

Policy – Identification and Recording

Policy Information

Policy Name:	Code of Conduct for School Councillors
Policy Number:	8.1
Current Version:	1.0 - 08.08.2012
Purpose:	Council
Scope:	School Programs
Policy Owner:	Brett New, Executive Principal
Policy Author:	Brett New, Executive Principal
Related policies and legislation:	Council
Internal procedures guided by this policy:	

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:

Distribution

CODE OF CONDUCT FOR SCHOOL COUNCILLORS

School councils in Victoria are public entities as defined by the *Public Administration Act 2004*.

School councillors must abide by the Directors' Code of Conduct issued by the Public Sector Standards Commissioner. The code of conduct requires councillors to:

- act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
- act in good faith in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
- act fairly and impartially (consider all sides of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self interest)
- use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
- use their position appropriately (not use their position as a councillor to gain an advantage)
- act in a financially responsible manner (observe all the above principles when making financial decisions)
- exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the school)
- comply with relevant legislation (know what legislation is relevant for which decisions and obey the law)
- demonstrate leadership and stewardship (set a good example, exercise care and responsibility to keep the school strong and sustainable).

INDEMNITY FOR SCHOOL COUNCIL MEMBERS

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

- a) the exercise of a power or the performance of a function of a member
- b) the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a member.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.