



Quirindi Rural Heritage Village Association Inc

Code of Conduct Policy

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Quirindi Rural Heritage Village Association Incorporated (QRHV) while undertaking any role or activity related to the QRHV.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

QRHV members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

QRHV members are expected to treat all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members.
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction.
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Integrity

QRHV members shall be honest in carrying out their duties and avoid conflicts between their private interests and their QRHV Association roles and responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of QRHV Association duties
- External activities and public comment

Diligence

QRHV members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in QRHV Association related activities
- Ensuring outside interests do not interfere with a QRHV Association member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the QRHV Association and/or external authorities

Working with Children

The QRHV adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures.

Conflict of Interest

- QRHV Association members must declare interests which a conflict, either perceived or actual, with your QRHV Association duties and activities that might benefit the private interest of a member/s of the QRHV Association.
- QRHV Association members must always act in the best interest of the QRHV Association and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests. A few examples of Conflict of Interest:

Example 1

Personal or Financial Interest: Joe, an Office Bearer of a QRHV Association owns a Building & Maintenance Company. During the QRHV Association meeting, he recommends his company for an upcoming building work the QRHV Association is considering to undertake as he believes he can offer the best competitive price being in the building business. However, he does not disclose the ownership of the company. Does Joe have a Conflict of Interest?

Yes. It is Joe's duty to act in the best interest of the QRHV Association and not his own interests. To promote the profit interest of his own company and receive remuneration is contrary to his role and responsibilities as an Office Bearer of a QRHV Association as stated in clause 5 of the Standard and the Prescribed Constitution. There is clear Conflict of Interest as Joe failed to disclose his personal business interests for gaining an undisclosed profit.

Example 2

Non-Financial Interest involving some close relationships (not limited to partners, family and friends): Vicky, a Canteen Manager of a QRHV Association, suggested at a QRHV meeting, an online fresh fruits and vegetables vendor she knew could offer a more competitive price than the existing supplier. She discloses that her son works as a delivery driver for the vendor. Is there a Conflict of Interest?

Yes. Indirect and or direct employment of an immediate family member, friend or a close acquaintance is a conflict of interest. In this case, there is a clear indirect financial gain as her son will benefit from the extra work.

Conflict of Interest Disclosure

- Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the Conflict of Interest may result in removal from the QRHV Association in line with Code of Conduct policy.

How to deal with a Conflict of Interest

- Identified Conflict of Interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the Conflict of Interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the Conflict of Interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a Conflict of Interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the QRHV Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their QRHV Association role.

Privacy and Confidentiality

- QRHV Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- QRHV Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the QRHV Association, unless there is a lawful authority for its disclosure.
- QRHV Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the QRHV Association.
- All personal and sensitive information when no longer required must be disposed of securely.

- Confidential information of a QRHV Association must not be used, disclosed, copied, published or removed by any member of the QRHV Association.
- Grievances, Complaints and Procedures

BREACH - ANY POLICY

A member found to be conducting themselves in a manner that contravenes this policy, or any other policy will be provided an opportunity to address the perceived breach using the Grievances, Complaints and Procedures Policy.

The exception to this will be if the behaviour is **UNLAWFUL** the matter will be reported to State or Commonwealth Statutory Authority for their investigation.

A member who has been provided procedural fairness to redress the allegation and is found to have breached any policy will be disciplined in accordance with Rule 11 and 12 of the constitution.

11 Disciplining of members



- (1) A complaint may be made to the committee by any person that a member of the association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- (2) On receiving such a complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 12(5), whichever is the later.

12 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

APPROVAL

This policy is hereby adopted by the QRHV at the General meeting held on 11 Jun 24 and remain current until amended/ reviewed.

QRHV ASSOCIATION PRESIDENT	QRHV ASSOCIATION SECRETARY
<i>Sue Nichols</i>	<i>Cedric Greyson</i>
Signature 	Signature 
11 Jun 24	11 Jun 24

Policy to be reviewed every 2 years