

## ***Code of Conduct***

*This Code of Conduct will help govern our behaviours and build trust in how we perform our duties, in how we deal with one another and in how we use information and resources.*

*Our organisational values are the guiding principles that bring us together to achieve our organisational goals:*

**COURAGEOUS**  
**INSPIRATIONAL**  
**CURIOUS**

**POSITIVE**  
**CONNECTED**  
**ACCOUNTABLE**

**This Code applies to all of us. When we say “we” “our” or “us” we are referring to all of us at the City of Onkaparinga; individual employees and agency staff, managers, the CEO, directors and our volunteers.**

### **The principles of our code of conduct are:**

- We are committed to serving the best interests of the people within our community and to discharge our duties conscientiously and to the best of our ability.
- We will act honestly in every aspect of our work and be open and transparent when making decisions or providing advice to our Council.
- We will perform our official duties in such a manner as to ensure that public confidence and trust in our Council is strong.
- We will respect the law, and the resolutions made by the elected member body of the Council.

### **Our behaviours are critical in building trust and delivering our purpose. We will:**

- Uphold our organisational values in the performance of our duties.
- Act with care and diligence.
- Discharge our duties in a professional manner.
- Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- Ensure that our personal interests, including financial interests, do not influence or interfere with the performance of our role.
- Ensure that we use all Council resources appropriately.

## *Code of Conduct*

- Comply with all relevant Council policies, codes and resolutions of which we have been made aware.
- Deal with information received in our capacity as a Council employee in a responsible manner.
- Endeavour to provide accurate information to the Council and to the public at all times.
- Ensure that the information upon which we make decisions or base our actions is factually correct.
- Protect the confidentiality of Council information.
- Not make improper use of information, including confidential information, acquired by virtue of our position.
- Ensure that relationships with external parties do not amount to interference by improper influence, affecting our judgement, decisions and/or actions.
- Comply with all lawful and reasonable directions given by a person with authority to give such directions.
- Only make public comment in relation to our duties when specifically authorised to do so, including comments on personal social media platforms.
- Not make any criticism of a personal nature of fellow Council employees or Council members to external parties, including comments on personal social media platforms.
- Ensure that we comply with the Local Government Act 1999, particularly in relation to the gifts and benefits code of conduct.
- Take reasonable care that our acts or omissions do not adversely affect the health and safety of other persons, as required by the Work Health and Safety Act 2012.