

**CITY OF MARION
GENERAL COUNCIL MEETING
9 SEPTEMBER 2014**

**REPORT RELATING TO:
An Organisation of Excellence**

Originating Officer: Mark Searle, Chief Executive Officer

Subject: Code of Conduct Complaint

Ref No: GC09091F01

If the Council so determines, this matter may be considered in confidence under Sections 90(2) and (3)(a) of the Local Government Act 1999 on the grounds that it relates to matters that may affect personal affairs of a person living or dead.



Mark Searle
Chief Executive Officer

1. Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999 the Council orders that all persons present, with the exception of the following [Mark Searle, Chief Executive Officer; Heather Montgomerie, Director; Vincent Mifsud Director; Kathy Jarrett, Director; Kate McKenzie, Manager Governance; Jaimie Thwaites, Unit Manager Council Support and Craig Clarke, Unit Manager Communications], be excluded from the meeting as the Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider information pertaining to Code of Conduct for Council Members issues.

The purpose of this report is to seek Council's resolution on the next steps to take in addressing this complaint regarding the conduct of Councillor Pfeiffer.

DISCUSSION:

On the 27 August 2014, the Ombudsman received an anonymous Code of Conduct complaint regarding Councillor Tim Pfeiffer for using council resources for electoral purposes (**Appendix 1**). The complaint alleges that Councillor Pfeiffer has used the City of Marion logo, post office box and website to assist in his re-election.

Council also received a copy of this complaint on 4 September 2014.

Code of Conduct (**Appendix 2**)

The Code of Conduct for Council Members is in three parts:

- Behaviour which falls under Part 2 of the Code,
- Misconduct which triggers action under Part 3 of the Code, or
- Criminal or corrupt behaviour.

The complainant has not specified what section the alleged breach has occurred under.

Caretaker Policy

Council adopted its Caretaker Policy at its General Council Meeting on Tuesday, 8 July 2014. The Caretaker Policy comes into effect at the close of nominations being Tuesday, 16th September 2014.

The Policy Statement within the Caretaker Policy states:

It is a long established democratic principle that outgoing elected bodies should not use public resources for election campaigning, nor make decisions which may be unreasonable, inappropriate, or unnecessarily bind an incoming Council.

Council affirms its commitment to fair and democratic elections, and adherence to this principle and in doing so, has adopted this Policy.

The Caretaker Policy is taken to form part of the Code of Conduct for Elected Members and Staff.

Letter to all Elected Members

All Elected Members received a letter from the Manager Governance on 8 July 2014, providing information about legislative provisions that apply during an election year. The underlying principal in the letter was that during an election period, equity and fairness is applied to all candidates. The letter also advised that Council resources cannot be used by or on behalf of a candidate for electoral purposes or for producing electoral material for any candidate. For example, Council supplied paper or toner to print newsletters or fliers, Council logo, Council Business Cards, Council's email addresses or IT equipment for campaigning purposes.

It is our understanding that Councillor Pfeiffer distributed this flyer before receiving this correspondence.

Council Considerations

Pursuant to the Elected Member Code of Conduct Procedure for Investigating Complaints (The procedure) (**Appendix 3**), Council must determine if this complaint relates to:

- Behaviour which falls under Part 2 of the Code,
- Misconduct which triggers action under Part 3 of the Code, or
- Criminal or corrupt behaviour.

Initial advice has been received from the Ombudsman's office that in the absence of any further information, it appears that the matter falls outside of the Ombudsman jurisdiction (i.e. not a breach under Part 3 or a breach of a code under 91A(7) of the Local Government (Elections) Act 1999. Their view was the complaint would most likely be a breach of Part 2 of the Code (potentially section 2.6 – Comply with all Council Policies, codes and resolution).

Verbal advice was also received from the Electoral Commissioner suggesting that the use of council resources for electoral purposes is not a matter they would usually investigate.

Section 3 of the Procedure provides Council with 4 options to consider a matter:

1. Internal response
2. Referral to the Local Government Governance Panel
3. Referral to independent person of Councils choice
4. Dismiss the allegation.

Options to resolve this matter:

The question for Council to consider is “has Councillor Pfeiffer breached the Code of Conduct and used Council resources for electoral purposes?”

If Yes:

Council may resolve the matter internally by resolution. Council may issue a reprimand and seek an undertaking from Councillor Pfeiffer to not use Council resources again for electoral purposes. Councillor Pfeiffer could provide an undertaking to be recorded in the minutes. The report and minutes for this item would be public and satisfy the reporting requirements of the Council Member Code of Conduct.

