

ACFID Code of Conduct Committee Meeting

The CCC held its third meeting for the year on 18 August 2017 at the offices of Save the Children in Melbourne.

Delivery of the revised Code

The revised Code of Conduct came into effect on **June 1**. This enacted a number of changes to the resources and policies that support the Code, including the Good Practice Toolkit, the process for membership application and assessment, the policies to be assessed under the new Code and the Code e-learning. The CCC discussed the current work in progress within the Code Secretariat to prepare for the first round of members to be assessed under the revised Code of Conduct, who are due to submit their assessments on 30 November 2017.

The CCC viewed a preliminary mock-up of the revised CSA form and made a number of recommendations for changes and improvements. The CCC also endorsed the proposal for documents to be called in for assessment under the revised triennial CSA process, which will be the same as the documents now required for membership of ACFID.

The CCC also discussed and endorsed the draft plan for the official launch of the revised Code, which was then held on the second day of the ACFID Board meeting in September, and to which all member CEOs were invited to attend.

Code Governance

The CCC discussed a revised version of the Code of Conduct complaints handling policy, which had been amended and restructured to reflect decisions taken at the previous CCC meeting. It was decided that some further revisions were required, in particular to more clearly define Enquiries and own motion Inquiries so they are applied consistently.

The CCC also endorsed the current CCC risk management framework. The discussion included some updates to the risks listed within the current register, and the Code Secretariat will now close off and/or downgrade a number of risks relating to the transition to the revised Code as this has now taken effect successfully.

CCC Governance

The composition of the elected members of the CCC has changed, with the resignation of committee member Rebecca MacFarling as an elected member. In accordance with the Committee Terms of Reference and Operational Guidelines, this position has now been filled by the next elected nominee from the results of the last CCC elections - Ngila Bevan from member agency People With a Disability Australia. The CCC is pleased to welcome Ngila to the Committee, and she will take up her position at the next CCC meeting in November, following an induction. The CCC further discussed the nomination of a committee specialist to a position for Fundraising and Marketing expertise. The Committee endorsed this nomination, with the details to be finalised once ratified by the ACFID President and the ACFID Board as required.

The CCC also agreed on the need for greater clarity on the roles and responsibilities for Code governance between the CCC, the Board and the Code Secretariat. The CCC agreed this should be

actioned through the revision of some key reference documents and diagrams that cover the governance of the Code. The revised governance diagram will now be presented to the ACFID Board at their upcoming meeting.

The use of images and messages in member fundraising and marketing

The CCC held an afternoon workshop to discuss the use of images and messages in member fundraising and marketing materials. This workshop covered the requirements of the new Code, trends observed across member agencies, and potential drivers of emerging issues in this regard. The CCC expressed some concern about the re-emergence of this issue, as well as potential options to work with the ACFID membership to ensure Code compliance and high ethical standards are upheld. The CCC's decisions will now be further discussed and refined through discussions within the Committee, as well as with the Code Secretariat and the ACFID Board.

The next CCC meeting will be held on **10 November 2017**.

Information about the Code of Conduct Committee including Committee members and the Terms of reference can be found on the [ACFID Website](#).

For more information about the Code of Conduct Committee, contact ACFID Standards and Code Lead Jocelyn Condon on (02) 8123 2222 or jcondon@acfid.asn.au