

Date Adopted November 2006  
Date Reviewed-current as at October 2010  
To be Reviewed October 2011

Fully compliant with Victorian  
Charter of Human Rights and  
Responsibilities Act 2006



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**POLICY TITLE            STAFF CODE OF CONDUCT POLICY**

**POLICY NUMBER        POL/STAFF127**

**PURPOSE**

Council has articulated that all Councillors will follow a range of principles of values and behaviours. This policy documents that Council expects staff to follow similar principles and values in discharging their responsibilities and in service delivery to the community.

**APPLICATION**

This policy applies to all staff of the Swan Hill Rural City Council, including the Chief Executive Officer.

**POLICY**

The Swan Hill Rural City Council is committed to the provision of services to the community in a way that demonstrates (inter alia) the values of Fairness, Integrity and Accountability to the community, as documented in the Council Plan 2006 – 2010.

To give effect to these values, Council has adopted In its Code of Governance the following values for Councillors:

- Act Honestly
- Exercise reasonable care and diligence
- Not make improper use of their position:
  - To gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or
  - To cause, or attempt to cause, damage to the Council.
- Not make improper use of information acquired because of their position:
  - To gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or
  - To cause, or attempt to cause, damage to the Council.

Council expects that all staff, regardless of their position within the organisation, display these values in the way the organisation operates, and in the daily service delivery to our community.

**RELATED POLICIES**

Nil

**RELATED LEGISLATION**

Local Government Act 1989

**Signed:** \_\_\_\_\_ **Mayor**                      **Date:** \_\_\_\_\_

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**DIRECTIVE TITLE      STAFF CODE OF CONDUCT**

**DIRECTIVE NUMBER    DIR/STAFF127**

**PURPOSE**

This code is a mandatory requirement under section 95AA of the Local Government Act. This document sets the standards required of all employees within the Swan Hill Rural City Council

**APPLICATION**

This directive applies to all employees of Swan Hill Rural City Council.

**DIRECTIVE**

This code applies to **all** employees of Swan Hill Rural City Council, including senior management, full time, part time, casual, permanent or temporary employees. It is a condition of your employment, underpinned by the Local Government Act 1989, that you comply with the Staff Code of Conduct.

**RELATED DIRECTIVE/POLICY**

Staff Code of Conduct

**RELATED LEGISLATION**

Local Government Act 1989

**Signed:    Dennis Hovenden**

**CEO**

**Date:    25 October 2010**

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## **STAFF**

## **CODE OF CONDUCT**

**This code has been developed to promote ethics and integrity within Swan Hill Rural City Council and to provide us with a framework for our ethical behaviour, duties and decisions. The code applies to all employees and will heighten staff awareness of ethical issues and positively shape the culture and reputation of Council.**

## **Definitions of Terms**

In this document, the terms below have the following meanings for the purposes of the Code. Where appropriate, meanings have been adopted from relevant legislation.

“**benefit**” includes:

- property, advantage or service;
- anything that is for a person’s good;
- the causing of detriment; or
- direct or indirect benefit, relief or abstention from direct or indirect benefit, or promise of direct or indirect benefit; and covers any gift, gratitude’s, remuneration, allowances, fees, subsidies, considerations, incentives, discounts, or entry fees, memberships or loans provided under special conditions.

“**conflict of interest**” An *actual* conflict of interest exists when a reasonable bystander, in possession of the relevant facts, would conclude that the person’s private interests are likely to interfere with the proper performance of their official duties. An *apparent* conflict of interest exists when it appears that a person’s private interests have the potential to interfere with the proper performance of their official duties.

“**confidential information**” Confidential information includes any information or matter which is revealed in a Closed Meeting of a Local Government and any matter communicated to a public official where such communication is made explicitly or implicitly in a confidential manner.

“**employee**” includes a person who contracts to provide services to Council and person prescribed under the Local Government Act 1989.

