Verifiers
<p>1.5.1 Members demonstrate their organisational commitment to the prevention of sexual exploitation, abuse and harassment.</p>	<p>Policy document that:</p> <ul style="list-style-type: none"> • describes the standards of behaviour for governing body members, staff, contractors, volunteers, visitors to projects and partners. • specifically prohibits sexual exploitation, abuse and harassment. • outlines how the policy is implemented throughout the organisation. • specifies the agency's reporting responsibilities where an incident is identified, including processes for reporting to local enforcement authorities, subject to the wishes and welfare of the complainant/survivor. <p>Appointment of a prevention of sexual exploitation, abuse and harassment focal person.</p>
Good Practice Indicators	
<ul style="list-style-type: none"> • Members limit the use of non-disclosure agreements in grievance processes. • Members display statements about their commitments to PSEAH and their complaints process in public places such as at head office and country offices and at project sites (in local language). • Members work with partners and communities to challenge attitudes which permit or excuse sexual exploitation, abuse and harassment, or other sex-based misconduct. • Members participate in the Misconduct Disclosure Scheme. 	

2. Locally-led Action and Inclusion

Quality Principle: Development and humanitarian initiatives enable sustainable change by supporting local leadership and inclusive approaches.	
2.1 We seek to reduce power imbalances and invest in locally-led development and humanitarian initiatives.	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
2.1.1 Members demonstrate an organisational commitment to locally-led action.	<p>Policy, statement or guidance document that commits the member to locally-led action.</p> <p>Evidence of naming and addressing power imbalances in organisational relationships relevant to the member's development and humanitarian initiatives.</p>
2.1.2 Members contribute to locally-led action in their development and humanitarian initiatives.	<p>Evidence of the voices and decision-making of local actors is consistently captured in:</p> <ul style="list-style-type: none"> • Design or planning framework, tools, templates or approaches. • Monitoring and evaluation framework, tools, templates or approaches • The allocation of resources (time, funds and people) throughout the project cycle • The design and evaluation of feedback and complaints mechanisms
2.1.3 Members have mechanisms in place to ensure primary stakeholders can contribute their ideas and feedback and influence decision-making about the initiatives that affect them.	Development and humanitarian initiatives consistently show evidence of the influence of primary stakeholders in planning, decision-making and evaluation.
Good Practice Indicators	
<ul style="list-style-type: none"> • Program and organisational information is accessible, in relevant local languages and in appropriate forms. • Training for staff, volunteers and partners on primary stakeholder participation in the development process and techniques to enable this participation in relevant ways is provided. • Resources (time, funds and people) are allocated to building the capacities of primary stakeholders to implement and lead their own capacity strengthening and development initiatives. • The representation of primary stakeholders in local leadership roles is promoted and supported. 	

2.2 We promote gender equality and equity.	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
2.2.1 Members demonstrate an organisational commitment to gender equality and equity.	Policy, statement or guidance document that commits the member to promoting gender equality and equity and to non-discrimination in regard to gender identity. This policy should address how these are prioritised and advanced within organisational programming as well as within the organisation's internal operations.
2.2.2 Members' planning process includes consultation with those marginalised due to their gender, in particular women and girls, contextual analysis of barriers to their inclusion and identification of opportunities for their participation.	Design or planning framework, tools, templates which require, or approaches which consistently show evidence of, consultation with those marginalised due to gender identity, in particular women and girls, contextual analysis of barriers to their inclusion and identification of opportunities for their participation.
2.2.3 Members promote opportunities for those marginalised due to their gender, in particular women and girls, to participate in decision-making.	Development and humanitarian initiatives consistently show evidence of strategies for those marginalised due to gender identity, in particular women and girls, to participate in decision-making.
2.2.4 Members monitor and evaluate their progress in promoting gender equality and equity.	Monitoring and evaluation framework, tools, or templates which require, or approaches which consistently show evidence of, the assessment of progress in promoting gender equality and equity.
Good Practice Indicators	
<ul style="list-style-type: none"> • Gender focal person in place. • Initiatives with a primary or explicit focus on the promotion of women's rights and/or gender equality and equity are supported. • Gender training for governing body, staff, volunteers and partners is provided, covering topics such as gender analysis, gender programming, gender equality and equity, gender identity and gender rights. • Initiatives that seek to build the capacities of those marginalised due to gender identity, in particular women and girls to determine their own priorities and advocate for their own equality and equity are supported. • Women's rights, gender equality and equity, and other relevant gender issues are promoted in communications with the public and external stakeholders. • Members work with partners and communities to challenge attitudes which permit or excuse sexual misconduct both internally and within organisational program activities. 	

2.3 We promote the empowerment of people with disabilities.	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
2.3.1 Members demonstrate an organisational commitment to the inclusion of people with disabilities.	Policy, statement or guideline document that commits the member to the inclusion of people with disabilities.
2.3.2 Members' planning process includes consultation with people with disabilities and contextual analysis of the barriers to social inclusion and participation.	Design or planning framework, tools, templates which require or approaches which consistently show evidence of consultation with people with disabilities and contextual analysis of the barriers to social inclusion and participation.
2.3.3 Members promote opportunities for people with disabilities and/or their representative organisations to participate in decision-making.	Development and humanitarian initiatives consistently show evidence of people with disabilities and/or their representative organisations participating in decision-making about the initiatives that affect them.
2.3.4 Members monitor and evaluate their progress in promoting the empowerment of people with disabilities.	Monitoring and evaluation framework, tools, templates which require or approaches which consistently show evidence of the assessment of progress in promoting empowerment of people with disabilities.
Good Practice Indicators	
<ul style="list-style-type: none"> • Disability inclusion focal person in place. • Activities focused on the promotion of rights and inclusion of people with disabilities are supported. • Training for key personnel and partners which covers disability inclusion issues and the rights articulated in the UN Convention on the Rights of Persons with Disabilities (CRPD) is provided. • Activities that build the capacities of disabled people's organisations (and other groups with disabilities) to advocate for the fulfilment of the rights articulated in the CRPD are supported. • The principles of disability inclusivity are promoted in communications with the public and external stakeholders. 	

2.4 We promote the participation of children.	
<i>The indicators and verifiers under this commitment are relevant to members with initiatives involving or directly affecting children.</i>	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
2.4.1 Members whose initiatives involve or directly affect children demonstrate an organisational commitment to	Policy, statement or guideline document that commits the member to the participation of children in development and humanitarian initiatives which target them.

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their participation.	
2.4.2 Members whose initiatives involve or directly affect children enable children's views to influence initiative designs.	Design or planning framework, tools, templates which require or approaches which consistently show evidence consultation with children, contextual analysis of their needs and rights, and identification of opportunities for their participation.
2.4.3 Members whose initiatives involve or directly affect children have complaints handling processes that are child friendly.	Complaints handling processes are child friendly.
Good Practice Indicators	
<ul style="list-style-type: none"> • A staff person with specialised expertise in child-centred development is in place. • Activities that seek to build the capacities of children to participate and influence issues that affect them are supported. • Child-centred development and/or child rights training is provided for key personnel and partners. 	

3. Systemic Change, Environmental Sustainability and Climate Action

Quality Principle: Development and humanitarian initiatives contribute to systemic change, environmental sustainability and climate action.

3.1 We contribute to systemic change.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
3.1.1 Members design initiatives considering the root causes of poverty and inequity.	Design or planning framework, tools, templates which require, or approaches which consistently show, analyses of the causes of poverty and inequity.
3.1.2 Members work with local systems, structures and institutions, such as civil society, community structures and authorities (where appropriate) to support and strengthen people and systems.	Development and humanitarian initiatives consistently show evidence of working with and supporting local systems and structures.
3.1.3 Members that undertake advocacy and/or campaigning support initiatives that are evidence-based, accurate and reflect the perspectives of primary stakeholders. <i>This indicator and verifiers are relevant only to members which undertake advocacy and/or campaigning.</i>	Policy, statement or guideline document that covers the following: <ul style="list-style-type: none"> • Advocacy does not do harm or increase the level of risk facing affected groups. • Advocacy is evidence-based and accurate. • Advocacy messages reflect the perspectives of the affected population. Design or planning framework, tools, templates or approaches which show evidence of the analysis of risks associated with advocacy initiatives, with a particular focus on the safety and rights of primary stakeholders.

Good Practice Indicators

- Training on the principles of sustainable development is provided to key personnel and partners.
- The extent to which initiatives lead to durable and lasting change is evaluated.
- Commitment to durable and lasting improvements is promoted to the public and external stakeholders.
- Diverse stakeholder groups are brought together to engage on change management processes.
- Collaboration with other organisations on intersecting issues is undertaken at national and international levels.
- Periodic reports are provided internally and to relevant primary stakeholders on the outcomes of advocacy work.
- Activities are undertaken to strengthen the capacity of marginalised groups to participate in multi-stakeholder processes.

3.2 We promote environmental stewardship, sustainability and climate action.	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
3.2.1 Members demonstrate an organisational commitment to environmental sustainability, climate action and improved environmental outcomes in their development and humanitarian initiatives.	<p>Policy, statement or guidance document committing the member to promoting environmental sustainability, climate action and improved environmental outcomes in development and humanitarian initiatives.</p> <p>Design or planning framework, tools, templates which require or approaches which consistently show evidence of the analysis of environmental risk and management, including risks associated with climate change.</p>
3.2.2 Members demonstrate an organisational commitment to environmental sustainability, climate action and improved environmental outcomes in their organisation's internal operations.	Policy, statement or guidance document committing the member to minimising the environmental impact, including the carbon footprint, of their organisation's internal operations.
Good Practice Indicators	
<ul style="list-style-type: none"> • A focal person with responsibility for environmental sustainability is in place. • Climate change mitigation, adaptation, and impact, and disaster risk reduction are incorporated into program strategies wherever possible. • Program designs, implementation and monitoring and evaluation processes include consideration of potential and realised impacts on the environment. • Environmental sustainability and impact training is provided to key personnel and partners. • Periodic reports are provided internally and to relevant external stakeholders on environmental sustainability and impact achievements. • Information about the impacts of climate change and environmental sustainability issues are promoted in public communications. • Climate action policy, programs and advocacy reflect climate justice and equity principles. • Organisational targets are in place to measure progress in minimising the environmental impact of our operations. 	

4. Quality and Effectiveness

Quality Principle: Development and humanitarian organisations and initiatives are informed by evidence, planning, assessment and learning.

4.1 We articulate clear strategic goals for our work.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
4.1.1 Members have stated vision, mission, values and an organisational strategy.	<ul style="list-style-type: none"> Documented and publicly available organisational vision, mission, and values. Documented organisational strategy or plan.
4.1.2 Members' initiatives are clearly linked to their organisational vision, mission and values.	<ul style="list-style-type: none"> Guidelines, tools or templates which require or initiatives which consistently show a linkage to the organisation's vision, mission, values or strategy.
Good Practice Indicators	
<ul style="list-style-type: none"> Information on vision, mission and values and organisational strategy is provided during induction or other training with key personnel and partners. Progress against performance indicators in the organisational strategy and alignment with their vision, mission and values is reported to the governing body. 	

4.2 We analyse and understand the contexts in which we work.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
4.2.1 Members' planning and practice are informed by analysis of context, evidence and research, and inclusion of the perspectives and knowledge of primary stakeholders.	Design, planning or appraisal framework, process, tools, templates which require or approaches which consistently show context and stakeholder analysis. Contextual analysis should consider the perspectives and knowledge of primary stakeholders, impacts of climate change and an analysis of power dynamics including issues of gender equality and equity.
4.2.2 Members assess and manage risk in their development and humanitarian initiatives.	A risk framework, risk management plan or approach that assesses and addresses risks for all initiatives including from a protection / safeguarding perspective, and risks associated with climate change (see 1.4.1, 1.5.1, 3.2.1).
4.2.3 Members undertake research and establish their own ethical guidelines for research.	<p>Ethical guidelines for research.</p> <p>Research plans and results are shared with those who are involved in or impacted by the findings.</p>

<i>This indicator and its verifier is relevant only to members which undertake research.</i>	
Good Practice Indicators	
<ul style="list-style-type: none"> • The Research for Development Impact (RDI) Network Principles for Ethical Research and Evaluation in Development are used to inform approaches to research. • Training is provided to key personnel and partners on undertaking contextual, stakeholder and risk analysis, including the analysis of power dynamics and gender. • Structured processes to periodically re-assess contextual and stakeholder analysis and risk on an ongoing basis are in place. • The results of research are shared with local partners and primary stakeholders. 	

4.3 We invest in quality assessment of our work.	
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>	
Compliance Indicators	Verifiers
4.3.1 Members assess the quality of their strategies, designs and plans.	Strategies, designs and plans are critically assessed against a set of criteria or equivalent, including whether initiatives are consistent with the member's charitable purpose and not-for-profit status.
4.3.2 Members monitor their development and humanitarian initiatives.	<ul style="list-style-type: none"> • Policy, statement or guidance document committing the member to monitoring their development and humanitarian initiatives. • Monitoring framework, tools, templates or approaches that consistently show evidence of monitoring in practice.
4.3.3 Members evaluate their development and humanitarian initiatives.	<ul style="list-style-type: none"> • Policy, statement or guidance document committing the member to evaluation of the effectiveness of their development and humanitarian initiatives. • Evaluation framework, tools, templates or approaches that consistently show evidence of evaluation in practice.
Good Practice Indicators	
<ul style="list-style-type: none"> • Specialised monitoring and evaluation staff are in place. • External specialists undertake evaluations using a range of data collection methods and tools. • Monitoring and evaluation training is provided to key personnel, partners and relevant primary stakeholders. • The results of reviews and evaluations are published on organisation website, and made available through other mediums to partners and primary stakeholders. • Monitoring and evaluation systems include the participation and leadership of partners, community members and primary stakeholders. 	

4.4 We reflect on, share and apply results and lessons with stakeholders.
<i>To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i>

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Compliance Indicators	Verifiers
4.4.1 Members disseminate information about results and lessons to primary stakeholders, partners and donors.	<p>Policy, statement or guidance document which commits members to the dissemination of information about results and lessons to primary stakeholders, partners and donors.</p> <p>Evidence of consistent dissemination of information and results on website.</p>
4.4.2 Members reflect on and learn from results and lessons in order to inform and improve practice.	Documented process or evidence of consistent reflection on results and lessons and how these are used to inform and improve practice.
Good Practice Indicators	
<ul style="list-style-type: none"> • Multi stakeholder learning events are hosted and/or engaged with (this may include conferences, workshops, presentations, etc). • A yearly schedule of reflection and learning events is in place. • Mechanisms are in place to ensure findings are shared and feedback is sought from primary stakeholders in accessible ways. 	

5. Collaboration

Quality Principle: Development and humanitarian initiatives are optimised through effective coordination, collaboration and partnership.

5.1 We respect and understand those with whom we collaborate.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
5.1.1 Members work with others in mutually respectful ways.	Policy, statement or guidance document that commits the member to working in mutually respectful ways.
5.1.2 Members undertake due diligence and capacity assessments of organisations with whom they work in formal partnerships.	<p>A documented assessment process that includes:</p> <ul style="list-style-type: none"> • Alignment with members' values and objectives. • Governance, legal registration and authority to work in relevant countries. • Financial management capacity and systems. • Reference checks of partners against prohibited entities listings. • Capacity assessment to implement safeguarding practices including child protection and prevention of sexual exploitation, abuse and harassment. • Capacity assessment to implement risk management practices, including financial wrongdoing.

Good Practice Indicators

- Specialised partnership staff are in place.
- Joint capacity assessment and re-assessment is undertaken with partners, extended to areas such as human resources, project cycle management systems, risk management, financial management, policy compliance and safeguarding of children and those vulnerable to sexual exploitation and abuse.
- The role of partners and attribution for their work, is identified and promoted to the public and external stakeholders.

5.2 We have a shared understanding of respective contributions, expectations, responsibilities and accountabilities of all parties.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
5.2.1 Members negotiate shared goals and respective contributions with partners and those they collaborate with.	<ul style="list-style-type: none"> • Policy, statement or guidance document committing the member to partnership and/or collaboration and the approaches it takes. • For formal partnerships, partnership agreement template or examples of partnership agreements that consistently describe:

	<ul style="list-style-type: none"> o Value and contribution of each party. o Shared goals, roles and responsibilities of all parties. o Financial and non-financial resources and support offered by and required of each party. o Dispute resolution process. o Mutual accountabilities for reporting, sharing information and communication. o Specific statements about child protection, prevention of sexual exploitation, abuse and harassment, policies, procedures and incident reporting (see 1.4 and 1.5). <ul style="list-style-type: none"> • For formal partnerships, members and partners ensure shared understanding of responsibilities under partnership agreements (e.g. through inception workshops or periodic partnership reviews)
5.2.2 Members coordinate with and complement the work of others.	Development and humanitarian initiatives consistently show evidence of coordinating with others.
Good Practice Indicators	
<ul style="list-style-type: none"> • Partnership management procedures are documented in a manual or equivalent. • Training is provided for key personnel and partners on their partnership related policies, procedures and tools. • Formal agreements with partners are periodically reviewed through a process which encourages discussion and feedback. • Active steps are taken to collaborate with other INGOs and donors to reduce the resources required by local partners to manage compliance obligations. 	

5.3 We invest in the sustainability and effectiveness of our collaborations and partnerships.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
5.3.1 Members invest time and resources in supporting the sustainability of local partners, including their broader mandate, strategy and capacity.	<p>Development and humanitarian initiatives consistently show evidence of listening to and responding to local partners' priorities for organisational strengthening.</p> <p>Regular partnership meetings take place where open feedback and dialogue is facilitated.</p>
5.3.2 Members assess the effectiveness of their collaborations and partnerships.	Documented evidence of the periodic and joint review of the effectiveness of key collaborations and partnerships.
Good Practice Indicators	
<ul style="list-style-type: none"> • The effectiveness of capacity strengthening initiatives is periodically reviewed. • A formal process is used to enable partner feedback on the member's performance and the partnership itself. 	

6. Communication

Quality Principle: Development and humanitarian organisations communicate truthfully and ethically.

6.1 We are truthful in our communications.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
6.1.1 Members' public materials accurately describe the organisation and its work.	Public materials: <ul style="list-style-type: none"> • Are obtained and used according to ethical principles. • Are consistent with their stated purpose and values. • Accurately describe the nature and scope of their work. • Acknowledge the role of partners. • Are consistent with ACFID's Fundraising Charter (8.1.2) where the public materials relate to fundraising. • Reflect the perspectives of primary stakeholders.
6.1.2 Members have clear processes and responsibilities for the approval of public materials.	Policy, statement, guidance document or checklist outlining processes and responsibilities for the approval of public materials.

Good Practice Indicators

- A communications focal person is in place.
- Training is provided for communications personnel on organisational protocols, Fundraising Institute of Australia guidelines and ACFID's Fundraising Charter.
- Communication materials are reviewed periodically to ensure they comply with organisational policies, ethical decision making frameworks and the ACFID Code of Conduct.
- Commitment to the ACFID Fundraising Charter is published on the organisation website.

6.2 We collect and use information ethically.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
6.2.1 Members' communications are accurate, respectful, and protect privacy and dignity.	An ethical decision-making framework, aligned with the values of the member and this Code, which must: <ul style="list-style-type: none"> • Include a process that integrates a range of key staff in the organisation (e.g. communications, planning, child protection and CEO) in decision-making where appropriate. • Include clear responsibilities for approval for public use of images and messages. • Include a process which recognises and balances both donors and affected people but which gives primacy to the primary stakeholders.

