



Croydon Shire Council

Code of Conduct Policy

Document Control

Responsible Officer:

Chief Executive Officer

Acting CEO Signature:

Date:

16 July 2026

Category (tick):

- ☒ **Policy** *Council resolution required*
- ☐ **Procedure** *CEO approval required*
- ☐ **Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
19/1/2023	NA	POL STRAT 03	Revised Policy from 2011, new template	Jan 2025
16/07/2026	NA	POL STRAT 03 v1.1	Revised and updated, condensed and clarity enhancements	Jul 2028

1. Objective

This Code of Conduct sets clear standards of behaviour for all Croydon Shire Council employees, contractors, volunteers, and students. It aims to deliver best practice by ensuring these standards are guided by sound ethics and consistently applied, thereby enhancing public trust and confidence.

This Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines provide a reference point for decision-making. If you act in good faith and in keeping with the spirit of the Code, you can expect support from your colleagues, supervisor, manager, and Council.

2. Application

This Code applies to:

- All Council employees (permanent, temporary, casual, part-time)
- Contractors and consultants
- Volunteers
- Students on placement

The Code applies when performing official duties, including at conferences, training events, business trips, and work-related social functions.

3. Council Statement

Croydon Shire Council conducts business with honesty, integrity, and fairness, complying with all relevant laws, legislation, codes, and standards. Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders actively encourage a culture where ethical conduct is recognised, valued, and practiced at all levels.

Our Mission

To continually improve the quality of life for Shire residents through the provision of quality services, and the continued broadening of the economic base of the Shire.

Our values

In addition to the ethical principles enshrined in the *Public Ethics Act 1994* and the *Local Government Act 2009* which inform the Code, Council's values are:

- **Pride:** We take pride in our work and our shire, celebrating our achievements and unique identity.
- **Integrity:** We act with honesty, trust and transparency in everything we do.
- **Respect:** We are respectful of others and value diversity, fostering an inclusive and welcoming community.
- **Responsibility:** We are accountable for our decisions and actions and take responsibility for delivering high standards of service.
- **Community Focus:** We are passionate about working collaboratively with our community and supporting each other.
- **Professionalism:** We demonstrate professionalism and commitment in our work, striving for continuous improvement.
- **Communication:** We are open and effective communicators, building strong relationships within our organisation and the wider community.

4. Legislative Principles

The *Public Sector Ethics Act 1994* identifies four fundamental ethical principles that guide employee behaviour and conduct, forming the basis of this Code:

- 1) Integrity and impartiality
- 2) Promoting the public good
- 3) Commitment to the system of government
- 4) Accountability and transparency

The *Local Government Act 2009* requires that actions of Council employees be consistent with the following principles:

- 1) Transparent and effective processes and decision-making in the public interest
- 2) Sustainable development and management of assets and infrastructure, and delivery of effective services
- 3) Democratic representation, social inclusion, and meaningful community engagement
- 4) Good governance of, and by, local government
- 5) Ethical and legal behaviour of councillors and local government employees

Croydon Shire Council, as an organisation that provides services to children and young people, also has obligations in accordance with the National Child Safe Principles and standards which are included in the Code:

- 1) Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- 2) Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 3) Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- 4) Families and communities are informed and involved in promoting child safety and wellbeing.
- 5) Equity is upheld and diverse needs respected in policy and practice.
- 6) People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 7) Processes for complaints and concerns are child-focused.
- 8) Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 9) Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 10) Implementation of the Child Safe Standards is regularly reviewed and improved.
- 11) Policies and procedures document how the organisation is safe for children and young people.

Croydon Shire Council recognises its obligations under the *Human Rights Act 2019 (Qld)*. As a public entity, Council must act and make decisions in a way that is compatible with human rights and consider relevant human rights when making decisions.

We are committed to respecting, protecting and promoting the human rights of employees, volunteers, contractors, customers, residents, visitors and all members of the community.

When carrying out our duties, we will:

1. Treat all people with dignity, courtesy, fairness and respect.
2. Consider the impact of our decisions, actions, policies and services on the human rights of individuals and groups.
3. Promote equal access to Council services, facilities, programs and employment opportunities.
4. Respect and value diversity, inclusion and cultural differences.
5. Take reasonable steps to ensure people are not unlawfully discriminated against, harassed, vilified or disadvantaged.
6. Support the rights of Aboriginal and Torres Strait Islander peoples and recognise the importance of cultural rights and connections to traditional lands, waters and cultural heritage.
7. Respect the rights of children and young people and consider their best interests in decisions affecting them.
8. Respect privacy and reputation by appropriately collecting, using, storing and disclosing personal information.
9. Support freedom of thought, conscience, religion, belief and expression, while maintaining a respectful, safe and inclusive workplace.
10. Raise concerns where we believe Council actions may be inconsistent with human rights obligations.