“**fraud**” includes the broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by officers (internal fraud) or by other people outside Council (external fraud).

“**harassment**” shall include behaviour by a person that: is unwelcome and unsolicited; the person considers to be offensive, intimidating, humiliating or threatening; a reasonable person would consider to be offensive, humiliating, intimidating or threatening; and includes sexual harassment.

“**intellectual property**” means an invention, original work, the results of scientific research or a product development, which can be protected.

“**matter**” means a matter which a member of Council staff is concerned and that will require a power to be exercised, or a duty or function to be performed, or a decision to be made.

“**officer**” is an employee or staff member of Council, whether employed on a permanent, temporary, part time or job share basis.

“**whistleblower**” is a person who makes a public interest disclosure in accordance with the Whistleblowers Protection Act 2001.

## Table of Contents

Definitions of Terms.....	4
Code of Conduct.....	6
1.0 Introduction.....	6
2.0 Swan Hill Rural City Council.....	7
3.0 Code of Conduct.....	8
3.1 Why a Code of Conduct? .....	8
3.2 To whom does the Code apply?.....	8
3.3 When does the Code apply?.....	8
3.4 Breaches of the Code of Conduct .....	8
3.5 What happens if the content of the Code changes?.....	8
3.7 Relationship to the Local Government Act 1989 .....	9
3.8 Reporting alleged unethical behaviour .....	9
3.9 What if I am unsure? .....	9
3.10 Where can you find details of the policies and standards that apply to you? .....	10
4.0 The responsibilities of employees.....	10
4.1 Working with members of the elected Council .....	10
5.0 Customer Service Charter .....	11
5.1 Contacting Council .....	11
5.2 Consultation and accessing information.....	11
5.3 Resolving issues .....	11
5.4 Personal Information .....	11
5.5 Service standards and accountability .....	11
6.0 Conflict of Interest.....	12
6.1 Identifying a Conflict of Interest .....	12
6.2 Disclosure requirements.....	13
6.3 Failure to disclose interests .....	14
6.4 Additional disclosure requirements for Senior Officers.....	14
7.0 Authority to represent Council.....	15
8.0 Gifts, Personal benefit & Undue Influence .....	16
9.0 Appropriate use of Council information intellectual property, assets and resources.....	17
9.1 Use of Resources.....	17
9.2 Telephone, email and internet use .....	17
9.3 Care of Public Resources.....	18
9.4 Use of Public Resources for personal purposes.....	18
9.5 Appropriate use of Council information.....	18
10.0 Policies and guidelines to be read and understood in conjunction with this Code.....	19

## **Code of Conduct**

This Code of Conduct, incorporates the statutory requirements specified for a Code of Conduct in accordance with sections 95 and 95AA of the Local Government Act 1989.

### **1.0 Introduction**

As employees and representatives of the Swan Hill Rural City Council, we are committed to working together in the best interests of the people within our municipality, each other – our fellow staff members - and with Councillors, while discharging our responsibilities to the best of our skills and judgment.

Our commitment to working together constructively will enable us to achieve a sustainable community with a strong identity, working together for community cohesion, economic prosperity and sound environmental management in a manner that is consistent with our values.

The Code is based upon the principle that behaving ethically is central to achieving the Council's purpose and supporting its values which involve commitments to customers and business partners, people and quality. It is imperative that we all ensure that the highest standards of integrity underpin everything that we do. Indeed, Council's reputation depends upon the conduct of all employees in carrying out their duties.

As employees and representatives of the community, we must be responsible and accountable for our behaviour, actions and use of public resources.

## **2.0 Swan Hill Rural City Council**

### **Vision**

A vibrant community that displays growth and sustainability with a strong identity and confidence in a prosperous future by working together.

### **Mission**

The Swan Hill Rural City Council will lead, work with, help and empower our communities to build our future together.

