



The Friends of
Kororoit Creek

CODE OF CONDUCT

This Code of Conduct applies to all members and volunteers of The Friends of Kororoit Creek (FOKC) while undertaking any role or activity related to FOKC.

PURPOSE

The Code of Conduct contains standards of behaviour expected of FOKC. It is a guide and reference to support day-to-day decision-making and reflects the purpose, mission and values of FOKC.

OUR PRINCIPLES

The Code of conduct is based on the following fundamental principles:

1. COMPLY WITH LEGAL OBLIGATIONS

FOKC members are obliged to comply with all state and commonwealth laws.

2. RESPECT FOR ALL PERSONS

FOKC commits to treat all participants equally, with dignity and respect.

This involves, but is not limited to :

- 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 and volunteers;
- Making decisions that are guided by the duty to act fairly;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political stance;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and
- Not engaging in conduct likely to bring discredit upon FOKC.

3. INTEGRITY

FOKC members should carry out their duties in the best interests of FOKC and avoid conflicts between their private interests and their FOKC responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Use of confidential information obtained in the course of FOKC duties;
- External activities and public comment (including comments on social media where they are representing FOKC).

4. DILIGENCE

FOKC members should carry out their duties in a professional and conscientious manner.

This involves:

- Always acting honestly, in good faith, and in the best interest of FOKC;
- Carrying out official decisions and policies impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in FOKC related activities
- 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.
- Report any unlawful behaviour to the appropriate authorities.

5. CONFLICT OF INTEREST

FOKC members must declare interests which conflict, either perceived or actual, with FOKC duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of FOKC.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

6. MANAGING RISK

FOKC members and volunteers must at all time consider all risks pertaining to the activity and attempt to mitigate any risks. A risk template is available to identify risks, rate risks and reduce the severity, consequence and likelihood of risks. From time to time the FOKC committee will seek advice from experienced and or responsible external advisors to address risks.

7. GRIEVANCES, COMPLAINTS AND PROCEDURES

FOKC members must familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times. If a grievance arises FOKC will refer to the [Model Rules](#) for an Incorporated Association and follow the grievance procedure therein.

FOKC members must ensure all processes maintain confidentiality and protect people's identity.

8. KEEPING CHILDREN SAFE

FOKC are committed to fostering a culturally safe, child safe, and child friendly environment for all children and young people.

We encourage children to express their views and we listen to their suggestions, especially on matters that directly affect them.

FOKC should always apply these six broad principles:

- Events should be planned and delivered to ensure child safety
- Model appropriate behaviour towards children
- Listen directly to children and respond to them appropriately
- Ensure that members working directly with children have a current Working With Children Check. All members with a WWC should notify the appropriate government body that they volunteer for FOKC.
- Child safety should be actively monitored during events and activities
- All incidents must be responded to effectively to any report from children or adults of any incident or concern about child safety and report this as required within the Code of Conduct and/or by law. Any child safety concerns should be reported to the FOKC President and/or Landcare Victoria Inc*

*Landcare Victoria are the parent body and insurer of FOKC.

References

Landcare, 2023 "Child Safe Policy"

Victorian Environment Friends Network, 2023 "Code of conduct – Draft"