



AUSTRALIAN  
COUNCIL  
FOR  
INTERNATIONAL  
DEVELOPMENT

# ACFID Membership Application Guidelines

April 2016

# Contents

<b>Section One: Overview of Membership Application Process</b>	<b>3</b>
a. Purpose of the ACFID membership application process	3
b. Principles which inform the ACFID membership application process	3
<b>Section Two: Membership Categories</b>	<b>4</b>
a. Full Membership	4
b. Affiliate Membership	6
c. Affiliate Membership for Universities	6
<b>Section Three: Applying for ACFID Full Membership</b>	<b>7</b>
a. Code compliance on application	7
b. Documents required on application	8
c. Risk Assessment	9
d. Submitting your application	9
e. The application appraisal and assessment process	10
f. Dates and timeframes	10
<b>Section Four: Applying for ACFID Affiliate Membership</b>	<b>11</b>
a. Code compliance on application	11
b. Documents required on application (non-university)	11
c. Documents required on application (university)	12
d. Risk Assessment	12
e. Submitting your application	13
f. The application appraisal and assessment process	13
g. Dates and timeframes	14
<b>Section Five: Contact ACFID</b>	<b>14</b>
<b>Appendix 1: Acronyms</b>	<b>15</b>
<b>Appendix 2: Code of Conduct e-learning module</b>	<b>15</b>
<b>Appendix 3: Annual Fees</b>	<b>16</b>
<b>Appendix 4: Annual Compliance Requirements</b>	<b>17</b>

## Section One: Overview of Membership Application Process

---

### a. Purpose of the ACFID membership application process

The purpose of the ACFID membership application process is to enable applicants to make an informed decision about whether to join ACFID and for ACFID to make an informed decision about whether to accept an application. The objectives of the process are to:

- introduce applicants to ACFID benefits in general and to the requirements of the Code in particular;
- determine whether applicants meet the eligibility criteria for membership;
- determine whether applicants meet the minimum requirements for compliance on application;
- determine whether any risks to ACFID, its members and to the Code that arise from an application can be managed effectively;
- identify starting points for collaboration between the applicant and ACFID after an application is approved, including organisational development priorities and participation in ACFID structures, processes, events etc.

### b. Principles which inform the ACFID membership application process

- ACFID is the peak council of Australian not-for-profit, non-government organisations which aims to promote conditions of sustainable human development in which people are able to enjoy a full range of human rights, fulfil their needs free from poverty and live in dignity. ACFID's membership eligibility criteria are designed to ensure that its membership base reflects its vision and mandate as articulated in the constitution and in the preamble to the Code of Conduct.
- The Code of Conduct is a learning-orientated tool which is designed to encourage dialogue, reflection and change within signatory organisations in a way which enhances their transparency and accountability and contributes to improved developmental effectiveness. The assessment of compliance on application is designed to ensure that applicants reflect on their performance against the obligations outlined in the Code, identify areas for improvement and where necessary take action to ensure they meet the minimum requirements on application.
- As a membership organisation, ACFID has a responsibility to ensure that its members do not, by act or omission, engage in activities which are likely to be detrimental to the interests of ACFID. Such conduct need not be contrary to the Code of Conduct to be considered to be, or likely to be, detrimental to the interests of ACFID or its members. The risk assessment on application is designed to assess and mitigate any such risk.
- All assessments are based on agreed criteria which are publicly available and to which ACFID is accountable. Each assessment will take into account the size and complexity of the organisation and their stage of organisational development.

- Only completed applications will be assessed. Timelines for submission of applications are made publicly available and allow sufficient time for review by the Code of Conduct Committee (CCC) and ACFID’s Board of Directors (Board). Organisations have one year from the time of submitting their application to when it can be submitted to the CCC. If a longer time is required, the organisation must fully resubmit their application.
- The assessment is done in stages, starting with the eligibility criteria then compliance on application and finally the risk assessment which is informed by the results of the eligibility and compliance assessments. Each assessment will conclude with a judgment that is informed by a holistic assessment of an organisation’s eligibility, capability and risk which states why, on balance, an organisation is either eligible for ACFID membership or not at that time.
- If an organisation is deemed unsuitable for membership then clear reasons will be given and if an organisation is deemed not ready then a pathway for acceptance will be clearly outlined.

## Section Two: Membership Categories

---

ACFID has two types of organisational membership: Full Membership and Affiliate Membership.

### a. Full Membership

Full Membership is open to Australian organisations actively working in the international aid and development sector and/or related services in Australia. Organisations must be signatories to the ACFID Code of Conduct, a process which forms part of the application.

