

CODE OF CONDUCT FOR CEO

Type:	Council Policy		
Owner:	Council		
Responsible Officer:	Mayor		
Approval Date:	27/06/2023	Next Review:	1 June 2026
Records Number:	178767	Council/CEO Decision:	Council
Legislation Reference:	Section 175(1) of the <i>Local Government Act 2019</i>		

1 PURPOSE

Katherine Town Council seeks a constructive workplace culture where business is conducted safely, with integrity, honesty and fairness, a high standard of customer service and a culture that is focused on efficiency, adaptability, resilience, and enthusiasm aligned with Council’s Strategic and Municipal Plan, and relevant laws, regulations by-laws, and organisation standards.

Everyone working for Council must follow the highest standards of ethical behaviour when dealing with customers and each other. Council’s CEO has a special responsibility to encourage ethical conduct as part of a culture where this is recognised, valued and followed at all levels.

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that the Council’s stakeholders could reasonably expect the Chief Executive Office to demonstrate in the performance of their duties and functions.

2 SCOPE

This policy applies to the Chief Executive Officer (CEO) of the Katherine Town Council.

3 DEFINITIONS

CEO means the Chief Executive Officer of Katherine Town Council appointed under Section 165 of the *Local Government Act 2019*.

Conflict of Interest means a situation in which an employee’s private interests interfere, or appear to interfere, with their duty to put the public interest first. It refers to circumstances where a member of council or staff member is, or could be, influenced by a private interest when performing an official function.

Discrimination means the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, sexual orientation, or disability.

Employee means a person remunerated by Katherine Town Council on a full time, part time, casual or contract basis.

In order to maintain public confidence in the integrity of the Council, the CEO of the Council must exhibit the highest ethical standards in the administration of the affairs of the Council.

This Code of Conduct for the CEO sets out the behaviours expected of the CEO in the performance of their role.

SUPPORT FOR COUNCIL

The CEO must:

- provide full support to Council
- provide accurate, frank, and impartial advice to Council
- implement council policies and decisions
- be familiar with and comply with the requirements of the *Local Government Act 2019* and other legislative, industrial, or administrative requirements relevant to the CEO's official responsibilities
- take all reasonable steps to ensure that the information upon which the CEO's decisions or actions are based is factually correct and relevant to the decisions or actions, and
- comply with the council employees code of conduct.

MANAGEMENT OF COUNCIL STAFF

In relation to the management of council staff, the CEO must ensure that:

- appropriate documented processes and procedures are in place
- selection processes for appointment or promotion are fair, equitable and based on merit
- staff have reasonable access to training and development and opportunities for advancement and promotion
- staff are treated fairly and consistently and are not subject to arbitrary or capricious decisions
- there are suitable processes for dealing with employment-related grievances, and
- working conditions are safe and healthy.

USE OF INFORMATION

The CEO must not misuse information gained in the CEO's official capacity. Misuse includes, but is not limited to:

- seeking to gain personal advantage for self, or for another person, based on information held on official records
- initiating or spreading gossip or rumours based on personal or other information held on official records, and
- providing a person, or appearing to provide a person, with favourable treatment or privileged access to information.

The CEO must take care to maintain the integrity and security of Council documents and information.

USE OF OFFICIAL FACILITIES, EQUIPMENT AND RESOURCES

The CEO must not utilise council facilities or equipment, or the skills or working time of council employees, for personal benefit.

DISCLOSURE OF OFFENCES AGAINST THE LAW

If the CEO is charged, convicted or acquitted of any offence, the CEO must advise the Council even if the offence does not relate directly to the CEO's assigned duties.

OUTSIDE EMPLOYMENT

The CEO must obtain written permission from the Council before engaging in outside employment.

When considering an application from the CEO to undertake outside employment, Council will give approval only if satisfied the outside employment:

- could not be perceived by a reasonable person to be a conflict of interest, and
- will not interfere with the performance of the CEO's duties.

Any outside employment or voluntary work must be performed wholly in the CEO's private time.

DECISIONS BASED ON EXERCISE OF STATUTORY POWER

Where the CEO makes any decision based on a statutory power, the CEO must

- ensure that the legislation under which the decision is made authorises the making of that decision
- ensure that the CEO has the authority or the delegation to make the decision
- ensure that any procedures which are required by law to be complied with in the making of a decision have been observed, and
- ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.

ANTI-DISCRIMINATION

The CEO must not discriminate in relation to a person unless such discrimination is allowed by law and council policy (for example, positive discrimination or special measures).

5 ASSOCIATED POLICIES/DOCUMENTS

Code of Conduct for Employees
Fraud and Corruption Control policy
Gifts and Benefits policy
Conflict of Interest policy
Privacy policy
Confidential Information policy
Customer Service Charter
Credit card policy for elected members and CEO

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Information Act 2002

Work Health and Safety (National Uniform Legislation) Act 2011

Revision History

Version	Approval date	Details of change	Responsible officer
1	16/12/2003	Created	CEO
6	June 2022	Updated on new policy template	Director, Corporate Services