



SHIRE OF RAVENSTHORPE

Employee Code of Conduct

G1- Operational Policy Manual

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Operational Policy Objective

The Shire of Ravensthorpe (the Shire) Code of Conduct (the Code) provides Employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

Operational Policy

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

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

Statutory Environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by Employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

Application

For the purposes of the Code, the term 'Employees' includes persons employed by the Shire or engaged by the Shire under a contract for services and includes volunteers. The Code applies to all Employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. [Clause G1.15 of this Code (Gifts), does not apply to the CEO.]

Values

Our Code of Conduct is grounded in our core values of **Honesty, Communication, Respect, and Integrity**, which were identified by employees in 2025 as the values that matter most to them. These values guide how we work with one another, our stakeholders, and the broader community. We are expected to act honestly and ethically in all that we do, communicate openly and constructively, treat everyone with respect, and demonstrate integrity through our decisions and actions. Living these values every day helps create a positive, inclusive, and accountable workplace where everyone can do their best work.



SoR CORE VALUES

HONESTY

*Truthful, Genuine, Ethical,
Authentic*



*We are upfront, sincere and
open in all our actions.*

COMMUNICATION

*Open, Transparent, Clear,
Understandable*



*We share information clearly
so everyone knows what is
happening*

RESPECT

*Fair, Inclusive, Appreciative,
Considerate*



*We treat everyone with
fairness and value their
contribution.*

INTEGRITY

*Reliable, Consistent,
Accountable, Trustworthy*



*We do the right thing and
stand by our commitments.*

CODE OF CONDUCT

G1.1 Role of Employees

The role of Employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

Functions of the CEO (*section 5.41 of the Act*)

The CEO's functions are to:

- a) advise the Council in relation to the functions of a local government under this Act and other written laws;
- b) ensure that advice and information is available to the Council so that informed decisions can be made;
- c) cause Council decisions to be implemented;
- d) manage the day to day operations of the local government;
- e) liaise with the President on the local government's affairs and the performance of the local government's functions;
- f) speak on behalf of the local government if the President agrees; be responsible for the employment, management supervision, direction and dismissal of other Employees (*subject to section 5.37(2)*) in relation to senior Employees);
- g) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- h) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

G1.2 Principles Affecting Employment by the Shire of Ravensthorpe

The principles set out in section 5.40 of the Act apply to the employment of the Shire's Employees:

Principles affecting employment by local governments (*section 5.40 of the Act*)

The following principles apply to a local government in respect of its Employees —

- a) Employees are to be selected and promoted in accordance with the principles of merit and equity; and
- b) no power with regard to matters affecting Employees is to be exercised on the basis of nepotism or patronage; and
- c) Employees are to be treated fairly and consistently; and
- d) there is to be no unlawful discrimination against Employees or persons seeking employment by the Shire on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e) Employees are to be provided with safe and healthy working conditions in accordance with the *Work, Health and Safety Act 2020 (WA)*; and
- f) such other principles, not inconsistent with this Division, as may be prescribed.

G1.3 Personal Behaviour

Employees will:

- a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies (Council and CEO Operational) of the Shire;
- b) perform their duties impartially and in the best interests of the Shire, uninfluenced by fear or favour;
- c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;
- d) make no allegations which are improper or derogatory (unless true and in the public interest);
- e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- f) always act in accordance with their obligation of fidelity to the Shire.

G1.4 Honesty and Integrity

Employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) be frank and honest in their official dealing with each other; and
- c) report any dishonesty or possible dishonesty on the part of any other Employee to their Team Leader or the CEO in accordance with this Code and the Shire's policies.

G1.5 Performance of Duties

While on duty, Employees will give their whole time and attention to Shire's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.

G1.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Team Leader, Executive Manager or the CEO.

Employees will give effect to the lawful decisions and policies of the Shire, whether or not they agree with or approve of them.

G1.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

G1.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

G1.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with Shire policies.

G1.10 Dealing with Other Employees

Employees will treat other Employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.

Employees must be aware of, and comply with their obligations under relevant law and the Shire's policies regarding workplace behaviour.

Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

G1.11 Dealing with Community

Employees will treat all members of the community with respect, courtesy and professionalism.

All Shire services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

G1.12 Professional Communications

All aspects of communication by Employees (including verbal, written and electronic), involving the Shire's activities should reflect the status, values and objectives of the Shire, and in accordance with any other Shire policies.

Communications should be accurate, polite and professional.

G1.13 Personal Communications and Social Media

Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.

Employees 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, its Council Members, Employees or contractors, which breach this Code or any other Shire policies.

Employee comments which become public and breach the Code of Conduct or any other Shire policies, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

G1.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with in accordance with the Shire's policies

G1.15 Gifts

Application — This clause does not apply to the CEO.

