



Diocese of Dunedin Diocesan Council and Dunedin Diocesan Trust Board Code of Conduct for Trustees

By reading this document and accepting the role of a charities trustee of the Diocese of Dunedin and the Dunedin Diocesan Trust Board (and associated Committees of [Diocesan Council](#) and DDTB), all trustees agree to the following responsibilities:

General Conduct

- Trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charities trustees do not have relevant expertise.
- Trustees are required to always act in the best interests of the Diocese of Dunedin (Charity number [CC31504](#)) and the Dunedin Diocesan Trust Board (Charity Number [CC362214](#)). See also <https://www.calledsouth.org.nz/about-us/> for more information.

Independence

- Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charities or its volunteers and employees.

More specifically trustees:

- (i) should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
 - (ii) must avoid actual impropriety and any appearance of improper behaviour.
- Trustees must not act to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for (see [Dunedin Diocesan Council Conflict of Interest Policy May 2022](#)).
- Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charities trustee. Any gifts or hospitality received in any connection to the Diocese of Dunedin Diocesan Council and the Dunedin

Diocesan Trust Board should not exceed the value of \$100 and should be declared to the appropriate Council/Board.

Trustee Roles

Trustees should:

- Always understand and perform their roles and responsibilities to the best of their abilities.
- Be prepared to provide adequate time and commitment as required to fulfil the role of a trustee, adequately preparing for meetings, and participating in committees and special events when required.

Council/Board Meetings

Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of the Council/Board, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the Council/Board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of both organisations.
- Bring a genuinely independent perspective to enhance decision-making, given that trustees share responsibility for Council/Board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings, while listening to and respecting the input and experience of other trustees.
- Operate according to the Christian faith context of both organisations, including opening and closing meetings in prayer, and ensuring behaviour is consistent with best Christian practice (see Appendix 1, Above and Below the Line).

Volunteers/Employees within the Diocese of Dunedin and DDTB

Trustees should:

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in these organisations should conduct themselves to reflect the values of the charities.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the Council/Board on the one hand and volunteers and any employees on the other, ensuring that the Council/Board, volunteers, and any employees work effectively and cohesively for the benefit of the Diocese of Dunedin and develop a mutually supportive and loyal relationship by:

- (i) respecting management arrangements and avoiding any actions that might undermine such arrangements;
- (ii) not interfering in the performance by volunteers or employees of duties delegated to them within the organisations, while ensuring that volunteers and any employees working for them are held to account through the Bishop-Pīhopa or Diocesan Registrar- Kaiwhakahaere, as appropriate.

Legal Requirements and Policies

Trustees must:

- Act in accordance with the charities' governing document (Canons of the Anglican Church and Statutes and other handbooks-policies) and ensure that the charities comply with all applicable laws including charities law, company law, health and safety law, data protection law and employment law. Specifically, these governing documents include:
 - i. [Canons and Statutes of the Anglican Church](#) in Aotearoa, New Zealand and Polynesia Te Hahi Mihinare ki Aotearoa ki Niu Tirenī, ki Nga Moutere o Te Moana Nui a Kiwa, in particular Title F (of Trusts).
 - ii. [Statutes of the Diocese of Dunedin](#), in particular Statute 1 [The Diocesan Synod and Diocesan Council Amendment Statute 2021](#); Statute 3 [The Parishes, Regional Deaneries and Local Churches Amendment Statute 2022](#); Statute 8 [The Diocesan Office Statute 1935 \(2006\)](#); Statute 9 [The Insurance Board Statute 1939 \(2006\)](#); Statute 14 [The Finance Statute 1985 \(2016\)](#); Statute 26 [The Dunedin Diocesan Trust Board Amendment Statute 2022](#); Statute 38 [The Members of Boards and Committees Amendment Statute 2019](#)
- Promote and preserve the obligations of confidentiality about sensitive Council/Board matters. However, the requirement for confidentiality may not apply if it becomes necessary for any trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charities or could represent a breach of any law with which the charities is required to comply (see [Diocese of Dunedin Privacy Policy](#) (Diocesan Council) and [Dunedin Diocesan Trust Board Privacy Policy](#) (in Dunedin Diocesan Trust Board Policies)).
- Abide by all conflict of interests or loyalties policy and ensure the charities' conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, [safeguarding](#), [health and safety](#), bullying and harassment policies and any other policies agreed by the Council/Board.
- Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