Examples of relevant human rights include:

- Recognition and equality before the law.
- Protection from discrimination.
- Freedom of expression, thought, conscience, religion and belief.
- Cultural rights.
- Privacy and reputation.
- Property rights.
- Protection of families and children.
- Participation in public life.

5. Standards of Conduct

Principle 1 – Integrity and Impartiality

We will:

- Follow lawful directions and reasonable instructions
- Undertake duties within the requirements of the law
- Make decisions impartially, respectfully, and faithfully
- Report conflicts of interest in accordance with policy
- Engage honestly, fairly, and respectfully with colleagues, stakeholders, and the community
- Conduct ourselves in accordance with equal employment opportunity principles
- Work to achieve a workplace free from discrimination, harassment, and bullying
- Consider and respect the human rights of all persons affected by our decisions, actions and behaviours

Conflicts of Interest

A conflict of interest occurs when our personal interest's conflict with our official duties. This includes financial, non-financial, personal, private, family, or business interests.

We will:

- Immediately disclose any actual or perceived conflict of interest to our supervisor
- Not participate in decision-making related to the conflict until it is resolved
- Ensure conflicts are resolved in the public interest

Gifts and Benefits

We will not ask for or accept gifts or benefits that may influence, or be seen to influence, our decision-making. Gifts of nominal value may be accepted in limited circumstances in accordance with policy. All gifts must be recorded as required by Council policy.

Employment Outside Council

We may undertake secondary employment outside normal working hours, provided:

- No conflict of interest exists
- It does not affect performance of official duties
- No Council resources are used
- It complies with fatigue management and safety requirements
- Where required, approval has been obtained from the Chief Executive Officer

Public Comments

Commenting on government policy is a matter for Councillors, not employees. We will not comment to the media on Council policy unless specifically authorised.

We have the right as private citizens to contribute to public discussion, but must:

- Make clear we are expressing personal views, not Council's position
- Maintain confidentiality of non-public information
- Recognise that personal comments may affect our capacity to perform duties impartially

Social Media

Employees must not make public comment that could reasonably be perceived as representing Council without authorisation, or that breaches confidentiality, damages Council's reputation, or undermines their ability to perform their role impartially.

Behaviour Towards Each Other

We will treat each other with trust, respect, honesty, fairness, sensitivity, and dignity. Council values diversity and expects all employees to:

- Accommodate and respect different opinions and perspectives
- Manage disagreements through rational debate
- Work cooperatively and actively participate in team activities
- Not engage in intimidating, overbearing, or bullying behaviour
- Not engage in unwelcome conduct of a sexual nature
- We will create and maintain a workplace culture that upholds the dignity, human rights and equal worth of every individual

Non-Discriminatory Workplace

Council is an equal opportunity employer. We will not discriminate based on:

- Race/ethnicity
- Gender or gender identity
- National origin
- Marital status
- Sexual preference/lawful sexual activity
- Age
- Disability/impairment, including infectious disease
- Industrial/employment activity
- Physical features
- Pregnancy
- Family responsibilities
- Religious beliefs
- Political conviction
- Breast feeding

Workplace Harassment

Council is committed to preventing sexual harassment, victimisation, and bullying. We will not tolerate:

- Acting or speaking to a person in a threatening or vilifying manner
- Deliberately excluding individuals from work-related activities
- Making offensive jokes, comments, or gestures
- Distributing or displaying sexually explicit material
- Persistent inappropriate questions about private life
- Unwanted physical contact
- Indecent assault or other criminal offences.

Principle 2 - Promoting the Public Good

We will:

- Be committed to excellent customer service that meets service standards and expectations
- Take all reasonable steps to ensure the health and safety of ourselves, colleagues, and the community
- Diligently report risks and hazards and pursue appropriate controls
- Undertake duties in a conscientious and ethical manner that promotes community trust and confidence
- Work within our delegation of authority and scope of duties
- Utilise and manage Council resources and assets economically and respectfully, in accordance with policy

Customer Service

We have a responsibility to:

- Deliver services fairly, courteously, and effectively
- Assist all members of the community, particularly those who may find it difficult to access government services
- Treat complaints seriously and respond to constructive feedback

- Provide services in a manner that is accessible, inclusive, culturally appropriate and respectful of human rights

Fairness to Suppliers

Council's procurement activities are regulated by the *Local Government Regulation 2012*.

