

Code of Conduct

This Code of Conduct has three tiers which reflect increasing levels of responsibility. The first tier applies to all financial members, volunteers, employees and the committee, the second tier applies to employees and the committee and the third tier applies to the committee, while undertaking any role or activity related to Tweed Landcare.

Purpose and scope

The Code of Conduct contains standards of behaviour expected at Tweed Landcare. It is a central guide and reference to support day-to-day decision making across the whole organisation and reflects the purpose, mission and values of Tweed Landcare.

Tier 1: All financial members, volunteers, employees and committee

Tweed Landcare recognises that its primary responsibility is to Landcare members however, Tweed Landcare commits to treat all members of the community equally. This involves, but is not limited to, the following:

- Treating people with respect, courtesy, honesty and fairness, and having proper regard for their interests, rights, safety and welfare;
- Not harassing, bullying or discriminating against people;
- Making decisions that are procedurally fair to all people;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in conduct likely to bring discredit upon Tweed Landcare.

Tweed Landcare members should carry out their duties in the best interests of Tweed Landcare and avoid conflicts between their private interests and their Landcare responsibilities.

They must declare interests which conflict, either perceived or actual, with Tweed Landcare duties and activities using Conflict of Interest form and lodge it with Secretary of Tweed Landcare.

A conflict of interest may include, but is not limited to, personal or financial relationships, receipt of gifts, outside work and use of confidential information obtained in the course of Landcare duties. Where a conflict of interest arises it must be managed in the public interest.

Tweed Landcare members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly and in good faith;
- Exercising care for others in Landcare-related activities.

Tier 2: Employee and committee

In addition employees and committee will:

- Not make improper use of their position to gain advantage for themselves or for any other person;
- Take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the relevant people or agency;
- Understand that confidential information received in the course of the exercise of official duties remains the property of Tweed Landcare;
- Understand it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Tweed Landcare or the person from whom the information is provided, or is required by law.

Tier 3: Committee

In addition the Committee will:

- Not be absent from 3 consecutive meetings of the committee without consent of the committee;

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- Take individual responsibility to contribute actively to all aspects of the committee’s role;
- Make reasonable enquiries to remain properly informed. This includes understanding financial reports, audit reports and other financial material that comes before the committee;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures ;
- Understand the financial, strategic and other implications of decisions;
- Act in a financially responsible manner;
- Take responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the committee of Tweed Landcare;
- Contribute to a harmonious, safe and productive committee environment / culture through professional workplace relationships ;
- Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

Responsibilities, reviewing and monitoring

- It shall be the responsibility of the Committee to ensure that all requirements of this code are complied with.
- Tweed Landcare’s Committee, staff, members and volunteers are responsible for implementation of this code.
- This code shall be reviewed by the Committee every three years or as deemed necessary following changes to TLI practices.

Grievances, Complaints and Procedures

- Breaches of this Code of Conduct or other policies of Tweed Landcare will be addressed by way of the Grievance Policy.
- Tweed Landcare members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

AUTHORISATION:	
This version was approved on:	21/8/2019
This version takes effect on:	21/8/2019
Authorised by:	Tweed Landcare Inc Committee
Chairperson:	Christopher Roberts
Chairperson signature:	