### **Values**

In pursuing our objectives, Swan Hill Rural City Council believes in, and is committed to, the following values:

- |   |   |
|---|---|
| <b>Achievement</b>                      | Actively pursue positive outcomes for the community.  |
| <b>Community Engagement</b>             | Ensuring our communities are engaged, informed and able to contribute to Council's decision-making process. |
| <b>Leadership</b>                       | Council will lead and develop leadership within our community.  |
| <b>Fairness</b>                         | We will ensure that all members of the community are treated equitably.                                     |
| <b>Integrity</b>                        | We act with integrity, honesty and in ways that reflect our values.   |
| <b>Tolerance and Community Cohesion</b> | Accepting, valuing and embracing the diversity of our community.  |
| <b>Accountability</b>                   | Being transparent in our decision-making, we welcome public scrutiny and community feedback.                |

### **3.0 Code of Conduct**

It is a fundamental principle of Swan Hill Rural City Council that all of its affairs shall be conducted legally, ethically and with the highest standards of integrity and professionalism. This is reflected in the Council's corporate values and is the basis upon which this Code of Conduct has been developed. As such, it forms a fundamental term of your employment with the Council.

#### **3.1 Why a Code of Conduct?**

This code is a mandatory requirement under section 95AA of the Local Government Act. This document sets the standards required of all employees within the Council. It provides information to assist in the understanding of the values and standards of behaviour that apply to all employees in their daily work activities. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and its community.

#### **3.2 To whom does the Code apply?**

This code applies to all employees of Swan Hill Rural City Council, including senior management, full time, part time, casual, permanent or temporary employees. It is a condition of your employment, underpinned by the Local Government Act 1989, that you comply with the Code. Therefore, it is imperative that you read and become familiar with it.

Whilst not directly governed by the Code of Conduct, contractors and volunteers involved in Council projects or events are also expected to behave in a manner that is consistent with the principles of this Code.

#### **3.3 When does the Code apply?**

The Code is concerned with our conduct as public officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of the Council.

#### **3.4 Breaches of the Code of Conduct**

Swan Hill Rural City Council is committed to the standards set out in the Code of Conduct. Breaches of the Code may result in counselling or disciplinary action. Such action will be taken in accordance with Award/Enterprise Agreement provisions and Council policies and procedures. Termination of employment may result when the code has been substantially breached. Where a criminal offence has been committed the matter will be referred to the police.

#### **3.5 What happens if the content of the Code changes?**

Swan Hill Rural City Council will take every reasonable step to ensure that the Code of Conduct is kept up to date and that changes are communicated to all staff.

#### **3.6 Operation of Code of Conduct**

All new and existing employees will sign a document stating that they have read and agree to abide by the code.

### **3.7 Relationship to the Local Government Act 1989**

Under the Local Government Act 1989, the Chief Executive Officer must develop and implement a code of conduct for all Council staff and must ensure that members of the Council staff have access to the Code of Conduct for Council staff.

The Code must be consistent with the conduct principles declared by the Act in Section 95. These are:

- (1) Council staff must in the course of their employment-
  - (a) act impartially;
  - (b) act with integrity including avoiding conflicts of interest;
  - (c) accept accountability for results;
  - (d) provide responsive service.
- (2) Nothing in subsection (1)(c) affects the granting of an indemnity to a member of Council staff in respect of any liability or limits the effect of-
  - (a) any such indemnity, whether granted before or after the commencement of section 67 of the Local Government (Democratic Reform) Act 2003; or
  - (b) any immunity conferred on a member of Council staff by or under any Act, whether before or after that commencement

### **3.8 Reporting alleged unethical behaviour**

If you believe that another employee is breaching the expected standards of conduct outlined within this Code, you should discuss the issues with either an Equal Opportunity contact officer, Program Manager and/or Human Resources. Employees are obliged to report an apparent breach of the Code to their Program Manager/Director. All reports will be treated confidentially. In considering making a report of a breach of this code, inappropriate conduct or improper conduct, staff should be aware of the alternative reporting procedures available under the following policies and directives;

- DIR/PRO STAFF 105 – Equal Opportunity
- DIR/PRO STAFF 107 – Occupational Health and Safety
- POL/GOV 003 – Whistleblowers Protection Act

### **3.9 What if I am unsure?**

If you are unsure of any aspect of this Code, you should discuss the issue with your Program Manager. If you are still unsure you should discuss the issues with your Director, Equal Opportunity Contact Officers, Manager Human Resources and/or the Chief Executive Officer.