	<ul style="list-style-type: none"> • Be consistent with ACFID's Fundraising Charter (8.1.2). • Be consistent with the member's privacy policy (7.2.2).
6.2.2 Members have organisational requirements for the collection of information, images, and stories.	<p>Policy, statement or guidance document that:</p> <ul style="list-style-type: none"> • Commits the organisation to use images and messages in communications in a way that portrays the affected people (including children) in a manner that respects their dignity, values, history, religion, language and culture, and protects their safety and rights. • Is consistent with ACFID's Fundraising Charter (8.1.2). • Includes a requirement for free, prior and informed consent and acknowledges people's right to information. • Requires that the collection of information, images and stories does not harm people or the environment. • Applies to all information, stories and images collected for research, evaluation, and donor and supporter purposes.
6.2.3 Members are respectful and considerate of the reputation of other ACFID members.	Policy, statement or guidance document that commits the member to not making statements about other ACFID members with the intention of creating a reputational or other advantage to themselves.
Good Practice Indicators	
<ul style="list-style-type: none"> • Procedures for seeking consent for the use of images and stories are available in local languages and other forms such as images to ensure full accessibility to stakeholders. • Training is provided to key personnel and partners on appropriate ways to obtain informed consent, and collect and use information, images and stories. The organisational ethical decision making framework is used to guide this. • Copies of communications or fundraising materials which use images or stories of primary stakeholders are provided to those stakeholders, and information about ways to withdraw consent at any time. • The use of images and stories in communications and fundraising materials is jointly defined with the primary stakeholders involved. 	

7. Governance

Quality Principle: Development and humanitarian organisations are governed in an accountable, transparent and responsible way.

7.1 We are not-for-profit and formed for a defined public benefit.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
7.1.1 Members define their public benefit and specify the rules to ensure that they operate as a not-for-profit entity.	<ul style="list-style-type: none"> A governing instrument, available from the member's website, that includes the member's purpose (a charitable purpose for the public benefit) and a rule requiring them to operate as a not-for-profit
Good Practice Indicators	
<ul style="list-style-type: none"> Periodic review of compliance with organisational governing instrument is undertaken by the governing body. 	

7.2 We meet our legal and compliance obligations.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
7.2.1 Members are registered and meet their reporting and legal obligations to the relevant authorities.	<ul style="list-style-type: none"> Current registration with the Australian Charities and Not-for-Profit Commission (ACNC). Up-to-date ACNC Annual Information Statement, and financial reporting as required. Compliance registers or other documented records of obligations and compliance with, Australian laws and regulations, including those that affect overseas activities. Periodic reports are provided to the organisation's governing body on legal and compliance obligations.
7.2.2 Members have organisation-wide requirements for the protection of privacy.	<ul style="list-style-type: none"> A privacy policy that meets the requirements of privacy legislation and which is available on the organisation's website.
7.2.3 Members keep records for all their operations outside Australia	<ul style="list-style-type: none"> Records that include information necessary for the organisation to be able to prepare a summary of its activities and related expenditure outside Australia on a country-by-country basis.
Good Practice Indicators	
<ul style="list-style-type: none"> A senior staff member with the responsibility of maintaining a register of legal and compliance obligations is appointed. 	

7.3 We are accountable to our stakeholders.	
To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.	
Compliance Indicators	Verifiers
<p>7.3.1 Members demonstrate an organisational commitment to operating transparently with all stakeholders.</p> <p><i>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to this compliance indicator and verifier when working with partners.</i></p>	<p>Policy, statement or guidance document (separate, or as part of other guidance such as for communications), that address expectations for transparency including what information is made public and when.</p>
<p>7.3.2 Member development initiatives consistently demonstrate the separation of development activities from non-development activities.</p> <p><i>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to this compliance indicator and verifier when working with partners.</i></p>	<p>Policy, statement or guidance document that addresses the separation of development activities from non-development activities in:</p> <ul style="list-style-type: none"> • programming. • expenditure reporting. • fundraising. • advocacy campaigns. • communications. • choice for donors. • partners. <p>Development and humanitarian initiatives that consistently show evidence of the separation of non-development activities.</p>
<p>7.3.3 Members enable stakeholders to make complaints to the organisation in a safe and confidential manner.</p> <p><i>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to this compliance indicator and verifier when working with partners.</i></p>	<p>A documented complaints handling policy that:</p> <ul style="list-style-type: none"> • is publicly available on the organisation's website. • provides a safe point of contact for stakeholders in Australia and countries where work is conducted, to raise concerns or complaints about the organisation. • is responsive and fair. • provides information to all stakeholders, including to members of the communities where activities are implemented, about the reporting and complaints procedure. • provides information in a clear and easily understandable manner in appropriate forms and through appropriate media. • ensures that requirements for filing a complaint take into consideration the needs of the most vulnerable and considers minority and disadvantaged stakeholders. • advises a complainant of the ability to make a complaint regarding an alleged breach of the Code to the ACFID Code of Conduct Committee. • provides information on how staff and volunteers are

	<p>equipped to understand and implement the policy.</p> <ul style="list-style-type: none"> includes a process for reviewing and analysing complaint information within the organisation. outlines a triage system for escalating serious incidents outlines a referral process for complaints that do not fall within the scope of the policy (e.g. complaints against an employee of another organisation or government department) commits to providing appropriate assistance and referrals to survivors (e.g. assistance to complainants might include medical, social, legal and financial assistance, or referrals to such services) <p>A documented investigation procedure, which stipulates that an organisational record must be kept of all misconduct complaints, noting the ability to deidentify complaints at the request of the complainant or survivor.</p>
7.3.4 Members make information about their organisation and its work available to all stakeholders.	<p>Members will provide the following information on their website:</p> <ul style="list-style-type: none"> Information on its governance: structure, responsible persons and organisational contact information. ABN. Information on their work, including key projects or programs. Information on partners and their roles. A statement of commitment to adherence to the Code. The scope for and mechanism/process for lodging a complaint against the organisation, and a point of contact. Identification of the ability to lodge a complaint alleging a breach of the Code with the ACFID Code of Conduct Committee, and a point of contact. An Annual Report including the ACFID-Code-compliant financial statement in line with ACFID requirements (as outlined in 8.3.1 and 8.3.2). Governing instrument (as outlined in 7.1.1) The Member's code of conduct Key policies relevant to the public including but not limited to, privacy, complaints, whistleblowing, transparency non-development activity, child protection, prevention of sexual exploitation, abuse, and harassment, and conflict of interest. <p>Primary Stakeholder communication:</p> <ul style="list-style-type: none"> Information is provided to primary stakeholders on the expected behaviour of the organisation's staff and volunteers, and access to its local complaints mechanism
7.3.5 Members seek input and feedback from all stakeholders.	<ul style="list-style-type: none"> Policy, statement or guidance document committing the member to the dissemination of information to all stakeholders and to seeking their inputs and feedback.
Good Practice Indicators	
<ul style="list-style-type: none"> Materials outlining organisation vision, mission and values, are available to partners and 	

primary stakeholders in accessible forms.

- Complaints mechanisms are adapted to local contexts and provided in accessible formats and languages.
- Consultation with primary stakeholders is undertaken to ensure their perspectives inform the design of community-based complaints mechanisms, particularly in relation to sexual exploitation, abuse and harassment

7.4 We have responsible and independent governance mechanisms.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
7.4.1 Members have a governing body.	<p>A governing instrument, charter or policy that meets ACNC governance standards and sets out:</p> <ul style="list-style-type: none"> • The processes for selection, appointment and induction of Responsible People and any provisions for termination. • Clear term limits and number of consecutive terms a responsible person may serve. • A requirement for the majority of the Responsible People to be non-executive. • The approach to remuneration and expense reimbursement of Responsible People.
7.4.2 Members establish their membership and define how the organisation is governed and operates.	<p>A governing instrument that sets out:</p> <ul style="list-style-type: none"> • The organisation's basic goals and purposes. • The not-for-profit nature of the organisation. • Membership of the organisation, as applicable, and members' rights and obligations. • Governance structure and processes of the organisation. • Frequency and processes for meetings of members (at least annually). • Rules for meetings of the governing body, including the frequency of meetings (at least two a year) and quorum for meetings. • Powers and responsibilities of responsible persons including a statement of the overall responsibility of the governing body. • Strategic controls to be exercised by the governing body. • Financial controls to be exercised by the governing body. • Power of the governing body to delegate authority to officers, staff and others.
7.4.3 Members manage conflicts of interest with responsible people, staff, volunteers and third parties relating to all activities undertaken by the organisation.	<p>A conflict of interest policy that includes:</p> <ul style="list-style-type: none"> • A definition of 'conflict of interest'. • A requirement for responsible people, staff, volunteers and third parties to disclose perceived, potential and actual conflicts of interest. • A requirement to document and review disclosed perceived, potential or actual conflicts of interest. • Procedures for the prevention, management and remedy of

	conflicts of interest, and their potential impact, including open and fair procurement of goods and services (or reference made to a relevant policy, see 8.1.3).
7.4.4 Members governing body is informed of and responds to serious incidents in accordance with their mandate and responsibilities.	<ul style="list-style-type: none"> • Policy and/or procedure for the reporting of serious incidents to the governing body. • Safeguarding is a standing agenda item for governing body meetings.
7.4.5 Members governing body has an organisational-wide risk management approach.	<ul style="list-style-type: none"> • A documented organisation-wide risk management approach. • Regular reporting to the governing body of key risks and controls.
Good Practice Indicators	
<ul style="list-style-type: none"> • Provide information or training to Responsible People on their duties to refresh their knowledge (e.g. webinars from ACNC and governance professional bodies) • The governing body Chair does not also occupy the position of Chief Executive Officer, or equivalent. • The member's governing instrument, charter or policy sets maximum term limits. • Periodic reviews of the effectiveness of organisation governing body are undertaken. • A Register of Interests is maintained, 'conflict of interest' is a standing agenda item at governing body meetings, and there are clear procedures or consequences for responsible persons' failure to disclose • Members seek out gender and safeguarding expertise as desirable skills and experience when recruiting new persons to the governing body. • Members seek out diversity and representation in their leadership and governing body, which reflects the Australian community and the communities they serve. • Members report publicly on the diversity and representation of their leadership and governing body. 	

8. Resource Management

Quality Principle: Development and humanitarian organisations acquire, manage and report on resources ethically and responsibly.

8.1 We source our resources ethically.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
8.1.1 Members have organisational standards for the acceptance of donations.	Policy, statement, guidance document or governing body decision outlining the conditions that must be satisfied to accept or reject a donation.
8.1.2 Members report their compliance with the ACFID Fundraising Charter annually to their own governing body.	<p>The ACFID Fundraising Charter requires that members have processes and procedures in place to ensure that:</p> <ul style="list-style-type: none"> • Decisions to accept or reject donations support the purpose of the organisation. • Legislative requirements for fundraising are met. • The privacy of donors, consistent with the Privacy Act, are met. • Free, prior and informed consent is obtained for all images and stories. <p>All fundraising materials will be truthful and:</p> <ul style="list-style-type: none"> • Include the organisation's identity including name, address, ABN and purpose. • Accurately represent the context, situation, proposed solutions and intended meaning of information provided by affected people. • Clearly state if there is a specific purpose of each donation. • Avoid material omissions, exaggerations, misleading visual portrayals and overstating the need or what the donor's response may achieve. <p>If outsourcing fundraising activities, members will ensure that:</p> <ul style="list-style-type: none"> • Contracts are in place which meet all relevant legislative and regulatory requirements. • Specific expectations, responsibilities and obligations of each party are clear and in writing. • Members are identified as the beneficiaries of the funds. • Contractors are clearly identified. <p>Images and messages used for fundraising will not:</p> <ul style="list-style-type: none"> • Be untruthful, exaggerated or misleading (e.g. not doctored, created as fiction or misrepresenting the country, etc.). • Be used if they may endanger the people they are portraying. • Be used without the free, prior and informed consent of the person/s portrayed, including children, their parents or

	guardians. <ul style="list-style-type: none"> • Present people in a dehumanised manner. • Infringe child protection policies and in particular show children in a naked and/or sexualised manner. • Feature dead bodies or dying people.
8.1.3 Members have organisational standards for the procurement of goods and services.	<ul style="list-style-type: none"> • Policy, procedure or guidance document that commits the member to ethical procurement procedures.
Good Practice Indicators	
<ul style="list-style-type: none"> • Qualified and experienced staff for raising funds/resource mobilisation are in place. • Training is provided for key personnel on the ACFID Fundraising Charter and the Fundraising Institute of Australia's Principles & Standards of Fundraising Practice and Professional Development. • Commitment to the ACFID Fundraising Charter is promoted to the public and external stakeholders. 	

8.2 We ensure that funds and resources entrusted to us are properly controlled and managed.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
8.2.1 Members effectively control and manage their financial resources and risks. Members are required to <i>ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to the financial wrongdoing requirements of this compliance indicator and verifier when working with partners.</i>	Policy, procedure or guidance documents that address: <ul style="list-style-type: none"> • Risk management and control mechanisms. • Financial wrong-doing, especially fraud, corruption, bribery, terrorism financing and money-laundering and violation of sanctions imposed by the Australian Government. • Checks of individuals and organisations receiving funds against the Australian National Security Listed Terrorist Organisations and the DFAT ASO Consolidated List of all persons and entities listed under Australian sanctions laws. • Appropriate and effective internal controls.
8.2.2 Members are effective in their use of resources and minimise financial wastage in the planning and implementation of activities.	<ul style="list-style-type: none"> • Evidence of consideration of cost effectiveness during activity planning, implementation and review.
8.2.3 Members undertake measurement, analysis and review of their financial performance and financial position.	<ul style="list-style-type: none"> • An accounting system that is appropriate to the member's operational, legal and structural requirements, and is adequate to the scale, capacities and risks of the organisation. • Detailed accounting records that are structured to enable forecasting, measurement and review of income, expenditure, assets, liabilities and equity.

8.2.4 Members produce and publish annual audited financial statements.	<p>Members must have the following in place:</p> <ul style="list-style-type: none"> • Full financial reports that comply with accounting standards • ACFID Code-compliant financial statements (see 8.3.2) which are independently audited by a qualified accountant in accordance with relevant Australian auditing standards. • Publish in the full audited financial statements, a declaration by the governing body stating that the financial statements are in accordance with the relevant legislation, accounting standards and provide a true and fair view of their financial position and performance. In addition, companies and trustee companies include in that declaration, that the organisation can pay its debts as and when they become due. • Review and approval of the Member's financial statements by the Member's governing body, evidenced in governing body meeting minutes – this does not need to be published. <p>The audit report that specifically relates to the full financial report must:</p> <ul style="list-style-type: none"> • Accompany the full financial report. • Be signed by the auditor and include their identity, qualifications and contact details. <p>The audit report that specifically relates to the Code of Conduct Summary Financial Report must:</p> <ul style="list-style-type: none"> • Be included in the Annual Report. • Be signed by the auditor and include their identity, qualifications and contact details. <p>The auditor will be, at a minimum, a qualified accountant who is a member of CPA Australia, Chartered Accountants Australia and New Zealand, or the National Institute of Accountants, or be a registered company auditor.</p>
8.2.5 Members undertake due diligence assessments of partners who manage funds on behalf of the member.	<p>A documented due diligence process which:</p> <ul style="list-style-type: none"> • Assesses the partner's capacity to apply funds or resources in accordance with the member's charitable purpose, promise to the donor, the member's strategy, and the specific instructions of the member. • Includes reference to checking partners against prohibited entities listings. • Assesses the partner's capacity to manage and control funds.
Good Practice Indicators	
<ul style="list-style-type: none"> • Qualified staff, volunteers, and/or contractors with responsibility for financial management and oversight are in place. • Regular analysis of internal systems is undertaken to identify areas that need to be monitored and updated. • Financial wrongdoing policy (or equivalent) specifically references facilitation payments and provides guidelines regarding appropriate forms of gifts and entertainment. • Regular training is provided to partners and staff on financial policies, in particular financial 	

wrongdoing prevention.

- Organisation governing body formally reviews income and expenditure report, balance sheet, cash flow forecast and relevant key performance indicators on at least a quarterly basis.
- Adequate funding reserves exist to protect staff and partners in the event of a reduction in funding, and a policy is in place to reflect this.

8.3 We report on the acquisition and use of our resources.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
8.3.1 Members publish an annual report.	<p>The publicly available Annual Report must include:</p> <ul style="list-style-type: none"> • A description of the signatory organisation's purpose, objectives/aims and values. • A description of the most significant development and humanitarian initiatives undertaken during the reporting period and their impact. • Information about evaluations into the effectiveness of, and the learning from, development and humanitarian initiatives conducted by the organisation. • A report by the management and/or the governing body. • A plain-language summary of income and expenditure and overall financial health. • A statement of commitment to full adherence with the ACFID Code of Conduct.
8.3.2 Members publish annual ACFID-Code-compliant financial statements in their Annual Reports.	<p>All members must publish ACFID-Code-compliant financial statements in their Annual Reports which include:</p> <ul style="list-style-type: none"> • An auditor's report that refers to the Code-compliant Financial Statements included in the Annual Report (i.e. not the auditor's report that refers to the full financial statements). • Comparative figures for the previous reporting period. • A note stating that the ACFID Code-compliant financial statements comply with the presentation and disclosure requirements of the ACFID Code of Conduct and refers readers to the ACFID Code of Conduct website for further information. • Reporting in Australian dollars. <p>Members whose consolidated entity international development and humanitarian revenue is below \$250,000 must publish Financial Statements in Australian dollars and include:</p> <ul style="list-style-type: none"> • An Income Statement in Option 1 Format. <p>Members whose consolidated entity international development and humanitarian revenue is above \$250,000 must publish Financial Statements in Australian dollars and include the following:</p>

	<ul style="list-style-type: none"> • An Income Statement in Option 2 format. • A Balance Sheet that complies with the requirements of Australian Accounting Standard AASB 101 <i>Presentation of Financial Statements</i>. • A Statement of Changes in Equity that complies with Corporations Law requirements (for members that are companies or trustee companies only). <p>If members publish their full statutory financial statements separately from their Annual Report, a reference to the availability of the full statutory financial report must be included in the Annual Report.</p>
8.3.3 Members fully and accurately disclose administration costs and costs of any public fundraising.	<p>The following must be in place for all members:</p> <ul style="list-style-type: none"> • Any financial reports do not inaccurately claim zero expenses or otherwise understate the amount spent on public fundraising and administration and/or overstate development expenditure. • If reporting financial ratios, members will apply ACFID's Financial Definitions in their calculations and accompany any use of ratios with a note explaining how these have been determined.
Good Practice Indicators	
<ul style="list-style-type: none"> • Member annual report includes: <ul style="list-style-type: none"> ○ Information on the breadth of stakeholder relationships. ○ Presentation of clear and measurable goals and explanations of how their work and these goals contribute to vision, mission and values. ○ Information on outcomes and impact as well as outputs (including trend information). ○ Disclosure of the source and sustainability of different types of funding. ○ Risk management reporting. ○ A balanced disclosure of positive and negative impacts and performance ○ Adaptation to challenges faced. ○ Environmental sustainability reporting, including reporting on actions to reduce organisational carbon footprint 	

9. People and Culture

Quality Principle: Development and humanitarian organisations manage and support their people fairly and effectively.

9.1 We have the human resource capacity and capability to deliver our work.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
9.1.1 Members have an organisational structure appropriate to the scope of their work.	An organisational chart or a description of the organisational structure.
9.1.2 Members provide a clear description of roles and performance expectations.	Job descriptions or terms of reference for staff and for key volunteers (i.e. those that fill formal roles in the organisational structure).
Good Practice Indicators	
<ul style="list-style-type: none"> Dedicated staff, volunteers, or contractors are assigned to key areas of organisational responsibility. Periodic reviews are undertaken of the human resource needs of the organisation. 	

9.2 We protect, value and support our people.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
9.2.1 Members provide professional development opportunities for staff and key volunteers.	A record of professional development undertaken by staff and key volunteers.
9.2.2 Members enable staff and volunteers to make complaints and report suspected wrongdoing through fair, transparent and accessible procedures, without fear, recrimination or disadvantage.	<p>Both of the following must be in place for all members:</p> <ul style="list-style-type: none"> A policy or guideline which: <ul style="list-style-type: none"> Must meet complaints handling requirements in 7.3.3. Is clearly accessible to all staff and volunteers. Provides clear processes that are safe and confidential. A whistleblowing policy, for disclosures where a whistleblower has reasonable grounds to suspect their information discloses misconduct or wrongdoing, that has the following components as a minimum: <ul style="list-style-type: none"> States the purpose and importance of the policy. Requires staff and volunteers to disclose possible misconduct or wrongdoing, and encourages disclosures from other whistleblowers.

