

POLICY GROUP	1	Organisational governance
POLICY SUB GROUP	1.1	Governance
VERSION	1	
DATE ADOPTED	13 November 2007	
RESPONSIBLE DIRECTORATE	General management	
RESPONSIBLE MANAGER	Corporate planner	
PLANNED REVIEW DATE	May 2009	

Objectives

To ensure Councillors and staff maintain an appropriate level of professional conduct, behaviour and ethical standards at all times.

Bega Valley Shire Council (BVSC) policy

- Councillors and staff will carry out their various duties in accordance with all relevant legislation, policies, guidelines, professional standards and BVSC's own adopted codes of meeting practice and conduct.
- The behaviour of both Councillors and staff must enhance the community's perception and reputation of local government at all times.
- Any recognition or reimbursement to councillors or staff by way of certificate, gift or financial payment will be subject to adopted procedures, be transparent in nature and on the public record.
- Guidelines for the provision of facilities for Councillors, the Deputy Mayor and the Mayor to assist them in discharging the duties and functions of their civic office are clearly identified and available to Councillors, staff and the public.
- All Council documents, policies and procedures must be produced using applicable templates and comply with corporate identity formats and standards
- All reported breaches of this policy must be subject to the relevant assessment and conduct management procedures.
- All complaints will be dealt with expeditiously and in accordance with the relevant procedure

Policy implementation procedures, guidelines and documents

Reference No.	Title
1.1.2 (a)	Code of Conduct
1.1.2 (b)	Code of meeting practice
1.1.2 (c)	Councillor certificates of service
1.1.2 (d)	Payment of expenses and provision of facilities for Councillors
1.1.2 (e)	Complaints handling
1.1.2 (f)	Independent Commission Against Corruption (ICAC)
1.1.2 (g)	Responding to invitations

Related BVSC policies

Policy No.	Title
1.1.4	Interstate and oversea travel