



Code of Conduct

Version Control

Date	Version	Edited By	Reviewed by	Date
2023	1	K Spears	National Board	16/11/2023

To be Reviewed immediately after AGM each Year.



CODE OF CONDUCT

The Australian Local Government Women's Association (ALGWA) as the peak body for women in local government is the strong collective voice for local democracy. It is the preeminent leader in a community of dynamic and passionate women in Local Government.

We are committed to our intent of advancing leadership to enhance democracy for all Australians. Our membership, events and promotions, enable women at all levels to stay informed, connected and inspired.

We are excited to lead change and create a strong, collective voice for our communities by the bringing together of extraordinary women from across the country.

Vision

ALGWA is committed to achieving gender equality in local government in Australia.

ALGWA supports and promotes women in local government through advice, advocacy, connecting and mentoring

Rationale

The purpose of the Code of Conduct is to set out standards of behaviour expected from Members, Staff and Volunteers.

All Members, Staff and Volunteers should ensure that they have read and comply with this Code of Conduct.

The Code of Conduct is underpinned by 4 ethics principles, fundamental to good public administration. The principles are integrity and impartiality—being honest, fair and respectful, and ensuring decisions are unprejudiced, unbiased and just.

National Board members and honorary members of ALGWA, Staff and Volunteers will:

1. Respect the rights, dignity and worth of others
2. Be fair, considerate and honest in all dealings with others
3. Be professional in, and accept responsibility for your actions
4. Be aware of, and maintain ALGWA's values and policies
5. Operate within the policies and guidelines of ALGWA
6. Not use your involvement in ALGWA to promote your own beliefs, behaviours, or practices where these are inconsistent with those of ALGWA
7. Refrain from any behaviour that may bring ALGWA into disrepute
8. Be a positive role model
9. Act with integrity
10. Not improperly seek to confer an advantage or disadvantage on any person
11. Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
12. Exercise reasonable care and diligence and submit themselves to the lawful scrutiny that is appropriate to their office
13. Act lawfully and in accordance with the trust placed in them
14. Understand the repercussions if you breach, or aware of any breaches of the Code of Conduct
15. Members do not have unrestricted access to personal information held by ALGWA, nor do they have an unfettered right to use and disclose such information.
16. Personal information held by ALGWA must not be used for a members own personal or business purposes
17. If a member does use personal information in breach of the Information Privacy Principles, they may be liable, and their actions may mean that ALGWA is also liable. Information held by ALGWA is subject to the Privacy and Data Protection Act

Conflict of Interest

The ALGWA is committed to making all decisions impartially and in the best interests of its members. It therefore recognises the importance of fully observing the requirements of disclosure of conflicts of interest.

1. If a Member, Staff member or Volunteer considers that they have a **direct or indirect interest** in a matter before the committee, they have a conflict of interest.
2. If a Member, Staff member or Volunteer has a **conflict of interest** in a matter they will ensure they disclose the class and nature of the interest in addition to leaving the room in which the meeting is being held during any discussion, debate and possible vote on the matter.

as per Constitution

8. Discipline, Suspensions and Expulsion of Branches
 - 8.1 Subject to these Rules, if the National Executive is of the opinion that a Branch has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a Branch or prejudicial to the interests of the Association, the National Executive may by resolution -
 - (a) suspend that Branch from membership of the Association for a specified period; or
 - (b) expel that Branch from the Association.
 - 8.2 A resolution of the National Executive under sub-rule (8.1) does not take effect unless -
 - (a) at an ordinary meeting held in accordance with sub-rule (8.3), the committee confirms the resolution; and
 - (b) if the Branch exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
 - 8.3 An ordinary meeting of the National Executive to confirm or revoke a resolution passed under sub-rule (8.1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Branch in accordance with sub-rule (8.4).
 - 8.4 For the purposes of giving notice in accordance with sub-rule (8.3), the Secretary must, as soon as practicable, cause to be given to the Branch a written notice -
 - (a) setting out the resolution of the National Executive and the grounds on which it is based; and
 - (b) stating that the Branch's representative may address the National Executive at an ordinary meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that Branch; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the Branch that they may do one or both of the following:
 - (i) Attend that meeting.
 - (ii) Give to the National Executive before the date of that meeting a written statement seeking the revocation of the resolution.
 - (e) informing the Branch that, if at that meeting, the committee confirms the resolution, they may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in a general meeting against the resolution.

