

Lindfield Learning Village Parents and Citizens Association

Code of Conduct

This document was adopted at the General Meeting of the LLV P&C Association on the 4th June 2019.

LLV P&C Association Code of Conduct
Version 01 (2019)

Lindfield Learning Village High School P&C Association Code of Conduct

Lindfield Learning Village P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Lindfield Learning Village Parents & Citizens Association ('P&C Association') while undertaking any role or activity related to the Lindfield Learning Village P&C Association.

Principles

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

Respect for the Law

Lindfield Learning Village P&C Association 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

Lindfield Learning Village P&C Association members are expected to treat students, school staff and all members of the community equitably and 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 ¹
- Not discriminating on any grounds, including 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 and allowing alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

¹ The principles of natural justice are: (1) the 'hearing' rule (2) the 'no bias' rule and (3) the 'evidence rule'. In brief, this guarantees that no adverse action will be taken against a person without the person being given a genuine and meaningful opportunity to be heard (ie, respond to the allegation/charge against them), decision-makers will be impartial and decisions will be made based on logically probative evidence.

Integrity

Lindfield Learning Village P&C Association members shall be honest in carrying out their duties and avoid conflicts between their private interests and their P&C Association roles and responsibilities with respect to:

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

Diligence

Lindfield Learning Village P&C Association members shall carry out their duties in a professional and conscientious manner, including:

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

Working with Children

The Lindfield Learning Village P&C Association complies with the NSW government's Child Protection (Working with Children) Act 2012 and associated Regulation and procedures.

Conflict of Interest

- P&C Association members must declare interests which give rise to a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.
- P&C Association members must always act in the best interests of the P&C 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.

Conflict of Interest Disclosure

- Where a Conflict of Interest has been identified, it is expected that the conflict will be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating this Code's Conflict of Interest expectations may result in removal from the P&C 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 from accessing confidential information and sensitive documents relating to the conflict of interest.
- In the event that a Conflict of Interest is very significant and cannot be managed, such that it prevents the person(s) with the Conflict of Interest from impartially performing their role and responsibilities, the Lindfield Learning Village P&C Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their P&C Association role.

Privacy and Confidentiality

- Lindfield Learning Village P&C Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- Lindfield Learning Village P&C Association must recognise that individuals' personal identifiable information must not be divulged or shared - within or outside the P&C Association - under any circumstances without the individual's written consent, unless there is a lawful authority for its disclosure.
- Lindfield Learning Village P&C 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.
- Personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility for such information for the Lindfield Learning Village P&C Association.
- Personal and sensitive information, when no longer required, must be disposed of securely.

The wrongful use, disclosure, copying, publishing or removal of confidential information by any member of the LLV P&C Association will constitute misconduct and will attract penalties **Grievances,**

Complaints and Procedures

Breaches of this Code of Conduct or other policies of the Lindfield Learning Village P&C Association will be addressed by way of the Grievances, Complaints and Procedures Policy. Violations may result in removal from the Lindfield Learning Village P&C Association.

As adopted by the Lindfield Learning Village P&C Association General Meeting, 4 June 2019.

Signed:

A handwritten signature in black ink that reads "Jill McLachlan". The signature is written in a cursive style and is placed on a light grey rectangular background.

Jill McLachlan

President _____

Witnessed: _____

A handwritten signature in black ink that reads "Melinda Sukhla". The signature is written in a cursive style and is placed on a light grey rectangular background.

Melinda Sukhla

Secretary _____