

# Behavioural Support Policy

## Council Policy

<b>Policy Reference Number</b>	6736284
<b>Responsible Department</b>	Corporate Services
<b>Related Policies</b>	Behavioural Management Policy, Elected Members Allowances and Support Policy, Elected Members Training and Development Policy, Election Caretaker Policy, Public Consultation Policy, ICT Suite of Policies, Generative AI Use Policy
<b>Related Procedures</b>	
<b>Date of Initial Adoption</b>	
<b>Last Reviewed by Council</b>	

### 1. Purpose

The purpose of this Policy is to provide direction to Elected Members, Staff and the general public about specific administrative matters related to Elected Members. Expectations are in addition to any statutory requirements of the Local Government Act 1999, or any other relevant Act or Regulation or associated Council Policy.

In particular, the Policy forms part of the Behavioural Management Framework for Council Members and specifies directions relating to behaviour that must be observed by Elected Members.

### 2. Introduction

Elected Members in South Australia have an obligation 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.

To serve the community well, Elected Members must work together constructively as a Council. This, in turn supports community confidence and trust in local government.

### 3. Power to Make the Policy

This Policy has been prepared and adopted by Campbelltown City Council pursuant to Section 75F of the *Local Government Act 1999* (the 'Act').

The Policy has been written so that it is consistent with the Behavioural Standards for Council Members and complies with requirements specified by the behavioural standards.

### 4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

## 5. Principles

- The Community expects that Council will implement appropriate policies, procedures and practices for good public administration.
- Elected Members have a responsibility to exercise reasonable care and diligence when conducting their public officer duties.
- Elected Members will make every endeavour to ensure that they have current knowledge of both statutory requirements and the required standards of practice relevant to their position.

## 6. Policy

### 6.1 Elected Members' Charter

#### **We work together to get the best outcomes for the Community**

- We are prepared for and fully engaged in meetings
- We value and tap into our diversity of perspectives
- We actively listen to each other – one voice at a time
- We challenge respectfully – focus on the issue, never the person
- We treat each other with kindness
- We address concerns in a timely manner
- We are open and honest and review our behaviours to improve
- We act with and assume a positive intent.

### 6.2 Other matters relating to the behaviour of Council Members

#### **6.2.1 Criminal History Check**

Elected Members acknowledge the importance of their roles as decision makers and agree to undergo criminal history checks. at Council's cost, within 3 months of the commencement of each Council term or their appointment, which will be provided to the Chief Executive Officer and Manager Governance as confidential information.

#### **6.2.2 Community Engagement**

Elected Members will not participate in petitions or community engagement processes where Council or its Administration is the decision maker. Members are ineligible from being members of the Council's Online Community Engagement Platform (Connect 2 Campbelltown).

#### **6.2.3 Election Caretaker Policy**

Elected Members are committed to the terms of Council's Election Caretaker Policy and agree to abide by the conditions within it.

#### **6.2.4 Obtaining Legal Advice**

All legal advice obtained on behalf of Council, its Committees and the Council Assessment Panel will be obtained by the Chief Executive Officer (or nominee). Elected Members are not authorised to obtain legal advice at Council's expense.

#### **6.2.5 Relationship with Council Staff**

To facilitate a safe working environment for Council Staff, and positive and effective relationships between Elected Members and Staff, the following applies:

- All requests for information from Council Staff must be directed to the Council's Chief Executive Officer or nominated delegates as advised by the Chief Executive Officer by memo on at least an annual basis.
- All requests for work or actions by Council Staff must be directed to the Council's Chief Executive Officer or nominated delegates as advised by the Chief Executive Officer by memo on at least an annual basis.
- Elected Members must refrain from directing or influencing Council Staff with respect to the way in which the Staff perform their duties.

#### **6.2.6 ICT Policies and Generative AI Use Policy**

Elected Members commit to and acknowledge the importance of maintaining the integrity of Council's ICT (Information and Communications Technology) system. Elected Members will comply with the Council's ICT policies and Generative AI Use Policy.

### **7. Review & Evaluation**

Within twelve months of each new Council term, Council will review this policy. Following this initial review, this policy will be reviewed at least biennially by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

### **8. Availability of the Policy**

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au).