

# FRIENDS OF BANKS PENINSULA INC. PRINCIPLES & GUIDELINES

## **Purpose.**

The purpose of this document is to give guidance for the conduct of the committee when making decisions, making submissions and other representations, and engaging in community consultation.

The Society must act with honesty and transparency and be able to bear scrutiny from its members and from the wider community.

In this document "submission" means a letter, submission, proposal, report, comment or verbal representation to an authority, organisation or individual, and any media release. "Society" means the Friends of Banks Peninsula Incorporated.

## **Objectives.**

The principle objective is *"To protect and enhance the environmental heritage of Banks Peninsula."*

The Society's constitution lays out further objectives to advance this aim, and the rules for its conduct. The Society and its members must not act in a way that is contrary to these objectives and rules and must keep accurate records of its activities and financial transactions.

## **Conflict of Interest.**

This can arise when a person, or their family, friends or associates, may potentially obtain, or be perceived as obtaining, a personal advantage or disadvantage through the actions of the Society. Conflict may include a member providing or obtaining goods or services, 'insider' information that could lead to financial gain, or conflict with a member's work, business or other associations.

Potential conflicts should be declared as soon as possible, with proper recording of the issue and how it is resolved. Often simply identifying and recording potential conflict will be sufficient mitigation.

If a significant conflict has been identified, that person should abstain from voting on that matter. In some cases it may be appropriate for that person to take no part in discussion, or to absent themselves from discussion on that matter. However, consideration should also be given as to whether such a person might have useful knowledge or perspective to contribute to the matter.

## **Guidelines for Submissions.**

- Obtain accurate, factual and balanced information about a matter.
- Identify risks and conflicts of interest.
- Decide if the wider membership should be consulted, and how.
- Liaise with community groups and interested parties, and gauge public views
- Liaise with Councils, Government departments and other relevant organisations.
- Ensure that any actions align with the Society's objectives and rules.
- Make submissions of support where appropriate.
- Encourage consensus and cooperative solutions to issues.
- Record important discussion points, and minute all decisions and resolutions.
- Only the Chairperson, Deputy or duly appointed spokesperson may comment publicly or to the media on a matter.

## **General Procedures.**

- Wherever practicable important matters should be discussed at a Committee meeting. Where circumstances do not allow for a meeting, consultation may be by email or phone.
- Formal submissions must be approved by resolution at a Committee or General meeting and may be approved retrospectively.
- Where there is general agreement on a matter a submission may be made with the approval of the Chairperson or Deputy, or an individual or sub-committee may be appointed to act and report back to the committee as appropriate.
- Where there is significant disagreement among committee members, or a matter is likely to be very contentious, or public opinion divided, then consultation with the Society's full membership should be considered. Where there are time constraints a broad submission may be made that acknowledges differing viewpoints and/or that consultation with members is on-going.
- In the case of formal processes, a submission must be lodged by due date and care should be taken to ensure that a submission covers all potential issues for the Society. New matters cannot usually be raised at a later time, but further evidence to back up submission points may be presented at a hearing. A submission, or a part of it, may be withdrawn.

