

Work Experience Induction Fact Sheet

This fact sheet provides information regarding Council's Code of Conduct and Work Health & Safety system. For further detail please contact your Supervisor.

Code of Conduct

Council's [Code of Conduct](#) sets out the minimum standards of conduct for all Workers, including work experience students. It is a set of guidelines that outline acceptable behaviour and expectations and what is appropriate and inappropriate behaviour while you are representing Council as a work experience student.

General Conduct

As general conduct we must:	As general conduct we must not conduct ourselves in a manner that:
✓ Act lawfully and honestly, showing care and diligence. ✓ Focus on Council duties while on duty. ✓ Work ethically, efficiently, and effectively. ✓ Follow reasonable and lawful directions, even if you disagree. ✓ Handle matters consistently, promptly, and fairly, following procedures. ✓ Make regulatory decisions properly, ensuring fairness to all parties. ✓ Prioritise health and safety for yourself and others. ✓ Ensure political activities don't interfere with your Council responsibilities.	➤ Brings the Council or other Council officials into disrepute. ➤ Is contrary to statutory requirements or the Council's administrative requirements or policies. ➤ Is improper or unethical. ➤ Is an abuse of power. ➤ Causes, compromises or involves intimidation or verbal abuse. ➤ Involves the misuse of your position to obtain a private benefit. ➤ Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.

How to Report Breaches

Reporting wrongdoing or breaches of the Code of Conduct ensures accountability and upholds the integrity of Council. If you would like to report a breach, talk to your immediate supervisor. If a supervisor is not present, report to Council's People & Culture Division.

Conflicts of Interest

A conflict of interest is where your individual interests could compromise your judgement, decisions or actions whilst carrying out your work placement role. It's your responsibility to recognise and disclose them appropriately. A non-pecuniary conflict arises if a reasonable person could perceive you being

influenced by a personal interest. Pecuniary interest involves financial gain or loss. Conflicts of interest must be declared to your supervisor. If in doubt, seek advice from your supervisor.

Gifts & Benefits

You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you. If you are offered a gift or benefit you must inform your supervisor, who will be able to tell you if you are able to keep it.

Social Media Policy

Social media covers internal and external media sites, including your personal social networks such as Facebook and Instagram. You are bound by Council's Code of Conduct in relation to anything you post. If you are unsure of whether you can post something, please ask your supervisor, or request a copy of the policy.

Use of Information / Confidentiality

As a work experience student you may have access to personal or confidential information. If you access any confidential information during your work placement duties you must not use the confidential, commercial or personal information for any purpose outside the work of council. You must not use any Council information for personal purposes.

Work Health & Safety

Everyone at Council has Work Health and Safety (WHS) responsibilities for themselves and others. As a work experience student you must:

- Carry out your tasks in a safe way and consult with others on Safety;
- Take reasonable care to ensure you don't affect the health and safety of others, for example, other volunteers, work experience students or members of the public;
- Follow the reasonable work, health and safety instructions given to you by Council;
- Co-operate with reasonable work health and safety policies and procedures of Council; and
- Conduct risk assessment of your activities.

How to Report

If an accident, incident or near miss occurs while you are undertaking your placement, let your supervisor know straight away.

If you identify a danger or hazard, and if it safe to do so, isolate the hazard or warn nearby persons of the danger. If a supervisor is not present, report to Council's Safety Team.



For further information please refer to your nominated Supervisor or contact the People & Culture Division on 02 6926 9298.