



Grace Swimming Club Management Committee Code of Conduct

(a) **Mission**

Each member of the Committee has a responsibility to bring to the Committee table his or her talents and experiences to work towards our overall mission and purpose.

(b) **Natural justice**

Each and every Committee member has an obligation to work within a code of conduct which accepts the tenets of natural justice as a foundation for decision-making. These tenets include that each Committee member:

- act fairly in all dealings
- act in good faith and be true to his/her word
- act without bias toward others
- articulate his/her reasons for or against a decision
- comply with procedures required by law

There is an expectation that Committee members operate within an ethical framework in which potential conflicts of interest are disclosed and where the issue of confidentiality figures prominently in what they do following council decisions.

(c) **Ethical behaviour**

Committee members have an ethical obligation to:

- uphold the laws of the State and Commonwealth and the constitution of the Grace Swimming Club
- carry out official council decisions and policies faithfully and impartially
- treat members of the public and other public officials with proper regard for their rights and obligations
- act responsibly in performing official duties
- seek to maintain and enhance confidence in the integrity of Grace Swimming Club
- not improperly use his/her official powers or position or allow them to be improperly used
- ensure any conflict that may arise between personal interests and official duties is resolved in favour of Grace Swimming Club's interest
- disclose fraud, corruption and maladministration of which the Committee member becomes aware
- exercise proper diligence, care and attention
- ensure resources are not wasted, abused or used improperly or extravagantly

(d) Fiduciary duty

Fiduciary duties are ethical, and in some cases legal, duties which arise from the special position held by Committee members.

Examples of fiduciary duties include:

- to act in good faith and in the interests of the Grace Swimming Club as a whole
- to exercise their powers for the purpose for which they were given
- to refrain from restricting the future exercise of the powers of Committee members, and
- to treat any information as confidential and be careful not to make any improper use of that information
- to avoid conflict of interest

(e) Conflict of Interest

- A person must avoid any conflict between that person's interests and that person's duties to others or between two or more duties owed by the person.
- A person must not take advantage of their position to gain a direct or indirect benefit.
- A person must make full and prior disclosure of any conflict to the Committee or other appropriate person or entity. The Committee or other appropriate person or entity will decide whether the individual should in the circumstances:
 - Not be eligible for election to the position
 - Not be eligible for employment
 - Refrain from taking part in decision-making on the topic
 - Refrain from participating in consideration or debate about the decision
 - Not be present during consideration or debate about the decision
 - Take leave of absence from their position
 - Consider resigning from their position.
- Where a person disputes the decision of the Committee, the matter should be referred to independent mediation.
- The following situations are prohibited as unacceptable conflicts of interest in all circumstances:
 - A person must not be a member of a committee to which they or their spouse are accountable, either directly or indirectly through the employment hierarchy of the organisation, as employee.
 - A person must not become an employee or a member of a committee where membership or employment will involve a conflict of interest of an ongoing nature.
- Situations which may give rise to a conflict of interest requiring appropriate management include:
 - A person being a member of a Committee to which a person with whom they have a close personal relationship (except their spouse) is accountable, either directly or indirectly through the employment hierarchy of the organisation, as employee.
 - A person being a supervisor or influencing employment of or employing a person with whom they have a close personal relationship.
 - A person being a member of a Committee which decides on, negotiates, or supervises a contract for goods or services by that person, a person with

whom they have a close personal relationship or an entity with which they are related.

- A person is accountable as employee to a Committee and is nominated for appointment or election to another Committee.

(f) Authority of Committee members

Committee members may be required to undertake roles as convenors of sub-committees or task groups or be asked to provide information to the Committee from their work experience from time to time. In carrying out these duties, the same ethical standards that apply in general must be carried through in particular sub-committee or individual work.

In sub-committee, task group or individual work, no member of the Committee has any executive role to fill. Rather the role is to bring forward advice or recommendations for action to the Committee in order for the Committee to carry out its collective decision-making processes. No Committee member should ever expect to be delegated executive control or executive power that is rightly the business of the Committee as a whole.