

CODE OF CONDUCT

This Code of Conduct outlines rules and responsibilities for all CACGMA members. It should be read in conjunction with the CACGMA Terms of Reference, which outline the purpose, composition and function of the group.

All members must sign an agreement to abide by the Code before participating in any CACGMA activities, unless specifically arranged with the Chair and agreed with APAM.

CODE OF CONDUCT

As a member of the Melbourne Airport Community Aviation Consultation Group (CACGMA), I agree to:

- Notify the Chair of any potential conflict of interest that may arise.
- Attend CACGMA meetings or provide an apology in advance if I can't attend. I understand it is expected that, unless there are exceptional circumstances, members will not miss more than one meeting in a row, and will attend three out of every four meetings on a rolling basis.
- To the best of my ability, share authorised information with the people I represent; and provide insight and feedback on their views on Melbourne Airport planning and operations.
- To the best of my ability, obtain and represent the views of the broader community even if they are different to my own.
- Be open and available to community members who wish to provide their thoughts and comments on Melbourne Airport planning and operations.
- Meet any reasonable request from Melbourne Airport to promote my position in the CACGMA to achieve the best possible level of community feedback.
- Participate in a positive way to finding solutions to issues or concerns.
- Respect the ideas and beliefs of CACGMA members and invited guests.
- Contribute to an atmosphere where all members feel comfortable to participate.
- Maintain confidentiality of information provided, as directed by the Chair.
- Not speak on behalf of or claim to represent the CACGMA without prior written approval from the Chair.
- Not speak to the media as a CACGMA representative without prior written approval from the Chair.
- Not post images on social media of information provided to you at CACGMA meetings.
- I understand that if I breach the Code of Conduct, the Independent Chair may ask me to step down; and if I represent an organisation it may be requested to nominate a replacement.

Name:	Date:
Signature:	