

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 Shire of Waroona, 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 with this policy and that may be useful reference material are:

- Department of Local Government, Sport and Cultural Industries: Disclosure of gifts and disclosure of interests relating to gifts.
- 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.

Division	Corporate & Governance
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Policy Number	CGP001				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Model Code of Conduct) Regulations 2021				
Related Shire Documents	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for Employees, Contractors and Volunteers HRMP002 – Induction Management Practice CGMP003 – Complaint About Alleged Breach of Code of Conduct - Council Members, Committee Members and Candidates Shire of Waroona Complaint Form				
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2025
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Amended to reflect updated legislation and reformatted.	OCM21/06/071
22/08/2023	Amended to reflect updated legislation and associated and related documents.	OCM23/08/101
Previous Policies		
CORP050 – Code of Conduct		