



shire of Ashburton
opportunity to community

Employee Code of Conduct

21 November 2024

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Message from the Chief Executive Officer

We are all in a very privileged position to be able to positively interact with and serve our community. The district as we know is vast and diverse, this presents challenges, as well as unique opportunities.

The Shire plays a crucial role in the development and maintenance of its local community infrastructure and provides a broad range of direct services to support community needs and expectations. The Shire is accountable to its local community and works with other levels of government and external entities to support and improve local services.

As local government employees (and public officers) we are all expected to demonstrate the highest standards of ethical behaviour when dealing with the community, customers, and each other. We all have a responsibility to encourage a culture where ethical conduct is recognised, valued, and followed at all levels.

This Employee Code of Conduct (Code) assists and guides employees in determining the appropriate and acceptable ethical standards of behaviour which apply in various circumstances.

It is expected all employees will follow this Code in full, and particularly the nine Standards outlined.

Our shared commitment to these Standards and our compliance with all legislative responsibilities helps us create a positive work environment for all employees and supports building and maintaining effective and trusted relationships with the community served.

Exemplary standards of ethical behaviour, personal and professional conduct whilst carrying out their public duties, functions and responsibilities is the expectation.



Kenn Donohoe

Chief Executive Officer

Purpose of our Code

The *Local Government Act 1995* (the LG Act) requires us to have an Employee Code of Conduct, and all employees are expected to abide by it.

This Code provides all Shire workers, whether paid or unpaid, with clear guidelines about the standards of behaviour, professional conduct, ethical responsibility, transparency, and accountability that is expected whilst carrying out their functions and responsibilities. In addition, in our role as public officers, Shire employees have a duty of demonstrating exemplary behavior at all times.

Often, expected workplace behaviour and standards are not clear, this Code provides clarity between acceptable and unacceptable workplace behaviour and enshrines professional conduct, ethical responsibility, transparency and accountability and the living of the Shire's values to be the normal and expected practices.

Our Code may not cover all situations, so when uncertain, we ask you to reach out to your supervisor, manager or director for support and guidance. The Code is complementary to the principles adopted in the LG Act and associated Regulations, which incorporate four fundamental aims:

- better decision-making by local governments;
- greater community participation in the decisions and affairs of local governments;
- greater accountability of local governments to their communities; and
- more efficient and effective local government.

Statutory Environment

This Code addresses the requirements in section 5.51A of the LG Act for the Chief Executive Officer (CEO) to prepare and implement a code of conduct to be observed by local government employees, and includes all matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

This Code should be read with the LG Act, the associated Regulations and all relevant Council policies and CEO directives. Employees should ensure they are aware of their statutory responsibilities under this Code and other legislation, as it applies.

Application

This Code applies to all Shire of Ashburton employees and all other workers, paid or unpaid, including, but not limited to contractors, volunteers and agency staff who are engaged to provide services, while on Shire's premises or while engaged in any work-related activity.

This Code applies to the CEO, except for clause 8.6 (Gifts).

Code of Conduct and Awareness

All Shire employees must read and acknowledge our Code, available in our onboarding e-module, as well as mandatory training modules, which includes our Code, assigned to each employee.

New employees have access to these documents and learning modules before commencement, and the same requirement applies to anyone new joining the Shire. Some of our learning modules, including the Code, must be completed annually by all employees.

When engaging contractors to undertake work for the Shire, the Shire's Procurement team must provide contractors with a copy of the Code to ensure awareness and compliance.

Our Vision, Strategic Objectives and Values

Our Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Our Strategic Objectives

Our strategic objectives support us in serving our diverse communities and include:

- People:** We will support opportunities for the community to be safe, socially active, and connected.
- Place:** We will provide sustainable, purposeful, and valued built and natural environment opportunities for the community.
- Prosperity:** We will advocate and drive opportunities for the community to be economically desirable, resilient, and prosperous.
- Performance:** We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.

Our Values

The Shire's organisational culture represents its core beliefs and practices. Underpinning our vision are our values:

- Respect:** We will acknowledge and listen to the diverse opinions and cultures of our community.
- Openness:** We will be honest, accountable, and transparent in how we do things.
- Teamwork:** We will focus on coordinating the effective and efficient delivery of services and projects.
- Leadership:** We will remain positive, and find opportunities to thrive, in all situations.
- Excellence:** We will be empowered to deliver achievable excellence in everything we do.

Health and Wellbeing: We will champion the health and wellbeing of our fellow employees and community members.

These values guide our workplace behaviour and decision-making every day. Our expectation is that every employee will be an advocate for and be an active role model for each of our values.

We all have a responsibility to perform and deliver our work in a sustainable and responsible manner. So, when employees choose to work with us, they agree to adhere to our values and accept the decisions we make as an organisation.

General Principles of Conduct

The local community has the right to expect that the following general principles will be used to guide us in our behaviours:

- (a) act with reasonable care and diligence;
 - (b) act with honesty and integrity;
 - (c) act lawfully;
 - (d) avoid damage to the reputation of the Shire;
 - (e) be open and accountable to the public and in their dealings with the Shire as their employer;
 - (f) base decisions on relevant and factually correct information;
 - (g) treat others with respect and fairness;
 - (h) not be impaired by mind affecting substances such as drugs and alcohol;
 - (i) perform all duties to the best of your ability at all times;
 - (j) ensure that decision-making consider the interests of the Shire and the community; and
 - (k) follow all reasonable and lawful directions given to you by the Shire, including complying with the Council policies, Shire directives and procedures.
-

Standard 1: Our Behaviours Reflect Our Values

Our values represent who we are as an organisation and underpin our interactions with one another and our community. By collectively living by these values at work we create a consistent organisational culture which positively impacts our community.

1.1 Personal Behaviour

Whilst this Code applies to conduct in the workplace there may be circumstances where behaviour outside of working hours has the potential to affect the community's perceptions of the integrity and professionalism of the Shire.

