



COMMITTEE CODE OF CONDUCT

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Approved:	Board Minute	Implementation:	Immediate
Distribution:	Procedures & Policies Manual, New Committee Members, Transafe WA Website		

The core objectives of the Association are to:

1. Identify road transport industry needs and risks;
2. Process and administrate identified problems;
3. Identify, promote and advance training and accreditation;
4. Present safe working standards and in turn a safer environment for all Western Australian road users;
5. Act as conduit between operators, industry and government, providing an effective information exchange for all stakeholders that will lead to stronger relationships, continuous improvement and a reduction of incidents;
6. Assist members in the activities that reflect the aims of the Association.

The Association's affairs are managed by the Committee of Management (the Committee). Members of the Committee are elected by members at an Annual General Meeting or by the Committee in the case of casual vacancies and co-opted members.

It is expected Committee members will meet certain standards whilst carrying out activities on behalf of the membership. Members who accept a position on the Committee agree to be bound by the Code. A Committee member who is unable or unwilling to comply with the Code is expected to resign his/her position.

Any reference to the Act means the Associations Incorporation Act 1987. Where there is any conflict between the Act and the Code, the Act takes precedence.

BEHAVIOUR

Committee members have a responsibility to:

- a) act honestly, in good faith and in the best interests of the Association;
- b) exercise a reasonable duty of care and diligence;
- c) ensure that they do not gain, directly or indirectly, any advantage to themselves or any person by using information acquired in their role on the Committee;
- d) not cause, or attempt to cause, damage to the Association;
- e) treat all people with courtesy and respect, ensuring that neither offence nor embarrassment are caused;
- f) recognise that there are legitimate differences in opinions, and treat fellow members with respect, even when disagreeing with their views or decisions;
- g) understand the roles, responsibilities and reporting relationships between the Committee and the professional staff and attend all Committee meetings unless an apology has been submitted;
- h) prepare for Committee meetings by considering relevant papers provided prior to each meeting;

- i) respect the Association's policies in relation to representing the Association, public comments and communication with the media;
- j) observe the principles of probity in not demanding or accepting any fee, favour, reward, gratuity or remuneration in connection with their official duties.

CONFIDENTIAL INFORMATION

Members of the Committee are expected to treat all information they are privy to with respect. Committee members agree they will:

- a) not use information gained by virtue of being a committee member for any purpose other than to exercise their role as a member of the Committee;
- b) not release confidential information; and
- c) recognise the requirements of privacy laws regarding the access, use and release of personal information.

CONFLICT OF INTEREST

Members of the Committee are expected to ensure that personal interests, or the interests of any associated persons do not conflict with the interests of the Association.

The Association may enter into contracts for services. The Act requires a Committee member having any direct or indirect pecuniary interest in a contract being contemplated or made by the Committee to:

- a) disclose the nature and extent of his or her interest to the Committee; and
- b) not take part in any deliberations or decision of the Committee with respect to that contract.

The Association acknowledges that occasions may arise where a Committee member's business interests require them to approach one or more of the Association's stakeholders on an individual basis. Where the matter conflicts with the commonly accepted position of the Association, the Committee member is expected to advise the Chair verbally or in writing of his/her intentions. The Chair may require the matter to be discussed at the next Committee meeting where a decision may be made on any potential conflict of interest. The Committee may request that member to take appropriate action to ensure the Code is complied with and that the Association's reputation is not damaged.

DECISION MAKING

From time to time it will be necessary to conduct some of the Association's business via voice or video calling. Decisions made during this process have the same status as decisions made at a face to face committee meeting provided a quorum participates in the voice or video call, and appropriate records are maintained.

REPRESENTING THE ASSOCIATION

The Committee may from time to time form sub-committees to deal with specific issues or areas of interest. The Chair may also request particular members or ask for nominees to officially represent the Association.

When representing the Association members of the Committee agree to support and promote the position of the Association as it is known at the time, and to conduct themselves appropriately having regard to the Code.

Committee members have the authority to speak publicly in support of the Association's agreed position on any issue. Where there is doubt about the agreed position, the Committee member must refer the matter to the Chair prior to speaking publicly. The Chair will decide the appropriate course of action.

The Chair may delegate the authority to speak on behalf of the Association to a suitably qualified external person.