

LEADERSHIP TEAM CODE OF CONDUCT POLICY



Version	Date	History
1	23/01/2017	For Comment
1	28/02/2017	Adopted

TITLE: LEADERSHIP TEAM CODE OF CONDUCT POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: FEBRUARY 2017

1. INTRODUCTION

This Leadership Team Code of Conduct Policy relates to Katherine Town Council.

This Code of Conduct is a public declaration of the standards of behaviour that the Council have decided could reasonably be expected of Leadership Team members in the performance of their duties and functions.

Leadership Team members generally have greater levels of financial and people management responsibilities that in turn require greater levels of accountability.

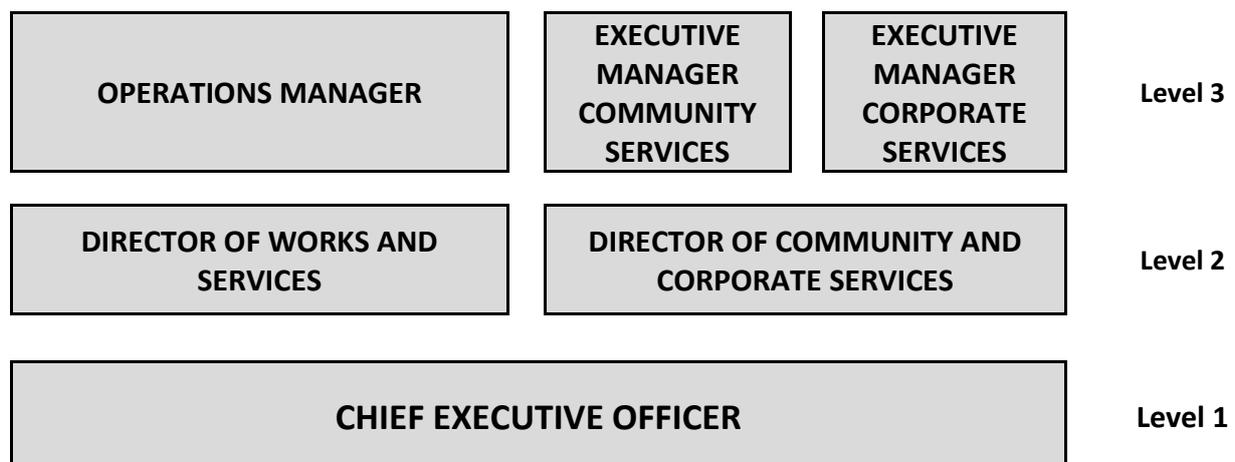
2. COMMENCEMENT AND REVIEW OF POLICY

This Policy will commence from 1/03/2017. It replaces all other policies, if any, relating to the Leadership Team Code of Conduct (whether written or not). The first review of this policy should occur one year after the date of commencement.

3. SCOPE

This policy relates to:

- All Leadership Team employees of Council (whether full-time, part-time or casual, contract, temporary staff or ‘acting’ in the role). The Leadership Team members are currently composed of the CEO as well as the next two levels of staff in the organisational structure (refer to the current org structure excerpt as an example). Leadership Team members are identified as such in their Position Descriptions.



- All of Council’s workplaces and to other places where Leadership Team members may be working or representing Council for example, when visiting a customer, client or supplier; and

- All work-related functions, for example, work lunches, conferences, Christmas parties and client functions.

This policy is in addition to the responsibilities required by the Code of Conduct (Employees) Policy.

This policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

4. PRINCIPLES OF THIS CODE OF CONDUCT

The overall principles of the organisation are that of delivering excellence in results, interacting with all to create enriching relationships, whilst the organisation's reason for existence is to serve the community sustainably.

Members of the Leadership Team of Katherine Town Council are required to maintain a higher standard of behaviours in their management of community and government derived resources and in their functions as manager and leaders of staff so as to best serve our community.

