



Eastern Zone Abalone
Industry Association Inc.

May 2026.

Subject - Introduction of Governance and Conduct Policies – Annual Rules Review

Dear Members,

As part of the Board's annual review of the Association's Rules and governance framework, legal advice has identified that several foundational policies require formal adoption and publication.

While EZAIA has operated for many years on established practice and mutual professional respect, according to our Rules under Section 8 – Conduct of members, governance and grievance, clearer written policies must be in place to ensure:

- Compliance with our statutory obligations;
- Alignment with the Association's Rules;
- Protection of Members, Directors and the Executive Officer; and
- Transparency in how governance and conduct matters are managed.

The policies being introduced are:

- 1. Member Standards of Conduct & Lawful Behaviour Policy**
- 2. Board Governance & Director Duties Policy**
- 3. Information Access & Privacy Policy**

These policies are not a response to any single issue. Rather, they address outstanding governance matters identified through a recent review and ensure that the Board is meeting its obligations under the Rules and applicable legislation.

Importantly, the Board has a duty to ensure that the Association operates lawfully, that appropriate behavioural standards are defined, and that safe and respectful working conditions are maintained for all who engage with the Association.

The policies will be published on the EZAIA website and circulated to Members. Compliance with them forms part of the conditions of membership.





**Eastern Zone Abalone
Industry Association Inc.**

Members are encouraged to read the policies carefully. Should you have constructive feedback, it may be submitted in writing to the Board for consideration.

The Eastern Zone fishery has a long and proud history of stewardship and professional engagement. These policies are intended to support that legacy and ensure the Association remains robust, credible and properly governed into the future.

Yours sincerely

A handwritten signature in blue ink that reads "H. Burvill".

Helen Burvill
Executive Officer

A handwritten signature in blue ink that reads "J. Peel" written over a horizontal line.

Joe Peel
Chair





**Eastern Zone Abalone
Industry Association Inc.**

Member Standards of Conduct & Lawful Behaviour Policy

1. Purpose

This Policy sets out the standards of conduct expected of Members in their dealings:

- With the Association
- With other Members
- With the Executive Officer
- With Directors
- With regulators, contractors and third parties

This Policy is underpinned by applicable legislation and is enforceable under the Association's Rules.

2. Legislative Framework

Member conduct may engage obligations under, but not limited to:

- Associations Incorporation Reform Act 2012
- Fair Work Act 2009
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Crimes Act 1958
- Privacy Act 1988

Members should understand that conduct directed toward the Executive Officer, Directors or other Members may have legal consequences beyond internal disciplinary action.

3. Standards of Conduct

Members must:

- Act in good faith and in the best interests of the Association
- Treat the Executive Officer, Directors and other Members with dignity and respect
- Refrain from bullying, harassment, intimidation or threatening behaviour





Eastern Zone Abalone Industry Association Inc.

- Refrain from aggressive, abusive or inappropriate written or verbal communications
 - Not make false, misleading or defamatory statements
-

4. Bullying and Harassment

For the purposes of this Policy:

- “Workplace bullying” has the meaning contemplated under the Fair Work Act 2009, being repeated unreasonable behaviour that creates a risk to health and safety.
- Psychological safety obligations arise under the Occupational Health and Safety Act 2004.

Although Members are not employees, the Association has duties to ensure, so far as reasonably practicable, that no person is exposed to health and safety risks arising from conduct at or related to Association activities.

Bullying or harassing conduct toward the Executive Officer, Chair, Directors or Members may:

- Breach this Policy
 - Breach statutory obligations
 - Expose the individual Member and/or the Association to legal risk
-

5. Intimidation and Threatening Behaviour

Conduct that may constitute intimidation, threats, or harassment may engage offences under the Crimes Act 1958 (Vic), including:

- Threats to cause harm
- Harassing communications
- Stalking or persistent unwanted contact

The Association reserves the right to refer serious matters to appropriate authorities where conduct may constitute unlawful behaviour.





**Eastern Zone Abalone
Industry Association Inc.**

6. Communications Protocol

Members must:

- Use respectful and professional language in all meetings and communications
- Raise grievances through formal governance channels
- Not engage in repeated hostile or coercive communications

The Executive Officer is not required to tolerate abusive or inappropriate conduct and may escalate such matters to the Board.

7. Representation and External Dealings

Members must not:

- Represent themselves as speaking on behalf of EZAIA unless authorised
- Undermine agreed Board positions in external engagements

Misrepresentation may breach the Associations Incorporation Reform Act 2012 and general law duties relating to misleading conduct.

8. Breach and Consequences

Where a breach is alleged, the Board may:

- Issue a formal warning
- Require mediation
- Restrict communication channels
- Suspend membership rights
- Initiate disciplinary procedures under the Rules





Eastern Zone Abalone
Industry Association Inc.

Board Governance & Director Duties Policy

1. Legislative Framework

Directors' duties arise under:

- Associations Incorporation Reform Act 2012

Directors must:

- Act honestly and in good faith
- Exercise due care and diligence
- Avoid improper use of position
- Avoid improper use of information
- Manage conflicts of interest

Failure to comply may expose Directors to personal liability.

2. Role of the Board

The Board is responsible for:

- Strategic direction
- Risk management
- Financial oversight
- Oversight of the Executive Officer
- Ensuring compliance with legal obligations

The Board does not engage in day-to-day operations.

3. Protection of Staff and Office Holders

The Board has a duty to:

- Provide a safe working environment for the Executive Officer
- Act promptly in response to allegations of bullying or harassment





**Eastern Zone Abalone
Industry Association Inc.**

- Obtain legal advice where appropriate

Failure to act may expose the Association and Directors to liability under OHS and related legislation.

4. Confidentiality

Directors must maintain confidentiality of:

- Legal advice
- Commercially sensitive fishery information
- Personal information

Unauthorised disclosure may constitute a breach of statutory duty.





**Eastern Zone Abalone
Industry Association Inc.**

Information and Data Access & Privacy Policy

1. Legislative Framework

This Policy operates under:

- Privacy Act 1988
 - Associations Incorporation Reform Act 2012
-

2. Member Access to Documents

Members may access:

- Constitution/Rules
- Annual financial statements
- Approved reports

Access to legal advice, contracts, negotiation documents or commercially sensitive material is at Board discretion and may be refused where disclosure would:

- Breach privacy law
 - Breach confidentiality obligations
 - Expose the Association to legal risk
-

3. Privacy Obligations

EZAIA will:

- Collect only necessary personal information
- Store it securely
- Use it only for legitimate Association purposes
- Not disclose it without consent unless legally required

Unauthorised disclosure by Members may expose them to liability under privacy legislation.