If no:

Council may resolve to dismiss the matter if Council is of the opinion that the Code of Conduct has not been breached. This dismissal would be recorded in the minutes and made public together with this report and therefore satisfy the requirements of the Council Member Code of Conduct.

If unsure:

Council may resolve to forward the Code of Conduct to an external party for investigation. If this option is progressed, this report and the referral will continue to be confidential until such time as a final report is received.

RECOMMENDATIONS:

That:

- 1. Council advises the approach it wishes to take regarding this matter.**
- 2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, any attachment to this report and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act be kept confidential and not available for public inspection for the current term of the Council. This confidentiality order will be reviewed as required by the Act with the first such review to occur at the General Council Meeting in December 2014.**

Ombudsman SA
PO Box 3651
Rundle Mall SA 5000

25 August 2014



To whom it may concern:

Councillor Tim Pfeiffer, Woodlands Ward, City of Marion

I recently received the attached correspondence in my letterbox.

I am concerned that in using the City of Marion's logo, post office box and website, Cr Pfeiffer is inappropriately using council resources to assist in his re-election.

There is no doubt in my mind that Cr Pfeiffer's letter is election material in that it provides a specific announcement that he is going to re-contest his ward.

I believe that this is a breach of the City of Marion's code of conduct.

I wish to remain anonymous regarding this complaint.

I have copied this complaint to Mark Searle, CEO, City of Marion.

Yours faithfully.

SCANNED

Tim Pfeiffer

Deputy Mayor

Councillor - Woodlands Ward (Ascut Park, Edwardstown, Glendore & South Plympton)

City of Marion



Dear Residents and Ratepayers,

I am writing to update you on the progress that has been made in recent times in our area (see over).

I am incredibly proud of the advances that we've made as a community. Although it has been hard work, through working together we've kicked some great goals.

When I ran for election in 2010, I was frustrated that our local area had been forgotten. Your support gave me the mandate to get stuck in and start turning this around. Together we have made some good changes but there is still a lot more work to do.

While the local government elections are still a few months away (November 2014), I can confirm that I will be running again for the position of Woodlands Ward Councillor.

I am currently setting my priorities for the next Council term and I need your input. To represent you in the best way that I can, I need to understand what is important to you. If you have ideas that you think I should be pursuing, please email or call me.

Thank you for your ongoing support.



Kind regards,



Tim Pfeiffer
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Councillor Tim Pfeiffer

@CrTimbo

SCANNED

CODE OF CONDUCT FOR COUNCIL MEMBERS

Local Government Act 1999: Section 63 (1)

NOTICE under Clause 3.10 of the Code of Conduct for Council Members published by the Minister for Planning for the purposes of Section 63 (1) of the Local Government Act 1999.

For the purposes of Clause 3.10 of the Code of Conduct for Council Members adopted for the purposes of Section 63 (1) of the Local Government Act 1999 and published in the *Gazette* on the day on which this Notice is made, the value of \$100 is specified.

Dated 18 August 2013.

JOHN RAU, Deputy Premier, Minister for Planning

Code of Conduct for Council Members

*Published by the Minister for Planning for the purposes of Section 63 (1) of the
Local Government Act 1999.*

This Code of Conduct is to be observed by all Council members.

Council members must comply with the provisions of this Code in carrying out their functions as public officials. It is the personal responsibility of Council members to ensure that they are familiar with, and comply with, the standards in the Code at all times.

PART 1—PRINCIPLES

1. Higher principles—Overarching Statement

This part does not constitute separate enforceable standards of conduct.

Council members in South Australia have a commitment to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

Council members will work together constructively as a Council and will uphold the values of honesty, integrity, accountability and transparency, and in turn, foster community confidence and trust in Local Government.

As representatives of open, responsive and accountable government, Council members are committed to considering all relevant information and opinions, giving each due weight, in line with the Council's community consultation obligations.

In the performance of their role, Council members will take account of the diverse current and future needs of the local community in decision-making, provide leadership and promote the interests of the Council.

Council members will make every endeavour to ensure that they have current knowledge of both statutory requirements and best practice relevant to their position. All Councils are expected to provide training and education opportunities that will assist members to meet their responsibilities under the Local Government Act 1999.

Council members will comply with all legislative requirements of their role and abide by this Code of Conduct.

