Shire of Dundas

Norseman Woodlands to Eucla Coast

Employee Code of Conduct



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Acknowledgement of Country

The Shire of Dundas acknowledges both Ngadju and Mirning as Traditional Owners, and pay respect to their Elders past, present and emerging.

Chief Executive Officer Statement

Welcome to the Shire of Dundas.

The Employee Code of Conduct provides a framework to guide our actions, decisions and interactions, ensuring we uphold the trust placed in us by our community, Council and colleagues.

We are a small organisation with significant responsibilities. Serving one of Western Australia's largest and most remote local government areas requires commitment and adaptability.

Every employee has an important role in how we operate, the services we deliver and the confidence our community places in the Shire. In a community like ours, our decisions and actions are visible and the way we conduct ourselves matters just as much as the work we undertake.

Our Employee Code of Conduct establishes the standards of integrity, accountability, professionalism and respect expected of every employee, regardless of their position or responsibilities. It is not simply a compliance document. It sets the foundation for how we work together, exercise good judgement, make decisions and fulfil our obligations as a local government workforce.

I recognise the considerable effort and dedication of our employees. Delivering services across the Shire of Dundas brings challenges that are not always experienced by larger organisations. Our strength lies in the skills, local knowledge and resourcefulness of our people and in our willingness to work together and take responsibility for getting things done.

As a team we strive to be an organisation where people are treated fairly and respectfully, where concerns can be raised and addressed appropriately, and where accountability applies at every level, including leadership.

As employees of the Shire, we are entrusted with public resources, responsibilities and the confidence of our community. That trust must be earned and maintained through our conduct, our decisions and the way we deliver services.

I ask every employee to understand this Code, apply it consistently and take personal responsibility for upholding the standards it establishes.

I am proud of the people who make up the Shire of Dundas and the work we do for our community. By maintaining high standards, supporting each other and staying focused on what matters, we will continue to build a capable, accountable and respected local government workforce that delivers for the community.



Pania Turner
Chief Executive Officer


Diverse
Inclusive
Sustainable
Accountable

Introduction

At the Shire of Dundas (the Shire), we are committed to serving our community with integrity, accountability, and professionalism. Our organisation is made up of:

- An elected Council, consisting of six Councillors. The President and Deputy President are elected by Council. Council is responsible for representing the interests of the community and setting strategic direction.
- An administration team, led by the Chief Executive Officer (CEO) and supported by an executive and management team and staff, who implement Council decisions and deliver essential services to the community.

Understanding Local Government

As a local government employee, it is essential to understand that local governments are:

- **Community-focused** – Everything we do is designed to serve and support our community.
- **Publicly funded** – Our financial resources come from rates, government grants, and commercial activities, therefore sensible and transparent financial management is essential.
- **Strict compliance and regulations** – Local Governments operate under the *Local Government Act 1995,* supporting regulations, as well other applicable legislation. The Department of Local Government, Industry Regulation and Safety provides oversight of Western Australian Local Government.

As an employee of the Shire of Dundas you are part of a team that operates across a diverse range of facilities and services. To effectively meet the needs of the community, maintaining public trust and accountability is essential. Every employee plays a vital role in shaping the community's perception of the Shire. This means we must always act in the best interests of the community and uphold the highest standards of integrity, accountability, and professionalism.

Purpose of the Code of Conduct

Part 4A of the Local Government (Administration) Regulations 1996 requires all local governments to establish a Code of Conduct. In addition to meeting these legal requirements, this Code of Conduct sets out clear expectations regarding employee performance, behaviour, and ethical responsibilities. It applies to all Shire employees, including the CEO (unless otherwise specified).

Failure to comply with the Code of Conduct may result in disciplinary action in line with the Shire's policies and procedures.



Image Lynn Webb

Breaches of the Employee Code of Conduct

Suspected breaches of the Code will be managed in accordance with the Shire's relevant policies, management practices, and procedures, having regard to the nature and seriousness of the alleged breach.

Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Employees, volunteers, and contractors may report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour to their Supervisor, Manager, Deputy CEO, or the Chief Executive Officer (CEO).

In accordance with the *Corruption, Crime and Misconduct Act 2003*, where the Shire reasonably suspects that alleged behaviour may constitute misconduct under that *Act*, the CEO will notify:

- the Corruption and Crime Commission in the case of serious misconduct; or
- the Public Sector Commission in the case of minor misconduct.