ACFID Full Members must:

- Be Australian
- Be a voluntary organisation
- Be a not for profit organisation
- Conduct activities in the fields of cooperation in international relief and development, development assistance, development education and/or related services in Australia that are consistent with and supportive of the objectives and purposes of ACFID.

To determine whether your organisation is eligible to apply for ACFID Full membership, please refer to the table below:

Table 1: ACFID Full Membership eligibility criteria

Criteria for Full Membership	Elaboration of criteria
Organisation must be Australian	<ul style="list-style-type: none"> <li>• Registered in Australia</li> <li>• Governing body based in Australia</li> <li>• A physical presence in Australia</li> </ul>

<p>Organisation must be Not for Profit</p>	<ul style="list-style-type: none"> <li>• An organization that is not carried on for the profit or gain of individual members</li> <li>• The organization may make or retain a surplus provided that surplus is directed to carrying out the organisation’s purposes</li> <li>• The organization cannot distribute profits or assets for the benefit of members or other private persons both during operation and winding up.</li> </ul>
<p>Organisation must be Voluntary</p>	<ul style="list-style-type: none"> <li>• An organisation formed voluntarily by a group of interested people for a common purpose that serves a public benefit.</li> <li>• Board members may or may not be remunerated but the majority must be non-executive</li> <li>• This can – at ExCom’s discretion - include organisations established by statute provided they serve a public benefit and meet the other eligibility criteria</li> </ul>
<p>Organisation must conduct activities in the fields of cooperation in international relief and development, development assistance, development education and/or related services in Australia that are consistent with and supportive of the objectives and purposes of ACFID. This includes services to refugees and displaced persons in Australia and activities that serve the interests of indigenous Australians.</p>	<ul style="list-style-type: none"> <li>• “Activity” is defined as one or more of community projects, emergency management, community education, advocacy, volunteer sending, environmental protection and restoration, promotion and protection of human rights and the provision of technical and professional services and resources.</li> <li>• For the purposes of assessing eligibility, “provision of technical and professional services and resources” includes, but is not restricted to, research, training and fundraising.</li> <li>• Organisations that engage solely in fundraising in Australia for aid and development work, including work managed by an overseas-based entity, are eligible for ACFID membership provided they are Code compliant on application - particularly in regard to Code section B.2.3 - and they meet all other requirements for ACFID membership.</li> </ul>

Organisations that are not eligible for Full Membership through the criteria above may be eligible for Affiliate Membership. For more information see Section 2b.

Before you submit your application to ACFID, you must understand your membership obligations and ensure your organisation is able to fulfil these.

ACFID Full Members must:

- become signatories to the ACFID Code to Conduct and remain compliant with the Code by meeting the annual compliance requirements (for more information on these requirements see *Appendix 4: Annual Compliance Requirements*);
- agree with the Objectives of ACFID;
- understand the Purpose of ACFID;
- have read ACFID Strategic Plan 2015 - 2020;
- accept ACFID’s Community of Practice Operational Guidelines;
- disclose any potential risk posed to ACFID by their membership;
- pay Annual Fees (See *Appendix 3: Annual Fees*).

In return, Full Members are:

- entitled to attend the AGM;
- entitled to vote at the AGM, provided that they have paid their membership fees at the time of the meeting;
- entitled to nominate a person for election to the Board of Directors (Board) and other ACFID Standing Committees;
- able to participate ACFID's Communities of Practice;
- entitled to the full range of member benefits, including participation in networking events and access to industry-focused training and development programs.

## **b. Affiliate Membership**

Affiliate Membership is only open to organisations and institutions that are ineligible for Full Membership. Eligibility under these criteria is at the discretion of the ACFID Board. For-profit companies are ineligible to apply for either Full Membership or Affiliate Membership.

Affiliate membership is open to Australian organisations/institutions that share the vision of ACFID and wish to work with Australian NGOs through joint advocacy, research, information provision, training, funding, or other services.

Affiliate Members can choose whether or not to become signatories to the ACFID Code of Conduct. Those Affiliates who do choose to become signatories will be expected to prepare additional documents as part of the application process.

Affiliate Members must:

- consider becoming a signatory to the ACFID Code of Conduct and explain their decision on application. Those who choose to become signatories must complete Attachment A. Code Signatory organisations must remain Code compliant (for more information see *Appendix 4: Annual Compliance Requirements*);
- have knowledge and commitment to ACFID;
- accept the ACFID Communities of Practice Operational Guidelines;
- disclose any potential risk posed to ACFID by their membership;
- understand that their membership fees will be at 75% of the base level fee;
- pay Annual Fees (*See Appendix 3: Annual Fees*).

