

POLICY	ROBY COUNCIL	Responsible Department	Governance
		Original Adoption Date	27.11.2019
		Current Adoption Date	30.11.2022
		Date of Next Review	01.10.2025

EMPLOYEE CODE OF CONDUCT	
Latest Review Changes	<p>Updated to new template, deleted reference to “<i>Commission Against Corruption Act (SA) 2012</i>” and replaced with “<i>Independent Commission Against Corruption Act 2012</i>”</p> <p>Changed section 3 “<i>Principles</i>” to “<i>Our Aspirations, Values and Guiding Principles</i>”. Added this in from the Strategic Plan.</p>
Previous Council Reviews	27.11.2019

Applicable Legislation

<p><i>Local Government Act 1999</i></p> <p><i>Independent Commissioner Against Corruption Act 2012</i></p> <p><i>Local Government (General) (Employee Code of Conduct) Variation Regulations 2018</i></p> <p><i>Ombudsman Act 1972</i></p>
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Related Policies

<p>Privacy Policy</p> <p>Children and Vulnerable Persons Safe Environment Policy</p> <p>Gifts & Benefits Policy</p> <p>Complaints policy</p> <p>Equal Opportunity, Discrimination, Harassment and Workplace Bullying Policy</p>

Related Procedures

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Reference Documents

<p>The Local Government (General) (Employee Code of Conduct) Variation Regulations 2018</p> <p>LGA’s Model Employee Conduct Model Policy (May 2019)</p>

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1. PURPOSE

The Employee Code of Conduct forms part of Schedule 2A of the Local Government (General) Regulations 2013 and amended by the Local Government (General) (Employee Code of Conduct) Variation Regulations 2018. This supplementary Employee Code of Conduct operates in addition to these provisions and outlines the standards of behaviour expected of employees of the Municipal Council of Roxby Downs ("Council") during the performance of their duties and in carrying out their functions as public officials. The principles and behaviours described in the Code are essential to our relationships with the community, contractors, and fellow employees.

Council recognises that not only must the actions of employees be above reproach they must also be seen to be above reproach. This leads to public confidence in the system of local government. 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.

2. SCOPE

This code applies to all employees of the Council as well as to other persons who may be engaged to undertake activities or control resources on behalf of Council (e.g., consultants, contractors, volunteers, trainees, and work experience students).

The Code applies to the conduct of employees in the course of their employment with Council:

- In the workplace;
- During work activities; and
- At work related functions (on and off Council premises and outside normal business hours)

The Code may also apply to certain activities or behaviours undertaken by employees outside of the workplace where it may impact upon the image and reputation and activities of Council, for example the use of social media or wearing Council identified clothing in public.

3. OUR ASPIRATION, VALUES AND GUIDING PRINCIPLES

Our Aspiration

- Australia's most highly regarded mining town.

Our Purpose

- To work with the community to plan, develop and create a township environment that is engaging, and enriches the lives of the community.

Our Values and Principles

As an organisation we will:

- Act with integrity and take ownership of, and responsibility for our decisions.
- Treat everyone with fairness and respect. We value diversity and appreciate everyone's strengths.
- Take pride in delivering value to our community.
- Engage with our community through collaboration, understanding and inclusivity.
- Strive for continuous improvement in all our operations and seek creative solutions.
- Meet the changing needs and priorities of our community and continue to build organisational and community resilience.

The Employee Code of Conduct identifies principles that are fundamental to integrity in public administration and the good functioning of local government. Appropriate conduct and behaviours are derived from these principles:

- Integrity, impartiality, and good decision making
- Promotion of the aims and objectives of local government
- Accountability and transparency
- Commitment to the system of Local Government

The alignment of these aspirations, values and principles contributes to good organisational culture.

4. CONDUCT REQUIRED OF COUNCIL EMPLOYEES

This section outlines the behaviours, responsibilities and actions considered essential to upholding the principles of good governance in Councils. Failure to comply with this Code of Conduct may constitute a ground for disciplinary action against the employee, including dismissal, under Section 110(5) of the *Local Government Act 1999*.

4.1. General behaviour

All employees must:

- Act honestly, ethically, impartially and with integrity in the performance of their duties at all times.
- Act with reasonable care and diligence in the performance of their duties
- Discharge duties in a professional manner.
- Act in a way that generates community trust and confidence in the Council.
- Show respect and act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.
- Will not influence in an improper manner the making of decisions by others.