This may occur where there is a link between the employee and the Shire, including through online communication, for example behaviour on social media.

Applying this Standard means employees will:

- (a) Act and be seen to act properly and in accordance with the requirements of the law, the terms of this Code, Council policies, Council decisions and all directives and procedures.
- (b) Perform their duties impartially and in the best interests of the Shire uninfluenced by political or personal beliefs, persuasion, fear, or favour.
- (c) Act in good faith (i.e., honestly, for the proper purpose, and without exceeding their powers), with integrity in the best interests of the Shire and the community.
- (d) Make no assertions or allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment.
- (e) Act in observance of the General Principles of Conduct.
- (f) Use their best endeavours to promote and protect the culture, interests, and values of the Shire.
- (g) Be open, frank, and honest in their dealings with the Shire as their employer.
- (h) Understand above and below the line behaviour and act accordingly in the best interest of the Shire and the community.
- (i) Not use information obtained in the course of their employment to the detriment of the organisation or for personal or associated gain.

1.2 Serving the Public Interest

The community has placed a high level of trust and confidence in the Shire. The way we conduct ourselves impacts directly on the level of trust. Being accountable and ethical in all that we do and the decisions we make, impacts on that trust.

Accountable and ethical decision-making is about making decisions and taking actions that can be justified and accurately explained. Accountable and ethical decision-making is also about putting public interest first and ensuring that we fulfil our public duty to the highest standards.

Applying this Standard means employees will:

- (a) Ensure actions and decisions are impartial and unbiased.

- (b) Act fairly and justly, abiding by principles of due process and natural justice.
- (c) Be accountable and transparent.
- (d) Perform duties effectively and as efficiently as possible.
- (e) Consider the risk to Shire, each other, and the Community.
- (f) Behave in accordance with legislation and this Code.
- (g) Declare any actual or potential conflicts of interest.
- (h) Be mindful of community perception of conflict of interest and do everything possible to avoid this, including declaring this.

1.3 Maintaining Confidentiality

It is reasonable to expect that we manage stakeholders' confidential private information with the right level of care, discretion, and sensitivity. In support of fidelity employees must not use or disclose confidential private information, unless the use or disclosure is:

- required by law, or
- agreed to by the CEO.

Employees will only use relevant confidential private information provided to perform their duties and functions, as outlined in their position description, or as otherwise directed by the CEO.

Private information should therefore never be divulged or used inappropriately to gain direct or indirect advantage, financial or otherwise for employees or any other person or body.

All employees must always behave professionally, and any inappropriate use of information or abuse of position will constitute a breach of this Code.

Confidential private information includes, although is not limited to, any personal information as defined in the *Privacy Act 1988* (Cth.) or information in respect of the organisation and information which is not in the public domain, as well as information brought to your notice in the course of your work with the Shire, including, although not limited to:

- employee information, including, but not limited to remuneration and benefits;
- customer information,
- financial information,
- commercial information,
- contract terms and conditions,
- Workplace fact-finding information; and
- Other information provided to the Shire in confidence or marked confidential

Key Resource

[Above and Below the Line Behaviours](#)

Standard 2: Our Commitment to Business Excellence

Local government's purpose is to serve the community and therefore as employees we must ensure that all our work actions and decisions consider the community's best interest.

Short-cuts that compromise the Shire's reputation or safety of others or exposes the Shire to unnecessary risk are not tolerated. We must perform our duties in a manner that maintains and protects the Shire's reputation, considers legal requirements, effective risk management and overall good governance, whilst delivering exceptional value to and for our community.

2.1 Performance of our duties

Applying this Standard means employees will:

- (a) While on duty, give their whole time and attention to the Shire's business and ensure their work is carried out safely, efficiently, economically, and effectively.
- (b) Maintain an agile and flexible approach to work, including undertaking work duties which may fall outside the requirements of their role, when directed.
- (c) Value and uphold the standards of good governance that is required as local government employees.
- (d) At all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on their individual merits.
- (e) If there are any issues that may impact on an employee's ability to conduct the performance of their duties safely and effectively, the employee has an obligation to advise their business unit manager at the earliest available opportunity.
- (f) Leaders must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Key Resource

[Section 2.7](#) of the LG Act outlines the Role of Council [Section 5.41](#) of the LG Act outlines the functions of the CEO.

2.2 Compliance with Lawful Orders, Policies and Directives etc

In the workplace, employees must comply with any reasonable lawful order given by any person having authority to make or give such an order. If there are any doubts as to the propriety of any such order, this must be taken up with the superior of the person who gave the order.

Employees must also comply with the Council's policies, Shire directives and procedures, whether they agree with them or not.

2.3 Leadership

All employees will observe the organisational values and apply them in all that they do and promote the values to others.

Management has the responsibility to lead by example and set the organisational culture. Leaders play a critical part in establishing direction, implementing governance and controls, communicating effectively, supporting productive and collaborative working relationships, embracing, and driving change, enabling workplace diversity and exemplifying personal integrity.

All these things promote the outcomes and results sought by the Shire and benefits the community we serve.

2.4 Personal Presentation

All employees are representatives of the Shire brand and as public officers, employees must ensure their dress code is conducive to a professional business working environment and dress in a manner appropriate to their position at all times, including when attending meetings or representing the Shire in an official capacity.

Appropriate Shire issued corporate uniform must be worn by employees, as outlined in the relevant directive.

For any employee undertaking a role requiring personal protective equipment (PPE), (which may be identified through a role risk assessment), the employee will ensure adequate Shire issued PPE is worn and Shire issued equipment is used.

Key Resource

Directive – [Corporate Uniform](#)

Directive – [Personal Protective Equipment](#)

[Shire of Ashburton Enterprise Agreement 2022](#)

Standard 3: Our Commitment to a Fair, Equitable and Safe Environment

We are committed to a culture of fair treatment, providing a safe, flexible, and respectful environment, free from harassment, discrimination, and bullying, where the rights of all are protected. We are all required to treat others with dignity, courtesy and respect and have a role in creating and maintaining a safe and supportive workplace.