In return, Affiliate Members are:

- entitled to attend the AGM;
- entitled to speak at the AGM, if invited by the Chair; and
- able to participate in committees and ACFID's Communities of Practice.

For further information on eligibility for Affiliate Membership, go to *Section Four: Applying for ACFID Affiliate Membership*.

## **c. Affiliate Membership for Universities**

The Research for Development Impact Network is a collaboration between ACFID and Australian Universities. The Network is based upon a collective desire to widen debate on international development and to strengthen collaboration between academics and members of ACFID.

For ACFID and ACFID Members, universities represent valuable partners with whom we can increase our collective impact against poverty and enhance the sector’s capacity in development effectiveness and research.

For universities, ACFID offers a valuable platform to establish industry partners in the aid and development sector, increasing the impact and applicability of teaching and research conducted in the university.

## Section Three: Applying for ACFID Full Membership

---

Before applying for ACFID Full Membership, please note the types of ACFID Membership and eligibility requirements in *Section Two: Membership Categories*, to determine which membership category you should apply for.

If you have any questions regarding eligibility, contact the ACFID Growth and Effectiveness Team (see *Section Five: Contact ACFID*).

The steps below explain the application process and requirements:

- a. Documents required on application
- b. Code compliance on application
- c. Risk assessment
- d. Submitting your application
- e. The application appraisal and assessment process
- f. Dates and timeframes

### a. Code compliance on application

To qualify for ACFID Full Membership, organisations must be compliant with the Code of Conduct on application i.e. the applicant must comply with the requirements outlined in Table 2 below.

Table 2: Compliance with the Code on Application

Code Principle	Title	Compliance level required
E.2.2	Compliance self-assessment (CSA)	<p>Satisfactory compliance. At a minimum this includes:</p> <ul style="list-style-type: none"> <li>• Declaration by Office Bearers signed</li> <li>• Commitment to the Code complaint handling process (E.3.1) is ticked</li> <li>• The CSA form contains a written response which:               <ul style="list-style-type: none"> <li>○ provides overall congruency between substantiation and level of compliance ticked;</li> <li>○ brief but specific information on how the organisation is compliant. If not compliant, an explanation is provided on why or how the signatory plans to become compliant; and</li> <li>○ details what policy, constitution clause number, page of the annual report etc. are used as evidence.</li> </ul> </li> </ul>
B.1.5	Non-development activity	<ul style="list-style-type: none"> <li>• Compliant with all obligations in B.1.5</li> <li>• Policy available on website or made accessible in other ways if applicant does not have a website.</li> </ul>

B.2.3	Control of funds and resources	<ul style="list-style-type: none"> <li>Compliant with all obligations</li> </ul>
B.3.4.1	Child Protection Policy	<ul style="list-style-type: none"> <li>Compliant with all obligations</li> <li>Available on website or made accessible in other ways if the applicant does not have a website.</li> </ul>
C.2.1.1	Transparency	<ul style="list-style-type: none"> <li>Annual report submitted which is compliant with C.1.1 and C.2.1.2.c</li> <li>Available on website or made accessible in other ways if the applicant does not have a website.</li> <li>The remaining Obligations for C.2.1 are not required to be demonstrated in the annual report on application.</li> </ul>
D.1.1	Public Benefit	<ul style="list-style-type: none"> <li>Compliant with all obligations</li> </ul>
D.3	Governance	<ul style="list-style-type: none"> <li>Governing instrument which is compliant with D.3.1.1, D.3.1.2, D.3.2.1 (if applicable); D.3.2.2 and D.3.3.1a.</li> <li>Available on website or made accessible in other ways if the applicant does not have a website</li> </ul>
D.4.2	Auditing of financial statements	<ul style="list-style-type: none"> <li>Compliant with principle.</li> <li>Complaint with obligation D. 4.2.2</li> <li>Available on website or made available in other ways if applicant does not have a website</li> </ul>
D.6.1 and D.6.2	Complaints policy	<ul style="list-style-type: none"> <li>Compliant with all obligations</li> <li>Policy available on website or made accessible in other ways if applicant does not have a website.</li> </ul>

## **b. Documents required on application**

Each new Full Member applicant is required to submit the documents listed below:

