

## **CODE OF CONDUCT**

The residents of Winton Shire expect the employees of Council to maintain a high standard of ethical conduct. To facilitate this, Council has adopted the following Code of Conduct based on the five (5) ethics principles:

1. Respect for the law and system of government
2. Respect for persons
3. Integrity
4. Diligence
5. Economy and efficiency

### **A. FAIR, EQUITABLE AND IMPARTIAL DECISIONS AND PROCEDURES**

Fairness requires that your decisions be honest, open and impartial (i.e. favouring neither one party nor the other). Equity requires that each individual be given a fair go.

### **B. CONFLICT OF INTEREST**

If you find that you have some personal, financial or other interest that might affect or be seen to affect the way you perform your official duties, you must discuss the situation with your supervisor and take whatever action is necessary to avoid a conflict of interest.

### **C. PATRONAGE AND NEPOTISM ARE UNACCEPTABLE**

All employees and applicants should be treated fairly. Do not favour friends or relatives. Appointments should be merit based and legislative requirements followed. It is definitely unacceptable to hire friends or relatives without the approval of the Chief Executive Officer.

### **D. YOUR OFFICIAL POSITION IS A POSITION OF PUBLIC TRUST – BEWARE OF GIFTS/BRIBES/BENEFITS/FAVOURS**

Do not compromise your position and the public good by seeking private gain. You shall not use your official position to seek or obtain any financial or other advantage for yourself, your family or any other person or organisation. This includes soliciting or accepting gifts, rewards or benefits which may compromise your integrity. Report any offers of gifts etc to the Chief Executive Officer through your supervisor.

### **E. RESPECT FOR THE LAW AND SYSTEM OF GOVERNMENT**

You will uphold the laws of the State and Commonwealth in carrying out your duties.

**F. USING PUBLIC MONEY, PROPERTY, GOODS OR RESOURCES**

Do not waste, abuse, misuse or use extravagantly any Council (public) resources – use them for approved purposes only. You should exercise proper diligence, care and attention when carrying out your Council duties.

**G. PUBLIC COMMENT**

No employee other than the Chief Executive Officer is authorised to make public comment on council policy or the implementation and administration of policy. Ensure that you always make a clear distinction between your personal views and Council policy.

**H. CONFIDENTIAL INFORMATION**

Be scrupulous in your use of official information in accordance with the privacy principles and the Freedom of Information Act. Confidential information obtained at work is to remain at work and not to be discussed with fellow employees etc, unless authorisation for such discussion is given by the Chief Executive Officer.

**I. DRESSING APPROPRIATELY**

While on duty, dress and appearance should be neat, clean and appropriate for your duties. In positions where protective clothing is required, you should wear it in accordance with the manufacturers instructions and any direction by your supervisor.

**J. HEALTH AND SAFETY**

You must take reasonable care to protect your own health and safety and the health and safety of others. You must use any equipment provided for health and safety purposes and obey any reasonable instruction which the Council (or it's representatives eg. supervisor) gives in relation to health and safety.

**K. NO DISCRIMINATION OR HARASSMENT**

Discrimination and harassment are not acceptable. Members of the public and fellow employees are entitled to courtesy, consideration and fair and equitable treatment. Discrimination against people on the grounds of sex, race, age and physical impairment, pregnancy, marital status or sexuality is illegal. Avoid both direct and indirect discrimination in your treatment of individuals and in the services that you deliver.

## **CODE OF DISCIPLINE**

1. The following conduct is considered by the Council to constitute GROSS MISCONDUCT and employees found to have committed any of the following may be instantly dismissed. Matters may also be referred to the Police and/or Crime and Misconduct Commission (as required by law).
  - Theft;
  - Accepting bribes;
  - Assault (of any Council employee or a member of the public at work or a work function);
  - Drunkenness or being under the influence of prohibited substances on the job where the safety of employees or the public is endangered;
  - Abusive language aimed at the general public or supervisors during work hours;
  - Wilful damage or wastage of Council property.
  
2. Council does not approve of the following conduct and employees may be subject to disciplinary action, if this conduct is found to have occurred.
  - Harassment and/or bullying of any kind. (An individual may also take the matter to the Human Rights or Industrial Commission);
  - Unannounced absence from work or continual absence from work without reason other than genuine sick leave;
  - Conduct of an unfavourable or unfair nature based on attributes including sex, race, religion, age or disability as covered by the Anti-Discrimination Law;
  - Attendance for work whilst under the influence of alcohol or prohibited substances;
  - Disregarding work directions from supervisors;
  - Any activity that will bring Council into disrepute;
  - Damage to Council property or wastage due to careless work practice;
  - Unauthorised use of Council Plant ie not authorised by the Chief Executive Officer, Deputy Chief Executive Officer, Shire Engineer
  - Breaches of the Code of Conduct or other Council policy not specifically mentioned above.