



Document No: IO_POL_4	
Original Issue: 10/2014	Authorised By: Executive
Last Review: 05/2019	Next Review: 05/2021
Controlled copy: Any photocopies or prints are uncontrolled	
Title: Non-Development Activity Policy	

Non-Development Activity Policy

Background

The purpose of this policy is to ensure that there is a clear and identifiable distinction between the Burnet Institute's aid and international development and non-development activities. This policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public. Burnet has committed to ensure that funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.

International Operations has management structures in Melbourne and country offices to implement & monitor the majority of aid and development activities. The Institute also has in place a management framework to guide all international activities (International Programs Manual – March 2019 (/media/1516/international-programs-manual_-march-19.pdf)) to ensure a consistent and compliant approach to the management of international development activities. Development activities are governed by contracts managed within the resources of International Operations. Funds and resources raised by the Institute for aid and development activities will be used exclusively for such activities, and conditions or obligations will not to be placed on recipients in terms of non-development outcomes.

Scope

This policy applies to all staff, board members, volunteers and contractors. The policy also extends to Burnet's international development partners and associated implementing organisations.

Definitions

Aid and Development Activities means activities to reduce poverty and address issues of global justice through community projects and education, emergency management, advocacy, volunteering, the provision of technical and professional services and/or resources, environmental protection and/or restoration, and promotion and protection of human rights.

IO_POL_4_05/2019

Development seeks to improve the conditions of communities in a sustainable way. It is based on working with communities, rather than on behalf of communities, to break the cycle of poverty and dependence so that their fundamental needs are met and the quality of their life enhanced. Development activities seek to address the root causes of need identified and in doing so make a contribution to reducing that need in the long term.

Non-Development Activities means activities that are political, religious or welfare-related:

Political activities are defined as supporting a political party, candidate or organisation affiliated to a political party. Examples include:

- Staff being involved in party political activities; using funds or resources to facilitate or support a specific political party, candidate, or party political organisation in a local, regional or general / national election;
- using funds or resources to facilitate or support independence or separatist movements;
- using funds or resources to facilitate or support a particular politician or faction to gain power within a government or within a political party structure.

Religious activities are defined as supporting or promoting a particular religion, including activities undertaken with the intention of converting individuals or groups from one faith and/or denomination to another. Activities that build up religious structures (including infrastructure, training or organisational activities) are also considered religious activities, unless those structures are specifically designed to provide non-denominational development outcomes.

Welfare activities are defined as care and maintenance, which aims to maintain people in a particular condition on a longer-term basis. Substantial and broad impact on social and economic conditions in the community is not normally expected from welfare programs. Welfare may be provided to an individual or family basis including home-based and institutional care programs, such as those provided by orphanages, homes for the elderly, hospices and the provision of food for those who are destitute. Welfare activities are typically:

- implemented independently of other sustainable community development activities;
- include no strategy for integration into broader community development programs;
- provided on an individual or family basis, rather than on a community basis, and are unconnected to emergency needs; and
- implemented on a long-term basis with no clear exit strategy.

Policy statement/overview

Funds and other resources raised by or provided to the Burnet Institute which are designated as being for the purpose of Aid and Development Activities must only be used for the purpose of Aid and Development Activities. Funds designated for aid and development activities will not be used to support any political, religious or welfare activities.

The concept of aid and development activities can be distinguished by the following principles:

1. Strengths based approaches which encourage people and communities to create solutions for themselves
2. Processes that seek to address the causes of poverty

IO_POL_4_05/2019

3. Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties
4. Supporting systems and structures which enable people to move out of poverty
5. Emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people.

Management

Burnet executive staff and managers are responsible for ensuring that Burnet Institute and all staff members, volunteers, visitors and contractors comply with this Non-Development Activities policy. Particular responsibilities include implementing appropriate training and communication strategies designed to aid compliance with this policy.

Responsibility for implementation

Executive