

CODE OF CONDUCT DEVELOPMENT AND ENDORSEMENT



A Code of Conduct sets clear expectations for the behaviour of all members.

It promotes integrity, transparency, and accountability in all decision-making and interactions. The Code supports members to act in good faith, uphold the values of the school community, and comply with their duties under the Education Act, relevant policies and guidelines, and the Constitution.

All school and departmental staff who are School Representative Body (SRB) members must also comply with the Department of Education and Training's Code of Conduct, the NT Public Sector Code of Conduct, and the Public Sector Employment and Management Act 1993.

The Code of Conduct for Schools policy encourages schools to include a Code for SRB employees. Contractors and tradespeople must comply with site rules when working on school grounds.

ESTABLISH A COMMITTEE

Form a working group (e.g. "Code of Conduct Committee") responsible for developing the Code of Conduct. A template is available from NTCOGSO to assist.

SET A TIMELINE | PROVIDE REGULAR UPDATES

Agree on a clear timeline for the Committee to prepare a draft for review and discussion. Add a standing item to meeting agendas under Committees or General Business titled Code of Conduct Committee Report. The Committee Chair should provide regular updates on progress.

CIRCULATE THE DRAFT | DISCUSS AND AMEND

Once complete, send the draft to the Secretary for distribution to all members at least one week before the meeting where it will be discussed. Discuss the draft at the meeting. Members may propose changes, which should be voted on at the same meeting.

UPDATE THE DRAFT | APPROVE AND PREPARE FOR RATIFICATION

Incorporate all endorsed changes into the revised version. Present the updated draft for formal approval through a recorded motion. Members sign the Code of Conduct agreement.

REFER TO CODE OF CONDUCT IN THE CONSTITUTION

Once endorsed, update the Constitution, if required, to include a reference to the Code of Conduct under meeting procedures or related sections.

Ensure all relevant steps for amending the Constitution are followed in accordance with current guidelines and regulations.