



# DHURRINGILE PRIMARY SCHOOL

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Principal: Mrs. Lisa Wilson

“Aim High”

Respect

Achievement

Resilience

## Code of conduct for school councillors

School councillors must abide by the Code of Conduct issued by the Victorian Public Sector Commissioner. The Code of Conduct is based on the Victorian Public Sector Values and requires councillors to:

- act with honesty and integrity – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty
- 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 relevant facts 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 and policies – know what legislation and policies are relevant for which decisions and obey the law
- demonstrate leadership and stewardship – set a good example, encourage a culture of accountability, manage risks effectively, and exercise care and responsibility to keep the school strong and sustainable.

## School Council Confidential Statement

As a school councillor you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

**Personal Information** is any information that identifies an individual; it may be student enrolment information, student health information or parent information. For example, school councillors may receive the personal information of applicants to the principal class or view contractor's personal details. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

**What do I need to do as a school councillor?**

- **Ensure you have only that personal information required to undertake your role as a school councillor.**
- **Don't disclose any personal information that you may have accessed in your role as a school councillor.**
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. material emailed to you.**
- **Don't disclose any information regarding the discussion of sensitive issues at meetings**

**If in doubt about the handling of personal and sensitive information, seek advice from the principal.**

**I agree as a member of the Dhurringile School Council to abide by the confidentiality guidelines above.**

**Name: .....**

**Signature: .....**

**Date: .....**