3.1 Harassment, Bullying and Discrimination

The Shire has a zero tolerance for any form of direct or indirect workplace harassment, bullying or any form of discrimination. Therefore, employees shall not bully, harass, intimidate, discriminate against, or support others who bully, harass, intimidate, and discriminate against colleagues, employees, or members of the public.

3.2 Work Health and Safety and Fitness for Work

Employees are expected to understand their responsibilities and obligations under Work Health and Safety (WHS) legislation and regulations, Council's WHS policies and all WHS directives and associated procedures.

Employees should ensure they are working in a safe manner and not do anything that will adversely affect the safety of themselves or another person. A safe workplace is everyone's responsibility.

All employees must ensure that the consumption of alcohol or legally obtainable substances does not affect their work performance or working relationships, their personal safety or that of others, or impact on official conduct at any time.

To support and maintain a safe workplace, employees are to report to the workplace 'fit for work' and with the ability to perform the inherent requirements of their role without impairment.

Prescription medication and any changes to prescription medication must be declared immediately and upfront to the employee's supervisor and the Shire's Organisational Development (OD) team.

Key Resources

[Work Health and Safety Act 2020 and subsidiary legislation](#)

[Work Health and Safety Codes of Practice](#)

Council Policy – [Workplace Health and Safety](#)

Directive – [Fitness for Work](#)

Directive – [Discrimination, Bullying and Harassment](#)

Directive – [Grievance and Resolution](#)

[Pulse:](#)

- WHS e-learning module and other training
- Bullying, harassment and discrimination e-learning module and other training

3.4 Principles of Employment

The CEO upholds and applies the following key principles, as set out in Part 5, Division 4, section 5.40 of the LG Act that apply to the employment, as follows:

“Employees are to be selected and promoted in accordance with the principles of merit and equity; and

- (a) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (b) employees are to be treated fairly and consistently; and
- (c) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- (d) employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety Act 2020*; and
- (e) such other principles, consistent with the above Division of the LG Act, as may be prescribed.”

Key Resources

Council Policy – [Equal Employment Opportunity](#)

Directive – [Recruitment and Selection of Employees](#)

Directive – [Recruitment Due Diligence](#)

Directive – [Diversity Disability and Inclusion](#)

Standard 4: Our Relationships and Communication with Others

We work together to achieve our shared goals. We have embedded a one-team culture, bringing together our knowledge and skills to create better outcomes for the community.

4.1 Dealings with Elected (Council) Members, Committee Members and Candidates

Applying this Standard means employees will:

- (a) Always demonstrate professionalism when dealing with Elected Members, Committee Members and Candidates.
- (b) Recognise that Elected Members and Committee Members views and opinions reflect viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist Elected Members and Committee Members in the performance of their role, and to achieve the satisfactory resolution of issues that members may raise in the performance of their official role.
- (c) Refrain from publicly criticising the Elected Members, Committee Members, Council and Candidates in a way that casts aspersions on their professional competence, credibility, or decision.
- (d) At no time carry out a direct request from an Elected Member, Committee Member or Candidate, unless directed to by the CEO.
- (e) Employees are required to advise Elected Members, Committee Members and Candidates that direct requests for information must be forwarded to Councillor Support at councillorsupport@ashburton.wa.gov.au. If a matter is confidential in nature, advice should be given to forward request to the CEO.

There is a clear separation between the functions of the Council and the Shire administration. The image below provides a simple overview.



Key Resources

[Section 2.7](#) of the LG Act outlines the Role of Council
[Section 5.41](#) of the LG Act outlines the functions of the CEO
Council Policy – [Election Caretaker](#)

4.2 Engagement with the Community

In delivering services to our community, we strive to be the 'easiest local government to do business with.' This means we must make every effort to be positive, helpful, efficient, and effective when communicating and engaging with our community.

Employees must also be committed to the principle of building a sustainable and successful partnership with the community, of which community engagement is an integral component.

The Shire's Customer Service Charter outlines the minimum expectations and commitment by employees to our customers and stakeholders.

Key Resource

[Customer Service Charter](#)

4.3 Relationships with Each Other

Applying this Standard means employees will:

- (a) Be respectful, open, and honest in the dealings with each other.
- (b) Address differences of opinion and handle them constructively and professionally in a timely manner.
- (c) Have the courage to report any dishonesty or possible dishonesty on the part of any other Employee in accordance with this Code.

4.4 Communications, Public Relations and Social Media

Applying this Standard means employees:

- (a) Acknowledge that, we are public officers in and outside of work.
- (b) Acknowledge that unless otherwise authorised, statements to the media on behalf of the Shire are only to be made by the Shire President or the CEO.
- (c) Must not, unless undertaking a duty in accordance with their employment, disclose information, make comments, or engage in communication activities about or on behalf of the Shire, employees, or Elected Members, which breach the Code.
- (d) All aspects of communications by employees involving the Shire's activities should be accurate, polite, and professional and must reflect the status, and objectives of the Shire.
- (e) All aspects of communication by employees should align with desired behaviours that support our values (including verbal, written, online or personal).

- (f) Acknowledge that all communication must serve to enhance the services of the Shire, in line with the Shire's vision and values, and must not bring the Shire into disrepute.
- (g) Employees must comply with all relevant Council policies, directives (administration policies) , procedures and all relevant legislation including copyright, recordkeeping, and privacy.

Key Resource

Council Policy – [Communications and Media](#)
Shire Values

Standard 5: Our Responsible Use of Local Government Resources

We have a responsibility to use our community's resources in an efficient and effective way that delivers maximum value to the community as whole. Local Government or as otherwise known, Shire resources include office and computer equipment, motor vehicles, tools and machinery, sport, and recreation facilities and many more. It is important that these resources are not used by employees to provide a direct or indirect personal benefit as this may be considered misconduct.

