

Conduct Guidelines

Surf Life Saving Australia Policies and Codes of Conduct are the final determining factor in any situation, however members are asked to make themselves aware of the following guidelines. For further information we recommend that you visit www.slsa.com.au

1. Introduction

- The Code of Conduct is intended to promote honest and responsible conduct within the Surf Club and sets the behaviour standards for all to strive for.
- As a member of North Narrabeen, all persons are expected to uphold the Surf Club's Constitution, traditions and values.

2. Vigilance and Service

- As a club member, you must abide by the policies and responsibilities specified in the Code of Conduct and Club Constitution.
- The Club values and expectations are applicable to all persons within North Narrabeen Surf Club premises and wherever the Club is represented in any Surf life saving activity.
- Compliance with the Club Constitution and Code of Conduct is a requirement of your membership of North Narrabeen Surf Club and Surf Life Saving Australia (SLSA).
- This Code of Conduct should be read in conjunction with the Club Constitution and SLSA Standard Operating Procedures.

3. Customer Service

- The Club's purpose is to provide a dedicated Safe Beach environment, not only to club members but also to all beach users.
- As a member of North Narrabeen, you should always be polite and helpful and show respect and consideration for all beach users, taking note of persons with special needs such as the elderly, people with disabilities and persons from diverse cultural backgrounds.
- Members who do not deal directly with diverse beach users must nevertheless ensure that the decisions and actions are consistent with these principles.

4. Accountability

All North Narrabeen members must understand their duties and responsibilities to ensure they perform at the competency level of their positions in the Club. Failing to maintain the competency required as per the Club Constitution may result in cancellation of membership.

5. Appropriate Behaviour

In the interest of health and safety and to provide harmony at North Narrabeen and within the community, it is vital that all members maintain an appropriate standard of behaviour, as per this Code of Conduct and the club Constitution:

- Be open and honest.
- Be diligent in your duties
- Maintain accurate records where/when required, in order to be able to support decisions made
- Use Club facilities and resources in an effective and efficient manner
- Show respect and consideration to all Club members and customers
- Work and cooperate as a team (more hands means safe and less work)
- Be fair and treat all persons equally. Be impartial and never discriminate and follow the policies and procedures set down by the Club and SLSA.
- Stay up to date with changes in Club and SLSA policy
- Be environmentally aware (i.e. Water usage, recycling)
- Never harass any person. If you witness harassment, report it immediately to appropriate Club officials.
- Comply with SLSA policies regarding smoking, alcohol and substance abuse
- The user of any communications device to harass any person will not be tolerated under the Communications Act.
- All monies are to be accounted for and collected by club appointed persons.

6. Conflict of Interest

All club members must ensure that their personal interests and activities (financial or otherwise) do not conflict with the performance of their duties in the Club.

The onus is on you to seek advice from Club officials as to whether you could be influenced in the way to perform your duties as a member or appointed person. If you believe you have a conflict of interest, the full facts should be provided to the Club in writing in order to protect your reputation and that of the Club. The Club executive will review the facts in accordance with the Club Constitution, Code of Conduct and SLSA Standard Operating Procedures.

7. **Gifts and Benefits**

- You must never ask for or demand any gift or benefit for yourself, or anyone else in connection with your duties as a Club official or member.
- Gifts, tokens of appreciation and/or benefits may be accepted on behalf of the Club, with the Executive determining if such gift and/or benefits should be passed onto a member for their efforts.
- Note that trivial gifts or benefits, such as chocolates, or modest refreshments at a working party are excluded from this clause.

8. **Corrupt Conduct**

- Every member has an obligation to report any actual or potential corrupt conduct to the Executive. No member shall be disadvantaged or discriminated against for reporting corrupt conduct.

9. **Attendance / Rosters**

- It is the responsibility of all members to report for duty of any kind in the Club as rostered, and if unable to do so, to make every effort to contact the appointed person to cover any shortfall in personnel.

10. **Use of Resources**

- All members who use Club resources shall do so as directed by appropriate personnel, or in accordance with the Club Constitution and Code of Conduct. It is the obligation of all members and officials to ensure resources are utilised in an economical, safe and considerate manner.
- No member is to be on club premises or to utilise club resources without permission.

11. **Use of Information**

- Only appointed personnel shall have access to confidential or private information about other members. Such personnel are obliged to ensure all SLSA policies and procedures regarding privacy are strictly followed.
- **The misuse of information is considered to be corrupt conduct in accordance with the Independent Commission Against Corruption Act 1998 and is prosecutable by law.**

12. **Public Comment and Political Participation**

- Only appointed persons or club Executives are authorised to respond to any media calls or comment, or to sanction individual member response.

13. **Occupation Health and Safety**

- All members of North Narrabeen must adhere to all policies and procedures as outlined by SLSA, as well as legal obligations under the Occupational Health and Safety Act 2000 (NSW), and the Workplace Relations Act.

14. **Alcohol and Other Drugs**

- No member shall use, keep or sell any illegal substance, including alcohol during any Surf Life Saving activity.

15. **Change of Contact Information**

- It is an obligation to inform the Club administration if you have moved or your contact details change, so that in the event of an incident the club or other authority can contact you or a family member.
- Failing to do this may result in your membership being suspended / cancelled until such time as your contact details are up to date.

16. **Criminal Charges**

- Any member who has been charged or convicted of a serious criminal offence must immediately inform the Club administration in writing. All information will be kept confidential.
- The Club Executive will seek further advice through all available avenues and report back to such member on the status of their membership. The Club Executive reserves the right to automatically suspend membership pending the outcome of investigations.

17. **Legislation and Policies**

- All Club members are required to follow and implement all legislative and appropriate authority policies in order to preserve our Club membership in SLSA.