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Code of conduct template queensland

The Queensland Councillors' Code of Conduct (PDF, 160 KB) sets out the values that describe the types of conduct that councillors should demonstrate under each of the five principles of local government and the expected standards of behaviour of councillors and mayors in carrying out their role as elected representatives. By following the behaviours set out in the Code of Conduct, councillors increase public confidence in local government and board decisions. On August 4, 2020, the then Minister of Local Government approved amendments to the Code of Conduct to reflect legislative changes in effect on October 12, 2020 for conflicts of interest and councillors. Key Resource Download Queensland Councillors' Code of Conduct (PDF, 160 KB) On this page Background The Local Government Act 2009 (LGA) and the City of Brisbane Act 2010 (COBA) provide processes for dealing with councillors who are not complying with their obligations under the legislation. This allows us to maintain appropriate standards of guidance and performance of advisors. The legislation stipulates that the Minister of Local Government must adopt a code of conduct that sets out the standards of behaviour of councillors in the performance of their official duties as elected representatives in accordance with the principles of local government. Local Government Principles The LGA and COBA are based on five principles of local government that councillors must adhere to in the performance of their elected representative duties, and it is important to note that all principles are of equal importance. These principles are: transparent and effective processes, public policy making in the public interest and sustainable development and management of assets and infrastructure, and the provision of effective social inclusion services of democratic representation and meaningful community engagement of good governance and, through local government, ethical and legal behaviour of advisors, local government employees and advisors. Standards of Conduct All councillors and mayors must comply with the three standards of behaviour set out in the Code of Conduct. These are: 1. Responsibility - perform responsibilities conscientiously and in the best interests of the council and the community. participate significantly in all board meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to help them fulfill their role other than in exceptional circumstances and/or where prior authorization is granted to compliance and comply with all board policies, procedures and resolutions use only Official board electronic communication accounts (e.g., e-mail accounts) when conducting business reports of alleged wrongdoing to the appropriate entity in a timely manner to ensure that their conduct or ability to exercise their responsibilities as an advisor is not compromised by the use of substances that may endanger them or others in a timely manner. Appropriate. (for example, alcohol, illicit drugs or prescribed/non-prescribed and/or restricted substances) cooperate with any investigation by the local government or other entity to ensure that the councillor is aware of his or her obligation to comply with the standards of conduct contained in the Queensland Councillors' Code of Conduct (PDF, 242 KB). 2. Respect - treat people in a reasonable, fair, respectful and non-discriminatory manner. For example, councillors will act, at the very least, as follows: treat fellow councillors, board employees and members of the public with courtesy, honesty and fairness without using abusive, obscene or threatening language (oral or written) or behaviour towards other councillors, board employees or members of the public who have appropriate respect for the rights, obligations, cultural differences, safety, health and well-being of others. 3. Reputation - ensure that conduct does not damage the reputation of the board. For example, advisors will conduct themselves, at a minimum, in the following way: when expressing a dissenting opinion with the majority decision of the board, respect the democratic process by recognizing that the board's decision represents the majority opinion of the board when making public comments, make it clear whether they speak on behalf of the board or express their personal opinions at all times strive to maintain and strengthen public confidence in the integrity of the board and to avoid any action that might diminish its position, or its position. The consequences of non-compliance with standards of conduct in the Code of Conduct or other conduct prescribed in the Code of Conduct may result in a complaint against the conduct of a counsel and subsequent disciplinary action under the AGA or COBA. A complaint about the conduct of an advisor must be submitted to the OOIA, which will assess the complaint and determine the category of the allegation. In the most or least serious order, the categories of complaints are corrupt conduct, misconduct, inappropriate conduct, and then inappropriate meeting conduct. In addition to the above information contained in the Code of Conduct, it is important to note that as an advisor, you will be in possession of information that is confidential to the local government or that may be information containing personal information about members of the community. Therefore, you must be careful not to abuse the information to which you have access as an advisor. Councillors must not disclose any confidential information to the local government that they acquire in their advisory role, including the substance of discussions held in a closed meeting. Councillors must also individuals' privacy and ensure that they do not publicly disclose personal information. Similarly, advisors cannot use the information they acquire as advisors to gain financial benefit or someone else, or cause financial harm to the local authority. In addition, advisors are prohibited from buying or selling property if they have domestic information acquired in their role as advisors that may influence the decision to buy or sell the asset. Severe penalties apply to counsellors who abuse the information they acquire as a representative of the council, including heavy fines and imprisonment. 5-minute feedback survey Did you find the information you were looking for? Complete the survey to give us comments on the information on this page or additional information that you think this page might include. More information For more information, contact your nearest regional office within the Department of Local Government, Racing and Multicultural Affairs. Last updated: Wednesday, November 25, 2020 Members of government bodies assume a position of public confidence, as noted above. As such, members of the public rightly expect these appointees to follow certain ethical principles. The Public Sector Ethics Act (Ethics Act) applies to public servants who are defined in the Act as an agent or employee of a public sector entity. The definition of a public sector entity includes a commission, authority, office, corporation or instrumentality established under a law or under the authority of a state or local government for public, state or local purposes. It also includes any regulatorily mandated entity that is assisted by public funds. However, the definition of public sector entity in the Ethics Act expressly excludes specific entities, including Crown corporations. Therefore, the Ethics Act applies to a board of directors if it is a public sector entity. It applies to legislative authorities or corporations supported by public funds or established for public purposes, but does not apply to public authorities. The Ethics Act prescribes five ethical principles that are declared essential to good public administration: respect for the law and government's respect for the economy and effectiveness of care in terms of personal integrity. The five ethical principles apply to public servants as ethical obligations and are intended to provide the basis of codes of conduct for public servants and are not legally enforceable on their own. The CEO of a public sector entity has an obligation to ensure that a code of conduct is prepared for the entity. The Department of the Prime Minister and Cabinet's Code of Conduct (November 2009) is an example of a which was developed under the Ethics Act. The Code applies to members of the Prime Minister's Boards of Directors to the extent that they use public resources or have access to official information. The Code is divided into articles that deal with specific requirements under each of the five ethical principles. The Code also contains many hypothetical examples as well as one that a (annexed at the end of the Code). A copy of this form appears as an attachment 4 to this guide. Relevant enabling legislation may prescribe specific ethical obligations for an organization: Example: Development Assessment Committees for iconic sites established under Section 36 of the Queensland Places Act Disclosure of important personal interests This section applies if: a member has a significant personal interest in an issue under consideration or about to be considered by the panel , the significant personal interest could conflict with the appropriate performance of the member's duties in relation to the matter. The member must, as soon as possible, disclose the important personal interest to all other members. If a member has disclosed a significant personal interest in an issue, he or she should not participate in the committee's consideration of the matter. If the Ethics Act does not apply to the entity, the law creating the entity should be examined specifically to determine the ethical responsibilities of the officers. Above