

PC01	Employee Code of Conduct
Approval Date:	September 2023
Council Decision Reference	NA
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	September 2027
Version (Revision Number):	1

Purpose

The Employee Code of Conduct (the **Code of Conduct**) sets out the expected standards of performance and behaviours for all employees of the West Daly Regional Council (the **Council**).

Scope

The Employee Code of Conduct applies to all employees, contractors and volunteers of the Council.¹

Policy Statement

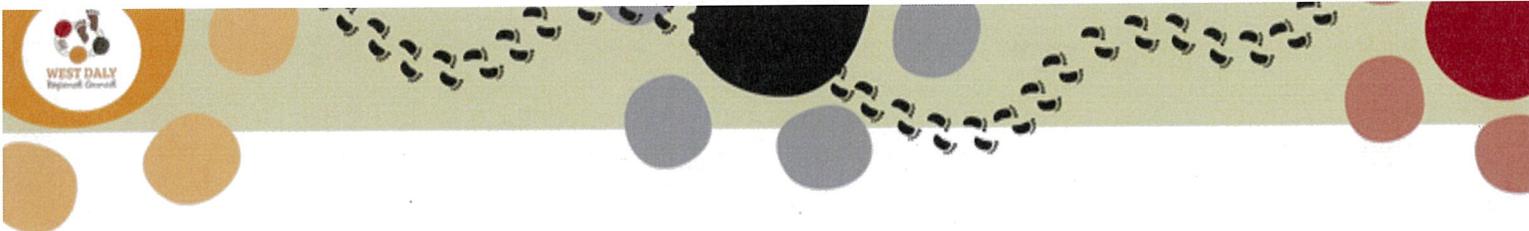
1. Policy Principles

- 1.1. The Code of Conduct sets out the principles, values, standards and practices expected to be observed in everything the Council does, and by all those who represent the Council.
- 1.2. The Code of Conduct promotes high levels of integrity, respect and fairness in Council dealings with our communities, those who use Council services, our colleagues and our stakeholders.
- 1.3. The Code of Conduct places an obligation on all employees and contractors to take responsibility at all times for their performance and behaviour (conduct).
- 1.4. At all times employees, contractors and volunteers must comply with all legislative requirements of their role and abide by the Code of Conduct, and all other relevant Council policies and procedures.

2. Purpose of the Employee Code of Conduct

- 2.1. The Code of Conduct sets out standards to inform decisions about appropriate conduct and must be applied in conjunction with Council’s policies and procedures and with relevant legislation, not as a replacement or substitute for them.

¹ When the term “employee” is used in the Code, it is taken to be a reference to employees, contractors and volunteers.



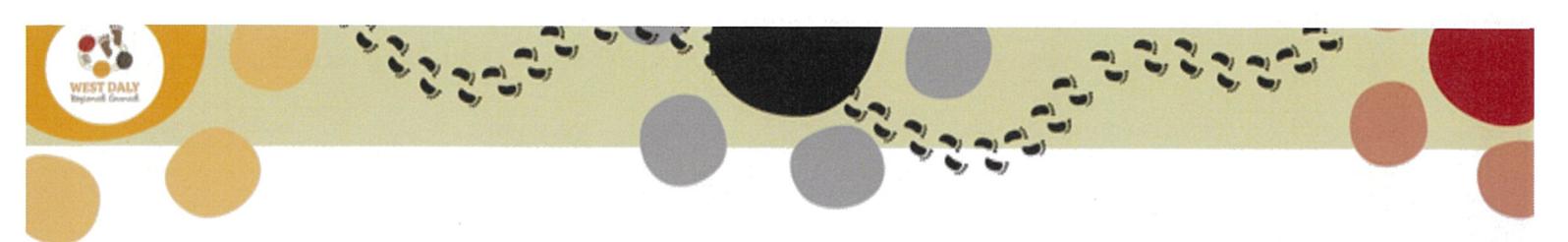
- 2.2. The Code of Conduct is key to Council's approach to employee performance management. It outlines what is acceptable behaviour and what is unacceptable behaviour for employees and contractors.
- 2.3. The Code of Conduct is not intended to provide specific guidance or instruction to cover all possible events or situations. Rather, the purpose of the Code of Conduct is to provide a framework for acceptable and ethical behaviour and decision-making.

