

## Code of Conduct for Board Members

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This Code of Conduct was adopted by resolution of the Wimmera Regional Library Corporation on June 8 2007 and in accordance with section 76C of the Local Government Act 1989.

### Introduction

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that we, the Board Members of the Wimmera Regional Library Corporation, have decided its stakeholders could reasonably expect us to demonstrate in the performance of our duties as representatives of the community and its constituent councils.

This Code of Conduct does not apply to Wimmera Regional Library Corporation staff as they are bound by the Employees Code of Conduct.

### Statement of the General Duties of Library Board Members

The general duties of Board Members are to act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties. Board Members must not make improper use of information acquired or make improper use of their position as a Member of the Wimmera Regional Library Board.

### Statement of Commitment

We, the Board Members of the Wimmera Regional Library Corporation, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our community role we will act with honesty, integrity and transparency and generally conduct ourselves in a way that both generates community trust and confidence in us as individuals, and enhances the role and image of the Wimmera Regional Library Corporation and libraries generally.

We have adopted this Code of Conduct as the standard that we will abide by in the performance of our role.

### Principles of this Code of Conduct

#### Probity and Ethical Behaviour

As Board Members of the Wimmera Regional Library we will:

- Have an understanding and give proper consideration to legal requirements.
- Be reasonable, just and non-discriminatory when carrying out all aspects of our roles and responsibilities.

- Ensure our actions are undertaken in good faith and not for improper or ulterior motive.
- Behave in a manner that maintains and enhances the image of the Corporation and does not reflect adversely on the Corporation.
- Be impartial in reaching Board decisions and accept the responsibility associated with that decision.
- Show respect for the role of Corporation employees in providing professional opinions, guidance and expertise.
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Board Members, Corporation employees and members of the community.
- Support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of the Board.

#### Community Leadership

As Board Members we will act with reasonable care and be diligent in the performance of our duties and responsibilities.

In undertaking our duties we shall:

- Give proper consideration to the business of the Board and be informed on the matters for decision
- Be informed of the effectiveness and efficiency of activities and service delivery
- Use information obtained during the course of our duties in an appropriate and proper way, balancing the interests of the Region against the rights of individual constituencies
- Attend and participate in Board meetings, apologising or obtaining leave of absence in advance for non-attendance
- Provide fair and equitable treatment of all matters under consideration
- Give careful consideration to the allocation of resources and expenditure
- Use Corporation resources in a proper and responsible way

#### Community and Customer Service

As Board Members we will be fair and honest in our dealings with individuals, organisations and agencies and behave in a manner that facilitates constructive communication between the Corporation and the community.

When representing the Corporation in the community we shall:

- Provide an accurate and fair representation of Board decisions
- Recognise that Board Members have a duty to respect Board decisions and policy directions

- Conduct ourselves in a manner that will not reflect unfavourably on the Corporation

### Working as a Team

As members of the Board we will seek to achieve a team approach in an environment of mutual respect, trust, and co-operation according to the Corporation's objectives. We acknowledge Wimmera Regional Library staff are accountable to the Board through the Chief Executive Officer, who is responsible for the management and day-to-day operation of the Corporation.

In doing so we shall:

- Foster mature and constructive working relationships based on mutual trust and respect.
- Conduct relationships with Corporation employees with courtesy and respect.
- Accept and respect the different but complementary roles in achieving the Corporation's objectives.
- Demonstrate respect for employee's professional opinion and expertise.
- Prevent the misuse of our position to influence employees to gain an advantage for ourselves or others.

### Conflict of Interest

As Board Members we must avoid conflicts of interest. Our obligations to the Corporation will not be influenced by our personal relationships, nor will our relatives or friends stand to benefit from a transaction between the Corporation and another party

For the purpose of this Code, 'direct interest', 'indirect interest; and conflicts of interest; have the meanings specified in the Act. Board Members will comply with all the provisions of the Act in regard to Conflicts of Interest,

### Disclosure of Interest

As Board Members, we are required to declare our interests on an annual basis in accordance with relevant legislation. All information furnished will be entered into a Register of Interest, and be maintained by the Chief Executive Officer.

In addition, it is our responsibility to declare any conflicts of interest at Board meetings and to withdraw from any discussion of the matter at hand.