We will:

- Comply with Council's Procurement Policy and procedures
- Take reasonable, fair, and consistent steps to allow all potential suppliers to bid for work
- Not incur liability or enter contracts on behalf of Council unless authorised
- Not misrepresent our qualifications, experience, or expertise

Public Money

We will maintain high standards of accountability when collecting and using public money.

We will not:

- Borrow or use Council money for private purposes
- Use Council vouchers for personal use
- Incur entertainment/hospitality expenditure except in strict accordance with Council policy

Intellectual Property

We will:

- Respect copyrights, trademarks, and patents of others
- Not reproduce or quote material without appropriate licence
- Recognise that original work created in association with official duties remains Council property
- Not publish or disclose Council intellectual property without appropriate authority

Environment and Cultural Heritage

We will:

- Recognise our responsibility to protect the natural environment
- Comply with our general environmental duty under the Environmental Protection Act 1994
- Recognise and minimise damage to cultural heritage sites
- Follow Council policies and procedures regarding potential cultural heritage sites

Principle 3: Commitment to the System of Government

We will:

- Accept and value our duty to uphold the system of government and the laws of the Commonwealth, State, and Local Government
- Be committed to conduct and behaviour that supports public confidence
- Be fair, transparent, and impartial in performing our duties
- Not use official powers or position improperly

Acting Within the Law

We will comply with all applicable legislation, awards, certified agreements, Council policies, and local laws. We have the right and responsibility to respectfully question directions if we believe there is an imminent risk to safety or a breach of law. However, once concerns are recorded, We will work as directed unless there is an imminent risk to safety.

Criminal Charges and Convictions

We will immediately report to our manager if we are:

- Charged with an indictable offence
- Subject to an indictable offence conviction
- Subject to a summary conviction

Acting in Accordance with Delegations

Before exercising any power on behalf of the Chief Executive Officer, We will ensure appropriate delegation exists. Only the following persons may sign documents on behalf of Council:

- The Mayor
- A delegate of Council
- A Councillor or employee authorised in writing by the Mayor

Privacy

We will:

- Only access personal information required to perform official duties
- Collect, store, and use personal information in accordance with the *Information Privacy Act 2009*
- Not discuss work matters with persons not entitled to know such information
- Safeguard confidential files and information
- Ensure information is used only for the purpose for which it was collected

Confidential Information

Section 200 of the *Local Government Act 2009* makes it an offence to release information that is confidential to Council. This applies during employment and after leaving Council.

Raising Concerns

We have the right to comment on or raise concerns about Council policies, practices, or priorities where they impact our employment. We will do this in a reasonable and constructive way while recognising Council's right to determine its policies and priorities. Complaints or grievances must be raised honestly and in good faith. Vexatious or frivolous complaints will not be progressed and may be managed as misconduct.

Principle 4: Accountability and Transparency

We will:

- Undertake duties and provide considered, independent, and comprehensive advice, regardless of personal political preferences or beliefs
- Ensure policies, procedures, and guidelines are clear, explained to those affected, and regularly reviewed
- Perform duties with a high level of care, diligence, and competency
- Be committed to complying with reporting requirements
- Maintain confidentiality and privacy of Council, other workers, and customers
- Conduct ourselves in an ethical and trustworthy manner
- Not accept or ask for gifts or benefits that may influence decision-making
- Immediately report inappropriate conduct and behaviours
- When making decisions, we will give proper consideration to relevant human rights and document that consideration where appropriate

Using Council Assets

Council assets include property, plant, equipment, information systems, computing resources, goods, products, and valuables.

We will:

- Take good care of assets while in our possession or use
- Ensure assets are used economically and efficiently
- Secure assets against theft
- Properly store, maintain, and repair assets
- Use Council assets only for official Council business unless written approval has been granted

Limited personal use of telephones (local calls), email, and internet is permitted during non-paid time (before/after work or meal breaks), provided it is infrequent, brief, does not breach this Code or Council policy, and does not interfere with Council operations.

