

POLICY

TITLE:	COUNCIL STAFF CODE OF CONDUCT		
DIVISION:	COUNCIL		
ADOPTED BY:	CEO		
DATE OF ADOPTION:	17 April 2023	DATE OF REVIEW:	17 April 2028
POLICY NUMBER:	HR05v2.		
LEGISLATIVE REF	Section 175(2) of the <i>Local Government Act 2019</i>		

THIS POLICY APPLIES TO: All Council staff members

1. Purpose

To set out the code of conduct for council staff.

2. Principle

In order to maintain public confidence in the integrity of the Council, council staff must exhibit the highest ethical standards in administering the business of Council.

3. Code of conduct

All council staff must:

1. Act with honesty, integrity and accountability.
2. Perform their role with care and diligence.
3. Act with courtesy towards all people including other council staff, council members and members of the public.
4. Not bully, harass or discriminate.
5. Show respect for differing cultural beliefs and practices by embracing cultural diversity.
6. Avoid real and perceived conflicts of interest.
7. Maintain confidentiality.
8. Not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
9. Not accept gifts or benefits resulting from your work.
10. Obtain prior CEO approval for outside employment.
11. Comply with workplace health and safety practices and policies to ensure safety and wellbeing.
12. Not use council resources for personal matters

Approved/~~Not Approved~~



Russell Anderson
Chief Executive Officer