	<ul style="list-style-type: none"> o Outlines any Whistleblowing Protections for governing body members, staff, volunteers, their relatives or dependents, and others, including as required by law, and guaranteeing that staff and volunteers who disclose possible misconduct or wrongdoing will be protected from adverse employment consequences. o Clarifies to whom disclosures that qualify for protection can be made. o Outlines processes to protect anonymity where requested, confidentiality, and a fair and impartial investigative process.
9.2.3 Members protect the safety, security and well-being of staff and volunteers.	<ul style="list-style-type: none"> • Policy, procedure or guidance document outlining the requirements for the safety and security for personnel while travelling. • Workplace, Health and Safety policy and training for staff and volunteers. • Current workplace and travel insurances, as relevant. • Anti-bullying policy. • Governing body, senior leadership, staff and volunteers are aware of and have access to safe training in issues related to diversity and anti-racism.
Good Practice Indicators	
<ul style="list-style-type: none"> • A focal point for Occupational Health and Safety is in place. • Counselling support services are available to staff. • Organisation, staff and volunteers are aware of and have access to a range of professional development opportunities across and outside the sector. • Periodic reviews are undertaken to assess the organisation's cultural safety. • An incident register is maintained and periodically reviewed by organisation management and governing body. 	

9.3 We manage our people effectively and fairly.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
9.3.1 Members are fair, transparent and non-discriminatory in their management of staff and volunteers.	<p>Human resource policies and procedures which address:</p> <ul style="list-style-type: none"> • Recruitment and selection, including <ul style="list-style-type: none"> o Screening of staff as part of child safeguarding and prevention of sexual exploitation, abuse and harassment (see 1.4.1 and 1.5.1) o Reference checking and vetting for previous misconduct of all staff and volunteers. • Remuneration and benefits. • Equity, diversity and anti-racism. • Staff learning and development. • Performance management. • Family and carer leave provisions. • Conduct in the workplace. • Integrity (including confidentiality and conflict of interest)

	(see 7.4.3). <ul style="list-style-type: none"> • Grievance and disciplinary procedures. • Workplace health and safety (see 9.2.3)
9.3.2 Members comply with human resource regulatory requirements and legislation.	<ul style="list-style-type: none"> • Human resource policies and procedures that are consistent with and reflect industrial relations, legislation and relevant agreements or awards in Australia and in countries of operation.
9.3.3 Members manage the performance and grievances of their staff and volunteers in a fair and transparent manner.	<ul style="list-style-type: none"> • Performance management, grievance and disciplinary processes that are accessible to all staff and volunteers. • Performance management processes for staff and volunteers that include adherence to the member's code of conduct and other codes and standards as relevant to their roles. • HR policies clearly define what constitutes staff and volunteer misconduct and outline consequences of such misconduct, including grounds for termination.
Good Practice Indicators	
<ul style="list-style-type: none"> • A dedicated governing body member or staff person for human resource management is appointed. • Organisation complies with the National Standards for Volunteer Involvement. • Merit-based and transparent processes for filling vacancies are in place. • Members seek out diversity and representation in their staff and volunteers, which reflects the Australian community and the communities they serve. • Members report publicly on diversity and representation in their staff and volunteers. 	

9.4 We enable our people to conduct themselves professionally and according to our stated values.

To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.

Compliance Indicators	Verifiers
9.4.1 Members specify the expectation of professional conduct of all staff and volunteers.	<ul style="list-style-type: none"> • A documented code of conduct that specifies the values and expectations of professional conduct of all staff and volunteers. This must include reference to child safeguarding behaviours, prevention of sexual exploitation, abuse and harassment, transactional sex, anti-racism, and anti-bullying; and an obligation on staff and volunteers to report wrongdoing. • Acknowledgement by staff and volunteers of their acceptance of the code of conduct (e.g. signed, incorporated into employment or volunteer agreement)
9.4.2 Members' staff and volunteers work in accordance with agreed standards of practice.	<ul style="list-style-type: none"> • Members provide all staff with information about the ACFID Code of Conduct and opportunities for associated training. • Members provide staff and volunteers with information about and training in other Codes and Standards as relevant to their roles (for example the Core Humanitarian Standards, and International Humanitarian Law for those working in conflict affected areas or fragile states). • Documented evidence of induction, pre-deployment and refresher training provided to all staff and volunteers on the

	member’s code of conduct and key policies including child protection, prevention of sexual exploitation, abuse and harassment, complaints and whistle blowing.
Good Practice Indicators	
<ul style="list-style-type: none"> • Organisation governing body and staff undertake ACFID Code of Conduct training. • Pre-deployment training covers scenario-based discussions about power imbalances, status and workplace cultures of the destination country and how these impact work and personal relationships. • A member of the senior leadership or governing body has responsibility for and oversight of the organisation’s progress on diversity and anti-racism. 	

General Definitions

These definitions are provided for the clarification of the use of key terms with reference to the Code of Conduct.

Accessible: Easy to approach, reach, speak with or use. Presented in a form, format, language or media that is readily useable.

Accountability: Taking responsibility for actions and impacts; being answerable and honest to all stakeholders – employees, communities, donors – in a transparent and easy to understand way; doing the utmost to achieve mission goals in a fair and just manner; and openly sharing information. (Global Standard for CSO Accountability)

ACNC: Australian Charities and Not-for-profit Commission, the national independent regulator of charities

Advocacy: Activities undertaken to change the systemic and structural causes of poverty and disadvantage which may include popular campaigning, lobbying, research, policy positions, alliances and use of the media. It may occur both in Australia and globally (Australian Tax Office).

Anti-racism: Anti-racism refers to everyday deliberate actions that aim to eradicate the racism that exists at interpersonal and systemic levels. It means actively standing up to and challenging racism. (Diversity Council Australia, Racism at Work: How Organisations Can Stand Up to and End Workplace Racism, Sydney, Diversity Council Australia, 2022)

Bribery: The offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards, facilitation payments or other advantages (Transparency International, 'Global Anti-Bribery Guidance', <https://www.antibriberyguidance.org/guidance/5-what-bribery/guidance>). Within Australia, bribery is defined in the Criminal Code Act 1995 (Cth).

Capability: A feature, ability, or competence that can be developed or improved. ('Differentiating Competence, Capability and Capacity', Innovating Perspectives, Vol. 16. No. 3, 2008).

Capacity: 'The ability of individuals, organisations, and whole societies to define and solve problems, make informed choices, order their priorities and plan their futures, as well as implement programs and projects to sustain them' ('Nurturing Capacity in Developing Countries: From Consensus to Practice', Capacity Enhancement Briefs, No 1. World Bank Institute).

Carbon footprint: the total amount of greenhouse gases (including carbon dioxide and methane) that are generated by an individual or organisation's actions.

Child Safeguarding: Actions, policies and procedures that create and maintain protective environments for children to protect them from exploitation and abuse of all kinds (adapted from DFAT Child Protection Policy).

Climate Action: actions taken to reduce the overall climate risks that communities, economies and ecosystems are facing across the world by addressing both the causes and the impacts of climate change. Climate action includes activities that support adaptation, environmental restoration and mitigation. These activities may relate to an organisation's operations, programming or policy/advocacy work. (Adapted from ACFID's Climate Action Framework)

Climate Change: Climate change refers to any long-term trends or shifts in climate over many decades. These changes may be due to natural variations (such as changes in the Earth's orbit) or caused by human activities changing the composition of the atmosphere. (CSIRO)

Climate Justice: Climate justice is a concept that addresses the just division, fair sharing, and equitable distribution of the burdens of climate change and responsibility for its mitigation. A climate justice approach

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sees climate change as an issue of social and environmental injustice. It recognises that vulnerability to climate change can reflect existing structural injustices in society, and that climate action must explicitly address these structural power imbalances.

Collaborate/Collaboration: A process in which two parties contribute core competencies and share the risks and decision-making to achieve mutual objectives. Typically considered less formal than a partnership (see Partnership).

Complaint: An expression of dissatisfaction made to or about an organisation, its services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. (AS/NZ 10002:2014)

Conflict of interest: A conflict of interest is when a person's personal interests conflict with their responsibility to act in the best interests of the charity. A conflict of interest may be actual, potential or perceived and may be financial or non-financial. (ACNC)

Contact with Children: Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment (see also Working with Children definition)

Corruption: Dishonest or illegal behaviour for private gain, especially by people with power or influence (ACNC External Conduct Standards).

Cost-effectiveness: Value-for-money. Consideration of reasonable opportunities to reduce cost. However, this requires consideration of the impact or priority of the task, alternative ways of achieving it, and the costs and benefits of different approaches. It may not always be the lowest-cost option.

Core Humanitarian Standard: The Core Humanitarian Standard on Quality and Accountability (CHS) is a globally recognised voluntary standard that sets out Nine Commitments that organisations and individuals involved in humanitarian response can use to improve the quality and effectiveness of the assistance they provide. It is available from <https://corehumanitarianstandard.org/> and is updated from time-to-time.

Cultural safety: Cultural safety is about creating a workplace where everyone can examine our own cultural identities and attitudes, and be open-minded and flexible in our attitudes towards people from cultures other than our own. A culturally safe workplace is committed to anti-racism and has a defined set of values and principles, and demonstrates behaviours, attitudes, policies, and structures that enable all workers to work effectively cross-culturally.

Development initiatives: Activities undertaken in order to reduce poverty and address global justice issues. In the non-government organisation sector, this may occur through a range of engagements that includes community projects, humanitarian response and emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.

Dignity: The feeling of having decision-making power, freedom and autonomy over life choices, together with the feeling of self-worth and self-confidence, and feeling that one has the respect of others (Safety with dignity, ActionAid 2009, based on Protection: an ALNAP Guide for Humanitarian Agencies, Slim and Bronwick 2005).

Disability: People with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (United National Convention on the Rights of People with a Disability).

Diversity: Understanding that each individual is unique, and recognising our individual differences. These can be along dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Due diligence: Research and analysis of an organisation done in preparation for a business transaction, prior to signing a contract.

Ethical: Being in accordance with the rules or standards for right conduct or practice, especially the standards of a profession.

Environmental stewardship: The responsible use and protection of the natural environment through conservation and sustainable practices to enhance ecosystem resilience and human well-being. (National Oceanic and Atmospheric Administration)

Environmental sustainability: Making decisions and taking actions that minimise harm to the environment and people through the relationship they share with it, and ensuring the environment is not degraded beyond its capacity to maintain critical ecological processes.

Financial Wrongdoing: Behaviour that is illegal or immoral with regards to financial transactions. Includes bribery, corruption, fraud, money-laundering, terrorism financing and violation of sanctions imposed by the Australian government.

Focal person: A focal person provides a key role in raising awareness, coordinating, supporting and advising on the development and implementation of policy and practices relevant to the topic area, e.g. child safeguarding.

Formal Partnership: A partnership between a member and a partner where the partner is responsible for the oversight or delivery of an aspect of a development or humanitarian initiative. It will involve a documented arrangement, signed by parties and will often involve the sharing of risk and resources. This term includes 'implementing partners' used by DFAT Accreditation.

Fraud: Dishonestly obtaining a benefit, or causing a loss, by deception or other means (Fraud Control Framework, Commonwealth Attorney General's Department; Fraud Control Toolkit, DFAT).

Free, prior and informed consent: Free, prior and informed consent is permission that a person grants to have their information, images or stories collected, with full knowledge of where, when, how, and for what purpose the material will be used, and with the understanding that they can say "no" without consequence.

Fundraising: The act of seeking and obtaining donations – voluntary contributions or bequests of money, property, goods, or services – on behalf of or to further a cause (Fundraising Institute of Australia).

Gender: The social, historical and cultural construction of norms and behaviours attributed to people differently on the basis of their sex assigned at birth.

Gender analysis: A type of social analysis that requires the collection, analysis and application of sex disaggregated data and information. It considers the different impacts that a problem, policy, organisation, project/program or issue may have/is having on women and men, girls and boys, and on people of diverse gender identities and on the economic and social relations between them. (ACFID Gender Audit Toolkit)

Gender equality: Equal status, opportunities, outcomes, and rights for people regardless of gender. This requires the removal of discrimination and structural inequalities in access to resources, opportunities, and services and the promotion of human rights. (IWDA)

Gender equity: This means treating people of different genders with fairness, recognising that people are starting from different points, and may need different kinds of assistance if we are to achieve gender equality. (ACFID Gender Audit Toolkit)

Gender identity: A person's innate sense of their own gender. This may or may not correspond to the sex they were assigned at birth, for example, trans men and women and non-binary people, and people of other genders as differently expressed in the different contexts and cultures in which we work.

Good practice: A technique, methodology or approach that, through experience and research, has proven to work well reliably, produce desirable results and can be recommended.

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Governance: The systems and processes that direct and control an organisation (Australian Institute of Company Directors, Not-for-Profit Governance Principles, 2019)

Governing body: The group of Responsible People who make decisions about how an organisation is run and are responsible for its governance as defined by the governing document

- Generally, a charity's **Responsible People** are its board or committee members, or trustees (including insolvency trustees or administrators). (ACNC).

Governing document: A charity's formal document/s that includes sets out the organisation's charitable purpose or purposes, that the charity operates on a not-for-profit basis, and the way the governing body (such as a committee or board) makes decisions and consults members. Governing documents may have different names depending on an organisation's structure or form, including a statement of purpose, rules or articles of association, constitution, or trust deed. (ACNC).

Guidelines: Information which outlines an organisation's expectations for a given process; a guide for a course of action or activities that can include rules, checklists, plans, procedures.

Human rights: Legal statements by the international community that assert the equality and dignity of all human beings. Includes civil and political rights and economic, social and cultural rights. This includes the core international human rights treaties and their optional protocols.

Humanitarian initiatives: Action taken with the objective of saving lives, alleviating suffering and maintaining human dignity during and after human-induced crises and disasters, as well as action to prevent and prepare for them (Core Humanitarian Standard). In the context of this Code, humanitarian initiatives include activities undertaken directly, funded, or supported by members. It is recognised that 'nexus' activities span development and humanitarian purposes; throughout this Code typical usage is the combined 'development and humanitarian initiatives' to cover all initiatives without distinction.

Humanitarian Principles: The humanitarian principles of humanity, neutrality, impartiality and independence provide the foundation for humanitarian action. They are derived from the Red Cross Movement's 'fundamental' principles, and have since been endorsed by UN General Assembly and other resolutions. Commitment to the principles is expressed at an institutional level by most humanitarian organizations, as well as through Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations in Disaster Relief, the Sphere Project and the Core Humanitarian Standard.

- **Humanity:** Human suffering must be addressed wherever it is found. The purpose of humanitarian action is to protect life and health and ensure respect for human beings
- **Neutrality:** Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.
- **Impartiality:** Humanitarian action must be carried out on the basis of need alone, giving priority to the most urgent cases of distress and making no distinctions on the basis of nationality, race, gender, religious belief, class or political opinions.
- **Independence:** Humanitarian action must be autonomous from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

Implemented: The process of communicating a policy and providing training to governing body members, staff, and volunteers as is appropriate, and applying the policy to the members' systems, procedures and programs accordingly.

Legislation: Laws made by parliament, also called Acts of Parliament or statute laws (ACNC).

Local actors: Describes a wide range of individuals, organisations and institutions, who have the knowledge and expertise to understand and respond to the needs of their communities. This can include local and national governments, local and national NGOs, civil society organisations, community-led organisations and communities.

Locally-led action: Locally-led development and humanitarian action recognises, respects and strengthens the leadership and decision-making of local actors who are best placed to understand and respond to the needs of their communities. By its nature, this will look different in each country context, and even within countries or programs. Successful locally-led action recognises how power imbalances influence development and humanitarian initiatives. It is facilitated by strong and equal partnership, quality direct funding, transparency and mutual accountability, and diversity and empowerment in staffing and leadership. (adapted from draft ACFID Locally-led Action Framework)

Marginalised: A person or group who is isolated, pushed to the edge, treated or considered unimportant, insignificant and powerless.

Members: Current formal Full Members of ACFID, which must be signatories to the Code of Conduct (Rules and Objects of ACFID)

Money Laundering: The process of concealing the origin, ownership or destination of illegally or dishonestly obtained money and hiding it within legitimate economic activities to make them appear legal (Source: Transparency International AntiCorruption Glossary https://www.transparency.org/glossary/term/money_laundering)

Monitoring and evaluation: Monitoring and evaluation are systems or processes used to manage and assess the progress and results of their work. They are conducted to provide accountability to affected stakeholders and donors, to improve performance, to enable learning and adaptation, and to communicate information about results and impact.

- Monitoring refers to the continuous or ongoing assessment of work over time.
- Evaluation is a systematic and objective assessment of an ongoing or completed development or humanitarian initiative.

Non-development activity: Includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.

Non-government organisations: Voluntary, not-for-profit, organisations formally registered with government, that are run by a governing board that is accountable to its members.

Not-for-profit (NFP): An organisation that has rules that do not allow it to distribute profits or assets to its members, the people who run it or their friends or relatives while it is operating or winding up. An organisation that is not-for-profit generally does not operate activities for the profit, personal gain or other benefit of particular people (for example, benefit of its members). (ACNC).

Partner: Organisations, individuals and other parties we work jointly with, who have defined roles and responsibilities for achieving common goals

Partnership: An ongoing working relationship between partners where risks and benefits are shared.

Personnel: Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, board members. (DFAT, Child Protection Policy)

Policy: High level principles, rules, and guidelines formulated or adopted by an organisation to guide conduct and reach its long-term goals.

Primary stakeholders: The term used in the Code of Conduct to refer to those whom we seek to support, work with and directly benefit through development and humanitarian initiatives. All individuals who are participants in, and are directly affected by, development and humanitarian initiatives. They may also be known as beneficiaries or local people.

Privacy: A fundamental human right that generally includes the right to be free from interference and intrusion, to associate freely with whom you want, to be able to control who can see or use information about you. (Office of the Australian Information Commissioner)

Privacy legislation: The Australian Commonwealth Government Privacy Act 1988 (Privacy Act) Covers how personal information must be handled by organisations. The Act's 13 Australian Privacy Principles govern the collection, use and disclosure of personal information, the governance, accountability and integrity of personal information, and the rights of individuals to access their personal information (Office of the Australian Information Commissioner).

Prohibited Entities: Includes those individuals and organisations within the Australian National Security Listed Terrorist Organisations, and the ASO Consolidated List of all persons and entities listed under Australian sanctions laws, recognising these are not exhaustive, nor the only such listings. For example, the Consolidated List only includes persons and entities listed under Australian sanctions laws, and Members are encouraged to consider whether activities may be subject to other Australian laws, or sanction laws of other countries.

Racial Justice: The systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all. It is not just the absence of discrimination and inequities, but also the presence of deliberate systems and supports to achieve and sustain racial equity through proactive and preventative measures. The pursuit of racial justice seeks to remove the racial hierarchies that deny justice to people of colour.

Regular review: Includes monitoring, reviewing, evaluating, and amending a policy, process or guideline as is necessary.

Resources: Stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organisation in order to function effectively.

Responsible People: Responsible People refers to individuals who are responsible for governing a charity. Generally, a charity's Responsible People are its board or committee members, or trustees (including insolvency trustees or administrators). (ACNC)

Safeguarding: Actions, policies and procedures that create and maintain protective environments to protect people from exploitation, harm and abuse of all kinds.

Sector: An area of the economy in which businesses share the same or a related product or service. In the context of the Code, this refers to organisations and entities engaged in international development and humanitarian initiatives.

Sexual abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. (UN Secretary General's Bulletin on protection from sexual exploitation and abuse)

Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another. (UN Secretary General's Bulletin on protection from sexual exploitation and abuse)

Sexual harassment: Australian law states that sexual harassment occurs when: a. a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or b. engages in other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. This definition is used in the Sex Discrimination Act and Fair Work Act and is also recognised in WHS codes of practice.

Signatory: An organisation which the Code of Conduct Committee has accepted as a signatory to the ACFID Code of Conduct and which has not resigned or been removed and has paid all its fees.

Staff: People employed by an organisation.

Stakeholders: Individuals and groups that can affect or are affected by an organisation's policies and/or actions (Pathways to Accountability, the GAP Framework One World Trust, 2005).

Strategic: Relating to the identification of long-term or overall aims and interests and the means of achieving them.

Sustainable change: Change that is lasting and durable.

