



World Relief Australia

EMPOWERING THOSE WITH PASSION, SERVING THOSE IN NEED

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CODE OF CONDUCT 2015

The World Relief Australia Code of Conduct (WRA CoC) is a voluntary code that sets minimum acceptable standards for smaller NGOs that work in the international relief and development sector.

The Code aims to maintain and enhance the standards of charities that commit to this Code thus:

- a) Ensuring that public confidence is maintained in charities adhering to this Code so that individuals, foundations and corporations that donate to these charities know that the donations will be used responsibly and effectively to help the poor and needy in developing countries irrespective of nationality, race, gender, political conviction or religious belief.
- b) Improving the quality and effectiveness of relief and development initiatives.

Mechanisms to evaluate compliance to the Code and deal with alleged breaches of the Code are included.

Signatories to this Code are also required to meet state and federal legal obligations relating to their work. These obligations may include rules of incorporation of associations, Australian Charities and Not-for-profits Commission (ACNC), ASIC, fundraising and charitable institutions legislation, privacy legislation, equal employment opportunity principles, occupational health & safety standards, antidiscrimination, intellectual property and copyright legislation and other codes of conduct.

All Australian charities that partner with World Relief Australia (WRA) must adhere to either the WRA or ACFID (www.acfid.asn.au/code-of-conduct) Code of Conduct. However charities may choose to become a signatory to the WRA Code of Conduct without partnering with WRA.

Code Oversight

The code is overseen by a subcommittee of the World Relief Australia Board. This Code of Conduct Committee:

- Oversees the registration of code signatories
- Oversees ongoing compliance issues
- Provides training workshops
- Maintains a Code website that explains the code
- Reviews and updates the code as necessary.

Compliance

On-going compliance is confirmed by completing the annual self-review checklist.

All signatories can include a statement about their compliance to the code in their annual reports and on their website.

Annual Self-review

Signatory charities need to complete the annual self-review checklist and submit it to WRA to maintain their signatory status.

Annual self assessments are for a calendar year and need to be lodged no later than 31st May of the following year.

Non Compliance to the Code

If a signatory organization ceases to be compliant their name is removed from the list of compliant organizations. It is then up to the organisation in consultation with the Code of Conduct committee to reach a compliant standard once again.

If a WRA partner organization is found to be non-compliant then the Agency agreements are suspended until compliance is assured.

WORLD RELIEF AUSTRALIA
CODE OF CONDUCT

Signatories to this Code undertake to maintain -

1. A not-for-profit organization governed by an elected Board and accountable to its members and stakeholders.
2. A constitution and a clear Mission Statement.
3. If trustees of a tax deductible fund, the fund must meet Australian Taxation Office (ATO), ACNC and State & Territory fundraising obligations including accountability to 'responsible persons' acceptable to the ATO.
4. Financial accountability with quarterly financial reports presented to the Board and an audited or independently reviewed annual financial report presented to members and publicly available (see Note 1 below).
5. A commitment to involving volunteers in the organization's activities.
6. Public contact details and regular communication with stakeholders.
7. Supportive relationships with other development organizations and industry bodies.
8. A commitment to help people in need in developing countries irrespective of nationality, race, gender, political conviction or religious belief.
9. Financial and other resources designated for the purposes of relief and development are not used for welfare or to promote a particular religious adherence or political party, candidate or organization affiliated to a political party.
10. A written manual of the organization's policies and procedures which includes policies on 'cross-cutting' issues in overseas aid.
11. A programmatic and geographic focus for projects in which the intended beneficiaries are involved in the design, management and implementation of the assistance program to promote long-term sustainability.
12. A commitment to professional development within the Australian organization and to assist overseas partners to achieve 'best practice' in their own governance and delivery of relief and development programs.
13. Willingness to join with other signatories in abiding by and promoting compliance with this *Code of Conduct*.

WRA CODE OF CONDUCT
ANNUAL SELF-REVIEW EXPLANATORY DOCUMENT

The WRA Code of Conduct Annual Self Review is designed to confirm compliance with the Code annually. It is a relatively easy exercise, i.e. has anything changed?

A Code of Conduct Self Review assessment must be lodged annually in order for compliance to remain current.

Charities that partner with WRA who fail to comply with the Code of Conduct or who have not lodged their self review with the WRA code of conduct committee by the 31st May could have the partnership arrangements suspended until compliance is assured.

All WRA partner charities and signatories would be expected to include a statement about their compliance to the code in their annual reports and on their website.

If the organization has had to respond "No" to any of the questions, a sheet outlining the reasons for that response should also be lodged with the assessment document.

The assessment document should be lodged with WRA together with a copy of the organization's Annual Reports and copy of their audit of accounts before 31st May each year.

