



FRENCHS FOREST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION

ANN STREET, FRENCHS FOREST NSW 2086
T 02 9451 6353 F 02 9975 3082 E ffpspandc@gmail.com
ABN 70 484 184 811

Adopted at the meeting of Frenchs Forest P&C: 29 October 2018

Frenchs Forest Public School P&C Code of Conduct

POLICY SCOPE

Frenchs Forest Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and members of Frenchs Forest Public School Parents & Citizens Association (the P&C) while undertaking any role or activity related to the Frenchs Forest Public School P&C.

Principles

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

Respect for the Law

Frenchs Forest Public School P&C 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.

Respect for all Persons

Frenchs Forest Public School P&C members are expected to treat students, school staff, and 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
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in any form of behaviour:
 - that is (or might reasonably be perceived as) aggressive, personal, threatening, harassing, bullying, intimidating or abusive; or
 - that results in victimisation or otherwise offends, degrades, insults or humiliates; and
- Treating seriously any concerns raised or identified in relation to member behaviour or conduct and taking prompt, decisive and appropriate action, where necessary, to address such behaviour or conduct.

Integrity

Frenchs Forest Public School P&C members shall be honest in carrying out their duties and avoid conflicts between their private interests and their P&C roles and responsibilities with respect to:



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- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

Diligence

Frenchs Forest Public School P&C members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C-related activities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the P&C and/or external authorities

Working with Children

The Frenchs Forest Public School P&C adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- P&C members must declare interests which a conflict, either perceived or actual, with your P&C duties and activities that might benefit the private interest of a member/s of the P&C Association.
- P&C members must always act in the best interest of the P&C and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests. A few examples of Conflict of Interest:

Example 1

Personal or Financial Interest: Joe, an Office Bearer of a P&C owns a Building & Maintenance Company. During the P&C meeting, he recommends his company for an upcoming building work the P&C is considering to undertake as he believes he can offer the best competitive price being in the building business. However, he does not disclose the ownership of the company. Does Joe have a conflict of interest?

Yes. It is Joe's duty to act in the best interest of the P&C and not his own interests. To promote the profit interest of his own company and receive remuneration is contrary to his role and responsibilities as an Office Bearer of a P&C as stated in clause 5 of the Standard and the Prescribed Constitution. There is clear conflict of interest as Joe failed to disclose his personal business interests for gaining an undisclosed profit.



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Example 2

Non-Financial Interest involving some close relationships (not limited to partners, family and friends): Vicky, a Canteen Manager of a P&C Association, suggested at a P&C meeting, an online fresh fruits and vegetables vendor she knew could offer a more competitive price than the existing supplier. She discloses that her son works as a delivery driver for the vendor. Is there a conflict of interest?

Yes. Indirect and or direct employment of an immediate family member, friend or a close acquaintance is a conflict of interest. In this case, there is a clear indirect financial gain as her son will benefit from the extra work.

Conflict of Interest Disclosure

- Where a conflict of interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the conflict of interest may result in removal from the P&C in line with Code of Conduct policy.

How to deal with a Conflict of Interest

- Identified conflict of interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the conflict of interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the conflict of interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a conflict of interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the P&C may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their P&C role.

Privacy and Confidentiality

- P&C must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- P&C must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- P&C must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.



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- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C.
- All personal and sensitive information when no longer required must be disposed of securely.
- Confidential information of a P&C must not be used, disclosed, copied, published or removed by any member of the P&C.

Economy and Efficiency

- Members should use Frenchs Forest Public School P&C resources only for legitimate P&C purposes.
- Members should avoid waste.
- Members should maintain adequate security over Frenchs Forest Public School P&C property, facilities, and resources.
- Members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.