Definitions in this clause —

Activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

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;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

Associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

Activity involving a local government discretion means an activity —

- (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.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

Gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); 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);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by one person to travel undertaken by another person.

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;

- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a), whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law.

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

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;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (a) a gift worth more than \$50 but less than \$300; 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 more than \$50 but less than \$300.
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threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, 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.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

(c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined that the threshold amount for prohibited gifts is \$0. This means that Employees should not accept any gifts.

If there is an instance when accepting a gift is unavoidable or when refusal of a gift may be inappropriate all Employees must be aware of the requirements below:

- (i) any gift offered, whether accepted or declined, must be disclosed by completing the Shire's gift declaration form;
- (ii) accepted gifts will require explanation for acceptance of the gift; and
- (iii) any gift accepted with a value above \$50 will be included in the Shire's Register of Gifts which is published on the Shire's website.

G1.16 Conflict of Interest

Employees:

- (a) will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties;

- (b) will 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 disclosing the interest to the CEO. 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 scrupulously avoided;
- (c) will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence);
- (d) who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons;
- (e) will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

G1.17 Secondary Employment

An Employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO, in accordance with CEO Operational Policy HR15 Secondary Employment.

G1.18 Disclosure of Financial Interests

All Employees will apply the principles of disclosure of financial interest as contained within the 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 Act and in accordance with the Shire of Ravensthorpe's Delegations of Authority Register.

G1.19 Disclosure of Interests Relating to Impartiality

- (a) in this clause, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

Interest means —

- (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.
-
- [r.19AA of the *Local Government (Administration) Regulations 1996*]
- (b) an Employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the Employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
 - (c) an Employee 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 Employee is required to disclose the nature of any interest the Employee has in the matter:

- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) a requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) an Employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
- (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) if an Employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
- (i) to comply with a requirement made under item (b), the nature of an Employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an Employee'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.

G1.20 Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code and any other Shire policies.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.
- (d) due discretion must be exercised by all Employees who have access to confidential, private or sensitive information.
- (e) nothing in this section prevents an Employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

G1.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or Employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

G1.22 Use of Shire of Ravensthorpe's Resources

- (a) In this clause –
 - (i) Shire of Ravensthorpe's resources includes local government property and services provided or paid for by the Shire;
 - (ii) local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government.

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire's resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire's resources entrusted to them effectively, economically, in the course of their duties and in accordance with Shire Policies;
 - (iii) not use the Shire's resources (including the services of Employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

G1.23 Use of Shire Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire's finances.
- (b) Employees will use Shire finances only within the scope of their authority, as defined in [position descriptions, policies and procedures, administrative practices].
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with [Council Policy F2 Purchasing Policy](#), and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire finances is appropriately documented in accordance with the relevant policies and procedures.

G1.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Team Leader, any Executive Manager or the CEO, in accordance with the in accordance with the Shire's policies.

G1.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the in accordance with the Shire's policies, depending on the nature of the suspected breach.

G1.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their Team Leader, any Executive Manager, or the CEO in accordance with this Policy.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire's Public Interest Disclosure Procedures, published on the Shire's website.

G1.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

G1.28 Code of Conduct Review

The Shire of Ravensthorpe's 'Code of Conduct' is to be reviewed at least biennially by the Chief Executive Officer prior to the annual Employee performance review cycles. It is during the annual review process that Employees will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all Employees acknowledging the amendments

STATEMENT OF UNDERTAKING

I _____ have read and understand the content of this document, being the Shire of Ravensthorpe Employee Code of Conduct, and agree to adhere to and promote the Code.

Signature

Date

Policy Name:	G1 – Employee Code of Conduct		CEO Approved:	Insert date
Versions	Decision Reference:	Decision Reference:		
1	OCM 19/11/19 – Item 13.4	Amended Policy – Separating Elected Members from Employees		
2	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.		
3	OCM 19/07/22 – Item 12.1.2	2022 Comprehensive Policy Manual review – move Policy from Council Policy Manual to CEO Operational Policy Manual		
4	CEO Approval-	2026 Policy Manual Review- Core Values to be included in the Code of Conduct. Additional WHS policies to be added. As recommended by LGIS.		
Legislation	<p>s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i></p> <p>r34B. [Codes of conduct about gifts] of the <i>Local Government (Administration) Regulations 1996</i></p> <p>r34C. [Codes of conduct about disclosing interests affecting impartiality] of the <i>Local Government (Administration) Regulations 1996</i></p> <p><i>Corruption, Crime and Misconduct Act 2003</i></p> <p><i>Public Interest Disclosure Act 2003</i></p>			
Industry	<p>WA Local Government Association – “<i>Model Code of Conduct</i>”</p> <p>Public Sector Commission WA – “<i>Developing a Code of Conduct guide for Local Government.</i>”</p>			
Review Date:	February 2028		Responsible Executive:	CEO