

# Code of Conduct for the Permanent Way Institution 2011

## Background

Following the last Committee meeting in December 2010, I agreed to assist Peter Boonstra to revise the draft Member Code of Conduct and in particular to divide the Code of Conduct into two segments, one for general membership and one for the Committee Members, who are perceived to have a higher duty of care.

The proposed Members Code of Conduct is as follows:

## Members

The Code of Conduct sets out the principles considered essential to the delivery of the professional performance of the PWI NSW members in their dealings within the PWI. The principles are;

1. Integrity – all PWI members must protect the reputation of the Permanent Way Institution. They must not engage in activities that could bring the PWI into disrepute.
2. Respect for People – all PWI Members are to treat members of the public as well as fellow Members fairly and consistently and in a non-discriminatory manner. In this regard they should treat people with respect courtesy, honesty and fairness; and not harass, bully or discriminate against fellow Members, members of the public and or employees.

## Code of Conduct for Committee Members

Committee Members will:

### Understand the Committee's role

- gain a clear understanding of the role or purpose of the Committee as well as the statutory and regulatory requirements of members carrying out their duties
- stay informed about all relevant activities affecting the Committee
- comply with legal obligations and implement the decisions taken by the Committee

### Be Active

- Attend, as a guide, at least 75% of Committee meetings.( Note Teleconferencing is considered attendance) Where attendance is not possible Members will submit an apology. If absence is likely to extend for several consecutive meetings, Members then Members will obtain leave of absence.

The PWI realises that for Committee Members based in country NSW and Committee Members who regularly travel overseas, that attendance at Committee meetings may be difficult.

If the Committee Members who find themselves in this situation, provide their comments on the Meeting Business Paper to the PWI Secretary prior to the Committee meeting, then these Committee Members will have fulfilled their requirements of being an active Committee Member.

- participate actively and work co-operatively with fellow members 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
- act in good faith

### Consult

- Consult the stake holders and affected parties about issues under consideration

### Accountability for committee expenditure

- analyse financial statements and management reports with due care and ensure he or she is properly informed
- comply with statutory and legal requirements
- maintain confidentiality

### Corporate Credit Cards

- each corporate credit card is issued to an individual and responsibility rests with that person. Corporate Members will only use corporate credit cards for official purposes and comply with conditions set by the PWI Committee

### Incurring and Approving Expenditure

- PWI Members are not to make expenditure commitments on behalf of the PWI without the express prior approval of the PWI committee, or in the case of office holders, expenditure is to be within the authority delegated by the committee.
- Those approving expenses must be authorised officers as described in the PWI constitution. Committee Members will not approve their own expenditure, travel claims, credit card payments or similar.
- Approved expenses incurred on behalf of the PWI will be refunded on provision of proof of expenditure and countersignature of a delegated office holder

### Conflicts of Interests

- an individual may often be the only person aware of the potential for conflict. It is therefore their responsibility to avoid any financial or other interests that compromise the impartial performance of their duties and disclose any potential or actual conflicts of interest to the Committee. Any actual or potential conflicts of interest will then be dealt with by the Committee in an open and transparent manner.

### Application of the Code of Conduct

The code is a statement of accepted standards of behaviour and is binding on all Permanent Way Institution Members.

The code is a policy of the Committee of Permanent Way Institution of NSW and will be subject to review by the Committee. The Code should not be seen to be unalterable. Members are encouraged to keep the Permanent Way institution informed of their views as to changes, which might be made.

The Permanent Way Institution will be bound by the Code of Conduct, as will its members. The Permanent Way Institution will be responsible for administering the Code in accordance with the Constitution of the Permanent Way Institution and any policies relevant to and/or established under this Code. The administering of the Code will include educating the members, the community and stake holders on the principles of the Code and its operation.

While it is not intended that it be used as an instrument of disciplinary action, failure to observe the Code could lead to a disciplinary charge or complaint being made against the member by either another member of the Permanent Way Institution or by any other person or organisation.

Should a member be deemed to have breached the Code the Committee will take action to address the issue. Should the complaint be upheld, one or more of a range of sanctions may be invoked. In all matters relating to the Code of Conduct the principles of natural justice will be applied.