

## CL001 – Members Code of Conduct

**1. POLICY CERTIFICATION**

Policy title:	<b>Members Code of Conduct</b>
Policy number:	<b>CL001</b>
Category:	<b>Policy</b>
Classification:	<b>Council</b>
Status:	<b>Approved</b>

**2. PURPOSE**

- To enhance the confidence of the community in local government generally and Roper Gulf Regional Council (RGRC) specifically.
- To outline and describe in detail as to what constitutes 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 (who are not RGRC staff 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 Council's '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	<i>Local Government Act</i>
RGRC	Roper Gulf Regional Council
The Region	The Roper Gulf Local Government Area (LGA)

**6. PRINCIPLES****6.1 Honesty and integrity**

Councillors, Local Authority Members and Council Committee Members must carry out their duties without fear or favour, affection or ill-will, according to law, and act with honesty integrity, and outmost concern for the public interest, when performing official duties; or otherwise 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.

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### **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 in any way 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.

Councillors, Local Authority Members and Council Committee Members who desire or require the assistance of Council Staff, or have any concerns pertaining to individual Staff Members, must ensure that they follow the proper Chain of Command, and initiate such matters through the CEO.

Councillors, Local Authority Members and Council Committee Members must ensure that they treat Council Staff with courtesy and respect at all times, and understand that Council Staff carry out their duties without fear or favour, affection or ill-will, according to law, whilst maintaining the utmost concern for the public interest.

### **6.5 Respect for diversity**

Councillors, Local Authority Members and Council Committee Members must respect diversity and must not unlawfully discriminate against others, or the opinions of others, for reasons such as 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.

Councillors, Local Authority Members and Council Committee Members must ensure that they do not act or are not otherwise present at a meeting while a question/matter in which the Member has an Interest is being decided, or otherwise heard, without Ministerial approval (ss 74(3)(a),(b) *Local Government Act*).

Councillors, Local Authority Members, and Council Committee Members must ensure that the public interest prevails over their own personal or financial 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

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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.

Elected Members need to ensure that their concern for the public interest always prevails over their personal interests or preferences.

### **6.9 Respect for law**

Councillors, Local Authority Members and Council Committee Members must comply with all applicable Territory and Commonwealth law. 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 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 Impartiality**

Councillors, Local Authority Members, and Council Committee Members must ensure that they act in an objective and impartial manner, in the interest of their community, based on fact, reason, and logically probative evidence, rather than emotion, personal opinion, belief, or preference.

### **6.13 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.

### **6.14 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.

### **6.15 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 in accordance with the Council Disciplinary Policy and s79 of the *Local Government Act*.