Employees, volunteers, contractors, or any other person may also directly report suspected serious misconduct to the Corruption and Crime Commission, or suspected minor misconduct to the Public Sector Commission.

In addition, employees or any person may make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour in accordance with the Shire of Dundas' Public Interest Disclosure procedures. All suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour will be managed in accordance with the Shire of Dundas' relevant employee discipline policies, management policies and procedures, and, where applicable, the lawful directions of the appropriate statutory authority.

Part 1 Professional Behaviour

Employee Responsibilities

It is your (the employee) responsibility to carefully read, understand, and apply this Code of Conduct in your daily work. By adhering to this Code and embracing the Shire's values, you contribute to a safe, respectful, and productive workplace while ensuring compliance with legal and ethical obligations.

When at work employees must devote their full attention to their work, performing duties safely, efficiently, and in line with position requirements, policies, procedures, and the law. Staff are expected to follow all lawful and reasonable directions from supervisors and management, regardless of personal agreement.

If you have any questions or concerns, you are encouraged to speak with:

- ⇒ Your supervisor or line manager
- ⇒ **Administration & Shire Businesses**: Deputy CEO
- ⇒ **Works & Services** Manager of Works and Services

Reporting Concerns & Breaches

If you believe someone has breached this Code of Conduct or have any workplace concerns, you should report the matter to:

The Deputy CEO (unless the complaint involves this officer, in which case, contact the CEO). They will guide you through the appropriate policies and procedures and assist with the grievance, complaint, or breach resolution process.

Together, by following this Code of Conduct, we ensure the Shire of Dundas remains a trusted, responsible, and high-performing local government that strives to achieve community outcomes.



Workplace Standards

The Shire is committed to a safe, productive, and positive workplace, delivering high-quality services to the community. Employees are expected to act professionally, ethically, and in line with the Shire's values.

Do:

✓ Uphold the Shire of Dundas community vision **Diverse. Inclusive. Sustainable. Accountable.**

✓ Act lawfully, professionally, and impartially in the best interests of the community.

✓ Follow all policies, procedures, and lawful directions from supervisors.

✓ Perform duties diligently, meeting required standards and seeking ongoing development.

✓ Respect Council decision-making processes and workplace safety.

✓ Be aware of and follow Shire of Dundas Policies.

✓ Maintain appropriate professional conduct, including dress standards and use of PPE.

Don't:

✗ Work while impaired by alcohol, drugs, or medication that affects performance.

✗ Attend work if unfit due to illness or impairment.

✗ Undertake tasks without proper training or qualifications.

✗ Engage in negative commentary about the Shire, Council or work colleagues.

✗ Engage in secondary employment or commercial arrangements with the Shire without CEO approval.

By adhering to these principles, employees contribute to a respectful, accountable, and high-performing workplace.

Commitment to Integrity and Professionalism

The Shire of Dundas is dedicated to earning and maintaining the trust of the Community. Councillors and staff play a role in building community trust and are expected to hold the highest standards of integrity and professionalism in all aspects of the workplace.

Always:

✓ Act with care, diligence, and professionalism.

✓ Maintain confidentiality and loyalty in all duties.

✓ Uphold honesty, integrity, and good faith.

✓ Prioritise the best interests of the Shire of Dundas community.

✓ Identify and appropriately manage any conflicts of interest.

✓ Exercise due diligence in gathering and assessing information to support sound recommendations and decisions.

✓ Make decisions based on merit, public interest, statutory obligations, good governance, and procedural fairness.

✓ Remain open and accountable to colleagues, managers, and the community.

Never:

✗ Conceal or omit information that is relevant to a disclosure or investigation.

✗ Engage in any action that could harm the reputation of the Shire or undermine public trust.

✗ Act in a way that contradicts the standards outlined in this Code of Conduct.

✗ Use social media—whether in a public or private capacity—in a manner that is rude, offensive, threatening, bullying, harassing, discriminatory, or otherwise damaging to the Shire's reputation.

By adhering to these principles, we can ensure a professional, ethical, and community-focused environment for all.



A Team Effort - working together

Achieving the Shire of Dundas Strategic Community Plan outcomes requires the collective effort of all staff. Shire staff work across a diverse range of areas and services. You are expected to always conduct yourself with professionalism in all interactions, whether with work colleagues, members of the public, suppliers, consultants, or others.

