

ANNEXURE 1: WORKING GROUP CODE OF CONDUCT

Roles

The role of a Working Group is to assist the Shire by providing views and advice on various subjects.

Conflict and Disclosure of Interest

Working Group Members will;

- (a) ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their duties; and
- (b) Immediately advise the Responsible Officer of any real, potential or perceived conflicts of interest that may arise

Personal Benefit

Working Group Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

Personal Behaviour

Working Group Members will:

- (a) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (b) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (e) always act in accordance with their obligation of fidelity to the Local Government.

Honesty and Integrity

Working Group Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Responsible Officer any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

Performance of Duties

Working Group Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits.

Working Group Members will be informed about the functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Direction

Working Group Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Working Group to which they have been appointed.

Communication

Working Group Members acknowledge that:

- (a) information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- (b) information relating to discussion and/or decisions of the Working Group ought only be communicated in an official capacity by a designated officer of the Shire;
- (c) information concerning the Working Group is to be conveyed accurately.

Bullying and Harassment

Working Group Members shall not harass, discriminate against, or support others who harass and discriminate against other members on the Working Group or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or background), religion, political affiliation, marital status, disability, sexual preference or transgender.

Acknowledgment

I, acknowledge that I have read, understand and commit to following the Shire of Esperance's Working Group Code of Conduct.

Signed..... Date.....