

<b>TITLE:</b>	Code of Conduct Policy - Staff		
<b>DIVISION:</b>	Corporate		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	May 2019	<b>DATE OF REVIEW:</b>	May 2022
<b>MOTION NUMBER:</b>	OC 130/19		
<b>POLICY NUMBER:</b>	CP52		
<b>AUTHORISED:</b>	Chief Executive Officer		

**THIS POLICY APPLIES TO:**  
All Barkly Regional Council employees

## SUMMARY

The Code of Conduct is a statement of the standard to which Barkly Regional Council aims to conduct its business as well as its obligations to comply with all local government laws and regulations.

All Council employees must behave in an appropriate manner at all times when undertaking work on behalf of Council, including treating each Council employee with dignity and respect at all times and not acting in any way prejudicial to the interests' of Council. This Code of Conduct provides Council employees with consistent guidelines for an acceptable standard of behaviour within the workplace.

## OBJECTIVES

The aim of all policy is for Councilor's and Elected Members to provide strategic input into the effective operational framework of the organisation under the *Local Government Act*.

This Code of Conduct aims to:

- a) Create a clear Code outlining the behavioral obligations of Council employees;
- b) Educate all employees of the professional requirements of Council;
- c) Promote Council's professional image at all times; and
- d) Harbor a positive working environment in Council buildings.

## BACKGROUND

The *Local Government Act* requires Councils to have a Code of Conduct. In order to ensure compliance with this Code's objectives and to promote the satisfaction of our employee's, Council has decided to establish a Code of Conduct Policy for Staff.

## POLICY

In order to ensure compliance with this Code of Conduct Policy – Staff, Council has identified the following as fundamental principles:

### 1) **Honesty and integrity**

- a) All employees must behave honestly and with integrity whilst undertaking work on behalf of Council or on Council business.

### 2) **Care and diligence**

- a) All employees must display care and diligence in performing their work requirements.

### 3) **Courtesy**

- a) All employees must act with courtesy towards Elected Members, Appointed Members, council staff and members of the public at all times.

### 4) **Conduct towards council staff**

- a) An employee must not direct, reprimand, or interfere in the management of another council employee, unless that staff member is under that persons leadership.

### 5) **Respect of cultural diversity**

- a) All employees must respect cultural diversity and must not discriminate against others on the basis of their race, gender, sexual orientation, religious affiliation, political affiliation, age, marital status, pregnancy, parental status, breastfeeding, impairment or medical history unless that discrimination is prescribed by law.

### 6) **Conflict of interest**

- a) An employee must avoid conflict of interest between the employee's private interests and work responsibilities; and
- b) Where a conflict in fact exists, the employee must immediately notify their immediate Director or the Chief Executive Officer as the case may be.

### 7) **Respect of confidences**

- a) A member must respect the confidentiality of information obtained in confidence in the employee's work responsibilities as agreed in that employee's contract of employment.
- b) An employee must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

### 8) **Interests of the Barkly Regional Council to be paramount**

- a) An employee must act in the best interests of the Barkly Regional Council at all times.

## REFERENCES

Conflict of Interest Policy  
Delegation Policy  
Privacy Policy

## LEGISLATION AND STANDARDS

This Code of Conduct has been adopted by Council under the Local Government Act and is enforceable under that legislation.

Local Government Act (Northern Territory)  
Local Government (Administration) Regulations  
Local Government (Accounting) Regulations  
Right to Information Act  
*Anti-Discrimination Act 1992 (NT)*

## RESPONSIBILITY AND DELEGATION

The Chief Executive Officer has the responsibility for the implementation of this policy with delegation granted to each Council Director for its application and adherence.

## EVALUATION AND REVIEW

This policy will be reviewed every three (3) years