Always:

✓ Be open, honest, and transparent in all interactions.

✓ Treat colleagues and community members with respect, courtesy, and professionalism.

✓ Provide services promptly, fairly, and equitably, following the Shire's policies and procedures.

✓ Embrace diversity and ensure all individuals are treated equally.

✓ Understand and adhere to legal obligations and the Shire's policies on workplace behaviour, occupational safety, and health.

✓ Foster a safe, inclusive, and supportive work environment.

Never:

✗ Make improper or derogatory allegations unless they are truthful and in the public interest.

✗ Engage in discrimination, bullying, harassment, or intimidation.

✗ Act in a manner that causes unwarranted offense or embarrassment.

✗ Use offensive or derogatory language about others.

✗ Share or display offensive content, including memes, cartoons, or inappropriate images.

✗ Make jokes or comments about someone's personal attributes, such as race, physical appearance, gender, ethnicity, sexual orientation, age, or disability.

Leadership – striving for excellence

Leadership sets an important example for staff, the community, and other stakeholders. Leadership is expected to be familiar with, and comply with this Code of Conduct, Shire of Dundas policies and procedures, and required legislation.

Leaders always strive to:

✓ Lead by example in all aspects of your conduct.

✓ Uphold and comply with this Code of Conduct, the *Local Government Act 1995*, and all relevant laws, policies, and procedures applicable to your role.

✓ Ensure your team understands and applies this Code of Conduct, along with the requirements of the *Local Government Act 1995* and other applicable laws and regulations, in their daily responsibilities.

✓ Contribute to a workplace culture that supports team members to develop knowledge and skills.

✓ Be accessible to support your team, answer questions, and provide guidance as needed.

✓ Set clear goals and expectations for your team, regularly measure and monitor performance, and offer direction to drive success.

✓ Provide fair, consistent, and constructive performance feedback in line with the Shire's performance management policies and procedures.

✓ Hold employees accountable for any breaches of this Code of Conduct, policies, procedures, or legal requirements, including the *Local Government Act 1995*.

Workplace communication can take various forms, including verbal, written, or electronic exchanges. These communications may occur

internally between Shire employees or externally with community members, advisors, service providers, and contractors.

Part 2 People and Behaviours

Bullying, Discrimination and Harassment

The Shire has zero tolerance for discrimination, bullying, or harassment. Everyone must treat others with respect and be mindful of cultural differences.

Always:

✓ Treat others with respect, courtesy and professionalism.

✓ Be inclusive in your interactions with other employees, contractors, volunteers, customers and the Community.

✓ Engage in equitable and non-discriminatory employment decision making including recruitment, evaluation, promotion, accessibility, training and development, and performance management.

✓ Report incidences of bullying, discrimination, and harassment in the workplace to your line manager or the Deputy CEO.

Never:

✗ Engage in discrimination, bullying, harassment, or intimidation.

✗ Allow personal prejudices and preferences to influence employment related decisions including recruitment, evaluation, promotion, training, accessibility, and performance management.

Respecting and Valuing Diversity

We foster a respectful, inclusive, and safe workplace where everyone feels valued.

We value diversity and do not discriminate in any way based on race, colour, religion, age, gender or gender identity, sexual orientation, marital or carer status, disability, ethnic origin or nationality.

Workplace Communications

All workplace communications, even those intended to be private, have the potential to become public through investigations or Freedom of Information requests. Additionally, certain communications may be deemed misconduct and become notifiable under the *Corruption, Crime and Misconduct Act 2003*.

Employees are expected to communicate professionally and carefully in conversations, written documents, recordings, emails, and personal social media posts.



Personal Communications and Social Media

Personal communications made in private conversation, written, recorded or posted on personal or public social media platforms, have the potential to become public, whether intended or not.

Shire staff must not disclose information, make comments, or engage in communication about or on behalf of the Shire, Council or Councillors, employees, volunteers, or contractors, unless you have been authorised to do so.

Unauthorised personal comments may breach the Code of Conduct, resulting in performance management.

Always:

✓ Ensure all communications are professional, respectful, and accurate.

✓ Exercise discretion when engaging in public discussions in a private capacity to avoid any perception of representing the Shire.