Systemic change: Systemic change means that change has to be fundamental and affects how the whole system functions. It involves confronting root causes of issues (rather than symptoms) by transforming structures, customs, mindsets, power dynamics and policies. It's about changes that spread and behaviours that become a new normal, rather than benefits remaining confined to a narrow group. (Catalyst 2030; ILO)

Terrorism Financing: Providing or collecting funds and being reckless as to whether those funds will be used to facilitate or engage in a terrorist act (Criminal Code Act 1995)

Third party: A third party is an organisation or individual that formally or informally collaborates with a charity to advance the charity's purposes. (ACNC)

Transactional sex: The exchange of money, employment, goods, services or other benefits for sex or sexual acts (DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy).

Transparency: An organisation's openness about its activities, providing information on what it is doing, where and how this takes place and how it is performing (Pathways to Accountability, the GAP Framework, One World Trust, 2005).

Volunteers: A person or people willingly giving their time for the common good and without financial gain (Volunteering Australia). In the context of the Code, the focus is on formal volunteering, taking place within or for member organisations in a structured way. While the vast majority of volunteering is undertaken by individuals, entities also donate employee time and this is included within this definition.

Whistleblower: someone with inside knowledge of an organisation who reports misconduct or dishonest or illegal activity that may have occurred within that organisation.

Whistleblower Protections: Protections provided to whistleblowers to enable them to come forward to report misconduct without fear of retribution or personal detriment. It is illegal to fire, harass or discriminate against a whistleblower or potential whistleblower because someone thinks they made a disclosure (whistleblowers can be compensated for any loss, damage, or injury they suffer, and people breaching whistleblower confidentiality or causing detriment can face criminal or civil penalties)

- Some whistleblower protections are mandated by legislation, including through the *Corporations Act 2001* (Cth) and the *Taxation Administration Act 1953* (Cth).
- **Eligible whistleblowers**, for mandated whistleblowing protection can be an officer or employee, an individual or employee of a person that supplies services or goods to the entity (including volunteers), an individual who is an associate of the entity, a relative or dependant of any of the above, or a dependant of the spouse of any of the above, or an individual as otherwise prescribed by the regulations. An eligible whistleblower can remain anonymous and still qualify for protection.
- **Disclosures that qualify for protection** are those reports of conduct by a charity, or an officer or employee of the charity, that represents misconduct, an improper state of affairs or circumstances, or a breach of the law. To qualify for protection, the whistleblower must have reasonable grounds to suspect that the information they will disclose indicates misconduct.
- **Eligible Recipients:** To qualify for protection, a whistleblower must make their disclosure to an eligible recipient, including as relevant ASIC, APRA, a Commonwealth body nominated for this purpose in the regulations, a legal practitioner if seeking advice about whistleblower protections, an officer or senior manager of the charity, and auditor or member of the audit team for the charity, an actuary of the charity, a person that the charity has authorised to receive a disclosure (this may be a person external to the charity).

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Working with Children: Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works (see also Contact with Children definition).

Financial Definitions

The definitions listed below are to be used by all members in the preparation of their ACFID Code-compliant Financial reports. Treatment must be in accordance with the relevant accounting standards. If you are in doubt, please consult your accountant or auditor for clarification of the appropriate accounting treatment for your organisation.

INCOME STATEMENT – DEFINITIONS

The definitions are to be used by all members in the preparation of their Income Statements in conjunction with the Australian Accounting Standards. For those which are not specified here refer to the definitions found in the [National Standard Chart of Accounts \(NSCOA\)](#).

INCOME STATEMENTS – REVENUE

Donations and Bequests: Donations are income received without providing consideration in return, and include all donations actually received. Donations are also called gifts. Bequests are donations received through wills and memorials.

Where donations or bequests form the major category of income, members are advised to provide further detail of the composition of these. For example: restricted or unrestricted as to purpose, relating to international or domestic programs, or by major fundraising activity.

- *Donations and Bequests – Monetary* – Donations and bequests received in cash.
- *Donations and Bequests – Non-monetary* – Goods and services received as gifts in kind.
 - Non-monetary donations should be recognised in the accounts when they are reliably measurable, taking into account materiality considerations. Any figure recorded under this heading should match a corresponding expenditure heading named 'Non-monetary expenditure'.
 - Donated assets (excluding buildings) are recognised as income when the asset is received. The amount recorded should be equivalent to the fair value of the donated asset. The fair value is 'the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction' (AASB 116). Both usability and marketability are joint considerations in determining fair value.
 - Donated buildings are not recorded as income and should be recorded directly as an asset in the Balance Sheet (refer definition for Property, Plant and Equipment).
 - If an organisation recognises volunteer services in their Financial Statements, it will depend on their unique circumstances, taking into account their ability to reliably measure the value of volunteer services and materiality considerations. If agencies choose to disclose the value of volunteer services in their Financial Statements, then they can choose whether to include this value as both Non-Monetary Revenue and Expense items in the Income Statement OR as a disclosure in the Notes to their Accounts. This decision will be based on whether the item meets accounting standards criteria for recognition. The Department of Foreign Affairs and Trade (DFAT) publishes job descriptions and relative rates of pay to use as a guide in valuing volunteer services. These are provided specifically for accredited organisations operating under the Recognised Development Expenditure (RDE) guidelines. However they may also assist other organisations as a reference. Refer to RDE Worksheet Explanatory Notes available at: http://aid.dfat.gov.au/ngos/ancp/Documents/rde_notes.doc

Grants: Funding received from governments and other institutions to support the objectives of the organisation. Most grants require the funds to be spent in a specified manner.

- *Grants – Department of Foreign Affairs and Trade (DFAT)* – Grants sourced directly from DFAT.

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- *Grants – Other Australian* – Grants sourced from all other Australian institutions, including other Australian Commonwealth Government departments or agencies other than DFAT, State and Territory Government departments, and other Australian organisations such as philanthropic organisations and corporate entities like managing contractors.
- *Grants – Other overseas* – Grants sourced from non-Australian institutions, including international affiliates, multilateral institutions and other non-Australian organisations.

Commercial Activities Income: Income from activities where there is an exchange of value with an intention to generate a surplus to contribute to the organisation's aims. This includes gross income from any retail activities, membership and subscription fees, royalties, fees for services provided, corporate sponsorships and raffles.

Investment Income: Income from interest, dividends, rent and other income earned on investment assets.

Revenue for International Political or Religious Adherence Promotion Programs: Income received for the purpose of supporting a political party, promoting a political candidate or organisation affiliated to a political party, or to promote a particular religious adherence. Refer to the definitions of non-development activity and the relevant section of the Good Practice Toolkit guidance for more detail in this area. If organisations have material amounts of funds in any of these areas, they should itemise them on separate lines to enhance understanding.

Other income: Inflows of economic benefits not included in the other categories. This might include gains from the sale of fixed assets, gains on foreign currency transactions and forgiveness of a liability. If any single category income item constitutes more than 10% of total revenue, organisations are encouraged to disclose this separately in the Income Statement. This may apply for example, to organisations with large Domestic Programs.

INCOME STATEMENT – EXPENSES

International Development and Humanitarian Programs Expenditure: Expenditure incurred to perform international development and humanitarian initiatives, i.e. activities undertaken to reduce poverty and address global justice issues via direct engagement through community projects, humanitarian relief and/or community education and public policy campaigns.

- *International Programs* - Funds to international programs - These costs may include (but are not limited to):
 - o Salaries of international program staff or costs of volunteers working overseas, that are paid from Australia,
 - o The cost of acquiring property, plant and equipment in Australia which is then sent overseas, for example the cost of a computer and transportation costs in getting this computer equipment overseas,
 - o Costs of programs implemented directly by overseas field offices or country offices of the member,
 - o Costs of programs implemented by international partners,
 - o Administration costs of overseas field offices or program partners, and
 - o Program expenditure (not management fees) funded via international secretariats.

Funds to international programs must be limited to funds and gifts in kind actually remitted overseas to development and humanitarian initiatives, plus the cost of remitting those funds.

Organisations are encouraged to show details of their international programs either by program or by country. These details may be disclosed either in the Income Statement or in notes in the form of a supplementary report or set of graphics.

- *International Programs – Program support costs* – Direct costs of program management spent in Australia, including project design, monitoring and evaluation and project management. It includes the salaries of international program support staff based in Australia and their training and professional

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development. International program support staff are staff involved in the effective management of international projects. This may also include the costs associated with volunteers involved in the effective management of international projects. Program support costs can also include the costs of dedicated international project management software or the project management module of a broader Enterprise Resource Planning (ERP) software system.

- *International Programs – Community Education* – Costs related to informing and educating the Australian community of, and inviting their active involvement in, global justice, development and humanitarian issues. This includes the cost of producing and distributing materials, the cost of conducting educational and public policy campaigns, and the cost of personnel involved in these activities. Educational materials and campaigns often include the opportunity for the community to provide financial or other support to the organisation. If educational and campaign activities include an element of fundraising, the following requirements must be followed:
 - An amount proportionate to the fundraising elements involved must be charged to Fundraising Costs. For example, a one page fundraising request in a 20-page campaign newsletter will charge 5% of the total newsletter costs to Fundraising Costs.
 - The method for allocating the proportion of fundraising cost must be documented and be able to be produced to support the decision and is suggested to be included by way of a note to the accounts.

These requirements ensure that all costs associated with fundraising activities are disclosed at the highest level of transparency.

- *International Programs Fundraising costs – Public* – Costs incurred for the purpose of raising revenue from the public. These can include (but are not limited to):
 - the production and mailing (physically or electronically) of fundraising materials,
 - the cost of promotional or marketing campaigns,
 - the costs of establishing and maintaining public donor databases,
 - funds paid to third parties to provide fundraising services,
 - donation related bank fees; and
 - the cost of personnel involved in preparing, conducting and evaluating marketing and fundraising campaigns.
- *International Programs fundraising costs – Government, multilateral and private sector* – Costs of personnel and related expenses involved in the preparation of funding submissions for, and reporting against, grants and other contracts from government, multilateral organisations, corporate and philanthropic organisations.
- *International Programs – Accountability and Administration costs* – Costs (not able to be allocated to a program activity) associated with the overall operational capability of the organisation. These costs include (but are not limited to):
 - audit and accounting fees
 - legal fees
 - memberships and subscriptions
 - management costs of international secretariat functions
 - office accommodation expenses (rent, maintenance, depreciation, utilities, etc.)
 - bank charges (not donation related)
 - general staff training.

Non-Monetary Expenditure: Expenditure to offset the value of gifts of goods and services received in kind, as well as any volunteer services (refer to Non-Monetary Income definition for details relating to volunteer services) that are recognised in the financial statements.

International Political or Religious Adherence Promotion Programs Expenditure: Expenditure made for the purpose of supporting a political party, promoting a political candidate or organisation affiliated to a political party, or to promote a particular religious adherence.

Refer to the definitions of non-development activity and the relevant section of the Good Practice Toolkit guidance for more detail in this area.

If members have material amounts of expenditure in any of these areas, they should itemise them on separate lines to enhance understanding.

Domestic Programs Expenditure (including monetary and non-monetary): Expenditure on programs that are directed towards beneficiaries within Australia. If this is a material category for members, they are encouraged to add extra detail to report on under this heading and to use headings that are simple and clearly explain their operations.

Commercial Activities Expenditure: Expenditure incurred on activities where there is an exchange of value with an intention to generate a surplus to contribute to the organisation's aims. This includes expenditure on retail activities, membership and subscription programs, maintaining assets that earn royalties, services provision that generate fees and raffles.

Other Expenditure: Outflows of economic benefits not included in other expenditure categories. This could include losses on foreign currency transactions. If any single category Other Expenditure item constitutes more than 10% of total expenditure, organisations are encouraged to disclose this separately in the Income Statement.

Other Comprehensive Income: Items of income and expense (including reclassification adjustments) that are not recognised in the body of the Income Statement. Includes items such as:

- fair value changes in available for sale financial assets, and
- changes in valuation of fixed assets.

BALANCE SHEET DEFINITIONS

The definitions listed below are to be used by members in the preparation of their Balance Sheets in conjunction with the Australian Accounting Standards. If members decide to disclose other categories in the Balance Sheet, they should ensure that the definitions of these are similarly based on accounting standards.

BALANCE SHEET – ASSETS

Assets: Assets are resources controlled by the member as a result of past events and from which future economic benefits are expected to flow to the entity.

Current Assets: Assets that are expected to be realised within twelve months from the reporting date or within one operating cycle, whichever is the shorter. Current assets include:

- *Cash and cash equivalents:* Cash includes cash at bank and cash on hand e.g. petty cash, cash floats and undeposited funds. Cash equivalents are highly liquid investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.
- *Trade and other receivables:* Amount of receivables still owing by customers (debtors) to the organisation at the end of the operating cycle which are expected to be collected in the next twelve months.

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- *Inventories:* Items held for sale or expected to be consumed in the process of delivery of services in the next twelve months. Includes fundraising stock, trading stock, publications for sale and emergency response stocks. Inventories may be purchased or received by way of donation.
- *Other financial assets:* Investments, deposits and bonds, which are expected to be redeemed in the next twelve months.

Non-current assets: Assets that are not expected to be realised within twelve months from the reporting date or within one operating cycle, whichever is the shorter.

Non-current assets include:

- *Trade and other receivables:* Amount of receivables still owing by customers (debtors) to the organisation at the end of the operating cycle which are not expected to be collected in the next twelve months.
- *Other financial assets:* Long-term investments, deposits and bonds which are not expected to be redeemed in the next twelve months.
- *Property, plant and equipment:* Tangible items that are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and are expected to have a life beyond the next twelve months. Includes freehold and leasehold land (the land is shown at either cost or at its re-valued amount), buildings and building improvements. These are also known as fixed assets. Donated fixed assets, are recorded at the time of acquisition at fair value.
- *Investment property:* Land and/or buildings held for purposes of economic benefit via rental returns and capital appreciation, instead of for direct use in the organisation's operations.
- *Right of use asset:* An asset that represents a lessee's right to use an underlying asset for the lease term.
- *Intangibles:* Intangible assets purchased, e.g. goodwill, distribution rights, intellectual property, licenses, patents, trademarks, as well as those internally generated, eg computer software development.
- *Other non-current assets:* Non-current assets not specifically included in other categories.

BALANCE SHEET – LIABILITIES

Liabilities: A liability is a present obligation of the member arising from past events, the settlement of which is expected to result in an outflow of resources.

Current liabilities: Liabilities that are due to be settled within twelve months from the reporting date, or within one operating cycle, whichever is the shorter. Current liabilities include:

- *Trade and other payables:* The total owing to creditors (not including bank loans) at the end of the operating cycle and payable within the next twelve months.
- *Borrowings:* Balance of loans owed by the organisation to banks and other lenders that are payable within the next twelve months.
- *Current tax liabilities:* Amount of taxes payable to taxation authorities for local taxes including Goods and Services Tax, Pay As You Go tax, Income Tax, Fringe Benefits Tax and Australian Business Number withholding tax.
- *Other financial liabilities:* Other amounts payable to external parties due and payable within the next twelve months.
- *Lease liabilities:* Present value of the minimum payments due under a contract that conveys the right to use an asset for a period of time in exchange for consideration, due and payable within the next twelve months.
- *Provisions:* Liabilities of uncertain timing or amount. Can include provisions for employee entitlements like annual leave and provisions for maintenance.
- *Other:* Current liabilities not specifically included in other categories.

Non-current liabilities: Liabilities not expected to be settled within 12 months or one operating cycle, and therefore not classified as current. Non-current liabilities include:

- *Borrowings:* Loan amounts owed by the organisation to banks and other lenders that are not payable within the next twelve months.
- *Other financial liabilities:* Other amounts payable to external parties that are not payable within the next twelve months.
- *Lease liabilities* – Present value of the minimum payments due under a contract that conveys the right to use an asset for a period of time in exchange for consideration, that are not due and payable within the next twelve months.
- *Provisions:* Liabilities of uncertain timing or amount that are not payable within the next twelve months. Can include provisions for employee entitlements like long-service leave.
- *Other:* Non-current liabilities that are not specifically included in other categories.

BALANCE SHEET – EQUITY

Equity: The residual interest in the assets of the member after deducting all of its liabilities.

Reserves: Any reserve established by the organisation (such as the capital profits reserve, building maintenance reserve, IT reserve etc.). Reserves can include amounts of money specifically set aside by the governing body for future purposes, as well as those prescribed by accounting standards (for example an Asset Revaluation Reserve). An asset revaluation reserve is generated when an organisation decides to revalue certain non-current assets, such as land and buildings. Reserves are split into Restricted and Unrestricted categories.

- *Restricted Reserves:* Reserves allocated for a specific purpose within the organisation's objectives. The specific purpose is usually defined by the donor or by law, ie it is an external restriction. This may include funds held for future distribution from a bequest or other type of specific donation.
- *Unrestricted Reserves:* Reserves that can be spent at the discretion of the organisation within its charitable objectives, but are not otherwise restricted as to their use.

Retained Earnings: The accumulated surpluses or deficits of the organisation over the years it has been operating.

Financial Reporting Formats

Option 1 format: International Development and Humanitarian Initiatives Short Form Income Statement template

INCOME STATEMENT FOR THE YEAR ENDED [DATE 202X]

	202X	202X-1
REVENUE		
Donations and gifts		
- Monetary		
- Non-monetary		
Grants		
Commercial Activities Income		
Other Income		
TOTAL REVENUE	\$0	\$0
EXPENDITURE		
International Programs		
Community Education		
Fundraising Costs		
Accountability and Administration		
Commercial Activities Expenditure		
Non-monetary Expenditure		
Other Expenditure		
TOTAL EXPENSES	\$0	\$0
Excess / (Shortfall) of Revenue over Expenditure	\$0	\$0

Option 2 format: Income Statement template

Income Statement of XXXX Year Ended XXX		
	202X	202X-1
Revenue		
Donations and Bequests		
Monetary		
Non-monetary		
Bequests and Legacies		
Grants		
Department of Foreign Affairs & Trade		
Other Australian Grants		
Overseas Grants		
Commercial Activities Income		
Investment Income		
Other Income		
Revenue for International Political or Religious Adherence		
Promotion Programs		
Total Revenue	\$0	\$0
Expenditure		
International Aid and Development and Humanitarian Programs Expenditure		
International Programs		
Funds to International Programs		
Program Support Costs		
Community Education		
Fundraising Costs		
Public		
Government, multilateral and private		
Accountability and Administration		
Non-monetary Expenditure		
Total International Aid and Development and Humanitarian	\$0	\$0
Programs Expenditure		
International Political or Religious Adherence Promotion		
Programs Expenditure		
Domestic Program Expenditure		
Commercial Activities Expenditure		
Other Expenditure		
Total Expenditure	\$0	\$0
SURPLUS/(DEFICIT)	\$0	\$0
Other Comprehensive Income		
TOTAL COMPREHENSIVE INCOME	\$0	\$0

Cents removed from template

Option 2 format: Balance Sheet (also known as a Statement of Financial Position)

Balance Sheet of XXX		
As at XXX		
	202X	202X-1
ASSETS		
Current Assets		
Cash and Cash Equivalents		
Trade and Other Receivables		
Inventories		
Assets Held for Sale		
Other Financial Assets		
Total Current Assets	\$0	\$0
Non-current Assets		
Trade and Other Receivables		
Other Financial Assets		
Property, Plant and Equipment		
Investment Property		
Intangibles		
Right of Use Assets		
Other Non-current Assets		
Total Non-current Assets	\$0	\$0
TOTAL ASSETS	\$0	\$0
LIABILITIES		
Current Liabilities		
Trade and Other Payables		
Borrowings		
Current Tax Liabilities		
Other Financial Liabilities		
Lease Liabilities		
Provisions		
Other		
Total Current Liabilities	\$0	\$0
Non-current Liabilities		
Borrowings		
Other Financial Liabilities		
Lease Liabilities		
Provisions		
Other		
Total Non-current Liabilities	\$0	\$0
TOTAL LIABILITIES	\$0	\$0
NET ASSETS	\$0	\$0
EQUITY		
General Reserves		
Restricted Reserves		
Retained Earnings		
TOTAL EQUITY	\$0	\$0

Cents removed from template

D. Code of Conduct Changes – Background and Rationale for Amendments

Background and rationale: amendments to the ACFID Code of Conduct and Quality Assurance Framework

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Introduction

This document summarises the amendments to the Code of Conduct and Quality Assurance Framework that have been made following consultation with ACFID members and other key stakeholders from August 2022 – June 2023. It also outlines the rationale for these changes and is provided to members to assist in understanding, communicating and ultimately deciding on the revised Code and the new Quality Assurance Framework.