### **3.10 Where can you find details of the policies and standards that apply to you?**

The various sections of this document summarise the Council's key policies and procedures in respect of behaviour and the ways in which you are required to work.

If you are affected by any of the policies contained in this document, or you are in any doubt about how they apply to you, you should always refer to the detailed rules or the policies and procedures in full in any of the following ways:

You can ask for a paper copy from your program manager or supervisor. This information will have also been covered during your induction process.

You can find the information on the Council's G:DRIVE:

**G:\POLICIES, DIRECTIVES AND PROCEDURES.**

## **4.0 The responsibilities of employees**

### **4.1 Working with members of the elected Council**

Employees dealing with Councillors should treat Councillors with the same professional courtesy and respect with which they treat customers and work colleagues.

In the first instance, Councillors will approach the relevant Director for advice who may then refer the inquiry to staff with professional expertise and who are personally familiar with the circumstances of the issue. However, any employee may provide a Councillor with information and services on the same basis as they would to a customer.

Councillors may not direct employees to perform duties or actions. Instead, requests for action are to be made at the meetings of the Council and its committees where the reports and advice of the administration are presented for consideration by the Councillors. Directors then request action from their employees.

Any employee preparing a report, or advising a Councillor, must have the approval of their Director before they start. Any advice or information provided without that approval will not be considered to represent the policies and plans of the administration.

Further guidance on this is covered under Section 76E of the Local Government Act 1989 – Improper direction and improper influence.

## **5.0 Customer Service Charter**

Employees will deliver quality customer service to our customers by conducting themselves with integrity and in a manner that ensures that;

- Our customers are provided with our services at the highest possible standards;
- All decisions and actions are evaluated in terms of their impact on customers;
- There is a safe and friendly environment at all times for our customers; and
- All employees, customers and others are treated fairly and without discrimination or harassment.

### **5.1 Contacting Council**

- We undertake to make it as easy and convenient as possible for customers to contact us.
- We will answer customers telephone calls promptly, and return telephone messages within one working day.
- We will give customers our complete attention when they visit our service centres.
- We will keep customers informed about the progress of their query, and ensure that they know who is taking responsibility for their query.

### **5.2 Consultation and accessing information**

- We will undertake to provide an open, honest and consultative local government.
- We will ensure the community is given every opportunity to comment on issues of importance, and that Council will consider these comments before making a decision.
- We will ensure people of all abilities can access our services.

### **5.3 Resolving issues**

- We will listen to customers' concerns and attempt to resolve them fairly, efficiently and effectively.
- We will provide customers with access to Council's dispute resolution processes – if they are unsatisfied with an outcome.

### **5.4 Personal Information**

We will respect customers' rights to privacy and will not give out personal information about anyone without the customer's consent, unless we are required to by law.

### **5.5 Service standards and accountability**

- We will continually strive to improve our service delivery, to ensure our services are of high quality, cost effective and responsive to community needs.
- We will undertake community research to enable Council to ascertain the needs of the community.
- We will provide opportunities for the community to comment on, and make suggestions about, Council's services.
- We will review the Service Charter following each General Election.
- We will report to the community annually on our compliance with this Charter.

## **6.0 Conflict of Interest**

A potential or apparent conflict of interest exists when our private interests could impact adversely upon the proper performance of our official duties. When a reasonable person, in possession of the relevant facts, would conclude that our private interests are likely to interfere with this performance, an actual conflict of interest exists.

