



AUSTRALIAN  
COUNCIL  
FOR  
INTERNATIONAL  
DEVELOPMENT

# 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](mailto:emoreton@acfid.asn.au) or Jocelyn Condon at [jcondon@acfid.asn.au](mailto: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,

A handwritten signature in black ink, appearing to read 'Marc Purcell', written in a cursive style.

Marc Purcell  
Chief Executive Officer