The document is structured around the key thematic areas for change that emerged throughout the review. It should be read alongside the amended Code of Conduct (Document B) and the Quality Assurance Framework (Document C).

Review Process

The ACFID Code of Conduct is periodically reviewed to ensure it continues to reflect good practice and the needs of ACFID and its members. It was first developed in 1997 and comprehensively revised and expanded in 2010 and 2016. The purpose of the [2022-23 review](#) was to make sure the Code and associated Quality Assurance Framework remains relevant, coherent, useful and credible to members and external stakeholders. This has been done through an extensive consultative process involving ACFID decision-making bodies, Communities of Practice, ACFID members and external stakeholders including DFAT and the ACNC. This process commenced in July 2022 and will finish in October 2023 when the revised Code is considered by members for ratification at the ACFID Annual General Meeting.

In August 2022, ACFID released a Discussion Paper outlining key questions to guide the first phase of consultations with ACFID members and stakeholders. Responses were invited from ACFID members, staff, board members, volunteers, partners, DFAT and other interested stakeholders, through an online survey tool and online workshops. The outcomes from these consultations informed the development of seven key recommendations which guided the next stage of drafting changes to the ACFID Code and Quality Assurance Framework. These were shared with ACFID members in December 2022.

From January to May 2023 ACFID facilitated an iterative consultation approach to the drafting of proposed amendments, using the feedback gathered at each stage to inform further amendments. Two rounds of online and face-to-face workshops were held in March and May 2023, with over half the ACFID membership represented. The expertise of relevant Communities of Practice and key ACFID Committees was instrumental in drafting and refining the amendments. External consultants were engaged to provide advice on updates to the financial elements in the Code and opportunities to improve alignment with other standards and legislation.

Throughout the review, expert guidance was provided by a Project Reference Group which included representatives from the ACFID Board, CCC, DPC, Pacific Islands Association of NGOs (PIANGO), DFAT, ACNC and an independent academic advisor.

Feedback received during the several rounds of consultations informed the development of a Penultimate Decision Draft which was considered by the CCC and ACFID Board before being finalised as this Decision Draft. The Decision Draft is being circulated to all ACFID members 60 days prior to the consideration of its formal adoption at the ACFID Annual General Meeting to be held in Sydney on 18 October 2023.

Objectives and Guiding Principles

The purpose of the Review was to ensure the ACFID Code of Conduct and associated Quality Assurance Framework remains relevant, coherent, useful and credible both to Code signatories and external stakeholders.

To achieve this, the Terms of Reference for the Code review set out the objective to review and revise, if required, the Quality Principles and Commitments in the ACFID Code of Conduct and the Compliance Indicators and Verifiers in the Quality Assurance Framework, with the aim of:

- ensuring the Code remains relevant in light of the changing roles and practices of NGOs
- aligning the Code with changes in international self-regulation and domestic policies, legislation, standards, other regulatory norms and community expectations
- removing redundancy and overlap within the Code itself and clarifying requirements where there is ambiguity or lack of specificity
- addressing specific gaps in the Code which have emerged over the last five years
- updating guidance and resources in line with the above
- ensuring compliance is manageable for members and ACFID

The Terms of Reference for the Review set out several guiding principles:

- Changes to the Code of Conduct or Quality Assurance Framework will be undertaken on the grounds of necessity not convenience, keeping in mind the impact of changes on member's compliance requirements;
- The overall architecture and structure of the Code and Quality Assurance Framework shall be maintained; and
- The triennial compliance assessment and reporting cycle shall be maintained.

1. Alignment with other standards and regulations

Rationale

The Code is both informed by and informs other global and national standards and regulations relevant to Australian development and humanitarian organisations. Where relevant and possible, the Code seeks to align with other standards to reduce inconsistencies for members. Since 2017, ACFID has conducted detailed mapping of the Code requirements in relation to the ACNC Governance Standards, ACNC External Conduct Standards and DFAT Accreditation Criteria.

Through all consultation mechanisms, member feedback focused significantly on this area for change. Members currently experience the intersection between legal and regulatory compliance, voluntary self-regulation, due diligence and contractual obligations, and other good practice standards to be complex and administratively burdensome.

The main external standard members wanted to see greater alignment with was DFAT Accreditation. Many noted that the Code and Accreditation are frequently very similar, yet not similar enough (noting the previous work on mapping the alignment). However, members also noted that the ACFID Code and DFAT Accreditation serve distinct purposes. More than half of ACFID members are not DFAT Accredited, and should not need to be bound by additional DFAT-specific requirements where these significantly change what is already required in the Code. For this reason, amendments which seek to bring the Code and DFAT requirements into greater alignment have been made with the following principles in mind:

- Alignment should be considered where the regulation is well-established, and the Code already substantially meets or aligns with the regulation.
- Amendments to the Code should be considered where increased alignment to DFAT requirements may reduce overall compliance burden:
 - i. Where DFAT may increase its recognition of ACFID Code status, seek to align with DFAT Accreditation requirements;
 - ii. In areas such where DFAT is unlikely to increase its recognition of ACFID Code status, only increase alignment of the Code where not creating additional or expanded burden on members.

The next most frequently referenced requirements were the ACNC Governance Standards, External Conduct Standards, and reporting requirements for the ACNC. The opportunity exists to increase the Code's alignment with ACNC Standards, without adding any additional burden on members given that all members are already obliged to meet ACNC requirements. The aim is not to duplicate the ACNC standards in the Code, but to reduce the risk of contradiction with the ACNC, and reduce the need for members to cross-reference between the Code and the Standards in pursuing quality and compliance. While with different purposes and organised around different structures, there is significant alignment of intent between the ACFID Code and both sets of ACNC Standards.

Since the Code was last reviewed, legally mandated requirements for whistleblower policies, and whistleblower protections have been introduced. At a minimum, these apply to charities structured as public companies limited by guarantee with annual consolidated revenue of \$1 million. While the Code had already previously adopted a standard higher than that required by law, legislation now has more specific, legally mandated requirements for many members. The existing whistleblowing

policy requirements have been updated at Compliance Indicator 9.2.2 to provide greater clarity for members and to ensure the Code requirements remain aligned with current legislation.

A range of other legal and regulatory standards that apply to all members were also reviewed, as well as other voluntary codes, standards or guidance. Minor amendments have been made to improve alignment with the Core Humanitarian Standard and Australian Accounting Standards.

Summary of amendments

DFAT

Location of amendment(s)	Amendment(s)	Type of change
Commitment 1.4	<p>Child Safeguarding Policy (1.4.1)</p> <p>Language and requirements have been updated to better align with DFAT Child Protection Nine Minimum Standards.</p> <ul style="list-style-type: none"> - Policy must include a definition of a child; reporting procedures; commitment to training at induction and regularly thereafter, the process for regular review of the policy. - Members have greater flexibility in where they document their recruitment screening procedures. - Members must have evidence of risk assessment and child safeguarding training, not just a policy commitment. <p>Code of Conduct (1.4.2)</p> <p>Minor language update to alignment with requirements with DFAT Child Protection Nine Minimum Standards, including:</p> <ul style="list-style-type: none"> - More closely aligning the language to broadly cover the Professional Behaviours that DFAT require to be in the Code of Conduct. - Expand the people who are required to sign the Code of Conduct to align with DFAT's definition of personnel. <p>Incident reporting and child-friendly complaints procedures (1.4.3)</p> <p>Align requirements with DFAT Child Protection Nine Minimum Standards, specifically Minimum Standard 2.</p> <ul style="list-style-type: none"> - Members now have greater flexibility to document child safeguarding and child-friendly complaints processes in one single policy or procedure, or more than one. - Amendments outline specific elements of what must be covered, which are also informed by the National Principles for Child Safe Organisations 	Update to existing requirement.
Commitment 1.5	<p>Safeguarding / PSEAH</p> <ul style="list-style-type: none"> - Incorporation of 'harassment' alongside sexual abuse and exploitation. 	Update to existing requirement.

	<ul style="list-style-type: none"> - Greater clarity as to who the policy applies to – ‘governing body members, staff, contractors, volunteers, visitors to projects and partners’, rather than using general terms like ‘representatives’. 	
Commitment 9.3	Child Safeguarding and PSEAH Screening of staff as part of child safeguarding and PSEAH is now mentioned explicitly as part of Human Resources policy. This was an existing requirement in Commitment 1.4 and 1.5 but has been included here for clarity.	Existing requirement.
Commitment 9.4	Child Safeguarding and PSEAH Increased specificity to require that staff and volunteers acknowledge acceptance of the organisation’s Code of Conduct, e.g. signed, incorporated into employment or volunteer agreement. (9.4.1)	Update to existing requirement.
Commitment 4.3	Evaluation The requirements for members have not changed. Evaluation has been separated from monitoring to more closely align with DFAT Accreditation (B4.1 and B4.3) and elevate the place of evaluation. (4.3.3)	Existing requirement.
Commitment 5.1	Partnerships Members documented assessment process for organisations with whom they work in formal partnership must include an assessment of their partner’s authority to work in relevant countries. This should be considered by the member as part of the due diligence process but may not necessarily prevent the member from working with that partner. Capacity assessment of safeguarding practices and risk management practices have been split into two separate points for greater alignment with DFAT – no new requirement. (5.1.2)	Update to existing requirement.
Commitment 5.2	Partnerships Members must ensure that, for formal partnerships, members and partners have a shared understanding of responsibilities in the partnership agreement. Relates to DFAT requirement C1.4. (5.2.1)	Update to existing requirement.
Commitment 5.3	Partnerships Minor language change to align with DFAT requirement (C3.6) on effectiveness of partnerships. (5.3.2)	Update to existing requirement.
General definitions	Partnerships New definition for ‘formal partnership’. Includes DFAT’s definition of ‘implementing partner’	New definition.
Commitment 7.4	Organisational risk management New indicator related to organisational-wide risk management. Members are required to have a documented organisation-wide risk management approach and regular reporting to the governing body of key risks and controls. Aligns with DFAT requirement at A2.1. (7.4.5)	New requirement.

ACNC

Location of amendment(s)	Amendment(s)	Type of change
Commitment 1.2	Definition of ‘Vulnerable People’ While the Code does not use the language of ‘vulnerable people, but instead speaks of ‘those in vulnerable positions’, the verifier at 1.2.1 has been updated to reflect the ACNC’s definition of vulnerability in the External Conduct Standards as something that is temporary or ongoing. This has replaced the non-exhaustive list of potential drivers of vulnerability, marginalisation or exclusion.	Existing requirement.
Commitments 4.1, 4.3, 7.1 and 8.2	Charitable purpose Three indicators (4.1.1, 4.3.1, 7.1.1 and 8.2.5) have been updated to reference the need to ensure initiatives are consistent with the member’s ‘charitable purpose’, and that this information is provided publicly as required in Governance Standard 1 and External Conduct Standard 1.	Update to existing requirement.
Commitment 7.2	Record keeping Incorporation of elements of ACNC External Conduct Standard 2, not otherwise reflected in the Code. Members are required to have records that include information necessary for the organisation to be able to prepare a summary of its activities and related expenditure outside Australia on a country-by-country basis (7.2.3).	New requirement in Code.
Commitment 7.4	Conflict of interest Members are already required to have a conflict of interest policy (7.4.3). The scope of the policy has been amended to include third parties, as required by ACNC. Some further updates to the language in relation to the documentation of conflicts, and managing or remedying conflicts, in line with ACNC Government Standard 5, and the laws it derives from, and the ACNC guidance on managing conflicts of interest.	Updates to existing requirements.
Financial Reporting Formats	Financial reporting Amendment to financial reporting formats to consolidate Donations and Bequests income lines, in alignment with ACNC financial reporting format. Consolidation also made in the Financial Definitions.	Updates to existing requirements.
Financial definitions	Definition of ‘Other Income’ and ‘Revenue from Providing Goods and Services’ definitions to include more examples from ACNC.	Updates to existing requirements.

Whistleblowing regulation

Location of amendment(s)	Amendment(s)	Type of change
Commitment 9.2	<p>Policy requirements (9.2.2)</p> <ul style="list-style-type: none"> - replacing the terminology of “in good faith” disclosures with “reasonable grounds”; - differentiating between the requirements for staff and volunteers and other whistleblowers who may still be eligible for protections; - ensuring policies include a process to protect confidentiality and anonymity where requested. <p>Members whistleblowing policies will be required to be made available on members’ websites, reflecting ACNC guidance.</p>	<p>Update to existing requirement.</p> <p>New requirement.</p>
General definitions	Updated definition of whistleblowing and new definition for Whistleblowing Protection.	

Core Humanitarian Standard

Location of amendment(s)	Amendment(s)	Type of change
Commitment 1.3	<p>Minor updates have been made to align with the wording used by the Core Humanitarian Standard, i.e. that organisations are “working towards application”. ACFID members who support or undertake humanitarian assistance are still required to work towards application of the CHS, with verification under the CHS a new Good Practice Indicator.</p> <p>Indicators 1.3.3 and 1.3.4 reflected some of the commitments outlined in the CHS, but not all. These have been removed for simplicity, noting that members who are working towards application of the CHS will aim to fulfill all nine commitments.</p>	<p>Existing requirement.</p> <p>Removal of requirements.</p>

Australian Accounting Standards

Location of amendment(s)	Amendment(s)	Type of change
Balance Sheet template and Financial Definitions	New ‘Right of Use Asset’ and ‘Lease liability’ lines added to the Balance Sheet template, and update to definitions to reflect this change. Relates to <i>ASB16 Leases</i> .	Update to existing requirements.

2. Climate Change

Rationale

Climate change is a global priority issue, which is already impacting, and will continue to impact the work of ACFID's members and the communities and organisations they work with. Through the initial consultation phase, members identified climate change as a critical issue, recognising that while not all members work in the area of environment and climate change programming, the impacts of climate change will be widespread.

While climate change can be considered part of the broader category of environmental sustainability already covered in Quality Principle 3, there was strong feedback to elevate climate change within the Code to signify its priority and importance. Feedback from members identified the main areas of focus should be on ensuring climate is addressed within NGO operations, not only programming; consideration of climate change as a factor when conducting a contextual analysis; and incorporating climate into risk assessment processes.

The amendments build on [ACFID Council Resolution 2-2021](#) on climate action, along with the work ACFID and its members have already done in developing a [Climate Action Framework](#). They recognise that not all ACFID members engage in specific climate change programming, and there is no requirement to do so within the amendments. Instead, the amendments seek to ensure ACFID members are aware of and respond to the potential impacts of climate change in both their internal operations and their development and humanitarian initiatives.

Consistent with the Code's role in supporting members to improve practice over time, Good Practice Indicators have been used as a way of introducing practices or approaches that may not be relevant or applicable for all members currently. These include adopting a climate justice approach, establishing organisational targets to measure environmental impact, and considering the potential and realised impacts on the environment in all programming.

Summary of amendments

Location of amendment(s)	Amendment(s)	Type of change
Quality Principle 3	Wording and description of Quality Principle 3 amended to include explicit reference to climate action. The term 'climate action' has been chosen to reflect terminology used in ACFID's Climate Action Framework.	Updated description.
Commitment 3.2	Members are required to have an organisational commitment to climate action, which is evidenced by a policy, statement or guidance document; and to include risks associated with climate change in their analysis and management of environmental risks in their development and humanitarian initiatives. (3.2.1) Members are required to demonstrate a commitment to climate action in their organisation's internal operations, which is evidenced by a policy, statement or guidance	Update to existing requirements

	<p>document which commits them to minimising the carbon footprint of their organisation. (3.2.2)</p> <p>New Good Practice Indicators which address climate justice; organisational targets; and assessment of potential or realised impacts on the environment.</p>	
Commitment 4.2	<p>Members are required to consider the impacts of climate change when undertaking a contextual analysis as part of the planning and design process. (4.2.1)</p> <p>Members are required to include the assessment and management of risks associated with climate change as part of their risk management processes. (4.2.2)</p>	Update to existing requirements
Good Practice Indicator at 8.3	Members are encouraged to report on actions to reduce organisational carbon footprint in their annual reports.	Update to existing Good Practice Indicator
General Definitions	New definitions for climate action, climate change, climate justice, carbon footprint, environmental sustainability and environmental stewardship, to support a shared understanding of key concepts that have been introduced through the amendments, or where terms were previously undefined.	New definitions

3. Locally-led development and humanitarian action

Rationale

Across the development and humanitarian sectors much discussion has arisen about the need for locally-led development and humanitarian action. At the global level, frameworks such as the Grand Bargain commit the humanitarian system to prioritising the leadership and capacity of local responders and the participation of communities. The OECD DAC recommendation on enabling civil society in development cooperation and humanitarian action calls on its adherents to ensure the involvement of local civil society actors and address power relations. Closer to home, many ACFID members are investing in local leadership, and deliberately stepping back to allow local partners and stakeholders to take the reins in the design and delivery of programs in their communities.

Initial consultations suggested that while the ACFID Code was seen to incentivise or support locally-led action it was simultaneously found to be somewhat preventing and hindering it. One of the main amendments has been to reshape the way in which certain 'high-risk' elements in the Code are cascaded to partners. Feedback highlighted the value in taking a more flexible approach, which can adapt to diverse partnerships, that does not only require members to extend the Code requirements through MOUs or similar. Instead, members must now have appropriate mechanisms to assess, manage and mitigate the risks relevant to the compliance indicators and verifiers when working with partners, allowing a more tailored approach to be taken with different partners.

Another key amendment has been to reshape Commitment 2.1 to directly address a commitment to locally-led action, and to bring to the forefront the necessity of ensuring the voice and decision-making of local actors at all stages of the program cycle, in the design and evaluation of complaints mechanisms, and in the allocation of resources. How this should be done has not specified to allow for differences in organisational approaches and operating environments.

The language of 'power' was prominent in conversations throughout the Review, along with the need to both recognise the power of members and the need to shift power. However, it was also acknowledged there was a diversity of understanding of the meaning of 'power', and the scope in which members can influence power dynamics, for example at a community level, was at times limited. For this reason, members are being asked to take steps to name and address power imbalances, with a focus on organisational relationships relevant to their development and humanitarian initiatives. This is an area where members have identified they would like further guidance and support.

A shift in language used in Commitment 5.3 also reflects a desire to ensure that the priorities of local partners are at the centre of organisational strengthening activities, with ACFID members playing a supporting role as required. ACFID members, INGOs and donors also have a role to play in minimising the compliance burden felt by local partners. A Good Practice Indicator which encourages ACFID members to proactively collaborate with others to reduce the resources required by local partners to manage compliance obligations has been introduced.

The amendments also recognise the importance of ensuring research and public materials are shared with and reflect the perspectives of those directly affected or involved in our development and humanitarian initiatives, acknowledging that there is power in who tells the stories.

Throughout the consultation there was strong support for the overall intent and aspiration of the amendments, with many members already seeing themselves as operating in a way which

contributes to locally-led action. However, there remain some differences in how to define locally-led action, particularly the role of in-country offices and national Governments as ‘local’ actors. The amendments to the Code include a definition for locally-led action which draws on work done by the Development Practice Committee and a localisation working group of ACFID members. The definition recognises that locally-led action will look different in each context, and outlines general approaches which will lead to effective locally-led action, without being overly prescriptive.

Ultimately the amendments outlined below seek to strengthen the Code’s approach to locally-led action and reflect the understanding that the interests and wellbeing of the stakeholders and communities ACFID members seek to serve are best realised when work is locally-led.

