

OTHER POLICY

POLICY NO	O.1
POLICY SUBJECT	STANDARDS FOR VOLUNTEERS & COMMUNITY REPRESENTATIVES ON COUNCIL COMMITTEES
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ADOPTION DATE	14 December 2006
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STATEMENT OF INTENT

This Policy is designed to set out the standards that Council requires of its volunteers and community representatives on Council committees (referred to as community committee members).

This Policy aims to assist community committee members in fulfilling their role in accordance with Council's Code of Conduct.

OBJECTIVES

- To identify the Shire of Toodyay's Values and Key Principals.
- To outline the responsibilities and requirements of community committee members.

POLICY STATEMENT

See attached.

Reviewed Council Meeting 15 November 2007
Reviewed Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010

Shire of Toodyay

Standards for Volunteers and Community Representatives on Council Committees

TABLE OF CONTENTS

1. INTRODUCTION	1
2. THE SHIRE OF TOODYAY VALUES AND KEY PRINCIPLES	1
3. VOLUNTEERS AND COMMUNITY COMMITTEE MEMBERS RESPONSIBILITIES	2
4. CONFLICT OF INTERESTS	2
5. COMMUNITY COMMITTEE MEMBERS	3
6. GIFTS OR BENEFITS	3
7. CONFIDENTIAL AND PERSONAL INFORMATION	3
8. COUNCIL RESOURCES	4
9. PUBLIC COMMENT	4
10. ALCOHOL AND DRUGS	4
11. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE	4
12. OBLIGATIONS AS A PUBLIC OFFICIAL	5
13. BREACHES OF THE CODE	5
14. SHIRE OF TOODYAY 'S COMMITMENT	5

1. INTRODUCTION

The Shire of Toodyay appreciates, and relies on, the services provided by its volunteers and committee members. In providing your services, however, you are responsible for maintaining our high ethical standards. As a consequence, the Shire of Toodyay expects all parties to perform their duties with integrity, honesty and fairness.

The Shire of Toodyay is committed to high ethical standards and this Policy sets out the standards the Council requires of its volunteers and community representatives on Council committees (referred to in this code as community committee members). It is essential that all Council officials (Councillors and employees), volunteers and community committee members work together to develop and maintain our excellent reputation.

These standards are based on the standards in the Council's Code of Conduct, which applies to all Councillors and employees.

2. THE SHIRE OF TOODYAY VALUES AND KEY PRINCIPLES

As community members and volunteers you are required to be committed to our values and the key principles upon which the Shire of Toodyay's Code of Conduct is based.

Our Values

Professionalism

We deliver helpful and effective services to the community with honest and consistent decision making.

Teamwork

We work together with respect, co-operation, trust and support.

Leadership

We promote leadership, clear direction, encouragement and open communication.

Ethics

We are ethical, honest, responsible and accountable for our actions.

Pride

We take pride and have satisfaction in our work.

Recognition

We have a sense of belonging through appreciation and acknowledgment of our achievements.

3. VOLUNTEERS AND COMMUNITY COMMITTEE MEMBERS RESPONSIBILITIES

Volunteers and community committee members provide valuable assistance to our Council and our community. In providing these services you are responsible for your own conduct.

This Code of Conduct has been written to assist you understand the standards of our Council and you are expected to know and understand them.

When providing services to the Council you should at all times be courteous towards the public, Councillors and employees, other volunteers and community committee members and not bring the Council into disrepute. You must also obey all relevant laws.

Council is committed to providing an environment free of harassment or discrimination and you are expected to contribute to this environment.

The Shire of Toodyay has community and environmental responsibilities and you are expected to honour them when doing work with or on behalf of our Council.

Safety is paramount and therefore all persons doing work with or for our Council should protect their safety and others in the work environment and the public arena. Council is responsible for providing a safe work environment and for putting first the health, safety and welfare of Council officials, volunteers, and community committee members.

4. CONFLICTS OF INTEREST

If a conflict of interest in your work with our Council exists or arises, you must disclose it to the Council. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to the Council.

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest that could lead you to be influenced in the way you carry out your duties for the Council.

5. COMMUNITY COMMITTEE MEMBERS

Often involvement by community representatives on Council committees is due to their specific knowledge, experience and expertise in the business of the committee. This personal interest is generally well understood and would not need to be disclosed.

If the committee you are on is not “wholly advisory”, that is, it exercises some functions of Council, then pecuniary conflicts of interest that you may have, have to be dealt with in accordance with the Local Government Act 1995.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

6. GIFTS OR BENEFITS

Gifts or benefits must not be offered to any Council official or community committee member if they are designed to gain any advantage for the individual or the group they may be representing, or which the public could reasonably see as likely to cause that Council official or community committee member to depart from his or her proper course of duty. Token gifts may be given or accepted if the gift is not likely to be seen as compromising. Such token gifts ought to be declared and included in the Shire of Toodyay’s Gift Register.

Cash should not, in any circumstances, be offered to or accepted by a Council official or community committee member.

All Volunteers and Community Representatives on Council Committees are to comply with Section 2.2 of the Shire of Toodyay Code of Conduct.

7. CONFIDENTIAL AND PERSONAL INFORMATION

You must take care to maintain the security of any confidential or personal information you become aware of in your work with the Council.

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with the Council.

Personal information is any information about a person where you know who the person is or you can guess who the person is.

No one should access, use or remove from Council premises any Council information or personal information, unless they need it for their work with the Council and have authorisation to use or disclose the information.

Any breach of the security, or misuse, of the Council's confidential or personal information must be reported to the Shire of Toodyay's Chief Executive Officer.

Improper use of information gained whilst a community committee member is a serious offence under the provisions of the *Local Government Act 1995*. Penalties include \$10,000 fine or imprisonment for 2 years.

8. COUNCIL RESOURCES

Council resources can only be used if appropriate approval is sought.

Council resources include material, equipment, vehicles, documents, records, data and information.

9. PUBLIC COMMENT

As a volunteer or community committee member you must not make any public comment or statement that would lead anyone to believe that you are representing Council, or expressing its views or policies.

This includes comments or statements made at public and community meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

10. ALCOHOL AND DRUGS

No one should come to work for the Council, or return to work, under the influence of alcohol or other drugs that could impair their ability to carry out their work or cause danger to the safety of themselves or others.

11. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE

When providing services to the Council as a volunteer or community committee member you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste to the Shire of Toodyay via the Shire President or Chief Executive Officer.

Alternatively you can report any suspected instances of corruption to the Anti-Corruption Commission or maladministration to the Ombudsman.

12. OBLIGATIONS AS A PUBLIC OFFICIAL

As a community representative on a Council committee you may be considered to be a public official for the purposes of the Anti-Corruption Commission.

13. BREACHES OF THE POLICY

Failure to comply with this Policy may result in Council no longer allowing you to provide your services to the Council.

14. SHIRE OF TOODYAY'S COMMITMENT

Shire of Toodyay is committed to the standards in this Policy.

Your services to this Council are greatly appreciated and this Policy is designed to assist you by explaining our high standards. These standards are expected by our community and we require you to maintain these standards and principles when providing your services to the Council.

If you have any questions, or are unsure about any matter relating to this Policy, you can contact the Chief Executive Officer on 9574 2258.

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