

CODE OF CONDUCT

FOR MUNICIPAL STAFF AND PROCUREMENT OVERSIGHT

ETHICAL LEADERSHIP.
TRANSPARENT GOVERNANCE.
PUBLIC TRUST.



ACT WITH
INTEGRITY



DECLARE
INTERESTS



AVOID
CONFLICTS



OVERSIGHT &
ACCOUNTABILITY

WHY THIS MATTERS

Every municipality has a responsibility to use public money honestly, fairly and transparently.

Municipal staff and councillors are expected to follow ethical rules that prevent corruption, conflicts of interest and abuse of power.

When these rules are followed, communities receive better services and public trust grows.



Why is this important?

Every municipality has a responsibility to spend public money fairly and honestly.

Municipal staff and councillors must follow a Code of Conduct that promotes:

- Integrity
- Transparency
- Accountability
- Fair decision-making

When these rules are ignored, corruption can affect service delivery and communities.

CORE VALUES



INTEGRITY

Always act honestly.



TRANSPARENCY

Be open and accountable.



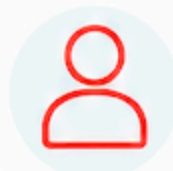
FAIRNESS

Treat everyone equally.



ACCOUNTABILITY

Take responsibility for decisions.



REMEMBER:

Public office exists to serve communities—not personal interests.

PERSONAL GAIN



No personal benefit

Municipal staff may never use their position or confidential information for personal gain.



Avoid conflicts of interest

Staff must not make decisions involving:

- themselves
- spouses or partners
- business associates
- companies in which they have an interest.



Outside business

Employees may not operate outside businesses without written permission from council.



Municipal contracts

Staff may not benefit from municipal contracts.



Disclosure

Any possible benefit must be declared in writing.

COUNCILLORS

Councillors are expected to meet the same high ethical standards as municipal staff.

COUNCILLORS MUST:



Avoid conflicts of interest.

Make decisions in the best interests of the community.



Never do business with the municipality.

Do not conduct business or have a financial interest with the municipality.



Declare financial interests.

Disclose any financial interest that could influence your decisions.



Act in the public interest.

Always put the needs of the community above personal or political interests.



FAMILY MEMBERS

Family members may do business with municipalities only if all conflicts of interest are properly declared and managed.



DID YOU KNOW?

Citizens have the right to ask whether councillors' interests were declared.

THE REALITY OF CORRUPTION

Even with strong rules, corruption can still happen.

COMMON RISKS INCLUDE:



Pressure from senior officials

Officials may be pressured to favour certain suppliers.



Cronyism

Friends and family receive unfair advantages.



Fear of reprisals

Employees may stay silent because they fear losing their jobs.



WHY IT MATTERS

When corruption goes unchallenged, communities lose services, projects are delayed and public money is wasted.

HOW CITIZENS CAN ENGAGE

Active citizens help prevent corruption and promote accountability.

You have the right to ask questions, access information and report wrongdoing.



YOUR RIGHTS

As a citizen, you have the right to:

- Access information
- Attend public meetings
- Make your voice heard
- Report corruption or wrongdoing
- Be treated fairly and with respect

WHAT YOU CAN DO



STAY INFORMED

Read notices, reports and budgets.



ATTEND MEETINGS

Participate in ward committee and public meetings.



ASK QUESTIONS

Hold officials and councillors accountable.



REPORT CONCERNS

Report corruption or poor service to the right channels.



WORK TOGETHER

Join community groups and work with others for change.

MANDATORY PUBLIC INFORMATION

Municipalities must make key information available to the public.

WHAT MUST BE PUBLIC?



BUDGETS

Planned income and spending.



TENDERS

Contracts for goods and services.



AUDIT REPORTS

Independent checks on municipal finances.



COUNCIL DECISIONS

Resolutions and meeting outcomes.



STAFF AND COUNCILLOR INTERESTS

Declared financial interests.



SERVICE DELIVERY PLANS

What the municipality aims to achieve.



HOW TO ACCESS INFORMATION

- 1** Visit the municipal offices or website.
- 2** Request the information in writing if needed.
- 3** Ask your ward councillor for assistance.
- 4** Follow up if you do not get a response.



GOOD TO KNOW

Access to public information is your right. It helps build a clean, transparent and accountable municipality.



REMEMBER:

Open information builds public trust and stops corruption.

PRACTICAL OVERSIGHT BY CITIZENS

Citizens can play a practical role in monitoring how the municipality is run.



REVIEW DOCUMENTS

Check budgets, reports and tender awards.



ATTEND MEETINGS

Attend council and committee meetings.



ASK QUESTIONS

Ask for clarity on decisions, spending and service delivery.



FOLLOW UP

Follow up on promises, projects and complaints.



WORK TOGETHER

Work with community groups and other citizens.



DID YOU KNOW?

Municipalities are required to be transparent. If information is not provided, you can request it.

USEFUL QUESTIONS TO ASK:

- How was this decision made?
- How much did this project cost?
- Who was awarded the tender and why?
- What service delivery targets have been set?
- Why is this project delayed?
- How are community concerns being addressed?

RED FLAGS TO WATCH OUT FOR

Be alert to suspicious behaviour or decisions that may indicate corruption.



Lack of transparency

Decisions are made in secret or information is withheld.



Favouritism

Certain suppliers or individuals are always favoured.



Unexplained wealth

Officials live a lavish lifestyle beyond their income.



Unjustified delays

Projects or services are delayed without a valid reason.



Conflict of interest

Officials involved in decisions where they have a personal interest.



Poor record keeping

Missing, incomplete or inconsistent records and documents.



Intimidation or silencing

People who ask questions or report issues are threatened or ignored.

YOUR ROLE MATTERS

Every citizen has a part to play in building a better municipality.



Ask questions

Seek clarity on decisions, spending and service delivery.



Monitor procurement

Keep an eye on how contracts and projects are awarded.



Request public Information

Access information you have a right to know.



Report suspected corruption

Speak up if you see or experience wrongdoing.



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SOCIAL CHANGE
ASSISTANCE TRUST

