

Northern Rivers Joint Organisation Code of Conduct

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PART 1-INTRODUCTION

This Code of Conduct (“Code of Conduct”) is made for the purposes of section 440 of the *Local Government Act 1993* (“the Act”). For the purposes of section 440 of the Act, the Code of Conduct comprises all parts of this document.

Joint Organisation Board Members, members of staff of the Joint Organisation, independent conduct reviewers, members of Joint Organisation committees including a conduct review committee (collectively Joint Organisation Officials) must comply with the applicable provisions of the Joint Organisation’s Code of Conduct in carrying out their functions as Joint Organisation officials. It is the personal responsibility of Joint Organisation officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

PART2-PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct sets the minimum requirements of conduct for Joint Organisation officials in carrying out their functions. The Code is prescribed by regulation.

- The Code of Conduct has been developed to assist Joint Organisation officials to:
- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

PART3-GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the Joint Organisation, individual members of the Joint Organisation or holders of civic office into disrepute. Specifically, you must not act in a way that:
- a) contravenes the Act, associated regulations, the Joint Organisation’s Charter and any other relevant administrative requirements and policies
 - b) is detrimental to the pursuit of the Charter of the Joint Organisation
 - c) is improper or unethical
 - d) is an abuse of power or otherwise amounts to misconduct
 - e) causes, comprises or involves intimidation, harassment or verbal abuse
 - f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
 - g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)
- 3.3 You must treat others with respect at all times.

Fairness and equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

- 3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Binding caucus votes

- 3.7 You must not participate in binding caucus votes in relation to matters to be considered at a Joint Organisation or committee meeting.
- 3.8 For the purposes of clause 3.7, a binding caucus vote is a process whereby a group of Board Members are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the Joint Organisation or committee irrespective of the personal views of individual members of the group on the merits of the matter before the Joint Organisation or committee.
- 3.9 Clause 3.7 does not prohibit Board Members from discussing a matter before the Joint Organisation or committee prior to considering the matter in question at a Joint Organisation or committee meeting or from voluntarily holding a shared view with other Board Members on the merits of a matter.
- 3.10 Clause 3.7 does not apply to a decision to elect the Chairperson or Deputy Chairperson or to nominate a person to be a member of a committee.

PART 4- CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of the Joint Organisation decision- making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- a) Board Members and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) Board Members and members of Joint Organisation committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the Executive Officer and other senior staff of the Joint Organisation.

What are non-pecuniary interests?

- 4.9 Non-pecuniary interests are private or personal interests the Joint Organisation official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
- 4.10 The political views of Board Members do not constitute a private interest.

Managing non-pecuniary conflict of interests

- 4.11 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.
- 4.12 If a disclosure is made at a Joint Organisation or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.11.
- 4.13 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.
- 4.14 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- a) a relationship between a Joint Organisation official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
 - b) other relationships that are particularly close, such as friendships and business

relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship

- c) an affiliation between the Joint Organisation official and an organisation, sporting body, club, corporation or association that is particularly strong.

4.15 If you are a Joint Organisation official and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or, where applicable, reallocating the conflicting duties to another Joint Organisation official
- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or, where applicable, voting on the issue as if the provisions in section 451(2) of the Act apply.

4.16 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

4.17 Despite clause 4.15(b), a Board Member who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate Joint Organisation's decision-making role to Joint Organisation staff through the Executive Officer, or appoint another person or body to make the decision in accordance with the law. This applies whether or not Joint Organisation would be deprived of a quorum if one or more Board Members were to manage their conflict of interests by not voting on a matter in accordance with clause 4.15(b) above.

Reportable political donations

4.18 Board Members should note that matters before Joint Organisation involving political or campaign donors may give rise to a non-pecuniary conflict of interests.

4.19 Where a Board Member has received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) where the major political donor has a matter before Joint Organisation,

then the Board Member must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.15(b).

4.20 For the purposes of this Part:

- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
- b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.

4.21 Board Members should note that political donations below \$1,000, or political donations to a registered political party or group by which a Board Member is endorsed, may still give rise to a non-pecuniary conflict of interests. Board Members should determine whether or not such conflicts are significant and take the appropriate action to manage them.

4.22 If a Board Member has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.20, that Board Member is not prevented from participating in a decision to delegate Joint Organisation's decision-making role to Joint Organisation staff through the Executive Officer or appointing another person or body to make the decision in accordance with the law (see clause 4.18 above).

Loss of quorum as a result of compliance with this Part

4.23 Where a majority of Board Members are precluded under this Part from consideration of a matter the Joint Organisation or committee must resolve to delegate consideration of the matter in question to another person.

