







City of Wanneroo

Employee Code of Conduct

May 2025

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Message from the Chief Executive Officer

This Employee Code of Conduct (the Code) outlines the standards of behaviour expected from all representatives of the City of Wanneroo.

Together with our values, the Code forms the foundation of our culture, builds trust with the community and ensures our overall efficiency as a team.

It applies not only in the workplace, but also during events and activities outside of business hours or away from City premises, where a workplace connection exists.

By adhering to the standards set out by the Code, we create a respectful, safe and professional workplace where everyone can thrive, and reinforce our standing as a trusted organisation within the community. Trust isn't earned overnight; it's the result of consistently doing the right thing – both when people are watching and when they are not.

For me personally, the alignment between our actions and our values is non-negotiable. As your CEO, I see it as my duty to lead by example. I hold myself to the same standards that I expect of all of you. Integrity, respect, accountability – these are not just words on paper, but principles that guide my decisions, my conduct and my leadership. I believe deeply in creating an environment where we don't just talk about values, we live them. This commitment is central to who we are and how we operate.

When we all embody the organisation's values, we build a stronger, more cohesive culture that drives us forward. We foster a sense of pride, both individually and collectively, that impacts our daily work and our interactions.

It is essential to adhere to the guidelines of the Code, as any breach can damage our reputation, impact service delivery and lead to disciplinary action. We can all use the Code for guidance when faced with an ethical dilemma.

Thank you for your ongoing commitment to upholding our Code of Conduct and values. Together, we can continue to lead with integrity and strengthen the trust we've worked so hard to earn.



Bill Parker
Chief Executive Officer
City of Wanneroo



Courtney Hill, *Nyitting Wanneroo* (Detall).

Introduction

The Code applies to all persons employed by the City of Wanneroo (the City) under the Local Government Act 1995.

Each of us has a personal responsibility to incorporate, and to encourage others to incorporate, the principles of the Code in our work.

Our Code is a great resource, but it doesn't cover every situation you may face, so it's important to use good judgement in everything you do and to ask for help if you're ever unsure about the right course of action.

It should be noted that the Code is not a 'stand-alone' document and does not over-ride any legislation or law. Should the Code be inconsistent with any legislation or law, the legislation or law will take precedence.

Our Values

The City has adopted five corporate values which distinguish and guide our professional conduct and personal behaviour while at work.

Make sure your actions always reflect our values. You are required to follow our Code and comply with the City's policies, procedures, all relevant laws and regulations and complete your assigned training.

Customer Focused

Delivering service excellence

- We act in and advocate for the community's best interest.
- We provide accurate and consistent information.
- We take a keen interest in the work of others.
- We strive to deliver better value to our customer.

Improvement

Finding simpler, smarter and better ways of working

- We use each customer experience as an opportunity to improve.
- We continually review through questioning and debate.
- We embrace change.
- We tap into our creative capacity.
- We strive for excellence.

Accountability

Accepting responsibility and meeting commitments, on time and to standard

- We clarify expectations up front.
- We demonstrate high and proactive concern for health, safety, environment, community and the City's reputation.
- We adhere to corporate policies and procedures and legislative requirements.
- We avoid waste.

Collaboration

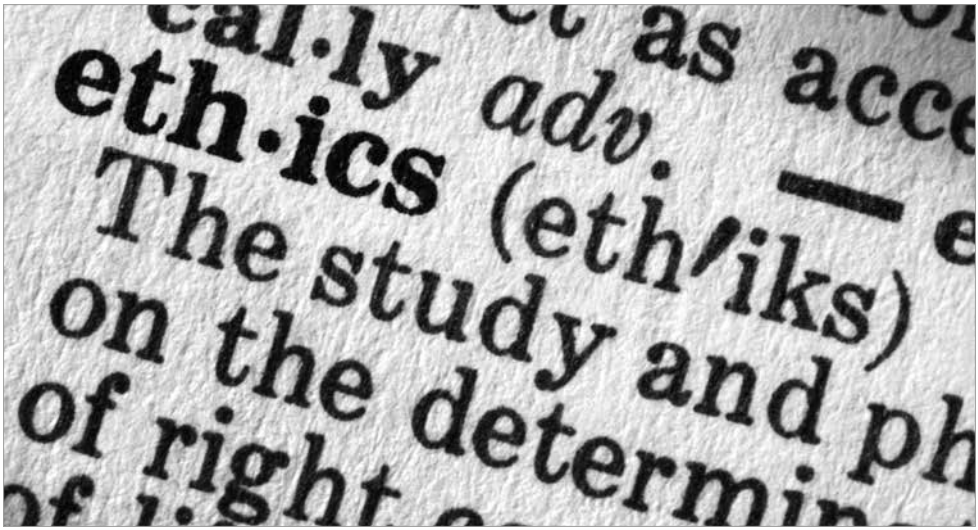
Together we are stronger

- We engage and consult with others appropriately.
- We share resources, ideas and information.
- We develop purposeful and positive relationships and networks with customers, stakeholders and peers.

