



Code of Conduct Policy (Elected Members)

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Policy Owner:	Governance and Compliance Manager)
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Legislative Reference:	s.119 and Schedule 1 <i>Local Government Act 2019</i>
Related Documents:	GOV002 Breach of Code of Conduct (Elected Members) Policy

1. Purpose

To provide a guide for elected members about their role, including their interaction between members and staff, their general obligations (including statutory obligations) and acceptable behavioural standards - in accordance with section 119 of the Local Government Act (the Act).

2. Background

2.1. Implementation and Delegation

The Council, Local Authority or relevant committee, with administrative support from the CEO, will be responsible for the implementation of this policy. In this policy “Elected Member/ Councillor” will be taken to refer to a member of council, Local Authority or Committee.

2.2. Evaluation and Review

This Policy is to remain in force until further repealed or amended by Council resolution or alternatively is required to be reviewed triggered by a legislative change.

2.3. Policy Statement

The Council, Local Authorities and Committees of council must comply with the Code of Conduct set out in Schedule 1 of the Act and the requirements of this policy.

CODE OF CONDUCT – SCHEDULE 1

1. Honesty and Integrity

- 1.1. An elected member must be a good representative of the Council and do not damage its good reputation. E
- 1.2. Elected members must follow all Australian and Northern Territory laws and Council bylaws and policies.
- 1.3. An elected member must wear neat casual dress when attending any meeting or other Council business as appropriate to the occasion and respectful of culture and environment.

- 1.4. Elected members should not be under the influence of alcohol/other substances while attending meetings or other Council duties.

2. Care and Diligence

- 2.1. Elected members must act with reasonable care and diligence in performing official functions.
- 2.2. Elected members must ensure that Council property (buildings, equipment, computers and vehicles) is only used for agreed Council business or other approved purposes.

3. Courtesy

- 3.1. An elected member must act with courtesy and respect towards other Elected Members/ Councillors, council staff, electors and members of the public.
- 3.2. Elected members must listen with respect at meetings, help each other and behave, act and talk in a courteous manner while on Council and community business.
- 3.3. Elected members must attend all Council and Council Committee Meetings as requested, unless an apology has been provided to the President and accepted by Council resolution.

4. No Bullying

- 4.1. Elected members must not bully another person in the course of performing official functions.

5. Conduct Towards Council Staff

- 5.1. It is likely that elected members and staff will interact in the community and a good working relationship with due regard for each other's respective positions and the understanding and application of the "separation of powers" is important to advance council objectives. However, elected members should not direct an employee about how they perform their duties, nor make personal demands on Council staff, interfere with their work nor reprimand them. If an attempt is made by an elected member to direct staff, this should be reported to the CEO directly or through the employee's Manager so that the matter can be addressed with the Elected member concerned.
- 5.2. Every reasonable assistance will be provided to elected members in the exercise of their role and the performance of their duties.
- 5.3. Elected members may request information through the Chief Executive Officer ("CEO"). Elected members may also seek administrative help and advice from the Governance and Executive support Manager or Administration Officer.
- 5.4. Requests for assistance which involve the expenditure of funds, or the use of resources not specifically provided for in the Budget, are to be referred to the CEO (or to the Council) for approval. This may involve obtaining a Council resolution to authorise the item and expenditure.

6. Respect for Diversity and Culture

- 6.1. An Elected member must not discriminate against anyone because of their cultural background, gender, age or disability.
- 6.2. An Elected member must act with respect for cultural beliefs and practices in relation to other Elected Members/ Councillors, council staff, electors and members of the public.

7. Conflict of Interest

- 7.1. An elected member must tell the Council or Chair of the meeting when you have or might have a conflict of interest (i.e.: using your position on the council or Local Authority to benefit yourself or family) and leave the meeting if then requested.

7.2. An elected member must:

- (a) Serve the overall public interest of all the people in the council area,
- (b) As far as possible avoid any conflict between the Elected Member's/ Councillor's personal interest or that of someone close to them and the public interest.
- (c) Elected members are connected to their communities and conflicts will arise.
Elected members must declare conflicts as soon as they are aware of them, remove themselves from the meeting, and not take part in any decision-making on the issue.

8. Respect for Confidences

- 8.1. Elected members must respect the confidentiality of information obtained in confidence in the Elected Member's/ Councillor's official capacity.
- 8.2. Elected members must keep confidential Council business private and confidential and don't use the information for your own benefit or to harm others.
- 8.3. Elected members must recognise and respect that the President or any other spokesperson authorised by Council represents the Council publicly (newspapers, television, radio and other media) on the policy, decisions and actions of the Regional Council in accordance with the decisions of council

9. Gifts

- 9.1. Elected members must not ask for nor encourage gifts from anyone who may benefit from a Council decision.
- 9.2. Elected members must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the Council.

10. Accountability

- 10.1. Elected members must provide sensible leadership and representation, speak up for residents and let them know what the Council is doing.
- 10.2. An Elected member must act with integrity – be honest, accountable for your actions, make fair decisions for all residents and respect country.

11. Work for Everyone in the Council Area

- 11.1. An Elected member must act in the best interest of the whole region, not just your family, skin group, community or ward.
- 11.2. Elected members must seek to ensure that the elected member's decisions and actions are based on an honest, reasonable, and properly informed judgment about what will best advance the best interests of the region.

12. Training

- 12.1. Elected members must take reasonable measures to be available and participate in Council arranged training sessions and workshops, to assist elected members to understand their role and obligations under the Act or any by-laws and any additional obligations imposed by this Code.

3. Version Control

Version	Amendment History
1.0	