PART 2—BEHAVIOURAL CODE

2. Behavioural Code

In line with 'Part 1—Higher Principles' of this Code, the following behaviour is considered essential to upholding the principles of good governance in Councils.

This Part is for the management of the conduct of Council members that does not meet the reasonable community expectations of the conduct of Council members. It deals with conduct that does not, and is not likely to, constitute a breach of Part 3—Misconduct or criminal matters such as those contained in the Appendix to this document.

Robust debate within Councils that is conducted in a respectful manner is not a breach of this Part.

It is intended that each Council will adopt a process for the handling of alleged breaches of this Part. This process will be reviewed within 12 months of a general Local Government election.

Council members must:

General behaviour

- 2.1 Show commitment and discharge duties conscientiously.
- 2.2 Act in a way that generates community trust and confidence in the Council.
- 2.3 Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.
- 2.4 Show respect for others if making comments publicly.
- 2.5 Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.

Responsibilities as a member of Council

- 2.6 Comply with all Council policies, codes and resolutions.
- 2.7 Deal with information received in their capacity as Council members in a responsible manner.
- 2.8 Endeavour to provide accurate information to the Council and to the public at all times.

Relationship with fellow Council Members

- 2.9 Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences of views and opinions.
- 2.10 Not bully or harass other Council members.

Relationship with Council staff

- 2.11 Not bully or harass Council staff.
- 2.12 Direct all requests for information from the Council administration to the Council's Chief Executive Officer or nominated delegate/s.
- 2.13 Direct all requests for work or actions by Council staff to the Council's Chief Executive Officer or nominated delegate/s.
- 2.14 Refrain from directing or influencing Council staff with respect to the way in which these employees perform their duties.

Requirement to report breach of Part 3

- 2.15 A Council member who is of the opinion that a breach of Part 3 of this Code (Misconduct)— has occurred, or is currently occurring, must report the breach to the Principal Member of the Council or Chief Executive Officer, the Ombudsman or the Office for Public Integrity.
- 2.16 A failure to report an alleged or suspected breach of Part 3 of this Code is in itself a breach under this Part (Behavioural Code).

Complaints

- 2.17 Any person may make a complaint about a Council member under the Behavioural Code.
- 2.18 Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Principal Member or Chief Executive Officer of the Council, or nominated delegate/s.
- 2.19 A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process for handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the Local Government Governance Panel, a regional governance panel or an independent investigator.
- 2.20 A complaint may be considered within this process to be trivial, vexatious or frivolous, and accordingly not investigated.
- 2.21 A failure of a Council member to cooperate with the Council's process for handling alleged breaches of this Part may be referred for investigation under Part 3.
- 2.22 A failure of a Council member to comply with a finding of an investigation under this Part, adopted by the Council, may be referred for investigation under Part 3.
- 2.23 Repeated or sustained breaches of this Part by the same Council member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.
- 2.24 A breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.

Findings

- 2.25 If, following investigation under the Council's complaints handling process, a breach of the Behavioural Code by a Council member is found, the Council may, by resolution:
- 2.25.1 Take no action;
 - 2.25.2 Pass a censure motion in respect of the Council member;
 - 2.25.3 Request a public apology, whether written or verbal;
 - 2.25.4 Request the Council member to attend training on the specific topic found to have been breached;
 - 2.25.5 Resolve to remove or suspend the Council member from a position within the Council (not including the member's elected position on Council);
 - 2.25.6 Request the member to repay monies to the Council.

PART 3—MISCONDUCT

3. Misconduct

Failure by a Council member to comply with this Part constitutes misconduct. The provisions within this Part may refer to statutory matters under the Local Government Act 1999. Any breach of these provisions will be investigated under that legislation.

Any person may report an alleged breach of this Part to the Council, the Ombudsman, the Electoral Commissioner (for alleged breaches of Code 3.8) or the Office for Public Integrity. Alleged breaches of this Part made to a Council or to the Office for Public Integrity may be referred to the Ombudsman for investigation under Section 263 of the Local Government Act 1999, by the Council's Chief Executive Officer or by the Independent Commissioner Against Corruption, where he or she so determines.

A report from the Ombudsman that finds a Council member has breached this Part (Misconduct) of the Code of Conduct must be provided to a public meeting of the Council. The Council must pass resolutions, that give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.

An investigation under Part 3 of this Code does not preclude an investigation being launched as a potential breach of the criminal matters listed in the Appendix to this document.

