



New Zealand Farm Forestry Association
Oranga Rākau Aotearoa

Agreed Code of Practice (ACOP)

New Zealand Farm Forestry Association

Executive Committee

Purpose

To help clarify decision making and expectations of roles within the Executive Committee and to guide and improve our association, a Code of Practice is suggested. In particular, this helps address the issue of commitment to the new financial compliance requirements of the Incorporated Societies Act 2022.

The ACOP does not override the Constitution. It attempts to fill some operational gaps in the constitution and guide matters of conduct.

The ACOP is intended to be improved with time and will be notified to the Council but will not need its approval. If some element becomes a point of friction, it could be changed or deleted at any time by majority vote within the Executive.

If some element of the ACOP becomes important to the Council and membership, it can be transferred to the Constitution with appropriate process that is resolved at the AGM.

Features

The Code of Practice needs to:

1. Augment the Constitution, not replace it.
2. Apply primarily to Executive operational matters and not apply to the Council.
3. Allow the Association to operate efficiently and at times quickly.
4. Identify duties and opportunities for specific roles that interact with the Executive.
5. Encourage behaviours that help improve the NZFFA brand and reputation.
6. Ensure Employees and contractors are supported and understand the ACOP.

Code of Practice

1. Expenditure greater than \$3000 requires prior approval of the Executive.
2. Approval of any NZ FFA contract for more than \$3000/yr needs the approval of the Executive.
3. The Executive will meet every two months, in person or by video conference.
4. All sub committees and working groups will report to the Executive two monthly.
5. The Administration Officer, Newsletter Editor, and Tree Grower Editor will be given the opportunity to speak to the Executive meetings if they wish.
6. Any person appointed to be Project Manager of a task or contract by the Executive can only be removed from that position by majority vote of the Executive.



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7. All legal contracts are signed by the President on behalf of the Association.
8. Conflicts of interest will be declared immediately.
9. Minutes of the Executive Meetings will be accurate, and a summary made available to all Members.
8. As representatives of the Association the Executive will aspire to conduct all interpersonal interactions with professionalism and respect.
9. Collaboration is a key ethos of the association and its Executive. This applies internally and externally in all roles.
10. Secondments or additions to the Executive or its sub committees can be made at any time with the approval of the Executive.
11. All co-opted additions to the executive will be asked to sign and date this document.
12. The Executive and associated "Officers", and employees of the association will comply with the laws related to financial compliance for NZ Registered Societies and Charities. Specifically, the Charities Act 2005 and the Incorporated Societies Act 2022.

Dispute resolution

All matters are resolved by a majority vote in a formal Executive Committee meeting with appropriate quorum.

Approved by the NZFFA Executive Committee

Name:	Signature:	Date:
Vaughan Kearns		4 th January 2026
Neil Cullen		4 th February 2026
Tim Forde		4 th January 2026
Kees Weytmans		9 th February 2026
Graham West		12 th December 2025
Dougal Morrison		10 th February 2026
Hamish Levack		10 th February 2026
Gary Fleming		10 th February 2026
George Shallcrass		20 th April 2026
Philip Alloway		20 th April 2026
Dave Forsythe		20 th April 2026