

Staff Code of Conduct

Scope

1. This Code of Conduct (the Code) applies to all Gandangara Local Aboriginal Land Council (GLALC) employees (including consultants).

Purpose

2. The purpose of this Code is to ensure that the employees of the Gandangara Local Aboriginal Land Council observe the highest standards of conduct and ethical behaviour in all of their activities.
3. By maintaining such standards employees enhance their own, and the Gandangara Local Aboriginal Land Council's, standing as representatives of the Aboriginal community and increase public confidence in the management and administration of the Gandangara Local Aboriginal Land Council.

Obligations

4. As the conduct of an individual employee can reflect on the wider Aboriginal Land Council network as a whole, this Code sets out what is considered to be appropriate standards of conduct by employees.
5. Employees are to acknowledge that this Code is to have adhered to both in spirit and to the letter, so that an employee's conduct is governed by the highest standards of personal and ethical behaviour.
6. Employees must uphold the objectives of the Gandangara

Local Aboriginal Land Council and must comply with the policies and procedures of the Gandangara Local Aboriginal Land Council as well as those established by the New South Wales Aboriginal Land Council.

7. Gandangara Local Aboriginal Land Council is committed to ensuring the highest standards of ethical and professional behaviour. Employees are therefore required to exercise complete probity, honesty and diligence in carrying out their duties and responsibilities.
8. In addition, employees must exercise due care and diligence in performing their duties and ensure that their knowledge, skills and technical competencies suffice to discharge their responsibilities.
9. Respect in the workplace is imperative. Employees must treat Board members, their colleagues, customers, stakeholders, Members and the community with respect and must not engage in any kind of discriminatory behaviour, harassment, bullying or violent conduct.
10. Employees must act with integrity at all times and must not abuse their authority.
11. Gandangara Local Aboriginal Land Council takes very seriously its responsibilities to comply with all legal obligations and prohibitions. It is essential that employees must at all times comply with all relevant laws and regulations including but not limited to the requirements in the *Aboriginal*

Land Rights Act 1983 (NSW) and the *Aboriginal Land Rights Regulation 2014* (NSW).

12. In the performance of their duties, employees must not knowingly be a party to any illegal or unethical activity.
13. Employees must at all times safeguard the interests of the Gandangara Local Aboriginal Land Council and its Members. This means that employees must not enter into any agreement or undertake any activity that may be in conflict with the interests of the Gandangara Local Aboriginal Land Council, or that would prejudice the performance of their duties.
14. In the course of performing their duties, employees may come across confidential information of the Gandangara Local Aboriginal Land Council. Employees must not use any confidential information



- gained in the performance of their duties for any personal gain or in a manner that could be detrimental to the Gandangara Local Aboriginal Land Council.
15. The actions, words and the behaviour of employees not only reflect on them, but can also reflect on the Gandangara Local Aboriginal Land Council. Employees must refrain from conduct or actions that detract from the reputation of the Gandangara Local Aboriginal Land Council.
 16. Employees must not use language or engage in behaviour that may reasonably be called discriminatory, abusive, threatening, violent, bullying, aggressive or intimidating, whether verbally, physically or emotionally.
 17. Employees of the Gandangara Local Aboriginal Land Council must not, at a meeting of the Council or the Board or at any other time in the workplace, do any of the following things:

- (a) assault or threaten to assault a Board member, employee, Member or another person present at the meeting or in the workplace
- (b) move or attempt to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council, or address or attempt to address the Council or Board on such a motion
- (c) insult or make personal reflections on or impute improper motives to Board members, employees and Members
- (d) say or do anything that is inconsistent with maintaining order at a Council meeting or is likely to bring the Council or Board into contempt.

Breach of the Code

18. If a person considers that an employee has breached the Code, this should be reported to the CEO. If the report of the alleged breach is against the CEO, the report

- should be to the Chairperson.
19. If the CEO (or Chairperson if relevant) has reason to believe that an employee subject to the Code has failed to comply with it, then this will be investigated.
 20. Depending on the outcome of the investigation, it may be necessary for the Gandangara Local Aboriginal Land Council to take disciplinary action against an employee who fails to follow the Code. Disciplinary action will vary depending on the nature and circumstances of the breach of the Code.
 21. Disciplinary action may include (but is not limited to):
 - (a) Formal censure, counsel or reprimand
 - (b) Suspension
 - (c) Termination of employment.
 22. The Registrar also has the power under section 181F of the *Aboriginal Land Rights Act 1983* (NSW) to take disciplinary action against an employee in instances of misconduct.

