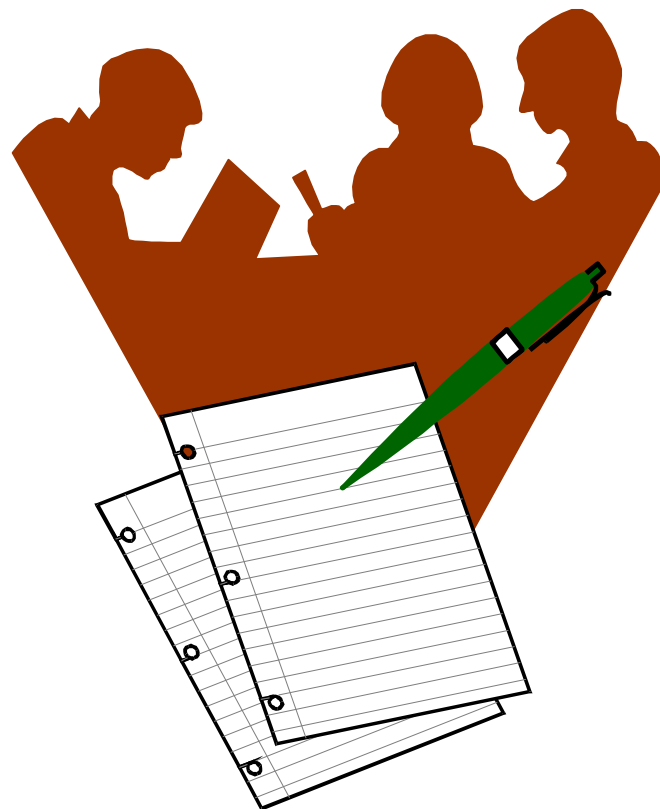


Code of Conduct Fairholme Disability Support Group Inc.



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Fairholme Disability Support Group Inc.

CODE OF CONDUCT

Introduction

This Code of Conduct (Code) has been prepared and endorsed to promote good practice. It provides Fairholme Disability Support Group Inc a summary of their obligations and provides guidance about ethical conduct.

In this Code, "Member" means a Member of the Fairholme Disability Support Group Inc.

In this Code, Group means the Fairholme Disability Support Group Inc.

An appointment to the Group's Executive and/or any other Committee or Working Group Members carries with it significant responsibilities and obligations. Ignorance about those responsibilities can damage both the individual and the Group. People chosen in particular as Executive and/or any other Committee or Working Group Members shall fully understand their responsibilities. This can only assist to contribute in a positive way.

The Code includes information on ethical issues likely to confront Members and provides practical guidance. As the Group has chosen to adopt this Code, then it shall be observed and complied with, to the extent that it obliges compliance.

A Member may not direct any person to act contrary to the Code of Conduct.

Members shall:

- Acknowledge and respect the legitimate interests of the Group concerning its role and operations.
- Ensure lawful decisions made by the Group are followed.

1. Personal Behaviour

Members are in a position of trust and therefore their involvement may affect the welfare, rights or entitlements of the community and individuals.

The Group's capacity to function depends on the support of the public, who expect Members to carry out their functions with professional integrity and due regard for the public interest. All Members therefore need a clear understanding of their public duty and legal responsibilities.

Members shall:

Understand the Group's Role and Public Duties

- Gain a clear understanding of the role or purpose of the Group by having read, and understood its Constitution as well as the statutory and regulatory requirements of Members carrying out their duties.
- Develop an understanding of the physical, political, social and ethical environment in which the Group operates.
- Stay informed about all relevant activities affecting the Group
- Comply with legal obligations and implement the decisions taken by the Group.
- Not represent the Group unless duly authorised.

Be Active

- Attend all Group meetings. Where attendance is not possible Members should submit an apology. If absence is likely to extend for several consecutive meetings, Executive Members shall obtain leave of absence.

- Participate actively and work cooperatively with fellow Members and stakeholders to achieve agreed goals.
- Prepare for meetings by reading and considering papers circulated with the agenda.

Respect Each Other

- Treat each other with professionalism, courtesy and respect.
- Not improperly influence other Members.
- Act loyally and in good faith.