4.2. Responsibilities as an employee of Council

All employees must:

- Comply with all relevant Council policies, codes and resolutions of which they have been made aware, relevant to their particular role.
- Deal with information received in their capacity as a Council employee in a responsible manner. Employees are expected to comply with the requirements of Council's Privacy Policy.
- Provide advice that is objective, impartial, justifiable and lawful and use their best endeavours to provide accurate information at all times
- Take all reasonable steps to ensure that the information upon which employees make decisions or actions are based is factually correct and that all relevant information has been obtained and is considered. Adequate documentation must be maintained to support important decisions and actions. Decision making processes are (and are seen to be) fair and transparent.
- Ensure confidential information which is marked, or reasonably known to be confidential, is kept in the strictest confidence
- To not disclose confidential or sensitive information to gain a direct or indirect advantage for any other person or cause detriment to council

- Ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions and/or actions.
- Comply with all lawful and reasonable directions given by a person with authority to give such directions.
- Only make public comment in relation to their duties when specifically authorised to do so and restrict such comment to factual information and professional advice.

4.3. Relationships within Council

- Employees should treat each other with respect, honesty, fairness, sensitivity and dignity. Employees who supervise or manage other employees have a responsibility to model this kind of behaviour and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with members of the public.
- Not make any public criticism of a personal nature of fellow Council employees or the Administrator.
- Take responsibility for the health and safety of themselves and others when carrying out their duties and activities which includes general wellbeing and physical injury.

4.4. Use of Council Resources

- Council employees using Council resources (which include public property and facilities, intellectual property, corporate knowledge, confidential and sensitive information) must do so effectively and prudently when undertaking Council work.
- Council employees must not use Council resources, including the services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.
- Council employees must remain accountable and responsible for the use and collection of public funds.

4.5. Conflict of Interest

Employees must address any conflict of interest, whether actual, material, perceived or potential by:

- a) identifying, declaring and managing those conflicts of interest so that these conflicts do not interfere with the proper performance of duty;
- b) reporting any concerns around conflict of interest to their Group Manager and in the case of the Chief Executive to the Administrator.

4.6. Employment Outside Council

Employees wishing to hold secondary employment are required to apply for approval from their Group Manager, Human Resources or Chief Executive. Approval for secondary employment will normally be granted providing:

- The additional work has no effect on the employees' official duties, and this includes effects from a safety/fatigue management perspective; and
- Council is advised of the outside employment; and
- Council's resources are not to be used whilst engaging in the alternate employment; and
- There is no risk or perceived conflict of interest to the Council.

4.7. Equal Opportunity, Discrimination, Harassment and Workplace Bullying

All employees have the right to work in a safe working environment, including one that is free from any form of discrimination, harassment, or workplace bullying. Staff must not harass, discriminate against, bully or support others who display these behaviours. Staff must contribute to building a workplace

that tolerates differences and that is free from intimidation, bullying and harassment (refer Equal Opportunity, Discrimination, Harassment and Workplace Bullying Policy).

4.8. Corporate Image

How we are professionally presented including what we wear, and our tidiness is determined by what our external customers expect of a professional organisation. While on Council duty, dress and appearance must be neat, clean and appropriate to the tasks being undertaken and will be consistent with the general expectations of the community. Any uniform or Personal Protective Equipment provided by Council must be worn where this is required for the function that is being performed.

Employees must recognise that when wearing Council uniform, they are representing the Council and should, therefore ensure their behaviour reflects their responsibilities under this Code of Conduct.

4.9. Personal Use of Mobile Phones

Council acknowledges that employees receive and make personal calls and texts during work hours. When accessing personal communications, employees must do so in a manner that does not affect the expected levels of performance and productivity, output and work responsibilities and must comply with Council's ICT Policy.

5. REPORTING AN ALLEGED BREACH

All employees must comply with this Code of Conduct and report any alleged breaches:

- to their Group Manager or in the case of the Chief Executive to the Administrator. In the event that any factor prevents a report being made to a Group Manager, these reports are to be made to the Chief Executive
- as may be required by the *Local Government Act 1999*
- as may be required pursuant to the *Independent Commission Against Corruption Act 2012*.

All employees must comply with legislative obligations to report suspected maladministration in public office to the Office of Public Integrity, the Independent Commissioner Against Corruption and/or SA Ombudsman.

An employee who is found to have breached the Code will be subject to counselling and/or other disciplinary action (including termination) in accordance with the law.

6. EMPLOYEES' RIGHTS

Employees are entitled to representation in the consideration of alleged non-compliance with this policy. The principles of fairness, equity and natural justice will apply to any investigation undertaken and management of the matter. Investigations undertaken regarding compliance with this policy will be kept confidential.

7. REVIEW

This Employee Code of Conduct shall be reviewed by the Council within three (3) years of the issued date and at the same time as the review of the Gifts and Benefits Policy. The Policy will also be reviewed if legislation changes.