

<b>TITLE:</b>	Code of Conduct Policy		
<b>DIVISION:</b>			
<b>ADOPTED BY:</b>	Council		
<b>DATE OF ADOPTION:</b>	20 November 2014	<b>DATE OF REVIEW:</b>	1 March 2015
<b>MOTION NUMBER:</b>	255/14		
<b>POLICY NUMBER:</b>	CP000040		
<b>AUTHORISED:</b>	Chief Executive Officer		

## THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council, Elected Members and Local Authority Members

## PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

## SUMMARY

This Code of Conduct addresses the ethical responsibilities of all elected members and staff and details the high level of accountability and transparency expected in all activities by elected and staff members of the Barkly Regional Council. This Code provides a guide and standard of expectation for all elected members and staff and insists on commitment to the highest standard of ethical and professional behaviour.

## OBJECTIVES

Local government is the sphere of government closest to the people of the Barkly Region. The actions and behaviour of elected members and staff are likely to be closely monitored by the local community. The community expects that elected members and staff will be committed to ethical behaviour, deal with all matters honestly, fairly and not offend or embarrass any individuals or groups, not discriminate on the basis of sex, sexuality, marital status, pregnancy, race, physical impairment, intellectual impairment or age and be aware of situations that may create a tension between a member's public and private roles and in such cases give priority to the public role.

## BACKGROUND

Elected members in fulfilling their roles and responsibilities of office are expected to provide sound community leadership, consult with and represent the community fairly, contribute to the collective decision making of council, set policies, goals and objectives with appropriate and relevant strategies and monitor overall council performance against same. Elected members are expected to also represent council to the community, be aware of statutory obligations and undertake appropriate professional development. For their part, staff members are expected to know the council area and makeup of the community, provide

services that are efficient and responsive to need, assist in policy formulation and implementation of all adopted policies and plans and provide assistance to elected members.

## **POLICY STATEMENT**

### **1. HONESTY AND INTEGRITY**

All elected members and staff of the Barkly Regional Council must act honestly and with integrity in performing official functions and not bring the organisation into disrepute. Such integrity extends to all functions, activities and dealings which an elected or staff member might have or carry out on behalf of themselves as a result of their professional involvement with the region.

### **2. CARE AND DILIGENCE**

All elected and staff members must act with reasonable care and diligence in performing official functions or duties in accordance with council policies and approved plans.

### **3. COURTESY**

Elected members and staff must act with courtesy towards other members, council staff, electors and members of the public. Elected and staff members will not obstruct or interrupt the proper conduct of meetings, use indecent or offensive language, make any statement that reflects adversely on the reputation of council or a council committee or another elected member or staff member. Elected members will not refuse or willfully fail to comply with a direction given by the chairperson of a council or committee meeting.

Elected members and staff are expected to develop a mature and constructive working relationship based on mutual trust, establish effective and courteous communications and be clear about the distinction between the roles of elected members and staff and all work together for the benefit of the community. Elected members and staff must not publically criticise individuals or other members in a way that reflects on their competence or integrity.

### **4. CONDUCT TOWARDS COUNCIL STAFF**

An elected member must not direct, reprimand, or interfere in the management of, council staff. For their part, staff members must accept that the role of an elected member is that they are a representative of the community and collectively determine council goals and policies.

### **5. CULTURAL BELIEFS AND BACKGROUNDS**

Barkly Regional Council elected members and staff are derived from various backgrounds with differing cultural beliefs and practices. All elected members and staff will respect the cultural beliefs, mores and values of others and avoid discriminatory remarks or practices at all times.

### **6. RESPECT FOR CULTURAL DIVERSITY**

An elected or staff member must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background or origin.

### **7. CONFLICT OF INTEREST**

Elected and staff members must, if possible, avoid conflict of interest between the member's private interests and official functions, duties and responsibilities.

Where a conflict in fact exists, the member should comply with member's statutory obligations of disclosure as outlined in Part 7.2 of the *Local Government Act*.

## 8. **RESPECT FOR CONFIDENCES**

An elected or staff member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

## 9. **GIFTS**

An elected or staff member must not solicit gifts or private benefits from any person who might have an interest in obtaining a benefit from council.

## 10. **ACCOUNTABILITY**

An elected or staff member must be prepared at all times to account for their performance and behaviour as a member and their use of council resources.

## 11. **COMMUNICATIONS AND PUBLIC RELATIONS**

All communications, internal and public, that reflect council activities or opinion, are to be accurate and professional. In responding to the community or media, elected members should acknowledge respect for the decisions of council and, when providing comment to the media, should make it clear whether or not they are representing council or communicating a personal opinion.

Council decisions should generally only be communicated via the President, Deputy President or Chief Executive Officer.

## 12. **INTERESTS OF BARKLY REGIONAL COUNCIL TO BE PARAMOUNT**

All elected members and staff must act in what they genuinely believe to be the best interests of the Barkly Regional Council.

The member cannot subordinate the best interests of the council to those of the member's own personal interests, except in obtaining the correct allowances, expenses and other benefits to which the member is lawfully entitled.

In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what will best advance the best interest of the Barkly Regional Council.

## **LEGISLATION, TERMINOLOGY AND REFERENCES**

This Code of Conduct has been adopted by Council under Part 7.4 of the *Local Government Act* and is enforceable under that legislation.

## **IMPLEMENTATION AND DELEGATION**

This code of conduct applies to all Elected Members, Staff and Council Local Authority and other Committee members. This policy is delegated to the CEO for implementation.

## **EVALUATION AND REVIEW**

This policy will be reviewed every two (2) years.