

HR001 – Employee and Contractor Code of Conduct

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## 1. POLICY CERTIFICATION

Policy title:	Employee and Contractor Code of Conduct
Policy number:	<b>HR001</b>
Category:	<b>Policy</b>
Classification:	<b>Human Resources</b>
Status:	<b>Approved 12/4/2012</b>

## 2. PURPOSE

The Code of Conduct sets how all Roper Gulf Regional Council employees or contractors are to conduct themselves and the expected standard of behaviour for carrying out their roles and responsibilities. The code of conduct has been developed to assist employee and contractors to:

- understand the standards of conduct that are expected of them,
- enable them to fulfil their statutory duty to maintain proper standards of integrity, diligence and concern for public interest,
- enable them to comply with statutory requirements as set out in sections 107 and 108, and
- act in a way that enhances public confidence in the integrity of local government.

Roper Gulf Regional Council employees and contractors must comply with RGRC's code of conduct.

## 3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employee and contractors in all their duties, roles and responsibilities. This includes any employee or contractor who:

- a) work for, or provide services to the council on a contract basis; or
- b) a person who works for the council under an arrangement with a labour hire agency; or
- c) a person (other than a member of the council, a local authority, or a council committee) acting under powers of the council conferred by delegation.
- d) a person employed by the council.

## 4. POLICY STATEMENT

Employee and contractors of Roper Gulf Regional Council will conduct themselves in a manner which is honest, respectful, and safe. They will act with integrity and exercise due diligence and care when performing tasks for which they are qualified. Employee and contractors will act in accordance with all other Roper Gulf Regional Council policies and Legislative requirements including the Workplace Safety and will not divulge confidential information or make public comment in a public arena without prior authorisation from the CEO or the Council.

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*Failure by an employee or contractor to comply with RGRC’s code of conduct may give rise to disciplinary action.*

**5. DEFINITIONS**

<b>Code of Conduct</b>	Standards of behaviour expected of staff in the employment Roper Gulf Regional Council
<b>Shall</b>	Indicates the statement is mandatory
<b>May</b>	Indicates an option
<b>The Act</b>	Local Government Act
<b>RGRC</b>	Roper Gulf Regional Council

**6. PRINCIPLES**

**6.1 Act with Honesty and Integrity**

Employees and contractors must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties, role or responsibilities.

- be open and transparent in your dealings,
- use power responsibly
- avoid conflicts of interest
- strive to earn and kept a high level of public trust.

**6.2 Diligence, Due Care**

Exercise due care, diligence and skill in performing your duties, role and responsibilities. Get all the relevant information, ask questions, and understand the ramifications of your decisions and actions.

**6.3 Public Interest**

Employees and contractors have a duty to act in the best interest of the public, by promoting and supporting the key principles by leadership and example and to maintain and strengthen the public’s trust and confidence in the integrity of the shire.

**6.4 Disclose any Conflict of Interest**

Employees and contractors must disclose any conflict of interest. An employee or contractor who has a personal or financial interest in a matter in regard to which the member is required or authorised to act or give advice:

- a) must disclose the interest:
  - (i) if the employee or contractor is the CEO - to the council; or
  - (ii) in any other case - to the CEO; and
- b) must not act in the matter except as authorised by the CEO or the council (as the case requires).

**6.5 Must not Disclose Confidential Information**

Confidential RGRC business must stay confidential. An employee or contractor must not disclose confidential information obtained in the course of the staff member's work except as may be required for the staff member's official duties. An employee or

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contractor must not make improper use of confidential information obtained in the course of the staff member's work.

An employee or contractor makes improper use of information if the staff member uses it to gain some private benefit or to inflict harm on another.

### **6.6 Respect**

Employees and contractors must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different duties and roles others have within RGRC.

### **6.7 Accept Reasonable Direction**

Comply with any lawful and reasonable direction given by someone in RGRC who has authority to give that direction.

### **6.8 Public Conduct**

Employee and contractors will not make public comments on matters relating to RGRC or their employment with in a public capacity, (other than those delegated by the Council). Employee or contractors will be aware of situations that may cause tension between the public and private roles and in such cases give priority to their public role.

### **6.9 General conduct**

All employees and contractors must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, you must avoid conduct that:

- contravenes the Act, associated regulations and RGRC's relevant administrative requirements
- is detrimental to the pursuit of the charter of RGRC
- is improper or unethical
- is an abuse of power or otherwise amounts to misconduct
- causes, comprises or involves intimidation, harassment or verbal abuse
- causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to other employee or contractors, members of the public or your decision making process
- causes, comprises or involves prejudice in the provision of a service to the community.

Employee and contractors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions as a RGRC employee or contractor or under the Act or any other Act.

Employee and contractors must treat others with respect at all times.

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**6.10 Fairness and equity**

Employee or contractors have an obligation to perform their duties and role in a consistent manner, act promptly and fairly. This involves dealing with matters in accordance with established procedures and in a non discriminatory manner.

**7. REFERENCES**

Acknowledgements (original author/source documents)	
Related Policies	
Related Publications	<i>s. 106,107,108 Local Government Act (2008) NT Work Health and Safety (National Uniform Legislation) Act 2011</i>

**8. DOCUMENT CONTROL**

Policy number	<b>HR001</b>
Policy Owner	<b>Julie Cook</b>
Endorsed by	<b>Council</b>
Date approved	<b>12/4/2012</b>
Revisions	
Amendments	
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**9. CONTACT PERSON**

Position **Manager Governance, Corporate  
Planning and Compliance**

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