4.24 Where a majority of Board Members are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 397K of the regulation, the Board Members may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.

4.25 The Chief Executive will only exempt a Board Member from complying with a requirement under this Part where:

- a) compliance by Board Members with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
- b) the matter relates to the exercise of a function of the Joint Organisation that may not be delegated under clause 397K of the Regulation.

4.26 Where the Chief Executive exempts a Board Member from complying with a requirement under this Part, the Board Member must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.

Other business or employment

4.27 If you are a member of staff of the Joint Organisation considering outside employment or contract work that relates to the business of the Joint Organisation or that might conflict with your Joint Organisation duties, you must notify and seek the approval of the Executive Officer in writing. (*section 353*)

4.28 As a member of staff, you must ensure that any outside employment or business you engage in will not:

- a) conflict with your official duties
- b) involve using confidential information or Joint Organisation resources obtained through your work with the Joint Organisation
- c) require you to work while on Joint Organisation duty
- d) discredit or disadvantage the Joint Organisation.

Personal dealings with Joint Organisation

4.29 You may have reason to deal with your Joint Organisation in your personal capacity. You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 - PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the Joint Organisation.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) Joint Organisation work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) Joint Organisation functions or events
 - v) social functions organised by groups, such as Joint Organisation committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual Joint Organisation officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

Gifts and benefits of value

- 5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

5.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift or benefit of more than token value
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to the Executive Officer. The Executive Officer must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to Joint Organisation, unless the nature of the gift or benefit makes this impractical. If the gift or benefit is received by the Executive Officer the disclosure must be made to the Chairperson who must take the actions set out above.

Improper and undue influence

5.8 You must not use your position to influence other Joint Organisation officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A Board Member will not be in breach of this clause where they seek to influence other Joint Organisation officials through the appropriate exercise of their representative functions.

5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for the Joint Organisation in order to obtain a private benefit for yourself or for any other person or body.

PART 6 - RELATIONSHIP BETWEEN JOINT ORGANISATION OFFICIALS

Obligations of Board Members

6.1 Each Joint Organisation is a body corporate. The Board Members are the governing body of the Joint Organisation. The governing body has the responsibility of directing and controlling the affairs of the Joint Organisation in accordance with the Act and is responsible for policy determinations.

6.2 Board Members must not:

- a) direct Joint Organisation staff or staff of individual member Councils other than by giving appropriate direction to the Executive Officer in the performance of Joint Organisation’s functions by way of Joint Organisation resolution.

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- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the Joint Organisation or a delegate of the Joint Organisation in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
 - c) contact a member of the staff of the Joint Organisation on Joint Organisation related business unless in accordance with the policy and procedures governing the interaction of Board Members and Joint Organisation staff that have been authorised by the Joint Organisation and the Executive Officer
 - d) contact or issue instructions to any of Joint Organisation's contractors or tenderers, including Joint Organisation's legal advisers, unless by the Chairperson exercising their power under section 226 of the Act.

Obligations of staff

- 6.3 The Executive Officer is responsible for the efficient and effective operation of the Joint Organisation and for ensuring the implementation of the decisions of the Joint Organisation without delay.
- 6.4 Members of staff of the Joint Organisation must:
 - a) give their attention to the business of the Joint Organisation while on duty
 - b) ensure that their work is carried out efficiently, economically and effectively
 - c) carry out lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies, and procedures of the Joint Organisation, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the Joint Organisation does not conflict with the performance of their official duties.

Obligations during meetings

- 6.5 You must act in accordance with the Joint Organisation's Code of Meeting Practice.
- 6.6 You must show respect to the chair, other Joint Organisation officials, official visitors and any members of the public present during Joint Organisation and committee meetings or other formal proceedings of the Joint Organisation.

Inappropriate interactions

- 6.7 You must not engage in any of the following inappropriate interactions:
 - a) Board Members approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
 - b) Joint Organisation staff approaching Board Members to discuss individual or operational staff matters other than broader workforce policy issues.
 - c) Joint Organisation staff refusing to give information that is available to other Board Members to a particular Board Member.
 - d) Board Members being overbearing or threatening to Joint Organisation staff.
 - e) Board Members making personal attacks on Joint Organisation staff in a public forum.

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- f) Board Members directing or pressuring Joint Organisation staff in the performance of their work, or recommendations they should make.
 - g) Joint Organisation staff providing ad hoc advice to Board Members without recording or documenting the interaction as they would if the advice was provided to a member of the community.

