

## **Community Aviation Consultation Group (CACG) Code of Conduct**

This Code of Conduct outlines rules and responsibilities for all members of the Gold Coast Airport Community Aviation Consultation Group (CACG) community forums. It should be read in conjunction with the Terms of Reference, which outline the purpose, composition and function of the group.

By participating in the Gold Coast Airport CACG members acknowledge that they will abide by the Code of Conduct before participating in any related activities.

As a member of the Gold Coast Airport CACG, I agree to:

- Notify the Chair of any potential conflict of interest that may arise.
- Attend CACG 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/community I represent; and provide insight and feedback on their views on Gold Coast Airport planning and operations.
- To the best of my ability, obtain and represent the views of the broader community even if they are different from my own.
- Be open and available to community members who wish to provide their thoughts and comments on Gold Coast Airport planning and operations.
- Participate in a positive way to find solutions to issues or concerns.
- Approach meetings with a positive, respectful and constructive attitude.
- Respect the ideas and beliefs of CACG members and invited guests.
- Contribute to an atmosphere where all members feel comfortable participating.
- Maintain confidentiality of information provided at CACG meetings or via the CACG email that is specifically mentioned or marked as confidential.
- Not speak on behalf of or claim to represent the CACG without prior written approval from the Chair.

I understand that if I breach the Code of Conduct, the Independent Chair may ask me to step down.

Review date: 17 May 2023