



CODE OF CONDUCT FOR BOARD MEMBERS

Version 2
Adopted February 2012
Next Review February 2015

POLICY TITLE: CODE OF CONDUCT FOR BOARD MEMBERS

AIMS AND OBJECTIVES

To provide the framework to ensure Board Members act honestly, with integrity and in good faith in the discharge of their duties.

POLICY DETAILS

1. Guiding Principles.

As Board Members of EPLGA, nominated by their Councils, each Member should ensure:

- They act with reasonable care and diligence in the performance of their role, at all times
- They are courteous, respectful and sensitive in dealing with other Board Members
- They are representing the best interests of their Councils and the EPLGA rather than their own self-interest, in making decisions
- They are mindful of the image of EPLGA at all times, as reflected in their behaviour which should be above reproach
- They accept the responsibility of decisions that are arrived at in accordance with the Charter of EPLGA and the Local Government Act, 1999
- They are willing to promote the resolutions of EPLGA in the wider community
- They publicly support the President as the duly elected spokesperson of the organisation
- They are diligent in ensuring confidentiality in all matters, until they are released into the public arena
- They commit to acting lawfully, responsibly and prudently when discharging their duties as Board Member
- They understand the responsibility of a Board Member, as described in PART 5, Eyre Peninsula Local Government Association Charter, 2008.
- They demonstrate a commitment to transparency of decision making and to representing the considered interests of their own Council.

2. Gifts and Bribes

- 2.1 Board Members should not accept token of appreciation, gifts or other inducements from tenderers or other suppliers, where such gifts might reasonably be considered as bribes.
- 2.2 Board Members should not accept any inducement from any third party who might reasonably have a beneficiary interest in a matter on the agenda of EPLGA, where there is any chance that such inducement might be perceived to be an enticement to secure their vote.
- 2.3 A Board Member should not under any circumstances either solicit, or attempt to solicit, any benefit from a third party who stands to profit from a decision made by Board Members of the EPLGA.

3. Relationship with Staff and the Media.

- 3.1 An individual Board Member has no role in directing, harassing or intimidating in any way the Executive Officer or any other staff employed by EPLGA. Direction of staff will come from a decision arrived at under the terms of the Charter of the organisation.
- 3.2 The President is the appropriate person to represent the interests of EPLGA in the media. A resolution of EPLGA may also instruct the Executive Officer or a deputation of Board Members to release information to the media.
- 3.3 At all times, the media releases should reflect the interests of the majority of Member Councils.

- 3.4 Where a Board Member makes a statement to the media outside of a direction of the Board, they should clearly state that it is their personal opinion. Any such media comment should be mindful of the interests of Member Councils of EPLGA, the LGA and any other local government organisation in SA.

4 Breaches to this Code of Conduct.

Where any breach to the conditions listed in any of the above occurs, the breach should be communicated to the President, the Senior Vice President or Junior Vice President for their initial assessment. Such advice should be in writing.

- 4.1 The Executive Member receiving the notice of breach should confer with the other two Executive Members.
- 4.2 If the Executive Members believes that the breach is of a minor nature, or was unintentional, and has caused no significant risk to the organisation, the matter may be dealt with by way of a general reminder or other item as part of the next Board Meeting. The Board Member alleged to have committed the breach should not be named but should be advised of the allegation in private.
- 4.3 Where the Executive Members assess the breach to be of a more substantial nature, they must advise the Board Member of the alleged breach and allow them an opportunity to respond. At all times, the process is to be mindful of the rights of the individual to have their privacy protected and to the assumption of innocence until proven otherwise. All discussions should be held in confidence.
- 4.4 The Executive Members can request appropriate assistance from legal and other avenues, to assist in their dealing with the matter. They may also require advice from the Board Meeting at an *in camera* item.

RESPONSIBLE OFFICER:

Executive Officer

REVIEW PERIOD: To be reviewed every three (3) years.