

# **Code of Conduct**

## **Standards for Volunteers and Community Representatives on Council Committees**



City of Ryde

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## 1. INTRODUCTION

City of Ryde appreciates, and relies on, the services provided by its volunteers and committee members. In providing your services, however, you are responsible for maintaining our high ethical standards. City of Ryde expects all parties to perform their duties with integrity, honesty and fairness.

City of Ryde is committed to high ethical standards and this Code of Conduct sets out the standards the Council requires of its volunteers and community representatives on Council committees (referred to in this code as community committee members). It is essential that all Council officials (Councillors and employees), volunteers and community committee members work together to maintain our excellent reputation.

These standards are based on the standards in the Council's Code of Conduct, which applies to all Councillors and employees.

As contractors, their employees and business associates you are required to be committed to our Council's values and the key principles upon which the Model Code of Conduct for Local Government in NSW is based.

## 2. THE CITY OF RYDE VALUES AND KEY PRINCIPLES

As contractors, their employees and business associates you are required to be committed to our Council's values and the key principles upon which the Model Code of Conduct for Local Government in NSW is based.

### ***Our Values***

- **Professionalism**  
We deliver helpful and effective services to the community with honest and consistent decision making
- **Teamwork**  
We work together with respect, co-operation, trust and support
- **Leadership**  
We promote leadership, clear direction, encouragement and open communication
- **Ethics**  
We are ethical, honest, responsible and accountable for our actions
- **Pride**  
We take pride and have satisfaction in our work
- **Recognition**  
We have a sense of belonging through appreciation and acknowledgment of our achievements

### **3. Volunteers and Community Committee Members Responsibilities**

Volunteers and community committee members provide valuable assistance our Council and our community. In providing these services you are responsible for your own conduct.

This Code of Conduct has been written to assist you understand the standards of our Council and you are expected to know and understand them.

When providing services to the Council you should at all times be courteous towards the public, Councillors and employees, other volunteers and community committee members and not bring the Council into disrepute. You must also obey all relevant laws.

The Council is committed to providing an environment free of harassment or discrimination and you are expected to contribute to this environment.

City of Ryde has community and environmental responsibilities and you are expected to honour them when doing work with or on behalf of our Council.

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 volunteers and community committee members.

### **4. CONFLICTS OF INTEREST**

If a conflict of interest in your work with our Council exists or arises, you must disclose it to the Council. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to the Council.

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest, that could lead you to be influenced in the way you carry out your duties for the Council.

### **5. COMMUNITY COMMITTEE MEMBERS**

Often involvement by community representatives on Council committees is due to their specific knowledge, experience and expertise in the business of the committee. This personal interest is generally well understood and would not need to be disclosed.

If the committee you are on is not “wholly advisory”, that is, it exercises some functions of Council, then pecuniary conflicts of interest that you may have, have to be dealt with in accordance with the Local Government Act.

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).

## **6. GIFTS OR BENEFITS**

Gifts or benefits must not be offered to any Council official or community committee member, which is designed to gain any advantage for yourself or the group you may be representing, or which the public could reasonably see as likely to cause that Council official, or community committee member to depart from his or her proper course of duty. Token gifts may be given or accepted if the gift is not likely to be seen as compromising.

Cash should not be, in any circumstances, offered to, or accepted by, a Council official or community committee member.

Note: If a gift or benefit is offered to a Council official or community committee representative to influence the way they do their work, they must report it immediately under the Council’s policies and procedures.

## **7. CONFIDENTIAL AND PERSONAL INFORMATION**

You must take care to maintain the security of any confidential or personal information you become aware of in your work with the Council.

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with the Council.

Personal information is any information about a person where you know who the person is or you can guess who the person is.

No one should access, use or remove from Council premises any Council information or personal information, unless they need it for their work with the Council and have authorisation to use or disclose the information.

Any breach of the security, or misuse, of the Council’s confidential or personal information must be reported to the Council’s Privacy Contact Officer on 9952 8061.

## **8. COUNCIL RESOURCES**

Council resources can only be used if appropriate approval is sought.

Council resources include material, equipment, vehicles, documents, records, data and information.

## **9. PUBLIC COMMENT**

As a volunteer or community committee 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 at public and community meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

## **10. ALCOHOL AND DRUGS**

No one should come to work for the Council, or return to work, under the influence of alcohol or other drugs that could impair their ability to carry out their work or cause danger to the safety of themselves or others.

## **11. OFFERS OF SECONDARY EMPLOYMENT TO COUNCIL EMPLOYEES**

As a community committee member if you offer a City of Ryde employee a second job, whilst they are still employed with the Council, the Council staff member may need to seek approval from the Council's General Manager.

Approval will not be given if the second job could conflict with their official duties with the Council.

## **12. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE**

When providing services to the Council, as a volunteer or community committee member, you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste to the Council to the Disclosures Co-ordinator on 9952 8061

Alternatively you can report any suspected instances of corruption to the ICAC or maladministration to the Ombudsman.

### **13. OBLIGATIONS AS A PUBLIC OFFICIAL**

As a community representative on a Council committee 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.

### **14. BREACHES OF THE CODE**

Failure to comply with this Code of Conduct may result in Council no longer allowing you to provide your services to the Council.

### **15. CITY OF RYDE'S COMMITMENT**

City of Ryde is committed to the standards in this Code of Conduct

Your services to this Council are greatly appreciated and this Code of Conduct is designed to assist you by explaining our high standards. These standards are expected by our community and we require you 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 the Council's Group Manager, Corporate Services – Roy Newsome on 9952 8243.