



Code of Conduct for Employees Summary

Council's Code of Conduct for Employees sets the standards and behaviours expected of Council employees.

- As a Council employee you are expected to comply with the exactions of the Code of Conduct as an obligation of your employment.
- The Code of Conduct enshrines the principles under the *Public Sector Ethics Act 1994*, which includes the following:

Integrity and impartiality

This Ethical Value involves treating all workers and members of the public with trust, respect, honesty, fairness, sensitivity and dignity; and acting impartially and in the public interest.

Conduct Expectations:

- Treat all workers respectfully and with professionalism, not engaging in harassment, workplace bullying or discrimination.
- Declare conflicts of interest, whether they be really or perceived, in a timely fashion, and make decisions in the public interest.
- Ensure your decision making is impartial and free from bias, and do not influence or mislead others in an improper way to obtain advantage.
- Do not accept payment, gifts or benefits in return for doing something as a Council employee, and where gifts or benefits are received, declare them and follow appropriate process.
- Seek approval from Council to engage in any secondary employment and advise of any potential conflicts arising from that employment.
- Do not make unauthorised public comment about Council business or operations, this includes disparaging comments on Council social media channels or sharing intellectual property or confidential information.

***Ask employees for some examples of breaches of this ethical value to ensure understanding*

Promoting the public good

This Ethical Value involves an employee's duty to prioritise servicing the community and government needs and the obligation to manage public resources efficiently and economically, including in delivery of services.

Conduct Expectations:

- Appropriately use and look after Council resources and assets, including intellectual property, ensuring that they are being utilised only for Council business or as otherwise approved.
- Maintain high level of oversight and accountability for the collect and use of public money.
- Do not publish, disclose or copy any intellectual property that has been developed or contributed to in association with Council business or operation, and respect other businesses intellectual property policies.
- Present to work in a professional manner and, where personnel protective clothing or a uniform is provided, ensure you maintain and wear the clothing in accordance with directions or policy.
- Understand that when wearing Council uniform, and therefore identifiable as a Council employee, your actions and conduct continue to represent Council and you must act accordingly.
- Ensuring your duties and responsibilities are carried out in accordance with environmental protection laws and obligations, and understand the responsibility of Council and employees to protect the environment and community.

Having a commitment to the system of government

This Ethical Value involves an employee's duty to follow the laws of the state and commonwealth, and comply with Council policies, procedures, lawful directions and obligations.

Conduct Expectations:

- Ensure compliance with local laws, industrial instruments, Council policies, procedures, guidelines, directives, and this code of conduct.
- Comply with any lawful and reasonable directions given by managers and supervisors.
- Where charged with an indictable offence or subject to an indictable offence conviction, an employee must report the circumstances to their manager/supervisor immediately.
- Act in accordance with delegated authority.
- Raise any concerns or grievances respectful and honestly in accordance with policy, including maintenance of confidentiality.
- Ensure individual and commercial information, which is sensitive and private, is collected, maintained and stored in accordance with privacy principles and the law.
- Understand that Councilors may only seek advice or give work directions via the Chief Executive Officer or delegate, in accordance with Council policy.

***Ask employees for some examples of breaches of this ethical value to ensure understanding*

Being accountable and transparent

This Ethical Value involves an employee's duty to exercise diligence, care and attention in undertaking their duties and responsibilities, and by managing information and public resources in a transparent manner.

Conduct Expectations:

- Carry out your duties honestly, responsibly, in a conscientious manner, and to the best of their ability.
- Seek assistance or advice when uncertain or when experiencing difficulties.
- Appropriately record time and attendance in accordance with policy and procedure, and ensure appropriate notification and evidence is provided when absent from work.
- Maintain any qualifications, authorisations or licenses required to perform your duties and strive towards continuous improvement and development.
- Comply with work, health and safety systems, legislation and processes, including identifying and acting on any hazards or risks identified.
- Immediately report to Council any requirement to take medications, including any side effects that may impact the safe performance of your duties.

“Guide to decision making”

- Step 1: Assess the situation ☐ What is your aim?
 - ✓ What are the facts and circumstances?
 - ✓ Does it break the law or go against Council policy?
 - ✓ Is it in line with the Code’s principles?
 - ✓ What principles does it relate to? Why?
 - ✓ Who is affected? What rights do they have?
 - ✓ What are your obligations or responsibilities?

- Step 2: Look at the situation from Council’s viewpoint ☐ As a public official, what should you do?
 - ✓ What are the relevant laws, rules, and guidelines?
 - ✓ Who else should you consult?

- Step 3: How would others see your actions? ☐ Would a reasonable person think you used your powers or position improperly?
 - ✓ Would the public see your action or decision as honest and impartial?
 - ✓ Do you face a conflict of interests?

- Step 4: Consider the options. ☐ Ask your supervisor, manager, or any person who can give sound, relevant advice.
 - ✓ What options and consequences are consistent with Council’s Values, the four Principles and your obligations?
 - ✓ What are the costs and long-term consequences?
 - ✓ How would the public view each option?

- Step 5: Choose your course of action and make sure your actions are: ☐ within your power to take, legal and in line with legislation, policy and this Code of Conduct;
 - ✓ fair and able to be justified to your manager and the public;
 - ✓ documented so a statement of reasons can be supplied; and
 - ✓ consistent with Council’s mission, goals and values backed by advice from Council specialists, if this is appropriate.

Important

Breaches of the Code of Conduct may result in disciplinary action being taken against you