

Management Committee Code of Conduct



1. Purpose and Scope

1.1 Purpose

This policy sets out South Perth Learning Centre's (**Centre**) position on ethical behaviour and conduct for the members of the Management Committee in their governance roles on the Management Committee of the Centre.

1.2 Scope

The Centre will ensure that Management Committee members, staff and volunteers uphold a high standard of conduct and ethical behaviour.

The Centre's Management Committee members will work together for the best interests of the Centre and the community that it serves. The Management Committee members will uphold a high standard of conduct when interacting with each other, staff, volunteers, members and public on behalf of the Centre.

2. Related Documents

The following documents either contain references to this policy or are referred to in this policy:

- Governance Policy
- Management Committee Member Induction Policy
- South Perth Learning Centre Code of Conduct Agreement (Management Committee)

3. Relevant Legislation

The following, as amended from time to time, govern the operations of the Centre:

- South Perth Learning Centre Inc. Constitution
- Associations Incorporation Act 2015
- Australian Charities and Not-for-profits Commission Act 2012

4. Definitions

Capitalised terms are as per defined terms in the South Perth Learning Centre Inc. Constitution.

5. Code of Conduct

Members of the Centre's Management Committee must:

- Adhere to South Perth Learning Centre Inc. Constitution.
- Adhere to and uphold, the Centre's mission, values, and work standards.

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- Agree to act and abide by five key legal duties:
 - I. Duty to act with reasonable care, diligence and skill;
 - II. Duty to act in good faith and for a proper purpose.
 - III. Duty to ensure that the Centre does not incur a debt whilst insolvent;
 - IV. Duty to not misuse information; and
 - V. Duty to not misuse position.
- Ensure that personal and financial interests do not conflict with the duty to the Centre.
- Maintain strict confidentiality of all Management Committee business and issues arising, including meetings and discussions, unless agreed otherwise by the Management Committee.
- Be supportive of and involved in the governance of the Centre, investing a reasonable amount of their time when required.
- Ensure that there is an appropriate separation of duties and responsibilities between itself and the staff.
- Support, encourage and cooperate with other members of the Management Committee to ensure an effectively run Centre.
- Respect the views of others, holding no prejudice in debate.
- Promote the Centre positively and encourage community involvement and membership.

6. Procedures

Management Committee Member Induction

- Management Committee members will be orientated to their roles and responsibilities when they join the Management Committee (See Management Committee Induction Policy).
- The Management Committee Chair, or delegate, will conduct an induction session with the new Management Committee member to discuss the expected code of conduct.
- The new Management Committee member will sign the South Perth Learning Centre Code of Conduct Agreement (Management Committee) on completion of the induction session.

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7. Document History

Document name:			
Version number	Version date	Approved by	Description of changes
1.0	16 Jan 2021	Management Committee	Adopted
2.0	22 June 2021	Management Committee	Revised for relevancy and clarity.

8. Approval

Name	Clementine Kohler
Position	Management Committee, Chairperson
Date	22 June 2021