5.1 Use of Shire Resources

Applying this Standard means employees will:

- (a) Be honest in his or her use of the Shire resources and must not misuse them or permit their misuse.
- (b) Not use Shire resources such as equipment, vehicles, fuel cards, and information services technology (or the services of the Shire's employees) for private purposes, unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).
- (c) Ensure that all equipment provided to them by the Shire be utilised in accordance with Shire policies, directives, and procedures.
- (d) Use the Shire's resources entrusted to them effectively and economically in the course of their duties.
- (e) Report any damage to, or loss of, property or equipment immediately to their line manager or supervisor.
- (f) Act in compliance with applicable legislation, and local government policies and procedures when using or committing local government resources.
- (g) Return all Shire-issued equipment assets or resources when leaving the Shire.

5.2 Use of the Shire's Finances

Applying this Standard means employees will:

- (a) Act within their Financial Authorisation limit listing.
- (b) Ensure that any use of Shire monies is efficient and effective and in the best interest of the Shire and Community.
- (c) Take a conservative and proportionate approach to expenditure on hospitality during local government business.
- (d) Always meet their financial reporting and procurement obligations in respect to expenditure activities.

5.3 Travel and Sustenance Expenses Claims

Employees will only claim travel and sustenance expenses arising out of approved travel-related matters which have a direct relationship with the business of the Shire and then only business in accordance with all policies, directives and procedures and the provisions of the LG Act.

Key Resources

Council Policy – [Purchasing and Procurement](#)

Council Policy – [Regional Price Preference](#)

Standard 6: Our Management of Information and Records

The Shire is committed to making and keeping full and accurate records of its business transactions and activities in accordance with legislation, to demonstrate and support decision making and record the performance of the organisation's functions. Corporate records provide the evidence of actions taken and where decisions are made. It is acknowledged, that sound records management practices contribute to the overall efficiency and effectiveness of Shire.

6.1 Record Keeping

Corporate records are recognised as significant important assets of the Shire. All records created and received by Shire employees (including contractors), irrespective of format are to be managed in accordance with the Recordkeeping Plan and all related directives and procedures.

Quality records management is a fundamental requirement of good governance and integrity.

Applying this Standard means employees will:

- (a) record their actions and decisions to ensure transparency;
- (b) ensure the secure storage of sensitive or confidential information;
- (c) understand their recordkeeping responsibilities;
- (d) understand records management policies and procedures;
- (e) be familiar with and follow the Shire's record keeping plan and its principles and practices;
- (f) be aware of and follow the Shire's electronic recordkeeping advice; and
- (g) understand that records may only be disposed of in accordance with approved disposal authorities and may not be removed from records systems or altered without written authority.

Key Resource

[Shire of Ashburton Recordkeeping Plan](#)

6.2 Access to Information

Employees:

- (a) must only access information that they are authorised to access such as matters that relate to their work duties, roles, and functions in a specific work area.
- (b) have an obligation to provide, through their director or the CEO or DCEO, full and timely information to Elected Members about matters that they are dealing with that are before Council and that are relevant to them in the performance of their functions under the LG Act.

- (c) will ensure that Elected Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities in line with the relevant Council policy.
- (d) have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make recommendations or decisions on the matter in accordance with Shire policies, delegated authority, directives, and procedures.
- (e) will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council. Access to information is on a need-to-know basis only i.e., employees are not to access information unless there is a specific need to use that information to undertake their role.

Always encourage Elected Members to lodged request for information through Councillor Support at councillorsupport@ashburton.wa.gov.au. If a matter is confidential in nature, advice should be given to forward request to the CEO. Further information is available using the key resource.

Key Resource

Council Policy – [Elected Member Information Requests](#)

6.3 Use of Information and Disclosure

During their employment and upon ceasing employment with the Shire, employees will not remove from the Shire's care and control any Shire's resources such as documents, materials, manuals or other information or equipment. These items remain the property of the Shire at all times.

Employees must not disclose verbally or otherwise information obtained during their employment with the Shire. This does not include information which is publicly available.

Employees are prohibited from disclosing information to anyone inside or outside the Shire without the legal or professional right to know. The misuse of the personal information of our community or our employees for personal advantage or for the benefit of third parties is not allowed.

6.4 Intellectual Property

The Shire owns all rights, titles, and interests in all intellectual capital or property (IP) developed before, during or after an employee's service with the Shire unless otherwise agreed by separate contract.

6.5 Information Services and Communication Technology

Most employees have a Shire network account. The relevant directives outline appropriate use of the Shire's communications network and associated information systems.

Appropriate care should be taken when in possession of a Shire computer, laptop and / or mobile device to ensure appropriate access and to prevent any unnecessary risk, including viruses, malicious emails, theft, and loss.

Key Resources

Directive – [Information Services Mobile Device Management](#)

Directive – [Information Services Acceptable Use](#)

Directive – [Information Services Information Security](#)

6.6 Freedom of Information

Employees acknowledge that the *Freedom of Information Act 1992* (FOI Act) gives the public the right to access information and documents, subject to some limitations and exemptions. An application can be made seeking access to any information held by the Shire.

The objectives of the *Freedom of Information Act 1992* (the FOI Act) are to:

- (a) enable effective governance; and
- (b) make the persons and bodies that are responsible for State and local government more accountable to the public.

In the course of their duties employees will actively assist the CEO and the Shire's Freedom of Information (FOI) officer/s to locate documents relevant to an application made under the FOI Act.

All requests for information must be provided in writing and in a timely manner as requested by the FOI Officer. The Shire's FOI Officer is the Coordinator Records and Customer Services.

The Manager Governance is primarily responsible for FOI reviews.

Key Resource

[Information Statement](#)

Standard 7: Our Commitment to Transparent Decision-Making

It is vital that the public has confidence in the integrity of the Shire's decision-making processes. To ensure there is a high level of transparency and public confidence, we must identify, manage, and disclose interests and provide reasons for our decisions.

