



CODE OF CONDUCT COMMUNITY TITLES INSTITUTE SOUTH AUSTRALIA INC.

1.0 Preliminary

The prestige attached to being a member of the Community Titles Institute South Australia depends on the reputation of its members. Each member must maintain the high standard of ethical and professional conduct required by the Institute.

2.0 Definitions

“*Affiliate Member*” has the meaning given in the Constitution

“*Constitution*” means the Constitution of the CTISA.

“*Executive Council*” means the Executive Council of the Institute.

“*Institute*” means the Community Titles Institute South Australia Inc.

“*Logo*” means any symbol approved by the Institute as an identifying mark.

“*Member*” means a person admitted to membership in any category defined in the Constitution.

3.0 Principles

The code is not intended to cover all aspects of ethical conduct and professional practice. Appropriate conduct requires observance of unwritten conventions. As a general guide, members should at all times conduct themselves in a dignified and responsible manner consistent with the following principles:

Integrity

Members should be straightforward, honest and sincere.

Objectivity

Members must be fair and must not allow prejudice or bias to override their objectivity.

Independence

Members should be free, and should appear to be free, of any interest that might be regarded as being incompatible with integrity and objectivity, and should disclose any direct or indirect conflict of interest.

Confidentiality

Members should respect the confidentiality of information acquired in the course of their work and should not disclose any such information to a third party without specific authority or unless there is a legal duty to disclose it.

Technical Standards

Members should carry out their work in accordance with the technical and professional standards relevant to that work.

Competence

Members have a duty to maintain their level of competence. They should only undertake work which they can expect to complete competently.



4.0 Discipline

4.1 Disciplinary action will be the responsibility of Executive Council in all instances.

4.2 If the Executive Council resolves to discipline a member, the council must adopt the procedure provided in the Constitution.

5.0 Logo

5.1 Members may display the logo, but must comply with the Constitution regarding display of the logo advised from time to time by the Executive Council.

5.2 The use of the logo by members of Associate Members must be authorised by the Executive Council, and must be consistent with any rules advised pursuant to 5.1.

6.0 Secret Commission

Members must not directly or indirectly pay or accept an undeclared commission in any form.

7.0 Ethical Conduct

7.1 A member should refrain from any conduct that might bring discredit to the Institute, or its members.

7.2 It is unethical for a member to induce or attempt to induce a breach of contract between a Body Corporate and its Body Corporate Manager.

7.3 A member must not denigrate another member.

8.0 Delivery of Books and Records

If a member ceases to be the Body Corporate Manager for a Body Corporate, the member must produce records upon request from an authorised representative of the Body Corporate, and must co-operate in the transfer of records. Transfer of documents should occur in accordance with any statutory requirement or practice guidelines adopted by the CTISA and the Management Agreement in place.

9.0 Advertising

9.1 Members must not advertise in a way which:

- (a)** Creates false or unjustified expectations of favourable results; or
- (b)** Consists of self-laudatory statements that are not based on verifiable facts; or
- (c)** Contains unidentified testimonials.



10.0 Codes of Conduct for All Members

Any code of conduct or rules of conduct adopted by the Executive council will be seen as definitive unless there is conflict with the National code of conduct and in that case the National code takes precedent over State codes.

11.0 Search of Community Association Records

11.1 A member must inspect records at the office of a Body Corporate Manager without removing, damaging or disordering any of the records, and with as little disruption as possible.

11.2 A member must facilitate a lawful search conducted by a Body Corporate Manager.

11.3 If suitable facilities exist, and upon payment of an appropriate fee, in the absence of reasons for not doing so, and for the purpose of expediting an inspection, a member should allow portions of Body Corporate records to be photocopied.

11.4 It is unethical for a member to utilise for the member's own benefit, information which has come into the possession of the member as a result of a search of the books and records of a Body Corporate.

12.0 Technical Standards

Members must implement any Code of Practice adopted by the Institute or an Affiliate Institution of which the Member is a member.

13.0 Continuing Professional Education

Members must comply with any requirement for continuing professional education of an Institute of which the Member is also a member.