



PURPOSE

A code of conduct looks at what governs the behaviour of all Pine Rivers Catchment Association (the Company) employees, consultants, contractors and directors. It ensures ethical, legal and moral behaviour standards are maintained in all aspects of operations and behaviour.

OUR PRINCIPLES

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

I. RESPECT FOR THE LAW

PRCA 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.

II. RESPECT FOR ALL PERSONS

PRCA recognises that its primary responsibility is to Landcare members however, PRCA commits to treat all members of the community equitably, 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;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- 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 PRCA.
- Respect and promote human rights

III. INTEGRITY

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

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of Landcare duties; and
- External activities and public comment.

IV. DILIGENCE

PRCA 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 PRCA.
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in Landcare-related activities; and
- 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.

V. CONFLICT OF INTEREST

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

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.

VI. CONFIDENTIALITY

PRCA acknowledges that confidential information received in the course of the exercise of official duties remains the property of PRCA

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by PRCA or the person from whom the information is provided or is required by law.

Documents and information of PRCA should be placed in secure locations where possible and sensitive information should not be distributed without the General Manager’s consent.

GRIEVANCES, COMPLAINTS AND PROCEDURES

Breaches of this Code of Conduct or other policies of PRCA will be addressed by way of the Grievance and Dispute Resolution Policy.

PRCA members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

RELATED DOCUMENT(S)

HR Policy Grievance & Dispute Resolution

AUTHORISATION:

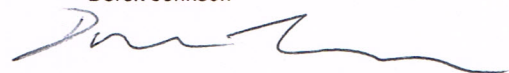
This version was approved on: 10/05/2022

This version takes effect on: 10/05/2022

Authorised by: Derek Johnson

President: Derek Johnson

President signature:





FORM | Confidentiality Agreement for Information systems

Pine Rivers Catchment Assoc Inc records are vital to the organisation's function and development. To maintain security and privacy of these records, this Agreement outlines the responsibilities for volunteers associated with accessing and maintaining Pine Rivers Catchment Assoc Inc records.

This agreement is made between Pine Rivers Catchment Assoc Inc
and name.....

CONFIDENTIALITY AGREEMENT

please tick to acknowledge
you have read each of the
statements:

- I understand that information contained within the Pine Rivers Catchment Assoc Inc information systems shall not be shared with anyone not currently authorised to receive such information. When in doubt, I shall obtain advice from the General Manager of Pine Rivers Catchment Assoc Inc.
- I shall not access, copy, or disseminate Pine Rivers Catchment Assoc Inc information except to the extent necessary to fulfil my assigned duties and responsibilities.
- I shall take appropriate action to ensure the protection and security of the Pine Rivers Catchment Assoc Inc and other information contained within the information system.
- I understand that improper access to and/or unauthorised disclosure of Pine Rivers Catchment Assoc Inc could be a violation of the *Privacy Act 1988* and / or *Privacy Amendment Act 2012*.
- I understand that improper access to or unauthorised disclosure of Pine Rivers Catchment Assoc Inc information could subject me to disciplinary action up to and including termination of my employment or relationship with Pine Rivers Catchment Assoc Inc.
- I understand that the obligation to maintain security of this information continues beyond the conclusion of my employment or relationship with Pine Rivers Catchment Assoc Inc.

- I hereby affirm that I have read Pine Rivers Catchment Assoc Inc policies and understand that I have the responsibility to ensure the security and privacy of Pine Rivers Catchment Assoc Inc records. I understand the obligations imposed by these documents and will comply with their standards and requirements.

**ACKNOWLEDGEMENT
AND
AGREEMENT**

This agreement is made on the (date) _____. By signing this document, I acknowledge this Confidentiality Agreement and agree to abide by it.

Employee / Volunteer printed name:

Employee / Volunteer signature:

SIGNED ON BEHALF OF Pine Rivers Catchment Assoc Inc:

(print name of authorised* Pine Rivers Catchment Association Inc)

(signature of authorised* Pine Rivers Catchment Association Inc)

- Authorised personnel is General Manager or President of Pine Rivers Catchment Association Inc.

FORM TEMPLATE AUTHORISATION:

This version was approved on:	13/12/2022
This version takes effect on:	13/12/2022
Authorised by:	Management Committee
Chairperson:	Derek Johnson
Chairperson signature:	



Thank you for agreeing to be a volunteer with Pine Rivers Catchment Assoc Inc. Volunteers have an important part to play within Community Environmental Groups and this Volunteer Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities.

