

**Manawatu District Council**

# **Code of Conduct**

**Manawatu Youth Council**

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## 1 Objective

The objective of the code is to enhance:

- Mutual trust, respect and tolerance between members as a group and with Councillors and Council staff.
- The credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Youth Council, including Alumni and Community Support Liaison.

## 2 Relationships with each other

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity;
- show enthusiasm and innovation;
- focus on issues rather than personalities;
- avoid aggressive, offensive and abusive conduct;
- maintain trust, respect and confidence with each other;
- avoid talking over each other or talking with others while someone has the floor;
- avoid using your mobile phone during a meeting.

## 3 Relationships with Council staff

The effective performance of the Youth Council also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);
- observe any guidelines that the Chief Executive puts in place regarding contact with employees;
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee;
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council staff;
- not seek to improperly influence staff in the normal undertaking of their duties.

## 4 Contact with the media

Youth Council may have the opportunity to input into a number of different initiatives and for consistency and accuracy, it is important that a single point of contact is established to respond to any media enquiries.

All media enquiries shall be redirected to Council staff.

If it is agreed with Council staff that it is appropriate for a view to be expressed by the Youth Council, only the Chair, or the Deputy Chair, can represent the Youth Council to the media.

The Chair will work with the Council's Communications team in relation to any public comments.

Views expressed to the media on behalf of the Youth Council must have been previously agreed on by the group as a whole.

If a member is contacted by a journalist for a view from the Youth Council, they must refer the journalist to the Chair or Deputy Chair.

Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

## **5 Confidential Information**

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation. Members should be aware that failure to observe confidentially will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

## **6 Individual queries**

Members will not bring individual issues to the Youth Council that can best be dealt with by going through the Council's Customer Service Centre.