GOV02 Code of Conduct for CEO and Staff

Policy Title	Code of Conduct for CEO and Staff	**Policy Number**	GOV02
Status	Endorsed	**Category**	Governance
Endorsement Date	29th September 2026	**Resolution**	14.01.09.26
Version	3		

Background

Section 175 of the *Local Government Act 2019* states that a Council must develop and implement a code of conduct for the CEO, it further establishes the requirement for the CEO to establish a Code of Conduct for Council staff that is accessible to all staff. This Code of Conduct ('the Code') establishes a minimum standard of behaviour that applies to all employees at Belyuen Community Government Council during work time or when they might be perceived to be representing the Council outside of work hours.

The Code is a tool that aims to positively shape the culture at Belyuen Community Government Council (the Council). The Code seeks to provide guidance and to help employees deal with ethical dilemmas they may face at work. In many instances, other Council policies will provide detailed guidelines for circumstances, but neither this Code nor the policies cover every situation. If an employee is unsure of the appropriate action to be taken in each situation, then they should seek clarification from their direct supervisor.

Policy Statement

The Belyuen Community Government Council is committed to complying with applicable laws and standards, to promote a culture of ethical behaviour, and to encourage reporting of corrupt practices, breaches of the law and matters that could be detrimental to the Council or its reputation.

The Council is committed to promoting sound principles of governance that ensure that its processes and decision making are transparent, measurable, and accountable. The council is dedicated to implementing and managing processes that meet these requirements. Any person who works for the Council must seek to achieve the highest standards of behaviour when dealing with members of the public, Councillors and each other.

As a local government authority, the Council, its employees, and representatives are the custodians of public resources. The council recognises it has obligations and expectations placed upon it by the community which it will strive to fulfil. The council will ensure procedures are in place to monitor adherence to the Code and to treat breaches seriously. This Code of Conduct acts as a deterrent to misconduct and any breaches could incur grave consequences such as disciplinary actions, termination of employment or legal proceedings.

Legislative Reference

- *Local Government Act 2019* section 175
- *Independent Commissioner Against Corruption Act 2017*
- *Public Interest Disclosure Act 2008*

Definitions

Staff/Employee includes consultants, contractors, subcontractors, employees on exchange, volunteers and students also required to comply with this Code.

Workplace means the place of employment and includes anywhere that a staff member/employee attends for the purpose of carrying out any function in relation to his or her employment with Local Government. It also includes any other work-related context, such as conferences, working from home, work functions or business trips.

Scope

This Code applies to all Council employees, including the Chief Executive Officer (CEO), full-time, part-time, casual, permanent, and temporary employees employed by the CEO to enable the Council's or the CEO's functions to be performed.

It is a condition of employment that employees comply with the Code. The Code further extends to cover contractors, subcontractors, employees on exchange, volunteers, and other unpaid workers (eg students and graduates) performing work for Council.

Councillors have a separate Code of Conduct and are not subject to this Code. The Code covers interactions with fellow employees, agency employees, contractors, consultants, Councillors, clients, and visitors, including work experience students, customers, and members of the public in workplaces.

Responsibilities

Council's responsibilities

Council's responsibilities include:

- Providing a safe workplace – The Council recognises its responsibility to provide and maintain as far as reasonably practicable, a working environment that is safe and without risks to the health of employees, contractors, volunteers, visitors, and members of the public as required by the *Work Health & Safety (National Uniform Legislation) Act*
- Transparency in decision-making means that observers can follow and understand the decision-making process and identify the reasons why a particular decision has been made.
- The council is accountable for monitoring performance in the achievement of strategic goals and financial outcomes. To do this, reporting systems provide the Council with the necessary information to assess performance.
- Governing with accountability requires Council employees and Councillors to undertake their roles in a way which demonstrates that they understand they are governing on behalf of their community.

Employees' responsibilities

The Council aims to achieve high standards in service delivery to our community. All employees contribute to this by carrying out their duties honestly, responsibly and to the best of their ability.

This includes:

- Attending for duty at times agreed in the contract of employment, Enterprise Agreement, or other Award/Agreement. Employees will not be absent during working hours without specific approval. When an absence is unavoidable employees have a duty to notify their relevant Supervisor or Manager as soon as possible.
- Completing timesheets accurately and explaining all absences.
- While at work, employees must perform the duties outlined in the position description, or as reasonably directed by their supervisor or other relevant Manager, General Manager or the CEO.
- Giving priority to Council duties over personal activities during work time.
- Actively participating in ways to improve Council systems and work practices.
- Conducting ourselves in a way so that others gain confidence and trust in Council.
- Not allowing personal conduct to distract or prevent others from doing their job.
- The need to maintain professional practitioner registration where relevant to the position requirements and to show evidence of continuing professional development.
- The need to ensure that you are working within your approved set of competencies not trying to do something you are not qualified/trained for.
- Complying with all Council policies (including this Code of Conduct), legal requirements or other relevant standards, codes, and instructions.
- The need to disclose any new matters that are material to your position eg criminal matters, loss of driver's license etc.

