

	ELECTED MEMBER BEHAVIOURAL STANDARDS	Policy #	1.1 / 1
		Issued:	1 January 2018
POLICY		Next review	January 2020

Category:		Classification:	
First Issued:		Review Frequency:	
Legislation:			
Relevant Policies:			
Related Procedures:	Signed:		
Responsible Officer:			
Adopted:			

1. Preamble

Council members in South Australia have an obligation to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

To serve the community well, council members must work together constructively as a Council. This, in turn will foster community confidence and trust in local government.

Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and the required standards of practice relevant to their position

This policy has been prepared and adopted by the District Council of Ceduna (Council) pursuant to section 75F of the *Local Government Act 1999* (the Act).

This policy forms part of the Behavioural Management Framework for council members and is designed to support appropriate behaviour / behavioural requirements by members of council. In particular, those specified in the behavioural standards outlined referred to in Section 75E of the Act.

Pursuant to Section 75F of the Act, a Behavioural Support Policy may:

- a. Specify directions relating to behaviour that must be observed by members of the council; and
- b. Set out guidelines relating to compliance by members with the Behavioural Standards for Council Members and directions under clause a. above; and
- c. includes any other matter relating to behaviour of council members considered appropriate by the council.

In addition, a Behavioural Support Policy:

- a. must not be inconsistent with the Behavioural Standards for Council Members; and
- b. must comply with any requirements specified by the behavioural standards.

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2. Definitions

Behavioural Management Framework	<p>comprises the following components:</p> <ul style="list-style-type: none"> • The legislative framework within which all council members must operate; • The Behavioural Standards for Council Members, determined by the Minister for Local Government, which apply to all council members in South Australia; • Optional Behavioural Support Policy (or policies) (this document) designed to support appropriate behaviour by council members and adopted pursuant to section 75F of the Act.
Behavioural requirements	in this document refers collectively and individually to the Behavioural Standards for Council Members, the Behavioural Management Policy and any Behavioural Support Policies adopted by the Council.
Behavioural Standards	established by the Minister for Local Government, and published as a notice in the SA Government Gazette, specifying standards of behaviour to be observed by members of councils; and providing for any other matter relating to behaviour of members of councils.
Elected Members	includes all members of council – elected members and the Mayor

3. Policy Statement

Council is committed to maintaining a positive reputation with the community. Council members working in close collaboration with each other, and with the CEO and approved delegates throughout their term and enjoying constructive working relationships, will ensure an effective Council to best serve the community the District Council of Ceduna serves. The following sets out the commitments of Elected Members in an effort to achieve this:

1. **Respect** – We engage with each other respectfully in robust debate. We listen to others' views and speak to the issue and not the person/s.
2. **Professional** – We are positive, constructive and creative in our problem solving. We are open minded and are willing to learn from each other and from the staff input.

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3. **Integrity** – We are well prepared and stay focused on agreed strategic priorities. We uphold decisions of Council, even where it is not a unanimous decision.
4. **Honesty** – We ensure we provide an environment where people are listened to, and any communication is open, honest and transparent.
5. **Innovation** – We will provide innovative leadership, clear strategic goals that are efficient, productive and sustainable by implement outcomes that benefit the community as a whole.

4. Elected member commitments

To support our shared values and behaviours, the elected members agree:

1. That as the currently elected custodians, entrusted to oversee the affairs of Council, we have a duty to put the interests of the community before our own interests.
2. As most elected members will serve at least a four-year term on council together, it is important to spend time focused on building and maintaining positive and constructive relationships and participate in workshops and undertake training.
3. Elected members will establish and maintain relationships of respect, trust, confidentiality, collaboration, and cooperation with other elected members and the employees of council.
4. As a democratic tier of the government in South Australia elected members acknowledge their role in representing a wide diversity of viewpoints within the community, and:
 - a) recognise that it is appropriate and important for a range of views to be expressed at council meetings.
 - b) accept elected members are likely to disagree at times as part of robust debate, but will always show respect in those differences.
 - c) undertake, when elected members disagree, that they will do this respectfully. In particular, undertake when they disagreeing with others, that they will focus on the merits of the argument and not make personal or derogatory remarks about other elected members or council employees.
5. The elected members, to effectively contribute to discussions and debates at Council meetings will prior to that meeting read any reports / briefing papers that are provided.
6. At council meetings elected members will engage with each other in a respectful and civilised manner, and will exercise care in expressing views regarding the conduct of other elected members. Any view about the conduct of a council employees must not be in public and must be directed through the CEO.

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7. The Presiding Member has the primary role in maintaining good order at council meetings. However, all elected members will responsibly lead in demonstrating and supporting constructive and positive behaviour in effective decision making at council.
8. When engaging and communicating with council administration, elected members will do so in accordance with the requirements of the CEO and relevant legislation, recognising the separation of powers between Council Members and the CEO and the importance of working together constructively to achieve outcomes for the community.

To support the undertakings made above, the elected members of Council additionally commit to participating in activities to monitor and review the shared values and behaviours throughout the term of Council.

5. Other matters relating to the behaviour of Council Members

The elected members of Council consider it appropriate and agree that all council members will also act in accordance with the following specific obligations:

5.1 Media

1. Elected members may express their individual personal views through the media. When this occurs, it needs to be clear that any such comment is a personal view and does not represent a position of Council.
2. If elected members choose to express dissent in the media, they should address the policy issues and refrain from making personal criticism of other elected members or council staff.


Any such commentary should not include any remarks that could reasonably be construed as being derogatory, defamatory or insulting to any person.

5.2 Communication and engagement

1. Elected members, as representatives of Council, will communicate and engage with the community on Council's key directions, providing factual information on the challenges and opportunities respectfully and in accordance with resolutions of Council.

5.3 Operational Matters

1. Elected members, as representatives of Council will receive feedback from community members on operational matters. This information will be provided to the respective senior manager of Council for investigation and without any coercion.

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6. Further Information

This policy is available to be downloaded, free of charge, from Council's website:

www.ceduna.sa.gov.au . A printed copy may be purchased on request from the Council office.