### The community has the right and responsibility to:



Be treated with courtesy and respect



Be given reasons that explain decisions affecting them



A fair and impartial assessment based on the facts and merits of the matter



A timely response



Express their opinions in ways that are respectful and lawful



A fair hearing



Communicate valid concerns and views without fear of reprisal



Access Council's complaints management policy



Be informed about the actions taken and outcome of their complaint



Our Mutual Respect Charter is based on the principle of mutual respect and cooperation and supports our values of providing a safe and respectful workplace. It outlines the rights and responsibilities of the community, Councillors and staff in all Council-related interactions.





### Councillors and staff have the right and responsibility to:



Be treated with courtesy and respect



A safe and healthy working environment



Expect honesty, cooperation and reasonable assistance from the community



Zero tolerance on verbal abuse, offensive behaviour, threats and violence



Provide reasons for decisions, and ensure that decisions are subject to appropriate review processes



Be clear on how the matter will be handled, including compliance to statutory and/or legislative processes



Modify, curtail or decline service in response to unacceptable behaviour which because of its nature or frequency raises health, safety, resource or equity issues

### Creating a great place to work that delivers quality services to our customers and community



# We treat all with courtesy and dignity

#### BEHAVIOURAL STATEMENTS

- Listening with a genuine intent to understand and inform decisions
- Treating each other with empathy, equity and kindness
- Acknowledging different views in decision making





# We build and maintain productive relationships

### BEHAVIOURAL STATEMENTS

- Helping each other deliver our shared outcomes
- Being actively engaged and sharing information
- Being clear about roles and responsibilities



## We focus on taking the correct course of action

#### BEHAVIOURAL STATEMENTS

- Acting honestly and ethically
- · Being open and transparent
- · Building trusted connections



We are responsible for our actions and outcomes

#### BEHAVIOURAL STATEMENTS

- Being transparent in our decision making
- Accepting responsibility for our actions
- Delivering on our commitments