Respect

Trusting others and being trustworthy

- We act professionally with courtesy and integrity.
- We are inclusive by accepting and valuing diversity and by treating others fairly and with dignity.
- We share openly, honestly and appropriately.
- We genuinely consider and respond to the needs of others.



Ethics in Practice

Personal behaviour

Harassment and bullying in any form – verbal, physical, or visual is unacceptable and will not be tolerated. If you believe you've been bullied or harassed by any employee, contractor, or by any member of the public, we strongly encourage you to immediately report the incident to your Leader, People and Culture or both. Similarly, Leaders who learn of any such incident should immediately report it.

I will:

- Act ethically and with integrity.
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interest, rights, safety and welfare.
- Not harass, bully or discriminate against colleagues, members of the public or employees.
- Fulfil all statutory requirements that relate to my role.

Professional conduct

We are committed to a supportive work environment, where employees have the opportunity to reach their full potential. The City actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences. We work better together because of our differences, not despite them.

I will:

- Respect and value the diversity of the workforce where differences are valued and respected.
- Give colleagues the opportunity to express their views and opinions and invite teamwork and collaboration.
- Respect work spaces and avoid displaying or distributing material or using language that may cause offence.
- Stop unacceptable behaviour if it is offensive or unwelcomed to a colleague or customer.
- Demonstrate respect and understanding for Council Members in relation to their roles, functions and responsibilities.
- Report unacceptable behaviour to my Leader or People and Culture, as appropriate.

Professional commitment

We must all recognise the part our roles play in contributing to the success of the City and make a commitment to comply with internal rules, policies and procedures, as well as conduct ourselves with integrity. We should each endeavour to fully utilise our capabilities and exercise our best efforts.

I will:

- Report improper conduct or misconduct which has been, or may be occurring in the workplace.
- Comply with the requirements of any policy, procedure or work instruction.
- Maintain an appropriate, professional standard of dress and grooming which complies with internal procedures, and/or occupational safety and health standards.
- Ensure that I am "fit for work" and that my actions will not adversely affect my work performance or endanger the health, safety or welfare of others in the workplace or in the community.
- Report all hazards and adverse events when they occur.

Communication and information

Our reputation, by which we build trust with our community, is our most valuable asset and it is up to all of us to make sure that we continually earn that trust and not do anything that may bring the City's reputation into disrepute.

You must exercise caution and be careful when considering disclosing confidential information.

You must ensure that external communications (including online and social media posts) do not disclose City information that may be confidential or represent (or otherwise give the impression) that you are speaking on behalf of the City unless you are authorised to do so.

The same applies to communications with the media.

I will:

- Not disclose City information or documents, acquired through my work, other than as required by law or where proper authorisation is given.
- Not misuse this information for personal or commercial gain for myself, or for a gain or to the detriment of another.
- Ensure that records and reports are truthful, accurate, complete, consistent, timely and clear.
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Ministers, ministerial staff, lobbyists and members of the public generally.
- Not provide comment or information to the media without proper prior authorisation.
- Always ensure that my use of social media and other forms of communication complies with this Code.
- Where possible, ensure that information and services offered to the community by the City are accessible to everyone including people with disabilities, their families and carers.
- Respect the confidentiality and privacy of all personal information.
- Return all confidential information and intellectual property within my possession and control when terminating my employment with the City.

Record-keeping and use of information

Our procedures limit access to and the use of information held by the City, and require that each of us take measures to protect that information from unauthorised access or use.

I will:

- Not access or use information that is not required for me to do my role.
- Record actions and reasons for decisions to ensure transparency.
- Ensure the secure storage of sensitive or confidential information.
- Not falsify, destroy, alter or damage records or back date information.
- Comply with our record keeping plan and the State Records Act 2000.

Fraud, corruption and misconduct

The City considers fraud, corruption and misconduct to be serious matters. Such behaviours are unacceptable and the City adopts a zero tolerance approach towards such behaviour. All allegations of corrupt conduct will be investigated and may result in disciplinary action including possible dismissal.

I will:

- Not engage in fraud, criminal or corrupt conduct.
- Report any fraudulent, criminal or corrupt behaviour.
- Report any breaches of the Code.
- Commit to supporting a strong culture and sound governance to prevent, detect and respond to fraud and misconduct.

Use of public resources

The City provides us the tools and equipment we need to do our jobs effectively, but relies on us to be responsible and not wasteful with the resources we are given.

The City's policy is to allow some personal use of certain assets, such as a City car, laptop, mobile phone or other wireless communication device. Always check the relevant policy to ensure that you are using City assets as intended.

If you are unsure, please ask your Leader or People and Culture. Simply, the money we spend on behalf of the City is not ours, it is public funds. Each employee at the City, not just those in Finance, play a role in making sure that the City's money is spent appropriately.

I will:

- Be accountable for official expenditure.
- Use City resources diligently, efficiently and for their intended purpose.
- Use corporate credit cards and purchasing cards for City related expenditure only.
- Not use work time or resources for personal gain, financial or otherwise.
- Comply with legislation and procurement policies to engage contractors and suppliers.