Consult

- Consult stakeholders and affected parties about issues under consideration.

Raise Concerns

- Express concerns to the Chairperson about decisions or actions contrary to the Group's Constitution.
- Disclose any information about actual or potentially corrupt or illegal activities to the Chairperson.

2. Accountability

The Associations' Incorporation Act 1987 places a responsibility on Members to ensure efficient and effective operations, to avoid extravagant and wasteful use of resources, and to record processes carried out, for example when purchasing goods and services.

2.1 Accountability for Expenditure

Members shall:

- Act in a lawful, ethical and justifiable manner.
- Demonstrate personal integrity and reliability.
- Maintain confidentiality.
- Participate constructively in Group activities.
- Ensure action is taken on audit reports.
- Ensure compliance with statutory and legal requirements.
- Analyse financial statements and management reports with due care, and ensure he or she is properly informed.

2.2 Remuneration

Members shall not:

- Accept any fee, reward, gratuity, gift or remuneration of any kind other than fees or allowances being reimbursement of appropriate expenses on behalf of the Group.

2.3 Allowances

Accommodation and travel expenses

Members shall:

- Obtain approval for travel from the Group and record this in the minutes.
- Comply with the travel conditions and guidelines set out below and/or as determined from time to time:
 - Travel shall not be undertaken unless it is demonstrably the most cost effective and efficient method of performing the function or obtaining the information required.

- Attendance at interstate or overseas conferences and courses shall be justified in the Group interest.
- All travel proposals shall include a clear statement of the benefits to the Group, of such travel.
- A one-page report to the Board shall be made within seven days of return.
- Members shall be reimbursed travel and accommodation expenses as follows:
 - Travel costs as approved by the Group.
 - Accommodation, meals and out of pocket actual expenses, incurred on official business shall be reimbursed or booked and paid directly by the Group.

2.4 Entertainment and Catering

Any entertainment shall be consistent with the Group genuine needs and public duty. Members shall not gain financially as a result of entertainment. The Group shall ensure the efficient and responsible expenditure of funds.

Members shall ensure:

- Catering is limited to basic food and drink items.
- Members approving entertainment expenditure are responsible for its propriety and scope.
- Alcohol is not consumed during Group's meetings.
- Transparent consideration and due thought before accepting hospitality offered by suppliers or potential suppliers, to avoid actual or perceived conflicts of interest or undue influence.

2.5 Engaging Consultants / Contractors

It is important that the Group determines whether the person is to be engaged as an employee, or as a contractor.

An employee is engaged on a contract of service which implies an employer / employee relationship under which the Group is responsible for the person's wages, worker's compensation, PAYE tax installments and group certificate etc. A contractor is engaged on a contract for service, which implies there is no employer / employee relationship. Accordingly a contractor submits an invoice for the service performed.

Members shall ensure:

- Persons employed under contracts of service shall be recruited, appointed and managed in accordance with good human resource management practices.
- Contracts for service shall be made in accordance with good commercial purchasing procedures.

3. Use of Resources

All vehicles, computers, furniture and other equipment purchased and/or leased by the Group remain the property of the Group and shall only be used for official purposes.

Members shall ensure:

- Equipment is operated in accordance with the manufacturer's specifications, is maintained in good condition and stored securely.
- Any damage or loss of property or equipment is reported immediately to the Club.

- Resources, funds, employees and equipment are used effectively and economically for the Group business. Official resources include, but are not limited to motor vehicles, computers, software, photocopiers, telephones, facsimile machines, printers and any similar items of office equipment.
- Requests by an external party to use the Group's facilities shall be referred to the Executive through either the Secretary or Chairperson for approval.

3.1 Frequent Flyer Points

Members shall:

- Use travel points accumulated on the Group's business under frequent flyer or other programs to further the Group objectives.
- Should only accept travel incentives for the Group's benefit, including future free travel.

3.2 Purchasing of Goods and Services

Members shall when delegated to purchase goods and services comply with the following guidelines.

Expected value	Required action
\$0 - \$3,000	Verbal quotations [minimum of 3] should be sought and documented.
Over \$3,000	Formal written quotations [minimum of 3] should be sought from different suppliers.

