Appendix A: Code of Conduct for members appointed to PTAG (updated September 2022)

# Purpose

The Code of Conduct sets out expectations for the general conduct of members of the Public Transport Accessibility Group (PTAG) for Auckland Transport.

# Principles

The principles underlying the expected conduct of members include:

# Honesty and integrity

Members have a duty to act honestly and with integrity at all times.

# Impartiality and accountability

Members should consider issues on their merits, taking into account the views of others. This means co-operating fully and honestly to ensure the best advice is provided to Auckland Transport.

# Openness

Members should be as open as possible about their actions and advice. This includes having an open mind and a willingness to listen to differing points of view. This means giving reasons for advice given; communicating clearly; not being close-minded and taking personal ownership of comments made publicly.

# Respect

Members should treat others*,* including staff, with respect at all times. This means not using derogatory terms towards others, or about others, including in public-facing media; not misrepresenting the statements or actions of others (whether they be other individual members, or staff); observing the rights of other people; treating people with courtesy, and recognising the different roles others play in transport decision-making.

# Duty to uphold the law

Members should uphold the law and, on all occasions, act in accordance with the trust placed on them.

# Stewardship

Members should ensure that they and Auckland Transport use resources prudently and for lawful purposes.

# Leadership

Members should promote and support these principles by example.

# Relationships

* 1. ***Chair***

The chair is the presiding member at the meetings.

# All members

Members will conduct their dealings with each other in ways that:

* + - maintain public confidence in the office to which they have been appointed
    - are open and honest
    - focus on issues rather than personalities.

# Employees of Auckland Transport

Members will:

* + - not do anything which compromises, or could be seen as compromising, the impartiality of an employee
    - avoid publicly criticising any employee in any way
    - raise concerns about an employee only through the employee’s employer.

# 4.3 Personal views

Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

* comments must make clear that they represent a personal view and must not state or imply that they represent the views of the group
* where a member is making a statement that is contrary to a panel policy, the member must not state or imply that his or her statements represent a majority view
* comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

# Confidential information

If members receive information that they are advised is confidential they must ensure it remains confidential. Confidential information is normally deemed to be such because its public release will cause some harm, either to Auckland Transport or to other parties.

# Ethics

Members will:

* claim only for legitimate expenses
* not influence, or attempt to influence, any officer or employee to take actions that may benefit the member, or the member’s family or business interests
* not use the resources of the group for personal business
* not solicit, demand, or request any gift, reward or benefit by virtue of the member’s position.

# Members’ interests

* 1. ***Acting in the interests of the advisory panel and the public***

Members act in the interests of the group and not in their own interests.

A financial conflict of interest arises when a member stands to benefit financially, either directly or indirectly, from advice given by the group.

A non-financial conflict may arise from a personal relationship or association with another organisation or from conduct that indicates prejudice or predetermination. In these situations a member may be influenced by interests that conflict with the duty to act in the best interests of the group.

Members must declare any private interests or personal benefits relating to their public duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. This means fully disclosing actual or potential conflicts of interest; avoiding any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

# Complaints

A complaint about a member’s conduct will be made to the chair of the group in the first instance, who will counsel the member concerned. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Group Manager Metro Services, who will give advice on options available to resolve the concerns.