- A completed Full Membership application form;
- A certificate of registration issued by an Australian authority;
- A diagram which demonstrates the governance structure of the organisation, for example Board of Directors, committees, CEO, teams, staff and volunteers (this is not prescriptive nor limited). Where the organisation is part of a wider structure, please also supply a diagram which shows the relationships between parent, subsidiaries, trusts and foundations.
- A governing instrument which is compliant with the requirements outlined in the Table 2;
- A list of current Board members which includes a short biography for each member, distinguishes between executive and non-executive members and identifies whether any Board member receives remuneration (if this is present in the annual report please indicate);
- Minutes of the most recent AGM;
- A Compliance Self-Assessment (CSA) which is compliant with the requirements outlined in Table 2;
- Policies, procedures, guidelines and tools that are referred to in the CSA;
- Audited financial statements and an audit report;
- An annual report that is compliant with the requirements outlined in Table 2;

- Policies on complaints handling, child protection, control of funds and resources and non-development activity which are compliant with the requirements outlined in Table 2;
- Certificates indicating completion of the Code e-learning module by Board members and senior staff, including at a minimum the Chair and the CEO (*see Appendix 2 for information on how to complete the Code e-learning*);
- A commitment to incorporating the e-learning module in the induction of all new Board members and staff.
- A Statement of Risk (if applicable)

ACFID Secretariat staff may – at their discretion – request an applicant to provide additional documents which illustrate how the applicant qualifies for ACFID membership. This could include, for example, an agency strategic plan, project reports, project management tools etc.

Please ensure that you submit all the documents listed above, including all sections of the application form. Incomplete applications will not be assessed.

If you have any questions about these documents, contact the ACFID Growth and Effectiveness Team prior to submitting your application (*see Section Five: Contact ACFID*)

### **c. Risk Assessment**

As noted in *Section One: Overview of Membership Application Process*, ACFID has a responsibility to ensure that its members do not, by act or omission, engage in activities which are likely to be detrimental to the interests of ACFID.

The purpose of the risk assessment is to identify any risks which an applicant may pose to ACFID, to its members and to the Code and to assess whether or not such risks can be managed effectively. This includes but is not necessarily restricted to political, financial and reputational risks.

A preliminary risk assessment will be prepared by the GET for consideration by relevant committees and will draw on:

- The optional statement of risk submitted by the applicant;
- The results of the assessment of compliance on application;
- A review of the applicant's past relationship – if any - with ACFID, particularly any lapses in membership and/or compliance issues;
- An internet search with a focus on third party commentary, particularly negative media comment;

### **d. Submitting your application**

Applications for Full Membership must now be made online through ACFID's Online Compliance Portal. To register for this portal please contact ACFID's Membership & Stakeholder Coordinator on 02 6285 1816. You should contact ACFID prior to and after submitting your application to ensure the documents have been received (*see Section Five: Contact ACFID*)

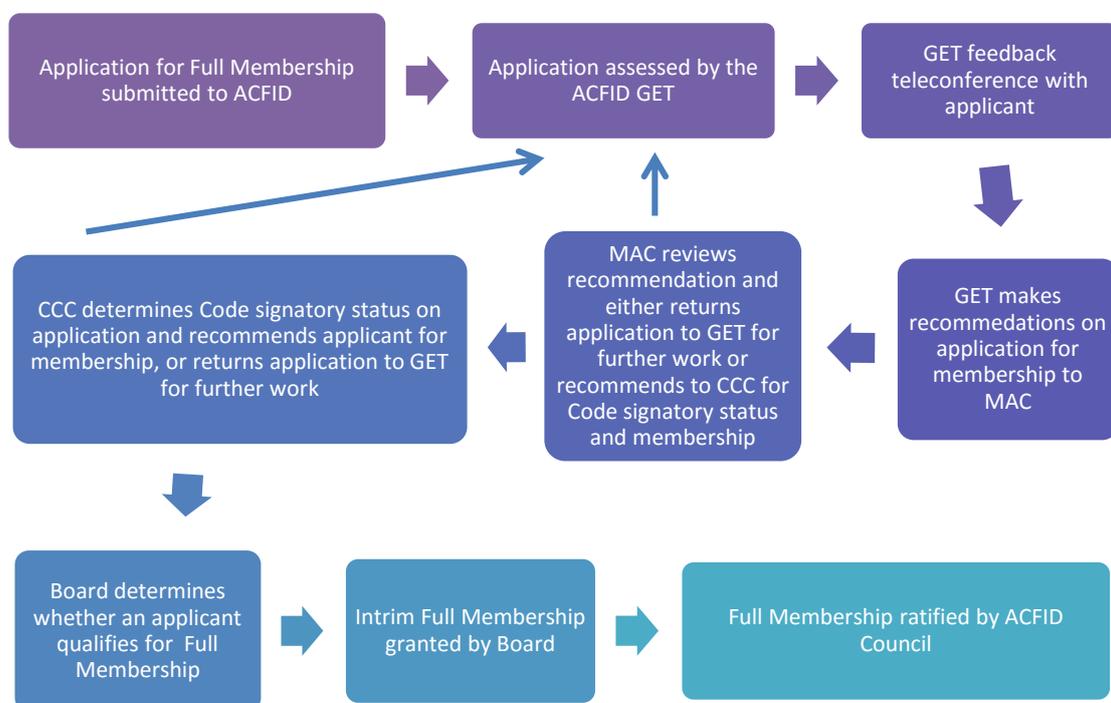
Application for Affiliate Membership or University Affiliate Membership can be sent my email. The completed application form and all accompanying documents should be scanned and sent to [membership@acfid.asn.au](mailto:membership@acfid.asn.au). Before submitting your application please contact ACFID's Membership & Stakeholder Coordinator on 02 6281 9235.

