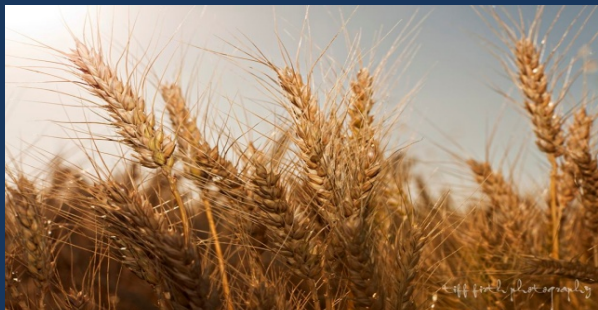


# DISTRICT COUNCIL OF LOWER EYRE PENINSULA

## Code of Conduct - Employees

---



“Working with our Rural & Coastal Communities”

	<b>GOV-COD-01 – EMPLOYEE CODE OF CONDUCT</b>	<b>Version No:</b>	2.0
		<b>Issued:</b>	August 2018
		<b>Next Review:</b>	June 2020

Responsibility:	Governance
Minute Reference:	C1038 (2)
Applicable Legislation:	Local Government Act 1999 Independent Commissioner Against Corruption Act 2012 Ombudsman Act 1972 Work Health & Safety Act 2012 Fair Work Act 1994
Related Policies/Procedures/Codes:	Gifts & Benefits Policy Staff Values
Review Period:	Biennially or upon legislative change

## 1. INTRODUCTION

All organisations have a code of conduct and standards to which they will work. While the Local Government Act 1999 specifies the need for a code of conduct for Council employees, the Act limits itself to the reporting of gifts and benefits, whereas, this code provides details on staff values, principles and expectations.

This Code of Conduct is based upon Council Staff's adopted Organisational Values and the Code of Conduct previously legislated in the Local Government Act 1999 prior to amendment.

## 2. OUR EXPECTATIONS

Council employees must comply with the provisions of this Code in carrying out their functions as public officials.

It is the personal responsibility of Council employees to ensure that they are familiar with, and comply with, the standards in the Code at all times.

Compliance with all relevant legislation, guidelines and lawful directions from persons in a position to provide such direction is mandatory.

## 3. STAFF VALUES

Council staff have developed a set of values, outlining what is important to staff both as individuals and in a work environment.

This is staff's 'PITCH' to each other. It identifies what the staff stand for and provides guidance on how staff will work and interact with fellow employees, Councillors and the community, and details the type of culture that will be displayed within the workplace.

	<b>GOV-COD-01 – EMPLOYEE CODE OF CONDUCT</b>	Version No:	2.0
		Issued:	August 2018
		Next Review:	June 2020

### 3. STAFF VALUES

CONT'D:



#### POSITIVITY

We work with passion and good humour.  
We encourage each other.  
We celebrate our wins.

The value of 'Positivity' represents the attitude staff will bring to their environment and work.

Employees will:

- Provide positive and constructive feedback to each other.
- Actively look for, and embrace, opportunities to have fun with our work and workmates.
- Strive to embrace and promote positive outcomes without dwelling on negatives.
- Proactively engage with all staff and departments to share and recognise achievements.



#### INTEGRITY

We do what is right, not what is easy.  
We take ownership and pride in our work.  
We are accountable for our actions.

The value of Integrity details the moral and ethical code that staff employ in their day to day work activities.

Employees will:

- Act in a way that generates community trust and confidence in the Council.
- Use public resources efficiently, effectively and responsibly.
- Treat information received as an employee of Council in a responsible manner and not divulge anything that may be of a confidential nature.
- Uphold and enact the policies, decisions and practices of Council in a safe and professional manner and support work mates to do the same.
- Take pride in delivering a professional and quality customer service to the best of their abilities.

Version No:	2.0
Issued:	August 2018
Next Review:	June 2020

**3. STAFF VALUES**

**CONT'D:**



**TEAMWORK**

We respect and value others.  
We work towards common goals.  
We are one team.

**The ‘Teamwork’ Value outlines the coordinated actions of many individuals and teams working together across Council to achieve the best results for our community.**

Employees will

- Treat each other with courtesy and respect and show a duty of care towards each other.
- Acknowledge the diversity of opinion that may exist and support the right for all points of view to be heard.
- Enact the policies, decisions and practices of Council in a safe and professional manner and support our team mates in doing the same.
- Establish supportive and respectful relationships across Council and actively seek to assist others in the performance of Council duties.
- Actively participate in the development of policies and practices that affect and benefit the workplace.



**COMMUNICATION**

We listen and understand.  
We value all opinions.  
We share information and ideas.

