

# Policy Name

Council Policy



|                     |                    |                  |            |
|---------------------|--------------------|------------------|------------|
| Owner               | Elected Members    |                  |            |
| Responsible Officer | Manager Governance |                  |            |
| Decision Number     | R-183-2025         |                  |            |
| Document Number     | Governance Use     | Approval Date    | 23/09/2025 |
| Records Number      |                    | Next Review Date | 2029       |

## 1 Purpose

The purpose of this policy is to outline the code of conduct for the Chief Executive Officer (CEO) of Alice Springs Town Council.

## 2 Definitions

For the purpose of this policy, the following definitions apply:

| Term                     | Definition                                                                                                                                                                              |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee</b>          | Persons working for the organisation under an employment contract in exchange for wages or salary.                                                                                      |
| <b>Official Capacity</b> | In accordance with the <i>Local Government Act 2019</i> , the person or officer exercising powers or performing functions under, or otherwise related to the administration of the Act. |
| <b>Team Members</b>      | Employees, temporary agency staff, authorised representatives, contractors and volunteers engaged in any capacity of works within Alice Springs Town Council.                           |

## 3 Policy Statement

The CEO of Alice Springs Town Council (Council) is to exhibit the highest ethical standards in the administration of all Council affairs.

### 3.1 Honesty and Integrity

In accordance with this policy, the CEO is expected to:

- Act in a manner that reflects and reinforces the organisations values
- Must not engage in any conduct, both within and outside of official capacity that may bring disrepute or damage the organisations reputation, or undermine public trust.
- Act with courtesy and respect towards Elected Members, Council team members and the community.
- Responsibly and ethically carry out duties in line with this code.

### 3.2 Obligations to Alice Springs Town Council

#### 3.2.1 Elected Members

The CEO must:

# Policy Name

## Council Policy



- a) Provide support to Elected Members.
- b) Provide accurate, honest and impartial advice as appropriate across Council
- c) Implement Council's decisions and policies.
- d) Understand and comply with requirements relevant to the CEO's official capacity in accordance with the *Local Government Act 2019*, *Local Government (General) Regulations 2021* and other relevant legislation.
- e) Comply with the Council's Code of Conduct – Team Members.

### 3.2.2 Team Members

The CEO must:

- a) Ensure appropriate documented processes and procedures are in place.
- b) Comply with requirements relevant to the CEO's official capacity in accordance with the *Local Government Act 2019*, *Local Government (General) Regulations 2021* and other relevant legislation.
- c) Communicate Council's decisions and policies.
- d) Ensure selection processes for appointment and promotion are fair, equitable and based on merit.
- e) Ensure employees have access to relevant training, development and opportunities for advancement and promotion.
- f) Ensure team members are treated fairly and not subject to biased or impulsive decisions.
- g) Ensure Council has suitable processes for managing employment related grievances; and
- h) Ensure working conditions are in alignment with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*.

### 3.3 Use of Information

The CEO must not misuse information gained in official capacity. In accordance with this policy, misuse includes but is not limited to:

- a) Seeking to gain personal advantage for self or another person, of information held on official records
- b) Initiating or spreading rumours from personal or other information held on official records; and
- c) Providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

The CEO must exercise due diligence in maintaining the integrity and security of documents and information.

### 3.4 Use of Official Facilities, Equipment and Resources

The CEO must not use Council facilities, assets, equipment, skills or working time of team members, for personal benefit.

### 3.5 Disclosure of Offences and Conflicts of Interest

#### 3.5.1 Offences Against the Law

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

#### 3.5.2 Conflicts of Interest

The CEO must disclose conflicts of interest in alignment with section 179 of the Act and Council's Conflict of Interest Policy – CEO and Team members.

# Policy Name

Council Policy



## 3.6 Outside Employment

Outside employment for the CEO is not permitted except in exceptional circumstances and must be approved by Council in writing. When considering the application from the CEO, Council must only provide approval 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.

Outside employment or voluntary work may only be undertaken in the CEO's private time.

## 3.7 Decision based on Statutory Power

Where the CEO makes a decision based on statutory power, they must:

- a) Ensure the legislation under which the decision is made, authorises the making of the decision.
- b) Ensure there is appropriate delegation to make the decision.
- c) Ensure legal obligations have been met with any associated procedures relating to any decision; and
- d) Ensure the decision, inclusive of evidence and the reason for the decision are properly documented.

## 3.8 Anti-Discrimination

In accordance with this policy, the CEO is expected to uphold Council's commitment to the Universal Declaration of Human Rights and must comply with provisions of the *Anti Discrimination Act 1992*.

### 4 Responsibilities

Manager Governance is responsible for the oversight of this Policy.

### 5 Related Legislation and Documents

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*
- Code of Conduct – Team Members
- Conflicts of Interest – CEO & Team Members

### 6 Communication and Training

|                                                                              |                    |
|------------------------------------------------------------------------------|--------------------|
| Will this policy be communicated through consultation to teams?              | No                 |
| Where will this policy be available?                                         | Council's Website  |
| Will training needs arise from this policy? If yes, who will be responsible. | Manager Governance |