

INTRODUCTION

Liverpool City Council is committed to high ethical standards for everyone who works with Council in a paid, elected or voluntary capacity. These standards are set out in Council's Code of Conduct. This document provides a summary of the Code of Conduct for members of all Council Committees.

Our local community places its trust in Councillors and Council staff to ensure that they serve Council faithfully and honestly and properly manage its resources on their behalf.

Our community is entitled to expect that the business of Council will be conducted with efficiency, impartiality and integrity and that the public interest will always have priority over private interests.

Liverpool City Council appreciates the services provided by members of Council committees. In providing your services, you must demonstrate a standard of professional behaviour that maintains and promotes confidence and trust in the work of Council within the City of Liverpool. You must perform your duties with integrity, honesty and fairness.

Liverpool City Council will endeavour to ensure that, as a member of a Council committee, you receive the appropriate supervision and support necessary to fulfil and enjoy your role as a committee member.

YOUR PERSONAL CONDUCT

As a member of a Council committee you are responsible for your own good conduct when

providing services to Council and to the community. You should know and understand the standards set out in this document and more fully in Council's Code of Conduct. You must also obey all relevant laws.

When representing or providing services to Council, you should, at all times, be courteous towards the public, Councillors, members of Council staff and other committee members so as not to bring Council into disrepute.

EQUITABLE TREATMENT

Meetings must be run fairly and the procedures used should improve decision making and not be used for personal or political advantage. All matters should be considered consistently, fairly, promptly, and on their individual merits.

Council is committed to providing a culture free of harassment and discrimination and you are expected to contribute to this culture. In the performance of your duties you must refrain from any form of conduct which may cause any person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct in the performance of your duties.

Council has community and environmental responsibilities and you must respect them when doing work with or on behalf of Council.

WORK HEALTH AND SAFETY

Safety is of prime importance. Council is responsible for providing a safe work environment and gives priority to the health,

safety and welfare of Council officials and of committee members. You should protect your safety and that of others in the work environment and public areas. Please report all safety concerns promptly to Council staff.

No one should take part in activities or attend meetings of a Council committee while under the influence of alcohol or other drugs which could impair your abilities or cause danger to the safety of others or yourself.

COUNCIL RESOURCES

Council resources should only be used for Council purposes unless Council has given specific approval for private use. Council resources include materials, equipment, facilities, vehicles, documents, records, data and information. Council resources must be used effectively, efficiently and carefully, in your role as a member of a Council committee.

PUBLIC COMMENTS AND THE MEDIA

All public comments and media statements representing Liverpool City Council must be approved by Council. As a member of a Council committee you must not make any public comment, during committee meetings or in any other context, that would give anyone the impression that you are representing Council, or expressing its views or policies.

CONFLICTS OF INTEREST

Council recognises that people often join Council committees because of special interests that they possess and Council welcomes that expertise. However, if Council is to keep the trust and confidence of the local

community, it must ensure that the actions and decisions of Council committees are not only free from any conflicts of interest but are also clearly seen to be free from any conflicts of interest.

A pecuniary interest is an interest in a matter where there is a reasonable likelihood of a financial gain or loss to yourself or to another person with whom you are associated. As a member of a Council committee you must not permit your private interests to interfere with your duties as a member of a Council committee.

If you or a member of your family or a close friend could benefit in any financial way from any possible outcome of a Council committee meeting, you should seek advice from Council's Public Officer, disclose such interest in the minutes of the meeting and probably absent yourself from any discussion on that item in the Committee meeting.

GIFTS AND BENEFITS

As a member of a Council committee, you must never demand or ask for any gift or benefit for yourself or anyone else in relation to your committee duties. The offer of cash is never acceptable. You must not offer a gift or benefit to a Councillor or member of Council staff that may gain an advantage for you or your committee.

If you are offered or receive a gift or benefit, you should contact Council's Public Officer who will fully explain Council's requirements in relation to gifts and benefits.

CONFIDENTIAL AND PERSONAL INFORMATION

It is important that the community has confidence that any information acquired by Council is used only for Council purposes. Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information.

As a member of a Council committee, you may have access to confidential or personal information retained by Council. If so, you must maintain the security of any confidential or personal information, using it only for the purpose of which it is intended to be used, and you must not access, use or remove any information, unless you are authorised to do so.

BREACHES OF THE CODE OF CONDUCT

Members of Council committees have a duty to act in accordance with Council's Code of Conduct and to report any breaches, including any suspected issues of serious or substantial waste, corruption, maladministration or serious or substantial waste, immediately to the Chief Executive Officer. Breaches of the Code of Conduct may result in disciplinary action (such as removal from a committee), sanctions and referral to appropriate investigative bodies such as the Ombudsman, the Independent Commission Against Corruption and the Police.



A GUIDE TO COUNCIL'S CODE OF CONDUCT FOR MEMBERS OF COUNCIL COMMITTEES

For more information, please visit Council's website:
www.liverpool.nsw.gov.au

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