

The background features a dark navy blue field with several overlapping, rounded, organic shapes in various shades of blue, ranging from light sky blue to a medium cerulean. These shapes are scattered across the page, creating a layered, abstract effect.

Code of Conduct for Employees

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1. Introduction

The City of Fremantle Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the City's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- a) *better decision-making by local governments;*
- b) *greater community participation in the decisions and affairs of local governments;*
- c) *greater accountability of local governments to their communities; and*
- d) *more efficient and effective local government.*

1.1 Statutory Environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees includes persons employed by the City of Fremantle or engaged by the City of Fremantle under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

Employees of the City of Fremantle (the City) are subject to the provisions of the Code, including any updates and amendments, upon their acceptance of employment and while they remain employed by the City.

2. Vision and values

Vision: Strong reputation, Stronger Future

Mission: We are for the community

Values:

Collaboration: We are stronger and better working together.

Inclusive: We value and welcome everyone to a culture which is fulfilling and brings us a sense of enjoyment.

Integrity: By doing it right and doing it well, we are accountable and deliver on the trust placed in us.

Making a difference: We adapt, learn and grow through curious thinking and courageous action.

3. Employment

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the City

The principles set out in section 5.40 of the Act apply to the employment of the City's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*

- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

4. Expected behaviours

4.1 Behavioural principles

The following principles are to guide the behaviours of employee while performing their role at the City:

- a) Act with reasonable care and diligence.
- b) Act with honesty and integrity.
- c) Act lawfully.
- d) Avoid damage or potential damage to the reputation of the City.
- e) Be open and accountable to the public.
- f) Base decisions on relevant and factually correct information.
- g) Treat others with respect and fairness.
- h) Comply with community standards in relation to physical contact with others.
- i) Not be impaired by illness, fatigue, or the influence of medication, illegal drugs or alcohol.

4.2 Personal behaviour

Employees will:

- a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the City;
- b) perform their duties impartially and in the best interests of the City, uninfluenced by fear or favour;
- c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the City and the community;
- d) not engage in, participate or assist with any Local Government election campaign for candidates within the City of Fremantle;
- e) make no allegations which are improper or derogatory (unless true and in the public interest);
- f) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- g) always act in accordance with their obligation of fidelity to the City.

A breach of the personal behaviours stated above may lead to action being taken under the provisions of the Code (see “Reporting breaches of the Code”).

4.3 Honesty and integrity

Employees will:

- a) act with honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) be frank and honest in their official dealing with each other; and
- c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager, Director, or the CEO in accordance with this Code and the City's policies.

4.4 Performance of duties

While on duty, employees will give their whole time and attention to the City's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the City.

4.5 Compliance with lawful and reasonable directions, decisions and policies

- a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager, Director or the CEO.
- b) Employees will give effect to the lawful decisions and policies of the City, whether or not they agree with or approve of them.

4.6 Administrative and Management practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.7 Dress standards

- a) Employees are required to present a professional and appropriate appearance to clients and the public, as all employees represent the City whilst at work.
- b) Employees should dress appropriately for the work tasks and requirements of their day.
- c) Employees who are required to wear a uniform will ensure the uniform is clean and well presented, and if protective clothing or equipment is provided then this must be worn.

4.8 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the City's Recordkeeping Plan.

5. Communication and Community Engagement

5.1 Dealing with other employees

- a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- b) Employees must be aware of, and comply with their obligations under relevant law and the City's policies regarding workplace behaviour and occupational safety and health.
- c) Employee behaviour should reflect the City's values and contribute towards creating and maintaining a safe and supportive workplace.

5.2 Dealing with Elected Members and Committee Members

- a) Employees will demonstrate professionalism and cooperate with Elected Members and Committee Members to achieve the City's corporate goals and implement the City's strategies.
- b) Employees will recognise that Committee Members and Elected Member's views and opinions reflect viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist Committee Members and Elected Members in the performance of their role, and to achieve the satisfactory resolution of issues that members may raise in the performance of their official role.
- c) Employees should not publicly criticise Elected Members or Committee Members in a way that casts aspersions on their professional competence and credibility.
- d) It is appropriate for Elected Members to direct requests for information to the CEO, Directors or Managers. Employees are justified in requesting Elected Members to adhere to this process.

5.3 Dealing with community

- a) Employees will treat all members of the community with respect, courtesy and professionalism.
- b) All City of Fremantle services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

5.4 Communications and public relations

- a) Employees will treat all members of the community with respect, courtesy, and professionalism.
 - I. Respect the decision-making processes within a local government.
 - II. Not communicate information of a confidential nature.
- b) Requests for information from the community, including candidates for Local Government elections must be referred to information that is publicly available, or that would normally be provided to any member of the public upon request. Any request for information that may require significant officer time to gather, should be requested through a Freedom of Information (FOI) request, as per the normal process.

5.5 Personal Communications and social media

- a) Personal communications and statements made privately in conversation, written, recorded, emailed, or posted in personal social media, have the potential to be made public, whether intended or not.

