

Code of Conduct

The Local Government Act 1993 requires every Council in New South Wales to adopt a Code of Conduct for its Councillors and staff. Local Government NSW (LGNSW) considers it appropriate to follow as closely as possible the requirements applicable to councils, and so the Code of Conduct which follows has been developed.

Conflict of Interest; Disclosure of Interest

A conflict of interest arises if it is likely that the performance of a person's public or professional duties could be prejudicially influenced by that person's private or personal interest, or that a reasonable person would believe that the person could be so influenced. The fact that a person has both a public or professional duty and a private or personal interest in a particular matter does not necessarily mean that there must always be a conflict between the two - what is important is the way in which any conflict that does exist is handled, and the public perception of the way in which this is done.

LGNSW staff should ensure that there is no conflict, actual or perceived, between their personal interests and their obligations to LGNSW. To this end:

1. Staff should not engage, for remuneration, in private employment or contract work outside the service of LGNSW that relates to the business of LGNSW, or that might conflict with the staff member's duties, unless he or she has notified the Chief Executive in writing of that employment or work and approval has been received.
2. Staff should not deal with relatives or close friends in performing their duties if the transaction is likely to result in appreciable financial gain or loss for the relative or friend. Where such a situation arises, the matter should be referred to the Chief Executive for determination.
3. Staff whose employment commenced on or after the date of adoption of this Code should not also be councillors. Staff who were employed prior to the date of adoption of this Code may stand for local government office, but if elected may not stand for election to the LGNSW Board, nor should they be involved in any LGNSW work for their council.
4. LGNSW Board members should not use any member of LGNSW's staff to further their own political ends.

Pecuniary Interests

A staff member has a pecuniary interest in a matter being considered by LGNSW if that staff member has a reasonable likelihood of financial loss or gain resulting from any decision which LGNSW may make on the matter.

A staff member with a pecuniary interest in a matter which he or she is required to deal with in the course of his or her duties should declare that interest in writing to his or her divisional Director. Where possible, the matter should be allocated to another member of staff. If for any reason it is not possible for the matter to be re-allocated, the staff member should declare his or her interest in any report submitted for LGNSW's consideration.

Use of confidential information

LGNSW staff should not use confidential information gained in the course of their work with LGNSW:

1. To gain improper advantage for themselves or any other person or body with which they are associated;

2. In any way which is inconsistent with their obligation to act impartially; or
3. Improperly to cause harm to any person or body.

Intellectual property

The title to and intellectual property in any material or work generated in the course of a staff member's employment by LGNSW is from its creation vested in LGNSW unless otherwise agreed in writing by LGNSW.

Gifts and bribery

1. LGNSW staff shall not, directly or indirectly, seek or accept from any person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body, relating to their position with LGNSW or the performance of any duty or work which touches or concerns LGNSW.
2. If any gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) is offered, disclosure must be made promptly and in writing to the divisional Director.

Conduct of LGNSW Staff

Personal behaviour

LGNSW staff shall:

1. At all times act, and be seen to act, properly and in accordance with the requirements of the law and this Code;
2. Act in good faith in the interests of LGNSW; and
3. Make no improper or derogatory allegations, and refrain from any form of conduct, in the discharge of their official or professional duties, if those allegations or that conduct might cause any reasonable person unwarranted offence or embarrassment.

Honesty and integrity

LGNSW staff shall:

1. Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from those standards;
2. Bring to the notice of the Chief Executive any evidence of dishonesty on the part of any member or staff member; and
3. Be frank and honest in their official dealings with each other.

Performance of duties

While on duty, LGNSW staff members shall:

1. Give their whole time and attention to LGNSW business;
2. Ensure that their work is carried out efficiently, economically and effectively; and
3. Ensure that their standard of work reflects favourably on both them and LGNSW.

Compliance with lawful orders

1. Staff shall comply with any lawful order given by any person having authority to give such an order.
2. Any doubts as to the propriety of an order are to be taken up with the person who gave the order and, if those doubts cannot be dispelled by this process, with the appropriate divisional Director.
3. Staff shall give effect to the lawful policies of LGNSW, whether or not they agree with or approve of them.

Administrative and management practices

LGNSW staff members should ensure compliance with proper and reasonable administrative practices and conduct, and with professional and responsible management practices.

Corporate obligations

1. Staff members are expected to be neatly and appropriately dressed at all times whilst on duty.
2. All verbal, written and personal communication by staff members regarding LGNSW's activities should be accurate, polite and professional, and reflect the status and objectives of LGNSW.

Dealing with LGNSW's Property Use of funds and equipment

LGNSW staff members shall:

1. Not misuse the funds or equipment of LGNSW, or permit the misuse, or apparent misuse, of those funds or equipment by any other person or body;
2. Use LGNSW's resources entrusted to them effectively and economically in the course of the discharge of their duties, and not otherwise; and
3. Not use LGNSW's resources, including the services of other LGNSW staff, for private purposes, other than so far as may be permitted under any contract of employment or authorised, and subject to any conditions imposed, by the appropriate divisional Director.

Travelling and sustenance expenses

LGNSW staff members should only claim and accept travelling and sustenance expenses arising out of travel on matters related to the services, policies and business of LGNSW.

Use of credit cards

LGNSW staff members who have been issued with credit cards under LGNSW's corporate scheme must not use those cards for the payment of personal expenses not related to the discharge of LGNSW's business.

Access to information

LGNSW staff members should ensure that LGNSW Board members are given access to all information necessary for the proper performance of their functions and compliance with their responsibilities as members.

Variation

LGNSW reserves the right to review, vary or revoke these policies.