



# **COMMUNITY ASSOCIATION BAWLEY POINT KIOLOA TERMEIL COMMUNITY ASSOCIATION CODE OF CONDUCT – FINAL DRAFT 240426**

## ***OUR PURPOSE***

Our BPKTCA represents and works for the residents and ratepayers of our three villages, to support a safe, connected and welcoming community. We work cooperatively with our Local Council, businesses and other organisations to improve the wellbeing, safety and livability of our villages. We also act as the Accredited Community Forum for our region.

## ***BPKTCA and SHOALHAVEN COUNCIL – Working Together***

In working with Council, the BPKTCA represents community views and raises local issues with Council; works with Council on projects like planning proposals, road safety, parks, community spaces, and events; engages with Council initiatives and shares information with residents.

Importantly, the Community Association is independent and run by volunteers. It does not act for or replace Council. Council remains responsible for planning, infrastructure, regulations, and enforcement of policies for our region, but it also carries a responsibility to support, encourage and engage with the BPKTCA to remain informed on community issues and to assist where resources allow.

In being a registered community association, the BPKTCA also has the authority to act as the Council's Accredited Community Forum (ACF) for Bawley Point, Kioloa and Termeil.

## ***OUR BPKTCA/ ACF CODE OF CONDUCT - Why do we need a Code of Conduct?***

Many of the issues that we discuss together can potentially have a significant impact on our community and the values we have for our three villages. Not everyone will share the same views, and this can give rise to differences of opinion. We all have a right to express our views; this is important in a healthy community. But we need to do this in a respectful way. We need to listen to each other and discuss the issues at hand.

This Code of Conduct sets out the norms and behaviours expected of all members, volunteers, participants and committee members of the BPKTCA/ ACF. It supports a safe, respectful, lawful and well managed association, in line with NSW Fair Trading requirements. This Code sets out the behaviours and expectations that sit at the heart of our Community Association.

## ***EXPECTED BEHAVIOURS***

### **1. Be Respectful**

- Treat all members, volunteers, and council representatives politely
- Listen to different opinions, even when you disagree
- Avoid personal attacks or offensive behaviour
- Do not engage in bullying, harassment, intimidation

### **2. Be Inclusive**

- Welcome people of all backgrounds, ages, and abilities
- Encourage participation from all parts of the community
- Do not discriminate or exclude others

### **3. Communicate Constructively**

- Raise concerns in a calm and respectful way
- Focus on solutions and facts, not blame or hearsay
- Use appropriate language in meetings, emails, and social media

### **4. Act Lawfully and in the Best Interests of the Association**

- Respect Association decisions/ make decisions in good faith
- Support the Association's purpose and community responsibilities
- Follow meeting procedures and the Constitution and give others a chance to speak
- Do not use the Association for personal gain over the greater good
- Provide a safe and inclusive physical and psychosocial environment

### **5. Manage Conflicts of Interest**

- Declare any actual/perceived conflicts of interest that may affect Association decisions
- Do not participate in decisions where you have a conflict

## **6. Use Funds, Information and Resources Properly**

- Use money, property and information only for authorised purposes
- Follow proper financial approvals and processes and keep accurate records
- Do not misuse or waste Association resources
- Protect personal and sensitive information

## **7. Good Governance and Meeting Procedure**

- Follow reasonable directions from the President/ Chair or authorised office bearers
- Committee members must carry out their duties responsibly and meet their obligations

## **8. Raise and Handle Complaints and Misbehaviours Properly**

- Concerns or breaches should be raised and managed within BPKTCA/ ACF meetings and/ or with the person(s) directly, in a fair and consistent manner
- For matters that cannot be resolved directly, speak to a committee member or submit any concern in writing to the BPKTCA Secretary
- It is noted that the Council is not responsible for solving any disputes or disagreements between members/ participants of the BPKTCA/ ACF
- If this Code is not followed, the Association President or delegated person may:
  - Have a discussion with the person involved and/ or issue a warning
  - Ask the person to leave a meeting or event
  - Limit participation or, if necessary, remove membership
- The following behaviours will not be tolerated:
  - Bullying, harassment, or intimidation
  - Discrimination of any kind
  - Aggressive or abusive behaviour toward members or council staff
  - Spreading misinformation about the Association or council decisions
  - Disruptive conduct at meetings or events

## **Agreement**

By participating in the Community Association/ ACF, you agree to follow this Code of Conduct and support a positive and respectful community and the BPKTCA.