The duties of Leadership Team members and those they lead are equal in importance in fulfilling the overall aims of Council. The organisational structure and even the organisation as an entity is not an end in itself, but merely the instrument for service.

5. BEHAVIOURS

In undertaking their duties Leadership Team members must strive to act with:

Value	Intent	Measure
Integrity & Communication	<ul style="list-style-type: none"> They must act with honesty, fairness and honourably in delivering Council services. They must not develop a spirit of exclusiveness or exercise any forms of prejudice. Honest feedback, both positive and negative should be given regularly and constructively. 	<ul style="list-style-type: none"> Record the things they been requested to do, do them and let the person who made the request know it has been done. Keep all promises or explain the difficulty to the other party as soon as you are aware of your inability to keep the promise. Show up on time to meetings. Fix processes rather than blame people. They must meet regularly with their staff and give everyone with whom they work clear instructions. Admit mistakes and use mistakes as an opportunity for improvement. Refer to the annual measurement method below.
Spirit of Service	<ul style="list-style-type: none"> Leaders must act in accordance with the purpose of Council - being to serve the community sustainably as 	<ul style="list-style-type: none"> Refer to the annual measurement method below.

	public servants through the mechanism of the organisation.	
Respect	<ul style="list-style-type: none"> • They must strive to value all staff, colleagues and clients and treat them in a dignified way. They should have due regard to their rights. • They must not regard themselves as intrinsically superior to others in capacity or merit to those they are leading or serving in the community. 	<ul style="list-style-type: none"> • The manners and behaviours (including listening, valuing, courtesy and recognising) of all Leadership Team members should be of a high level in all circumstances. • Refer to the annual measurement method below.
Accountability	<ul style="list-style-type: none"> • They must take full responsibility for their actions, as well as the performance of those they supervise. • They should recognize all team member's contributions and provide a strong mutual support system. • They must learn everyone's particular competencies so that they can leverage these strengths to benefit the organisation and the community. 	<ul style="list-style-type: none"> • Clear roles, processes and delegations are given along with individual ownership. • Give people the freedom and control they need to make decisions. • Ensuring people have the resources, knowledge and assistance they need. • No blaming of others. • Refer to the annual measurement method below.

In addition to the specified measures above, the annual measurement of all values will be performed through:

1. Formal feedback during the annual review by means of a 360 degree review process that collect information from direct reports, the supervisor, a peer as well as any key external clients. The feedback will focus on the measurable criteria as well as the perception of the intent being fulfilled.
2. Any informal written feedback provided from clients throughout the year will be included.
3. Any examples provided by the manager themselves that they believe illustrate these values.

All staff in the organisation will be informed of the required conduct of the Leadership Team members of the organisation.

6. COMPLIANCE WITH THIS CODE OF CONDUCT

Responsibility for complying with these standards of conduct for the Katherine Town Council will rest with each Leadership Team member and ultimately with the Chief Executive Officer. In the case of the Chief Executive Officer, the responsibility will be placed with Council.

Council considers that any serious breach of the general principles relating to this Code of Conduct or repeated minor breaches will constitute grounds for disciplinary action, which may include an issue of a warning, reprimand, suspension, termination, or legal prosecution.

Any questions of compliance raised by Council Members, other staff or the community regarding this code will be considered by the Chief Executive officer or their nominee (or the Council in the case of the CEO).

Employees are entitled to representation in the consideration of a question of non-compliance against them and investigation and management of the matter will have regard to the principles of fairness, equity and natural justice. Investigations undertaken regarding compliance with this code will be kept confidential.

7. KATHERINE TOWN COUNCIL CONTACT

Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

VARIATIONS

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

ASSOCIATED DOCUMENTS

- Local Government Act
- Code of Conduct (Employees) Policy

Acknowledgement

I acknowledge:

- *receiving the Policy (Leadership Team Code of Conduct);*
- *that I will comply with the Policy;*
- *that these values and my alignment with them will be measured through the year and during a 360 degree review process conducted annually as part of my Annual Review;*
and
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

Signed:

Date:
