

## HEAD OF POWER

- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*

## INTENT

The purpose of this policy is to provide the basis on which Council's Employee Code of Conduct (the Code) is developed and maintained. This policy provides the Chief Executive Officer the authority to approve the Code as and when required.

## SCOPE

This policy applies to all employees. The Code forms part of this policy.

## DEFINITIONS

**Employee** means a local government employee as defined in the *Local Government Act 2009*.

## POLICY STATEMENT

1. Council is committed to instilling an organisational culture which aligns with its values and embeds ethical behaviour by all employees at all times. Central to this approach are the local government principles, which are defined within the *Local Government Act 2009*, and the ethics principles contained within the *Public Sector Ethics Act 1994*.

Through Council operating in an open, accountable, ethical and transparent way, public confidence in Council and its employees is built and maintained.

2. **Employee Code of Conduct**

To ensure all employees are aware of their ethical conduct requirements and standards, and in accordance with Council legislative obligations, the Code provides guidance and direction. The Code is not intended to be an exhaustive list of conduct standards, however provides employees with clear expectations on how they should act, how they should resolve ethical dilemmas and provides an indication on what unethical behaviours may look like.

3. **Review of the Code**

Maintaining an up-to-date Code is essential to ensure ethical conduct expectations of Council employees remain current. Council will undertake regular reviews of the Code, with the Chief Executive Officer approving any updates, and will ensure all employees are made aware of the updated Code in accordance with this policy.

## 4. Awareness and training

Council will provide all employees with training in relation to the Code and how to apply ethical decision making. This training will occur when new employees start their employment with Council, then at regular intervals through an employee's time with Council and at any time where the Code is updated.

Along with the training, all employees have access to the Code through new employee induction packs and are provided with a hard copy of the Code when they undertake training. An electronic copy of the Code is maintained and is available for all employees to access via Council's intranet. Employees may also request a copy of the Code through either their direct supervisor/manager or through the Human Resources Operations team.

## ASSOCIATED DOCUMENTS

- Employee Code of Conduct

## DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

## POLICY OWNER

Director People and Performance.