

## CGP001 – Code of Conduct

### 1. Intention

To ensure an appropriate Code of Conduct is adopted, maintained and reviewed on an annual basis supported by administration documentation in the form of management guidelines.

### 2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

### 3. Statement

Council is required in accordance with Section 5.104 of the *Local Government Act 1995* to adopt a Code of Conduct for council members, committee members and candidates.

The Chief Executive Officer is required in accordance with Section 5.51A of the *Local Government Act 1995* to adopt a Code of Conduct for employees.

The *Local Government (Model Code of Conduct) Regulations 2021* and Division 2 of the *Local Government (Administration) Regulations 1996* detail matters that must be covered in a code of conduct.

### 4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

### 5. Review

This policy is to be reviewed biennially.

### 6. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Department of Local Government, Sport and Cultural Industries: Gifts and Conflicts of Interests – Frequently Asked Questions
- Department of Local Government, Sport and Cultural Industries: Circular No 11-2019 – New Gifts Framework.

<b>Division</b>	Corporate & Governance
<b>Policy Number</b>	CGP001

<b>Contact Officer</b>		Chief Executive Officer			
<b>Related Legislation</b>		Local Government Act 1995 Local Government (Administration) Regulations 1996			
<b>Related Shire Documents</b>		Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for Employees, Contractors and Volunteers CGMP001 – Induction of Councillors CGMP002 – Induction of Employees and Volunteers CGMP003 – Complaint About Alleged Breach of Code of Conduct - Council Members, Committee Members and Candidates CGMP004 – Complaint About Council Service or Employee CG1 – Induction Certification CG2 – Complaint About Alleged Breach Form - Code of Conduct for Council Members, Committee Members and Candidates CG3 – Complaint About Council Service or Employee Form			
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Biennially	<b>Next Review</b>	May 2023
<b>Date Adopted</b>		18/12/2018		OCM18/12/126	

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
22/06/2021	Amended to reflect updated legislation and reformatted.	OCM21/06/071
<b>Previous Policies</b>		
CORP050 – Code of Conduct		