



Tiwi Islands Regional Council

Title: Code of Conduct – Staff

Policy No: 62
Adopted By: Council
Next Review Date: April 2022
Responsibility: Manager Organisational Development and Change
Magiq ID: 232723

Version	Decision Number	Adoption Date	History
1	Resolution 52 of 25-3-20	Wednesday 25 March 2020	Adapted from policy 31 Code of Conduct 216659

POLICY

This Code of Conduct is to provide staff members with guidelines for an acceptable standard of professional conduct.

The Local Government Act requires Councils to have a Code of Conduct. In order to ensure compliance with this Code’s objectives and to promote the satisfaction of our employee’s, Council has decided to establish a Code of Conduct Policy for Staff.

This Code of Conduct aims to:

- a) Create a clear Code outlining the behavioural obligations of Council employees;
- b) Educate all employees of the professional requirements of Council;
- c) Promote Council’s professional image at all times; and
- d) Harbor a positive working environment in Council buildings.

All Council employees must behave in an appropriate manner at all times when undertaking work on behalf of Council, including treating each Council employee with dignity and respect at all times and not acting in any way prejudicial to the interests’ of Council. This Code of Conduct provides Council employees with consistent guidelines for an acceptable standard of behaviour within the workplace.



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Mandatory Code of Conduct – Elected Members, Local Authorities and Council Committee Members

In order to ensure compliance with this Code of Conduct Policy – Staff, Council has identified the following as fundamental principles:

1) Honesty and integrity

a) All employees must behave honestly and with integrity whilst undertaking work on behalf of Council or on Council business.

2) Care and diligence

a) All employees must display care and diligence in performing their work requirements.

3) Courtesy

a) All employees must act with courtesy towards Elected Members, Appointed Members, council staff and members of the public at all times.

4) Conduct towards council staff

a) An employee must act with courtesy towards another employee and should not setting up to fail another fellow employee.

5) Respect of cultural diversity

a) All employees must respect cultural diversity and must not discriminate against others on the basis of their race, gender, sexual orientation, religious affiliation, political affiliation, age, marital status, pregnancy, parental status, breastfeeding, impairment or medical history unless that discrimination is prescribed by law.

6) Conflict of interest

a) An employee must avoid conflict of interest between the employee's private interests and work responsibilities; and

b) Where a conflict in fact exists, the employee must immediately notify their immediate Director or the Chief Executive Officer as the case may be.

7) Respect of confidences

a) A member must respect the confidentiality of information obtained in confidence in the employee's work responsibilities as agreed in that employee's contract of employment.

b) An employee must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

8) Protecting council Image after work

a) All employees have a responsibility after hours in protecting of the council. This includes not wearing uniforms after hours to public appearance

b) All acts of domestic violence, assaults, racism, and civil disobedience

c) Intoxication in public places, and use of/or possession of narcotics and any unacceptable behaviour will result in disciplinary action which in turn may result in termination of employment.

9) Criminal history Check



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All employees have a responsibility to provide a criminal history check. Failure for the staff member to disclose their own current or past criminal history or a refusal to take a criminal history check will be disciplined and lead to termination.

Availability of the Code

The availability of this Code should be promoted to the local community, published on the Council website and displayed in a prominent position at the offices of the Council.

Adoption of the Code

The Code of Conduct – staff members should be signed by each party to demonstrate their commitment and understanding of the expectations for those roles.

Declaration:

I have read and agree to the Code of Conduct policy.

.....
Signature Name

Date:...../...../.....