

Code of Conduct Policy (CEO) v2

Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.



1. Legislation

Section 175(1) of the Northern Territory's *Local Government Act 2019* (LG Act) requires Council to maintain a policy for the CEO's Code of Conduct.

2. Definitions

Council means the MacDonnell Regional Council's administration.

The Council means the Councillors, President and Deputy President.

CEO means the Chief Executive Officer.

Staff is any person who carries out work for Council (including but not limited to) employees, contractors, consultants or volunteers.

3. Statement

This policy provides the principles to support Council's values:

- **Accountable:** Our work must be transparent and accountable to MacDonnell Regional Council residents.
- **Open:** We build strong relationships and seek feedback and input on our work.
- **Inclusive:** We value and incorporate local knowledge, experience and perspectives into the work we do.
- **Respectful:** We will respect and support our diverse cultures and heritage.
- **Innovative:** We will seek new ideas and ways to achieve our outcomes and improve our services.

4. Policy

4.1 Principles

4.1.1 Respect for the Role

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

The CEO must:

- a) Act with honesty, integrity and accountability.
- b) Provide full support to *the Council*.
- c) Provide accurate, frank and impartial advice to *the Council*.
- d) Implement Council policies and decisions.
- e) Maintain the highest levels of confidentiality.
- f) Be familiar with and comply with the requirements of the LG Act and other legislative, industrial or administrative requirements relevant to the CEO's official responsibilities.
- g) 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.
- h) Comply with the staff's code of conduct.
- i) Declare real or perceived conflicts of interest.
- j) Not accept gifts or benefits offered.
- k) Not bully, harass or discriminate.
- l) Embrace cultural diversity.

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4.2 Management of Staff

- 4.2.1 In relation to the management of staff, the CEO must ensure that:
 - 4.2.1.1 Appropriate documented processes and procedures are in place.
 - 4.2.1.2 Selection processes for appointment or promotion are fair, equitable and based on merit.
 - 4.2.1.3 Employees have reasonable access to training and development and opportunities for advancement and promotion.
 - 4.2.1.4 Employees are treated fairly and consistently and are not subject to decisions that lack a rational basis, disregard facts, or are unreasonable.
 - 4.2.1.5 There are suitable processes for dealing with employment-related complaints and grievances.
 - 4.2.1.6 Working conditions are safe and healthy.

4.3 Use of Information

- 4.3.1 The CEO must not misuse information gained in the CEO's official capacity. Misuse includes, but is not limited to:
 - 4.3.1.1 Seeking to gain personal advantage for self, or for another person, based on information held on official records.
 - 4.3.1.2 Initiating or spreading gossip or rumours based on personal or other information held on official records.
 - 4.3.1.3 Providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

4.4 Use of Facilities, Equipment and Resources

- 4.4.1 The CEO must not utilise Council equipment, or the skills or working time of employees, for personal benefit.

4.5 Disclosure of Offences against the Law

- 4.5.1 If the CEO is charged, convicted or acquitted of an offence, the CEO must advise *the Council* regardless of whether the CEO believes the offence relates directly to the CEO's assigned duties.

4.6 Outside Employment

- 4.6.1 Outside employment for the CEO is not allowed, except in exceptional circumstances and approved by *the Council* in writing.
 - 4.6.1.1 When considering an application from the CEO to undertake outside employment, *the Council* will give approval only if the outside employment:
 - a. could not be perceived by a reasonable person to be a conflict of interest; and
 - b. will not interfere with the performance of the CEO's duties.
 - 4.6.1.2 Any outside employment or voluntary work must be performed wholly in the CEO's private time.

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4.7 Decisions based on Statutory Power

- 4.7.1 Where the CEO makes a decision based on a statutory power, the CEO must:
- 4.7.1.1 Ensure that the legislation under which the decision is made authorises the making of that decision.
 - 4.7.1.2 Ensure that the CEO has the authority or the delegation to make the decision.
 - 4.7.1.3 Ensure that any procedures which are required by law to be complied with in the making of a decision have been observed.
 - 4.7.1.4 Ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.

4.8 Anti-discrimination

- 4.8.1 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. Breaches and Consequences

Action or behaviour that does not comply with any element of this policy can be found to have breached the Code of Conduct. Such action or behaviour must be referred to as 'suspected misconduct' until a decision is made that the action or behaviour amounts to a breach of the Code of Conduct.

If applicable, criminal proceedings will be brought against the offender.

6. Authority

The Council, 28 August 2026

7. Owner

Office of the CEO, Governance and Strategy

8. Review Date

30 August 2029

9. Related Documents

Anti-Discrimination and Equal Employment Opportunity Policy
Conflict of Interest Policy
Discrimination, Harassment and Bullying Policy
Gifts and Benefits Policy
Records Management Policy
Work Health and Safety Policy