Under the Local Government Act 1989 ("the Act"), a member of Council staff has a conflict of interest in respect of a 'matter' if he or she has a **direct interest** or an **indirect interest** in the matter.

As staff of Swan Hill Rural City Council, we have an obligation to maintain the Council's integrity and good public image. This should be kept in mind when personal interests differ from the interests of the Council. If a conflict arises, it should be resolved in favour of the public interest.

By ensuring that potential conflicts of interest are identified early and resolved in the public interest, we are able to promote objective and transparent decision-making processes, and enhance the good reputation of both the Council and its employees.

### **6.1 Identifying a Conflict of Interest**

Conflicts of interest are often obvious but where there is uncertainty on whether a conflict of interest exists, parties should:

- a. consider whether the action or activity is consistent with the Swan Hill Rural City Council values as outlined in the Code of Conduct;
- b. seek opinions from supervisors or managers;
- c. seek independent external advice;
- d. consider whether the action or activity is consistent with community values, standards and behaviours;
- e. consider how the action or activity might look to other people who care about the decision or outcome, or to other people who come to know about it;
- f. consider whether the relationship or interest might compromise an individual's ability to exercise sound judgement.

**While a conflict of interest may arise in any situation, some examples might include, but are not limited to: (staff are encouraged to obtain advice from their Director):**

- Employment issues, including confirmation of appointments, performance reviews and staff developments.
- An officer engages his sister-in-law as a consultant to complete some work with the Council, but does not disclose the relationship.
- An officer agrees to purchase several pieces of equipment from a particular company, if the company supplies one for their personal use at no extra cost.
- An officer employed by Council to help administer funding a community project determines that these funds could be better used to help different and more pressing needs in the community, and consequently subverts the official funding process.
- An officer recommends engaging a person, association, organisation, trading partnership or company etc with whom the officer has a private or business relationship e.g. Silent partner, owns a material share holding in the company, officer holder, member or is related to the person.
- An officer prepares a report to Council recommending a course of action knowing that it will benefit them privately or an associate directly or indirectly.
- The allocation of contracts which were not part of an open and independent process.

## **6.2 Disclosure requirements**

If any employee considers they have an interest in relation to a matter that is in conflict with their public duty, he or she must notify their direct manager (or in a case of a manager, their Director) that they have an interest or that there could be a possibility of one arising. They should do this as soon as the interest or potential interest is identified. The manager must then determine whether the interest or the circumstances of the person could be perceived as compromising his or her capacity to carry out duties.

Once the manager has determined whether there is an interest, the manager may:

- Reorganise the duties of the person so as to remove them from participation in the matter leading to the interest; or
- Put in place a process which will ensure that the person will perform his or her duties impartially and notify the person of this and make a record of the declaration of the interest; or
- Require the employee to cease the activity that gives rise to the conflict.

If the Manager/Director considers the interest would interfere with the performance of the employee's duties, then the manager must take steps to make sure the person with the interest is not part of any discussions or deliberations in relation to the matter.

### **6.3 Failure to disclose interests**

Depending on the nature of the breach, sanctions will vary from counselling, use of disciplinary procedures, suspension, civil action, or reporting of actions to enforcement authorities. This applies to employees and the manager/director's failure to act if they have the knowledge.

**Council has adopted Disciplinary, Equal Opportunity and a Gross Misconduct, Negligence and Fraud Procedure which provide further guidance on this topic.**

### **6.4 Additional disclosure requirements for Senior Officers and nominated officers**

In addition to the disclosure requirements above, the Local Government Act 1989 requires Senior Officers (any employee whose total remuneration is greater than \$124,000 per annum) or reports to the CEO and has management responsibilities, and nominated officers to declare interests within 30 days of being employed or becoming a Senior Officer. These employees must complete a Register of Interests: Primary return, which can be requested from Council's Executive Support Officers.