NOT permitted:

- Gambling, gaming, online betting
- Online auctions
- Dating sites
- Downloading/storing music, videos, pictures for personal use
- Social networking (unless directly connected to duties and approved)
- Accessing, downloading, or sending offensive, obscene, threatening, or libellous material

Attendance and Absence

We will:

- Follow Council employment arrangements regarding attendance and leave
- Not be absent without approval
- Accurately and truthfully record work and leave periods
- Promptly notify Council as soon as possible if unable to attend work

Diligence, Care, and Attention

We will:

- Carry out duties honestly, responsibly, conscientiously, and to the best of our ability
- Maintain punctuality and not be absent from our workstation without reason
- Give priority to official duties over personal activities during work time
- Not undertake personal work during work time
- Help Council achieve its mission and goals
- Conduct ourselves to build confidence and trust

Managers and supervisors must also:

- Model the values and principles of this Code
- Ensure employees understand and comply with the Code
- Monitor employee performance and provide regular feedback
- Provide training opportunities for career development
- Ensure employees have information vital for effective work performance
- Respect and consider employees' opinions
- Distribute workloads fairly
- Ensure appropriate resourcing
- Properly supervise employees who handle public money
- Correctly record employee work times, overtime, allowances, and absences

- Take appropriate action if breaches of this Code occur

Self-Development

We will:

- Maintain and improve our work performance
- Maintain and enhance our skills and expertise
- Keep up to date with knowledge associated with our area of work
- Participate in training and development opportunities

Workplace Health and Safety

Council is committed to ensuring zero harm in the workplace.

We will:

- Take reasonable steps to ensure our own safety, health, and welfare
- Take reasonable care for the safety of fellow employees and members of the public
- Comply with workplace health and safety instructions
- Use personal protective equipment as instructed
- Not interfere with or misuse anything provided for workplace health and safety
- Not wilfully place anyone's health and safety at risk
- Not wilfully injure ourselves
- Identify hazards and manage risks
- Perform all work safely and follow safe work practices
- Report incidents and hazards immediately
- Participate in rehabilitation and return to work programs if required

Drug and Alcohol

We will maintain a drug and alcohol-free workplace.

We will not:

- Use, possess, or be impaired by illegal drugs while on duty
- Come to work impaired by alcohol or drugs
- Consume alcohol while on duty except strictly in accordance with Council policy
- Gamble or bet on Council premises (except authorised sweeps and competitions)

Smoking is only permissible during meal breaks and not:

- Within Council buildings
- In Council vehicles
- In any enclosed spaces on site
- Within 5 metres of any entrance to an enclosed place

Child Safe Principles

All paid and unpaid staff, including volunteers, interns or trainees are responsible for the safety and wellbeing of children and young people who engage with us. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

We will

- Act in accordance with child safety and wellbeing policies and procedures at all times to prioritise the best interests of children.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.

- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Council.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Council's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Council's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Council's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation (i.e. the *Child Safe Organisations Act 2024 (Queensland)*) and by Council's policy and procedure on internal and external reporting.
- Comply with Council's protocols on communicating with children.
- Comply with relevant legislation and Council policies and procedures on record keeping and information sharing.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, Council's Childcare Director, the Chief Executive Officer or another manager or leader in Council.
- Follow Council policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with Council policy and procedure on internal and external reporting.

We will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Council activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Council's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

6. Breaches of the Code

Conduct or behaviour that breaches this Code will be taken seriously and will not be tolerated. Where workers observe conduct that may breach the Code, supporting policies, or the law, they are encouraged to:

1. **'Call it'** – discuss the matter with the person involved so it can be quickly addressed and resolved

2. If uncomfortable 'calling' the conduct, or if 'calling' has not resolved the matter, report potential breaches to:

- Your supervisor/manager or one-up manager
- Human Resources
- A member of the Executive Leadership Team or the Chief Executive Officer (CEO)

3. Where the breach is serious or potentially corrupt, report directly to Human Resources, Executive Leadership Team, or the CEO.

7. If you have a concern

The *Public Interest Disclosure Act 2010* and the *Public Sector Ethics Act 1994* aim to create a work environment where public sector employees understand and maintain appropriate standards of conduct.

Internal Complaints

Employees must refer to Council's Grievance Policy and Procedure. Consultants, contractors, volunteers, and others issued with this Code should raise concerns through the same channels. Where the CEO suspects conduct may be corrupt or constitute official misconduct, they have an obligation to notify the Crime and Corruption Commission.

External Complaints

This Code is published on Council's website. External parties wishing to complain about a breach should be provided with Council's Complaints Management Policy and advised to make their complaint in writing to the CEO.

Public Interest Disclosures

Public interest disclosures are managed under the Public Interest Disclosure Policy and Procedure. Any person wishing to make a public interest disclosure should be provided with the policy and advised that disclosure may be made to the CEO.