3. Application of the Employee Code of Conduct

- 3.1. The Code of Conduct places an obligation on all employees, contractors and volunteers, to take responsibility for their own conduct and to work cooperatively with colleagues to establish workplaces where people are respectful of each other, demonstrate appropriate and lawful behaviour, recognise diversity, respect their colleagues and work together in the best interests of the Council and the Communities it serves.
- 3.2. If the application of the Code of Conduct could or will result in a breach of the law, the law takes precedence. Any inconsistency or apparent issue with the Code of Conduct should be brought to the attention of the People and Culture Manager for urgent attention.
- 3.3. If the application of the Code of Conduct could or will result in a breach of the Council's policies or procedures, the Code of Conduct takes precedence, but any specific issues should be notified to the People and Culture Manager for urgent attention.
- 3.4. If the application of the Code of Conduct could result in both positive and negative outcomes, the relative importance and impact of each should be carefully considered and the advice of a direct Line Supervisor/Manager and/or People and Culture Manager sought.
- 3.5. Employees should consult their line Supervisor/Manager, or People and Culture Manager if there is any doubt as to how the Code of Conduct is to be applied or what course of action to take in specific circumstances.

4. Content of the Employee Code of Conduct

- 4.1. The content of the Code of Conduct will support and be aligned with Council's stated values. Matters included in the Code of Conduct may be covered in more detail in related legislation, policies and procedures, industrial instruments (the *West Daly Regional Council Enterprise Agreement, 2021* or common law contracts) and external Code of Conducts. Employees should be guided by the information in the Council's Code of Conduct and where applicable, employees are additionally informed by means of any applicable contracts, agreements or legislation.

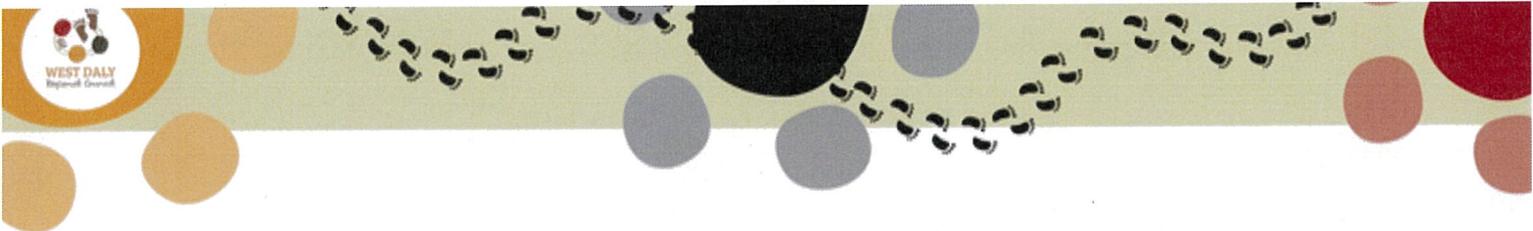


5. Breaches of the Employee Code of Conduct

- 5.1. Any alleged unethical behaviour or suspected breaches of the Code of Conduct will be managed in line with applicable Council policies and procedures, and in accordance with applicable laws and regulations. Suspected breaches should be reported to a line manager or People and Culture Manager.
- 5.2. Failure to report a suspected breach of the Code of Conduct, or making a vexatious complaint, is a breach of the Code of Conduct and may result in disciplinary action being taken against any employee that was aware of the breach. Employees who make a report in good faith of an alleged breach will not be disadvantaged or discriminated against in any way.
- 5.3. Where it is established that an employee has wilfully breached the Code of Conduct or related policies, they may be subject to disciplinary action (up to and including termination of employment) and/or legal action as outlined in the *West Daly Regional Council PC06 Performance Management Policy*.

6. Responsibilities under the Code of Conduct

- 6.1. Honesty and integrity – employees must act honestly and with integrity in performing official functions;
- 6.2. Care and diligence – employees must act with reasonable care and diligence in performing official functions;
- 6.3. Courtesy and respect – employees must act with courtesy and respect towards other employees;
- 6.4. Prohibition on bullying and harassment – employees must not bully or in any way harass another person in the course of performing duties (or at work related events on while on work related travel);
- 6.5. Employees must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background;
- 6.6. Employees must act with respect for cultural beliefs and practices in relation to other employees, Council staff, electors and members of the public;
- 6.7. Conflict of interest - employees must avoid any conflict of interest, whether actual, real or perceived, when undertaking official functions and responsibilities. If a conflict of interest exists, employees must comply with any statutory obligations of disclosure;
- 6.8. Preservation of confidentiality –employees must respect the confidentiality of information obtained in confidence in the employee’s official capacity;
- 6.9. Gifts - employees must not solicit, encourage or accept gifts or private benefits from any person in the course of their duties.