✓ Respect the Shire's decision-making processes and adhere to any requirements under the *Local Government Act 1995* regarding information and decisions that must be communicated by the President or CEO.

✓ When conversing in another language with a colleague, ensure it is done privately and not in the presence of other employees or customers.

Never:

✗ Make public comments regarding any matters related to the Shire to the media or on social media unless directed by the CEO.

✗ Disclose information, make comments, or engage in communication activities on behalf of the Shire, its Council members, employees, or contractors unless it is part of your official duties or in accordance with a direction from an authorised individual.

✗ Engage in any communication that can be considered discrimination, bullying, harassment, or intimidation.

EXAMPLE

A resident posts a complaint on a local community social media page about one of the Shire's services. As an employee in that department, you recognise that the information shared is inaccurate and one-sided. Frustrated by the misleading post, you respond with a comment disagreeing with the resident. This leads to an ongoing exchange, during which you unintentionally disclose confidential information related to the issue.

OUTCOME

Even if the original post contained incorrect information, your response has breached the Shire's Employee Code of Conduct and Social Media Policy. As a result, performance management actions will be taken.

The Shire has established public communication procedures to manage community concerns. If you encounter misleading or concerning posts on social media, speak with your supervisor or line manager rather than responding directly. Only the Shire President or CEO are authorised to make public comments on strategic or operational matters related to the Shire of Dundas.

Drugs, Alcohol and a Smoke Free Environment

The Shire seeks to provides a healthy and safe workplace which in, smoke-free, and drug- and alcohol-free workplace. Staff, volunteers, and contractors must remain fit for duty, not attend work under the influence of alcohol or drugs, and always conduct themselves responsibly at work and work-related events.

Providing a safe work environment includes providing a smoke free workplace. This means the use of all tobacco products, including anything that resembles a tobacco product (including e-cigarettes) is prohibited in/on Shire facilities, buildings, properties, workplaces and within 10 metres of an entrance or window/air-conditioning intake. The Shire is not required to provided specified smoking breaks for workers. Staff breaks including rest and meal breaks are designated as per the *Local Government Award 2020*, and relevant legislation.

Employees must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and illicit drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions (Work Safe, 2008).

Always:

✓ Ensure you are fit for work and free from the effects of alcohol, drugs, or other substances.

✓ Respect the smoke-free workplace by not using tobacco, e-cigarettes, or similar products in or around Shire premises (including within 10 metres of entrances, windows, or air intakes).

✓ Conduct yourself responsibly at work-related events where alcohol may be served.

Never:

✗ Attend work if you are under the influence of alcohol, drugs, or any other substance that may affect your performance or safety.

✗ Smoke, vape, or use tobacco products outside of designated areas on Shire facilities, properties, or workplaces.

✗ Take "smoke breaks" in addition to your allocated breaks.

✗ Bring illegal substances into the workplace.

Addiction and alcohol abuse can impact your personal and work life. Shire of Dundas employees struggling with addiction should speak with their line manager and seek medical support.

Dress and Appearance Standards

Shire staff are expected to always present a professional and positive image. Staff must dress appropriately for their role, maintain good personal hygiene, and wear any required uniform, PPE, or name badge. Clothing should always be professional, fit for purpose, and non-offensive.

On occasion the Shire may run Casual Dress Days, or Dress-up Days in support of a charity or specified event. The events must be authorised by the CEO and attire/costumes must not be offensive in any way. Discrimination in any form will be addressed. Professional standards are required to be maintained at all Shire events.

Use of Shire Resources

The Shire provides assets and resources to support employees, volunteers, and contractors in performing their duties relating to Shire roles. These must be used responsibly and only for work-related purposes. All assets remain the property of the Shire.

Assets and resources can be physical and non-physical property including:

- The office space, facilities and buildings we work in
- Technology including software and hardware such as laptops
- PPE
- Machinery and equipment
- Keys/security cards
- Credit cards
- Office supplies
- Intellectual property

Some employees, volunteers or contractors may be allocated additional assets or resources to ensure they are fully equipped to carry out the duties of their role. This does not make that asset or resource an entitlement, and such assets and resources may be revoked at any time with notice. Misuse or neglect of Shire resources will result in performance management.

Always:

✓ Use Shire assets and resources responsibly and for work-related purposes only (this does not apply to employee benefits listed in engagement contracts).

