



COMMITTEE OF MANAGEMENT CODE OF CONDUCT AUGUSTA MARGARET RIVER TOURISM ASSOCIATION INC

Background

This Code of Conduct is a declaration of the principles of good conduct and standards of behaviour that the Augusta Margaret River Tourism Association Inc ("Association") Committee of Management has decided its stakeholders can reasonably expect each COM member to demonstrate in the performance of their responsibilities.

Each member of the Committee of Management undertakes to:

General Ethical Conduct

- Act with due care and diligence
- Act honestly and with integrity
- Not discriminate against, harass or bully any person
- Not be derogatory about any person or groups of persons, in particular in COM correspondence or at COM meetings or events.
- Respect all individuals and groups and their right to be different

Compliance & Responsibilities

- Comply with all Federal, State and Local Government laws & regulations
- Adhere to the provisions of the Rules and Constitution of the AMRTA
- Adhere to all policies and procedures as approved by the COM from time to time.
- Adhere to the Member's Code of Conduct
- Investigate any reports of unlawful or unethical behaviours or practices in the AMRTA.

Support the Association's Objectives

- Support and publicly advocate the objects of the AMRTA as defined in the Rules and Constitution.
- Act in good faith in the best interests of the AMRTA
- Not act in a way that harms the reputation of the AMRTA or obstructs the AMRTA's pursuit and fulfilment of its objectives.

Confidentiality and Conflicts of Interest

- Declare as soon as possible any potential conflicts of interests in relation to any AMRTA business or proposals under consideration and abstain from voting on or participating in any discussion regarding those matters.
- Not misuse any information obtained as a COM member for personal gain or for any purpose other than the reason for which it was gathered.
- Abide by the COM's principles of governance which specifically prohibits making any public comment regarding COM correspondence, decisions and policies unless otherwise properly disclosed in the minutes of the COM meetings or released publicly in accordance with the approved Media Policy.



- For the avoidance of doubt individual CM members in private discussions with members must respect and support the agreed correspondence, decisions and policies of the COM even if they did not individually support or vote in favour of those decisions and policies at COM meetings.

Participation & Governance

- Recognise and respect the different roles of the COM and AMRTA staff and management and adhere to accepted principles of governance of a not-for-profit organisation.
- Attend and participate in all committee meetings or apologise in advance for non attendance.
- Give proper consideration to the business of the committee and be adequately informed on the matters for decision
- Read all background material provided prior attending committee meetings and ask questions of the Chair or CEO if there is anything you do not understand.
- Give careful consideration to the financial stability and long term sustainability of the AMRTA.
- Resign from the COM if unanimously requested by the rest of the COM as a result of the breach of the Code of Conduct.

Any concerns regarding compliance with this Code raised by Members, Committee or staff should be made in writing and directed to the Chair of the AMRTA.

I, _____

of _____

HEREBY AGREE to be bound by the Augusta Margaret River Tourism Association Inc Committee of Management Code of Conduct which I have read and understood:

SIGNATURE: _____

DATE: _____

Statement of Adoption and Review

This Code of Conduct was adopted by the AMRTA Committee of Management on 21 October 2010. This Code of Conduct will be reviewed by the Committee of Management within 12 months.