PART 7 - ACCESS TO INFORMATION AND JOINT ORGANISATION RESOURCES

Board Members and administrator access to information

- 7.1 The Executive Officer is responsible for ensuring that members of the public and Board Members can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The Executive Officer must provide Board Members with information sufficient to enable them to carry out their functions.
- 7.3 Members of staff of the Joint Organisation must provide full and timely information to Board Members sufficient to enable them to carry out their functions and in accordance with Joint Organisation procedures.
- 7.4 Members of staff of the Joint Organisation who provide any information to a particular Board Member in the performance of their duties must also make it available to any other Board Member who requests it and in accordance with Joint Organisation procedures.
- 7.5 Board Members who have a private (as distinct from civic) interest in a document of the Joint Organisation have the same rights of access as any member of the public.

Board Members to properly examine and consider information

- 7.6 Board Members must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with Joint Organisation's charter.

Refusal of access to documents

- 7.7 Where the Executive Officer determines to refuse access to a document sought by a Board Member or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the Board Member to perform their civic duty (see clause 7.2). The Executive Officer must state the reasons for the decision if access is refused.

Use of certain Joint Organisation information

- 7.8 In regard to information obtained in your capacity as a Joint Organisation official, you must:

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- a) only access Joint Organisation information needed for Joint Organisation business
 - b) not use that Joint Organisation information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with the Joint Organisation
 - d) only release Joint Organisation information in accordance with established Joint Organisation policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- 7.10 In addition to your general obligations relating to the use of Joint Organisation information, you must:
- a) protect confidential information
 - b) only release confidential information if you have authority to do so
 - c) only use confidential information for the purpose it is intended to be used
 - d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - e) not use confidential information with the intention to cause harm or detriment to your Joint Organisation or any other person or body
 - f) not disclose any information discussed during a confidential session of a Joint Organisation meeting.

Personal information

- 7.11 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
 - b) the *Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the Privacy Code of Practice for Local Government

Use of Joint Organisation resources

- 7.12 You must use Joint Organisation resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.13 You must be scrupulous in your use of Joint Organisation property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.14 You must avoid any action or situation that could create the appearance that Joint Organisation property, official services or public facilities are being improperly used for your

benefit or the benefit of any other person or body.

- 7.15 You must not use Joint Organisation resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.16 You must not use Joint Organisation letterhead, Joint Organisation crests and other information that could give the appearance it is official Joint Organisation material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.17 You must not convert any property of the Joint Organisation to your own use unless properly authorised.
- 7.18 You must not use Joint Organisation's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Board Member access to buildings used by the Joint Organisation

- 7.19 Board Members and the Executive Officer entitled to have access to buildings used by the Joint Organisation for meetings. Board Members and the Executive Officer needing access to these facilities at other times must obtain authority from the General Manager of the relevant member Council (or delegate),
- 7.20 Board Members must not enter staff-only areas of buildings used by the Joint Organisation for meetings without the approval of the General Manager of the relevant member Council (or delegate),

PART 8 - MAINTAINING THE INTEGRITY OF THIS CODE

- 8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

- 8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.
- 8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to intimidate or harass another Joint Organisation official
 - b) to damage another Joint Organisation official's reputation
 - c) to obtain a political advantage
 - d) to influence a Joint Organisation official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the Joint Organisation in the exercise of its functions or to prevent or

disrupt the exercise of those functions

- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.
- 8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.
- 8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Office of Local Government.
- 8.10 Where you are a Board Member or the Executive Officer, you must comply with any Joint Organisation resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at Joint Organisation meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except

for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part by a Board Member, the Executive Officer or an administrator are to be made to the Office of Local Government.
- 8.15 Complaints alleging a breach of this Part by other Joint Organisation officials are to be made to the Executive Officer.

PART 9 - DEFINITIONS

In the Code of Conduct the following definitions apply:

the Act	the Local Government Act 1993
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005 section 66 Chief Executive of the Office of Local Government
committee	a Joint Organisation committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
Joint Organisation committee	a committee established by resolution of the Joint Organisation
Joint Organisation Committee member	a person other than a Board Member or member of staff of a Joint Organisation who is a member of a Joint Organisation committee
Joint Organisation official	includes Board Members, members of staff of the Joint Organisation, administrators, Joint Organisation committee members, conduct reviewers and delegates of the Joint Organisation
Board Members	the board of the Joint Organisation consisting of voting representatives and non-voting representatives
delegate of Joint Organisation	a person (other than a Board Member or member of staff of a Joint Organisation) or body, and the individual members of that body, to whom a function of the Joint Organisation is delegated
designated person	see the definition in section 441 of the Act
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion
the Regulation	the Local Government (General) Regulation 2005

The term “you” used in the Model Code of Conduct refers to Joint Organisation officials.

The phrase “this code” used in the Code of Conduct refers also to the procedures for the administration of the Code of Conduct prescribed under the Local Government (General) Regulation 2005.