Member duties

Council members must:

- 3.1 Act honestly at all times in the performance and discharge of their official functions and duties;
- 3.2 Perform and discharge their official functions and duties with reasonable care and diligence at all times;
- 3.3 Not release or divulge information that the Council has ordered be kept confidential, or that the Council member should reasonably know is information that is confidential, including information that is considered by Council in confidence;
- 3.4 Not exercise or perform, or purport to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform;
- 3.5 Not attempt to improperly direct a member of Council staff to act in their capacity as a Local Government employee for an unauthorised purpose;
- 3.6 Ensure that relationships with external parties cannot amount to interference by improper influence, affecting judgement, decisions and/or actions.

Gifts and benefits

3.7 Council members must not:

- 3.7.1 Seek gifts or benefits of any kind;
 - 3.7.2 Accept any gift or benefit that may create a sense of obligation on their part or may be perceived to be intended or likely to influence them in carrying out their public duty;
 - 3.7.3 Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.
- 3.8 Notwithstanding Code 3.7, Council members may accept campaign donations as provided for in the Local Government (Elections) Act 1999.

- 3.9 Notwithstanding Code 3.7.3, Council members may accept hospitality provided in the context of performing their duties, including:
- 3.9.1 Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
 - 3.9.1.2 Council work related events such as training, education sessions workshops and conferences;
 - 3.9.1.3 Council functions or events;
 - 3.9.1.4 Social functions organised by groups such as Council committees and community organisations.
 - 3.9.2 Invitations to, and attendance at, local social, cultural or sporting events.
- 3.10 Where Council members receive a gift or benefit of more than a value published in the *Government Gazette* by the Minister from time to time, details of each gift or benefit must be recorded within a gifts and benefits register maintained and updated quarterly by the Council's Chief Executive Officer. This register must be made available for inspection at the principal office of the Council and on the Council website.

Register of Interests

- 3.11 Council members must lodge with the Council a complete and accurate primary return of their interests, and subsequent ordinary returns, as required by legislation.

Campaign donation returns

- 3.12 Council members must ensure that following each election an accurate campaign donation return is provided to the Chief Executive Officer of the Council as required by legislation.

Conflict of interest

- 3.13 Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

Misuse of Council resources

- 3.14 Council members using Council resources must do so effectively and prudently.
- 3.15 Council members must not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.
- 3.16 Council members must not use public funds or resources in a manner that is irregular or unauthorised.

Repeated or sustained breaches of Part 2

- 3.17 At the discretion of the Council to which the member is elected, repeated or sustained inappropriate behaviour, as listed in Part 2, may be escalated to an allegation of misconduct under this Part.
- 3.18 A failure to comply with a finding of inappropriate behaviour (by the Council, independent investigator or Ombudsman) under Part 2 is also grounds for a complaint under this Part.

APPENDIX—CRIMINAL MATTERS

The matters within this Appendix are matters for which a criminal penalty attaches. As separate legislation operates to cover such conduct, this part does not form part of the Code of Conduct for Council Members.

Allegations of conduct breaching these matters will be investigated in accordance with the legislation governing that conduct and they are included within this document only in order to provide a complete overview of the standards of conduct and behaviour expected of Council members.

Alleged breaches of matters outlined in this Appendix should be reported to the Office for Public Integrity in the first instance.

Breaches of the Local Government Act 1999

Member duties

A member of a Council must not, whether within or outside the State, make improper use of information acquired by virtue of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (3)).

A member of a Council must not, whether within or outside the State, make improper use of his or her position as a member of the Council to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the Council (Section 62 (4)).

Provision of false information

A member of a Council who submits a return under Chapter 5 Part 4 (Register of interest) and Schedule 3 of the Local Government Act 1999, that is to the knowledge of the member, false or misleading in a material particular (whether by reason of information included in or omitted from the return) is guilty of an offence (Section 69).

Restrictions on publication of information from Register of Interests

A Council member must not publish information, or authorise publication of information, derived from a Register unless the information constitutes a fair and accurate summary of the information contained in the Register, and is published in the public interest, or comment on the facts set forth in a Register, unless the comment is fair and published in the public interest and without malice (Section 71).

Breaches of other Acts

Acting in his or her capacity as a public officer, a Council member shall not engage in conduct, whether within or outside the state, that constitutes corruption in public administration as defined by Section 5 of the Independent Commissioner Against Corruption Act 2012, including:

An offence against Part 7 Division 4 (Offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:

- bribery or corruption of public officers;
- threats or reprisals against public officers;
- abuse of public office;
- demanding or requiring benefit on basis of public office;
- offences relating to appointment to public office.

