

The



CODE OF CONDUCT

Version 1.00 twps

Umina Community Group (Inc)

Update and Release date: 2nd August 2018

Supporting Umina today, its heritage and its future

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1 INTRODUCTION

1.1 Umina Community Group (inc)

Umina Community Group (UCG) is a volunteer organisation which was founded in early 2013 by 34 founding members, who were all home owners in Umina Beach. UCG was subsequently incorporated on the 1st of October 2014.

The Group has established a web site at www.unimacommunitygroup.com.au which outlines our programs and provides useful information and links for the local community, for tourists, and for visitors to the area.

Our focus is supporting Umina Beach today, its heritage, and its future, to make it a better place to live, a better place to visit, and a better place to enjoy.

Our specific interests are:

- Protecting the environment, and, in particular, our coastal dunes through local Bushcare programs. We actively support planting of urban street trees to enhance our neighbourhood
- Working within our community to reduce graffiti, vandalism, and crime
- Improving infrastructure including transport services, roads, kerbing and guttering, and recreation facilities for local families and visitors to our beautiful peninsula.
- Fostering safety within the community with respect to our wonderful beaches at Ocean and Umina Beach, and promoting safe practices on our waterways
- Promoting initiatives to protect our beautiful beaches.

We aim to work co-operatively with the Central Coast Council, the New South Wales Government, and the Australian Government to realize our goals and support existing programs such as Bushcare, the Surf Clubs, local police initiatives, and through active volunteering. We are non-political but work with all parties to gain support for Umina Beach with respect to our specific interests

1.2 This Code of Conduct

This Code of Conduct aims to ensure Umina Community Group's core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our organisation is treated with respect and dignity, and protected from abuse. Through this Policy, we aim to ensure that everyone involved in UCG is aware of his or her legal and ethical rights and responsibilities.

This Policy also provides the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our activities. As part of this commitment, UCG will take disciplinary action against any person bound by this Policy if they breach it.

UCG is committed to providing an environment safe for children, which is free from harassment and abuse for everyone, and promotes respectful positive behaviour and values. This Policy provides a Code of Conduct that forms the basis of appropriate and ethical behaviours, by which all members must abide.

This Policy is an essential part of our organisation's proactive and preventative approach to tackling inappropriate behaviour.

2 MEMBER RESPONSIBILITIES

Members should:

- a) Make themselves aware of this policy and comply with all UCG policies and procedures
- b) Be ethical, fair, honest and respectful in all their dealings with other people including, but not limited to, other Members
- c) Comply with all relevant Australian laws (Federal and State), including laws covering;
 1. Discrimination
 2. Sexual harassment
 3. Bullying
 4. Victimisation
 5. Child protection
 6. Fair and honest business dealings
- d) Cooperate in providing an environment which is a safe, welcoming and inclusive is free from unlawful discrimination, harassment, bullying and abuse;
- e) Adopt, implement and comply with this policy; and
- f) Apply this policy consistently and abide by any penalty imposed with respect to this Code of Conduct.

3 HANDLING COMPLAINTS

UCG aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of natural justice.

Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been harassed, bullied or discriminated against or there has been a breach of this Code of Conduct.

In the first instance, complaints should be reported to:

- a Member of the Executive Committee
- the President (or their nominee), or
- another appropriate person within the organisation

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Individuals and organisations may also seek to have their complaint handled by an external agency under anti-discrimination, child protection, criminal or other relevant legislation.

3.1 Mediation

UCG aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action.

Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, UCG will, in consultation with the complainant arrange for an independent mediator where possible.

4 AUTHORISATION & SIGN OFF

This Code of Conduct became official following the approval of the Umina Community Group (Inc) Committee and Members at their bi-monthly meeting held at Club Umina on the 2nd August 2018 and duly signed by two authorised members of the Committee. It will be reviewed annually to ensure ongoing appropriateness.

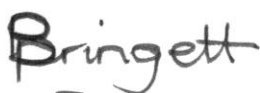
Authorised by:



Date: 02/08/2018

Tony Winch – UCG Director

Verified by:



Date: 02/08/2018

Peter Springett – UCG Secretary

5 ANNUAL REVIEW

Updated	Change Summary	Approved By	Version No.
22/05/2018	1 st Draft produced for internal review	T. Winch	0.1 tw
31/07/2018	Draft circulated for member's review	T. Winch	0.2 twps
02/08/2018	Reviewed, approved and released	T. Winch	1.0 twps