If reporting a breach:

- Keep the matter confidential except as authorised by law
- Be aware that Council does not tolerate false or misleading information
- Council does not tolerate victimisation or reprisals against employees who report potential breaches

Consequences of a Breach

Consequences will vary depending on the extent of the breach and will be assessed case-by-case. Serious breaches could result in:

- Dismissal
- Notification to the Crime and Corruption Commission
- Notification to Police for investigation

Less serious breaches may be dealt with through disciplinary processes and relevant warnings. Disciplinary action will be managed in accordance with Council's disciplinary procedures, relevant industrial instruments, and applicable legislation

8. Authority and consultation

In accordance with Section 16 of the *Public Sector Ethics Act 1994*, this Code was developed in consultation with Council's Leadership Team. This Code was approved by the Chief Executive Officer in accordance with Section 17 of the *Public Sector Ethics Act 1994*.

9. Publication

In accordance with the requirements of section 20 of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep a printed copy of the Code available for inspection in Council's public office and Council will publish the Code for all employees to have access.

10. Review

This Code will be reviewed every two years or as required.

11. Further Assistance

If you need clarification about how this Code applies to you:

- Discuss with your manager, team leader, or supervisor
- Contact Human Resources
- Contact the next senior person in your area

12. Definitions

Benefit: Something of value to the recipient that is less tangible than a gift (e.g. preferential treatment, promotion, or access to confidential information).

Conflict of Interest: A conflict between an employee's work responsibilities and their personal or private interests. This can involve gaining a personal advantage or avoiding a personal loss.

Types of Conflicts:

Real conflict: An actual conflict between duties and private interests (e.g. sitting on a selection panel when a relative has applied for the position)

Perceived conflict: Where a reasonable person would believe private interests could improperly influence the employee (e.g. managing a funding program where a personal friend's organisation has applied for funding)

Types of Interests:

Financial: Shares, gifts, benefits, bribes, hospitality, travel, or business interests

Non-financial: Personal relationships, memberships, or family connections that could influence decision-making

Gift: An item of value (money, voucher, entertainment, hospitality, travel, commodity, or property) given by one person to another. May be offered as gratitude or to create a sense of obligation.

Impaired by Alcohol or Drugs: Refer to the relevant Council policy.

Indictable Offence: A crime or misdemeanour requiring prosecution by indictment.

Indictable Offence Conviction: A finding of guilt or acceptance of a guilty plea by a court (whether or not conviction recorded).

Limited Personal Use (Email and Internet) under conditions: Infrequent and brief use during non-paid time (before/after work or meal breaks) that:

- Does not breach this Code, Council policies, or relevant legislation
- Does not interfere with Council operations
- Is not for official business purposes

Permitted Use:

- Government information sites, online banking, bill paying
- Approved online training
- Infrequent personal emails (if content appropriate)

NOT Permitted:

- Gambling, gaming, online betting
- Online auctions (e.g. eBay)
- Dating services
- Downloading music, videos, pictures for personal use
- Social networking (unless directly related to approved duties)
- Offensive, obscene, threatening, or libellous content

Official Misconduct: Wrongdoing by a public official in carrying out duties that involves:

- Dishonesty or lack of impartiality
- Breach of trust, or
- Misuse of official information
- AND is a criminal offence or serious enough to justify dismissal.

Public Official: An employee of Council.

Summary Conviction: A summary conviction of an indictable offence by any Court of Law in Australia.

13. Associated Documents

Legislation

- *Public Sector Ethics Act 1994 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Industrial Relations Act 2016 (Qld)*
- *Crime and Corruption Act 2001 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Environmental Protection Act 1994 (Qld)*
- *Human Rights Act 2019 (Qld)*

Policies and Procedures

- Refer to Council website for the updated list of current Policies and Procedures.

14. APPENDIX A - A guide to ethical decision-making

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: assess the situation.

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Step 2: look at the situation from Council's viewpoint.

- As a Public official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3: how would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of interest?
- Will your decision or action stand up to public scrutiny?

Step 4: consider the options.

- Ask your supervisor/manager, or any person who is able to give sound, relevant advice.
- What options/ consequences/ obligations are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Step 5: choose your course of action.

Make sure your actions are:

- Within your power to take, legal and in line with policy and this Code;
- Fair and able to be justified to your manager and the public;
- Documented so a statement of reasons can be supplied;
- Consistent with Council's mission, goals and values; and
- Backed by advice from Council specialists, if this is appropriate.