



Executive Committee Code of Conduct

Preamble:

The Flinders Ranges Tourism Operators Association Inc (FRTOA) values its tradition of integrity, responsibility and fair dealing, and will continue to strive to maintain the highest standards in relations with the tourism & wider community and the services provided to the tourism industry.

In order to maintain these standards, and to foster the respect of the community and customers, we must be seen to set a good example to all around us, and to behave in such a way that demonstrates the highest ethical standards.

There are times when we are faced with making difficult decisions as to the most appropriate course of action. Without clear guidelines we cannot always be sure that our decisions reflect the high standards expected by our members.

This Code of Conduct applies to all members of the Executive Committee of the Flinders Ranges Tourism Operators Association Inc. This Code is designed to assist in maintaining our reputation for integrity and fair dealing and to provide a basis for making day-to-day decisions.

The Code reflects our determination to attract the highest level of confidence from our members.

Code of Conduct:

FRTOA will strive for, and earn a reputation for ethical behavior and fair dealing. This is of utmost importance in our endeavors to retain the trust, confidence and support of the members.

Executive committee members shall -

- Act properly and in accordance with the requirements of the law, relevant policies and procedures, and this Code;
- Act reasonably, justly and in a non-discriminatory manner;
- Act in good faith and not for an improper or ulterior purpose or on irrelevant grounds;
- Act, at all times, in a manner which enhances member and public confidence in the executive committee;
- Act in a manner that enhances FRTOA;
- Treat members and other committee members with respect, courtesy and sensitivity;
- Deal with all situations consistently, treating each matter on its merits;
- Take all relevant information and/or opinions into consideration; take all reasonable steps to ensure that the information upon which decisions or actions are based is factually correct and that all relevant information has been obtained;
- Value and promote a spirit of co-operation and foster good working relationships;
- Resolve any grievances and differences they may have through the Chair;
- Not publicly criticise other committee members or the processes of decision making or the decisions of the committee;
- Carry out the endorsed policies, decisions and practices of the committee, regardless of whether they agree with or approve of them; and
- Offer relevant and impartial advice to members and respect the rights of members.

Conflicts of Interest and Disclosure

Executive committee members will at all times comply with legislation dealing with conflict of interest.

Committee members will ensure that there is not conflict and that opportunities do not exist for their interest, or those of people closely associated with them, to conflict with the impartial performance of their role.

Any conflict between an individual's interests and those of the committee must be resolved to the satisfaction of all parties.

Perceptions of conflicts of interest are as important as actual conflicts of interest. Thus, in many cases only the individual will be aware of the potential for conflict. Therefore, the onus is on the individual to notify the Chair or committee of any possible conflict of interest that they may be aware of.

If committee members believe that there could be a situation involving a conflict of interest, they must advise the Chair in writing, providing as much information as they believe necessary, in order to protect both themselves and the Committee.

Should a committee member have any doubt as to whether he or she has a conflict of interest in a particular matter, the person should wherever possible, seek appropriate advice and act accordingly.

Gifts and Benefits

Committee members must never solicit, demand or request any gift or benefit for themselves or anyone else in connection with their FRTOA role.

Committee members must not accept any gift, advantage or promise exceeding fifty dollars in value from any person for the discharge of their role or position or from any person who is in, or seeks to be in any contractual or special relationship with the Committee. This could include, for example, hospitality, discount or free travel or any other benefit, whether now or at some time in the future.

Committee members shall declare to the Chair, and in the case of the Chair, the Vice-chair, any gift, reward, benefit or advantage in excess of a monetary or retail value of fifty dollars that has been offered and accepted in connection with their FRTOA role.

Use of FRTOA Resources

Committee members must use FRTOA resources effectively and economically.

FRTOA resources may only be used for private purposes if -

- Official permission from the Chair has been obtained in advance; or
- In accordance with FRTOA policy.

Use of Information

Committee members must not use information obtained in the course of FRTOA business for anything other than FRTOA purposes.

Committee members can access any information that is considered to be public information. In addition, but subject to clearance by the Chair, committee members can access any confidential information that is relevant to a matter currently before the committee or is otherwise necessary for the proper performance by the committee member of his or her role.

Respect for a Committee Decision

Committee members accept that decisions of the Committee are binding. This does not, however, prevent a committee member from taking further action to have a decision amended or rescinded.

Media and Public Comment

The Chair is authorised to speak publicly on behalf of the Committee.

All other committee members may only speak publicly on behalf of the Committee if they have been specifically authorised to do so by resolution of the Committee. This provision does not and is not intended to curtail or restrict in any way the rights of committee members to express their personal views in public. However, where committee members choose to express their personal views in public they should taken care not to convey the impression that such views are made on behalf of the Committee.

Corrupt and Unethical Conduct

A committee member who is aware of possible corrupt or unethical conduct should report it immediately to the Chair or Vice-chair.

Any person who reports possible corrupt or unethical conduct will not be disadvantaged because of such reporting.

Legal Support

In instances where committee members in discharging their responsibilities in accordance with Committee decisions/policies and in good faith, are subjected to litigation, the Association, subject to taking advice, will meet the reasonable cost of legal advice and assistance.

Breaches of Code

Sanctions may be applied if this code or any relevant law is breached, depending upon the nature of the breach.

Review of Code

This Code will be reviewed annually by the executive committee.