- 8.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (8.1), the committee must -
- (a) give the Branch's representative an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the Branch; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- 8.6 If at the ordinary meeting of the National Executive, the National Executive confirms the resolution, the Branch may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the National Executive in ordinary meeting against the resolution.
- 8.7 If the Secretary receives a notice under sub-rule (8.6) the Secretary must notify the National Executive and the National Executive must convene an ordinary meeting of the National Executive to be held within 21 days after the date on which the Secretary received the notice.
- 8.8 At an ordinary meeting of the Association convened under sub-rule (8.7) -
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the National Executive may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the Branch's representative, must be given an opportunity to be heard; and
 - (d) the Delegates present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 8.9 A resolution is confirmed if, at the ordinary meeting, not less than two-thirds of the Delegates vote in person, in favour of the resolution. In any other case, the resolution is revoked.

9. Disputes and Mediation

- 9.1 The grievance procedure set out in this rule applies to disputes under these rules between -
- (a) a Branch and another Branch; or
 - (b) a Branch and the Association
- 9.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- 9.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must within 10 days hold a meeting in the presence of a mediator.
- 9.4 The mediator must be -
- (a) a person chosen by agreement between the parties; or

27. Removal of Committee Members

- 27.1 If a Branch Delegate is absent from three consecutive Ordinary Meetings of the National Executive without leave of absence being granted, the Executive may, after giving notice to the Delegate and the Delegate's State Branch, request a replacement Delegate from that State Branch. No Committee Member shall be granted leave of absence exceeding 6 months except under special conditions.
- 27.2 The Executive has the right to request from its Members a change of its Office Bearers when that would be in the best interests of the National Executive.
- 27.3 An Office Bearer who is the subject of removal may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the National Executive.
- 27.4 The Secretary or President may fax a copy of the representations to each member of the National Executive or, if they are not so given, the members of the Executive may require that they be read out at an ordinary meeting.
- (a) in the absence of agreement -
- (i) in the case of a dispute between a Branch and another Branch a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a Branch and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 27.5 A representative of a Branch of the Association can be a mediator.
- 27.6 The mediator cannot be a member who is party to the dispute.
- 27.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 27.8 The mediator, in conducting the mediation, must -
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 27.9 The mediator must not determine the dispute.
- 27.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

CODE OF CONDUCT

I agree that I will:

1. Respect the rights, dignity and worth of others
2. Be fair, considerate and honest in all dealings with others
3. Be professional in, and accept responsibility for your actions
4. Be aware of, and maintain ALGWA's values and policies
5. Operate within the policies and guidelines of ALGWA
6. Not use your involvement in ALGWA to promote your own beliefs, behaviours or practices where these are inconsistent with those of ALGWA
7. Refrain from any behaviour that may bring ALGWA into disrepute
8. Be a positive role model
9. Act with integrity
10. Not improperly seek to confer an advantage or disadvantage on any person
11. Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
12. Exercise reasonable care and diligence and submit themselves to the lawful scrutiny that is appropriate to their office
13. Act lawfully and in accordance with the trust placed in them
14. Understand the repercussions if you breach, or aware of any breaches of the Code of Conduct
15. Members do not have unrestricted access to personal information held by ALGWA, nor do they have an unfettered right to use and disclose such information.
16. Personal information held by ALGWA must not be used for a members own personal or business purposes
17. If a member does use personal information in breach of the Information Privacy Principles, they may be liable, and their actions may mean that ALGWA is also liable. Information held by ALGWA is subject to the Privacy and Data Protection Act

Print Name:

Date:

Signed by: