

1. POLICY CERTIFICATION

Policy title:	Members Code of Conduct
Policy number:	CL001
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

- To enhance the confidence of the community in local government generally and Roper Gulf Regional Council (RGRC) specifically.
- To ensure there are no misunderstandings about what is acceptable behaviour for RGRC Councillors, Local Authority Members and Council Committee Members and fulfil their obligations to Council and the public.
- To fulfil the requirements of sections 77 & 78 of the Local Government Act.

3. ORGANISATIONAL SCOPE

This policy applies to all Councillors, Local Authority Members and Council Committee Members

4. POLICY STATEMENT

Council Elected Members, Local Authority Members and approved Council Committee Members will at all times conduct themselves in a professional manner adhering to the principles of the Councils 'Member Code of Conduct'.

5. DEFINITIONS

Code of conduct	Outlines standards of behaviour expected of staff employed by the Roper Gulf Regional Council
Shall	Indicates the statement is mandatory
May	Indicates an option
The Act	Northern Territory of Australia Local Government Act
RGRC	Roper Gulf Regional Council
The Region	The region of Roper Gulf Regional Council

6. PRINCIPLES

6.1 Honesty and integrity

Councillors, Local Authority Members and Council Committee Members must act honestly and with integrity when performing official duties; working for RGRC or representing RGRC.

6.2 Care and diligence

Councillors, Local Authority Members and Council Committee Members must act with reasonable care and diligence in performing official functions. No Councillor, Local Authority Member or Council Committee Member should be under the influence of alcohol or illicit drugs whilst conducting RGRC business.

6.3 Courtesy

Councillors, Local Authority Members and Council Committee Members must be polite and act with courtesy towards other Members, Council Staff, Electors and members of the public.

6.4 Interactions with staff

Councillors, Local Authority Members and Council Committee Members must not direct, reprimand or interfere in the management of Council Staff. Councillors, Local Authority Members, Council Committee Members and Staff must work together with respect and support each others' different roles in serving the people of the Roper Gulf Region.

6.5 Respect for diversity

Councillors, Local Authority Members and Council Committee Members must respect diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background, gender, physical or intellectual ability, sexuality, marital status, age, race, health or nationality.

6.6 Conflict of interest

Councillors, Local Authority Members and Council Committee Members must disclose any Conflict of Interest between their private interests and official responsibilities. Conflicts of Interest disclosed at meetings of Council, Local Authorities or Council Committees must be noted by the CEO in the Register of Interests.

6.7 Confidentiality

Confidential RGRC business must stay confidential. Councillors, Local Authority Members and Council Committee Members must not use any confidential information they gain in the course of RGRC business to benefit themselves or their families or to harm others.

6.8 Gifts and improper influence

Councillors, Local Authority Members and Council Committee Members must not solicit or encourage or accept gifts or benefits from any person or group who might have an interest in obtaining a benefit from the Council. Councillors, Local Authority Members and Council Committee Members must not use their position to improperly influence any person or process to gain advantage for themselves or their families or to harm others.

6.9 Respect for law

Councillors, Local Authority Members and Council Committee Members must obey all relevant Australian and NT laws and RGRC By-Laws. Councillors, Local Authority Members and Council Committee Members will show due respect for each others culture.

6.10 Accountability

Councillors, Local Authority Members and Council Committee Members must be prepared at all times to account for their performance and their use of Council resources. Members must use Council resources ethically, effectively and efficiently. Council resources may only be used for RGRC business. Councillors, Local Authority Members and Council Committee Members

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must comply with relevant Council Policies, Organisational Directives and Standard Operating Procedures.

6.11 Interest of the public to come first

Councillors, Local Authority Members and Council Committee Members must act in what they genuinely believe to be the public interest and work to maintain the good reputation of RGRC. In particular, they must seek to ensure that their decisions and actions are based on an honest, reasonable and properly informed judgement about what will best advance the public interest.

6.12 Advocacy

Local Authority Members work for one or more communities to involve local people in Local Government processes and to give them the chance to be heard. However, Councillors are expected to speak up for the Ward that elected them as well as work for the best interests of everyone in the RGRC. Local Authority Members and Councillors must provide opportunities for local people to tell them their concerns so that they can represent those people properly rather than just passing on their own individual opinions.

6.13 Speaking publicly for the Council

The Mayor or his/her delegate represents the Council publicly on the policies, decisions and actions of Council. The CEO represents RGRC staff publicly. Councillors, Local Authority Members and Council Committee Members are not permitted to speak to the media on behalf of RGRC without permission from the Mayor.

6.14 Breaches of the Code of Conduct

Breaching the Code of Conduct is seen as serious misbehaviour and misconduct. If Councillors, Local Authority Members or Committee Members breach the Code of Conduct they will be dealt with under the Council Disciplinary Policy and sections 79 of the Local Government Act. Councillors, Local Authority Members and Council Committee members have a duty to report breaches of this Code of Conduct to the Mayor, Deputy Mayor or CEO.

6.15 Decision making by Members

Members should be punctual in their attendance at all Council and committee meetings. Members are encouraged to read their agenda papers and understand the issues under consideration and they make efficient contribution in the decision making. During the debate focus on the issue and provide constructive input into the discussion.

6.16 Review

The Code of Conduct will apply for the term of the Council that adopts it. It will be reviewed after the general election by each incoming Councillor or as required.

7. REFERENCES

Related Policies	CL002 Members Disciplinary Policy CL002 SOP Members Disciplinary Procedure
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Related Publications	Sections 77 & 78 of the Local Government Act Council Disciplinary Policy and sections 79 – 83 of the Local Government Act
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8. DOCUMENT CONTROL

Policy number	CL001
Policy Owner	Governance Manager
Infoxpert ID	656567
Endorsed by	OCM
Date approved	12/04/2012
Revisions	November 2016
Amendments	Nov 2016 - Date of review amended to reflect the term of Council
Next revision due	August 2017

9. CONTACT PERSON

Contact person	
Position	Manager Governance, Compliance & Corporate Planning
Contact number	89 729 000