



## **Wye Paper Subdivision Reference Group Code of Conduct**

Lake Macquarie City Council appreciates the services provided by the Wye Paper Subdivision Reference Group. In providing your services, however, you are responsible for maintaining high ethical standards. Council expects all parties to perform their duties with integrity, honesty and fairness.

All community group members are responsible for their own conduct when providing services to the Council and are expected to know, understand and uphold the standards in this code of conduct.

When providing services to the Council you should at all times be courteous towards the public, Council staff and Councillors and not bring the Council into disrepute. You must also obey all relevant laws.

Meetings must run fairly and the procedures used should improve decision-making and not be used for personal or political advantage.

### **Conduct and behaviour**

Group members shall:

- Actively participate in meetings
- Provide feedback and advice or ideas as appropriate
- Show up on time and in a fit state
- Manage their electronic devices (so as not to distract from the meeting)
- Come prepared
- Refrain from side talking and interrupting others
- Show respect for other people's opinions
- Speak up if they have something to add
- Try to be open to new ideas
- Show respect to their peers, Councillors, staff and others during discussions

### **Public comment**

As a member of the Wye Paper Subdivision Reference Group, you are encouraged to canvass the views of other Wye paper subdivision landowners and convey back to them relevant information discussed during group meetings. However, you must not make any public comment or statement that would lead anyone to believe that you are representing Council, or expressing its views or policies. This includes comments or statements made to the media, on social media, at other meetings and the like, or when it is reasonably foreseeable that the comments, statements will become known to the public at large.

### **Breach of Code of Conduct**

Any group member who fails to abide by this code of conduct may receive a warning from the chairperson. In the case of a severe breach, or repeated breaches, the member will be asked to no longer participate in the reference group.

[Updated 10.7.18]