Annual fee structure

WRA partner charities pay the following fee upon lodgement of their Annual Self Review.

Donation revenue < \$50,000 per annum	\$ 100.00
Donation revenue \$50,001 - \$100,000 pa	\$ 250.00
Donation revenue \$100,001 - \$500,000 pa	\$ 500.00
Donation revenue \$500,001 + pa	\$ 1,000.00

Signatory organizations pay the following fee upon lodgement of their Annual Self Review.

Donation revenue < \$50,000 per annum	\$ 200.00
Donation revenue \$50,001 - \$100,000 pa	\$ 500.00
Donation revenue \$100,001 - \$500,000 pa	\$ 750.00
Donation revenue \$500,001 + pa	\$ 1,500.00

CODE OF CONDUCT ANNUAL SELF-REVIEW

NAME OF ORGANIZATION:

ABN:

PERIOD UNDER REVIEW JANUARY 1, 2014 TO DECEMBER 31, 2014

During the stated period we declare that we have been compliant with the World Relief Code of Conduct.

We confirm our on-going compliance by completing this compliance checklist.

For the period under review -

1. (a) Has the organization remained a not-for-profit charity governed by an elected Board and accountable to its members and stakeholders?

Yes/No

(b) Have you reviewed your charities ACNC obligations (refer to manage my charity tab on ACNC website)?

Yes/No

(c) Does your board (Management Committee) meet the ACNC governance standards?

www.acnc.gov.au/ACNC/Manage/Governance/ACNC/Edu/GovStds_overview.aspx?hkey=456b1d22-8869-4ad0-a0cd-48607244216e

Yes/No

(d) Have you checked your details on the ACNC website (Find a charity Tab)?

Yes/No

(e) Have you updated your charity subtype?

www.acnc.gov.au/ACNC/Manage/Changesubtype/ACNC/Reg/ChangeSubtype.aspx

Yes/No

(f) Have you reviewed your insurance cover?

Yes/No

2. Does the organization continue to have the same constitution and Mission Statement as it did last year?

Yes/No

(If the constitution and or mission statement has changed please lodge a copy of the new document(s) with this assessment.)

3. (a) Have you completed the ATO Self-governance checklist for non-profit organisations?

(Available online are guidelines at www.ato.gov.au/calculators-and-tools/self-governance-for-non-profit-organisations/?page=2)

(b) If you are trustees of an ancillary fund, have you:

1. Completed the ATO Annual Ancillary Fund Return?

(Available online www.ato.gov.au/Forms/Ancillary-fund-return-instructions-2014/)

2. Reviewed your trust deed against the Public Ancillary Fund Guidelines 2011?

Trustees have until 1 July 2015 to amend the deed to be compliant with the Guidelines.

(Available online www.comlaw.gov.au/Details/F2011L02758)

<https://www.ato.gov.au/uploadedFiles/Content/SME/downloads/Agreement-to-comply-with-public->

[ancillary-fund-guidelines.pdf](#))

Yes/No

4. Has the organization presented an audited or independently reviewed annual financial report to its board, members and made it publicly available? (see Note 1 below)

Yes/No

(A copy of the audit together with a copy of the organization's Annual reports should be lodged with this assessment.)

5. Does the organization maintain its commitment to involving volunteers in the organization's activities?

Yes/No

6. Has the organization maintained its public contact details and regular communication with stakeholders?

Yes/No

7. Has the organization maintained supportive relationships with other development organizations and industry bodies?

Yes/No

8. Has the organization continued in its commitment to help people in need in developing countries irrespective of nationality, race, gender, political conviction or religious belief?

Yes/No

9. Did the organization continue in its commitment to use funds and other resources designated for the purposes of relief and development for those purposes and not use them for welfare or to promote a particular religious adherence or political party, candidate or organization affiliated to a political party?

Yes/No

10. Does the organization have a written manual of the organization's policies and procedures, which includes policies on 'cross-cutting' issues in overseas aid and a process for reviewing and updating policies?

Yes/No

(If your policy manual has changed in the last 12 months please include a full copy of the new policy manual with this assessment.)

11. Has the organization continued in its programmatic and geographic focus for projects in which the intended beneficiaries are involved in the design, management and implementation of the assistance program to promote long-term sustainability?

Yes/No

12. Has the organization continued in its commitment to professional development within the Australian organization and to assist overseas partners to achieve 'best practice' in their own governance and delivery of relief and development programs?

Yes/No

13. Has the organization continued in its willingness to join with other signatories in abiding by and promoting compliance with this Code of Conduct?

Yes/No

NAME OF ORGANIZATION:

Submitted by:

Signature:

Name:

Position:

Date:

Approved by Board Chairperson or Director:

Signature:

Name:

Position: