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| Name | EM02 Code of Conduct for Council Members |
| Policy Type | Council |
| Responsible Officer | Chief Executive Officer |
| Approval Date | 15/09/2021 |
| Review Date | 14/09/2025 |

1. Purpose

This Code of Conduct is made pursuant to Section 119 of the Local Government Act. Its purpose is to govern the conduct of members of the Council.

2. Scope

This Policy applies to Council Members and members of Council Committees, including the Risk Management Audit Committee.

It is the personal responsibility of Council Members to ensure that they are familiar with, and comply with, the principles in the Code at all times. Litchfield Council will provide training and education opportunities that will assist its members to meet their responsibilities under the Local Government Act.

3. Definitions

Nil

4. Policy Statement

4.1 Code of Conduct (as per Schedule 1, Local Government Act)

1. *Honesty and integrity*

A member must act honestly and with integrity in performing official functions.

2. *Care and diligence*

A member must act with reasonable care and diligence in performing official functions.

3. *Courtesy*

A member must act with courtesy towards other members, council staff, electors and members of the public.

4. *Prohibition on bullying*

A member must not bully another person in the course of performing official functions.

5. *Conduct towards council staff*

A member must not direct, reprimand, or interfere in the management of, council staff.

6. *Respect for cultural diversity and culture*

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7. Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8. Respect for confidences

8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

8.2 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

9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

9.2 A member 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

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11. Interests of municipality, region or shire to be paramount

11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgement about what best advances the best interests of the municipality, region or shire.

12. Training

A member must undertake relevant training in good faith.

4.2 The above code of conduct will be signed by all Council members at the beginning of each term of office and displayed in the Council Chambers. It signifies to the community the commitment to abiding by the code of conduct.

5. Associated Documents

Nil

6. References and Legislation

Northern Territory Local Government Act

7. Review History

| Date Reviewed | Description of changes (Inc Decision No. if applicable) |
|----------------------|--|
| 13/09/2017 | Updated policy. Decision 17/0003 |
| 19/11/2015 | Decision 15/0166/02 – new policy |
| 15/09/2021 | Changes made in accordance with the Local Government Act 2019 |