

1 STATEMENT

The Adelaide Hills Region Waste Management Authority (AHRWMA) sets out the standards of behaviour which all staff, volunteers and contractors, who are employed or engaged by AHRWMA, are required to demonstrate in the performance of their duties and functions.

In addition to this Policy, AHRWMA staff and contractors are also bound by the following:

- the applicable Position & Person Description for their role.
- the terms of any contract of employment or engagement.
- the applicable Award or Enterprise Agreement; and
- any other relevant policies and procedures.

2 PURPOSE

- 2.1. AHRWMA staff and contractors must use their best endeavours, at all times, to ensure that they have current knowledge of the documents referred to above and any legal requirements and best practices relevant to their position.
- 2.2. AHRWMA will provide continuous training and guidance to staff and contractors on the expected behavioural standards outlined in this Policy and other relevant AHRWMA policies and procedures.
- 2.3. Failure to comply with this Policy, expectations set out in Position Descriptions, or individual employment contracts, may result in investigation and/or disciplinary action being taken.

3 GENERAL BEHAVIOUR

- 3.1. AHRWMA employees are expected to:
 - 3.1.1. act honestly in the performance of official duties at all times
 - 3.1.2. act with reasonable care and diligence in the performance of official duties
 - 3.1.3. discharge duties in a professional manner
 - 3.1.4. act in a way that generates community trust and confidence in AHRWMA
 - 3.1.5. act in a reasonable, just, respectful and non-discriminatory way when dealing with all people
 - 3.1.6. ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

4 CONDUCT REQUIRED OF AHRWMA STAFF AND CONTRACTORS

All AHRWMA employees and contractors must comply with the following behavioural standards at all times, whilst carrying out their duties and functions:

- 4.1. General Standards
 - 4.1.1. Act honestly at all times in the performance of official duties, as required by Section 109(1) of the Local Government Act 1999 (the Act).

- 4.1.2. Act with reasonable care and diligence at all times in the performance of official duties, as required by Section 109(2) of the Act.
- 4.1.3. Act within the parameters of their position and authority at all times.
- 4.1.4. Undertake their duties and functions in a professional manner at all times.
- 4.1.5. Act in a reasonable, just, respectful and non-discriminatory way at all times when dealing with all people.
- 4.1.6. Comply with any applicable codes of practice, legislation and regulations (as amended from time to time), decisions of AHRWMA Management, reasonable lawful direction given in connection with the performance of their duties and functions and relevant AHRWMA policies and procedures.
- 4.2. Use of AHRWMA Resources
 - 4.2.1. Use AHRWMA facilities, resources and equipment in a safe, efficient and proper manner, and in accordance with all applicable laws, codes and regulations at all times.
 - 4.2.2. Only use AHRWMA facilities, resources and equipment for AHRWMA-related and approved purposes unless authorised by the Chief Executive Officer to do so in writing prior to the planned activity.
- 4.3. Information
 - 4.3.1. Deal with information which is received in their capacity as an AHRWMA staff member, volunteer or contractor, in a responsible manner and in accordance with the AHRWMA's privacy and confidentiality requirements, and otherwise in accordance with the law.
 - 4.3.2. Not release or divulge information that the AHRWMA Board or Chief Executive Officer has ordered be kept confidential, or that the AHRWMA staff member or contractor, should reasonably know is information that is confidential, including information that is considered by the Board or the Chief Executive Officer in confidence, subject to the Ombudsman Act 1972 and the Independent Commission Against Corruption Act 2012 and where disclosure is otherwise required or authorised by law.
 - 4.3.3. Not make improper use of information, including confidential information, acquired by virtue of their position.
 - 4.3.4. Endeavour to provide accurate information to AHRWMA or to the public at all times.
- 4.4. Use of Position
 - 4.4.1. Not abuse or make use of their authority or position in order to gain a benefit or advantage for, or avoid a detriment to, themselves or another person.
- 4.5. Presentation
 - 4.5.1. Ensure personal presentation (dress and appearance) is appropriate for the duties and functions required to be undertaken in their respective role.
 - 4.5.2. Wear any corporate and/or personal safety equipment as required by reasonable lawful direction or as otherwise required by law.
- 4.6. Health and Safety
 - 4.6.1. Take reasonable care that their acts and omissions do not adversely affect the health and safety of themselves or any other persons, as required by the Work Health and Safety Act 2012.
- 4.7. Public Comment
 - 4.7.1. AHRWMA's Independent Chairperson and Chief Executive Officer are the only persons who are authorised to make public statements on behalf of AHRWMA. However, in certain circumstances, this may be delegated to another staff member to make a media statement.
 - 4.7.2. Whether in relation to their duties, other AHRWMA staff, contractors, Member Council Management, or any AHRWMA matter, employees and contractors may:

- not make public comment on behalf of AHRWMA unless specifically authorised to do so.
- not engage in any public criticism or make disparaging or denigrating comments (including on social media) about AHRWMA, its staff, Member Councils and/or any decisions which are made by the AHRWMA Board or Committees.

