

# 1.30 Chief Executive Officer Code of Conduct



<b>Council Resolution:</b>	19/10/2021
<b>Date to take effect:</b>	19/10/2021
<b>Legislative reference:</b>	<i>Local Government Act 2019</i>
<b>Review Date:</b>	September 2025

## 1. Purpose

The Code of Conduct will govern and outline the expected behaviour of the Chief Executive Officer (CEO) at all levels in the performance of his/her duties for or acting on behalf of Coomalie Community Government Council.

The Code of Conduct has been developed in accordance with Schedule 1, Code of Conduct, of the *Local Government Act 2019* and is a statement of commitment to how the CEO will conduct him/herself in the delivery of service to the Community.

## 2. Policy Statement

The Code is structured around governing principles and expected behaviour. The CEO has responsibility to maintain the community's confidence in the integrity of the Coomalie Community Government Council, by exhibiting and being seen to exhibit the highest ethical standards in all cases.

### 2.1 Support for Council

The CEO must:

- (1) provide full support to Council;
- (2) provide accurate, frank and impartial advice to Council;
- (3) implement council policies and decisions;
- (4) 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; and
- (5) 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.

## **2.2 Management of Council Staff**

The CEO must ensure that:

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

## **2.3 Use of Information**

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

- (1) seeking to gain personal advantage for self, or for another person, on the basis of information held on official records;
- (2) initiating or spreading gossip or rumours on the basis of personal or other information held on official records; and
- (3) providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

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

## **2.4 Disclosure**

The CEO;

- (1) must avoid any conflict of interest, whether actual or perceived;
- (2) if a conflict of interest exists or arises, the CEO must comply with any statutory requirement or obligations of disclosure;
- (3) must advise the Council of any charged or convicted offence;
- (4) must obtain written permission from the Council before engaging in outside employment, volunteer or board roles; and
- (5) must not utilise council equipment, or the skills or working time of council staff members, for personal benefit.

## **2.5 Gifts and Benefits**

The CEO;

- (1) must not actively encourage or accept gifts and benefits; and
- (2) in the instance a gift, favour or benefit is offered, a declaration will be made and recorded on the Gifts and Benefits register.

## **2.6 Bullying, Harassment and Discrimination**

The CEO;

- (1) must not bully, harass or discriminate against another person;
- (2) must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background; and
- (3) must act with respect for cultural beliefs and practices in relation to Elected Members, staff and members of the community.

Signed:

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Anna Malgorzewicz  
Chief Executive Officer

19<sup>th</sup> October 2021