

Name:	Code of Conduct for Elected Members		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	12/12/2017	Next Review Date:	1/10/2019
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### 1 PURPOSE

This policy sets out the conduct obligations of members of the Council, local boards and Council committees as required by sections 77 and 78 of the Local Government Act 2008

### 2 PRINCIPLES

Policies of the city of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, The Municipal Plan, Asset Management Plans and other relevant documents.

### 3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Elected Member	Individuals elected to Council, including the Mayor
Local boards	Any local board established by City of Palmerston in accordance with Part 5.1 of the Local Government Act 2008
Council committees	Any Council committee established in accordance with Part 5.2 of the Local Government Act 2008

### 4 POLICY STATEMENT

4.1 City of Palmerston has chosen to adopt the provisions of schedule 2 of the Act as the Code of Conduct for Elected members.

#### Honesty and integrity

A member must act honestly and with integrity in performing official functions.

#### Care and diligence

A member must act with reasonable care and diligence in performing official functions.

#### Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

#### Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of, council staff.

#### Respect for cultural diversity

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

### **Conflict of interest**

A member must, if possible, avoid conflict of interest between the member's private interests and official functions and responsibilities.

Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure.

### **Respect for confidences**

A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

### **Gifts**

A member must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

### **Accountability**

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

### **Interests of municipality to be paramount**

A member must act in what the member genuinely believes to be the best interests of the municipality.

In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable, and properly informed judgment about what will best advance the best interests of the municipality.

#### **4.2 Implementation and Delegation**

The Chief Executive Officer is responsible for managing implementation of this policy.

#### **4.3 Evaluation and Review**

This should be reviewed once in the term of each Council.

## **5 ASSOCIATED DOCUMENTS**

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- 5.1 Elected Members Policy
- 5.2 Elected Members Benefits and Support Policy
- 5.3 Conflict of Interest
- 5.4 Caretaker Policy
- 5.5 Political Involvement in Council Events
- 5.6 Code of Conduct for Elected Members

## **6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 Local Government Act
- 6.2 Local Government (Accounting) Regulations
- 6.3 Local Government (Administration) Regulations
- 6.4 Local Government (Electoral) Regulations