

Code of Conduct

A guide for Contractors, Consultants and Suppliers



Port Phillip City Council (PPCC) is committed to providing a structure that ensures ethical behaviours by its contractors, consultants and suppliers.

This code of conduct is focused on the achievement of a professional and productive work culture, characterised by the absence of any form of unlawful or inappropriate behaviour.

1. Contractors, Consultants and Suppliers Responsibility

Breaches of the Code could jeopardise your working relationship with council and compromise the council officer dealing with you.

When dealing with council in your capacity of contractor, consultant or supplier, it is expected that you comply to the Principles of Councils Code of Conduct

These Principles Include:

1.1 Compliance with relevant laws

Contractors, Consultants and Suppliers (onwards called CCS) must comply with all Federal and State laws, Local Laws, and regulations.

1.2 Conflict of Interest

CCS must avoid conflicts of interest and disclose interests where necessary.

1.3 Council Information

CCS must not use confidential or any other Council information (this includes documents and electronic data) to gain an improper advantage for themselves or any other person. Council information is not to be used in any way that may cause harm or detriment to any person, body or Council. This includes any improper disclosure or use of any confidential Information.

Confidential Information means any confidential information relating to the business of the Council that comes to the knowledge of the CCS

CCS must ensure they manage all Council information in accordance with the Privacy and Data Collection Act (2014).

1.4 Gifts and Hospitality

All Council staff have an obligation to act impartially and with integrity including being aware of actual and potential conflicts of interest. This is particularly important in the context of staff receiving gifts or hospitality from external parties including CCS.

CCS should not offer Council officers any inducements, gifts or hospitality. Council officers must comply to the City of Port Phillip (CoPP) Gift and Hospitality Policy.

1.5 Council Resources

CCS may only use council property, facilities, resources, and/or equipment in accordance with the terms and conditions of their contract.

1.6 Equal Employment Opportunity Principles

CCS are expected to actively encourage a workplace atmosphere that is free from discrimination, harassment and unfair treatment and protects human rights in accordance with the Victorian Charter of Human Rights and responsibilities.

1.7 Compliance with Lawful Orders/Directions

CCS are required to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the nominated Council Officer (refer clause 4).

1.8 Honesty, Integrity and Fairness

CCS are expected to maintain the highest standards of honesty, integrity and fairness, and perform their duties on that basis.

1.9 Drugs and Alcohol

CCS must not attend for duty affected by intoxicating substances (i.e. drugs, alcohol etc.) and must not consume intoxicating liquor or drugs whilst on duty.

1.10 Duty of Care – Health and Safety

CCS will take reasonable care to ensure their own health and safety as well as that of any other person who may be affected by acts or omissions in the workplace. CCS are required to adhere to the OH&S Act (2004), regulations and any succeeding legislation.

1.11 Human Rights

CCS must ensure that their decisions, advice and actions properly consider the rights set out in the Victorian Charter of Human Rights and Responsibilities and respect the human rights of others.

1.12 Breaches of Code of Conduct

Any breaches of this Code of Conduct should be notified to the nominated Council Officer.

1.13 Outside employers or business by staff:

It is essential that Port Phillip City Council staff do not engage in outside employment on business that could raise a conflict of interest. CCS who deal with Council are not permitted to offer Council staff outside employment or business proposals of any kind.

1.4 Occupational Health and Safety:

The Port Phillip City Council is committed to maintaining a safe and healthy working environment for all employees, visitors, contractors, subcontractors and the public, and recognises that this is an integral part of our business.

Please familiarise yourself with the Port Phillip City Council Occupation Health and Safety Policy located at: <http://www.portphillip.vic.gov.au/procurement-policy-tender.htm>

1.15 Child Safe Standards

CCS delivering activities, programs or services that interact with children and young people must understand and comply with legislation and regulations relating to child safety including the [Victorian Child Safe Standards](#) (CSS).

2. General Conduct

CCS must avoid behaviour that could constitute an act of misconduct or misbehaviour. You should therefore avoid conduct that:

- breaches the Local Government Act
- is an abuse of power or otherwise amounts to misconduct
- causes, comprises, or involves intimidation, harassment or verbal abuse
- causes comprises or involves discrimination, disadvantage or adverse treatments
- causes , comprises or involves prejudice in the provision of service to the community

CCS must act lawfully, honestly and exercise a reasonable degree of care and diligence.

3. Corruption, maladministration or serious and substantial waste

CCS must report such instances to Wayne Moore Co-ordinator Contracts and Procurement for any Whistleblower matters.

4. Breaches

It is everyone's responsibility (including CCS) to not only act in accordance with Councils Code of Conduct but also to report any breaches of the code immediately. CCS should report any breaches to Wayne Moore Co-ordinator Contracts and Procurement or for any Whistleblower matters.