### e. The application appraisal and assessment process

Upon submitting your application you will be contacted by ACFID's Membership & Stakeholder Coordinator to confirm receipt.

Your application for ACFID membership will then move through the internal ACFID processes:

- Internal assessment by the ACFID Growth and Effective Team (GET), including a feedback teleconference with the applicant;
- The GET make recommendations to the Membership Admissions Committee (MAC) regarding eligibility and compliance on application;
- The MAC reviews the recommendations and determines whether to return the application to the GET for further work, to reject the application outright, or to endorse the application and forward to the Code of Conduct Committee (CCC).
- The CCC determines whether the applicant is Code compliant on application, and if so forwards the application to ACFID's Board and if not returns the application to GET for further work.
- The Board determines whether the applicant qualifies for ACFID Full Membership and if so grants Interim Full Membership\* to the applicant. At this stage the applicant organisation is advised they can advertise their ACFID membership and Code signatory status on their website, and are entitled to discounted training rates and participate in ACFID member activities;
- Council ratifies the membership application at the ACFID AGM in October/November
- On ratification, the new Full Member receives notification via email and a new member welcome pack from ACFID.



### f. Dates and timeframes

ACFID accepts applications for Full Membership twice a year; these dates are generally in February/March and July/August. The dates are made available on the ACFID website.

It can take anywhere between 3 – 12 months between an organisation submitting an application for Full Membership and that organisation being granted Interim Membership by ACFID's ExCom.

If you have any questions regarding due dates, please contact ACFID (see *Section Five: Contact ACFID*).

## Section Four: Applying for ACFID Affiliate Membership

---

Before applying for ACFID Affiliate Membership, please note the types of ACFID Membership and eligibility requirements in *Section Two: Membership Categories*, to determine which membership category you should apply for.

If you have any questions regarding eligibility, contact the ACFID Growth and Effectiveness Team (see *Section Five: Contact ACFID*)

The steps below explain the application process and requirements:

- a. Documents required on application (non-university)
- b. Documents required on application (university)
- c. Code compliance on application
- d. Other requirements on application
- e. Submitting your application
- f. The application appraisal and assessment process
- g. Dates and timeframes

### **a. Code compliance on application**

Affiliate Members can choose whether or not to become signatories to the ACFID Code of Conduct.

Those Affiliates who do choose to become signatories will be expected to prepare additional documents as part of the application process to meet Code compliance on application. These documents are outlined in *Section Three: Applying for ACFID Affiliate Membership* Parts a. and b. If you wish to apply for ACFID Affiliate Membership and Code signatory status, please contact ACFID for more information prior to submitting your application (see *Section Five: Contact ACFID*).

Most applicants for Affiliate membership will not apply for Code signatory status.

### **b. Documents required on application (non-university)**

Each new Affiliate Member applicant (excepting university applicants) is required to submit the documents listed below:

- A completed Affiliate Membership application form;
- A certificate of registration issued by an Australian authority;
- A governing instrument;

- A list of current Board members which includes a short biography for each member, distinguishes between executive and non-executive members and identifies whether any Board member receives remuneration (if this is present in the annual report please indicate);
- Audited financial statements and an audit report;
- An annual report;
- A Statement of Risk (if applicable)

ACFID Secretariat staff may – at their discretion – request an applicant to provide additional documents which illustrate how the applicant qualifies for ACFID membership. This could include, for example, an agency strategic plan, project reports, project management tools etc.