Any other offence, including an offence against Part 5 (Offences of dishonesty) of the Criminal Law Consolidation Act 1935, committed by a public officer while acting in his or her capacity as a public officer, or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or to an attempt to commit such an offence.

Any of the following in relation to an offence referred to in a preceding paragraph:

- aiding, abetting, counselling or procuring the commission of the offence;
- inducing, whether by threats or promises or otherwise, the commission of the offence;
- being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
- conspiring with others to effect the commission of the offence.

Elected Member Code of Conduct Procedure for Investigating Complaints



1. POLICY

- 1.1 The Code of Conduct for Council Members is set by regulation and applies to all Elected Members across local government in South Australia. Depending on the nature of an alleged breach of the Code, a matter may be subject to a Council investigation or an investigation by the Ombudsman or Office of Public Integrity (OPI). This procedure applies when the Council receives a complaint against an Elected Member under the Code of Conduct for Council Members as gazetted on 29 August 2013. A copy of the Code is available on the City of Marion's website www.marion.sa.gov.au

2. ALLEGED BREACH

- 2.1 Breaches of the Code of Conduct may relate to behaviour (in Part 2 of the Code) or misconduct (in Part 3 of the Code). Criminal or corruption matters, which are subject to separate legislation, do not form part of the Code of Conduct for Elected Members but are referred to in the Appendix of the Code of Conduct.
- 2.2 Where an alleged breach occurs the complainant should report the allegation, in writing to the Chief Executive Officer. The allegation should:
- 2.2.1 Be specific
 - 2.2.2 Provide as much supporting evidence as possible to assist an investigation
 - 2.2.3 Provide the name of the Elected Member who has allegedly breach the Code.
- 2.3 Complainants can, at any time, take the alternative option of lodging the complaint with the Ombudsman or Office of Public Integrity (OPI), which will direct the complaint in accordance with the ICAC Act.
- 2.4 On receipt of a complaint, the CEO will be responsible for advising the Mayor and referring the complaint to Council.
- 2.5 When no allegations have been substantiated, Council will consider the matter in confidence.
- 2.6 The Council will consider the matter, in conjunction with legal advice if required, and determine whether the complaint relates to:
- 2.6.1 Behavioural which falls under Part 2 of the Code
 - 2.6.2 Misconduct which triggers action under Part 3 of the Code, or
 - 2.6.3 Criminal or Corrupt behaviour.

Elected Member Code of Conduct Procedure for Investigating Complaints



- 2.7 Complaints relating to misconduct or criminal behaviour must be referred to the appropriate authorities immediately.
- 2.8 Prior to the complaint being referred to Council, the Mayor will advise the Elected Member who is the subject of the complaint and its substance. If the complaint is about the Mayor, the Deputy Mayor will undertake this function.

3. ALLEGED BREACH UNDER PART 2

When considering how to investigate a complaint, Council may consider the following options:

3.1 Internal Response

- 3.1.1 Only matters which are determined to be of a minor nature will be dealt with internally and only with the agreement of the parties. Council may request that the Mayor facilitate a meeting with the complainant and the Elected Member and may seek mediation and conciliation between the parties in an attempt to resolve the matter to the satisfaction of all parties. This may be appropriate, for example, where the complainant is also an Elected Member.
- 3.1.2 The Mayor must ensure that the principles of natural justice and procedural fairness are observed.
- 3.1.3 Where the matter is resolved by the Mayor to the satisfaction of all the parties the matter will be closed and no further action will be taken. The Mayor will send written confirmation to all the parties confirming that the matter has been resolved and provide report the outcome to a public meeting of the Council.
- 3.1.4 Where the matter cannot be resolved in this manner, it will be referred back to Council for further consideration.

3.2 Referral to Local Government Governance Panel

- 3.2.1 A complaint may be referred by Council to the independent Local Government Governance Panel for investigation.
- 3.2.2 Complaints to the Governance Panel will specify:
 - The grounds of the complaint
 - Set out the circumstances of the complaint
 - Be accompanied by any other material that is available to support the complaint.

Elected Member Code of Conduct Procedure for Investigating Complaints



A copy of the Governance Panel procedures is available on the Governance Panel webpage on the Local Government Association's website under Rules of Engagement.