Councillors will comply with all the provisions of the act in regard to conflicts of Interest and Direct and Indirect Interest:

- a) If the Councillor considers that they have, or might reasonably be perceived to have, an Interest in a matter before the Council or a special committee of Council, they will clearly state the nature of their interest at the meeting and immediately before the matter is considered. This is to be done on every occasion that the matter is considered by the board.

- b) If a board member has an Interest in a matter to be considered by the board that is a Direct or Indirect Interest, they will also declare that they have a Conflict of Interest.
- c) A Direct Interest generally exists if you have a direct connection with the matter. That is, if the matter is decided in any particular way, you are reasonably likely to be directly affected or your circumstances directly altered.
- d) An Indirect Interest generally arises as a result of a connection with another person, organisation or circumstance.
- e) If a Board member has a Conflict of Interest in a matter they will comply with the requirements of the Act and ensure they do not move or second the motion and that they leave the room in which the meeting is being held during any discussion and/or vote on the matter and not vote on the matter.
- f) If a Councillor has a Conflict of Interest in a matter, they will declare the interest and the nature of that interest either at the beginning of the meeting, or immediately prior to the matter being discussed. If a Board member has a Conflict of Interest in a matter and does not intend to be present at a meeting where the matter is discussed, they must declare the interest and the nature of the interest to the Chief Executive Officer prior to the commencement of the meeting, in writing (i.e. by letter, fax or email). The opportunity for a Councillor to disclose interests or declare conflicts of interest at a meeting is provided at the beginning of each meeting, as a listed agenda item.
- g) The minutes must include a record of all disclosed Conflicts of Interest and when a Board member with a Conflict of Interest is absent from the meeting.
- h) A Councillor does not have a Conflict of Interest if the Direct Interest or the Indirect Interest is so remote or insignificant that it could not be reasonably regarded as capable of influencing any actions or decisions in relation to the matter.

#### Dispute Resolution Procedures

Dispute resolution procedures address alleged contraventions of the Code of Conduct by a Board Member. Board members commit to working effectively together at all times and to developing good working relationships. In the event of any dispute occurring where Board members are unable to resolve interpersonal conflicts that unduly affect the operation of the Library Corporation, the parties to the dispute agree to work together with openness and transparency to resolve the dispute, and will agree to the appointment of a mediator nominated by the Chief Executive Officer and acceptable to both parties. If one party does not consider mediation to be appropriate, that board member will refer the issue to the next Board meeting and the Board will determine, whether or not mediation is required. Any referral to the Board and decision by the Board in respect to mediation will be confidential.

If the dispute relates to an apparent offence under the Act, it should be referred to the Minister for Local Government and not be the subject of an application to a Board Conduct Panel. The dispute resolution procedure is not intended to resolve differences in policy or decision making, which are appropriately resolved through debate and voting in Board meetings.

## Grievance

Grievances should not be frivolous, vexatious or malicious.

Where a Board Member has a grievance that cannot be resolved using the normal channels of communication or mediation, the Board Member may lodge a grievance with the Chief Executive Officer. The Board Member should provide as much detail as possible in relation to the grievance, including but not restricted to:

- Name and preferred contact details
- Details of the grievance
- Examples of the concerns
- Relevant date(s)
- What steps (if any) the Board Member has taken to resolve the grievance
- Details of any witnesses
- What action is sought by the Board Member

All grievances received will be acknowledged in writing by the Chief Executive Officer. The Chief Executive Officer is responsible for advising the Board Member of any assessment of the grievance where the grievance is considered to be lodged in bad faith or with an ulterior motive.

### Formal Investigation

If the grievance is not resolved by informal dispute resolution, the Chief Executive Officer may submit a grievance to impartial, confidential and timely investigation. The Chief Executive Officer is solely responsible for determining whether an external party will be engaged to investigate the grievance.

The Chief Executive Officer is responsible for advising the Respondent and any potential witnesses of the grievance and provide a summary of the allegations to the Respondent and witnesses, as well as information in relation to the action that will be taken as a result of the grievance. Such advice will be both verbal and confirmed in writing and will include that:

- No further discussion or action is to be taken in relation to the matter until the required processes have been conducted.
- Parties to the grievance may have a support person present during the investigation process, but not obliged to do so.
- Where an external party is engaged to investigate a grievance, the Chief Executive Officer may, on request from the external party, conduct a preliminary assessment interview with the Complainant in order to identify any further relevant information and/or witnesses to the grievance.
- Parties to a grievance will be provided with as much notice as possible regarding the date, time and location of their interview with the person appointed to investigate the grievance.

