

 NORTHERN AREAS COUNCIL	EMPLOYEE BEHAVIOURAL STANDARDS	Version No:	1.0
		Last Adopted:	August 2023
		To be Reviewed	August 2025

Category	Behavioural Standard – Employee
Responsible Officer	Chief Executive officer
First Issued / Adopted	August 2023
Review Period	2 years
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File Reference	HR4.1

1. PURPOSE

- 1.1 These Employee Behavioural Standards have been adopted by Northern Areas Council in accordance with section 120A of the *Local Government Act 1999*.
- 1.2 These Standards form part of the conduct management framework for Council employees under the Local Government Act. They set out minimum standards of behaviour that are expected of all employees in the performance of their official duties. The Standards are mandatory rules – all Council employees must comply – and are essential to upholding the principles of good governance in councils.
- 1.3 These Standards are in addition to, and do not derogate from, other standards of conduct and behaviour that are expected of employees under the Local Government Act, other legislative requirements and policies. Conduct that constitutes, or is likely to constitute, a breach of the integrity provisions contained in the Local Government Act, maladministration, or which is criminal in nature, is dealt with through alternative mechanisms.

2. PRINCIPLES

- 2.1 Council employees must comply with these Employee Behavioural Standards in carrying out their functions as public officers. It is the personal responsibility of council employees to ensure that they are familiar with, and comply with, the Employee Behavioural Standards at all times.
- 2.2 Council employees have a responsibility to serve the best interests of the people within the Northern Areas Council community and to discharge their duties conscientiously and to the best of their ability.
- 2.3 Council employees will act honestly in every aspect of their work and comply with all relevant legal obligations and resolutions of Council.

3. BEHAVIOURAL STANDARDS

3.1 Employees of Northern Areas Council must:

3.1.1 In terms of general behaviour:

- Act honestly in the performance of official duties at all times.
- Act with reasonable care and diligence in performance of official duties.
- Discharge duties in a professional manner.
- Act in a way that generates community trust and confidence in Council.
- Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

3.1.2 In terms of responsibilities as an employee of council:

- Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- Deal with information received in their capacity as a Council employee in a responsible manner.
- Take all reasonable steps to provide accurate information to the Council and to the public at all times.
- Take all reasonable steps to ensure that their decisions or actions are based on information which is factually correct and they have obtained and considered all relevant information.
- Not make improper use of information, including confidential information, acquired by virtue of their position.
- Ensure relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions and/or actions.
- Comply with all lawful and reasonable directions given by a person with authority to give such directions.
- Only make public comment in relation to their duties if authorised to do so and restrict such comment to facts and professional advice.
- Use Council resources effectively and prudently when undertaking Council work.
- Not use Council resources, including the services of Council staff, for private purposes, unless properly authorised to do so in accordance with Council policy and payments are made where appropriate.

3.1.3 In terms of relationships within Council:

- Not make any public criticism of a personal nature of fellow Council employees or Council Members.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves or other persons, as required by the *Work Health and Safety Act 2012*.
- Report any reasonable suspicion of a breach of these Employee Behavioural Standards to the CEO or nominee.

4. COMPLAINTS

- 4.1 Complaints about an employee’s behaviour that is alleged to have breached these behavioural standards are to be brought to the attention of the CEO of the Council, or nominee.
- 4.2 Complaints about a CEO’s behaviour should be brought to the attention of the Mayor (unless the complaint has been made by the Mayor or involves the Mayor, and in such case the complaint should be brought to the attention of the Deputy Mayor or other person appointed by Council).
- 4.3 A complaint may be investigated and resolved according to the disciplinary processes of the Council relating to employees.
- 4.4 Nothing in these standards in any way derogates from the rights of an employee or duties of an employer under the *Fair Work Act 1994*, other legislation, awards, enterprise agreement or employment contracts.

5. RELEVANT LEGISLATION & DOCUMENTS

- 5.1 These standards should be read in conjunction with the following:
 - Dealing with Bullying, Harassment & Sexual Harassment – Policy
 - Dealing with Bullying, Harassment & Sexual Harassment – Procedure
 - *Work Health and Safety Act 2012 (SA)*
 - *Fair Work Act 1994 (SA)*
 - *Equal Opportunity Act 1984 (SA)*
 - *Local Government Act 1999*
 - Conduct, Counselling & Discipline Procedure

6. REVIEW

- 6.1 This Policy shall be reviewed every two years, including through engagement with Council employees. Upon review, Council will communicate the updated Policy and any associated procedures to all relevant people.

10. VERSION HISTORY

Date	Revision No.	Amendments
June 2023	1.0	New Employee Behavioural Standards
August 2023	1.0	Adopted