Following receipt of the Primary Return the Senior Officer must complete, within 40 days of 30 June and 31 December each year, a Register of Interests: Ordinary Return.

## **7.0 Authority to represent Council**

All staff are required to comply with the statutory requirements contained in the Information Privacy Act and Local Government Act, which restrict the disclosure of personal and confidential information.

Approaches by media should be directed to the Public Relations Co-ordinator or Media and Events Unit who will refer them to the most appropriate spokesperson. In their absence, all enquiries are to be directed to the appropriate Director or Chief Executive Officer. All media enquiries are to be treated efficiently and courteously with respect to deadlines.

- The Mayor and the Chief Executive Officer are the official spokespersons for the Swan Hill Rural City Council.
- The Mayor is the primary spokesperson on high profile issues such as political matters, major Council projects and/or reaction to external matters.
- The Chief Executive Officer may act as an authorised spokesperson in appropriate circumstances, on organisational matters, Council Plan, Council strategies, policies and major projects or as directed by Council.
- The CEO may nominate a Council officer as spokesperson, where appropriate.

Directors may act as authorised spokespersons on issues from their areas of responsibility. Enquiries may also be directed to appropriate staff with expertise in the field in question.

Media comment by the spokesperson must accurately reflect Council's position on the topic as determined by Council and in accordance with the Council Plan, Strategic Plan and Council policies. **Council has adopted a Media Policy which provides further guidance on this topic.**

**Examples of improper conduct may include but are not limited to (staff are encouraged to obtain advice from their Director):**

- During an election campaign, an officer engages in party political activity and publicly criticises the activities of the Council as a known Council employee. This action compromises the officer's willingness to objectively implement Council resolutions.
- An officer enters into a discussion on Council policy at a local community group meeting, but fails to make clear to the audience that such comment is being made in the officer's capacity as a private citizen, rather than on behalf of Council.
- An officer speaks to the media about an issue without the proper authorisation from the Chief Executive Officer.

## **8.0 Gifts, Personal Benefit & Undue Influence**

Employees shall not use information obtained in the course of their employment with Council:

- To gain improper advantage for themselves or others;
- In ways which may conflict with impartiality; or
- To cause harm to any person, organisation or Council.

Employees shall not use their position in Council to influence Councillor's or other employees in the performance of their duty in order to gain advantage (either directly or indirectly) for themselves or any other person or entity.

It is vital that the integrity of the Council is never compromised. To this end, it is essential that the Council's functioning is not influenced in any way by unethical behaviour, and that no person or the organisation is seen to be improperly influencing the decision-making processes of the Council or compromising its position.

It is unacceptable for any employee of the Council to ask for, or to encourage the offer of any gift or benefit in connection with the performance of their official duties. Asking for and/or accepting unauthorised money, goods or services in exchange for favourable treatment, is likely to constitute criminal conduct.

**Council has adopted a Fraud/Gifts Policy which provides further guidance on this topic.**

**Examples of improper conduct may include but are not limited to (staff are encouraged to obtain advice from their Director):**

- An officer offers to give favourable consideration to a consultant's tender submitted with the Council, in return for the consultant's assistance with a personal project.
- An officer accepts a 'fee' by a local business to keep its interests to the forefront when modifying the planning scheme.
- An officer accepts a private company's offer of season tickets to the football before nominating the company as a preferred supplier of goods to the Council.
- An officer accepts any gift from a supplier and/or potential supplier of Council services and fails to declare that gift.

## **9.0 Appropriate use of Council information, intellectual property, assets and resources**

### **9.1 Use of Resources**

Employees must not deliberately misuse Council equipment, assets, intellectual property or the services of other Council employees. When using Council equipment, employees are required to follow the instructions provided in order to avoid personal injury and/or maintenance and replacement costs.

