

Interim Code of Conduct

This Code is intended to govern the conduct of elected Councillors and senior staff of the ACT Law Society on Society business. What distinguishes this group is their roles of leadership and responsibility and this Code reflects that a higher standard of conduct is expected. It provides guidance to the particular obligations that apply to this group, within the overall framework of rules, policy and the law that apply.

1. Councillors must adhere to their proper roles in regulation and governance, including working with management to set strategy, delegating appropriate authority to management, endorsing business plans, monitoring the performance of the CEO and organisation, monitoring its financial management and risk and compliance, and considering and approving management proposals.
2. Councillors must avoid getting inappropriately involved in management's area of responsibility and accountability.
3. Councillors must be diligent, well-prepared for meetings, maintaining satisfactory attendance (attendance at no less than 80% of meetings) and willing to contribute extra time when needed.
4. Councillors must ensure that their conduct is courageous and challenging, as appropriate to their role as governors, while being respectful, courteous and professional.
5. The Code allows zero tolerance of abusive or bullying behaviours, or of sexual or other forms of harassment.
6. The Code applies to interactions between Councillors, in meetings of Council, Committees, membership and with stakeholders, and in particular, to interactions between Councillors and Society staff.
7. In dealing with Society staff, Councillors will adhere to agreed communication protocols, either going through the CEO in the first instance or keeping the CEO informed of contacts.
8. Councillors will not direct staff activity other than as agreed in advance with the CEO.
9. Councillors must ensure that their conduct does not bring the Society into disrepute.
10. Councillors must maintain the highest standards of integrity in their Council dealings, avoiding any perception of or actual conflict of interest and ensuring that all their activity is for a proper purpose and in the interests of the Society as a whole.
11. Councillors must abide by Council decisions once made.
12. Councillors must comply with and be seen to comply with Society policies.

13. Councillors must not disclose confidential Council information to others, except where agreed by Council or required by law.

14. This Code is adopted by Council as a formal policy and is binding on all Councillors. Should complaints of alleged breaches arise, the Council is able to use its current democratic powers to deal with conduct that is in breach of the Code.

15. Any complaint under this policy should be lodged with the President or a Vice President, unless this raises a conflict or a perception of a conflict of interest. In that case, the complaint may be lodged, as appropriate, with another office-bearer or the Council as a whole.

16. Any such complaint must be dealt with promptly, fairly and with due process for the parties, consistent with expectations of a regulatory body

Approved by the Council on: 9 June 2023

To be reviewed: 9 June 2027