



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 to 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.

7. Document Control

Division	Corporate & Governance		
Policy Number	CPG001		
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 & Volunteers HRM002 – Induction Management Practice CGM003 – Complaint about alleged breach of Code of Conduct – Council Members, Committee Members and Candidates.		
File Number	GO.3 – Governance Reporting		
Risk Rating	Low	Review Frequency	Biennially
Next Review	May 25	Date Adopted	18/12/2018
OCM Number	OCM18/12/126	Previous Policy No.	CORP050 – Code of Conduct

8. Amendments

Date	Details of Amendment	Reference	Record Number
22/06/2021	Amend to reflect updated legislation and reformatted.	OCM21/06/071	N/A
22/08/2023	Amended to reflect updated legislation and associated and related documents.	OCM23/08/101	N/A
24/06/2025	Reviewed without amendment	OCM25/06/090	GO.3, CM.7