

# CODE OF CONDUCT (ELECTED MEMBERS) POLICY



**TITLE: CODE OF CONDUCT (ELECTED MEMBERS)  
POLICY**

**ADOPTED BY: COUNCIL**

**RESPONSIBILITY: CHIEF EXECUTIVE OFFICER**

**NEXT REVIEW DATE: 25/05/2017**

<b>Version</b>	<b>Decision Number</b>	<b>Adoption Date</b>	<b>History</b>
<b>1</b>	1	16/12/2003	<b>DRAFT</b>
<b>2</b>	2	22/07/2008	
<b>3</b>	3	24/05/2016	
<b>4</b>			

## **1. CODE OF CONDUCT (ELECTED MEMBERS) POLICY**

The Code of Conduct (Elected Members) Policy (~~Policy~~) relates to Katherine Town Council (~~Katherine Town Council~~).

## **2. COMMENCEMENT OF POLICY**

This Policy will commence from 25/05/2016. It replaces all other policies, if any, relating to Code of Conduct (Elected Members) (whether written or not).

## **3. SCOPE**

- a) The Policy relates to all Elected Members of Council;
- b) All of Council's workplaces and to other places where Elected Members may be representing Council for example, when visiting a customer, client or supplier; and to
- c) All Elected Member related functions, for example, work lunches, conferences, Christmas parties and client functions.
- d) The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

## **4. INTRODUCTION**

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that we, the Elected Members of the Katherine Town Council, have decided its stakeholders could reasonably expect us to demonstrate in the performance of our responsibilities as elected community representatives.

The standards in this Code of Conduct are in addition to any statutory requirements of the *Local Government Act*, any other relevant Act or Regulation or associated Council policy.

## **5. STATEMENT OF THE GENERAL DUTIES OF ELECTED MEMBERS**

The general duties of Elected Members are to act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties. Elected Members must not make improper use of information acquired or make improper use of their position as a Member of Council.

## **6. STATEMENT OF COMMITMENT**

We, the Elected Members of the Katherine Town Council, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our community role we will act with honesty, integrity and transparency and generally conduct ourselves in a way that both generates community trust and confidence in us as individuals and enhances the role and image of the Council and Local Government generally.

In addition to all legislative requirements, we have adopted the requirements of this Code of Conduct as the standards that we will abide by in the performance of our role.

## **7. PRINCIPLES OF THIS CODE OF CONDUCT**

### PROBITY AND ETHICAL BEHAVIOUR

As Elected Members we will act in a fair, honest and proper manner according to the law.

In undertaking our duties, we will:

- Have an understanding and give proper consideration to legal requirements.
- Be reasonable, just and non-discriminatory when carrying out all aspects of our roles and responsibilities.
- Ensure our actions are undertaken in good faith and not for improper or ulterior motive.
- Behave in a manner that maintains and enhances the image of our Council and does not reflect adversely on the Council.
- Be impartial in reaching Council decisions and accept the responsibility associated with that decision.
- Be honest and fair when requesting reimbursement of expenses and when using Council equipment for official purposes.
- Show respect for the role of Council employees in providing professional opinions, guidance and expertise.

### COMMUNITY LEADERSHIP

As Elected Members we will act with reasonable care and be diligent in the performance of our duties and responsibilities.

In undertaking our duties we will:

- Use information obtained during the course of our duties in an appropriate and proper way, balancing the interests of the community against the rights of the individual.
- Attend and participate in Council meetings, apologising or obtaining leave of absence in advance for non-attendance.
- Give proper consideration to the business of the Council and be informed on the matters for decision.
- Provide fair and equitable treatment of all matters under consideration.
- Have respect for decisions of the Council.
- Give careful consideration to the allocation of resources and expenditure.
- Be informed of the effectiveness and efficiency of activities and service delivery.
- Use Council resources in a proper and responsible way.

### COMMUNITY AND CUSTOMER SERVICE

As Elected Members we will be fair and honest in our dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Council and the community.