Employees responsible for managing or supervising others, must ensure that:

- Their work and the work of those they supervise is contributing to the achievement of their departmental and Council goals.
- Employee performance is monitored, and employees are provided with constructive and regular feedback on their performance.
- Where practicable, employees are given training and development opportunities to assist in their work and career development.
- Workloads are distributed.
- Decisions are fair and consistent.
- Employees who handle public money are properly supervised.
- Appropriate action is taken if breaches of this Code or other relevant policies or instructions occur.
- Employee absences are correctly recorded.

Policy Provisions

General Behaviour

- Act honestly and with integrity in performing official duties.
- Act with reasonable care and diligence in the performance of official duties.

- Discharge duties in a professional manner.
- Act in a way that generates community trust and confidence in the Council.
- Act in a reasonable, just, respectful, and non-discriminatory way when dealing with all people.

Conflict of Interest

When making decisions on behalf of the Council, employees must declare any real, perceived, or apparent conflicts of interest.

Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

A conflict of interest can arise if an employee's private or personal interests (or those of relatives or friends) could affect their ability to carry out their duties and make decisions objectively within their role with Council.

If an employee believes they have a conflict of interest (whether perceived or real) they must report it to the Chief Executive Officer in the first instance. The report should then be followed up in writing. Until the matter is resolved, an employee should make sure they are not part of any decision-making processes related to the matter.

Privacy and Confidentiality

Employees are expected to have read, understood, and comply with the confidentiality clauses in their contracts of employment. In general, employees are reminded that they have a duty to maintain the confidentiality of information gained in their employment. The council collects information about individuals, commercial and business information which may be personal, private and/or sensitive.

Employees should only search for information from the records management systems about matters related directly to their work, i.e., on a need-to-know basis. They must not use information gained at work for private purposes. Other types of confidential information may include personal/health information, intellectual property, commercial documents, computer software and programs, policies, financial affairs, strategic and business plans.

Employees can ensure they are maintaining privacy and confidentiality by:

- Taking care not to discuss work matters with anyone not entitled to know such information.
- Taking responsibility to safeguard confidential files and information.
- Ensuring screens are locked when leaving their computer.
- Complying with rules about sharing, correction, storage, and destruction of information.
- Seeking advice from their supervisor when in any doubt about how to proceed.

Gifts and Benefits

Council employees will at times receive gifts or benefits from external parties. All such gifts and benefits over the value of $20 are to be registered in the Gifts and Benefits Register maintained by the CEO.

The CEO will determine the appropriate use of the gift or benefit on behalf of the Local Government to reduce the risk it reasonably perceived as influencing staff in carrying out their public duty.

Once registered in the Gifts and Benefits Register, the gift or benefit shall be viewed as having been received by the Local Government as an organisation rather than the employee as an individual.

Employees must not:

- Seek gifts or benefits of any kind.
- Accept any gift or benefit that may create a sense of obligation on their part or may be perceived to be intended to or would be likely to influence them in carrying out their public duty without promptly registering the gift or benefit.
- Accept any gift or benefit from any person who is in, or who seeks to be in, a contractual relationship with Council without promptly registering the gift or benefit.

Council employees may accept hospitality provided in the context of performing their duties, including:

- Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
  a) Council work related events such as training, education sessions, workshops, and conferences;
  b) Council functions or events; and
  c) Social functions organised by groups such as Council committees and community organisations.
- Invitations to and attendance at local social, cultural, or sporting events.

Public Money, Fraud Control and Prevention

Employees must maintain high standards of accountability when managing public money and will maintain accurate records of financial transactions. Employees are not to borrow or use Council money for private purposes.

The prevention and detection of fraud is the responsibility of every employee. All employees should be aware of their role in relation to fraud prevention, and any instances of fraud or suspected fraud must be reported to their line management or the CEO.

Employees who report such matters, or who assist in the investigation of fraud/suspected fraud will not be discriminated against.

Breaches

Failure to comply with any of the provisions in this code of conduct may result in disciplinary action.

In some cases, the breach may constitute a criminal offence or breach of other legislation and be prosecuted by an external authority such as the Police, the Independent Commissioner Against Corruption or Worksafe.

Suspected breaches should be referred to the CEO, or, in the case of the CEO, the President.

Variation to this policy

This policy may be cancelled or varied sometimes. The Council's employees will be notified of any variation to this policy by the normal correspondence method.

Document Control

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Endorsed by	BCGC
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Amendments	
Next revision due	Sept 2029