7. Accountability

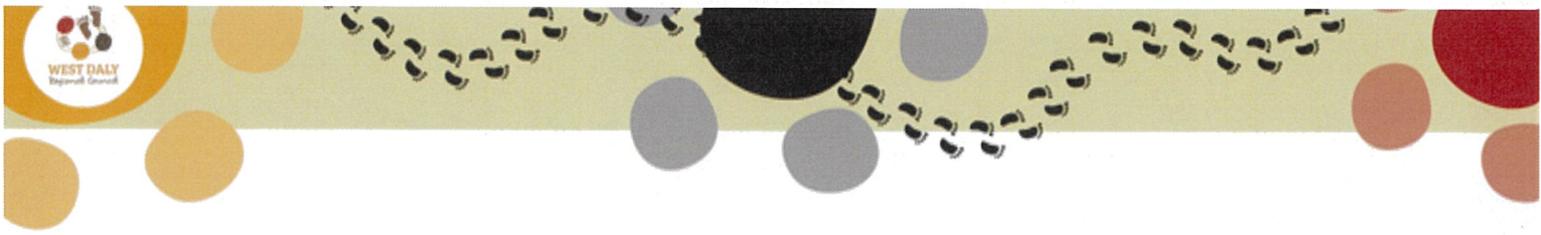
- 7.1. Council employees, contractors and volunteers must be prepared at all times to account for their performance in those roles, and for their use of Council resources;
- 7.2. Interests of municipality, region or shire to be paramount – employees must act in what employee genuinely believes to be in the best interests of the municipality, region or shire.

8. Training

- 8.1. Employees must undertake relevant training in good faith.

9. Council Employees, contractors and volunteers must:

- 9.1. Show proper concern for Council's business, act with the best interests of Council in mind and not undertake any dealings which may be (or may be seen to be) in conflict with the Council functions;
- 9.2. Be fair in dealings with the West Daly community, ensuring that they receive representative access to Council matters;
- 9.3. Act with honesty and integrity in all aspects of their role;
- 9.4. Work in a safe and compliant manner, and to comply with the Council's health and safety policies, rules and responsibilities; refrain from any discriminatory, bullying or harassing behaviour towards, clients, colleagues, Council management and/or the general public;
- 9.5. Comply with all reasonable and lawful instructions given by or on behalf of the Council;
- 9.6. Be and act respectfully towards and in relation to all cultures, religions, races;
- 9.7. Maintain confidentiality of Council's business and not disclose confidential information;
- 9.8. Act in the best interests of Council at all time;
- 9.9. Always attempt to behave in a manner that is least likely to cause offence to, or bring disrepute to Council;
- 9.10. Obey any policies and guidelines Council may make including lawful and reasonable instructions from the Chief Executive Officer and accounting to him/her for any money or property received while performing the job;
- 9.11. Always avoid any potential, perceived or real conflict of interest or incompatibility between their personal interests and the impartial and independent fulfilment of their duties. If a conflict of interest arises this must be fully disclosed in writing to the Chief Executive Officer;
- 9.12. Not seek, accept (directly or indirectly), from any person or body, any immediate or future gift, and decline any reward or benefit for yourself or for any other persons or bodies relating to your position. You must disclose to the Chief



Executive Officer in writing, all offers of gifts, rewards or other benefits in a prompt and full manner.

10. Employees, contractors and volunteers are required to:

- 10.1. Familiarise themselves with the Code of Conduct and any associated policy documents, asking for assistance where needed to understand, interpret or apply the Code of Conduct;
- 10.2. Apply the Code of Conduct at all times while in the workplace or otherwise representing the Council;
- 10.3. Advise management if they believe the Code of Conduct may have been breached.

11. Council Managers and Supervisors are required to:

- 11.1. Support and contribute to the implementation of the Code of Conduct;
- 11.2. Introduce and reinforce the Code of Conduct to and with new Council employees, contractors and volunteers.

12. People and Culture Manager (or nominated delegate) is required to:

- 12.1. Provide new employees with an understanding of the Code of Conduct during their induction to the Council;
- 12.2. Provide employees with the opportunity to consult on, the content and application of the Code of Conduct;
- 12.3. Undertake periodic review of the Code of Conduct in collaboration with employees;
- 12.4. Provide support and guidance to employees and supervisors on interpretation and application of the Code of Conduct; and
- 12.5. Provide support and guidance to employees and supervisors/managers where an alleged breach of the Code of Conduct may have occurred, including leading a response to alleged breaches.