We do not and will not allow bias, conflict of interest, or undue influence of others to override our professional judgments.

7.1 Conflicts of Interest

A conflict of interest involves a conflict between an employee's duties and their personal or private interests. Employees may have a conflict of interest from time to time and it is extremely important that any conflict of interest be identified, reported, and appropriately managed.

Conflicts of interest can be actual, perceived, or potential;

- (a) An actual conflict of interest may arise when an employee is asked to make a decision that directly affects or impacts their personal or private interests.
- (b) A perceived interest is where an employee's decision could be questioned based on a personal or private interest that may not actually have impacted any decision. An example of this is community perception.
- (c) A potential conflict of interest arises where an employee has private interests that could conflict with their official duties in the future, or where an employee has competing interests because they hold more than one official role or duty.

Employees will ensure that they are aware of their actual, perceived, or potential conflicts of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees must always behave or act in a manner that demonstrates their impartial involvement when carrying out their duties or decision making. Biases can be both positive and negative and can have an impact on our decision-making. At all times, Employees should be alert to the following biases:

- Personal beliefs or attitudes;
- Personal or business interest or rights;
- Interest or rights of your family, friends, or colleagues.

If any such perceived bias or conflict appears to exist, the employee must declare an interest in writing to their line manager and must remove themselves from any duties and/or decision making in the relevant matter. Refer to the Conflict of Interest Reporting Form.

In meeting the requirements of this Standard, all employees:

- (a) where practical, ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties for the benefit of the Shire;

- (b) will make appropriate disclosures before dealing with relatives and close friends or others where there may be a perception that there is bias in the decision making;
- (c) must not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making a disclosure in line with the adopted Policy. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be avoided;
- (d) when in their personal capacity carry out partisan political activities, that casts doubt on the Shire, or other employees' neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such beliefs cannot be a basis for discrimination, and this is supported by anti- discriminatory legislation;
- (e) must comply with the *Local Government (Functions and General) Regulations 1996*, in any instance where they are involved in any manner with tendering for a Council contract. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of public duties must be scrupulously avoided;
- (f) must advise their director if a conflict of interest is likely to occur in the performance of their duties on a specific task. Once an interest is declared, discussions will be held to determine if it is appropriate for the employee to continue in the role and take necessary steps to avoid a conflict of interest; and
- (g) who have dealings with the Shire or have an interest, whether financial or not, in a matter before the Shire or a matter which they have reason to believe will be brought before the Shire will, in relation to that matter: -
 - (i) disclose their interests in the matter when seeking information and seek the information by written request;
 - (ii) not seek to obtain access to documents or to use the resources of the local government directly or indirectly;
 - (iii) not seek direct access to an employee dealing with the matter in a manner that would not be available to members of the public; and
 - (iv) not seek to influence other employees in dealing with a conflict matter.

7.2 Financial and Proximity Interests

Employees will adopt the requirements of disclosure of financial and proximity interests as contained within the 5.60, 5.60A and 5.60B of the LG Act.

Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the LG Act.

If an employee has a Financial or Proximity Interest this must be declared prior to providing advice or developing a report for Council.

7.3 Disclosure of Interest Relating to Impartiality

In this part, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

interest –

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship, or membership of an association.
- (1) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person will disclose the nature of the interest:
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
 - (2) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person must disclose the nature of any interest the person has in the matter:
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
 - (3) Subclauses (1) and (2) do not apply to an interest referred to in section 5.60 of the LG Act.
 - (4) A person is not required under subclauses (1) or (2) to disclose the nature of an interest if:
 - (a) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person's failure to disclose occurs because the person did not know the matter in which they had an interest would be discussed at the meeting and the person disclosed the nature of the interest as soon as possible after the discussion began.
 - (5) If, to comply with a requirement made under subclauses (1) or (2), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then:
 - (a) before the meeting, the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting, the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) If:
- (a) to comply with a requirement made under subclause (1), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (b) a disclosure is made as described in subclause (5)(b) at a meeting; or
 - (c) to comply with a requirement made under subclause (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

If an employee forms a view or reasonably believes that there may be a conflict of interest, whether real or perceived there is a clear obligation to report.

Key Resources

[Written Declaration of Interest in a Matter Before Council
Department of Local Government, Sport and Cultural Industries Operational
Guideline - Disclosures of Interest](#)

Procedure – [Declaring Interests for Agenda Items](#)

7.4 Secondary Employment

Secondary employment including volunteer work refers to a situation where a person works for the Shire but also engages in paid or unpaid work for another organisation (private or public) and it also includes volunteer work such as membership of sporting associations, bushfire brigades, SES etc. This further extends to unpaid external work and work experience, including internships

At commencement of employment or when the employee is seeking to undertake secondary employment, permission must be granted by the CEO, or a person approved by the CEO before undertaking any secondary employment.

Key Resource

Directive – [Secondary Employment](#)

Standard 8: Our Commitment to Ethical Decision-Making

An ethical and professional workplace is the best safeguard against risks to integrity, including improper conduct, misconduct, and corruption. We must be alert to these risks that may call into question our integrity. We must ask ourselves four key simple fundamental questions central to ethical decision-making:

- Am I doing the right thing?
- How would others judge my actions?
- How could my actions impact on others?
- Should I discuss this with someone else?

8.1 Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Applying this Standard means employees will:

- (a) Not engage in any unethical, fraudulent, dishonest, illegal, or corrupt behaviour.
- (b) Report any information about actual or potentially unethical, fraudulent, dishonest, illegal, or corrupt activities to their line manager or CEO.
- (c) Report any suspected breaches of the Code (Standard 9).

8.2 Securing Personal Advantage or Disadvantaging Others

An employee will not make improper use of their position to:

- (a) gain directly or indirectly an advantage for themselves or any other person;
or,
- (b) cause detriment to the Shire or any other person.

