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## COUNCILLOR STATEMENT OF EXPECTATIONS

### 1. PURPOSE

As part of council's good governance program and earning the highest level of confidence in our elected members from our community, council has endorsed this document as a complementary document to support achievement of the standards of conduct and behaviour required by the Code of Conduct approved in accordance with the *Local Government Act 1993 (Tas)*. This document also assists council to meet obligations under the *Work Health and Safety Act 2012*.

### 2. APPLICATION

This document applies to the conduct and behaviour of elected members towards each other, other council employees and community members, while performing the functions and exercising their powers of office with the council.

### 3. ELECTED MEMBER RESPONSIBILITIES

Elected members are obliged to uphold the law and actively contribute to a healthy working environment for colleagues, council employees and our community by adhering to high standards of behaviour whenever and wherever they may be undertaking their duties.

### 4. INAPPROPRIATE CONDUCT / UNREASONABLE BEHAVIOUR

While a range of behaviour and conduct are precluded by legislation, there is also behaviour that falls below misconduct but is still unreasonable, including:

- rude, loud, or insensitive remarks
- swearing, shouting, name-calling or generally ranting out loud about something
- repeatedly raising the same issue, and not letting go despite the matter being addressed
- continually making jokes about a person, or singling out one person for remarks more often than others in a group
- personal attacks, threats and intimidation
- deliberate exclusion, and
- deliberately withholding information from someone where that information is essential to their ability to perform their work effectively.

The standard of behaviour expected and to be adhered to is measured by how it is perceived by others not how it is intended. That is, inappropriate conduct / unreasonable behaviour is conduct or behaviour that a reasonable person, having regard to all the circumstances, believes or expects would be inappropriate within a workplace or work setting.

## 5. IMPACT OF INAPPROPRIATE CONDUCT / UNREASONABLE BEHAVIOUR

Inappropriate conduct and unreasonable behaviour has both physical and mental health impacts, including poor morale, stress, damage to reputation and disengagement.

Developing a culture where inappropriate conduct and unreasonable behaviour is not tolerated provides an environment which builds trust and confidence. In such an environment elected members, staff and our community feel safe to contribute openly and to challenge each other without fear of being embarrassed or marginalised; engendering respectful and meaningful communications.

## 6. ELECTED MEMBER BEHAVIOURS

Elected members will:

- Treat all people with dignity and respect.
- Recognise their individual role in contributing to and maintaining a respectful and positive culture.
- Ensure their behaviour is appropriate at all times in accordance with council's values.
- Maintain a professional and safe work environment free from unacceptable conduct.
- Take reasonable and proportionate measures to prevent and/or resolve unacceptable conduct as early as possible in a respectful and courteous way.
- Not make or cause to make a vexatious, false or frivolous complaint.
- Report any unacceptable conduct.
- Maintain confidentiality regarding any complaint raised in accordance with this Statement of Expectations, unless given explicit permission by the individual bringing the complaint or they are legally obliged to provide information to appropriate authorities.

*Examples in practice*

- Take responsibility for being positive role models
- Not talk over the top of another speaker
- Be present in communications, listen to understand
- Ensure everyone has the opportunity to be heard
- Not embarrass someone if they make a mistake, or ask a question

## 7. ISSUES RESOLUTION

The Mayor is responsible for addressing issues of inappropriate conduct and unreasonable behaviour in accordance with council’s adopted Councillor Issues Resolutions Procedure.

The Chief Executive Officer remains the person principally responsible for council’s obligations as a Person Conducting a Business or Undertaking under the *Work Health and Safety Act 2012* (Tas).

## 8. APPROVAL

COUNCIL APPROVAL DATE	25 July 2022
REVIEW	Every 4 years following each council election
RESPONSIBLE POSITION	Mayor