



RNA

THE ROYAL NATIONAL
AGRICULTURAL AND
INDUSTRIAL ASSOCIATION
OF QUEENSLAND

Councillor Code of Conduct

Purpose and Application

The purpose of this document (Code) is to record the minimum standards of conduct required of all Councillors of the Royal National Agricultural and Industrial Association of Queensland (“the Association”) in carrying out their duties and responsibilities as Councillors of the Association.

The Council has approved this Code of Conduct by resolution of 25 November 2011 and have agreed to be bound by it. The Council may approve updates or amendments to this Code from time to time.

Nothing in this Code requires or permits a Councillor to act in any way which would be a breach of any duty owed by the Councillor or which would be unlawful.

This Code is in addition to any other charter, policy, protocol or code of conduct from time to time approved by the Council.

General

Councillors have an overriding responsibility to all members of the Association and not to any sectional or personal interests.

Councillors are to display the highest standards of personal behaviour at all times.

Councillors should use every opportunity to promote the interests of the Association in the community at large.

Councillors should display a knowledge of the history and background of the Association and actively promote its values and objectives.

Dress standards should conform to the business attire of the place in which they are meeting or visiting.

RNA Act, Association Rules and By Laws

Councillors should have a detailed knowledge of the Royal National Agricultural and Industrial Association Act, the Association's Objects and Rules and By laws and be constantly aware of their application.

Council

Councillors are expected to bring to their work on the Council all the skills and experience they possess; and to diligently apply themselves to their duties as Councillors.

Councillors are expected to participate freely in all discussions and will always be allowed to express their opinions.

The meetings of the Council and its Committees are conducted in the strictest confidence. Councillors must avoid any discussion of the information received in their duties unless it is approved for distribution.

Decisions of the Council, once made, are considered binding on all Councillors, and there should be no public dissent from such decisions.

Councillors should always be prepared and ready to discuss Association matters with members, after considering the confidentiality of the matter.

Councillors should ensure that all requests or complaints by members are passed, preferably in writing, to the Chief Executive, and to the Council if appropriate, for noting and action if necessary.

Staff

Councillors should maintain good relations with staff and treat them with respect.

Councillors making requests or instructions to staff should, when not directly involving a sectional matter, direct those requests or instructions through the Chief Executive.

Financial

Councillors may receive no benefits from their position other than those detailed in the policy on entitlements to Councillors.

Councillors will not borrow or lend money between the Association or any staff member.

Conflict of Interest

A conflict of interest exists where there is a divergence between the individual interests of a person and their responsibility to the RNA, such that an independent observer might reasonably question whether the actions or decisions of that person are influenced by their own interests.

Conflicts of interest can be actual, perceived, or potential:

Actual: involves a direct conflict between current duties and responsibilities and existing private interests

Perceived: conflict exists where it could be perceived, or appears, that private interest/s could improperly influence the performance of duties - whether or not this is in fact the case

Potential: arises where private interests could conflict with official duties as a Councillor

A conflict of interest can be pecuniary (involving financial gain or loss) or non-pecuniary (based on enmity or amity). A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise.

Each Councillor must disclose and deal with any actual, perceived or potential conflict of interest.

Councillors must not in their official capacity, or any other circumstances, use their position as a member

of Council to secure an advantage for themselves or for any other person, an advantage or disadvantage.

Any Councillor who has a material personal interest in a matter that is being considered at a meeting of the Council, a Sectional Committee or any Committee or Sub-Committee has a duty to give the other Councillors notice of that interest that details the nature and extent of the interest and the relation of the interest to the affairs of the Association.

Any Councillor who has a material personal interest in a matter that is being considered at a meeting of the Council, a Sectional Committee or any Committee or Sub-Committee must not:

- a) vote on the matter; or
- b) be present while the matter is being considered at the meeting.

As to a competition in which a Councillor has an interest, the Councillor

- shall not take part in the selection of a judge.
- will absent himself/herself from the judging process.
- will not, during the competition, have any dealing with the judge.

For the purposes of this code, without limiting the generality of the words, a Councillor has an interest in a competition where the Councillor:

- is an Exhibitor and/or;
- is related to, or in a relationship with, an Exhibitor and/or;
- has a business connection with an Exhibitor and/or;
- has a legal or equitable interest in an Exhibit

When appropriate, a Sectional Committee, in undertaking the selection process for judges for the Royal Queensland Show should seek and have reference to a panel of judges submitted by a recognised breed society or industry group.

Disclosure will be made to all Councillors and recorded in the minutes of the meeting.

A register will be maintained of Related Party Transactions.

Relationship principles

All staff and Councillors are expected to act with respect and consideration with all Association and external people with whom they deal.

Personal relationships are not encouraged where they may adversely impact on individual's work or on the harmony of the Association or a work group.

Responsibilities of the Association in respect of Members of Council

Provide Council members with complete and accurate information in respect of all matters to be considered by Council and in respect of all of Council's identified functions, in sufficient time to allow proper and informed consideration.

Provide such legal, financial or professional advice as may be necessary to enable Council members to discharge their fiduciary duties.

Provide such other administrative assistance as may be required from time to time.

Ensure all requirements in respect of Council as set out in the Royal National Agricultural and Industrial Association Act, the Objects and Rules of the Association and its By-Laws and processes approved by Council, are met.

Maintain adequate level of insurance cover to indemnify and keep indemnified each member of Council.