✓ Take care of equipment, vehicles, and other resources to ensure they remain in good condition.

✓ Report any damage, loss, or misuse of Shire property promptly.

✓ Use resources efficiently to support sustainability and cost-effectiveness.

Never:

✗ Use Shire assets, equipment, or resources for personal or non-work-related activities.

✗ Allow unauthorised persons to access or use Shire property.

✗ Remove of dispose of Shire assets without approval.

✗ Use Shire assets for illegal activities.

Outside Employment and Volunteering

Paid Work

If you wish to undertake outside employment, you must have CEO approval as per the Outside Employment Management Operational Policy.

Volunteering

The Shire recognises and values the contributions volunteers give to the community. Employees can undertake volunteer (unpaid) work, outside of their role at the Shire if there are no conflicts of interest and their duties with the Shire are not adversely affected.

Defence Reservists

The Shire recognises that Australian Defence Reserves are an important part of our national defence strategy and that support to the Defence Reserves is essential to their continued effectiveness. The Shire has a Defence Reservist's Leave Policy to ensure that members of the Defence Reserve Service employed by the Shire can access a reasonable amount of additional leave for that purpose.



Security

The Shire maintains security protocols to safeguard the safety and wellbeing of employees, volunteers, and contractors, as well as to protect Shire assets and information. To support these measures, all employees are expected to:

- Report suspicious activities immediately.
- Where your role is assigned with personal security devices ensure they are used as per instruction.
- Remote workers are to ensure they understand and follow the Shire of Dundas Remote Workers Procedures.
- Not share passwords, access codes, or keys with others.
- Keep facilities access fobs/keys in a secure place and report any lost items as soon as possible.
- Ensure all Shire assets and information are secure, including electronic devices.

Misconduct, Fraud, and Corruption

What is Misconduct?

Misconduct occurs when an employee fails to act in accordance with the Shire's Employee Code of Conduct, their Position Description, Employment Contract, Shire Policies and Management Practices, or any statutory or common law obligations governing the employment relationship.

Examples of misconduct may include, but are not limited to:

- Failing to follow a reasonable and lawful direction from a Supervisor or Manager.
- Using profane, abusive, or offensive language, or engaging in other inappropriate or unprofessional behaviour.
- Excessive absenteeism, failing to attend rostered shifts or duties without appropriate notice, or repeated lateness in reporting to work or returning from breaks.
- Misuse of the Shire's computer systems, internet, email, or other electronic communication systems contrary to the relevant IT procedures.

- Misuse, unauthorised use, or negligent handling of the Shire's property, assets, equipment, or vehicles.
- Falsifying records, such as timesheets or other official documentation.
- Possession, use, purchase, or sale of illegal drugs, substances, or weapons on Shire premises or while representing the Shire; or being under the influence of illegal drugs, alcohol, or intoxicants in the workplace.
- Careless, negligent, or unsafe behaviour that endangers, or could reasonably be expected to endanger, the health and safety of oneself or others.

What is Fraud?

Fraud refers to any dishonest or deceptive activity that results in, or has the potential to result in, financial or material loss to the Shire or any individual. It includes the theft of money, property, or other assets by employees or external parties, where deception or misrepresentation occurs before, during, or after the activity.

Examples of fraud may include, but are not limited to:

- Stealing or obtaining property, financial benefit, or any other advantage through deception or dishonesty.
- Providing false or misleading information or deliberately withholding information where there is an obligation to disclose it.
- Creating, using, or possessing forged or falsified documents, including but not limited to timesheets, invoices, or receipts.
- Manipulating financial records, expense claims, or timesheets for personal gain or to misrepresent information.

What is Corruption?

Corrupt conduct (corruption) occurs when an employee uses, or attempts to use, their position, authority, or access to information for personal gain or advantage. Corruption also includes behaviour involving fraud, theft, misuse of position or authority, or any other actions that are unethical, dishonest, or contrary to the expectations of the Shire, its community, or its stakeholders.

Corrupt conduct may also involve breaches of trust, confidentiality, or impartiality, including situations where personal interests improperly influence official duties.

Examples of corrupt behaviour include, but are not limited to:

- Failing to appropriately manage or declare a conflict of interest.
- Dishonestly using influence or authority to obtain an advantage for oneself or others.
- Blackmail or coercion in the course of official duties.
- Failure to disclose gifts, benefits, or hospitality, including offers of meals, event invitations, travel, or accommodation.
- Accepting bribes or inducements.
- Unauthorised release of confidential, private, or commercially sensitive information, or intellectual property belonging to the Shire.