Please ensure that you submit all the documents listed above, including all sections of the application form. Incomplete applications will not be assessed.

If you have any questions about these documents, contact the ACFID Growth and Effectiveness Team prior to submitting your application (see *Section Five: Contact ACFID*)

### **c. Documents required on application (university)**

Each new university Affiliate Member applicant is required to submit the documents listed below:

- A completed University Affiliate Application Form;
- A copy of university's latest annual report;
- A copy of university's Governing Instrument (Constitution, Act of Parliament or Memorandum and Articles of Association);
- A copy of the university's most recent audited financials (if not present in the Annual Report)
- Additional financial statements where relevant (non-audited) that indicate role and impact of Primary Contact in development work overseas through disbursements to international programs, program support costs and community education.

ACFID Secretariat staff may – at their discretion – request an applicant to provide additional documents which illustrate how the applicant qualifies for ACFID membership. This could include, for example, an agency strategic plan, project reports, project management tools etc.

Please ensure that you submit all the documents listed above, including all sections of the application form. Incomplete applications will not be assessed.

If you have any questions about these documents, contact the ACFID Growth and Effectiveness Team prior to submitting your application (see *Section Five: Contact ACFID*)

### **d. Risk Assessment**

As noted in *Section One: Overview of Membership Application Process*, ACFID has a responsibility to ensure that its members do not, by act or omission, engage in activities which are likely to be detrimental to the interests of ACFID.

The purpose of the risk assessment is to identify any risks which an applicant may pose to ACFID, to its members and to the Code and to assess whether or not such risks can be managed effectively. This includes but is not necessarily restricted to political, financial and reputational risks.

A preliminary risk assessment will be prepared by the GET for consideration by relevant committees and will draw on:

- The optional statement of risk submitted by the applicant;
- The results of the assessment of compliance on application;
- A review of the applicant's past relationship – if any - with ACFID, particularly any lapses in membership and/or compliance issues;
- An internet search with a focus on third party commentary, particularly negative media comment;

#### **e. Submitting your application**

The completed application form and all accompanying documents should be scanned and sent to [membership@acfid.asn.au](mailto:membership@acfid.asn.au). Please contact ACFID's Membership & Stakeholder Coordinator prior to submission on 02 6281 9235.

You should contact ACFID prior to and after submitting your application to ensure the documents have been received (see *Section Five: Contact ACFID*)

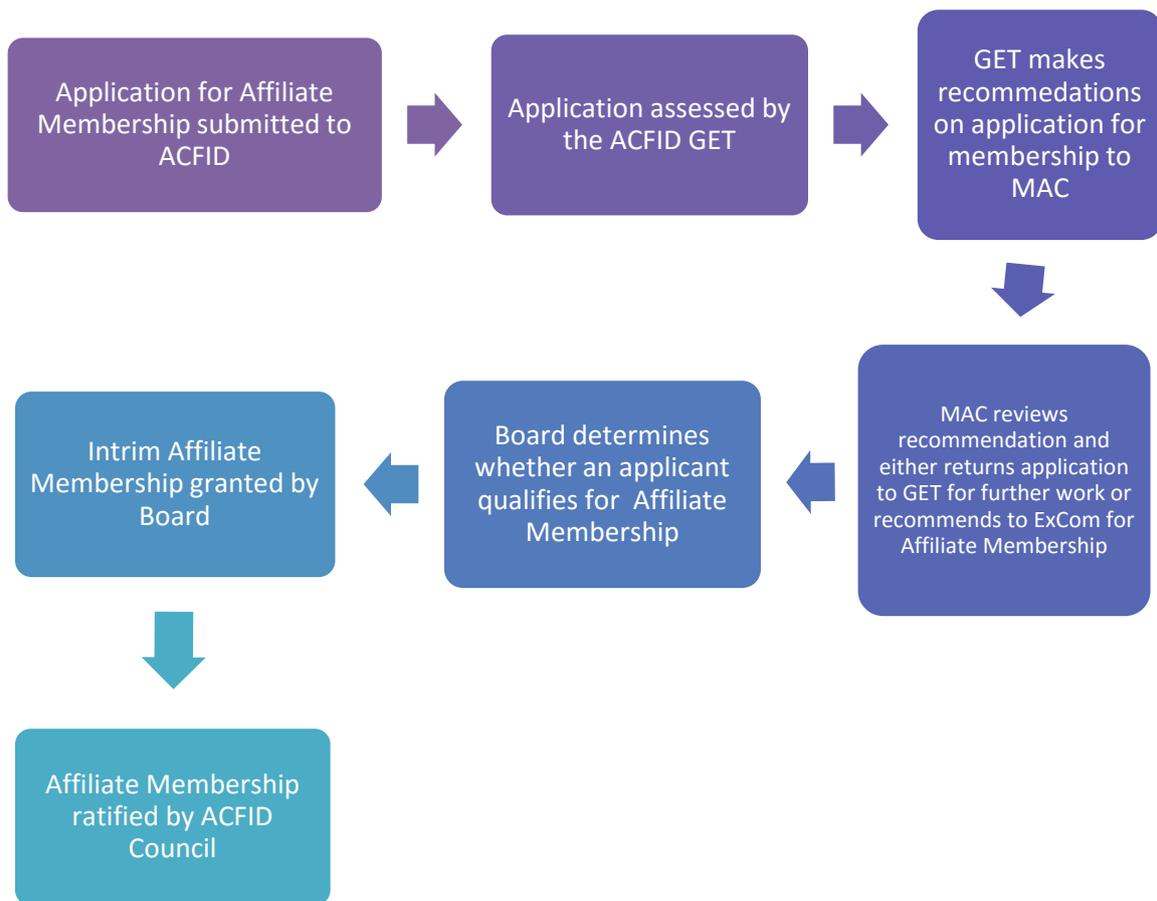
#### **f. The application appraisal and assessment process**

