



BEHAVIOUR OF COUNCILLORS AND STAFF POLICY

POLICY GOAL	5	To ensure leadership and effective, efficient accountable management
POLICY SUB GROUP	5.1	Corporate Management
VERSION	3	
DATE ADOPTED	17 October 2017	
PLANNED REVIEW DATE	September 2021	



Objectives

To ensure Councillors and Staff maintain an appropriate level of professional conduct, behaviour and ethical standards at all times.

Policy

- 1 Councillors and staff will carry out their various duties in accordance with all relevant legislation, policies, guidelines, professional standards and Kempsey Shire Council's own adopted codes of meeting practice and conduct.
- 2 The behaviour of both Councillors and staff must enhance the community's perception and reputation of Local Government at all times.
- 3 Any recognition or reimbursement to Councillors or staff by way of certificate, gift or financial payment will be subject to adopted procedures, be transparent in nature and on the public record.
- 4 Guidelines for the provision of facilities for Councillors, the Mayor and Deputy Mayor to assist them in discharging the duties and functions of their civic office are clearly identified and available to Councillors, staff and the public.
- 5 All Council documents, policies and procedures must be produced using applicable templates and comply with corporate identity formats and standards.
- 6 All reported breaches of this policy must be subject to the relevant assessment and conduct management procedures.
- 7 All complaints will be dealt with expeditiously and in accordance with the relevant procedure.

Policy implementation procedures, guidelines and documents

Reference No.	Title
5.1.1	Code of Conduct
5.1.2	Statement of Business Ethics
5.1.3	Delegation of Authority
5.1.4	Code of Meeting Practice
5.1.5	Payment of Expenses and Provision of Facilities for Councillors
5.1.6	Disclosure of Interests
5.1.7	Fraud and Corruption Prevention Strategy
5.1.8	Code of Conduct Administration
5.5.15	Public Interest Disclosure Internal Reporting

Related Kempsey Shire Council policies

Policy No.	Title
5.2	Committees of Council Policy
5.5	Conditions of Employment Policy