

EMPLOYEE

CODE OF CONDUCT | PUBLIC VERSION



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1 STATEMENT

This code of conduct is to be observed by all Adelaide Hills Region Waste Management (the Authority) employees.

Authority employees must comply with the provision of this Code in the performance of their duties. Each employee of the Authority is a public officer for the purpose of the *Independent Commissioner Against Corruption Act 2012*.

It is the responsibility of the Authority employees to ensure that they are familiar with, and comply with the standards in the Code at all times. The Authority is expected to provide training and education opportunities that will assist their employees to meet their responsibilities under this Code.

The Code does not exclude the operations of the *Fair Work Act 1994*, the rights of employees and their Unions to pursue industrial claims, or any relevant Award or Enterprise Agreements made under the Fair Work Act. This Code does not affect the jurisdiction of the Industrial Relations Commission.

2 DEFINITIONS

ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY	The Authority (Employer)
EMPLOYEES	All Authority staff, including labour hire, contractors and volunteers.

3 GIFTS AND BENEFITS

Authority employees must not seek out or receive a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on the part of the employee to a person or influence the employee in the performance or discharge of the employee's functions or duties.

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If an Authority employee receives a gift or benefit of an amount greater than the amount determined by the Minister (from time to time), by notice published in the Gazette, the employee must provide details of the gift or benefit to the Executive Officer of the Authority in accordance with any requirements of the Executive Officer.

The Executive Officer of the Authority must maintain a register of gifts and benefits received by employees of the Authority and must ensure that details of each gift or benefit provided under this clause is included in the register. The register must be available for inspection at the principal office of the Authority and published on the Authority's website.

A gift or benefit received by a person related to a subsidiary employee will be treated as a gift or benefit (as the case requires) received by the employee.

4 COMPLAINTS

Any person may make a complaint about an Authority employee under this Code;

- Complaints about an employee's behaviour that is alleged to have breached this Code should be brought to the attention of the Executive Officer of the Authority or a delegated person;
- Complaints about an Executive Officer's behaviour that is alleged to have breached the Code should be brought to the attention of the chair of the Board of Management of the Authority;
- A complaint may be investigated and resolved according to the disciplinary processes of the Authority;

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- In considering the lodgement of a complaint against the Authority employee for a breach of the Code, Public Officers should be mindful of the obligations outlined in the Independent Commissioner Against Corruption - Directions and Guidelines.

5 GENERAL BEHAVIOUR

Authority employees are expected to:

- act honestly in the performance of official duties at all times;
- act with reasonable care and diligence in the performance of official duties;
- discharge duties in a professional manner;
- act in a way that generates community trust and confidence in the Authority;
- 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.

6 RESPONSIBILITY AS AN EMPLOYEE OF THE AUTHORITY

All Authority employees will:

- Ensure they are aware of and comply with all Authority policies, codes and resolutions, relevant to their particular role;
- Deal with information received in their capacity as an Authority employee in a responsible manner;
- Endeavour to provide accurate information to the Authority, Member Councils and to the public 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 considered;
- Not release or divulge information that the Authority Board or Executive Officer of the Authority has ordered be kept confidential, or that the Authority employee should reasonably know is information that is confidential, including information that is considered by the Authority or the Executive Officer in confidence, subject to the Ombudsman Act 1972 and the Independent Commissioner Against Corruption Act 2012;
- Not make improper use of information, including confidential information, acquired by virtue of their position;
- 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;
- Not make public comment, including through social media, in relation to their duties or other Authority business, except where specifically authorised to do so in accordance with the Authority's Communication's Policy, and restrict such comment to factual information and professional advice in accordance with their duties.

7 RELATIONSHIPS WITHIN THE AUTHORITY

Authority employees will:

- Not make any public criticism of a personal nature of fellow Authority employees or Board Members;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons, as required by the Work Health and Safety Act 2012;
- Direct any allegations of breaches for the Code of Conduct for Board Members to the Executive Officer or nominated delegate/s.

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8 USE OF AUTHORITY'S RESOURCES

Authority employees using Authority resources must:

- Do so effectively, prudently and in accordance with any specific Authority policy when undertaking Authority work;
- No use Authority resources, including staff, venues, property or equipment, for private purposes unless legally or properly authorised to do so, and payments are made where appropriate;
- Not use public funds or resources in a manner that is irregular or unauthorised.

9 CONFLICT OF INTEREST

The Executive Officer of the Authority who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties must disclose the interest to the Board of Management and must not, unless the Board of Management otherwise determines during a Board of Management meeting that is open to the public, act in relation to the matter.

An of the Authority (other than the Executive Officer) who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties must disclose the interest to the Executive Officer and must not, unless the Executive Officer otherwise determines, act in relation to the matter.

If an employee is entitled to act in relation to a matter and the employee is providing advice or making recommendations to the Authority Board or an Authority committee on the matter, the employee must also disclose the relevant interest to the Authority Board or Authority committee.

An employee (including the Executive Officer) has an interest in a matter in the circumstances described for Council employees in section 120(5) to 120(7) of the Local Government Act.

10 REGISTER OF INTEREST

An employee of the Authority must adhere to the statutory requirements to lodge a primary return and submit an ordinary return in accordance with sections 113, 114 and 115 of the Local Government Act 1999 if they have been declared by the Authority to be subject to these provisions.

11 EXECUTIVE OFFICER

The Executive Officer must act in accordance with the provisions specific to their position within the Local Government Act 1999 and the Authority's Charter at all times.

12 REVIEW

This Policy shall be reviewed and approved by the Board every four years or more frequently if required.