



**Eastern Waste Management Authority**

Trading as

**East Waste**

***Code of Conduct  
Directors***

**Adopted: May 2013**

This Code sets out the commitment by the Directors of the Eastern Waste Management Authority to the principles of good conduct and standards of behaviour in undertaking their responsibilities as Directors.

## **Legislative Context**

The Eastern Waste Management Authority (the Authority) is a regional subsidiary established under the Local Government Act (the Act) by the following Constituent Councils for the collection and disposal of waste:

- Adelaide Hills Council
- City of Burnside
- Campbelltown City Council
- City of Norwood, Payneham and St Peters
- City of Mitcham
- Corporation of the Town of Walkerville.

Schedule 2, Part 2, Clause 23 of the Act details the legislative provisions applicable to the performance standards of a board member in undertaking official functions and duties.

Clause 37 of the Charter requires Chapter 5, Part 4, Division 3 of the Local Government Act to apply to the Directors.

The Code of Conduct also meets all the requirements of the Charter of the Authority and in particular clauses 39.1.4 (c), (d) and (e).

## **Principle**

The Code is based on the principles of good conduct and standards of behaviour expected of members of a board.

## **The Board of Management of the Eastern Waste Management Authority**

The Board of Management of the Authority (the Board) is comprised of seven Directors – one person appointed by each of the six Constituent Councils and one independent person appointed jointly by the Constituent Councils.

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that the Directors of the Authority have agreed to demonstrate.

## **Statement of Commitment**

We, the Directors of the Authority, are committed to discharging our duties conscientiously and to the best of our ability. We will not at any time make improper use of our position as a Director or any information acquired in the course of our duties.

In the performance of our role we will act with honesty and integrity and conduct ourselves in a way that generates constituent Council and community trust and confidence in us as individuals and enhances the role and image of the Authority and Local Government generally.

We, the Directors of the Authority, agree to abide by this Code of Conduct and have adopted the requirements as the standards of behaviour that we will observe in the performance of our role and responsibilities.

## **Our Conduct as Directors**

As Directors of the Authority we will:

### **(a) Decision making**

- Be well prepared for Board meetings and then be responsible for our actions and accountable for their consequences
- Actively seek information to inform us in our decision making
- Be impartial in reaching decisions and accept the responsibilities associated with those decisions
- Act in an open and transparent manner
- Encourage ideas and contributions from all
- Consider the whole picture and seek information before forming views
- Respect the opinion of other Directors.

### **(b) Role of a Director**

- Show commitment and discharge our duties conscientiously and to the best of our ability
- Act in a fair, honest and proper manner and according to the law
- Act with reasonable care and be diligent in the performance of our duties and responsibilities
- Act in good faith and not for improper or ulterior motives
- Have due regard to the laws dealing with conflict of interest in relation to all our duties and behaviours and exercise the highest level of integrity expected of people holding public office
- Not misuse our positions to gain an advantage for ourselves or others or to cause detriment to the Authority
- At all times behave in a manner that maintains and enhances the image of the Authority and/or does not reflect adversely on the Authority.

### **(c) Constituent Councils**

- Act with honesty and integrity and conduct ourselves in a way that generates constituent Council trust and confidence, and which enhances the role and image of the Authority and of Local Government generally.

### **(d) Relationships**

- Act in a reasonable, just and non-discriminatory manner when dealing with people
- Seek to achieve a team approach when dealing with staff of the Authority and seek to achieve an environment of mutual respect and trust
- Treat the Authority staff with respect and acceptance of their different roles in achieving the authority's objectives
- Seek to establish a working relationship with fellow Directors that recognises and respects the diversity of opinion and seeks to achieve the best possible outcomes for the Authority



- In our dealings with other Directors and with staff members, ensure that our behaviour is not and cannot be interpreted to constitute bullying and/or harassment.
- Ensure that we uphold the values of the Authority in all interactions.

**(e) Conflicts of interest**

- Ensuring that when carrying out our duties, we will not be wrongfully influenced by external interests
- In all dealings we will put the interests of the Authority first
- Not placing ourselves in situations that result in divided loyalties.

**(f) Gifts and benefits**

- Not personally and unjustly benefiting from, nor being unduly influenced (or perceived to be unduly influenced) in making decisions as part of our role with the Authority as a result of financial inducements, gifts or entertainment or other benefits.
- All gifts should be recorded on the Gift Register located in the Administration Centre

**(g) Information**

- Not use information obtained as a result of our position as a Director for any purpose other than the Authority business
- Respect and maintain confidentiality, and not at any time release to any person or organisation any documents that the Authority has ordered be kept confidential or that have otherwise been delivered to us as a member of the Authority with an indication that they are confidential, whether or not they fall within the protocols of the Authority's confidentiality provisions,
- Ensure any information we give to the media in relation to the Authority or the Authority decisions is accurate and not a misuse of information.

**(h) Communication**

- Be fair and honest in our dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Authority and the Constituent Councils
- The Chair is the representative of the Authority in relations with the media and the public
- When making comments to the media, state clearly that we are expressing our personal opinion and not that of the Authority (unless a member is authorised by the Authority to speak on its behalf)
- When making personal comments, show respect for the Authority decisions, other Directors and employees of the Authority
- In our dealings with other Directors, members of staff, and Constituent Councils, endeavour to ensure that our communication, written or verbal (or otherwise), is not offensive to any person or otherwise defamatory.

## Complaints

A complaint about the behaviour of a Director under the Code of Conduct will be investigated and appropriate action taken to ensure the complaint is addressed and to reduce the likelihood of further breaches of the Code of Conduct occurring.

The Authority has adopted a policy for handling such complaints, Director Complaint Handling Policy. Any person who believes a breach of this Code of Conduct may have occurred is encouraged to bring details to the attention of the Chair or if the allegation involves the Chair, to the Deputy Chair.

## Commitment of Directors

We the 2013 Directors of the Authority commit to observe this Code of Conduct

Mr Brian Cunningham (Independent Chair)

Signature: .....

Cr Linda Green (Councillor, Adelaide Hills Council)

Signature: .....

Cr Grant Piggott (Councillor, City of Burnside)

Signature: .....

Mr Paul Di Iulio (CEO, Campbelltown City Council)

Signature: .....

Mr Matthew Pears (CEO, City of Mitcham)

Signature: .....

Mr Mario Barone (CEO, City of Norwood, Payneham & St Peters)

Signature: .....

Cr Gianni Busato (Councillor, Corporation of the Town of Walkerville)

Signature: .....

## Governance

The Code will be reviewed every two years by the Board. However the Board has the discretion to review the Code at any time to take into account any significant new information, legislative, or organisational change which may warrant an amendment to this document.

A review of the Code is conducted in consultation with the Constituent Councils.

Copies of the Code are available from the East Waste website [www.eastwaste.com.au](http://www.eastwaste.com.au) or the Authority's office at 1 Temple Court Ottoway SA 5013.

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This Code was approved by the Board at its meeting on 2 May 2013

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### *Review history*

*Nil*