**Examples of misuse may include, but are not limited to (staff are encouraged to obtain advice from their Director):**

- Copying computer software programs regardless of whether or not the programs are protected by copyright.
- Use of Council letterhead paper or postage when corresponding on personal or other matters not directly related to the Council.
- Unauthorised use of Council's logo.
- Falsifying, manipulating or destroying business records without specific authorisation.
- Using Council equipment for personal commercial gain.
- Taking Council's stationary equipment home for personal use.

Council tools and equipment may be borrowed for private use under strict conditions. Any employee wishing to borrow Council assets for home use is required to obtain prior approval from their Program Manager and/or Director. **Council has adopted a Fraud/Gifts Policy which provides further guidance on this topic.**

Employees provided with vehicles (private or commuter use) are expected to use them in accordance with Council policy and guidelines. **Council has adopted a Motor Vehicle Policy which provides further guidance on this topic.**

**Please note that this obligation extends to after you cease employment with Council.**

### **9.2 Telephone, email and internet use**

Council telephones, email and internet facilities are for business use. Private use of these services must be kept to a minimum in accordance with Council's IT acceptable Use and IT Security policies.

Employees supplied with a mobile phone must adhere to Council's mobile devices policy. **Council has adopted Mobile Devices and IT Acceptable Use Procedures which provide further guidance on this topic.**

### 9.3 Care of Public Resources

As staff of the Council, there is an expectation to use all Council resources economically for their legitimate purposes, treating them with appropriate care and securing them against misuse or theft.

**Examples of misuse may include, but are not limited to (staff are encouraged to obtain advice from their Director):**

- Using petty cash to provide gifts for the group.
- In authorising the purchase of a workplace camera, an officer orders the more expensive model without assessing the real needs of the workplace.

### 9.4 Use of Public Resources for personal purposes

As a general principle, public resources of the Council should not be used for personal purposes. However this practice may be acceptable in a limited range of circumstances and at management discretion, if it improves the Council's ability to achieve its objectives.

**Examples of misuse may include, but are not limited to (staff are encouraged to obtain advice from their Director):**

- An officer takes a Council computer home for legitimate work purposes, but also allows the family to play computer games on it. As a result of careless handling by family members, the computer is damaged.
- An officer uses a Council vehicle on legitimate Council business, but also travels to another destination on personal business, which adds unauthorised mileage to the official journey.

### 9.5 Appropriate use of Council information

Employees may have access to personal or commercial information relating to staff members, the public or the financial or business operations of Council. This information is to be used for Swan Hill Rural City Council purposes only and should remain secure and confidential. It is important that the community has confidence that information acquired by Council is only used for Council purposes.

Unauthorised disclosure of Council information, including the misuse of intellectual property (e.g. financial figures, contractual arrangements, buying terms, suppliers, employment benefits, salaries and conditions) is prohibited.

By ensuring that information held or generated by the Council is not used or disclosed inappropriately, we provide an assurance to our clients, business partners and stakeholders that confidential information is treated responsibly and where applicable, that their right to privacy will be respected.

## **10.0 Policies and guidelines to be read and understood in conjunction with this Code**

- Disciplinary
- Defence Force Leave
- Prevention and Settlement of Disputes
- Equal Opportunity
- Occupational Health and Safety
- Fraud Control Policy
- Gross Misconduct, Negligence and Fraud
- Recruitment
- Whistleblowers
- Media
- Charter of Human Rights
- Induction
- Sunsafe
- Uniform
- Police and Working with Children Checks
- Rehabilitation
- Secondary Employment
- Fit for Work
- Cheque signing and EFT
- Freedom of Information
- Corporate Credit Card
- Mobile Devices
- Privacy
- IT Acceptable Use
- Safe Driving



# Staff Code of Conduct

I, ..... understand and accept this Staff Code of Conduct and acknowledge this as a condition of my employment.

...../...../.....  
Signed Date