

Code of Conduct

A guide for Consultants, Agency Staff & Volunteers.

Central Goldfields Shire Council (CGSC) is committed to providing a structure that ensures ethical behaviours by consultants, agency staff and volunteers.

This Code of Conduct is focused on the achievement of a professional and productive work culture, characterised by the absence of any form of unlawful or inappropriate behaviour.

1. Consultants, Agency Staff and Volunteers

Breaches of the Code could jeopardise your working relationship with CGSC and may also compromise the Council Officer dealing with you.

When dealing with CGSC in your capacity as a consultant, agency staff or volunteer, it is expected that you comply with the Principles of this Code.

These principles include:

1.1. Compliance with relevant laws

Consultants, agency staff and volunteers (onwards called CASV) must comply with all federal and state laws, regulations and local laws.

1.2. Conflict of Interest

CASV must avoid conflicts of interest and disclose interests where necessary.

1.3. Council Information

CASV must not use confidential or any other CGSC information (this includes documents and electronic data) to gain an improper advantage for themselves or any other person. Council information is not to be used in any way that may cause harm or detriment to any person, body or Council. This includes any improper disclosure or use of any

confidential information.

Confidential Information – means any confidential information relating to the business of the Council that comes to the knowledge of the CASV.

CASV must ensure they manage all CGSC information in accordance with The Privacy and Data Collection Act (2014).

1.4. Gifts and Hospitality

All Council staff and CASV have an obligation to act impartially and with integrity including being aware of actual and potential conflicts of interest. This is particularly important in the context of staff receiving gifts of hospitality from external parties including CASV.

CASV must comply with the CGSC Gift and Hospitality Policy.

1.5. Council Resources

CASV may only use CGSC property, facilities, and resources and/or equipment in accordance with the terms and conditions of their contract.

1.6. Equal Employment Opportunity Principles

CASV are expected to actively encourage a workplace environment that is free from discrimination, harassment and unfair treatment and protects human rights in accordance with the Charter of Human Rights and Responsibilities Act 2006.

1.7. Compliance with Lawful Orders/Directions

CASV are required to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the nominated Council Officer (refer clause 4)

1.8. Honesty, Integrity and Fairness

CASV are expected to maintain the highest standards of honesty, integrity and fairness, and perform their duties on that basis.

1.9. Drugs and Alcohol

CASV must not attend for duty affected by intoxicating substances (i.e. drugs, alcohol etc.) and must not consume intoxicating liquor or drugs whilst on duty.

1.10. Duty of Care – Health and Safety

CASV will take reasonable care to ensure their own health and safety as well as that of any other person who may be affected by acts or omissions in the workplace. CASV are required to adhere to the OH&S Act (2004), regulations and any succeeding legislation.

1.11. Human Rights

CASV must ensure that their decisions, advice and actions properly consider the rights set out in the Charter of Human Rights and Responsibilities Act 2006 and respect the human rights of others.

1.12. Breaches of Code of Conduct

Any breaches of this Code of Conduct should be notified to the nominated Council Officer.

1.13. Outside employers or business by staff

It is essential that CGSC staff do not engage in outside employment on business that could raise a conflict of interest. CASV who deal with CGSC are not permitted to offer CGSC staff outside employment or business proposals of any kind.

2. General Conduct

CASV must avoid behaviour that could constitute an act of misconduct or misbehaviour. You should therefore avoid conduct that:

- a) breaches the Local Government Act 1989
- b) is an abuse of power or otherwise amounts to misconduct
- c) causes, comprises, or involves intimidation, harassment or verbal abuse
- d) causes comprises or involves discrimination, disadvantage or adverse treatments
- e) causes, comprises or involves prejudice in the provision of service to the community
- f) breaches the Health Records Act 2001
- g) breaches the OHS Act 2004
- h) breaches the Information Privacy Act 2000
- i) breaches the Protected Disclosure Act 2012

CASV must act lawfully, honestly and exercise a reasonable degree of care and diligence.

3. Corruption, maladministration or serious and substantial waste

CASV must report such instances to Wayne Moore Coordinator Contracts, Procurement and Fleet.

4. Breaches

It is everyone's responsibility (including CASV) to not only act in accordance with Council's Employee Code of Conduct but also to report any breaches of the code immediately. CASV should report any breaches to Wayne Belcher, General Manager Corporate & Community Services.

5. Compliance with Council Practices

Prior to commencing any services with CGSC the CASV must read and understand all internal Council policies in particular;

- a) Anti-Fraud and Corruption Policy
- b) Contracts and Procurement Policy
- c) Information Privacy Policy
- d) Employee Code of Conduct
- e) I.T. Information Security Framework
- f) Fleet Management Policy