



Policy:

**Positive Working
Relationships and General
Conduct**

2022

INFORMATION ABOUT THIS DOCUMENT

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Document History

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V0.1	3 February 2022	Circulated to councillors and key staff for input
V0.2	22 February 2022	Presented to Council for adoption.
V.1		Adopted by Council Resolution No.

Further Document Information and Relationships

List here the related strategies, procedures, references, policy or other documents that have a bearing on this Policy and that may be useful reference material for users of this Policy.

Related Legislation*	<p><i>Local Government (State) Award</i></p> <p><i>Local Government Aged, Disability and Home Care (State) Award</i></p> <p><i>Nurses' (Local Government) Residential Aged Care Consolidated (State) Award</i></p> <p><i>Fair Work Act 2009</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p><i>Anti-Discrimination Act 1977</i></p> <p><i>Racial Discrimination Act 1975 (Cth)</i></p> <p><i>Sex Discrimination Act 1984 (Cth)</i></p> <p><i>Disability Discrimination Act 1992 (Cth)</i></p> <p><i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i></p> <p><i>Age Discrimination Act 2004 (Cth)</i></p> <p><i>Public Interest Disclosures Act 1994</i></p>
Related Policies	<p>Code of Conduct 2020</p> <p>Internal Reporting Policy 2019</p> <p>Complaints Management Policy 2019</p> <p>Management Policy – Staff Grievance 2018</p>
Related Procedures/ Protocols, Statements, documents	<p>Customer Service Charter</p>

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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1. OBJECTIVES

Council is required to provide a positive workplace culture that is safe, healthy, harmonious, respectful and productive; free from bullying, harassment, sexual harassment, violence, victimisation and discrimination. The purpose of this policy is to provide information and set boundaries on appropriate and acceptable behaviour in the workplace.

2. SCOPE

This policy applies to all employees of Council (including contractors, volunteers and committee members), Councillors and Administrators. This policy applies to the above stakeholders in any of Council’s workplaces which includes but is not limited to; the general workplace, work related events, meetings (on and off-site), training courses, conferences, workshops, business trips and any other work functions and events.

3. STATEMENT

Council strives for a harmonious workplace where everyone is treated with respect, fairness, and dignity.

Workplace relationships based on teamwork and trust are critical to organisational performance and individual well-being. The quality of relationships between managers and their staff, within teams, and with colleagues across the agency can make jobs more rewarding, more stimulating and more engaging. A motivated, committed and engaged workforce is crucial to productivity.

4. VALUES

Council’s values lay the foundation for the organisation; the ingrained principles guide us in our actions.

4.1 Unity

We succeed as a team with integrity and accountability

Indicators: no dishonesty; mistakes are identified and corrected.

4.2 Safety

Keeping our people and community safe

Indicators: Hazard reporting is high; incident occurrence is low.

4.3 Commitment to Service

We use resources efficiently in an equitable manner

Indicators: Customer service is fair, tailored and within resources.

Council has also developed the following customer service principles which underpin our professional approach to serving our community:

Respect	<i>All people are equal</i>
Accountability	<i>In the interest of the community</i>
Honesty	<i>We act on facts</i>
Efficiency	<i>Value-for-money use of resources</i>
Equity	<i>We are genuinely fair</i>
Communication	<i>We are clear and concise</i>

Council will not tolerate inappropriate workplace behaviour including but not limited to; bullying, harassment, sexual harassment, violence, victimisation and discrimination. This policy outlines the responsibilities of employees and contractors, the General Manager, Directors, Managers and Supervisors, Committee Members, Councillors and Administrators.

5. ACCOUNTABILITIES

5.1. Councillors and Administrators

- Act reasonably and justly in accordance with the law.
- Provide effective leadership by acting in a manner which provides a positive example of acceptable workplace behaviour.
- Comply with the Code of Conduct and this policy.
- Treat other Councillors, customers and community members, contractors and Council employees fairly and equitably and with respect and courtesy.

5.2. General Manager

- Act reasonably and justly in accordance with the law.
- Provide effective leadership by acting in a manner which provides a positive example of acceptable workplace behaviour.
- Take all reasonable steps to allow Council to meet its commitment to this policy.
- Commit adequate resources and staffing for the effective implementation of this policy.
- Take all reasonable steps to prevent bullying, harassment, sexual harassment, violence, victimisation and discrimination in the workplace.
- Encourage all Directors, Managers, and Supervisors to commit to fostering a positive workplace culture that is safe, healthy, harmonious, respectful and productive; and free from bullying, harassment, sexual harassment, violence, victimisation and discrimination.
- Comply with the Code of Conduct, this policy and relevant policies and procedures.
- Treat Councillors, customers and community members, contractors and Council employees fairly and equitably and with respect and courtesy.

5.3. Directors, Managers and Supervisors

- Act reasonably and justly in accordance with the law.
- Provide effective leadership by acting in a manner which provides a positive example of acceptable workplace behaviour.
- Foster a positive workplace culture that is safe, healthy, harmonious, respectful and productive.
- Take all reasonable steps to prevent bullying, harassment, sexual harassment, violence, victimisation and discrimination in the workplace.
- Effectively manage any behaviour that may constitute inappropriate behaviour by acting immediately on calling out inappropriate behaviour, following the Staff Grievance Policy and taking disciplinary action if appropriate.
- Promote this policy ensuring employees and contractors understand their responsibilities and what is expected of them.
- Provide employees with a copy of Uralla Shire Council's Management Policies, which includes Equal Employment Opportunity Policy, Preventing and Responding to workplace Bullying,

Staff Grievance Policy, and Staff Disciplinary Policy and undertake the responsible actions associated with respect to witnessing inappropriate workplace behaviour.

- Provide appropriate training in relation to these policies;
- Provide the necessary help, support and guidance to resolve any issues to those that have been subjected to inappropriate workplace behaviour and to rectify inappropriate workplace behaviour.
- Comply with the Code of Conduct, this policy and relevant policies and procedures.
- Treat Councillors, customers and community members, contractors and Council employees fairly and equitably and with respect and courtesy.

5.4. Employees, Committee Members and Contractors

- Act reasonably and justly in accordance with the law.
- Comply with the Code of Conduct, this policy and relevant policies and procedures.
- Behave so as not to adversely affect the health, safety and welfare of others by not engaging in bullying, harassment, sexual harassment, violence, victimisation and discrimination.
- Take appropriate steps to protect yourself from bullying, harassment, sexual harassment, violence, victimisation and discrimination.
- If you feel you are being subjected to inappropriate workplace behaviour, tell the person (if you can) to stop the behaviour and say why the behaviour is offensive, and tell them that if it continues you will report the behaviour.
- Assist in eliminating bullying, harassment, sexual harassment, violence, victimisation and discrimination.
- Seek help, advice, or guidance where necessary, if you are concerned about your own workplace behaviour.
- Treat Councillors, customers and community members, contractors and Council employees fairly and equitably and with respect and courtesy.