13. Compliance with the Code of Conduct:

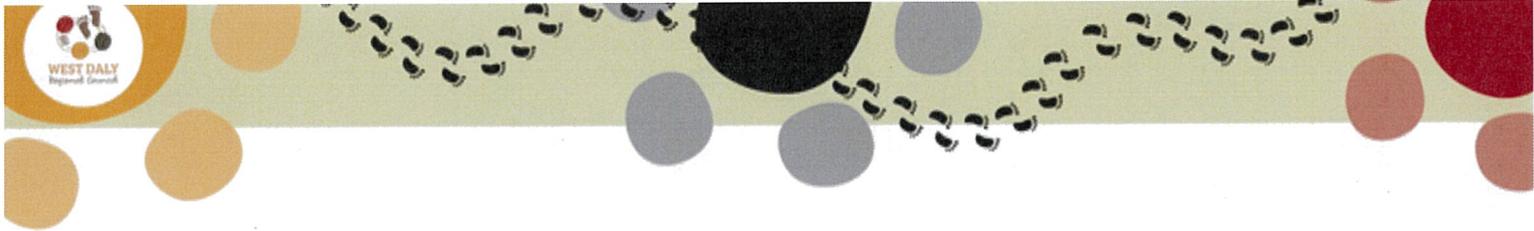
- 13.1. It is the responsibility of every employee, to ensure they comply with all aspects of Council's Code of Conduct.

14. Acknowledgement

- 14.1. All employees are required to read and confirm their commitment to the Code of Conduct by signing a copy that will be stored with their personnel records.

References

The People and Culture Manager is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years, or more frequently as may be required), and for



monitoring continuing relevance, effectiveness, and consistency with related documents and relevant legislation, as amended from time to time.

Following approval of this policy document, the People and Culture Manager (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

Definitions

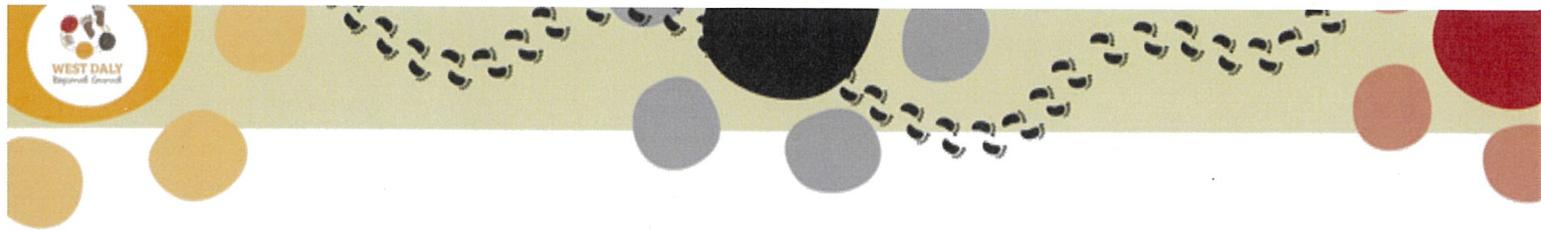
In the context of this policy the following definitions apply:

- **Breach** means an act of breaking or failing to observe a law, agreement or Code of Conduct;
- **The Code of Conduct** means a statement of expected standards of performance, and behaviour for all employees;
- **Employee** means all employees of Council, whether employed on a permanent, fixed term or casual basis;
- **Contractor** refers to a person who works for Council under an arrangement with a labour hire agency or provides services to Council on a contract basis or a person (other than a member of Council, a local authority, or a council committee member) acting under powers of Council;
- **Volunteer** refers to a person who freely offers to undertake a task/tasks for Council without being paid;
- **Line Supervisor** means the person who directly supervises an employee, such as their Manager, or CEO;
- **Council's values** means the values and behaviours that Council embraces to support our purpose and guide us in achieving our vision, as communicated in the Strategic and Regional Plans.

Related Documents

- *Performance Management Policy PC06*
- *Conflict of Interest Policy PC02*
- *Gifts and Benefits Policy GOV28*
- *Local Government Act 2019 (NT)*
- *Information Act 2002 (NT)*
- *Anti-Discrimination Act 1992 (NT)*
- *Fair Work Act 2009 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Return to Work Act 1986 (NT)*
- *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*

For more information, contact the Policy Custodian.



Signature of approval:	
Name:	Matthew Eastham ASM
Position:	Chief Executive Officer