Gifts and benefits

You must avoid situations that may give rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you.

You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment from you in your role with the City. Immediate family members ordinarily include parents, spouses, children and siblings.

On 10 November 2021, the CEO determined under Regulation 19AF of the *Local Government (Administration) Regulations 1996* **(the Regulations)**, that the threshold amount for a Prohibited Gift for Employees is $0 for Tangible Gifts and $300 for Intangible Gifts. The City's Gifts and Benefits Policy and Procedure provides specific guidance.

I will:

- Adhere to the City's Gifts and Benefits Policy and Procedure with a full understanding of the circumstances in which gifts, benefits and hospitality may be accepted.
- Not accept gifts, benefits or hospitality likely to place me under an actual or perceived financial or moral obligation to other organisations or individuals.
- Not demand or accept in connection with my official duties any fee, commission, reward, gratuity or remuneration of any kind which is outside the scope of my entitlements.

Conflicts of interest

A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in discharging your public duty.

When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation.

The City's Conflict of Interest Policy and Procedure provides specific guidance to manage the conflict of interest. If in doubt consult your Leader or Governance.

I will:

- Ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner and declare any conflict between my personal and public duty as soon as it is known.
- Declare any changes to my conflict of interest situation as soon as I become aware of it.
- Disclose any interest I may have in a matter to be presented at a Council Meeting, whether through advice I provide at the meeting or through advice that I will present in a report to the meeting, to the CEO in writing, either before the meeting, at the time the advice is given, or at the meeting immediately before the matter is discussed.
- Adhere to the City's Conflicts of Interest Policy and Procedure with a full understanding of the circumstances in which conflicts are to be declared.
- Seek CEO approval before undertaking other (secondary) employment.



Ethical decision making

You have a responsibility to act legally and ethically in carrying out your duties and responsibilities as an employee of the City, in a way that complies with the principles outlined in the Local Government Act 1995 and is consistent with our Code.

You are expected to exercise a high degree of care in your decision making and make decisions impartially and in the best interests of the community.

So how do you make an ethical and correct decision? The decision-making guide below will help ensure that your behaviour meets the required standards. Assistance is also available from your Leader, Manager, Director, the CEO, Governance and Legal and People and Culture.

If you are unsure – seek advice BEFORE you act!

Decision making guide

Identify and assess the situation

- ☐ What is difficult about the situation?
- ☐ What are the legal issues to be considered?
- ☐ Does the Code require you to behave in a certain way?
- ☐ Who else is involved and what effect does your behaviour have on them?

Look at the situation from the City's standpoint

- ☐ What are your duties and responsibilities?
- ☐ Is there a relevant guideline, determination or policy?
- ☐ Who do you need to involve?

Would your behaviour stand up to scrutiny by the public?

This is sometimes called the family or newspaper test.

- ☐ What would your family or the CEO say if your actions were reported on the front page of the newspaper?
- ☐ Would others see you as using your employment and resources for public benefit?
- ☐ Do your personal interests conflict with the public interest?

Identify and consider the options

- ☐ Do you need to seek advice?
- ☐ Is there an alternative solution and what would the result of that solution be?
- ☐ How would the public view the alternative solution?

Choose your course of action

- ☐ Your choice of action must be within the legislation, policies and guidelines.
- ☐ Your behaviour must support the City's aims and standards.
- ☐ You must be able to justify your course of action.

What happens if I breach the Code?

Penalties for a breach may range from a reprimand through to the termination of your employment. Some unacceptable behaviours are also criminal offences and you may face prosecution if your behaviour is unlawful.

This means you must

- ☐ Read, understand and comply with the Code and the policies, laws and regulations that apply to your job.
- ☐ Speak up when you see possible violations of the Code, policies and legal and regulatory requirements.
- ☐ Be truthful and cooperate fully in any investigation. Do not conceal or destroy information.
- ☐ Complete training on the Code, and attest that you understand and commit to complying with the Code.

Failing to read and attest to the Code does not excuse you from these obligations.

Review

Feedback or comments in relation to the Code should be directed to the Executive Manager Governance and Legal.

The Code will be reviewed every three years or as circumstances and needs dictate. The Executive Manager Governance and Legal is authorised to make administrative changes that do not affect the intent of the Code such as if policy or procedure documents change or are repealed.

Legislative Provisions

- Local Government Act 1995 and Regulations
- Occupational Safety and Health Act 1984
- Fair Work Act 2009 (Commonwealth)
- Freedom of Information Act 1992
- Corruption, Crime and Misconduct Act 2003
- State Records Act 2000
- Disabilities Services Act 1993

Acknowledgement of City of Wanneroo Employee Code of Conduct

I, hereby confirm I have familiarised myself with the City of Wanneroo's Code of Conduct and am aware of my obligations and responsibilities.

Signature _____ Date _____

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October 2021	October 2024	17/213246
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