Upon submitting your application you will be contacted by ACFID's Membership Coordinator to confirm receipt.

Your application for ACFID membership will then move through the internal ACFID processes:

- Internal assessment by the ACFID Growth and Effective Team (GET);
- The GET make recommendations to the Membership Admissions Committee (MAC) regarding eligibility and compliance on application;
- The MAC reviews the recommendations and determines whether to return the application to the GET for further work, to reject the application outright, or to endorse the application and forward to ACFID's Board;
- The Board determines whether the applicant qualifies for ACFID Affiliate Membership and if so grants Interim Affiliate Membership\* to the applicant;
- Council ratifies the membership application at the ACFID AGM in October/November;
- On ratification, the new Full Member receives notification via email and a new member welcome pack from ACFID.

\* While an Interim Affiliate Member, an organisation can access discounted training rates and participate in ACFID member activities.



#### **g. Dates and timeframes**

ACFID accepts applications for Affiliate Membership two times a year. The dates are made available on the ACFID website.

It can take anywhere between 3 – 12 months between an organisation submitting an application for Affiliate Membership and that organisation being granted Interim Affiliate Membership by ACFID’s ExCom.

If you have any questions regarding due dates, please contact ACFID (see *Section Five: Contact ACFID*).

### **Section Five: Contact ACFID**

---

We strongly encourage you to contact ACFID prior to submitting an application for membership. ACFID will be able to assist you in gathering the required documents and providing you with information relating to your eligibility for Full or Affiliate Membership. ACFID will also be able to provide you with an estimation of the time it will take for your application to move through the ACFID membership approval process.

The ACFID Growth and Effectiveness Team (GET), which includes the ACFID Code Secretariat, is responsible for coordinating the membership application process.

For all general membership enquiries, contact the Membership & Stakeholder Coordinator:

- E: [membership@acfid.asn.au](mailto:membership@acfid.asn.au)
- P: 02 6281 9235

For all Code compliance related enquiries, contact the Code of Conduct Coordinator:

- E: [csa@acfid.asn.au](mailto:csa@acfid.asn.au)
- P: 02 6281 9222

For all other enquiries, contact the Support Services Administrator:

- [main@acfid.asn.au](mailto:main@acfid.asn.au)
- P: 02 6285 1816

Information on how to submit an application for membership is available in *Section Three: Applying for ACFID Full Membership* and *Section Four: Applying for ACFID Affiliate Membership*.

## Appendix 1: Acronyms

---

ACFID – Australian Council for International Development

AGM – Annual General Meeting

ANCP – Australian NGO Cooperation Program

CCC – Code of Conduct Committee

CSA – Compliance Self-Assessment

Board – ACFID's Board of Directors

GET – ACFID Growth and Effectiveness Team

MAC – Membership Admissions Committee

NGO – Non-Government Organisation

## Appendix 2: Code of Conduct e-learning module

---

Certificates indicating completion of the Code e-learning module by Board members and senior staff, including at a minimum the Chair and the CEO, must be submitted by organisations applying for ACFID Full Membership.