Summary of amendments

Location of amendment(s)	Amendment(s)	Type of change
Quality Principle 2	Wording and description of Quality Principle 2 amended to shift language away from ‘participation’ and ‘empowerment’ and explicitly reference locally-led action and inclusive approaches.	Update to existing text.
Commitment 2.1	The previous Commitments 2.1 and 2.2 have been consolidated. Wording of Commitment 2.1 has been updated to explicitly reference power imbalances and an investment in locally-led action.	Update to existing text and removal of requirements.
	Members are required to have an organisational commitment to locally-led action, which is evidenced by a policy, statement or guidance document; and have evidence of naming and addressing power imbalances in organisational relationships relevant to the member’s development and humanitarian initiatives. (2.1.2)	New requirement.
	Members are required to contribute to locally-led action, which is evidenced by the voice and decision-making of local actors in all stages of a program, the allocation of resources and the design and evaluation of feedback and complaints mechanisms. (2.2.2)	New requirement.
Commitment 5.3	Removal of some Good Practice Indicators which have been superseded by new requirements.	Removal of requirement.
	Members are required to listen to and respond to the priorities of their local partners around organisational strengthening. (5.3.1)	Update to existing requirements
Good Practice Indicator at 5.2	An existing GPI has been shifted into the Verifier for 5.3.1 and requires members to have regular partnership meetings where open feedback and dialogue is facilitated.	New requirement.
	Members are encouraged to take active steps to collaborate with other INGOs and donors to reduce the resources	New GPI.

	required by local partners to manage compliance obligations.	
Commitment 6.1	Members are required to ensure their public materials reflect the perspectives of primary stakeholders. (6.1.1)	Update to existing requirement.
Commitment 4.2	An existing GPI has been shifted into the Verifier for 4.2.3 and requires members to share research plans and results with those who are involved in or impacted by the findings. This is only a requirement for members which undertake research.	New requirement.
Commitment 1.2	Language amended for consistency with requirements in Quality Principle 2, around prioritising the voice, rights and input of those are in vulnerable positions and those who are experiencing marginalisation and exclusion. (1.2.1 – 1.2.3)	Update to existing requirement.
General Definitions	New definition for locally-led action and updated for local actors.	New definitions
Various commitments	The language which describes how certain compliance indicators and verifiers are extended to partners has been amended to: “Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to these compliance indicators and verifiers when working with partners.”	Update to existing requirement

4. Anti-racism, racial justice and diversity

Rationale

In recent years there has been discussion across the sector about how to work alongside growing movements – including Black Lives Matter and Stop Black Deaths in Custody – to dismantle structures of unjust privilege and enable inclusive and equitable workplaces.

Ending poverty and social injustice requires that we confront the reality that much of Australia's international development sector - and indeed Australian society - has its legacy in colonialism. In 2020, ACFID members affirmed their commitment to building greater representation, participation and access to decision making with peoples of varied cultural and racial origins and intersections in the sector, as outlined in [ACFID Council Resolution 1-2020](#). This was followed by a subsequent related [ACFID Council Resolution 1-2022](#) on Decolonisation, Anti-Racism and Locally-Led Action in 2022.

While the existing requirements in the Code imply a commitment to avoidance of discrimination and racism, there was strong support for establishing a commitment to racial justice, separate from other general human rights commitments and supported by the strengthening of other elements in the Code.

Feedback throughout the consultation period emphasised the need to explicitly address NGOs' own power structures, and the diversity of workforces, leadership, and governance bodies.

Representation and reporting were both identified as ways of highlighting diversity in governance and personnel. However, members noted that mandatory requirements may be burdensome or infeasible for small agencies at this time, and as such many of the amendments have been introduced as Good Practice Indicators.

The amendments will require members to ensure their governing body, staff and volunteers are aware of and have access to safe training in issues related to diversity and anti-racism. Training at all levels of an organisation was identified as a key way to support behaviour and attitudinal change. Likewise, ensuring a commitment to anti-racism was echoed throughout relevant policies and documentation will help support holistic change. Human resource policies and organisational codes of conduct were identified as key areas, and will now need to reflect an overarching commitment to racial justice and anti-racism.

Finally, it is worth noting that these amendments are closely related to those associated with locally-led action, but focus more on the systems and structures within ACFID member organisations, rather than development or humanitarian initiatives. Together, these amendments should advance both locally-led action and racial justice through a holistic approach that addresses organisational systems and development approaches.

Summary of amendments

Location of amendment(s)	Amendment(s)	Type of change
Commitment 1.1	<p>Description of Commitment 1.1 updated to draw an explicit link between existing commitment to human rights and acknowledgement of inequities, systemic barriers and racism that impact our organisations and the work we do.</p> <p>Members are required to demonstrate an organisational commitment to the pursuit of racial justice, as evidenced by a policy, statement or guidance document. (1.1.2)</p>	New requirement
Good Practice Indicators at 7.4	New Good Practice Indicators which encourage members to seek out diversity and representation in their leadership and governing body; and, report publicly on the diversity and representation of their leadership and governing body.	New GPI
Commitment 9.2	<p>Members are required to provide access to safe training in issues related to diversity and anti-racism for governing body, senior leadership, staff and volunteers.</p> <p>New Good Practice Indicators which encourages members to periodically assess the cultural safety of their organisation.</p>	<p>New requirement.</p> <p>New GPI</p>
Commitment 9.3	<p>Members are required to ensure their human resource policies cover equity, diversity and anti-racism.</p> <p>New Good Practice Indicators which encourage members to seek out diversity and representation in their staff and volunteers; and report publicly on the diversity and representation of their staff and volunteer.</p>	<p>Update to existing requirements.</p> <p>New GPIs</p>
Commitment 9.4	<p>Members are required to include reference to anti-racism in their organisational codes of conduct.</p> <p>New Good Practice Indicator which encourages members to nominate a member of the senior leadership or governing body to have oversight and responsibility for the organisation's progress on diversity and anti-racism.</p>	<p>Update to existing requirement.</p> <p>New GPI</p>
General Definitions	New definitions for anti-racism, racial justice and cultural safety, to support a shared understanding of key concepts that have been introduced through the amendments.	New definitions.

5. Misconduct Disclosure Scheme

Rationale

In 2018, ACFID and its members commissioned an [independent review into sexual misconduct](#) in our sector. This review was conducted by the Victorian Institute of Forensic Medicine and made 31 recommendations, all of which were accepted by the ACFID Board.

The review found that the re-employment of perpetrators of sexual misconduct was a prominent issue, and featured strongly in interviews, stakeholder consultation, focus groups and accompanying data analysed covering 2015-2017. The majority of reported sexual misconduct incidents were perpetrated by aid workers (75%) against individuals from affected populations or against other aid workers.

The review further found that the screening processes in place in our organisations do not go far enough in screening candidates, and emphasised the need for those in the sector be able to provide references to each other in a way that was also mindful of the legal implications of doing so. One of the outstanding recommendations of the review was for “ACFID to monitor and engage in the development of multi-lateral international humanitarian passporting and registration schemes and other forms of regulation tech”.

The Misconduct Disclosure Scheme was launched in January 2019 to address the specific problem of known sexual abusers moving between organisations within the development and humanitarian sector undetected. The Scheme complements other vetting processes, such as police checks, as it picks up perpetrators who have had disciplinary processes completed against them, or who are subject to ongoing investigation, but who may not have committed crimes or been investigated by the police.

The [Misconduct Disclosure Scheme](#) is currently implemented by over 190 organisations worldwide. To date, more than 86,000 checks have been conducted, resulting in over 230 applications being rejected at the final stage of recruitment. Several ACFID members, both large and small, have already implemented the scheme within their organisations, as have a number of Australia-based international development managing contractors. While other referencing and digital passporting schemes have been trialled, the Misconduct Disclosure Scheme has received the greatest traction to date.

Choosing to implement the Scheme as a collective sends a powerful public message that our sector remains committed to addressing this issue. It also enables ACFID to dedicate resources to assist with the implementation of the Scheme, and coordinating efforts with other stakeholders, such as DFAT and the managing contractor community. Having ACFID members utilise the same Scheme will also improve its overall effectiveness, and allow it to operate at scale.

Throughout the Code Review, ACFID consulted with members on the relevance and practical implications of the Scheme. The most common features of organisations that have chosen to implement the Scheme are those that readily engaged in humanitarian response and rapid deployment settings, regularly employed personnel from other INGOs, and/or were seeking a way to disclose information of this nature between the arms of international partners/federated entities or equivalents. For this reason, the ACFID members that would gain the most immediate benefit from becoming implementing organisations of the Scheme were identified as those that are currently part

of global humanitarian response. Following further consultations, this has been refined further to organisations that deploy personnel for humanitarian initiatives.

The amendments to the Code will require a sub-set of ACFID members who deploy personnel for humanitarian initiatives to participate in the Scheme, and encourage all ACFID members to participate, as a Good Practice Indicator.

While there has been broad support for the intent of the Misconduct Disclosure Scheme and its incorporation into the Code, there have also been some concerns about the legal, administrative and practical implications for members. ACFID has commissioned general legal guidance to support members' understanding of the possible implications in the Australian context, and is considering other ways in which practical support can be provided to members implementing the Scheme, e.g. centralised investigation capacity, development of shared tools/templates.

Summary of amendments

Location of amendment(s)	Amendment(s)	Type of change
Good Practice Indicator at Commitment 1.5	All members are encouraged to participate in the Misconduct Disclosure Scheme.	New GPI
Commitment 1.3	Members that deploy personnel for humanitarian initiatives are required to participate in the Misconduct Disclosure Scheme.	New requirement.

6. Incorporation of the Statement of interpretation

Rationale

In 2021 the Code of Conduct Committee and the ACFID Board approved a Statement of Interpretation which aimed to address a perceived ambiguity in the architecture of the Code related to how members demonstrate their compliance. Specifically, whether it is sufficient for members to simply have all the verifiers outlined in the Quality Assurance Framework to be deemed compliant with the Code, or whether there is an expectation that the verifiers are implemented and subject to regular review. It has been the view of the Committee and the practice of members to see implementation as a necessary part of compliance, beyond mere documentation.

However, although the expectation of implementation is stated in the Code itself, it is not stated in the Quality Assurance Framework. To address this ambiguity, and in keeping with their role to interpret the Code, the Code of Conduct Committee drafted a short statement of interpretation.

One of the recommendations arising from the first round of consultation was to explicitly integrate the contents of the [Statement of Interpretation](#) into the Quality Assurance Framework, to help consolidate the Code related documents and to provide clarity for members.

Summary of amendments

Location of amendment(s)	Amendment(s)	Type of change
Compliance Indicators, Verifiers and Good Practice Indicators	The text in the Quality Assurance Framework has been updated to align with the wording used in the Code of Conduct. Specifically, both the Code of Conduct and the Quality Assurance Framework now state (amendment in italics): “To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. <i>Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i> ”	Update to existing text.
General Definitions	Definitions for ‘implemented’ and ‘regular review’ have been included, as outlined in the Statement of Interpretation.	New definitions
Explanatory text for each Commitment.	The text which previously used to introduce the Verifiers at each Commitment has been updated to state (amendment in italics): “To demonstrate compliance, members will have all of the Verifiers in place, commensurate with their size and the nature of their work. <i>Members will also ensure that their policies, processes and guidelines are implemented and subject to regular review.</i> ” For consistency this has been included at each Commitment in the Quality Assurance Framework.	Update to existing text.

7. Clarification and Simplification

Rationale

As a self-regulatory sector code of good practice it is important that the language and requirements in the Code are clear, accessible and meet the needs of all ACFID members. Generally, members thought the Code was manageable and the resources and guidance were suitable. However, opportunities were identified to make the Code more coherent and useable. These primarily relate to ensuring consistent language and terminology is used throughout, updating the definitions to reflect key terms and current approaches, removing duplication where relevant, updating language to provide greater clarity. Most of the changes outlined below do not have any material impact on the content or intent of the Code or members' reporting obligations.

ACFID also received feedback on other ways to improve the useability of the Code, including the incorporation of cross-referencing with other standards, providing downloadable and accessible versions of all Code documents and developing indexes which identify requirements related to particular topics. ACFID will use this feedback in developing resources to support the implementation of a revised Code and Quality Assurance Framework.

Summary of amendments

Location of amendment(s)	Amendment(s)
Throughout	Consistent language and terminology: <ul style="list-style-type: none"> - Use of 'development and humanitarian initiatives', rather than 'action', 'response', 'assistance', 'programs' etc. - Use of 'sexual abuse, exploitation <i>and harassment</i>' - Use of 'processes and responsibilities' rather than 'protocols'. - Use of 'publicly available' rather than 'accessible' - Use of 'Responsible People' rather than 'responsible persons' - Use of 'development and humanitarian initiatives' rather than 'aid and development'
Quality Principle 1	Consistency - updated title to ' <i>Rights, Justice and Safeguarding</i> ' to better reflect subsequent Commitments.
Commitment 1.2	Consistency - update in terminology for consistency with the revisions made to Commitment 1.2.
Commitment 1.3	Clarity – humanitarian principles are now only listed in the verifier
Commitment 2.4	Clarity – language which describes who this Commitment relates to updated to: "The indicators and verifiers under this commitment are relevant to members with initiatives <i>involving or directly affecting children.</i> " This language is now reflected in the indicators.
Quality Principle 3	Consistency - updated title to ' <i>Systemic Change and Climate Action</i> ' to better reflect subsequent Commitments.
Commitment 4.2	Simplification – verifier which required an appraisal/selection process is now integrated into the first verifier.
Commitment 4.4	Clarity – commitment to 'learn from results and lessons' is now captured in Commitment 4.4, not 4.3.

Commitment 5.3	Consistency - language of the Commitment updated to “We invest in the <i>sustainability and effectiveness</i> of our collaborations and partnerships” to reflect the subsequent indicators.
Commitment 6.2	Consistency - requirements for an ethical decision making framework have been brought out of the ACFID Fundraising Charter at Commitment 8.1 to ensure consistency of requirements, and reduce duplication.
Commitment 7.2	Clarity - update in language of verifiers regarding ACNC reporting and compliance registers.
Commitment 7.3	Consistency - update in policies required on the member’s website, to reflect existing requirements elsewhere in the Code, and so the website requirements can be found in one place.
Commitment 8.2	Clarity - update to the name of the list of prohibited entities to ensure it is up-to-date and for greater clarity.
Commitment 8.3	<p>Clarity - requirement that ACFID-compliant financial statements are reported in Australian dollars is made explicit, to improve clarity and respond to member feedback.</p> <p>Remove duplication – requirement to have annual report on website already listed in Commitment 7.3.</p> <p>Good Practice Indicators: Add reference to including bribery, gifts, entertainment and facilitation payments in financial wrongdoing policy.</p> <p>Response to member feedback.</p>
Commitment 9.2	<p>Clarity – update to language to clarify that requirements are for safety and security of personnel while travelling.</p> <p>Consistency – inclusion of workplace insurances, alongside travel insurances.</p>
Financial Definitions	<p>Clarity:</p> <ul style="list-style-type: none"> - Costs of dedicated project management software added to Program Support Costs. - Expand on Funds to International Programs definition to make it clearer that it includes program support costs expended overseas - Include foreign exchange losses in Other Expenditure definition
General Definitions	Various updates to definitions to ensure they remain up-to-date and reflect sector good practice. See Quality Assurance Framework for full list of Definitions.

Transition to the Revised Code

If ratified at the October 2023 Annual General Meeting, the revised Code will replace the current Code on 30 June 2024.

During the first half of 2024, ACFID will update all Code-related documents, policies and tools to reflect the revised Code. This will include updating the resources and guidance provided in the Good Practice Toolkit. ACFID will place a particular focus on providing guidance, tools and templates in relation to areas of the Code where new compliance requirements have been introduced. ACFID will also host in-person and online workshops to socialise and provide learning opportunities related to the revised Code.

Members will continue to report against the Code, following the current three-year reporting cycle. All members will be advised well in advance about their reporting timetable and reporting requirements. Members that have a 30 June 2024 FYE will be required to report to ACFID against the revised Code by 30 November 2024. As per the current policies, members will have up to 12 months to remedy any areas of non-compliance that emerge through the reporting process, or sooner if the area of non-compliance is considered high risk.

Given that Members are expected to be compliant with the current Code and that there are relatively limited changes to the compliance requirements in the revised Code, the transition should be straight forward for most Members. ACFID will work with members to provide support, advice, tools and templates to assist with any required remedial action.

Should a complaint against a member arise, it will be assessed against the version of the Code in place at the time of the events that triggered the complaint. If the complaint is triggered by an event that relates to the revised Code and this occurs early in the transition period, the CCC will take this into account in determining its findings.

Annex 1: Changes in evidence required for compliance

The table below lists the new and revised Verifiers in the Quality Assurance Framework, which members will need to meet to demonstrate compliance with the Compliance Indicators in the ACFID Code both to their Board and to ACFID. Any documentation should be proportionate to the scale and nature of a member's work.

To be considered compliant with the Code, the member's Board and Management must not only ensure that the documentation meets the requirements of the Code but that the stated requirements are effectively implemented and that the document is subject to regular review.

As in current practice, ACFID will provide guidelines, templates and worked examples for each type of documentation required by the revised Code with these made available via the Good Practice Toolkit. In doing so, ACFID will give priority to developing templates and tools for those areas of the Code where there are new requirements. Members will be given up to 12 months to put any new or changed documentation in place.

Amendments to the Verifiers are highlighted in **bold**.

Area	Requirements outlined in the Verifiers	Compliance Indicators	Changes from current Code
Governance	<p>A governing instrument, available from the member's website, that includes the member's purpose (a charitable purpose for the public benefit) and a rule requiring them to operate as a not-for-profit</p> <p>Periodic reports are provided to the organisation's governing body on legal and compliance obligations.</p> <p>Records that include information necessary for the organisation to be able to prepare a summary of its activities and related expenditure outside Australia on a country-by-country basis.</p>	7.1.1 7.2.1 7.2.3	<p>Amendment to existing requirement.</p> <p>New requirement.</p> <p>New Code requirement – ACNC requirement.</p>
Racial justice	<p>Policy, statement or guidance document which commits members to the pursuit of racial justice.</p> <p>Governing body, senior leadership, staff and volunteers are aware of and have access to safe training in issues related to diversity and anti-racism.</p>	1.1.2 9.2.3	New requirements.
Locally-led action	<p>Policy, statement or guidance document that commits the member to locally-led action.</p> <p>Evidence of naming and addressing power imbalances in organisational relationships relevant to the member's development and humanitarian initiatives.</p> <p>Evidence of the voices and decision-making of local actors is consistently captured in:</p> <ul style="list-style-type: none"> Design or planning framework, tools, templates or approaches. 	2.1.1 2.1.2	New requirements.

	<ul style="list-style-type: none"> • Monitoring and evaluation framework, tools, templates or approaches • The allocation of resources (time, funds and people) throughout the project cycle • The design and evaluation of feedback and complaints mechanisms <p>Development and humanitarian initiatives consistently show evidence of the influence of primary stakeholders in planning, decision-making and evaluation.</p>		Amendment to existing requirement.
Climate action	<p>Policy, statement or guidance document committing the member to promoting environmental sustainability, climate action and improved environmental outcomes in development and humanitarian initiatives.</p> <p>Design or planning framework, tools, templates which require or approaches which consistently show evidence of the analysis of environmental risk and management, including risks associated with climate change.</p> <p>Policy, statement or guidance document committing the member to minimising the environmental impact, including the carbon footprint, of their organisation's internal operations.</p> <p>Design, planning or appraisal framework, process, tools, templates which require or approaches which consistently show context and stakeholder analysis. Contextual analysis should consider the perspectives and knowledge of primary stakeholders, impacts of climate change and an analysis of power dynamics including issues of gender equality and equity.</p> <p>A risk framework, risk management plan or approach that assesses and addresses risks for all initiatives including from a protection / safeguarding perspective, and risks associated with climate change (see 1.4.1, 1.5.1, 3.2.1).</p>	3.2.1 3.2.2 4.2.1 4.2.2	Amendment to existing requirements.
Risk management	<p>A documented organisation-wide risk management approach.</p> <p>Regular reporting to the governing body of key risks and controls.</p> <p>Members are required to ensure they have appropriate mechanisms to assess, manage and mitigate the risks relevant to this compliance indicator and verifier when working with partners.</p>	7.2.3 1.4.1 1.5.1 7.3.1 7.3.2 7.3.3 8.2.1	<p>New requirement</p> <p>New requirement – replacing requirement that members must extend certain Code requirements to partners</p>

			through an MOU or similar.
Whistleblowing	<p>A whistleblowing policy, for disclosures where a whistleblower has reasonable grounds to suspect their information discloses misconduct or wrongdoing, that has the following components as a minimum:</p> <ul style="list-style-type: none"> ○ States the purpose and importance of the policy. ○ Requires staff and volunteers to disclose possible misconduct or wrongdoing, and encourages disclosures from other whistleblowers. ○ Outlines any Whistleblowing Protections for governing body members, staff, volunteers, their relatives or dependents, and others, including as required by law, and guaranteeing that staff and volunteers who disclose possible misconduct or wrongdoing will be protected from adverse employment consequences. ○ Clarifies to whom disclosures that qualify for protection can be made. ○ Outlines processes to protect anonymity where requested, confidentiality, and a fair and impartial investigative process. 	9.2.2	Amendment to existing policy requirement – alignment with ACNC and ASIC.
Child Safeguarding	<p>Policy document applicable to all governing body members, staff, contractors, volunteers and visitors to projects, that includes:</p> <ul style="list-style-type: none"> • A commitment to effective leadership to enable the safeguarding of children. • Definition of a child as anyone under 18. • The reporting procedure for child exploitation and abuse suspicions or allegations, code of conduct or policy non-compliance, and sanctions that would be applied in the event of breaches. • A commitment to communication of the Child Safeguarding policy and procedures to all governing body members, staff, volunteers, visitors to projects and partners. • A commitment to report to any donors that require reporting under any funding agreements. • A commitment to providing child safeguarding training for personnel at induction and regularly thereafter depending on risk profile. • A commitment to preventing a person from working with children if they pose an unacceptable risk to children. • Approach to assessing risk and monitoring risk and child safeguarding processes of all activities. 	1.4.1 1.4.2 1.4.3	Amendment to existing requirements.

