

**POL 0004**

Committee of Management Members Code of Conduct Policy

Responsibilities and Delegations

The Policy Applies To	Committee of Management
Specific Responsibilities	Committee of Management Executive Director Assistant Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :

Standards	NDIS Practice Standards Core Module 2, Governance and Operational Management - Governance and Operational Management (Governing Body Code of Ethics and Conduct)
Legislation	Model Rules For An Incorporated Association (Constitution) Associations Incorporation Reform Act 2012 ACNC Statement Equal Opportunity Act (1984) Disability Discrimination Act (1992) Sex Discrimination Reform Act (2012) Racial Discrimination Act (1975) Human Rights and Equal Opportunity Commission Act (1986) Workplace Relations Act (1997) Minimum Conditions of Employment Act (1993) Occupational Health and Safety Act (2004) Privacy Act (1988) Income Tax Assessment Act (1936) Sales Tax Exemption and Classifications Act (1992) National Disability Insurance Scheme Act 2013
Contractual Obligations	NDIS Terms of Business Aurora Support Services Individual Participant Agreements Continuity of Support Program Funding Agreement Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none"> Workers Screening Check Policy Organisational Ethical Framework Code of Conduct Policy Code of Conduct Diagram Poster Codes of Conduct and Practice Standards Financial Management Policy
Organisational Related Forms / Documents	<ul style="list-style-type: none"> Committee of Management Meeting Minutes Induction Schedule – Committee of Management

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The purpose of this policy is to set out a code of conduct to govern the decision and actions of Committee of Management members with respect to their statutory and trustee duties.

This policy applies to all Committee of Management members from the moment they are elected.

Policy / Procedures

Aurora Support Services is committed to ensuring Committee of Management Members act, at all times, in the best interests of the organisation and in accordance with their statutory and trustee duties.

Procedures

The following procedures are to be implemented to ensure the members of Committee of Management act, at all times, in the best interests of Aurora Support Services and meet their statutory and trustee obligations.

Members of the Committee of Management will, at all times:

- Abide by the Association Incorporation Reform Act 2012
- Abide by the rules outlined in the Model Rules For An Incorporated Association (Constitution)
- Ensure Aurora Support Services conducts its affairs in a manner that promotes the organisation's aims and objectives.
- Understand their roles and responsibilities as a Committee of Management member.
- Fulfil their responsibilities as Committee of Management members by attending as many Committee of Management meetings as possible and tendering their apologies in advance if unable to attend.
- Prepare themselves adequately for Committee of Management Meetings by pre-reading the minutes of the previous meeting, the Agenda for the forthcoming meeting and any supporting documentation.
- Satisfactorily complete any tasks allotted to them by the Committee of Management within the agreed time-frame.
- Act in good faith and in the best interests of the organisation at all times
- Act as an ambassador for Aurora Support Services in their public and private dealings with other persons or organisations.
- Observe the confidentiality guidelines established by the Committee of Management.
- Act honestly in the exercising of their powers and the discharge of their duties.

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Code of Conduct Policy**

- Exercise reasonable care and diligence in the execution of their duties by keeping themselves informed of Aurora Support Services' activities and financial position.
- Not make improper use of information gained through their position as a Committee of Management member to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to Aurora Support Services.
- Where they have personal interests that might give rise to conflicts of interests with their duties as Committee of Management members, disclose the nature of those interests at the Committee of Management meeting and refrain from discussing, or voting on, the issue.
- Ensure the keeping of such accounting records as to correctly explain the Aurora Support Services' transactions and financial position.
- Not make or authorise a statement to the ACNC, the Australian Taxation Office, the Aurora Support Services' independent auditor, the Aurora Support Services NDIS accreditation auditor/s or the organisation's funding bodies which, to their knowledge, is false or materially misleading.
- Prevent Aurora Support Services from incurring a debt if there are reasonable grounds for suspecting the organisation is insolvent at the time the debt is incurred or would become insolvent by incurring the debt or a number of debts.

Continuous Improvement

The Executive Director / Assistant Executive Director is responsible for reviewing and updating this policy on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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