



Purpose

The Charter recognises relevant legislation, the *Councillor Code of Conduct* and *Employee Code of Conduct* and aims to compliment those by setting out agreed behaviours and commitments between the parties representing the best way to work together to achieve positive results for the community.

The Charter recognises the current positive working relationship and shared values that Councillors and Officers have and seeks to confirm the behaviours that have led to this and which should be continued.

Mutual Behaviours - Together the Officers and Councillors will:

- a) do what they say they will do and when they will do it
- b) be accountable
- c) have open and honest communications
- d) explore contemporary ideas - continuous improvement and innovation
- e) focus on the issues
- f) be respectful, (treat each other the way we wish to be treated)
- g) strive to work as a team
- h) demonstrate model behaviours (set the tone)
- i) present or have no surprises in open forums – provide a “heads up” in private prior to open forums e.g.: with Council reports
- j) be visionary
- k) plan for the future with a regard for the past
- l) engage with our community and ensure good communication in a meaningful and respectful manner
- m) ensure that official business information accessible to one or more Councillors is provided to all Councillors

The Councillors expectations of staff - Considered delivery of frank and fearless advice by:

- a) having respect for Councillors in their role as elected representatives of the community and decision and policy makers. Staff will address Councillors by their title in public forums (e.g. Mr/Madam Mayor, Cr Smith) and not by their given name
- b) giving balanced and evidence-based research and professional advice
- c) being approachable, responsive and supportive of the Councillors’ role
- d) receiving feedback from the Chief Executive Officer (CEO) on Councillors performance and interactions
- e) having an understanding of the community liveability - an intimate knowledge of the people and places the community interact with and who they make decisions for
- f) timely advice and information
- g) representing councils view and not that of their own when decisions are formally made

The Officers expectations of Councillors - Develop and maintain positive relationships by:

- a) ensuring Councillor/staff protocols are respected and observed
- b) being clear with requests
- c) having respect for officer’s role/time and advice
- d) negotiating real expectations
- e) challenging recommendations based on evidence and research
- f) working together in the early phase of planning, policy development and key community initiatives
- g) demonstrating community leadership e.g., leading forums and presentations
- h) advocating and establishing clear priorities
- i) making informed decisions