CODE OF CONDUCT FOR CHIEF EXECUTIVE OFFICER

city of PALMERSTON
'A Place for People'

COUNCIL POLICY

PURPOSE

To govern, define and outline the expected behaviour of the Chief Executive Officer (CEO) at all levels in performing duties for or acting on behalf of the City of Palmerston.

The Code of Conduct (the Code) is developed in accordance with the Local Government Act and is a statement of commitment to how the CEO will conduct themself in the delivery of service to the Community.

The Code is guided by Council's vision to make Palmerston "A Place for People" and achieve the greatest outcomes for the community through delivering Council's Community Plan.

PRINCIPLES

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 City of Palmerston, by exhibiting and being seen to exhibit the highest ethical standards in all cases.

The CEO shall:

- Act with honesty, integrity, and accountability.
- Provide full support to the City of Palmerston.
- Comply with the requirements of the Local Government Act and other legislative requirements.
- Not misuse information.
- Maintain the highest levels of confidentiality.
- Declare real or perceived conflicts of interest.
- Not accept gifts or benefits offered.
- Not bully, harass, or discriminate.
- Embrace cultural diversity.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

TERM	DEFINITION
Elected Member	Means individuals elected to Council, including the Mayor (the Council).
Chief Executive Officer	Means a person who is employed by the Council and receives a salary from the City of Palmerston.
Work Health and Safety	Means a duty of care to provide for the protection to the health, safety and welfare of workers and others within a workplace.
Conflict of interest	Means if a person has a personal or financial interest in a matter in regard to which the person is required or authorised to act or give advice.

POLICY STATEMENT

1. Honesty, Integrity and Accountability

1.1. Must act with honesty and integrity in performing official functions.

1.2. Must act with courtesy and respect towards Council staff, Elected Members, contractors, and members of the community.

1.3. Must responsibly carry out duties in line with the Code's principles and associated policies

2. Support for City of Palmerston

2.1. Must provide full support to the City of Palmerston.

2.2. Must provide accurate, frank, and impartial advice to the Council.

2.3. Must implement Council Policies and decisions.

2.4. Must be familiar with and comply with the requirements of the Local Government Act and other legislative, industrial, or administrative requirements.

2.5. Must take all reasonable steps to ensure that the information based upon which decisions or actions are made, is factually correct and relevant.

3. Management of Staff

3.1. Must ensure appropriate processes and procedures are in place.

3.2. Must ensure selection processes for appointment or promotion are fair, equitable and based on merit.

3.3. Must ensure staff have reasonable access to training and development opportunities for professional development and promotion.

3.4. Must ensure staff are treated fairly, consistently and are not subject to arbitrary or capricious decisions.

3.5. Must take all reasonable steps to ensure work health and safety obligations under legislation, regulations, policies, and procedures are met.

3.6. Never perform deliberate, wilful, or reckless activities that would create a risk to the safety and wellbeing of others.

4. Use of Information

4.1. Must take care to maintain the confidentiality and security of the City of Palmerston's documents and not misuse information gained, including but not limited to:

4.1.1. Seeking to gain personal advantage for self, or for another person on the basis of information held on official records.

4.1.2. Providing a person, or appearing to provide a person, favourable treatment, or access to privileged information.

4.1.3. Must respect the confidentiality of information obtained in confidence and not disclose any information, other than required by the law or where authority has been granted.

5. Use of Council Facilities, Equipment and Resources

5.1. Must not utilise Council equipment, or the skills or working time of Council employees, for personal benefit.

6. Disclosure

6.1. Must avoid any conflict of interest, whether actual or perceived.

6.2. If a conflict of interest exists or arises, the CEO must comply with any statutory requirement or obligations of disclosure.

6.3. Must advise the Council of any charged or convicted offence.

6.4. Must obtain written permission from the Council before engaging in outside employment, volunteer or board roles.

7. Bullying, Harassment and Discrimination

7.1. Must not bully, harass or discriminate against another person.

7.2. Must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background.

7.3. Must act with respect for cultural beliefs and practices in relation to Elected Members, staff and members of the community.

ASSOCIATED DOCUMENTS

- City of Palmerston Policy - Gifts and Benefits by Chief Executive Officer
- City of Palmerston Community Plan

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	6 December 2022	NEXT REVIEW DUE	6 December 2026
RECORDS NUMBER	435435	COUNCIL DECISION	10/641