Code of Conduct

Advisory Committees

In line with the Committee Policy, this Advisory Committee Code of Conduct (Code) has been endorsed by Council and applies to every member who chooses to participate on an advisory committee or sub-committee working group. This Code is drawn from broader national guidelines and is not negotiable.

I [member] acknowledge the responsibility and privilege of representing the views of the Banyule community. I will adhere to this Code to support the productive participation of all members during meetings in accordance with the following terms.

I will:

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| Work for the net benefit of the Banyule community | I recognise that I am providing advice to Council that benefits the community, as opposed to the interests of any individual or representative organisation. I acknowledge that there may be differing views and am prepared to accept consensus that is in the best interests of Banyule.  |
| Uphold the consensus process | I will uphold the principles of our consensus-based process through openness, transparency, balance and respect for each member. |
| Agree to clear purpose and scope | I will commit to the purpose and objectives of the committee by:* Fully reviewing the Terms of Reference for the committee I seek to join to ensure that I am aware of the committee expectations and objectives.
* Offering relevant and accurate advice specific to the committee’s focus areas;
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| Respect others in meetings | I will commit to respecting others and maintaining a professional culture. I will attend meetings fully briefed and prepared. I commit to meeting etiquette and the rules of engagement by:* Turning mobile phones off;
* Being prompt and on time;
* When attending online, ensuring technology is in good working order prior to the meeting and ensuring the meeting is not broadcast to non-committee members;
* Advising the Contact Officer if I am unable to attend;
* Respecting others and their opinions by:
* Allowing one person to speak at a time;
* Creating space for others to speak by considering the frequency and duration of my own comments.
* Respecting the diverse cultures, experiences, beliefs and attitudes of others and listening to understand differing perspectives, even if different to my own. This means:
* Observing an individual's rights to exercise freedom of speech as long as those comments are not abusive in nature, intimidating, discriminatory, defamatory, indecent, offensive or objectionable in language.
* Personally communicating in ways that demonstrate the spirit of collaboration and providing constructive feedback in positive ways.
* Following the agreed-upon agenda, including any resolutions from the committee to add additional business;
* Accepting the committee decisions once resolved and not returning to ‘closed agenda items’ unless new or relevant subject matter emerges.
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| Participate actively | I agree to my roles and responsibilities and will actively participate in committee projects where agreed. I will engage and consult with our community to ensure the committee is informed and community views are represented. |
| Declare all relevant conflicts | I will behave in a transparent matter by declaring all relevant conflicts of interest. I will manage or remove potential, perceived, or actual conflicts of interest, to facilitate the resolution of competing interests via the adopted Council process. |
| Escalate and resolve issues | I will identify and escalate issues and disputes in a timely manner to ensure rapid resolution. I will uphold the agreed escalation and dispute resolution processes in the Policy. |
| Behave ethically and legally | I will act in good faith and with due care and diligence and comply with applicable laws and standards. I will promote a culture of integrity, fair and ethical behaviour and will avoid and encourage reporting of unethical behaviour. |
| Uphold this code | I will actively encourage compliance with this Code at all times. I also accept and encourage the rapid initiation of action to address poor, unacceptable, or inappropriate behaviours and breaches of this Code.I understand that if I am found in breach of this code of conduct, that my membership can be revoked and I may become ineligible to join a future committee. |