

First Circles' Membership Code of Conduct

First Circles Leadership Program members must recognise their responsibility for maintaining a reputation for integrity and propriety in all respects and agree to adhere to this Code of Conduct.

Member appointments adopt a position of public trust and confidence.

General Principles

First Circles' members shall observe the highest possible standards of ethical conduct so as to support the continuance of public trust in the Government and observe the highest standards of behaviour and accountability. They will avoid any action, or inaction, which could in any way impair the Department of the Chief Minister's (DCM) capacity to carry out its functions, or compromise its or the Northern Territory Government's (NTG) standing in the community. First Circles' members must foster a reputation for integrity, fairness, honesty and independence.

Obligations

First Circles' members must comply with obligations placed upon them by statutes of law and by common law. In doing so members will:

- Discharge their responsibilities with due care and diligence
- Have an obligation to be independent in judgment and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the members
- Act openly, honestly and in good faith in the interest of DCM, the Office of Aboriginal Affairs (OAA), NTG and the Indigenous community
- Not use their position to benefit themselves or any other person, or to cause detriment to DCM or any person
- In order to avoid any possibility of perceived benefits that could damage DCM, OAA or the NTG's reputation, First Circles' members shall exercise due care in accepting, from third parties, entertainment, travel or accommodation or any other benefit which is offered solely or mainly on the basis of membership of the First Circles Leadership Program
- Maintain confidentiality of information
- Disclose any personal, professional, financial or commercial interest where a conflict of interest arises

- Information, including First Circles' members' materials and discussions at meetings, must be strictly maintained. Such confidentiality shall continue after a member has ceased being a member of the First Circles Leadership Program
- First Circles' members must also avoid any situation where they might be perceived as having acted with the benefit of knowledge not available to the general public
- Contribute to a positive behaviour and culture by showing respect for other members' opinions and allowing each member a fair and equal opportunity to contribute to discussion/decision making
- Be expected to review First Circles' papers prior to meetings and familiarise themselves with the matter.

Public Commentary

Other than the Chief Executive of DCM and the Chief Minister, First Circles' members must refrain from making public comment regarding the affairs and intended activities of DCM. The Chief Minister is responsible for dealing with media enquiries and making public comments.

The Chief Minister may request and authorise the First Circles' members to comment on particular issues. Members are requested to refer all media and public commentary requests to the Director of First Circles Leadership program and the Executive Director of OAA.

Liaison with the Minister for First Circles Leadership and DCM Staff

Other than the Director and Executive Director, should a First Circles' member wish to communicate directly with the Minister in relation to DCM business, he or she is requested to obtain prior approval to do so from the Director. Should the Minister liaise direct with a First Circles' member, he or she is requested to provide feedback to the Director accordingly.

Should a First Circles' member wish to obtain information and/or discuss an issue with a staff member of DCM, he or she is to contact the Executive Director, OAA, in the first instance.

The Executive Director, OAA, will then facilitate contact and/or arrange for information to be gathered.



Supporting the next generation of Aboriginal leaders

Attendance at Meetings

A First Circles' member shall try their hardest to attend all meetings. Where attendance at meetings is not possible, prior notice in writing is to be given to the Director or the First Circles Leadership Program secretariat stating the reasons for an inability to attend. Absence from three consecutive meetings may constitute grounds for the termination of a First Circles Leadership Program member's appointment.

Acknowledgement

I,, being a member of the First Circles Leadership Program, hereby acknowledge that I have read and understood the information above and agreed to abide by the Code of Conduct as detailed above.

Signature: _____/...../2018