



DFAT / NGO Committee for Development Cooperation  
A joint committee of the Department of Foreign Affairs and Trade and  
Australian non-government organisations

## Minutes of the 153<sup>rd</sup> Committee for Development Cooperation (CDC) Meeting held on 29 May 2018

### **DFAT CDC Members**

Megan Anderson  
Simon Cann-Evans  
Jon Burrough (Chair)

### **Secretariat**

Rebecca Lysaght (DFAT)  
Sarah Dreese (DFAT)

### **NGO Members**

John Morley (Plan International Australia)  
Kalene Caffarella (Australian Red Cross)  
Anthea Spinks (Oxfam Australia)(dial in)  
Chris Jensen (World Vision Australia)

### **Observers**

Rebecca Hamilton (ACFID)  
Bridie Rice (ACFID)

### **Apologies**

Sally-Anne Vincent (DFAT)

## **10:30 – Meeting Open**

### **Item 1. Welcome Remarks**

In opening remarks, the Chair (Jon Burrough):

- Paid respect to the traditional custodians of the land on which the meeting takes place and paid respect to Elders both past and present. Extending respect to any Aboriginal or Torres Strait Islanders people present.
- Welcomed participants to the 153<sup>rd</sup> CDC meeting, acknowledged Anthea Spinks would be joining via telephone, noted that Sally-Anne Vincent was a late apology and Megan Anderson would join later in the agenda.
- Introduced observers:
  - Rebecca Hamilton-ACFID
  - Bridie Rice, new Director of Policy and Advocacy- ACFID

### **Conflict of interest check:**

The Chair requested all meeting participants declare any conflicts of interest.

- Ms Caffarella declared a conflict in reviewing the Australian Red Cross Organisation Review (OR). The Chair requested Ms Caffarella leave the room for the discussion on the Australian Red Cross OR.
- Mr Jensen declared World Vision's partnership with Burnet, as noted in their OR. The Chair noted this was not a conflict.

## **Item 2. Endorsement of minutes from the 151<sup>st</sup> and 152<sup>nd</sup> CDC**

*This item was moved to later in the agenda to allow Megan Anderson to partake in the discussion.*

## **Item 3. Update on Action Item**

DFAT reported on ongoing action items

### **CDC reps to provide question regarding Afghanistan and OHS in writing for DFAT's response**

- The Chair noted the difficulty DFAT is experiencing in gaining traction within the department on the question and asked Mr Cann-Evans if he had any further information.
- Mr Cann-Evans noted that previously the CDC had worked through a group of clauses, however this one remains a little grey and asked the CDC if they still considered it an issue and how they would like to proceed.
- Mr Morley noted that he had looked into the origin of the question, noting it was before he commenced with the CDC, however he understood the question was around 'Is DFAT seeking to indemnify itself, staff and officers under clause 24 of the new agreement & breach its obligations under the Work Health and Safety (WHS) act'? The CDC are seeking clarity regarding the relationship between the two.
- Mr Cann-Evans noted since the review of the WHS act in 2014, there has been an ongoing process to understand where the line is and DFAT's first priority is always to ensure there are measures and appropriate mechanisms in place for everybody should someone have an accident.
- Mr Morley queried whether DFAT could provide the CDC with the clarity they do have, in terms of what the two clauses in operation mean.
- Mr Cann-Evans acknowledged that DFAT would continue to seek a resolution.
- Mr Morley requested the issue remain on the agenda. The Chair confirmed it would remain on the agenda until resolved.

**AGREED ACTION: NGO reps to email Sarah Dreese the revised/rephrased question.**

## Item 4. Update from DFAT

### Sexual Exploitation and Abuse

The Chair spoke to the item.

- Noted that Megan Anderson is the focal point within the Division on the issue.
- Stated that Australia unequivocally does not tolerate exploitation or abuse in its aid program and has a range of systems to manage the risk of exploitation and abuse. This include a comprehensive Child Protection Policy and moving forward DFAT is developing a Sexual Exploitation and Abuse Policy.

*Note for the record Megan Anderson entered the meeting and took over the update on Sexual Exploitation and Abuse.*

- Ms Anderson advised that since the CDC last met, ACFID had announced their independent review of their members. DFAT is proud to be contributing to the review at a dollar to dollar match.
- Noted there is a meeting taking place in New York today (29 May) which Australia is co-hosting. The meeting will focus on UN reforms and making sure Australia continues to engage and provide opportunities within the sector to engage around expectations.
- Stated Australia and the sector should be proud of what they have achieved over the last 10 years particularly around Child Protection, however also indicating the ACFID review will give more documented evidence around the depths of the issues in the sector for Australian NGOs.
- Ms Anderson highlighted that Australia should play a leadership role and do whatever they can to close the gap.