The Code e-learning module is available on the ACFID website [here](#).

The module is a free, scenario-based, self-paced e-learning tool which offers an introduction to the ACFID Code of Conduct, and assists staff and volunteers to meet the requirements of the Code, particularly those of section D.5.2 (Professional Conduct).

The self-paced program can be undertaken at your computer (sound is required) and takes about 2 hours to complete. The resource is free and online registration can be done at any time.

Upon completion of the module, individuals receive a certificate of completion, which should be saved and submitted as part of the application.

A commitment to incorporating the e-learning module in the induction of all new Board members and staff is also a requirement of applying for ACFID membership.

If you have any questions about the e-learning module or have problem logging in, contact ACFID (see *Section Five: Contact ACFID*).

### Appendix 3: Annual Fees

The ACFID Membership Fee is made up of three parts: the Base Fee, the Code Fee, and a fee based on the amount of funds disbursed to overseas projects, other project costs and community education as set down in the ACFID Implementation Guidance.

ACFID Membership Fees are payable annually for a 12 month period commencing 1 July; invoices are sent to members after the annual ACFID Council, usually in October or November.

ACFID Affiliate members are 75% of the Full Member base level fee.

#### Annual fees 2015-2016

Membership Category  (Based on disbursements to international programs, program support costs and community education)	Membership Fees			Code Fees
	Base Fee	+ \$25 for every	Over	Add to Membership Fee
<b>1</b> (\$100,000,000 +)	\$50,000	\$500,000	\$100,000,000	\$5,663
<b>2</b> (\$40,000,000 - \$99,999,999)	\$35,000	\$300,000	\$40,000,000	\$4,244
<b>3</b> (\$10,000,000 - \$39,999,999)	\$25,000	\$240,000	\$10,000,000	\$3,534
<b>4</b> (\$5,000,000 - \$9,999,999)	\$18,000	\$20,000	\$5,000,000	\$2,831

<b>5</b> (\$2,500,000 - \$4,999,999)	\$10,000	\$10,000	\$2,500,000	\$2,127
<b>6</b> (\$1,000,000 - \$2,499,999)	\$5,000	\$8,000	\$1,000,000	\$1,702
<b>7</b> (\$500,000 - \$999,999)	\$3,000	\$6,000	\$500,000	\$1,412
<b>8</b> (\$200,000 - \$499,999)	\$1,500	\$5,000	\$200,000	\$1,137
<b>9</b> (\$0 - \$199,999)	Flat fee of \$800			\$854
<b>Affiliates</b>	A discounted fee of 75% of the Base Fee for their respective category (no other calculations required)			Full fee applies if organisation is a Code signatory

**Note:** indexed at CPI + 1.0% per annum

## Appendix 4: Annual Compliance Requirements

Code compliance is mandatory for all ACFID Full Members and ACFID Affiliate Members who have chosen to be signatories to the ACFID Code of Conduct. ACFID Members must provide information on an annual basis demonstrating their continued compliance with the Code.

### What do I need to provide for Code compliance?

Each year ACFID Members must submit **annual and financial reports** as well as a **Compliance Self-Assessment (CSA)**. Compliance reporting provides an opportunity for annual reflection and review by signatories and to maintain the credibility of the Code with both internal and external stakeholders.

The CSA results are noted and endorsed by the signatory's body, providing them with a concrete means of knowing how the organisation is meeting the requirements of the Code and agreeing on steps to rectify areas of concern.

Organisations that do not complete the annual reporting or CSA requirements satisfactorily are subject to the Code of Conduct Committee (CCC)'s remedial actions and sanctions policy.

### When do I need to provide compliance reports?

All compliance reports need to be provided within 5 months of the end of the organisations financial year:

<b>Member Financial Year End</b>	<b>CSA and annual report submission deadline</b>
March	31 August
April	30 September
June	30 November
September	28 February
December	31 May

### **How are compliance reports assessed?**

The CCC has adopted a risk based assessment process for both the annual and financial reports and the CSA. All CSOs are still required to submit compliance reports; however not every submission will be assessed by ACFID every year. Whether these documents are reviewed or not will depend on risk factors. Each organisation will be assessed every three years and the compliance certificate will remain the same.

### **Need help with compliance reporting?**

Information on the ACFID Code Compliance can be found on the [ACFID website](#). The free self-paced [Code e-learning module](#) (See *Appendix 2*) offers an introduction to the ACFID Code of Conduct, and will assist staff and volunteers to understand how to meet the requirements of the Code.