

National Parks Association of Queensland Inc.
A.B.N. 60 206 792 095

Policy Statement – *Ethics and Code of Conduct*
(Policy G.1)

1.0 Policy

1.1 The National Parks Association of Queensland Inc's (NPAQ) Councillors, members of its Executive, its employees, contractors, members, and volunteers will adhere to the highest ethical standards and the NPAQ Code of Conduct in any activities that they undertake for or in association with NPAQ.

1.2 The core ethical standards are as follows:

- 1.2.1** INTEGRITY - act with honesty and be guided by ethical and moral principles in all that is done.
- 1.2.2** ACCOUNTABILITY - take responsibility for actions and be accountable to all stakeholders, and in particular primary stakeholders, for performance and integrity.
- 1.2.3** TRANSPARENCY - openly share information about the Association and its work to all stakeholders and to the public.
- 1.2.4** RESPECT - recognise the value and diversity of every person and commit to treating others with due regard for their rights, dignity and integrity.
- 1.2.5** EFFECTIVENESS - strive to bring about positive outcomes in the preservation, expansion, good management and presentation of National Parks in Queensland.
- 1.2.6** EQUITY - commit to overcoming prejudices and disadvantage and promote fair and just access to resources and opportunities.
- 1.2.7** COOPERATION - work with and alongside others in a spirit of mutuality, respecting diversity and difference in the pursuit of common goals.

2.0 Purpose

2.1 To require those persons outlined in the Policy (paragraph 1.1) to comply with ethical standards and an approved Code of Conduct in order to maintain the good name and reputation of NPAQ.

3.0 Scope

3.1 This policy applies to all NPAQ Councillors, members of the NPAQ Executive (as defined in the Rules), employees of NPAQ, contractors undertaking work for NPAQ, members of NPAQ, and volunteers in the execution of any duties or activities for, on behalf of, or in association with the Association.

3.2 Out of scope:

This policy does not apply to Supporters of NPAQ, unless performing activities for, on behalf of, or in association with the Association.

4.0 Rationale

- 4.1** NPAQ has a strong and positive reputation with government and the public through its long history of working to promote the care and extension of national parks in Queensland.
- 4.2** NPAQ is a recognised voice in the ongoing care, preservation and expansion of National Parks and the natural estate in Queensland.
- 4.3** NPAQ needs to minimise the risk of damage to its reputation through the actions of a person or persons associated with or acting for the Association.
- 4.4** Formally adopting a policy of ethical behaviour and a Code of Conduct, and ensuring their observance, is seen as a means of minimising the risk to NPAQ's reputation.
- 4.5** An Ethics Policy and Code of Conduct will provide greater clarity around Rule 11 (3) (d) of the Association relating to termination of membership for conduct "...considered to be injurious or prejudicial to the character or interests of the Association."

5.0 Definitions

- 5.1** Council, Executive and members are as defined in the Rules of the National Parks Association of Queensland Inc. [Available at <https://npaq.org.au/wp-content/uploads/2019/03/NPAQ-Rules-September-2018-v2.0.pdf>]
- 5.2** "Code of Conduct" is the Code of Conduct endorsed by NPAQ Council at its meeting on 20 July 2020, or as subsequently modified. [Available at <https://npaq.org.au/wp-content/uploads/2019/03/Code-of-Conduct-v1.0-for-website.pdf>]

6.0 Related Policies, Procedures, Forms, Guidelines, Resources

- 6.1** *Rules of the National Parks Association of Queensland Inc. (ABN 60 206 792 095)*
- 6.2** *Mission and Objects of the National Parks Association of Queensland Inc.*
- 6.3** *Code of Conduct for the National Parks Association of Queensland Inc. v1.0*
- 6.4** *Procedure to support Code of Conduct v2*

7.0 Responsibilities

- 7.1** Honorary Secretary to bring any Code of Conduct matters that have been raised to Council's attention.
- 7.2** Council to appoint Review Panel as required to look into Code of Conduct matters.
- 7.3** Review Panel (as appointed by Council) to consider and make recommendations to Council on Code of Conduct matters reported to Council.
- 7.4** Council to make a decision on action required and initiate any such action.
- 7.5** Honorary Secretary to inform parties involved of the decision of Council, including initiation of termination of membership under Rule 11 if required.
- 7.6** Honorary Secretary to retain all documentation relevant to the process.

8.0 Authorised by /Date

The Ethics and Code of Conduct Policy has been authorised by

Graeme Bartrim, President of the National Parks Association of Queensland Inc on
20/07/2020

9.0 Review

- 9.1** Review due July 2023