Employees should not personally benefit from Shire business activities. This extends to the award of a benefit to an employee personally from using a Shire transaction card. These award or benefits include, but are not limited to: Frequent Flyer, Fly Buys, Everyday Rewards, Airline Programmes, Hotel, and accommodation points and the like.

Any purchases or made in relation to Shire business by employees remain the property of the Shire. Redemption of rewards or vouchers for personal use is a personal benefit and will be considered misconduct.

The requirement relating to transaction cards and personal benefit does not apply to contractors procuring goods for their respective employers or when using their own business transaction cards to provide goods to the Shire to carry out contracted works.

8.3 Use of Confidential Information

Employees will not access or use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

8.4 Improper or Undue Influence

Employees will not take advantage of their position to improperly influence other Employees in the performance of their duties or functions, to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

8.5 Personal Dealings with the Shire

Employees will inevitably deal personally with the Shire (for example as a rate payer or users of Shire's services or facilities). Employees must not expect or request preferential treatment for themselves or their family because of their position. At all times employees, must avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

8.6 Gifts

Occasionally we may be offered gifts as a consequence of undertaking our professional duties. Usually these will be offered as a token of appreciation and carry no expectation. In other cases, accepting a gift could give the impression an employee may favour a particular person, business or organisation when making decisions. This may not be the intention of either the employee or person offering the gift however, perceptions must always be considered/

We are reminded to consider the appropriateness of accepting gifts, particularly employees in decision making roles and whether the acceptance of a gift could call into question the integrity of the employee or the Shire.

In this section, the following definitions have the meanings given in the *Local Government (Administration) Regulations 1996 (Regulations)*:

“activity involving a local government discretion means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

associated person means a person who –

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion;

code of conduct means a code of conduct under section 5.51A (of the LG Act);

gift –

- (a) has the meaning given in section 5.57; (of the LG Act) but does not include –
 - (i) a gift from a relative as defined in section 5.74(1 (of the LG Act); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

interest –

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship, or membership of an association;

local government employee means a person –

- (a) employed by a local government under section 5.36(1) (of the LG Act); or
- (b) engaged by a local government under a contract for services;

prohibited gift, in relation to a local government employee, means –

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.”

8.6.1 Determination of Threshold Amount

- (1) The CEO may determine an amount (which may be nil) for the purposes of the definition of threshold amount in Regulation 19AA.
- (2) A determination made under Regulation 19AF to determine a lesser amount for the prescribed threshold amount must be published on the local government’s official website.

A CEO determination has not been made to determine a lesser amount than the prescribed threshold amount.

8.6.2 Gifts and Gift Reporting

- (1) Employees may be able to accept a gift if it is not a **prohibited gift**.
- (2) All employees must carefully consider the appropriateness of accepting any gift and understand the general gift definitions, the relevant legislation, and the various reporting requirements. The overview in clause 8.6 must also be considered.
 - (a) A gift worth less than \$50, such as a keyring, pen, or chocolates and the like, may be accepted by an employee and there is no requirement for this to be formally reported to the CEO.
 - (b) A gift worth \$50 and less than \$300, may also be accepted by an employee. A gift in this value range is deemed to be a **reportable gift**. Notification to the CEO through Attain detailing the gift received is required within 10 days of the acceptance of the gift.
- (3) The notification of the acceptance of a reportable gifts, through the Attain software system, includes –
 - the name of the person who gave the gift,
 - the date on which the gift was accepted,
 - a description, and the estimated value, of the gift,
 - the nature of the relationship between the person who is an employee and the person who gave the gift,
 - if the gift is one of two or more accepted from the same person within a period of one year –
 - a description,
 - the estimated value,
 - the date of acceptance, and
 - of each other gift accepted within the one-year period.
- (3) Employees must not accept the following gift types **irrespective** of value:
 - Alcohol; or
 - Cash, cheques, shares, gift cards, vouchers, eftpos cards or any other item easily converted into cash.

Gift cards, vouchers, eftpos cards provided by the Shire are exempt from the requirements of this clause.

- (4) If an employee is uncertain about whether the acceptance of a gift may contravene the Code or create a conflict of interest or not comply with the legislative requirements, they should discuss the gift offered before acceptance with their business unit manager.
- (5) The CEO will maintain a register of reportable gifts and publish the details on Shire's official website or as otherwise required by law.

- (6) As soon as practicable, after a person ceases to be an employee, the CEO will remove from the register all records relating to the person. The removed records will be retained for a period of at least five (5) years.
- (7) This part of the Code does not apply to gifts received from a relative (as defined in s.5.74(1) of the LG Act) or received in an employee's personal capacity.
- (8) This part of the Code does not apply to the CEO. The CEO is subject to the requirements of Part 5, Division 6 of the LG Act in relation to gifts.

Key Resources

Gift Reporting: [Attain](#) (Personal log in required)
[Statutory Registers and Required Reports](#)

Note: For access to Attain or assistance please engage with the Governance team.

8.6.3 Industry awards

- (1) Where an employee is awarded formal recognition for duties undertaken as part of their employment through an industry body, the prohibited gift provisions do not apply, nor does clause 8.6.2(4). The CEO notification requirements for the award received, within 10 days through Attain, is required.
-

Standard 9: Speaking up About Wrongdoing

We all have a responsibility to speak up and report wrongdoing in the workplace.

We have an obligation and a responsibility to report suspected breaches of the Code to the CEO in writing (via the OD team); or if the breach involves the CEO, it should be reported to the Shire President, or the relevant external agency.

Misconduct can be reported either internally or externally in accordance with the grievance procedure.

If you suspect that a breach has occurred, you can report it in writing to od@ashburton.wa.gov.au or by filling out the Code of Conduct Complaints Form and submitting the completed form od@ashburton.wa.gov.au by providing sufficient details of the allegation.

