



AUSTRALIAN RESPIRATORY COUNCIL

Non – Development Activity Policy

1. INTRODUCTION

The Australian Respiratory Council (ARC) is committed to ensuring that we accurately represent our activities to the people we work with, our donors and the public.

2. BACKGROUND

The purpose of this policy is to guide ARC and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. This policy addresses the Australian Council for International Development (ACFID) compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from sponsors and supporters, and fundraising from the general public.

3. GUIDING PRINCIPLES

ARC supports and is committed to abiding by the following principles;

- to ensure accurate representation of our activities to the people we work with, donors and the public
- to ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions and obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being offered.

4. SCOPE

This Policy applies to all ARC activities. The policy is applicable to ARC Directors, employees and volunteers. The policy also extends to ARC partners and associated implementing organisations.

5. DEFINITION OF AID AND DEVELOPMENT ACTIVITIES

ARC is committed to ensuring that funds and other resources designated for the purpose of aid and development are used for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- a. Strengths based approaches which encourage people and communities to create solutions for themselves
- b. Processes that seek to address the causes of poverty
- c. Supporting systems and structures which enable people to move out of poverty.

6. DEFINITION OF NON – DEVELOPMENT ACTIVITIES

The ARC is a secular organisation and does not provide support for evangelical activities and partisan political activities.

ARC takes a holistic approach to development and this includes support for the spiritual aspects of human transformation. For the purposes of making a distinction between aid and development and non-aid and development activities required by the ACFID Code of Conduct, any activity whose objectives include the promotion of religious adherence will be considered as a non-development activity and is not supported by ARC.

ARC does not provide support for partisan political activities which are those facilitating or supporting specific political individuals to gain power.

7. COMPLIANCE

This policy provides a framework for ARC's compliance with the Commitment to accountability to our stakeholders in the ACFID Code of Conduct, in particular Compliance Indicator 7.3.2 which states Members development initiatives constantly demonstrate the separation of development activities from non-development activities.

This principle outlines four obligations for signatories to the ACFID Code of Conduct:

1. Signatory organisations will have a clear separation between aid and development and non-aid and development objectives based on the definitions of aid and development and non-aid and development in Section F (Definitions) of the Code.
2. This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.
3. Any fundraising solicitations that include references to both aid and development and non-aid and development activities will provide donors with the choice of

contributing to aid and development activity only.

4. Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

8. CONTROL PROCEDURES

ARC ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public.

Obligation 1. Signatory organisations will have a clear separation between aid and development and non-aid and development objectives based on the definitions of aid and development and non-aid and development.

Procedures:
<ol style="list-style-type: none">1. ARC will appraise all project proposals to determine whether they include non-aid and development components.2. Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.3. Appraisers will ensure responsibilities and obligations under ARC's Financial Wrongdoing Policy & Procedures are met prior to, during, and after each project.4. Partner capacity assessment processes require the signatory to identify whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activity.5. Components of projects that represent on-development activity will be managed, reported and accounted for separately to aid and development.6. In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities.

Obligation 2: This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.

Procedures:
<ol style="list-style-type: none">1. Guidelines are in place that address appropriate reporting in organisational promotional material.2. All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and non-

development activities.

3. Communication materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and development and non-development activities.

Obligation 3: Any fundraising solicitations that include references to both aid and development and non-aid and development activities will provide donors with the choice of contributing to aid and development activities only.

Procedures:

1. Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
2. Where fundraising solicitations include references to both aid and development and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.

Obligation 4. Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

Procedures:

1. Communication with new partners will state the signatory's position on support for non-development activity.
2. Signatory partners will receive a copy of this policy
3. The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non-development activity.
4. The partner agreement (MoU of equivalent) will require the partner to agree that funds designated for aid and development purposes will not be used to fund any non-development activity.
5. Ongoing dialogue between the ARC and its partners will reinforce the definitions of development and non-development activity and the need for a separation between development and non-development activity.

Policy Implementation and Review

Procedures:

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| <ol style="list-style-type: none">1. The signatory will review this policy on a regular basis, at least every two years.2. Confirmation of internal compliance with this policy will be undertaken at least once annually.3. Introduction of the policy will be included in the induction process, to be read by all new staff. |
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9. RESOURCES

ACFID Code of Conduct

ARC Project Partner Contract/MOU

ARC Primary Stakeholder Contract/MOU

ARC Project Criteria

ARC Project Concept Note Guide

ARC Strategic Plan 2014 - 2018

ARC Business/Operational Plan 2017 – 2021

ARC Financial Wrongdoing Policy & Procedures

Adopted by the Board of Directors on: 25th May 2020

To be reviewed bi-annually commencing: May 2022

