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<b>Next Review Date:</b>	December 2019
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

### **Introduction**

Volunteers are representatives of the District Council of Robe and are part of the overall management and structure of the organisation. This Code of Conduct identifies that volunteers have the same level of responsibility as all Council employees, with regard to their behaviour and activities while carrying out their duties. The standards in this Code of Conduct are in addition to any statutory requirements of the Local Government Act 1999 or any other relevant Act or Regulation. This Code of Conduct serves as a commitment by each volunteer to Elected Members, Council employees, and fellow volunteers, and encompasses the obligations of Council to its volunteers.

### **Statement of the General Duty of Council Volunteers**

The general duties of volunteers are to act honestly and with reasonable care and diligence in the performance and discharge of their duties and functions. Council volunteers must not make improper use of information acquired or make improper use of their position as a volunteer of Council

### **Definitions**

**Volunteer** means a person who willingly provides unpaid help in the form of time, services or skills to the District Council of Robe.

### **Statement of Commitment**

Volunteers of the District Council of Robe are committed to discharging their duties conscientiously and to the best of their ability. In the performance of their community role they will act with honesty and integrity and conduct themselves in a way that generally both generates community trust and confidence in them as individuals and enhances the role and image of the Council and Local Government generally. In addition to all legislative requirements, volunteers of the District Council of Robe recognise the requirements of this Code of Conduct as the standards that will be adopted in the performance of their functions and duties.

## **Code of Conduct Principles**

1. A volunteer must act in a fair, honest and proper manner according to the law, including:
  - ✦ understanding and giving proper consideration to legal requirements and act within the law
  - ✦ reasonable, just and non discriminatory behaviour in all aspects carrying out their roles and responsibilities
  - ✦ actions be undertaken in good faith and not for improper or ulterior motive
  - ✦ behaviour that maintains and enhances the image of our Council and does not reflect adversely on the Council
  - ✦ being able and prepared to identify themselves as a volunteer at all times.
  
2. Volunteers will seek to achieve a team approach in an environment of mutual respect, trust and acceptance of their different roles in achieving Council objectives. Volunteers must be fair and honest in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Council, other volunteers and the community, ie:
  - ✦ Be honest and fair dealing with all members of the Community
  - ✦ Demonstrate courteous and sensitive behaviours that does not discriminate against people
  - ✦ Be aware of and disclose any situation that may create conflict between their public and voluntary roles
  - ✦ Guard against the misuse of a volunteer's position to gain an advantage for themselves or others
  - ✦ Be punctual and reliable
  - ✦ Advise the designated supervisor if unable to perform the designated role for any reason
  
3. A volunteer must act with reasonable care and be diligent in the performance of his or her duties and role, ie:
  - ✦ Carry out lawful policies, instructions and decisions of their designated supervisor in a respectful manner
  - ✦ Based on individual experience and training, be aware of the effectiveness and efficiency of the activities and services for which they are responsible
  - ✦ Being mindful of the way in which resources are used
  - ✦ Giving consideration to budget provisions and guarding against wasteful practices
  - ✦ Ensuring that resources are used in the Community's interest
  
4. Volunteers guard against a Conflict of Interest by:
  - ✦ Abiding by Council Policies regarding receiving gifts, benefits or other forms of payment
  - ✦ Ensuring that personal interest does not adversely influence the way in which they carry out their duties
  - ✦ Declaring any known Conflict of Interest and not participating in any decision making process where they have a Conflict of Interest
  
5. Information obtained by a volunteer in the course of his or her duties is respected and used in a careful and prudent manner as follows:
  - ✦ Volunteers will not make comments to the media unless authorised by their supervisor
  - ✦ information obtained by a volunteer as a result of his or her role is not to be used for any purpose that results in adverse impact on Council's business
  - ✦ respect for and maintenance of confidentiality.

### **Compliance with Code of Conduct**

Volunteers are personally responsible for ensuring that compliance with the Code of Conduct occurs. Council staff who supervise volunteers are also responsible for ensuring that volunteer compliance with the Code of Conduct occurs. Questions of compliance raised by other volunteers, staff, Elected members and members of the community regarding the Code will be considered by the Chief Executive Officer, in accordance with Council's Complaint Handling Process. Volunteers are entitled to representation in the consideration of a question of non-compliance against them as investigation and management of the matter will have regard to the principles of fairness, equity and natural justice. Investigations undertaken regarding compliance with the Code of Conduct will be kept confidential.

### **Code of Conduct Breach**

Information received from any party, which relates to an alleged breach of this Code must be referred to the Chief Executive Officer. Appropriate legal and other required support will be provided to the Chief Executive Officer during the initial assessment and investigation of any alleged breach of the Code of Conduct. Further action will be determined on a case-by-case basis. The principles of natural justice must be observed, and the person to whom the information relates must be given full details and a reasonable opportunity to respond. All deliberations relating to allegations of impropriety including non-compliance with this Code must be conducted in a confidential manner.

### **Conflict of Interest**

Section 120 of the Local Government Act 1999 is the specific provision relating to Conflict of Interest for volunteers. The volunteers are directed to these provisions for clarification of their responsibilities in relation to any potential conflict of interest. Volunteers must disclose conflicts of interest as soon as practicable. Any doubts in regard to possible conflicts should be referred to the Chief Executive Officer.

In general, volunteers should not do anything that could not be justified to the public and should avoid any occasion for reasonable suspicion or the appearance of improper conduct.

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).