

## 1. Purpose of the policy

This Policy guides FemiliPNG Australia (FPNGA) to clearly separate development and non-development objectives and activities, in compliance with ACFID requirements. It ensures that all FPNGA communications, fundraising, partnerships, and use of resources are directed toward legitimate development outcomes.

## 2. Policy application

This policy applies all FemiliPNG Australia personnel and representatives, including volunteers.

## 3. Definitions

<b>Personnel</b>	A FemiliPNG Australia staff member, contractor, or volunteer.
<b>Representative</b>	A FemiliPNG Australia Board member.
<b>Development Activities</b>	Activities undertaken to reduce poverty and address global justice issues. In the NGO sector, this may occur through a range of engagements that includes community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.
<b>Evangelism Activities</b>	Any activity or practice associated with attempting to convert people from one religion or faiths to another. Though these words are of Christian origin, they can also refer to other religions' attempt to convert people to their religion or faith. Evangelism can also be referred to as proselytism, and missionary work.
<b>Non-development Activities</b>	Activities that are not development activities, and includes evangelism, partisan political activities, and welfare activities.
<b>Partisan Political Activities</b>	Activities that are political in nature, including lobbying or advocacy activities that are carried out in support of a particular political party, candidate for public office, or organisation affiliated with a political party or candidate for public office.
<b>Welfare Activities</b>	Activities which provided direct assistance to individuals because of a need. Welfare means assistance to maintain individuals in a particular condition on a long-term basis such as institutionalised care programs. Welfare activities are implemented independently of other sustainable community development activities, and there is no strategy for integration into a broader community development program. Welfare activities are implemented on an ongoing, long-term basis with no clear exit strategy.

<b>Policy name, number</b>	Development and non-development policy POL-006	<b>Policy version &amp; approval</b>	V2 Feb 2026
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## 4. Policy

4.1 FPNGA is a secular, non-partisan organisation. It does not fund, support or undertake non-development activities.

FPNGA funds and resources must be used solely for approved development objectives.

4.2 Personnel and representatives must not undertake or participate in non-development activities while representing FPNGA.

4.3 Personnel and representatives engaging in such activities in their personal capacity must ensure they:

- Are not perceived as acting on behalf of, or representing the views of, FPNGA; and
- Do not use FPNGA funds, logos, or resources (e.g. computers, email systems, website, mobile phones, stationery, or other office supplies).

4.4 Care must be taken when expressing personal views on social media to ensure they are not associated with FPNGA.

4.5 FPNGA maintains a clear separation between development and non-development activities at all times in all aspects of work including programming, communications, fundraising, and financial management.

### FPNGA will ensure:

- All communications and fundraising materials clearly distinguish development activities from any non-development activity.
- Funds are accounted for and reported in a manner that separates development and non-development income and expenditure.
- Staff and volunteers receive orientation on this Policy and the ACFID Code of Conduct.
- Partner agreements include clauses requiring compliance with this Policy.
- To monitor partner compliance with this Policy through its monitoring process including ongoing financial support, progress reports, project visits and project reviews.

## 5. Policy amendments

All policies are subject to review and endorsement by the Board. Suggestions about this policy are welcome and should be directed to the Executive Director. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The ED is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all personnel.

This policy will be reviewed every three years, or as needed to meet governance obligations and/or changes in legislation.

## 6. Related documents

Document number	Document name
TOOL-009	Communications Guidelines

Policy name, number	Development and non-development policy POL-006	Policy version & approval	V2 Feb 2026
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