

# Code of Conduct for Management Committee

## **'All people are welcome, all behaviour is not'**

As a Management Committee member for the Northey Street City Farm, I agree to the following:

1. I will act in good faith in the best interests of NSCF as a whole.
2. I will ensure the operation of NSCF complies with the federal, state and local government legislation and accepted community standards.

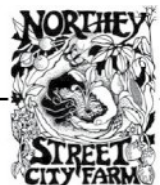
I have a duty to monitor the financial performance and manage the financial health of the farm as well as other risks to promote the sustainability of NSCF. I will keep myself up-to-date with NSCF's business and activities (e.g. by attending MC meetings, staying informed by managers, reading policies, procedures, and regulations) at all times.

3. I will provide strategic leadership and direction for NSCF to achieve specific goals and targets which are consistent with NSCF's vision and mission.

I am obliged to work with Management Committee members to minimise or eliminate any risks associated with the exposure of NSCF to factors such as mismanagement, fraud, theft, improper business dealings, and unlawful industrial relations activities.

4. I will abide by the NSCF Constitution at all times.
5. When providing advice, I will be aware of the legal duty of care, which applies to both written and oral communications.
6. I will not disclose any information, documents, emails or meeting minutes circulated or discussed within the Management Committee to others\*, unless authorised by the Management Committee, or required by law. The process for releasing minutes is that they are agreed upon by the Secretary and Chairperson prior to release into the public record. The released minutes must be an accurate and comprehensive account of the meeting.
7. I will act collectively with other members of the Management Committee to uphold the integrity and dignity of the Management Committee.
8. I will maintain a harmonious, productive and business-like relationship with fellow Management Committee Members. I will maintain a high degree of ethics, integrity, honesty, and professionalism in dealing with others\*.
9. I will adhere to Workplace Health and Safety Policies and Procedures and be a model of behaviour to staff and volunteers at NSCF.
10. I will not use information supplied to the Management Committee to gain advantage for myself or others or cause detriment to the reputation of NSCF internally or externally. I will not create or spread rumours within NSCF.
11. I am obliged to practice transparency in any discussions within Management Committee, to avoid any actual or perceived conflict of interest.
12. If I have a conflict of interest (e.g. personal gain, favouritism) in Management Committee decision-making processes, I am obliged to speak to the report but not attempt to influence the decision made by Management Committee
13. I am aware of the duty to avoid conflict of interest (both actual and perceived conflict), and not put myself in a position which will conflict NSCF's interests with my own personal interests.
14. I am aware that I am not allowed to accept any gifts or benefits from others\* which would give rise to apparent or real conflict of interest.
15. I am aware that I am not allowed to participate in any decision making process in which I have a material personal interest (direct or indirect advantage).

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## Policy and procedures manual

16. I am aware that I will be required to abstain from voting on matters pertaining to an individual, if I am identified to have conflict or close association with the individual.

17. I will respect all members of Management Committee and give my input to decision-making, and will reasonably support the decision and decision-making process to outsiders, even if I disagree with it.

18. I will comply with all lawful, reasonable instructions and decisions made by the Management Committee.

19. I will use sound judgement, best use of performance and analytical tools in decision-making processes.

20. I will not work under the influence of intoxicants, controlled or illegal substances.

21. I understand that I will be asked to resign from the Management Committee if I breach any clause of this code.

22. I understand that if I breach any of the agreements herein, disciplinary actions will be taken against me, and will be addressed to Federal, State or local government laws, if the breach is of a legal nature.

\* "Others" refers to NSCF staff, volunteers, stall holders, members, and members of the public

### **Code of Ethics for Management Committee Acknowledgement Form**

**(Please return a signed copy of this form to the Northey Street City Farm Office)**

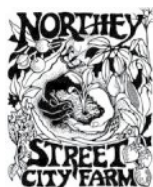
I, .....(MC Member's Name) have read the Code of Conduct for Management Committee Members and understand the standards of behaviour expected by all people at Northey Street City Farm.

I also acknowledge that if I am found to be in breach of the Code of Conduct, I may be subject to disciplinary action

Signed .....

Date .....

Involvement: Contractor / Employee / Volunteer / Student / Stall holder / Management Committee  
(circle all that apply)



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