The Shire expects that no Shire property, item, or equipment is to be removed from Shire premises, or used for personal purposes, without prior written approval from the Chief Executive Officer.

If approval is granted for employees to take or use items for personal purposes, all employees within the relevant work area must be provided an equal opportunity to request or access the item. Requests should be made in writing (for

example, via email) to ensure transparency and accountability.

Examples of activities requiring written approval include, but are not limited to:

- Personal use of Shire workshop or wash bay facilities for non-Shire vehicles.
- Removal or personal use of small plant, equipment, tools, or machinery.
- Use of Shire vehicles, trailers, or other assets for private purposes.
- Removal of items or materials disposed of at the Recycling Centre.
- Removal of stationery, catering items, construction materials, or nursery stock.
- Removal of Shire documents, records, or computer equipment (unless specifically directed).

Conflict of Interest and Personal Benefits

Shire employees must not use their position for personal gain or to benefit others, or to inappropriately influence others. This obligation is not only outlined in our Code of Conduct but is also a legal responsibility under the *Crime, Corruption and Misconduct Act 2003*. Breaching this could lead to legal consequences**.**

Additionally, do not misuse your position to unfairly disadvantage or cause harm to the Shire, any individual, or entity.

Being informed about, understanding and following Council Policies and operational procedures and protocols relating to procurement, and conflict of interest is important and required. If you have questions or do not understand a policy speak with your line manager.

Gifts

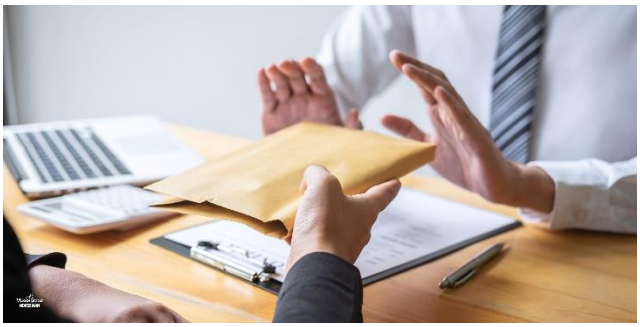
Whilst it is nice to be recognised for your work, receiving gifts as a Shire employee can create a real or perceived conflict of interest, influence your decisions unfairly, or even be seen as a bribe. This could affect your ability to do your job properly and harm the Shire's and Council's reputation.

As an employee, you might be offered gifts such as:

- Alcohol, food, or event tickets
- Paid travel or accommodation
- Gift vouchers
- Merchandise or gift bags
- Free product samples
- Discounts or fee waivers

All gifts being offered due to your role as a Shire employee must be reported to the Deputy CEO. Some gifts are eligible to be received but may need to be registered on the Gift Register.

Employees must also report gifts that are being offered to family members and close relationships, due to the connection that they have with you as a Shire employee.



What is a "Gift"?

A "gift" is when you receive a financial benefit, including property, from someone without paying money at value or providing other valuable consideration for it.

There are three types of Gifts employees need to consider in relation to this Code of Conduct.

Acceptable Gifts

These are gifts that you receive in your every-day life which are not related to your employment at the Shire. For example:

- a gift from a relative.
- a gift from a statutory authority, government instrumentality or a non-profit association for professional training; or
- a gift from WALGA, the Australian Local Government Association Ltd, the Local Government Professionals Australia WA or the LG Professionals Australia.

Notifiable Gifts

A "notifiable gift" is a gift:

- with a value between $75 and $300; or
- multiple gifts given by the same person over the course of a six-month period where the combined value of those gifts is between $75 and $300.

Prohibited Gifts

Employees must not accept prohibited gifts.

A gift becomes a "prohibited gift" when either:

- it is worth $300 or more; or
- the same person gives multiple gifts over the course of a twelve-month period with a cumulative total of $300.

Where this applies, further gifts cannot be accepted within the twelve-month period once the $300 threshold has been reached.

Who is an "associated person"?

An "associated person" is a person who you know is (or it is reasonable to believe that person is) undertaking or seeking to undertake an activity which is either a commercial dealing with the Shire of Dundas or requires the Shire's or Council's authorisation.