In undertaking our duties we will:

- Deal with all members of the community honestly and fairly.
- Behave in a courteous and sensitive manner that does not discriminate against people.
- Have awareness and disclose any situation that may create a tension between public and private roles.
- Have respect for electors' opinions and property.
- Prevent the misuse of our position to gain an advantage for ourselves or others.
- Recognise that an individual Elected Member has no authority to make decisions, direct staff or commit Council resources.
- When representing the Council in the community we will:
  - Provide an accurate and fair representation of Council decisions.
  - Recognise that Elected Members have a duty to respect Council decisions and policy directions.
  - Conduct ourselves in a manner that will not reflect unfavourably on the Council.

### WORKING AS A TEAM

All Elected Members and employees will seek to achieve a team approach in an environment of mutual respect, trust, and acceptance of their different roles in achieving the Council's objectives.

In doing so we will:

- Foster mature and constructive working relationships based on mutual trust and respect.
- Conduct relationships with Council employees with courtesy and respect.
- Accept and respect their different but complementary roles in achieving the Council's objectives.
- Demonstrate respect for employees' professional opinion and expertise.
- Prevent the misuse of our position to influence employees to gain an advantage for ourselves or others.

### OTHER ELECTED MEMBERS

Elected Members will establish a working relationship with fellow Members that recognises and respects the diversity of opinion and achieves the best possible outcomes for the community.

In doing so we will:

- Not use, for any purpose other than Council business, information obtained by us as a result of our role.
- Recognise that in our relationships with the media we are putting forward personal views and not those of the Council unless the individual has been specifically authorised by the Council to convey a particular position to the media.
- Clearly identify personal comments being made.
- Provide accurate information in relation to the Council or Council decisions and not misuse the information.
- Have respect for and maintenance of confidentiality.

## **8. BENEFITS AND EXPENSES**

As Elected Members, we will not solicit, demand or request gifts or any other personal benefit by virtue of our position. Any acceptance of gifts will be recorded in Council's Gift Registry. We will assess whether its nature is that of a normal business courtesy or benefit as distinct from an inducement.

We will be honest when requesting reimbursement of expenses and ensure they are in accordance with the Elected Members Allowances and Expenses as determined each year in accordance with the *Local Government Act*.

## **9. CONFLICT OF INTEREST**

Elected Members must avoid conflict of interest. Personal relationships should not influence an Elected Member's obligations to the Council, nor should Elected Members, their relatives or friends stand to benefit from a transaction between the Katherine Town Council and another party.

## **10. DISCLOSURE OF INTEREST**

As Elected Members, we are required to declare our interests in accordance with the *Local Government Act*. All declared interests will be entered into the Minutes and a Register maintained by the Chief Executive Officer.

It is our responsibility to declare any conflicts of interest at meetings of Council and withdraw from any discussion of the matter at hand.

## **11. COMPLIANCE WITH THIS CODE OF CONDUCT**

Responsibility for complying with these standards of conduct for Elected Members of the Katherine Town Council will rest with each Elected Member.

Any written concerns regarding compliance with this Code raised by Members, Council staff or the community should be directed to the Chief Executive Officer.

## **12. BREACH OF THIS POLICY**

Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning or suspension as per the *Local Government Act*.

## **13. KATHERINE TOWN COUNCIL CONTACT**

Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

## **VARIATIONS**

*Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.*

## **ASSOCIATED DOCUMENTS**

- Local Government Act
- Social Media Policy
- Conflict of Interest Policy

## **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Robert Jennings	Original issue: 16/12/2003
Title: Chief Executive Officer	
Policy Maintained by: Sophie Henderson	Current version: 3
Title: Community Services Executive Manager	
Review date: 25/05/2017	

## Acknowledgement

*I acknowledge:*

- *receiving the Policy;*
- *that I will comply with the Policy; and*
- *that there may be consequences if I fail to comply as per the Local Government Act.*

Name:

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Signed:

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Date:

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