- 3.2.3 If referred to the Governance Panel, the matter will be assessed initially by the Governance Panel Chairperson who will determine the process to be followed and the person who will deal with the matter. The matter may be dismissed if it is frivolous, vexatious, misconceived or lacking in substance. Where a complaint progresses to an investigation, a report will be prepared by the Governance Panel and provided to Council. The report may recommend to the Council appropriate action in relation to the matter including the imposition of any of the sanctions available to a Council under clause 2.25 of the Code of Conduct.

3.3 Referral to independent person of Council's choice

- 3.3.1 A complaint may be referred by Council to an independent person for investigation.
- 3.3.2 Council can appoint an independent person of their choice. This appointment should be established through a transparent process such as a tender or via a selection process.
- 3.3.3 Complaints to an independent person will specify:
- The grounds of the complaint
 - Set out the circumstances of the complaint
 - Be accompanied by any other material that is available to support the complaint.

3.4 Dismiss the allegation.

- 3.4.1 The Council may choose to dismiss a matter if it is frivolous, vexatious, misconceived or lacking in substance. The Council must provide reasoning for undertaking this action.

4. REPORTING TO COUNCIL

- 4.1 At the conclusion of an investigation, if a breach of part 2 of the Code is found, the breach must be the subject of a report to a public meeting of the Council. The Council may, by resolution, take any of the following actions:
- 4.1.1 Take no action

Elected Member Code of Conduct Procedure for Investigating Complaints



- 4.1.2 Pass a censure motion in respect of the Elected Member
- 4.1.3 Request a public apology, whether written or verbal
- 4.1.4 Request the Elected Member to attend training on the specific topic found to have been breached
- 4.1.5 Resolve to move or suspend the Elected Member from a position within the Council (not including the Members Elected position on Council)
- 4.1.6 Request the member to repay monies to the Council.

5. APPEALS

- 5.1 The Council will not enter into any process of appeal in relation to Part 2 of the Code. If an Elected Member is aggrieved by the process and or outcome, they may refer the matter to the Ombudsman for review.

6. PART 3 – MANDATORY CODE (MISCONDUCT)

- 6.1 Any person may report an alleged breach of Part 3 of the Code to the Council, the Ombudsman or Office of Public Integrity. Alleged breaches of this Part made to Council or to the Office of Public Integrity may be referred to the Ombudsman for investigation.
- 6.2 Under the Code of Conduct, an Elected Member who is of the opinion that a breach of Part 3 of the Code has occurred, or is currently occurring, must report the breach to the Mayor of the Council or Chief Executive Officer, the Ombudsman of the Office of Public Integrity.
- 6.3 A failure to report an alleged or suspected breach of Part 3 of the Code is in itself a breach under Part 2 of the Code.
- 6.4 A failure of an Elected Member to co-operate with the Council's process for handling alleged breaches of Part 2 of the Code may be referred for investigation under Part 3.
- 6.5 A failure of an Elected Member to comply with a finding of an investigation under this procedure may be referred for investigation under Part 3 of the Code.
- 6.6 Repeated or sustained breaches of Part 2 of the Code by the same Elected Member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.

Elected Member Code of Conduct Procedure for Investigating Complaints



- 6.7 A report from the Ombudsman that finds a Council Member has breached Part 3 of the Code of Conduct must be the subject of a report to a public meeting of the Council. The Council must pass a resolution to give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.

7. CRIMINAL MATTERS – APPENDIX TO THE CODE OF CONDUCT

- 7.1 The matters within the Appendix to the Code of Conduct are matters for which a criminal penalty applies. These matters must be reported to the Office of Public Integrity. In addition, allegations of a breach of any of the offence provisions in the *Local Government Act 1999* must be reported to the Office of Public Integrity.
- 7.2 In compliance with the *Independent Commissioner against Corruption Act 2012*, referral of such complaints to the Office of Public Integrity will remain confidential.

8. Further Information

Adopted by Council:	24 June 2014 (GC240614R08)
Next Review:	November 2015 (within 12 months of general election)
Version:	1.0
Owner:	Manager Governance
Applicable Legislation:	Local Government Act 1999 (sections 59-63) Local Government (General) Variation Regulations 2013 Independent Commissioner against Corruption Act 2012
Related Documents:	Code of Conduct for Council Members Directions of Guidelines issued by ICAC
Related Policies:	Elected Caretaker Policy