9.1 Breaches of the Code

A person who has reason to believe that an employee has contravened a provision of this Code may have the allegation investigated, in accordance with Council's Complaints Management Policy by,

- (a) Completing and lodging **Appendix B** – Employee Code of Conduct – Complaint Form, or
- (b) an employee may alternately lodge a report internally online through the [Pulse Software](#) system.

A person who has reason to believe that an employee has acted in an unethical, fraudulent, dishonest, illegal, or corrupt manner may report, and have the matter investigated.

A fact-finding process will commence against any Shire employee where there is reason to believe that they have breached this Code or any other related policy or directive.

Complaints involving any reasonable suspicion of minor or serious misconduct will be reported to relevant agencies ([refer to clause 9.2](#)).

9.1.1 Complaints made for an Improper Purpose

Employees must not make a complaint or cause a complaint to be made for an improper purpose. A complaint is made for an improper purpose where it is trivial, frivolous, vexatious, or not made in good faith, or where it otherwise lacks merit and has been made for an improper purpose.

9.1.2 Receiving a Complaint

A complaint must –

- (a) be in writing; and
- (b) be specific and provide as much supporting evidence as possible to assist with an investigation.

9.1.3 Process for dealing with Complaint

A complaint relating to an employee must be made in writing to the Shire's Organisational Development (OD) Team (or Shire President in the instance of the complaint being about the CEO).

9.1.4 Fact-finding Procedures – Employees’ conduct (excluding the CEO)

Not all complaints require a formal fact-finding process. This will be determined on the seriousness and if a breach has in fact occurred.

The CEO can authorise (or can delegate authorisation of) a fact-finding process for a breach of the Code regarding employees. Wherever reasonably practical, parties will meet with the intent of resolving the issue.

Each complaint will be dealt with in a timely manner and fairly in accordance with the principles of procedural fairness and in accordance with the Shire’s policies and procedures.

Fact-finding outcomes and recommendations will be made to the CEO. The CEO can accept or reject these.

Some cases of minor and major misconduct must be reported to the Public Sector Commission and/or Corruption and Crime Commission.

9.1.5 Fact-Finding Procedures – CEO’s Conduct

Where an employee, elected member or member of the public alleges that the CEO has failed to comply with the Code, they should report the matter to the Shire President to deal with the matter in accordance with the CEO’s employment contract.

If there is reasonable suspicion of misconduct that may cause a review of CEO’s employment, if found to be substantiated, then the Deputy Chief Executive Officer, on behalf of the Shire President are to notify the Public Sector Commission and/or Corruption and Crime Commission.

Complaints will be dealt with in a timely manner and fairly in accordance with the principles of procedural fairness and in accordance with relevant policies, directives, and procedures, if any.

9.1.6 Procedural Fairness

All fact-finding processes will follow the rules of procedural fairness. The person leading this process must:

- (a) inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them;
- (b) provide the person/s with a reasonable opportunity to respond to the allegations;
- (c) hear all parties to a matter and consider submissions;
- (d) make reasonable enquiries before making a decision; and
- (e) ensure that no person is involved in enquiries in which they have a direct interest.

9.1.7 Confidentiality

Wherever reasonably practical fact-finding procedures will be kept confidential. Information will be on a needs basis and will only be shared with relevant parties, if and where required.

9.1.8 Non-compliance with the Code (Breach)

The Shire has the right to enter into a fact-finding process for any allegations of a breach of this Code by employees. Should a breach of the Code be found by such a process based upon the balance of probability, an employee may be subject to performance management action which may include ongoing review and or termination of employment.

Where a complainant lodged has been found to have been vexatious or malicious to the complainant, an employee may also be subject to disciplinary action up to, and including, termination of employment.

9.2 Misconduct

The CEO has a statutory obligation to report to the Public Sector Commission (PSC) and/or the Corruption and Crime Commission (CCC) for matters relating to:

- (a) any allegation of misconduct; or
- (b) any situation that otherwise comes to his or her attention involving misconduct, where the CEO considers on reasonable grounds that misconduct may have occurred and in the case of an allegation or situation involving an employee could constitute reasonable grounds for termination of a person's office or employment.

The [Corruption and Crime Commission Act 2003](#) requires that matters of misconduct and/or corruption be reported to the PSC or CCC and those protections are afforded to persons who make such reports. It is an offence to:

- (a) victimise any person who has given evidence to or helps the PSC or CCC;
- (b) dismiss or prejudice any person for having appeared before or having given evidence to the CCC;
- (c) cause injury or detriment to any person for having appeared before or having given evidence to the CCC.

Where an internal fact-finding procedure is required, it will be carried out in accordance with the Shire's policies and procedures.

Employees who wish to report directly to the CCC or PSC, can do so as follows:

- PSC for any incidents of minor misconduct – email minormisconduct@psc.wa.gov.au, or use the [online reporting form](#) or the online [Safe2 Say anonymous reporting portal](#).
- CCC for incidents of serious misconduct – email reportcorruption@ccc.wa.gov.au or use the [online reporting form](#).

Employees must not make a complaint for an improper purpose to the above agencies.

Key Resource

Council Policy – [Complaints Management](#)

Directive – [Grievance and Resolution](#)

9.3 Public Interest Disclosure (PID)

The Shire has a Public Interest Disclosure process to provide a confidential mechanism for investigating misconduct allegations or improper conduct and other 'public interest information' as defined in the *Public Interest Disclosure Act 2003* (PID Act)

The PID Act facilitates the disclosure of public interest information and provides protection for those making such disclosures and those who are the subject of disclosures. The PID Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken and protection for persons who make disclosures.

Where a complaint relates to the PID Act, employees should immediately report to the Shire's appointed Public Interest Disclosure (PID) Officer, Director Corporate Services any instance of misconduct or improper conduct that they suspect may have occurred.

Alternatively, employees may choose to report a PID directly to the Public Sector Commissioner. Employees should call the Advisory Line on (08) 6552 8888 for further information.