**Staff recognise that communicating effectively is central to achieving the goals of the Council and increasing employee ownership and engagement.**

Employees will

- Use appropriate and non-offensive language to communicate with each other.
- Endeavour to respond to enquiries and people in a timely manner and within any timeframes outlined by Council.
- Actively participate in team meetings to share ideas, information and feedback.
- Promote and maintain internal communication between Management, Work Groups and employees.

	<b>GOV-COD-01 – EMPLOYEE CODE OF CONDUCT</b>	Version No:	2.0
		Issued:	August 2018
		Next Review:	June 2020

### 3. STAFF VALUES

CONT'D:



## HONESTY

We are open and transparent.  
We are reliable and dependable.  
We build a culture of trust and fairness.

Staff rely upon each other to be honest, fair and loyal in their interactions with each other.

Employees will:

- Act honestly and impartially in the performance of our duties.
- Report any gifts or benefits received as required under the Local Government Act 1999.
- Take all reasonable steps to ensure that information provided to the community, staff and Councillors is factually correct and contains all relevant information.

### 4. REGISTER OF INTERESTS

- 4.1 An employee of the Council must lodge a primary return and submit an ordinary return in accordance with Sections 113, 114 and 115 of the *Local Government Act 1999* if they have been declared by the Council to be subject to these provisions.

	<b>GOV-COD-01 – EMPLOYEE CODE OF CONDUCT</b>	Version No:	2.0
		Issued:	August 2018
		Next Review:	June 2020

## 5. GIFTS AND BENEFITS

As outlined within the Local Government Act 1999 (Section 110 & 110A):

- (1) *An employee of a council must not seek out or receive a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on the part of the employee to a person or influence the employee in the performance or discharge of the employee's functions or duties.*
- (2) *If an employee of a council receives a gift or benefit of an amount greater than the amount determined by the Minister (from time to time), by notice published in the Gazette, the employee must provide details of the gift or benefit to the chief executive officer of the council in accordance with any requirements of the chief executive officer.*
- (3) *The chief executive officer of a council must maintain a register of gifts and benefits received by employees of the council and must ensure that the details of each gift and benefit provided under this clause are included in the register.*
- (4) *A register maintained under this clause must be—*
  - (a) *made available for inspection at the principal office of the council during ordinary office hours without charge; and*
  - (b) *published on a website determined by the chief executive officer.*
- (5) *A register maintained under this clause—*
  - (a) *need not include information available in another register published by, or available for inspection at, the council or otherwise available under the Act; and*
  - (b) *may include information by reference to another register or document, provided the register or document is published by, or available for inspection at, the council and the register maintained under this clause identifies that other register or document.*
- (6) *For the purposes of this clause, a gift or benefit received by a person related to an employee of a council will be treated as a gift or benefit (as the case requires) received by the employee.*
- (7) *Unless the contrary intention appears, terms and expressions used in this clause and in Schedule 3 of the Act have the same respective meanings in this clause as they have in that Schedule, provided that a reference in Schedule 3 to a member will be taken, for the purposes of this clause, to be a reference to an employee.*

The current amount declared by the Minister (as outlined in (5)(2) above) is \$100, therefore any gift or benefit exceeding that amount must be declared to the Chief Executive Officer.

	<b>GOV-COD-01 – EMPLOYEE CODE OF CONDUCT</b>	Version No:	2.0
		Issued:	August 2018
		Next Review:	June 2020

## 6. COMPLAINTS


- 6.1 Any person may make a complaint about a Council employee under this Code.
- 6.2 Complaints about an employee’s behaviour that is alleged to have breached this Code should be brought to the attention of the Chief Executive Officer of the Council, or a delegated person.
- 6.3 Complaints about a Chief Executive Officer’s behaviour that is alleged to have breached the Code should be brought to the attention of the Council’s Principal Member.
- 6.4 A complaint may be investigated and resolved according to the disciplinary processes of that Council.
- 6.5 In considering the lodgement of a complaint against a Council employee for a breach of the Code, Public Officers should be mindful of the obligations outlined in the *Independent Commissioner Against Corruption—Directions and Guidelines*.
- 6.6 Nothing in this code in any way derogates from the rights of an employee or duties of an employer under the *Fair Work Act 1994*, other legislation, an award, an industrial agreement or contract of employment.

## 7. CONSEQUENCES

A failure to comply with:

- this Code of Conduct,
- all relevant statutory requirements within the *Local Government Act 1999*
- *Work Health and Safety Act 2012*
- and any other relevant Act

may result in disciplinary action or dismissal.

SIGNED:   
 A/CEO

Date: 17 / 08 / 2018

  
 Mayor, DCLEP

Date: 17 / 08 / 2018