

Policy 6.02 Behaviour of Councillors and Staff

Directorate	Business and Governance
Responsible Officer	Chief Executive Officer

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1.1 Introduction

1.1.1 Scope

This policy outlines the guidelines for behaviour of Councillors, staff, contractors and volunteers of the Bega Valley Shire Council in all operations and deliberations, both internally and externally.

1.1.2 Purpose

To ensure Councillors, staff, contractors and volunteers maintain an appropriate level of professional conduct, behaviour and ethical standards at all times.

1.2 Definitions

Nil.

1.3 Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

Government Information (Public Access) Act 2009

Public Interest Disclosures Act 2022

Office of Local Government (OLG) Guidelines and Circulars

Office of Local Government (OLG) Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct

Independent Commission Against Corruption (ICAC) Guidelines

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will address the matter of 'Councillor and staff behaviour' by:

- Ensuring that Councillors, staff, contractors and volunteers carry out their duties in accordance with all relevant legislation, policies, guidelines, professional standards and BVSC's own adopted codes of meeting practice and this conduct policy.
- Promoting the Mayor, Deputy Mayor or Chief Executive Officer as the spokesperson for Council in all official matters.
- Encouraging Councillors and staff, through their behaviour, enhancing the community's perception and reputation of local government at all times.
- Publicly recording, in a timely manner, any recognition or reimbursement to Councillors or staff by way of certificate, gift or financial payment.
- Providing guidelines for the provision of facilities for Councillors, the Mayor and Deputy Mayor to assist them in discharging the duties and functions of their civic office. These are clearly identified and available to Councillors, staff, and the public.
- Ensuring that Councillors adhere to Council's records management and access to information policies for record keeping and documentation.
- Producing all Council documents using applicable templates that comply with corporate identity, formats, and standards.

- Ensuring all reported breaches of this policy are subject to the relevant assessment and conduct management procedures.
- Dealing with all complaints expeditiously and in accordance with the relevant procedures.

1.4.2 Responsibilities

1.4.2.1 Elected Council

Elected officials of Council will be responsible for completing their civic duties in accordance with this policy, the Code of Conduct, administration of the code of conduct, and the code of meeting practice. Councillors will be required to adhere to all other adopted council policies, legislative, and regulatory requirements relating to the administration of local government.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The Chief Executive Officer is responsible for ensuring this policy (and all other policies) is reviewed and adopted by the elected council. The CEO will have the responsibility for overseeing the day-to-day operations of council and ensure council staff, contractors and volunteers adhere to the provisions of this policy and its associated procedures.

Members of the Leadership Executive Group (LEG) will have the responsibility for ensuring the provisions of this policy and its associated procedures are implemented by council staff, contractors and volunteers, and will do so in consultation with the CEO.

1.4.2.3 Director Business and Governance and people and governance team

The Director of Business and Governance and the People and Governance section will be responsible for reviewing and facilitating the adoption of this policy and its associated procedures. The People and Governance section will also have the responsibility for making sure council staff, contractors and volunteers are aware of their obligations under the policy on an operational level. The Public Officer is delegated to act as Council's complaints coordinator.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.02.01	Code of Conduct (based on OLG Model Code)	External
6.02.1(a)	Code of Conduct Administration - OLG Guidelines	External
6.02.02	Code of Meeting Practice	External
6.02.03	Councillor Induction Guidelines - OLG	External
6.02.05	Councillor certificates of service	External
6.02.06	Compliments and Complaints	External
6.02.07	Responding to invitations	External
6.02.08	Record Keeping requirements for Councillors	External

Procedure No.:	Procedure Name	External or Internal Procedure
6.02.09	Elected Official Communication Protocols	External
6.02.10	Registration of Gifts and Benefits	External

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.01	Governance
6.03	Risk Management
6.11	Information (Records) Management
6.13	Organisational Service Standards

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.

Under Review