	<ul style="list-style-type: none"> • A commitment to the use of images and personal information for promotion, fundraising and development education which ensures the privacy and safeguarding of children. • The process for regular review of the policy, at least every 5 years. <p>Policy or procedures applicable to all governing body members, staff, contractors, volunteers and visitors to projects, that cover:</p> <ul style="list-style-type: none"> • Recruitment screening processes for all personnel in contact with children which include: <ul style="list-style-type: none"> ○ Criminal record checks before engagement; statutory declarations of local legal equivalent where criminal record checks are unavailable or unreliable. Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship. ○ Verbal referee checks. • The following additional screening measure for all personnel working with children: <ul style="list-style-type: none"> ○ Behavioural-based interview questions. <p>Risk assessments of all activities including identification of risks and an outline of mitigations measures, which are regularly re-assessed.</p> <p>Employment contracts which contain:</p> <ul style="list-style-type: none"> • Provisions for the prevention of a person from working with children if they present an unacceptable risk to children. • Suspension or transfer to other duties for any employee who is under investigation and provision to dismiss any employee after an investigation. <p>Child safeguarding training is provided to all personnel, including on reporting procedures.</p> <p>A documented code of conduct that covers the following with regard to child safeguarding:</p> <ul style="list-style-type: none"> ○ Appropriate language, communications and behaviour. ○ Banning of alcohol and drugs. ○ Gifts to children. ○ Physical contact with children. ○ Banning of sexual relations with children. ○ Child labour. ○ Photos and images. ○ Reporting obligations. 		
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	<p>The code of conduct must be signed by relevant governing body members, staff, contractors, volunteers and project visitors.</p> <p>Documented and accessible policies and/or procedures for:</p> <ul style="list-style-type: none"> • Child safeguarding incident reporting • Child-friendly complaints handling <p>These policies and/or procedures must be known by all personnel and:</p> <ul style="list-style-type: none"> • Cover: <ul style="list-style-type: none"> ○ How to report and respond to child exploitation and abuse suspicions and/or allegations. ○ The relevant roles and responsibilities of governing body, staff and volunteers. ○ How concerns or allegations of child exploitation, abuse, or non-compliance with the code of conduct or policy will be managed, including Sanctions that would be applied in the event of breaches. ○ How reporting obligations will be fulfilled. ○ Contact information to enable an external person to report. ○ Appointment of a child protection incident reporting focal person. • Reflect the following principles: <ul style="list-style-type: none"> ○ The safety and wellbeing of children and young people are prioritised. ○ Consistency with relevant legislation, including compliance with mandatory reporting responsibilities, privacy, and employment law. ○ Protection of all parties involved in the complaint of concern. ○ Confidentiality (as distinct from secrecy). ○ Expedient reporting. ○ Truthfulness. ○ Fairness. ○ Professionalism. 		
Safeguarding / PSEAH	<p>Policy document that:</p> <ul style="list-style-type: none"> • describes the standards of behaviour for governing body members, staff, contractors, volunteers, visitors to projects and partners. • specifically prohibits sexual exploitation, abuse and harassment. • outlines how the policy is implemented throughout the organisation. • specifies the agency's reporting responsibilities where an incident is identified, including processes for reporting 	1.5.1	Amendment to existing requirements.

	to local enforcement authorities, subject to the wishes and welfare of the complainant/survivor.		
Partnership	<p>A documented assessment process that includes:</p> <ul style="list-style-type: none"> • Alignment with members’ values and objectives. • Governance, legal registration and authority to work in relevant countries. • Financial management capacity and systems. • Reference checks of partners against prohibited entities listings. • Capacity assessment to implement safeguarding practices including child protection and prevention of sexual exploitation, abuse and harassment. • Capacity assessment to implement risk management practices, including financial wrongdoing. <p>For formal partnerships, members and partners ensure shared understanding of responsibilities under partnership agreements (e.g. through inception workshops or periodic partnership reviews).</p> <p>Development and humanitarian initiatives consistently show evidence of listening to and responding to local partners’ priorities for organisational strengthening.</p> <p>Regular partnership meetings take place where open feedback and dialogue is facilitated.</p> <p>Documented evidence of the periodic and joint review of the effectiveness of key collaborations and partnerships.</p>	5.1.2 5.2.1 5.3.1 5.3.2	Amendment to existing requirements.
Conflict of interest	<p>A conflict of interest policy that includes:</p> <ul style="list-style-type: none"> • A definition of ‘conflict of interest’. • A requirement for responsible people, staff, volunteers and third parties to disclose perceived, potential and actual conflicts of interest. • A requirement to document and review disclosed perceived, potential or actual conflicts of interest. • Procedures for the prevention, management and remedy of conflicts of interest, and their potential impact, including open and fair procurement of goods and services (or reference made to a relevant policy, see 8.1.3). 	7.4.3	Amendment to existing policy requirement
Human Resources	<p>Human resource policies and procedures which address:</p> <ul style="list-style-type: none"> • Recruitment and selection, including 	9.3.1 9.4.1	

	<ul style="list-style-type: none"> ○ Screening of staff as part of child safeguarding and prevention of sexual exploitation, abuse and harassment (see 1.4.1 and 1.5.1) ○ Reference checking and vetting for previous misconduct of all staff and volunteers. • Remuneration and benefits. • Equity, diversity and anti-racism. • Staff learning and development. • Performance management. • Family and carer leave provisions. • Conduct in the workplace. • Integrity (including confidentiality and conflict of interest) • Grievance and disciplinary procedures. • Workplace health and safety (see 9.2.3) <p>A documented code of conduct that specifies the values and expectations of professional conduct of all staff and volunteers. This must include reference to child safeguarding behaviours, prevention of sexual exploitation, abuse and harassment, transactional sex, anti-racism, and anti-bullying; and an obligation on staff and volunteers to report wrongdoing.</p> <p>Acknowledgement by staff and volunteers of their acceptance of the code of conduct (e.g. signed, incorporated into employment or volunteer agreement).</p>		
Research (only for members who undertake research)	<p>Ethical guidelines for research.</p> <p>Research plans and results are shared with those who are involved in or impacted by the findings.</p>	4.2.3	New requirement.
Humanitarian Initiatives (only relevant for members who support or undertake humanitarian initiatives)	<p>Policy, statement or guidance document that commits the member to working towards application of the Core Humanitarian Standard:</p> <ul style="list-style-type: none"> • aiming to fulfil all nine Core Humanitarian Standard Commitments • working to continuously improve systems, structures and practices to improve the quality and accountability of humanitarian initiatives, acknowledging where difficulties are encountered in fulfilling the Core Humanitarian Standard Commitments <p>Evidence of participation in the Misconduct Disclosure Scheme. <i>This indicator and verifier are relevant to members who are engaged in the deployment of personnel for humanitarian initiatives.</i></p>	1.3.2 1.3.3	<p>Amendment to existing requirement.</p> <p>New requirement</p>
Design and planning	Design or planning frameworks, tools, templates which require or approaches that consistently show the consideration of the potential for unintended harm and strategies to mitigate the risk of harm,	1.2.4	Amendment to existing requirement.

	including for those who are in vulnerable positions or experiencing marginalisation and exclusion.		
Vision, mission, values	Documented and publicly available organisational vision, mission, and values.	4.1.1	Amendment to existing requirements – information to be made available on website.
Evaluation	Policy, statement or guidance document committing the member to evaluation of the effectiveness of their development and humanitarian initiatives. Evaluation framework, tools, templates or approaches that consistently show evidence of evaluation in practice.	4.3.3	Existing requirement – but now separated from monitoring.
Strategy / design/planning	Strategies, designs and plans are critically assessed against a set of criteria or equivalent, including whether initiatives are consistent with the member's charitable purpose and not-for-profit status.	4.3.1	Amendment to existing requirement.
Communications / Fundraising	Public materials: <ul style="list-style-type: none"> • Are obtained and used according to ethical principles. • Are consistent with their stated purpose and values. • Accurately describe the nature and scope of their work. • Acknowledge the role of partners. • Are consistent with ACFID's Fundraising Charter (8.1.2) where the public materials relate to fundraising. • Reflect the perspectives of primary stakeholders. 	6.1.1	Amendment to existing requirement.
Websites	Members will provide the following information on their website: <ul style="list-style-type: none"> • Information on its governance: structure, responsible persons and organisational contact information. • ABN. • Information on their work, including key projects or programs. • Information on partners and their roles. • A statement of commitment to adherence to the Code. • The scope for and mechanism/process for lodging a complaint against the organisation, and a point of contact. • Identification of the ability to lodge a complaint alleging a breach of the Code with the ACFID Code of Conduct Committee, and a point of contact. • An Annual Report including the ACFID-Code-compliant financial statement in line with ACFID requirements (as outlined in 8.3.1 and 8.3.2). 	7.3.4	Amendment to existing requirement - Whistleblowing policy now required to be on website.

	<ul style="list-style-type: none"> Governing instrument (as outlined in 7.1.1) The Member's code of conduct Key policies relevant to the public including but not limited to, privacy, complaints, whistleblowing, transparency non-development activity, child protection, prevention of sexual exploitation, abuse, and harassment, and conflict of interest. 		
Financial management	<p>Policy, procedure or guidance documents that address:</p> <ul style="list-style-type: none"> Risk management and control mechanisms. Financial wrong-doing, especially fraud, corruption, bribery, terrorism financing and money-laundering and violation of sanctions imposed by the Australian Government. Checks of individuals and organisations receiving funds against the Australian National Security Listed Terrorist Organisations and the DFAT ASO Consolidated List of all persons and entities listed under Australian sanctions laws. Appropriate and effective internal controls. 	8.2.1	Amendment to existing requirement.
Annual reporting	<p>All members must publish ACFID-Code-compliant financial statements in their Annual Reports which include:</p> <ul style="list-style-type: none"> An auditor's report that refers to the Code-compliant Financial Statements included in the Annual Report (i.e. not the auditor's report that refers to the full financial statements). Comparative figures for the previous reporting period. A note stating that the ACFID Code-compliant financial statements comply with the presentation and disclosure requirements of the ACFID Code of Conduct and refers readers to the ACFID Code of Conduct website for further information. Reporting in Australian dollars. <p>Members whose consolidated entity international development and humanitarian revenue is above \$250,000 must publish Financial Statements in Australian dollars and include the following:</p> <ul style="list-style-type: none"> An Income Statement in Option 2 format. A Balance Sheet that complies with the requirements of Australian Accounting Standard AASB 101 Presentation of Financial Statements. A Statement of Changes in Equity that complies with Corporations Law requirements (for members that are companies or trustee companies only). 	8.3.2	Amendment to existing requirement.

DOCUMENT D – BACKGROUND AND RATIONALE

Inclusion and representation	Policy, statement or guidance document that commits the member to the inclusion and representation of those who are in vulnerable positions or experiencing marginalisation or exclusion – temporarily or ongoing.	1.2.1	Amendment to existing requirement.
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E. Code of Conduct Changes: Frequently Asked Questions

Frequently Asked Questions

This document provides an overview of the Code review process and the resulting changes to the Code. It has been developed for members to use with their staff, Boards and other stakeholders to assist them in understanding the Code review process and outcomes. More details on aspects outlined in this document can be found in *Document D: Background and rationale for amendments*.

Why review the Code and what has been the process so far?

The Australian Council for International Development (ACFID) Code of Conduct was developed in 1997 and comprehensively revised and expanded in 2010 and 2016. The Code is a voluntary code of good practice for the development and humanitarian sector. It aims to improve the outcomes of international development and increase the trust of stakeholders and the public by enhancing the transparency and accountability of signatory organisations.

The purpose of the 2022-23 review was to make sure the Code and associated Quality Assurance Framework remains relevant, coherent, useful and credible to members and external stakeholders. This has been done through an extensive consultative process between August 2022 – June 2023 involving ACFID decision-making bodies, Communities of Practice, ACFID members and external stakeholders including DFAT and the ACNC.

In August 2022, ACFID released a Discussion Paper outlining key questions to guide the first phase of consultations with ACFID members and stakeholders. The outcomes of these consultations informed the development of seven key recommendations, which guided the drafting of amendments to the Code from January – May 2023. The expertise of ACFID members, Communities of Practice and key ACFID Committees was instrumental in drafting and refining the amendments through an iterative process. External consultants were engaged to provide advice on updates to the financial elements in the Code and opportunities to improve alignment with other standards and legislation.

Following several rounds of consultation workshops, the penultimate Decision draft was reviewed by the Code of Conduct Committee (CCC) and ACFID Board, before being sent to members for decision 60 days before the Annual General Meeting.

What are the key differences between the current Code and the revised Code?

Overall, most of the Code remains the same. The purpose, objectives, values, architecture and the compliance mechanisms of the Code have not changed as a result of this review. The amendments that have been made to the Code are to a selection of the high-level Quality Principles and Commitments, and their related Compliance Indicators, Verifiers and Good Practice Indicators as outlined in the Quality Assurance Framework.

The amendments are based on the recommendations which arose from the initial consultation phase in 2022 and cover the following areas:

- **Alignment with other standards**

The Code is both informed by and informs other global and national standards and regulations relevant to Australian development and humanitarian organisations. Where relevant and possible, the Code seeks to align with other standards to reduce inconsistencies for members. A suite of amendments has been made to the Quality Assurance Framework to improve alignment with the ACNC External Conduct Standards and Governance Standards, DFAT's Accreditation criteria, whistleblowing legislation, Australian Accounting Standards and the Core Humanitarian Standard. The aim is not to duplicate the external standards in the Code, but to reduce the risk of contradiction and the need for members to cross-reference between the Code and the standards in pursuing quality and compliance.

- **Thematic areas – addressing emerging issues**

Through the initial consultation phase, members identified the following as critical emerging issues that needed to be better reflected in the Code:

- **Climate Change**

The amendments to the Quality Assurance Framework build on [ACFID Council Resolution 2-2021](#) on climate action, along with the work ACFID and its members have already done in developing a [Climate Action Framework](#). They recognise that not all ACFID members engage in specific climate change programming, and there is no requirement to do so within the amendments. Instead, the amendments seek to ensure ACFID members are aware of and respond to the potential impacts and risks of climate change in both their internal operations and their development and humanitarian initiatives.

- **Locally-led action**

Across the development and humanitarian sectors much discussion has arisen about the need for locally-led development and humanitarian action. The amendments seek to strengthen the Code's approach to locally-led action and reflect the understanding that the interests and wellbeing of the stakeholders and communities ACFID members seek to serve are best realised when work is locally-led. The amendments are spread throughout the Code, covering overarching commitments at an organisational level, how members work with and manage risk with partners, communication materials and the inclusion of the voice and decision-making of local actors at all stages of programming.

- **Anti-racism, racial justice and diversity**

In 2020, ACFID members affirmed their commitment to building greater representation, participation and access to decision making with peoples of varied cultural and racial origins and intersections in the sector, as outlined in [ACFID Council Resolution 1-2020](#). This was followed by a subsequent related [ACFID Council Resolution 1-2022](#) on Decolonisation, Anti-Racism and Locally-Led Action in 2022. Feedback throughout the consultation period emphasised the need to explicitly address NGOs' own power structures, and the diversity of workforces, leadership, and governance bodies. Members noted that mandatory requirements may be burdensome or infeasible for

small agencies at this time, and as such many of the amendments have been introduced as Good Practice Indicators. The amendments will require members to ensure their governing body, staff and volunteers are aware of and have access to safe training in issues related to diversity and anti-racism, to have an organisational commitment to the pursuit of racial justice, and to ensure human resource policies and procedures cover anti-racism.

- **Misconduct Disclosure Scheme**

The [Misconduct Disclosure Scheme](#) was launched in January 2019 by the Steering Committee for Humanitarian Response, to address the specific problem of known sexual abusers moving between organisations within the development and humanitarian sector undetected. The amendments to the Code will require a sub-set of ACFID members who deploy personnel for humanitarian initiatives to participate in the Scheme. All other ACFID members are encouraged to participate, but this is not a mandatory requirement. ACFID has commissioned general legal guidance to support members' understanding and implementation of the Scheme in the Australian context, and will pursue other mechanisms to provide practical support to members that are implementing the Scheme, e.g. centralised investigation capacity, development of shared tools/templates.

- **Improving clarity and removing duplication**

As a self-regulatory sector code of good practice, it is important that the language and requirements in the Code are clear, accessible and meet the needs of all ACFID members. The Quality Assurance Framework has been amended to ensure consistent language and terminology is used throughout, to ensure definitions reflect key terms and current approaches, to remove duplication where relevant, and to update language to improve clarity. Most of these amendments do not have any material impact on the content or intent of the Code or members' reporting obligations.

Further details on all the amendments can be found in Document D – Background and rationale for amendments.

What does my organisation have to have in place to be compliant with the revised Code?

As is current practice, members must be compliant with all 90 Compliance Indicators in the revised Code. Many of these can be verified through the same piece of documentary evidence. These requirements consist of a mix of governance documents, policy documents, systems and processes, guidelines and tools, annual reports, etc. As in the current Code, some documents have more prescriptive requirements than others e.g. child protection policy.

A full list of the new and revised requirements for compliance can be found in Annex 1 in Document D: Background and rationale for amendments. There are 3 new documents required, and the current requirements for 15 documents have been amended. Some of these amendments are minor and are likely to already be covered in members existing documents, while others may require a more substantial review.

To be considered compliant with the Code, the Member's Board and Management must not only ensure that the documentation meets the requirements of the Code but that the stated requirements are effectively implemented and that the document is subject to regular review.

Following current practice, ACFID will provide guidelines, templates and worked examples to support members to meet the requirements in the revised Code through the online Good Practice Toolkit. ACFID will give priority to curating resources for new requirements and where there have been more substantive changes.

How will my organisation be assessed against the revised Code?

The responsibility for assessing compliance with the Code continues to rest primarily with the ACFID member and in particular with the ACFID member's governing body. ACFID will continue to do minimal desk based verification with selected aspects of the Code as part of the triennial Code Self-Assessment.

New members will be required to submit a Code Self-Assessment plus a broader suite of supporting documentation for verification by the Code secretariat and for consideration of Code signatory status by the CCC. As per current practice, members will continue to be subject to emergency appeal assessments, spot checks as required and an independent complaint handling mechanism.

What is the responsibility of Board members of an ACFID member?

As a voluntary self-regulatory system, responsibility for ensuring and assessing compliance with the Code sits primarily with the ACFID member and in particular with the ACFID member's governing body.