4.8 Return of property

On cessation of employment for any reason:

- Immediately return to the Authority any information relating to our business, service or affairs and return anything that the employee should be reasonably aware of that is the Authority's property e.g. keys, uniforms, phone etc.;
- Destroy any record of any information relating to the Authority which is unable to be returned including information stored electronically.

5 CONFLICT OF INTEREST

- 5.1. An employee (including the Chief Executive Officer) has an interest in a matter in the circumstances described for Council employees in *section 120(5) to 120(7) of the Local Government Act 1999*.
- 5.2. The Chief Executive Officer of AHRWMA who has an interest in a matter in relation to which they are required or authorised to act in the course of official duties must disclose the interest to the Board and must not, unless the Board otherwise determines during a Board meeting that is open to the public, act in relation to the matter.
- 5.3. An employee of AHRWMA (other than the Chief Executive Officer) who has an interest in a matter in relation to which they are required or authorised to act in the course of official duties must disclose the interest to the Chief Executive Officer and must not, unless the Chief Executive Officer otherwise determines, act in relation to the matter.
- 5.4. If an employee is entitled to act in relation to a matter and the employee is providing advice or making recommendations to the Board or committee on the matter, the employee must also disclose the relevant interest to the Board or committees.

6 REGISTER OF INTEREST

An employee of AHRWMA must adhere to the statutory requirements to lodge a primary return and submit an ordinary return in accordance with sections 113, 114 and 115 of the *Local Government Act 1999*, if they have been declared by AHRWMA to be subject to these provisions.

7 GIFTS AND BENEFITS

- 7.1. AHRWMA employees must not seek out, or receive, a gift or benefit that is, or could reasonably be taken to be, intended to, or likely to, create a sense of obligation on the part of the employee to a person, or influence the employee in the performance or discharge of the employee's functions or duties.
- 7.2. If an AHRWMA employee receives a gift or benefit of an amount greater than the amount determined by the Minister (from time to time), by notice published in the Gazette, the employee must provide details of the gift or benefit to the Chief Executive Officer in accordance with any requirements of the Chief Executive Officer.
- 7.3. The Chief Executive Officer must maintain a register of gifts and benefits received by AHRWMA employees and must ensure that details of each gift or benefit provided under this clause is included in the register. The register may be made available upon written request to the Chief Executive Officer.
- 7.4. A gift or benefit received by a person related to an AHRWMA employee will be treated as a gift or benefit (as the case requires) received by the employee.
- 7.5. AHRWMA employees and contractors must not:

Behaviour Standards Policy

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- accept or solicit a bribe or other improper inducement that would or might reasonably be perceived to influence the performance of their AHRWMA duties and functions.
- accept or solicit a benefit from any person or organisation where there is a real or perceived risk of compromise or conflict of interest in the performance of their AHRWMA duties and functions.

8 COMPLAINTS

- 8.1. Any person may make a complaint about an AHRWMA employee or contractor under this Policy.
- 8.2. Complaints about an employee's behaviour that is alleged to have breached this Policy should be brought to the attention of the Chief Executive Officer of the or a delegated person.
- 8.3. Complaints about the Chief Executive Officer's behaviour that is alleged to have breached this Policy should be brought to the attention of the Independent Chair of the Board.
- 8.4. A complaint may be investigated and resolved according to AHRWMA's disciplinary processes.
- 8.5. In considering the lodgement of a complaint against an AHRWMA employee for a breach of the Policy, Public Officers, (persons performing duties on behalf of a government or public authority), should be mindful of the obligations outlined in the Independent Commissioner Against Corruption - Directions and Guidelines.

9 CRIMINAL MATTERS

Separate legislation operates to cover criminal conduct. See Appendix A for matters for which criminal penalty attaches.

10 AVAILABILITY OF THE BEHAVIOUR STANDARDS POLICY FOR EMPLOYEES

The Behaviour Standards Policy will be available for inspection on AHRWMA's website and AHRWMA's intranet (Skytrust).

11 REVIEW

The Behaviour Standards Policy shall be reviewed at a minimum within five (5) years of issue date or more frequently if required.

12 REVIEW HISTORY

DOCUMENT HISTORY	VERSION NO	ISSUE DATE	DESCRIPTION OF CHANGE
NEW DOCUMENT	1.0	18 Feb 2016	New document.
REVIEW	1.1	April 2021	Formatting and minor wording update. Updated 'subsidiary' to 'the Authority'.
REVIEW	2.0	May 2025	Change of policy name (Previously Employee Code of Conduct). Substantial changes to wording of expectations of AHRWMA employees and contractors. Deletions of outdated requirements.