Members are encouraged to seek advice and assistance when delegated to purchase goods and services.

3.4 Incurring Expenditure

Those incurring expenses shall be authorised by the Executive.

Members shall not approve their own expenditure for travel claims, credit card payments, private telephone subsidies and similar. These shall be referred to the Group for approval.

4. Record Keeping and Use of Information

All documentation produced by the Group forms part of the public record.

Members shall ensure records are properly organised and kept in safe custody.

4.1 Documentation of Decisions

All decisions affecting the policy, practice and welfare of the Group shall be transparent. Decisions and processes shall be documented. Documentation protects all parties involved in a decision, both collectively and individually.

The Group shall:

- Prepare and retain minutes for all official Group meetings.
- Ensure adequate procedures are observed for documenting decisions, events and transactions involving the Foundation.

4.2 Use of Confidential Information

Sometimes highly sensitive matters are discussed by the Group. These may be discussed with only Members present and in strict confidence. Nevertheless all decisions shall be documented and appropriate minutes prepared, while according certain records an extra level of security.

The Group shall:

- Ensure confidential records are subject to appropriate access procedures.
- Respect confidential information and observe any restrictions agreed by the Group.
- Maintain confidentiality and not divulge information deemed confidential or sensitive. If Members are uncertain they shall seek direction from the Chairperson.
- Not misuse information obtained in the course of the Group's duties for direct or indirect gain, or to do harm to other people or the Group.
- Respect the privacy of individuals.

4.3 Security of Information

While the Executive of the Group may be the persons' primarily responsible for the storage and handling of records, all Members have individual responsibility for any document, tape, disc or other record in their custody. Records shall not be left in places where they may be seen by non-Members such as at home, office or motor vehicle.

Members shall:

- Ensure recorded information, in both paper and electronic form, under their control is kept in a secure place.
- Be cautious about leaving Group records on fax machines, photocopiers or computer screens.
- Lock away sensitive documents rather than leave them lying on desks.
- Avoid discussing Group business in public places where there is a likelihood of being overheard.
- Dispose of duplicate copies of records no longer required in accordance with archive procedures.

4.4 Amendment or Falsification of Records

Members shall:

- Not falsify, destroy, alter or damage any record.
- Not backdate information or remove folios from files.

4.5 Access to Information

Members shall:

- Comply with the Constitution with respect to Members gaining access to documents; promptly and at the lowest possible cost, and ensure personal information held is accurate, complete and not misleading.
- Record facts in documents; avoid recording disparaging remarks and personal opinions about individuals; and removing documents from a file.

5. Conflicts of Interest

5.1 Gifts and Gratuities

Members shall not accept gifts or benefits likely to place them under an actual or perceived financial or moral obligation to other organisations or individuals.

Members shall:

- Not demand or accept in connection with their official duties any fee, favour, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a Member, unless authorised by the Chairperson.
- Not use their position for personal profit or gain.
- Not accept a gift if it could be seen by the public, knowing the full facts, as intended or likely to cause a member to act in a particular way or deviate from their duty.

5.2 Private Interests

Members are expected to place public interest above personal interests and not to use their position for personal gain.

Conflicts between private interests and public duties can arise when:

- A Member stands to make a financial gain from a Group decision.
- A Member's spouse, children or near relative stands to make a financial gain.
- A Member holds Membership of another organisation likely to benefit from a Group decision.
- A Member's spouse, children, near relatives or close associates are Members of an organisation affected by Group decisions.

Accordingly Members shall:

- Openly declare matters of a private interest such as investments, relationships, voluntary work and Membership of other groups that may conflict or be perceived to conflict with the Member's public duty.
- Record any issues of conflict to ensure they are transparent and capable of review.
- Disqualify themselves from any Group discussions and decisions where a conflict of interest has, or could occur.

The Secretary shall maintain a Members Declaration of Interest Register of associated activities to avoid any conflict of interest and ensure transparency.

6. Compliance with the Group's Code of Conduct

Members shall receive a copy of this Code of Conduct, read, understand and abide by it.

7. Compliance with the Group's Constitution

Members shall receive a copy the Constitution read, understand and abide by it.

Les Goode

CHAIRPERSON:

Date: 26th September 2003