



CABOOLTURE AERO CLUB INC.
CODE OF CONDUCT

CABOOLTURE AERO CLUB Inc.

CODE OF CONDUCT FOR ALL CAC MEMBERS

The Caboolture Aero Club (CAC Inc.) has adopted a Code of Conduct for all Ordinary, Honorary Life or Life Members (Hereinafter referred to as Member(s)) based on a code prepared by the Australian Institute of Company Directors. (October 2022). This code sets out a series of clear and concise principles concerning the conduct of all Members of the CAC. (Hereinafter referred to as the Club).

The **Code of Conduct Principles** to be observed by all Members of the Club are:

1. Integrity – It is mandatory for Management Committee members and all Members to act professionally, honestly and with integrity in the best interests of the Club, regardless of any other interest each may have. There is zero tolerance for any form of theft, fraud, bribery or corruption.

2. Dealing with Conflicts of Interest - Any Member of the Club who has a personal or related interest in any matter under consideration at any Management Committee or General Meeting must, as soon as that member becomes aware of the actual or potential conflict of interest created by their interest, disclose the nature and extent of their interest or potential conflict to the President or Secretary of the Club.

The Member must not vote on the matter in respect of which the actual or potential conflict of interest exists. Where circumstances exist that a member of the Executive Management should declare a conflict of interest, they must disclose their conflict to the remaining (Management Committee) Members present and must not vote on the matter. Ethically, they should remove themselves from the vicinity of voting taking place.

A Member may contract with the Club to provide services or material for profit or advantage. Provided the process is delivered openly, honestly and in a manner which enables other Committee or Club Members to know and clearly understand the product delivered, it will be deemed ethical.

3. Compliance with the Law & Ethical Business Practices – To the extent practically possible for an uncertified airfield, we comply with all aviation safety and regulatory laws and all published local flight procedures. We use fair and equitable contract and procurement processes and supply accurate and complete information to all regulatory authorities. We provide due and adequate attention for all workplace health and safety, environmental and legal commitments for the Caboolture airfield and facilities and the Trustee Lease provisions. We competently manage our administrative and financial business and adhere to the requirements of The Associations Incorporation Act 1981 which carries financial and legal penalties for misconduct.

4. Care and Respect for all CAC Members. The Club is operated for the benefit of its Members by a volunteer group of Management Committee members who have the responsibility, authority, control and management of all Club property and affairs.

We commit to following the Club's published operating rules, safely, courteously and responsibly, with due environmental care, which demonstrates a respect and consideration for the Club management and fellow Club members. We strive to build solid professional relationships with aviation colleagues and local businesses and manage those relationships in accordance with the Australian and Queensland Human Rights Commission laws relating to discrimination, bullying and harassment.

5. **Care for our Community** – We conduct all flying operations and airfield maintenance with due care for the environment and surrounding local residents. Noise Sensitive Areas have been identified and must be avoided. We operate high noise generating aircraft on appropriate flight routes and use operating practices to minimise undue aggravation of these local communities. Through our behaviour, we endeavour to minimise any potential breach of the Trustee Lessee Head Lease provisions.

6. **Protecting our Resources** - We must use all the airfield assets properly, responsibly and for legitimate purposes. We strive to fund airfield improvements, regular maintenance and to minimise airfield damage. As far as practicable, we maintain full and accurate records of all reported flying incidents or other safety related incidents, airfield inspections and maintenance activity as well as all business and financial dealings. We do not use Club material or resources for unethical activity or to harass or defame a Club member or commercial business.

7. **Protecting our Reputation** – All material, in whatever form it may be, remains under privilege of the Club until it is approved for release by authority of the CAC Management Committee. We value “Respect and Excellence” in promoting the operation and business of the Club. The Management Committee will strive to keep all Club members informed about current operational and business affairs on a regular basis, through electronic and personal communication.

8. **All Members** of the Caboolture Aero Club will comply with this **Code of Conduct**, from this date forward until modified or revoked in accordance with the Rules of the Association of the Club.

Adopted by the Caboolture Aero Club Membership.

Acting Secretary.

Caboolture Aero Club Inc.

21st. September, 2024.