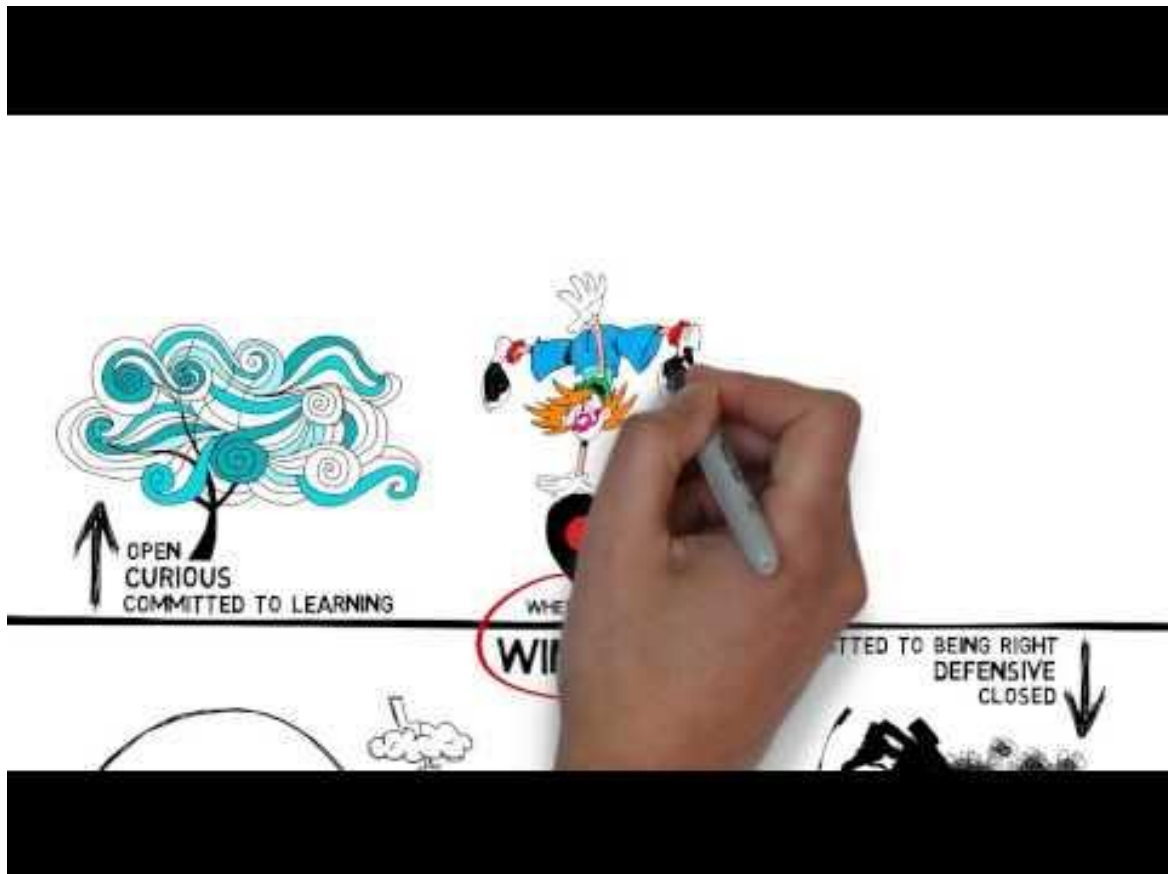
Where a charities trustee is found to be in breach of the standards outlined by the Council/Board in its Code of Conduct, they will be asked to meet with the Chairperson of the Council/Board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charities trustee may result in their tenure being terminated.

The Diocesan Council/Dunedin Diocesan Trust Boards should review this Code of Conduct for trustees at 3-year intervals or as appropriate, and it should be reviewed and signed by any new Trustee.

Legal Disclaimer:

This document is based on a template issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. The template was published as part of a suite of guidance, intended to provide support to Trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

Appendix 1: Above and Below the Line behaviours (see following page and watch https://youtu.be/fLqzYDZAqCI?si=kcqrJy1KO3R_bOir)





Signatures:

For the Diocese of Dunedin Diocesan Council	For the Dunedin Diocesan Trust Board
Signed	Signed
Name	Name
Date	Date
Signed	Signed
Name	Name
Date	Date
Signed	Signed
Name	Name
Date	Date
Signed	Signed
Name	Name
Date	Date
Signed	Signed
Name	Name
Date	Date

Signatures (continued)

For the Diocese of Dunedin Diocesan Council	For the Dunedin Diocesan Trust Board
Signed Name Date	Signed Name Date
Signed Name Date	Signed Name Date
Signed Name Date	Signed Name Date
Signed Name Date	Signed Name Date
Signed Name Date	Signed Name Date