

Policy

COMMITTEE OF MANAGEMENT MEMBERS CODE OF CONDUCT

1. Purpose and Scope

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 as prescribed in the Associations Incorporation Act (1987), 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, Safety and Welfare Act (1984), Privacy Act (1988), Income Tax Assessment Act (1936) and its subsequent amendments, Sales Tax Exemption and Classifications Act (1992), Disability Services Industry Standards (2006) Disability Act (2006) and the National Disability Insurance Scheme Act 2013.

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

2. Policy Statement

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.

3. 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.

Committee of Management members will, at all times:

- 3.1 Ensure Aurora Support Services conducts its affairs in a manner that promotes the organisation's aims and objectives.
- 3.2 Understand their roles and responsibilities as a Committee of Management member.
- 3.3 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.
- 3.4 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.
- 3.5 Satisfactorily complete any tasks allotted to them by the Committee of Management within the agreed time-frame.
- 3.6 Act in good faith and in the best interests of the organisation, regardless of whether they have been nominated to the Management Committee by another organisation or whether they are serving as a representative of another organisation.

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- 3.7 Act as an ambassador for Aurora Support Services in their public and private dealings with other persons or organisations.
- 3.8 Observe the confidentiality guidelines established by the Committee of Management.
- 3.9 Act honestly in the exercising of their powers and the discharge of their duties.
- 3.10 Exercise reasonable care and diligence in the execution of their duties by keeping themselves informed of Aurora Support Services' activities and financial position.
- 3.11 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.
- 3.12 Not make improper use of 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.
- 3.13 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.
- 3.14 Ensure the keeping of such accounting records as to correctly explain the Aurora Support Services' transactions and financial position.
- 3.15 Not make or authorise a statement to the Ministry of Fair Trading, the Australian Taxation Office, the Aurora Support Services' independent auditor or the organisation's funding body which, to their knowledge, is false or materially misleading.
- 3.16 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.

4. Review of Policy

This policy will be reviewed 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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