

Lancefield Football Netball Club



Committee Code of Conduct & Confidentiality Policy		Approval Date:	
		Review Date:	
		Version No:	1 - 2023
President:	Sign:	Name:	
Vice-President:	Sign:	Name:	

INTRODUCTION

Committee conduct and confidentiality are very important. Having a Code of Conduct ensures that high standards of professional and individual behaviour are observed by the Committee in the context of their roles at Lancefield Football Netball Club (LFNC). Maintaining confidentiality encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, players, coaches, officials or legal matters.

PURPOSE

The purpose of this policy is to facilitate effective governance of the LFNC by ensuring that the Committee familiar with the Code of Conduct and understand and agree to be bound by its expectations, including maintaining confidentiality.

POLICY STATEMENTS (CODE OF CONDUCT)

All Committee Members are expected to:

1. Act with honesty and integrity:

- ❖ be open and transparent in their dealings
- ❖ serve loyally, without self-interest
- ❖ use power responsibly
- ❖ ensure that any possible conflict of interest is disclosed or avoided
- ❖ strive to earn and sustain public trust and the trust of the LFNC Members at the highest level.

2. Exercise due care, diligence and skill:

- ❖ ascertain all relevant information
- ❖ make reasonable enquiries
- ❖ understand the financial, strategic and other implications of decisions.

3. Act in good faith in the best interests of the LFNC:

Lancefield Football Netball Club



- ❖ demonstrate accountability for their actions
- ❖ accept responsibility for their decisions
- ❖ avoid activities that may bring themselves or the LFNC into disrepute
- ❖ fully support in public, all Committee decisions

4. Act fairly and impartially:

- ❖ avoid bias, discrimination, caprice or self-interest
- ❖ demonstrate respect for others by acting in a professional and courteous manner
- ❖ decision making and attitudes should be guided by equal opportunity principles.

5. Conduct the business of LFNC appropriately:

- ❖ become conversant with the LFNC Constitution
- ❖ attend and actively participate in Committee meetings, including voting on motions and recommending policy and other duties as prescribed in the best interests of the LFNC
- ❖ respond to email communication requiring input and/or approval promptly, within two (2) business days
- ❖ refrain from speaking on behalf of the Committee, unless delegated to do so.

6. Use information appropriately:

- ❖ ensure information gained as a Committee Member is only applied to proper purposes and is kept confidential
- ❖ ensure that any personal information coming to their attention as a Committee Member is handled in compliance with Information Privacy Policy and obligations.

7. Use the position appropriately:

- ❖ avoid the use of the position as a Committee Member to seek an undue advantage for self, family members or associates;
- ❖ avoid the use of the position as a Committee Member to cause detriment to the LFNC
- ❖ decline gifts or favours that may cast doubt on the ability to apply independent judgement as a Committee Member of the LFNC.

8. Act in a financially responsible manner:

- ❖ understand financial reports, audit reports and other financial material that comes before the LFNC Committee;
- ❖ actively inquire into this material.

9. Comply with LFNC's Policy and rules:

- ❖ have a good working knowledge of the LFNC'S governing documents pertaining to their role as a Committee Member
- ❖ act within the powers and for the functions set out in LFNC's governing documents.

10. Demonstrate leadership and stewardship:

- ❖ promote and support the application of the LFNC's values;

Lancefield Football Netball Club



- ❖ acknowledge and act in accordance with the responsibility a Committee Member, regarding the rights of Members of the LFNC and other stakeholders of the LFNC
- ❖ act in accordance with this Code of Conduct.
- ❖ Any breach of the Code of Conduct or Constitution by any Committee Member shall be recorded by the Secretary and one or more of the following methods shall be invoked:
 - A Committee motion requesting an investigation by an independent third party
 - A Committee motion calling for the subject Committee Member to appear before the Committee, or make a written submission
 - Be subject to censure by way of admonishment, caution and/or reprimand
 - Removal of a Committee Member from the Committee subject to the LFNC Constitution.

CONFIDENTIALITY POLICY

It is the policy of the LFNC that its Committee Member will not disclose confidential information belonging to, or obtained through their affiliation with, the LFNC to any person, including relatives, friends, and business and professional associates, unless the LFNC has authorised disclosure.

This policy is not intended to prevent disclosure where disclosure is required by law. Confidentiality is the preservation of privileged information. Committee Member are cautioned to demonstrate professionalism, good judgment, and care always in handling any information related to the LFNC to avoid unauthorised or improper disclosures of confidential information.

While the LFNC Committee Members are expected and encouraged to discuss the organisation with one another and targeted others, they shall not report opinions expressed in meetings, nor shall they report independently on Committee action, or engage in any communication that has not been approved by the Committee or that would not be supported by the LFNC Committee, Code of Conduct, procedures, or decisions.

Committee Members must keep confidential all information pertaining to matters dealt with by the Committee. This includes all LFNC Committee papers including all written communications to Committee Members including, without limitation: monthly/quarterly committee papers; submissions; Committee meeting agendas and minutes; letters; memoranda; reports to the Committee and associated documents and information contained in those documents; Committee and sub-committee papers; and copies of other documents referred to in any of the above mentioned documents made available to the LFNC Committee during his or her time in office.

Maintaining confidentiality as a rule will also help ensure observance by LFNC Committee of the following legal duty:

A person who obtains information because they are, or have been, a Committee Member must not improperly use the information to:

- gain an advantage for themselves or someone else; or
- cause detriment to the organisation.

Lancefield Football Netball Club



At the end of the Committee Member's term or upon his/her retirement, resignation or removal from the LFNC Committee he/she shall return, at the LFNC Committee's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that the LFNC Committee will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the Committee, even after they complete their service with the LFNC.

If a request is made for access to one or more Committee Papers, the Committee may on a case by case basis resolve to provide access to the document/s. In considering this request, the Committee will have regard to:

- ❖ the importance of maintaining confidentiality to facilitate effective committee meetings
- ❖ the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information
- ❖ whether the person requesting the document is a member, and the important role of members in holding the Committee accountable
- ❖ the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this Policy is intended to prevent the LFNC Committee from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Committee in carrying out its functions.

Any person including an employee who is not a member of the Committee but is present at a Committee meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

RESPONSIBILITIES

The LFNC President and/or Secretary is responsible for bringing this policy to the attention of prospective and new Committee members. Committee Members are responsible for familiarising themselves with the requirements of the policy and must be willing to sign a Declaration confirming their agreement to abide by the requirements of the policy.

PROCEDURES

All Committee Members will be provided with a copy of this policy as part of their Committee Induction process. Each Committee Member will then complete and sign the declaration at the first Committee meeting following their election at the Annual General Meeting. The Declaration will remain valid for their term of office, including any subsequent terms if Committee Members are re-elected.

The Secretary will ensure that Committee Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other(non-confidential) documents and stored in a manner which limits access to them by

Lancefield Football Netball Club



unauthorised persons (including employees). In circumstances where a request for access to Committee Papers has been made, and there is reason to believe that there are laws governing the disclosure or non-disclosure of the document, the Committee or Secretary (upon direction from the Committee) will obtain legal advice on the matter to assist the Committee in its consideration of the request.

By my signature, I acknowledge that I have read, understand, and agree to the Lancefield Football Netball Club, Committee Code of Conduct & Confidentiality Policy, that I received as part of my Committee Member induction.

Committee Member Signature

Date

Witness Signature

Date