It is important to understand the rights and responsibilities in the PID process. This information is outlined in the Public Sector Commissions publication "Don't be afraid to speak up"

Key Resources

[Public Interest Disclosure Information](#)
[Don't be afraid to speak up](#)

10. General

10.1 Interaction with Children

Where it is determined by the CEO that a Shire position requires substantive direct interaction with children as part of a work requirement, employees will need to hold a valid working with children (child) card.

The Shire is committed to appropriate and safe interactions with all children of all ages through appropriate and respectful behaviour. Any allegation of child abuse will be taken very seriously and will be reported to the relevant authorities immediately.

10.2 Employee Recognition – Employees’ Service and Workplace Contribution

In line with the Shire’s employee reward and recognition directive and operational practices, the Shire recognises employee’s:

- length of continuous service; and
- positive contributions to workplace behaviors that promote organisational growth and the active demonstration of the Shire’s values.

Key Resource/s

Council Policy – [Payments to Employees in Addition to Contract or Award Directive](#) – [Employee Reward and Recognition](#)

11. Consequences of breaching our Code

Procedural fairness will be adhered to for any breach of our Code. Suspected breaches of the Code will be dealt with according to relevant Shire policies, directives, and procedures, depending on the suspected breach.

Employees may be performance managed up to and including termination of employment if they breach this Code or any Council policy or directive.

Where a complaint has been found to have been deliberately made as a vexatious or malicious complaint then the complainant may also be subject to disciplinary action up to and including termination of employment.

12. Definitions

In this Code, unless the contrary intention appears:

Associated person, refer to clause 8.6;

Bullying means, without limitation, repeated unreasonable or inappropriate behaviour directed towards a person or a group of persons and that creates a risk to physical or psychological health and safety. Bullying covers a range of behaviours which can be physical, verbal, written or online and can involve a range of different behaviours over a period. Bullying is covered by legislation and Shire definition;

CEO means the Chief Executive Officer of the Shire;

Code means this Employee Code of Conduct;

Committee means a committee established by the council under the LG Act;

Committee Member means a member of a committee who is appointed by the Council under the LG Act;

Community means ratepayers, residents, business, groups, association within the district of the Shire of Ashburton.;

Conflict of Interest, refer to Standard 7;

Council means the council of the Shire;

Directive means a descriptive statement of expectation and compliance by the CEO on a particular matter, also known as an administration policy;

Elected Member has the same meaning as “councillor, council member or member” in the LG Act, and in this Code, Shire President has the same meaning;

Gift, refer to clause 8.6;

Governance means the legislation, policies, processes, and systems established for making and implementing decisions;

Intellectual property (IP) for this document includes all present and future inventions, improvements, branding, designs, processes, concepts, ideas, information, data, formulae, programs, and strategies;

LG Act means [Local Government Act 1995](#);

Local Government Resources includes –

- (a) local government property (Refer to section [1.4 of the LG Act](#)) includes but not limited to employee time, stationery; hospitality; images; computer equipment, motor vehicles, tools and machinery, sport, and recreation facilities etc;
- (b) services provided, or paid for, by the local government;

Local government property means anything, whether land or not, which belongs to, or is vested in, or under the care, control, or management of, the local government (Refer to section 1.4 of the Act).;

Policy means any policy of the Council;

Procedure means an internal written organisational guide on a particular process or how a particular work task, function or activity is completed satisfactorily; and

Shire means Shire of Ashburton.

13. Variation

This Code is subject to periodic review, and it may be varied from time to time at the discretion of the CEO. All Shire employees will be notified of any variation by the normal correspondence method.

Key resources, associated links and related forms are maintained and updated by Governance, as and when required.

Office use only			
File reference	GV20		
Previous reference	EMP52		
Relevant delegations	Nil		
Adoption/amendment method	Chief Executive Officer		
Related legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Related organisational documents	All Council Policies, Directives and Procedures		
CEO approval	Date	21 November 2024	Record No: 2453038
Amendment record	Date		
	Date		
	Date		
Review frequency	4 years		
Last review	Not applicable		

Document responsibilities	
Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit	Organisational Development
Responsible Officer	Manager Organisational Development



Appendix A – Employee Code of Conduct Declaration

I,..... (print name)

declare I am an employee of the Shire of Ashburton, and I acknowledge that I have read the Employee Code of Conduct, and all policies and directives contained/referenced therein, and I fully understand the content and agree to meet all requirements, responsibilities and obligations.

Signed

Position

Date

Please return completed declaration to the Manager Organisational Development at od@ashburton.wa.gov.au

Appendix B – Employee Code of Conduct – Complaint Form

Note to person making the complaint:

This form must be completed if you wish to make a complaint about an employee of the Shire of Ashburton who you allege has breached the Code of Conduct.

All information requested on the form must be provided before the complaint can be processed.

Completed forms can be submitted by email to od@ashburton.wa.gov.au or by post marked “private and confidential” to PO Box 567 Tom Price WA.

Where the complaint is made against the Chief Executive Officer (CEO), the completed form should be lodged as detailed above, and also be marked for the attention of the Shire President.

Note to the person receiving the complaint form:

Any information provided on this form MUST NOT be sent or divulged in any way to the person who is the subject of the complaint.

All information requested below must be provided by the person making the complaint:

What is the name of the employee who you allege has breached the Code of Conduct?

.....

What clause/s of the Code of Conduct do you allege has been breached?

.....

What date do you allege the breach occurred?

.....

How do you allege the breach occurred? (what happened)

(Additional sheets may be attached to complaint form.)

.....

.....

.....

Were there any witnesses to the alleged breach?

.....

Are the witnesses willing to provide information to assist in resolving the complaint?

.....

If so, what are the name(s) and contact details of witnesses?

Name :

Contact details:

Name:

Contact details:

Have you attached all relevant and additional information which may assist in resolving the complaint?

Full name

Signed

Telephone and email contact

Date