ACFID members are required to monitor their own compliance with the Code on an ongoing basis. As responsible persons, governing body members will play a key role in ensuring that their organisation has the required documentation in place and that these policies and procedures are fit for purpose for their organisation and being implemented effectively. How each board works with staff and/or volunteers in their organisation to oversee this is a decision for each member organisation.

Each year member's governing bodies are required to submit their annual and financial reports to ACFID, together with a statement which notes any exceptions to compliance which occurred during the previous year and actions undertaken to ensure that compliance is met. Every three years members complete a Code Self-Assessment and a member of the Governing Board is also required to approve this reporting.

What happens if my organisation is found to be non-compliant with the revised Code?

As with the current Code, if a member is found to be non-compliant with aspects of the Code either as a result of its triennial assessment, a spot check or a complaint then they will be required to undertake remedial action. Members will be required to submit a plan that outlines how they will become compliant within a time frame of up to 12 months (or sooner if the area of non-compliance is considered higher risk) and will need to re-submit any requested documentation. The Code Secretariat will provide support and advice during this process but the member is responsible for

completing the remedial action within required timeframes. If this is not achieved, then sanctions can be applied with these including suspension or revocation of code signatory status. As per current practice, only the CCC can award, suspend or revoke Code Signatory status.

When will the revised Code come into effect?

If ratified at the October 2023 Annual General Meeting, the revised Code will replace the current Code on 30 June 2024. During the first half of 2024, ACFID will update all Code-related documents, policies and tools to reflect the revised Code. This will include updating the resources and guidance provided in the Good Practice Toolkit, with a particular focus on areas of the Code where new compliance requirements have been introduced. ACFID will also host in-person and online workshops to socialise and provide learning opportunities related to the revised Code.

Members will continue to report against the Code, following the current three-year reporting cycle. All members will be advised well in advance about their reporting timetable and reporting requirements. Members that have a 30 June 2024 FYE will be required to report to ACFID against the revised Code by 30 November 2024. As per the current policies, members will have up to 12 months to remedy any areas of non-compliance that emerge through the reporting process, or within four months if the area of non-compliance is considered high risk.

As members are expected to be compliant with the current Code and there are relatively limited changes to the compliance requirements in the revised Code, the transition should be straight forward for most members. ACFID will work with members to provide support, advice, tools and templates to assist with any required remedial action.

How does the Code align with my organisation's other regulatory and good practice requirements?

A key recommendation from the initial consultation period was for the 2022-23 review to improve the alignment of the Code with other regulatory requirements and sector standards, where relevant and possible. In response, ACFID engaged external consultants to review a range of standards and legislation relevant to ACFID members. Following consultation with members, a suite of amendments has been made which specifically aim to improve alignment with the ACNC External Conduct Standards and Governance Standards, DFAT's Accreditation criteria, whistleblowing legislation, Australian Accounting Standards and the Core Humanitarian Standard. Further details are available in Document D – Background and rationale for amendments.

As part of refreshing resources to support the implementation of the revised Code, ACFID will be updating the current mapping of the ACFID Code with the ACNC External Conduct Standards, ACNC Governance Standards and DFAT's Accreditation criteria.

F. Statement of Objects of the Australian Council for International Development

Preamble

The Australian Council for International Development (ACFID) is a not-for-profit association of Australian non-government organisations (NGOs) concerned primarily with cooperation in relief and international development with a view to promoting sustainable development and the eradication of poverty worldwide, at the same time being posed to engage in emergency relief operations. Our membership also includes NGOs who provide, in Australia, services to refugees and displaced persons and who seek to serve the interests of Indigenous Australians (each of these functions being referred to in this document as 'related services in Australia').

ACFID is established in recognition, on the one hand, of the urgent and expanding needs of people in many parts of the world for promotion and protection of their human rights, particularly in emerging nations where far-reaching transformation of economic and social life is taking place and, on the other hand, of the contribution NGOs can make in sharing Australian resources and strengthening the civil society amongst these people and nations.

ACFID exists without prejudice to each member's own independence.

Objectives and purposes

A. The common objectives of all the members of ACFID are:

- a) to work for social and economic justice;
- b) to respond appropriately to human needs; and
- c) to promote conditions of sustainable development and the relief and eradication of poverty through which peoples everywhere can realise their potentials as human beings.

B. The purposes for which ACFID is established are:

- a) to provide for consultation and co-operation between members concerning their work at home and abroad;
- b) to provide for consultation and co-operation with the Australian and State and Territory Governments and the United Nations and its specialised agencies in the field of international development;
- c) to represent the interests of members to the Australian and State and Territory Governments, to other national governments, to the United Nations and its specialised agencies, and to other domestic and international organisations;
- d) to enter into arrangements with governments within Australia, other national governments, and international or other agencies for the investigation or furtherance of activities within the purposes of ACFID;
- e) to bring the need for, and the purposes and results of, co-operation in international development before member organisations, the Australian community and governments;
- f) to prepare and disseminate information on issues relating to international development and related services in Australia;

- g) to encourage research into issues of international development including related issues in Australia and, in particular, the economic and social implications of various forms of development;
- h) to provide information concerning projects within the ambit of the interests of ACFID to member organisations and other bodies;
- i) to develop relationships with the International Council of Voluntary Agencies and with organisations with similar aims in other countries;
- j) to promote amongst the Australian community an awareness and understanding of issues relating to international development and related issues in Australia;
- k) to provide services to members in the form of training on issues relating to international development and related services in Australia;
- l) to equip and encourage members to observe the highest ethical standards in all their activities including strict observance of the Code of Conduct;
- m) to do all such things as are incidental or conducive to the attainment of any of the objectives and purposes specified in the foregoing provisions of this clause.

C. This statement of objects of ACFID is intended to guide the interpretation of the Rules of the Association. When used in these objects, the term 'international development' includes services directed to the relief and eradication of poverty.

G. Roles and responsibilities of the ACFID Board

The main role of the ACFID Board is to carry on the business of ACFID Council between annual Council meetings. The management and conduct of the general affairs of ACFID is vested in the Board including the following specific responsibilities (refer to Section 7 of the Rules and Objects of ACFID for full details):

- to ensure that the objects of ACFID are pursued and to take such initiatives as it may deem necessary in keeping with the objectives of ACFID
- to formulate policy within the policy guidelines formulated by Council and ensure that policy guidelines are implemented or adhered to
- to make binding regulations under the Rules relating to procedural, operational and administrative matters
- to keep Minutes of the Board
- to oversee the functioning of the secretariat
- to appoint standing or ad hoc committees and oversee the operation of those committees
- to oversee the financial affairs of ACFID
- to appoint or remove the Chief Executive Officer
- to determine action in response to a notification by the Code of Conduct Committee of a finding of a breach of the Code by an ACFID Member or Consulting Affiliate.

The governance role of the Board includes regular review of ACFID's mission, values and direction; its long-term performance; the management of its institutional assets; and the processes used to identify and decide matters of strategic significance with the membership. The Board also has responsibility to uphold the ACFID Code of Conduct and to oversee and monitor the development and promotion of standards of ethical practice.

Responsibilities and time commitment

The minimum requirement for Board members is to attend Board meetings normally held in Canberra every three months. The Board meeting usually requires an overnight stay in Canberra. Travel and accommodation expenses are reimbursed for attendance at Board meetings. Board members are expected to participate actively in strategic planning and review and to take responsibility for the appointment and monitoring of committees and working groups and to represent ACFID at various meetings with government and other Australian or international bodies.

Legal responsibilities of Board members

ACFID Board members formally become Directors of ACFID as an incorporated association under the ACT Associations Incorporation Ordinance 1953. Director's Liability insurance is taken out annually to protect Directors.

H. Meetings of the Council

Extracted from the Rules and Objects of ACFID

5 Meetings of the Council

Functions of the Council in general meeting

5.1 The Council must hold an annual general meeting at least once in every Financial Year and may hold a general meeting in accordance with Rule 5.5.

5.2 The business of the annual general meeting is to:

- (a) review ACFID's operation, including to receive and consider the profit and loss account, the balance sheet, the report of the Auditor and the report of the Board;
- (b) receive and consider the report from the Code of Conduct Committee;
- (c) set policy-making guidelines, and formulate fundamental policy principles and objectives;
- (d) encourage active participation of all members;
- (e) elect Board members and officeholders of ACFID in place of those retiring, and in accordance with these Rules;
- (f) approve and ratify the admission of new members; and
- (g) address such other matters as the Council determines from time to time.

5.3 Resolutions of the Council on matters of ACFID policy:

- (a) must be passed by a Special Resolution of the Council;
- (b) are not binding upon members themselves, unless the policy relates to the internal administration of ACFID;
- (c) are binding upon members to the extent that the policy relates to the internal administration of ACFID; and
- (d) do not constrain the ability to take action involving the members with other agencies.

5.4 The minutes of the meetings of Council must include a list of any Full Members who wish to have their dissent from any resolution relating to matters of policy publicly recorded. For the avoidance of doubt, the list need not record all Full Members who vote against the resolution. The public record of dissent should be referred to and the list made available for inspection when pronouncements on the relevant policy matters are made by ACFID.

Convening general meetings

5.5 A meeting of the Council must be convened for as soon as practicable after:

- (a) the Board resolves to call a general meeting or an annual general meeting; or
- (b) a written requisition for a special meeting, signed by at least 4 (four) Full Members who are Financial, is delivered to the President.

Notice of meetings

5.6 At least fourteen (14) days clear notice of a Council meeting, other than the annual general meeting, must be given to all members of the Council.

5.7 At least thirty (30) days clear notice of the annual general meeting must be given to all members of the Council.

5.8 A notice of meeting must specify:

- (a) the place, date and hour at which the meeting will be held; and
- (b) if there is any special business to be discussed at the meeting, the general nature of that business.

5.9 Notice of a meeting may be delivered or transmitted to members by facsimile, electronic mail, or by post. Notices are deemed to be given, if properly addressed to the address most recently advised in writing by the Public Officer, on the day following despatch. The non-receipt of a notice of general meeting, or the accidental omission to give a notice of general meeting, does not invalidate any resolution passed at the general meeting.

Appointing a proxy

5.10 Each Member is entitled to appoint another Member as proxy by notice given to the Chair no later than 24 hours before the time of the meeting for which the proxy is appointed.

5.11 The notice appointing the proxy must be in the form set out in Schedule 3.

Quorum

5.12 The quorum for Council meetings is the number equivalent to 20 percent or one fifth of the total number of Full Members who are Financial at the time of the meeting.

Chair

5.13 The Chair of meetings of Council is the President of ACFID or, if the President is not available for the meeting, one of the Vice-Presidents of ACFID nominated by the President.

How questions decided

5.14 All decisions of the Council will be taken to be carried if approved by a simple majority of votes cast by Full Members who are Financial, unless these Rules provide otherwise. The Chair does not have a casting vote. Counting of votes will be concluded in the manner determined by the Chair. Each Full Member has the number of votes determined in accordance with Rule 6.3.

Postponement of general meeting

5.15 The Chair may, with the consent of the meeting, postpone or adjourn the meeting from time to time and place to place, but the only business that may be transacted at the postponed or adjourned meeting is the business left unfinished at the meeting from which the postponement or adjournment took place.

5.16 Notice must be given to members of the time and place to which the meeting has been postponed or adjourned.

Auditor's right to attend general meetings

5.17 The auditor of ACFID is entitled to attend a general meeting of the Council.

Observers at meetings

5.18 Observers may be invited by the Board or the Council to attend any meeting of the Council.

5.19 Observers attending a Council meeting may not:

- (a) vote at the meeting in any circumstances; or
- (b) speak at a Council meeting, unless invited to do so by the President.

6 Members' voting rights

Voting rights

6.1 Each Full Member of ACFID who is Financial at the date of a meeting of the Council has a right to vote on any resolution at that meeting.

6.2 Any Full Member who is Unfinancial at the date of a meeting is not entitled to vote at that meeting.

6.3 Each Financial Full Member's voting rights are allocated weight by the Council on a scale of between one (1) and five (5) votes for that Full Member. The appropriate weight is determined by Council, according to financial contribution to ACFID through annual membership fees and no other consideration.

6.4A Full Member who is Financial and who has multiple votes may exercise all of their allocated votes in a block of votes, provided that they are represented at the Council meeting by at least one Representative.

Voting Representatives

6.5 Each Financial Full Member may authorise one or more Representatives to exercise that Full Member's vote or votes at a meeting or meetings of the Council.

6.6 Full Members must have notified ACFID in writing, prior to a Representative exercising voting rights at any general meeting of Council, of the name or names of each of their authorised Representatives and the number of votes of that Full Member that he or she may cast.

I. Voting rights and ACFID 2023 Elections

Voting rights for the 2023 Council are based on the group that the agency falls into with respect to overseas disbursement as detailed in the below table.

Voting rights for ACFID Members

Group	Disbursements to overseas projects, other project support costs and community education	Voting rights
1	\$100,000,000 plus	5
2	\$40,000,000 –\$99,999,999	5
3	\$10,000,000 –\$39,999,999	4
4	\$5,000,000 –\$9,999,999	3
5	\$2,500,000 –\$4,999,999	2
6	\$1,000,000 –\$2,499,999	2
7	\$ 500,000 –\$ 999,999	2
8	\$ 200,000 –\$ 499,999	1
9	\$0 –\$ 199,999	1

J. ACFID Rules of Debate

These rules of debate are provided as a guide to facilitate debate and decision-making at Council. The chair will seek to apply the rule flexibly, but fairly. Council, at all times, remains in control of proceedings and any delegate wishing to propose a course of action different from that outlined in the rules may seek leave of Council to introduce a motion without notice proposing a different course of action. If that leave is granted by Council, the proposal may be introduced.

1. Right to speak

- 1.1. Only voting representatives, hereafter referred to as delegates, are entitled to speak. On being called to speak by the chair, a delegate shall stand when speaking and address the chair. Observers may speak with the permission of the chair.

2. Chair may ascertain whether motion opposed

- 2.1. The chair may immediately, after the mover has spoken to a motion and it has been seconded, enquire of delegates whether any delegate wishes to oppose the motion or propose an amendment to the motion.
- 2.2. If the chair, on making such an inquiry, ascertains that no delegate wishes to speak against the motion or propose an amendment to the motion, the chair may put the motion forthwith.
- 2.3. Where a motion is to be put in accordance with sub rule (2.2), the mover does not have a right of reply.

3. Order of debate

- 3.1. Where the chair ascertains that delegates wish to speak against a motion, the chair may order the debate on the motion in such a manner that as far as practicable speakers in favour of the motion and speakers against the motion are called alternately.

4. Points of order

- 4.1. A point of order shall be determined by the chair and his/her determination is final unless altered by a vote of the Council upon a motion moved without notice forthwith after the determination.
- 4.2. A delegate may speak to a point of order.

5. Length of speeches – general

- 5.1 Unless the Council otherwise orders, the following time limits apply to speeches in the Council:

Mover	8 minutes
Other speaker	5 minutes
Mover in reply	5 minutes
- 5.2 The Council may, on motion put without notice or debate, extend the time allowed to a speaker for one period not exceeding one-half of the original period allotted.

6. Limitation on debate

- 6.1 At any time during the debate on a question, but not so as to interrupt a person who is speaking, a delegate who has not spoken may, without notice, ask the chair whether, in the opinion of the chair, the question has been sufficiently debated.
- 6.2 If, upon being asked the question, or at any other time, the chair is of the opinion that the question has been sufficiently debated, he/she shall inform the Council of his/her opinion and close the debate unless any delegate moves that the debate continue.
- 6.3 Upon closing the debate the chair shall afford the mover of the motion to which the question relates an opportunity to reply, or, if he/she does not wish to reply, forthwith put the question to the vote.

7. Speeches to deal only with the question under debate

- 7.1 The chair shall call to order any speaker who, in the opinion of the chair, is digressing from the subject matter of the question under discussion or who makes personal reflections on, or imputes improper motives to, another person.

8. Interruptions

- 8.1 A delegate shall not interrupt a speaker except to raise a point of order or when expressly permitted to do so by these Rules of Debate.

9. Right of reply

- 9.1. A person shall not speak more than once on the question to which the motion relates, except where, with the permission of the chair, he/she makes a personal explanation or is exercising his/her right of reply.
- 9.2. Where an amendment has been moved to a question, a delegate who spoke on the question before the amendment was moved may speak, once only, to the amendment.
- 9.3. A delegate, not being a delegate to whom the last preceding sub-rule applies, who speaks after an amendment has been moved to a question may address him/herself to both the original question and the amendment but is not entitled to speak a second time to the question or the amendment.
- 9.4. The mover of a motion (not being the mover of an amendment to a motion) may, if he/she wishes, speak a second time in reply.
- 9.5. When the mover of a motion has spoken in reply, the question shall be put without further debate.

10. Motions to be seconded

- 10.1. A motion shall not be discussed or entered in the Minutes unless it is seconded.

- 10.2. A delegate may second a motion pro forma and shall not be considered to have spoken on the question by doing so.

11. Notice to be given of motion

- 11.1. Except with the leave of the Council, or as otherwise provided in these Rules of Debate, a motion shall not be moved unless notice of the motion was duly given.

12. Order of motions

- 12.1. Unless the Council otherwise orders, motions shall be taken in the order in which they are listed on the agenda.
- 12.2. If a motion is not moved, or is not postponed by leave of the Council, when it is due to be moved, the motion shall be deemed to have lapsed.

13. Questions for clarification

- 13.1. Questions for clarification may be asked of the chair at any time during the debate, (except when a delegate is speaking).

14. Amendments

- 14.1. An amendment shall not be put unless it is seconded and a copy handed to a secretary.
- 14.2. Subject to the next succeeding rule, an amendment shall be in one of the following forms:
- a) if the object of the amendment is to substitute a new motion for the motion moved, the amendment shall be 'that all words after the word "that" in the motion be omitted with a view to the insertion of the following words in their stead ...';
 - b) if the object of the amendment is to alter the motion by omitting certain words only and inserting other words in their stead, the amendment shall be 'that the word [or words]... be omitted with a view to inserting the following word [or words] in its [or their] stead ...';
 - c) if the object of the amendment is to alter the motion by omitting certain words only, the amendment shall be 'that the words ... be omitted'; and
 - d) if the object of the amendment is to alter the motion by inserting or adding certain words to it, the amendment shall be 'that the words ... be inserted after the word ...'(or added at the end).
- 14.3. Where an amendment is moved and seconded, the question to be proposed by the chair is:
- a) if the amendment is that certain words be omitted with a view to the inserting of other words in their stead: first, that the words proposed to be omitted be omitted and, if that question is agreed to by the Council, secondly, that the words proposed to be inserted be inserted; or
 - b) in any case, that the words proposed to be omitted be omitted or that the words proposed to be inserted (or added) be inserted (or added) as the case requires.
- 14.4. Where a question that certain words be omitted is negated, a further motion proposing the omission of those words or any of them is out of order.
- 14.5. Where a question that certain words be inserted or added is negated, a motion may be moved for the insertion or addition of other words.
- 14.6. An amendment to a motion shall be disposed of before another amendment to the motion is moved.
- 14.7. An amendment may be moved to a proposed amendment as if the proposed amendment were an original motion.

15. Certain amendments not in order

- 15.1. An amendment shall not be moved to a motion:
- a) if it is not relevant to the subject matter of the motion; or

- b) if it would result in the motion as proposed to be amended being the opposite of the motion

K. ACFID Presidents

ACFID Presidents

1965 – 1966	Sir John Crawford, AC, CBE
1967 – 1971	The Hon Sid Einfeld
1972 – 1975	Major-General Paul Cullen, AC, CBE
1976 – 1978	Mr Neil Batt, AO
1979 – 1983	The Hon Richard Alston
1984 – 1987	John Birch, AM
1988 – 1991	The Rev Neville Ross
1992 – 1993	The Rev John Mavor, AM
1994 – 1997	Mr Bill Armstrong, AO
1998 – 2001	Sir Ronald Wilson, AC, KBE, CMG, QC
2002 – 2005	Ms Gaye Hart, AM
2006 – 2009	The Hon Margaret Reid, AO
2010 – 2013	Dr Meredith Burgmann
2014 – 2017	Ms Sam Mostyn
2018 – Current	Susan Pascoe AM