

## Owners' Representatives Code of Conduct

### Aim

All Owners' Representatives are expected to comply with the Owners' Representative Group Charter and the Constitution of the Tasmanian and Water Sewerage Corporation Pty Ltd ('TasWater') where it applies, as well as all applicable laws rules and corporation policies in connection with their position.

Over and above these expectations, this Code of Conduct agrees the minimum standard of behaviour required from each and all Owners' Representatives. It applies to all duties and roles relating to the Owners' Representatives, including those of the Group itself, any of its sub-Committees or at any time when a Representative is acting in the role of Representative.

### Applicable Legislation

*Corporations Act 2001 (Cth)*

*Local Government Act 1993 (Tas)*

*Water and Sewerage Corporation Act 2012 (Tas)*

### Policy

In accordance with legal requirements and agreed ethical standards, Owners' Representatives, both collectively and individually will commit to discharging their duties conscientiously and to the best of their ability. They will at all times:

- Discharge their duties honestly and in good faith
- Discharge their duties as an Owner's Representative for proper purpose
- Act with the level of skill, care and diligence expected of an Owner's Representative
- Ensure that when representing their council they only do so within the ambit of their authority
- Demonstrate impartiality in decision making, taking into account all information available, making decisions solely on merit and taking competent and independent advice where necessary
- Make clear when a personal position, as opposed to their council's policy or decision, is being discussed or put forward
- Show leadership through demonstrating the behaviour expected of members of the Owners' Representatives
- Treat all people with courtesy, dignity, fairness and respect
- Devote sufficient time to Owners' Representative duties
- Not allow personal interest, or the interest of any person or entity associated with them, to conflict with the interests of the Owners' Representatives, and will declare any such conflicts to the Chief Representative as soon as apparent
- Not engage in conduct likely to bring discredit to the Owners' Representatives or the Corporation
- Make reasonable enquiries to ensure that TasWater is operating legally, effectively and efficiently
- Not make improper use of information for personal gain or to the detriment of TasWater or Owner Councils

- Not improperly use their position to gain an advantage or confer a disadvantage for themselves or anyone else
- Maintain the confidentiality of TasWater information or any other information acquired during their appointment as an Owner's Representative and following termination of their appointment and
- Be accountable for decisions made by the Owners' Representatives Group (ORG), making clear the reasons, keeping proper records and showing discipline and responsibility.

## Responsibilities

TasWater's company secretary is responsible for ensuring all Owners' Representatives can access a copy of both the Owners' Representatives Code of Conduct and the Code of Conduct.

This Code will also be published on TasWater's website.

All Owners' Representatives are required to comply with the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

## Breach of duties under this Code

The Chief Representative will investigate any reported or suspected breaches of this Code by any Owners' Representative. In any event, the Chief Representative will discuss the matter personally with the Owners' Representative concerned and ensure the Owners' Representative has the opportunity to respond to the claims.

If an Owners' Representative is unsure of whether an action breaches this Code of Conduct, the matter should be raised with the Chief Representative or the company secretary.

## References

TASCHT01 Owners' Representatives Group Charter

TASCHT02 Board Selection Committee Charter

Relevant codes and policies as published on TasWater's website

*Approved by the Owners' Representatives on 24 June 2021.*



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*Chief Representative*

As an Owners' Representative, I commit to my obligations and duties under the Owners' Representatives' Code of Conduct.

*Signed:* \_\_\_\_\_

*Date:* \_\_\_\_\_