Proposed Code of Ethics
Aviation New Zealand Code of Professional Conduct

1. Non-Discriminatory – staff will treat people with dignity, good faith and equity; without discrimination; and have consideration for the values and cultural sensitivities of all groups within the community affected by their work.

2. Zeal – staff shall act in the execution of their duties with integrity, dignity and honour to merit the trust of the aviation community, and apply honesty, skill, judgement and initiative to contribute positively to the well-being of society.

3. Skills - staff shall apply their skills and knowledge in the interests of their members.

5. Continuous Development – staff shall develop their knowledge, skills and expertise continuously throughout their employment and contribute to the collective wisdom of the aviation sector.

6. Outcomes and Consequences – staff shall take reasonable steps to inform themselves, their employer or members of the economic, social, environmental or legal consequences which may arise from their actions.

7. Potential or Real Conflicts of Interest - Staff shall inform their employer of any interest which may be, or may be perceived as being, in conflict with the interests of their employer or members, or which may affect the quality of service or impartial judgement.

8. Competence - staff shall follow recognised business practices, and provide services and advice carefully and diligently, within their areas of competence.

9. Transparency – this organisation does not accept nor does it give brides

This Code summarises commitments, obligations and expectations that are developed in greater detail in the Rules of the Aviation Industry Association of New Zealand (Incorporated) of 21 June 2013, the Financial Procedures Manual of 5 May 2012 and individual employment contracts.

5.4.3.2 **Proposed Risk Management Policy**

Aviation New Zealand Risk Management Policy

1.0   OBJECTIVE
To implement effective controls and frameworks to ensure risks are managed effectively and in compliance with our governance and legislative requirements.

2.0   BACKGROUND

The definition of risk management, according to ISO31000:2009 is the 'chance of something happening that can impact on objectives'.

Risk is a necessary part of doing business. The management of risks spans Health and Safety, member satisfaction/value, financial, reputational, operational, and Human Resources – these are all applicable in the context of operating the business.

Risk management activities range from the intuitive (i.e. ones that occur every day, informal) through to calculated and planned activities (i.e. including risk management strategies and considerations in the annual business plan).

We have a decentralised approach to risk management, and operate on a 'multiple lines of defence' approach with responsibilities and accountabilities clearly defined through the governance structure for all office holders and employees.

3.0   RISK PROFILE

To manage risk so that the organisation's reputation grows, integrity is strengthened, open and constructive communication and networking is encouraged, systems and processes support growth, membership and financial security increases and one industry voice is developed.

4.0   SCOPE

Risks faced by the organisation fall into three main areas:

Strategic Risk – the risk that we make inappropriate strategic choices or are unable to successfully implement selected strategies.

Management – risk management processes are integrated into Strategic Planning (Appendix 1).

Operational Risk – the risk of errors from inadequate or failed internal processes, systems and people or the impact of external factors.

Management – clearly defined policies and procedures including the Code of Conduct, Rules of the Aviation Industry Association of NZ (Inc) as at 21 June 2013, The Financial Procedures Manual of 5 May 2012 and individual employment contracts. These policies describe responsibilities and delegated authority levels for the Aviation Council and Governance Board, all office bearers and employees.

Legislative and Regulatory Risk – the risk of loss due to non-compliance with laws, rules and regulations and prescribed industry practice.

Management – statutory and legal requirements covering Health and Safety, Finance, Audit, Inland Revenue, Companies Office and Westpac are clearly documented, diarised and met both in terms of accuracy and timing.

Risks are managed in terms of the RISK PROFILE.

5.0   IDENTIFICATION AND ANALYSIS OF RISKS (Risk Information Sources)

Information is gathered in one-on-one staff meetings, general staff meetings, in discussion with companies and government agencies, through the divisional structure, the Aviation Council and the Board.

Risks are documented as necessary. The divisional structure, Aviation Council and Board reporting systems encourage documentation and reporting at regular intervals. This documentation also permits factual input to government agencies, ministers, parliamentary submissions and select committees.

Data gathered is stored on the 'P' drive and analysed before submission through the divisional, Aviation Council and/or Board structures, where discussion can further inform analysis and future risk management.

(These processes are to be developed further with analysis against a more formalised strategic/operational/legislative and regulatory framework developed).

6.0   TREATMENT OF RISKS

Treatment of Financial, Insurance and Legislative compliance risks are primarily detailed in the Financial Procedures manual. This manual is reviewed annually.

The members determine at the AGM whether an audit or review of the annual financial statements is to occur. An external audit company is engaged to perform the task. This company reports to the Governance Board.

The members appoint the Auditors at the AGM.

Members can call at any point for a review of the member data base however the privacy of individual company's and names on this data base is maintained with no release of names or detailed information without the consent of the individual.

The Constitution protects the rights and details the responsibilities of members, the Board, the Aviation Council and the CEO.

The Board is accountable to the membership.

A conflict of Interest declaration is made at each board meeting

7.0   RISK TOOLS AND TECHNIQUES

Standard tools and techniques will be used, i.e. Risk Register, Risk Matrix. These are not yet in place but will be developed.

Appendix 1   Strategic Risk

The pyramid diagram shows (top to bottom): Mission; Vision, Values & Investment Beliefs; Strategic Goals & Strategies; Action Plans. A bracket beside the top two tiers reads: "Long term elements that we expect will remain constant across planning cycles"

Our Planning Cycle is based on engagement of the Team, the Board and selected external parties.

The aim is for the strategic plan and budget to be approved annually but no later than the February Board meetings. Financial forecasts are submitted monthly and reviewed at each Board meeting