Where a support person has been asked to attend an investigation, the support person is not to advocate on behalf of the Board Member and may be requested to leave a meeting should they hinder or disrupt the meeting.

Following the investigation process, the investigator must submit a report to the Chief Executive Officer outlining the summary and findings of the investigation, together with

interview notes and any other relevant documentation. The report may include recommendations on what action, if any, should be taken as a result of the grievance.

The Chief Executive Officer is responsible for recommending what action, if any, should be taken following an investigation process. Where a grievance has been substantiated, the Chief Executive Officer will make a recommendation to the Board. Where a grievance is found not to be proven, no further action will be taken against the Respondent. However, the Board may determine to monitor the situation and take broader action in response to the matter (for example, corporate bullying and harassment prevention training).

The Chief Executive Officer is responsible for advising the Complainant and Respondent of the findings and outcomes of the investigation process.

A Complainant has the right to withdraw the grievance in writing at any time. The Chief Executive Officer may, however, continue to investigate the grievance in order to comply with obligations under law.

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

Responsibility for complying with these standards of conduct for Board Members of the Wimmera Regional Library Corporation will rest with each Member.

As Board Members we acknowledge that breaches or transgressions of this Code and relevant provisions of the Act can range from minor to very serious in nature. In some instances, breaches of the Code or the Board conduct principles can amount to misconduct, serious misconduct or gross misconduct and be the subject of an application to a Board Conduct Panel or VCAT to make a finding or determination.

### **Further Information**

This Code of Conduct will be published on the Wimmera Regional Library website after it is adopted by the Board.

Members of the public may inspect this Code of Conduct for Board Members of the Wimmera Regional Library Corporation at the principal office of the Wimmera Regional Library Corporation at The Mibus Centre, 28 McLachlan Street, Horsham.

### **Statement of Adoption and Review**

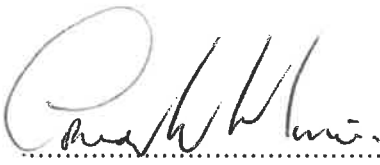
This Code of Conduct was adopted by the Wimmera Regional Library Corporation on 10 March 2017.

This Code of Conduct will be reviewed by the Wimmera Regional Library Corporation within 4 months after the next Local Government elections.

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Cr. Graeme Milne  
Buloke Shire Council

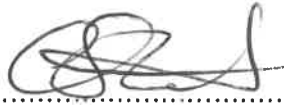


.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Cr. Carolyn Stewart  
Buloke Shire Council



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation




Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:

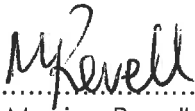
  
.....  
Cr Tony Schneider 23/3/17  
Hindmarsh Shire Council

  
.....  
Chief Executive Officer, Ann Twyford 23/03/2017  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Mrs Monica Revell  
Hindmarsh Shire Council



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation


Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:

  
.....  
Cr. Josh Koenig  
Horsham Rural City Council

31/3/17

  
.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

31/03/2017

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Mr Kevin O'Brien  
Horsham Rural City Council

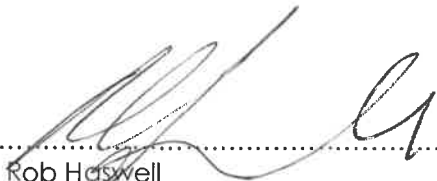


.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation


Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Cr. Rob Haswell  
Northern Grampians Shire Council



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Mr Vaughan Williams  
Northern Grampians Shire Council



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Cr. Bruce Meyer  
West Wimmera Shire Council



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Mr Venkat Peteti  
West Wimmera Shire Council



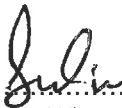
.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation



Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:



.....  
Cr. Jean Wise  
Yarriambiack Shire Council

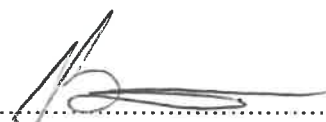



.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation

Endorsement

This Code of Conduct was adopted by the Board on 10 March 2017.

I declare that I have read and received a copy of this Code of Conduct and that I will abide by its provision:

  
.....  
Mr Gavin Blinman  
Yarrambiack Shire Council

  
.....  
Chief Executive Officer, Ann Twyford  
Wimmera Regional Library Corporation