Example of an "associated person"

- A supplier, contractor or consultant to the Shire.
- Person or organisation involved in a current or potential future tender process.
- A current or potential future grant applicant.
- A person or organisation likely to directly or indirectly benefit or be advantaged by a decision to be made by Council.

Disclosing and Recording Gifts

The Shire of Dundas keeps a register of all notifiable gifts received by employees. Staff are expected to be aware of their responsibility to declare notifiable gifts and provide all relevant information relating to gifts.

It is expected that you will disclose and be forthcoming with all relevant information regarding a "notifiable gift" that you receive.

Always:

If you receive a "notifiable gift" from an "associated person", you must within 10 days of being offered the notifiable gift notify the CEO in writing of the following:

✓the name of the person who gave you the gift;

✓ the date the gift was given;

✓a description and estimated value of the gift;

✓ the nature of your relationship with the person who gave you the gift; and

✓ if you have received a gift from that person already within the past 12 months, the description, estimated value and date of the previous gift.

The gift will be listed in the Shire of Dundas gift register and is published on the Shire's website.

Note: *As soon as practicable after a person ceases to be an employee, all records relating to*

that person and will be removed from the public register, however those records will be retained period of at least 5 years.

Disclosure of Interest

It is important to carefully consider the risk of conflicts of interest, as they can affect both the community's trust in the Shire and Council, or your own professional reputation and integrity.

You may have an interest if something could affect, or could be seen to affect, your ability to give fair and unbiased advice or make decisions at work.

If you hold delegated authority, are a designated employee, or provide advice or reports to Council or Committees, you must know and follow the rules on disclosing interests under the *Local Government Act.*

An interest can come from things like:

- A family member or friend being involved;
- An organisation you are part of (for example, a sports club or community group);
- You, your family, or a friend owning land close to land that is the subject of a planning or zoning application (this is called a "proximity interest").

Sometimes your relationships or connections could affect, or could be seen to affect, the decisions or advice you give at work. This can happen if a person or organisation you are linked with is involved in something that the Shire has to decide on.

An interest can be:

- Actual (it is happening now);
- Potential (it could happen in the future); or
- Perceived or apparent (it looks like a conflict, even if it isn't).

EXAMPLE

ACTUAL INTEREST

You are a manager and your best friend applies for a job in your team.

Your parents apply for a building permit, and your team is assessing that application.

POTENTIAL INTEREST

You are on the committee of a local not-for-profit that may apply for a Shire grant.

With the CEO's approval, you work part-time for a local business that might tender for a Shire contract.

PERCEIVED INTEREST

Even though you're not involved in the process, your brother-in law wins a Shire contract and you are a manager at the Shire.

You are responsible for awarding a tender, and one of the tenderers is your spouse's employer.

Always

✓ Ensure your personal interests do not conflict, or appear to conflict, with your professional duties.

✓ If you believe you may have an interest in a matter being handled by the Shire, disclose it immediately to your manager, who will on-report to the DCEO.

Never

✗ Ignore a potential, actual, or perceived conflict of interest — if in doubt, disclose it.

✗ Participate in decisions, discussions, or actions where you have a personal or financial interest, unless authorised after full disclosure.

✗ Use your position, influence, or access to information for personal gain or to benefit family, friends, or associates.

✗ Withhold information about an interest that could affect the Shire's decision-making or public confidence.

✗ Assume the rules don't apply — always check your obligations under the *Local Government Act* and seek advice from senior officers if unsure.



Document Control:

Action	Date / Decision	Amendments
Adopted	18 December 2025 – CEO	Made.
Amended	17 October 2026 – Council / CEO	Additional wording regarding prohibited gifts – 'Employees must not accept prohibited gifts.' New CEO statement.

Employee Declaration

I, _____, acknowledge that I have received, read and understood the Shire of Dundas Employee Code of Conduct.

I agree to comply with the Code and to behave in a manner that upholds the values, policies and legal obligations of the Shire.

I understand that failure to comply with the Employee Code of Conduct may result in disciplinary action, which may include termination of employment.

I acknowledge that it is my responsibility to seek clarification from my supervisor or the Chief Executive Officer if I am unsure about any aspect of the Code of Conduct or how it applies to my role.

Employee Name:

_____

Signature:

_____

Date:

_____