

## **Community Investment Funding (CIF) Panel**

### **Code of Conduct**

The Community Investment Funding Panel has the power to decide the allocation of Nelson City Council's Community Investment Funding. It is good practice that, as decision makers relating to the use of public money for which Nelson City Council is responsible, members of the Funding Panel should agree to and abide by a formal Code of Conduct to ensure high ethical values are maintained.

This Code takes into account the Office of the Auditor General Good Practice Guide, published under section 21 of the Public Audit Act 2001, and Nelson City Council's Code of Conduct. It applies to all CIF panel members.

#### **FAIRNESS**

I will:

- Treat everyone fairly and with respect
- Be professional and responsive
- Make decisions that support local services being accessible and effective
- Strive to make a difference to the well-being of Nelson residents

#### **IMPARTIALITY**

I will:

- Maintain the political neutrality required to make fair and inclusive decisions
- Carry out the functions of a decision maker, unaffected by personal beliefs
- Declare my interests or associations with community organisations applying for funding. If the chairperson or a Council officer considers that a conflict of interest exists, the panel member must leave the meeting and refrain from participating in the discussions or decisions regarding that application.
- Come with an open mind and be prepared to consider the information presented without any predetermination

#### **RESPONSIBILITY**

I will:

- Act lawfully and objectively
- Consider the usage of resources for their intended purpose
- When speaking publicly, will represent the fund and panel in accordance with positions adopted by Council.
- If I wish to disagree publicly with a Council decision, I agree to identify it as my personal opinion rather than the view of the panel or Council.

#### **TRUSTWORTHY**

I will:

- Be honest
- Ensure my actions are not affected by personal interests or relationships
- Never misuse my position for personal gain
- Decline gifts or benefits that place me under any obligation or perceived influence

#### **CONFIDENTIALITY**

In the course of their duties Community Investment Funding Panel members will receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any reason other than the purpose for which the information was supplied to the member.

#### **COMPLAINTS/DISPUTES RESOLUTION**

If a breach of this Code is found, Council may determine the consequence as being one of the following:

1. A letter of censure to the member;
2. A request (made either privately or publicly) for an apology;

3. A vote of no confidence in the member;
4. An invitation for the member to consider resigning from the panel.