*At this point Ms Anderson handed back to Jon Burrough to Chair.*

The Chair returned to Item 2 on the agenda.

- Ms Anderson noted a number of amendments that needed to be made to the 151<sup>st</sup> CDC minutes, including:
  - Removing the wording on page 4 regarding 'DFAT seconding a technical adviser'. This was incorrect and it was in fact a DFAT officer.
  - Highlighting the fact the information on the Small Grant Scheme can now be publically released.
- Ms Anderson noted that discussion points around one of the Organisational Review Reports did not accurately reflect the discussion. CDC members agreed.
- Ms Anderson advised that DFAT would redraft and Mr Morley requested the redrafted minutes be recirculated and cleared out of session.

- Ms Anderson endorsed the 152<sup>nd</sup> minutes, seconded by Mr Jensen

**ACTION ITEM: DFAT to update the 151<sup>st</sup> CDC Minutes with the agreed amendments and recirculate to the CDC for clearance.**

### **Annual Reflections**

The Chair briefly spoke to the item.

- The Chair noted this year DFAT will be combining the Annual Reflections with the Performance Report Information Sessions on 20, 21 August in Melbourne and 22, 23 August in Sydney.
- Ms Lysaght added that this year DFAT would also be holding an accreditation information session on those days. The session will run through the new criteria and what has changed. These sessions would be held on 20 August in Melbourne and 23 August in Sydney.

### **Grant Agreement update**

The Chair briefly spoke to the item

- ANCP Grant Agreements are being populated. The template was sent to NGOs on 13 April 2018, after an initial consultation period.
- There were some minor amendments including:
  - Changes under the Definitions and Interpretations section including the Activity Event and Activity Proposal definition and a Personal Information definition included.
  - Clause 6.1- Use of funds by recipients, amended to be more suitable to ANCP model.
  - Clause 13.1-Assets, amended to also include sub-contractors.
  - Clause 25.1- Insurance, amended to include an option to seek exemption from DFAT.
- DFAT is looking to have the Grant Agreements out by the end of the week, with the expectation to have them back signed by 15 June.

*Note for the record Bridie Rice left the meeting ahead of the Organisation Review Reports discussion.*

## **5. Other Issues for NGO Representative to Chair**

The chair invited NGO representative to table any addition items.

- Mr Morley asked for a follow up from the last CDC regarding what the Due Diligence check will look like for the Australian Aid Friendship Grants.

- Ms Anderson provided a quick overview of the Australian Aid Friendship Grants including the grant specifics:
  - They are a small Grant of between \$30,000-\$60,000
  - There will be a matched criteria similar to the ANCP that can be cash or in-kind of up to 5:1
  - They will be community organisations from a variety of different groups including charities and professional organisations
  - It is expected they will be registered with their peak body, which is one aspect of the due diligence.
- Ms Anderson confirmed before Grants are issued the organisation must be able to meet DFAT's base Due Diligence requirements, which will include:
  - Ensuring the organisation is registered with the ACNC.
  - The organisation must meet DFAT's Child Protection standards, DFAT's Counter Terrorism arrangements and DFAT's Fraud Controls.
- Ms Anderson provided an overview of the process which includes:
  - Applicants applying online through SmartyGrants.
  - A shortlisting process through a selection panel, which will include independent community members and will consider value for money, Due Diligence arrangements and diversity.
  - Applicants will need to meet all of DFAT's Due Diligence arrangement before Grants will be awarded however, Ms Anderson noted this does not mean they will need to have met them before they go into the pool to be looked at.
- The CDC asked for an update on the revised Agency Profile questions and accreditation Manual.
- Ms Lysaght advised that the information on the release of these documents was sent to ANCP contacts on Friday 25 May.
- Ms Lysaght also noted that the release will be dependent on the discussion and any changes required from the Assessors Workshop on Thursday 31 May 2018.

## **6. Next CDC Date**

- The CDC agreed the next meeting would be a teleconference held in September 2018, with DFAT confirming the date closer to the time.
- Ms Anderson noted the ACFID SEA review will be out before the next CDC meeting and should be an agenda item.

## **12:00pm Meeting Close**