

INTRODUCTION

Mosman Council is committed to high ethical standards and this Code of Conduct sets out the standards the Council requires of citizen members on Council Community Groups. It is essential that all Council officials (staff and Councillors), and Community Group members work together to maintain our excellent reputation.

Mosman Council appreciates the services provided by Community Group members. In providing your services, however, you are responsible for maintaining our high ethical standards. Mosman Council expects all parties to perform their duties with integrity, honesty and fairness.

CONDUCT AND BEHAVIOUR

Citizen Members of Community Groups to:

- actively participate in Community Group meetings
- provide feedback and advice or ideas as appropriate
- show respect to their peers, councillors, staff and others during discussion group meetings.

Councillors to:

- ensure their interaction with staff and access to information is in accordance with the relevant policy
- show respect to their peers, staff and others during Council and Community Group meetings
- not attempt to influence staff decisions or recommendations.

Staff to:

- Advise Councillors and Community Group members without fear or favour

- give full attention to their work and do their work efficiently, economically and effectively with transparency
- carry out lawful instructions given by any person having authority to give such directions, whether or not they agree with them
- give effect to lawful policies, decisions and practices of Council, whether or not the staff member agrees with or approves of them.

RESPONSIBILITIES OF CITIZEN MEMBERS OF COMMUNITY GROUPS

All Community Group members are responsible for their own good conduct when providing services to the council and are expected to know and understand the standards in this Code of Conduct.

When providing services to the council you should at all times be courteous towards the public, council staff and councillors, and other Community Group members and not bring the Council into disrepute. You must also obey all relevant laws.

Meetings must be run fairly and the procedures used should improve decision making and not be used for personal or political advantage. The council is committed to providing a culture free of harassment or discrimination and you are expected to contribute to this culture. Mosman Council has community and environmental responsibilities and you are expected to honour them when doing work with or on behalf of our Council.

HEALTH AND SAFETY

Safety is paramount and therefore all persons doing work with or for our Council should protect their safety and others in the work environment

and the public arena. Council is responsible for providing a safe work environment and for putting first the health, safety and welfare of Council officials and Community Group members.

CONFLICTS OF INTEREST

Council recognises that citizen members join Community Groups because of special interests they may have and Council welcomes that expertise. Nevertheless, it is important that when Council comes to make a decision on any matters before the Community Group that it understands the basis of the advice it has received from the Group and that is why a record of any organisation you may represent should be recorded in the minutes.

Disclosures of Conflict of Interest particularly pecuniary interests, need to be made by citizen members when appropriate and also be recorded in the minutes.

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 or another person with whom the person is associated. (section 442 and 443 Local Government Act 1993).

Members of Community Groups who feel that they or a member of their family or close friend could benefit in any appreciable financial way from any possible outcome of a meeting, should disclose such an interest for recording in the minutes. The member should also consider whether it is appropriate for him/her to stay in the room for the discussion on that item.

Councillors and staff are not allowed to participate in discussion or decisions where they have a personal interest which could influence the way they make decisions.

PUBLIC COMMENT

As a Mosman Council Community Group member you must not make any public comment or statement that would lead anyone to believe that you are representing Council, or expressing its views or policies.

This includes comments or statements made to the media, at club meetings and the like, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE

When providing services to the Council, as a Community Group Member, you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste to the General Manager or Directors.

Alternatively you can report any suspected instances of corruption to the Independent Commission Against Corruption (ICAC) or maladministration to the Ombudsman.

BREACHES OF THE CODE

As a citizen member of a Mosman Council Community Group you may be considered to be a public official for the purposes of the Independent Commission Against Corruption (ICAC) Act and subject to the ICAC's jurisdiction.

It should be noted that the General Manager is required to report all suspected incidents of corruption to ICAC. Failure to comply with this Code of Conduct may result in the Council no longer allowing you to provide your services to the Council.

MOSMAN COUNCIL'S COMMITMENT

Mosman Council is committed to the standards in this Code of Conduct

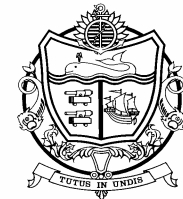
They reflect the high standards expected by our community and you are expected to maintain these standards and principles when providing your services to the Council.

If you have any questions, or are unsure about any matter relating to this Code of Conduct, you can contact Council's Public Officer on 9978 4003 or email council@mosman.nsw.gov.au.

MOSMAN COUNCIL Community Groups

Code of Conduct

The Local Government Act 1993 requires every council to adopt a Code of Conduct. These standards are based on the standards in Mosman Council's Code of Conduct, which applies to all staff and councillors.



**Proud to be Mosman
Protecting our Heritage
Planning our Future
Involving our Community**

This brochure is a summary of some parts of Council's adopted Code of Conduct. Please refer to the Code and other related policies for full details at www.mosman.nsw.gov.au/