This agreement is made between Pine Rivers Catchment Assoc Inc and _____.

VOLUNTEER AGREEMENT

please tick to acknowledge you have read each of the statements:

- I understand that the times when I volunteer for Pine Rivers Catchment Assoc Inc will be mutually agreed between myself and Pine Rivers Catchment Assoc Inc.
- I understand that as a volunteer I will not receive a wage or salary.
- I understand that, as a volunteer, I am a representative of Pine Rivers Catchment Assoc Inc and agree to uphold its principles and standards and agree to abide by Pine Rivers Catchment Assoc Inc policies at www.prca.org.au.
- If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to the Office Manager and fill in an Incident Report.
- I understand Pine Rivers Catchment Assoc Inc has Voluntary Workers Personal Accident Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.
- I understand that no expenses will be reimbursed unless approved by Pine Rivers Catchment Assoc Inc.

VOLUNTEER RESPONSIBILITIES:

I. DUTIES

Volunteers play an important role in the community. For this reason, as a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.

II. CONFIDENTIALITY AND PRIVACY:

The activities you perform as a volunteer for Pine Rivers Catchment Assoc Inc may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you should not use information gained during your volunteer placement to cause harm or detriment to the Pine Rivers Catchment Assoc Inc, any person or body.

III. COPYRIGHT/OWNERSHIP ISSUES

As a volunteer, you grant non-exclusive permission to Pine Rivers Catchment Assoc Inc for use of any materials produced during the period of engagement as a volunteer to become the property of Pine Rivers Catchment Assoc Inc upon submission.

IV. CODE OF CONDUCT:

Pine Rivers Catchment Assoc Inc has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with Pine Rivers Catchment Assoc Inc, you are required to be aware of this Code and to observe its principles.

V. WORK HEALTH AND SAFETY

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of Pine Rivers Catchment Assoc Inc.

As a Pine Rivers Catchment Assoc Inc volunteer, you commit to not do anything to compromise safety, or the safety of others and you understand that there may be risks associated with providing voluntary services. It is a duty of volunteers to notify their Supervisor or Manager of a situation that is, or may be, a health or safety concern for themselves or others.

VI. VOLUNTEERS USING PINE RIVERS CATCHMENT ASSOC'S INFORMATION SYSTEMS:

If, as a volunteer, you are granted access to Pine Rivers Catchment Assoc Inc computer services you will be required to sign a Confidentiality Agreement for Information Systems.

GRIEVANCE PROCEDURE

Pine Rivers Catchment Assoc Inc Grievance Policy may be found at <http://www.prca.org.au>

If you have a dispute or grievance relating to your voluntary placement with Pine Rivers Catchment Assoc Inc, you are encouraged to inform the President.

**VOLUNTEER
AGREEMENT**

This agreement is made on the _____ of _____, 20____.

I _____ have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's Signature: _____

SIGNED ON BEHALF OF Pine Rivers Catchment Assoc Inc

Print Name: _____

Signature: _____

AUTHORISATION:

This version was approved on: 10/05/2022

This version takes effect on: 10/05/2022

Authorised by: Derek Johnson

President: Derek Johnson

President signature: 



INTRODUCTION

This document is for all staff, members, and office bearers of Pine Rivers Catchment Assoc Inc who wish to declare a Conflict of Interest. Declaring a Conflict of Interest is a duty of office bearers under the *QLD Associations Incorporation Act 1981*. Once recorded, a Conflict of Interest remains on file at Pine Rivers Catchment Assoc Inc. Conflicts of Interest are declared at each meeting of Pine Rivers Catchment Assoc Inc and statements are available at the Pine Rivers Catchment Assoc Inc office.

CONFLICT OF INTEREST DECLARATION

Name and Address:

As a member of Pine Rivers Catchment Assoc Inc., I have potential Conflicts of Interest, as listed below:

- My business and/or those of my family, insert business name or property name, has in the past and may be in the future, be in receipt of grant funding for carrying out Landcare projects.
- I have been and may continue to be employed or contracted by Pine Rivers Catchment Assoc Inc to deliver specific roles / duties for the organisation.
- Other insert details here
- None Known

I am aware that when carrying out the role as member of Pine Rivers Catchment Assoc Inc, that I must act in the best interests of the organisation and not for any other benefit or gain that may arise out of a related interest.

Signature: _____

Dated: _____