



KTLA MEMBERSHIP APPLICATION FORM

Name:

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Date of Birth:

.....

Skin Group:

.....

Home Address:

.....

Phone Number:

.....

Email Address:

.....

To assist the directors make a decision on your application please fill out the below in as much detail you can:

Your Mother's Parents

Grandmother

Grandfather

Your Fathers Parents

Grandmother

Grandfather

Mother

Father

Your Name

Brothers & Sisters

I, the undersigned, hereby apply to become a member of Karajarri Traditional Lands Association (Aboriginal Corporation) RNTBC. I acknowledge I have read the attached Code of Conduct and agree to behave in accordance with it.

Signature of applicant:

Date:



Office use only

Notification sent: Yes / No

Added to register: Yes / No

Staff Signature.....

Date.....



KTLA CODE OF CONDUCT

1. Behave Professionally

Examples include, but are not limited to:

- Leave your "personal issues" at the door.
- Prepare for all meetings, e.g. read all available meeting papers before the meeting.
- Attend as many meetings as possible and give the Chair or CEO reasonable notice if you cannot attend the next meeting so that a proxy can be arranged to attend the next meeting.
- Only accept appointments that you can provide adequate time, effort and commitment to.
- Ask for more information or clarification if required.
- Debate issues in a professional manner while speaking through the Chair.
- Ensure that disagreements are properly reflected in meeting minutes.
- Stick to agendas and timelines.
- Turn off all mobile phones.
- Do not use offensive language or terminology.
- Members should understand and respect the limits of their role and the KTLA Board should provide direction to the CEO. The CEO will direct all staff.

2. Behave Respectfully

Examples include, but are not limited to:

- Support respectful relationships between staff, members and elders, both inside and outside the meetings.
- Respect the Chair.
- Respect all meeting participants, including invited guests.
- Do not be disruptive.
- Be active and interested.
- Be aware of the effects of your behavior.
- Listen to others.
- Respect other people's opinion.



- Challenge the issues not the person.
- Don't interrupt others.
- Speak one at a time through the Chair.
- Do not discredit or run down others, including other members, staff and invitees.
- Do not communicate in a rude or offensive manner.

3. Act with Honesty and Integrity

Examples include, but are not limited to:

- Be honest and act in the best interests of the organisation and everyone involved.
- Be truthful and consistent, i.e. don't change the story to fit the current discussion.
- Make sure that actions and decisions are in line with the Vision, Mission and Values of KTLA.

4. Maintain Confidentiality

Examples include, but are not limited to:

- Avoid improper use of information.
- Avoid improper use of your position.
- Maintain confidentiality:
 - What gets said in the meeting stays in the meeting. Members cannot tell other people what is said or heard in the meeting unless everyone attending the meeting agrees to allow it.
 - Even when members are no longer on the committee they must maintain their confidentiality.
 - Members are free to express their own views within the context of the meetings. What they say is not to be used against them, or any organisation they belong to, outside the meetings.
 - Members must publicly support a course of action decided by the committee, KTLA Board or Trusts. If they can't do so, they must not comment publicly on the matter.



5. Avoid Conflicts of Interest

Examples include, but are not limited to:

- Do not make decisions on the basis of self-interest.
- Follow the conflict of interest rules:
 - It is not a breach of the Code of Conduct to have a conflict of interest.
 - It is a breach of the Code of Conduct if a member does not disclose their conflict of interest
 - It is also a breach of the Constitution of KTLA if you do not disclose a conflict or potential conflict of interest.
 - Even if you are unsure inform the Chair at the beginning of each meeting if you have a personal interest in any item on the agenda or if you believe you may have conflict of interest. This will be recorded in the meeting minutes. Remember, it is up to YOU to tell the Chair and Committee any potential, perceived or actual conflict of interest.
- Disclose any potential personal interests or conflicts of interest.
- Do not use your position to obtain a direct or indirect gain for yourself or others.

6. Comply with all Laws, Rules and Regulations

- Respect all Karajarri laws and customs.
- Do not attend meetings or undertake KTLA business under the influence of illegal drugs or alcohol



PROCESS FOR DEALING WITH BREACHES OF THE CODE OF CONDUCT

- All breaches of the Code of Conduct have potentially serious consequences, including but not limited to removal as a director, member or termination of employment.
- While some breaches may be relatively minor, if they happen on a regular basis despite warning from the Chair or CEO, they may be considered to be serious or very serious breaches.
- If it is alleged that a member or employ has breached the Code of Conduct outside of a meeting it will be investigated by the Chair or CEO respectively. The Chair or CEO will discuss the alleged breach with the member or employee and, if necessary, will then refer the matter to the KTLA Board for their consideration.