- b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments, or engage in communication activities about or on behalf of the City of Fremantle, its elected members, employees or contractors, which breach this Code.
- c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

6. Gifts

- a) Application
This clause does not apply to the CEO
- b) Definitions
In this clause –
activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who –

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift –

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include –
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means –

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- I. a gift worth more than \$50 but less than \$300; or
- II. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- c) Determination
In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined that the threshold amount for prohibited gifts is \$300.
- d) Employees must not accept a prohibited gift from an associated person.
- e) An employee who accepts a reportable gift from an associated person is to notify the CEO (through the Governance Team) in accordance with subclause (f), within 10 days of accepting the gift.

- f) The notification of the acceptance of a reportable gift must be in writing and include:
 - i. the name of the person who gave the gift; and
 - ii. the date on which the gift was accepted; and
 - iii. a description, and the estimated value, of the gift; and
 - iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - v. if the gift is one of two or more accepted from the same person within a period of one year:
 - 1. a description;
 - 2. the estimated value; and
 - 3. the date of acceptance, of each other gift accepted within the one year period.
- g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- h) The CEO will arrange for the register maintained under subclause (g) to be published on the City's official website.
- i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

7. Conflicts of interest

7.1 Guiding principles

The nature of the City's business means that conflict of interest can arise between an employee's personal interests and the performance of their public or professional duties. Genuine or perceived conflicts of interests may arise from a number of sources, including friends, relatives, close associates, financial investments, past employment and the like.

A good starting point in considering conflict of interest is to consider the following principles:

Principle	Consider
Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
Potentialities	Are there benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	Are there risks associated for me/my organisation?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

7.2 Employee obligations

- a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the City, without first disclosing the interest to the CEO. In this

respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the City of Fremantle, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

7.3 Disclosure of financial interests

- a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

7.4 Disclosure of interests relating to impartiality

- a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - I. in a written notice given to the CEO before the meeting; or
 - II. at the meeting immediately before the matter is discussed.
- c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - I. in a written notice given to the CEO before the meeting; or
 - II. at the time the advice is given.
- d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
 - I. that they had an interest in the matter; or
 - II. that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.

- f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - I. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - II. at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.

- g) If:
 - I. to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - II. a disclosure is made as described in item (e)(ii) at a meeting; or
 - III. to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting;the nature of the interest is to be recorded in the minutes of the meeting.

7.5 Additional employment

Employees must notify or seek approval for additional employment in line with the additional or other employment policy.

7.6 Appointments to external boards, committees and working groups

- a) Employees must seek approval to represent the City on external organisations, boards, committees and working groups and ensure that they:
 - I. clearly understand the basis of their appointment.
 - II. provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation.
 - III. represent the City's interests on all matters relating to that organisation, while maintaining the confidentiality requirements of the City.
- b) If the appointment to a board is not representing the City, then the employee must complete a "notification of other employment application" and ensure any time spent is in their own time.

8. Use of information and resources

- a) In this clause –
 - City of Fremantle resources** includes local government property and services provided or paid for by the City;
 - local government property** has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- b) Employees will:
 - I. be honest in their use of the City of Fremantle resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

- II. use the City of Fremantle resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- III. not use the City of Fremantle's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

8.1 Confidential information

During their employment and upon ceasing employment with the City, employees must not:

- a) Remove from the City's care and control the City's resources such as documents, materials, manual or other information or equipment. These items remain the property of the City.
- b) Disclose verbally or otherwise information gained during the course of their employment by the City, other than information which is publicly available.

8.2 Use and disclosure of information

- a) Employees must not access, use or disclose information held by the City of Fremantle except as directly required for, and in the course of, the performance of their duties.
- b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the City's policies and procedures.
- c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the City.
- d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - I. is authorised by the CEO or the CEO's delegate; or
 - II. is permitted or required by law.

8.3 Improper or undue influence

- a) Employees will not take advantage of their position to improperly influence elected members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

8.4 Intellectual Property

Any and all work created during the course of employment with the City will be assigned as the Intellectual Property of the City, unless otherwise agreed by a separate contract.

8.5 Use of City of Fremantle finances

- a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the City of Fremantle's finances.
- b) Employees will use City finances only within the scope of their authority, as defined in a certificate of authority letter, and the City's policies and procedures.
- c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- d) Employees exercising purchasing authority will comply with the City's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- f) Employees will ensure that any use of City of Fremantle's finances is appropriately documented in accordance with the relevant policy and procedure, including the City's Recordkeeping Plan.

9. Reporting

9.1 Reporting of suspected breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager, Director, the CEO or Manager People and Culture, in accordance with the City's Grievance Policy.

9.2 Handling of suspected breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant City of Fremantle policies and procedures, depending on the nature of the suspected breach.

9.3 Reporting suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour

A zero tolerance attitude is taken to fraudulent or corrupt conduct which will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate City of Fremantle policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

- a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their Manager, Director, or the CEO in accordance with City of Fremantle's Grievance Policy.
- b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - I. the Corruption and Crime Commission, in the case of serious misconduct; or
 - II. the Public Sector Commissioner, in the case of minor misconduct.
- c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the City of Fremantle's Public Interest Disclosure Procedures, published on the City of Fremantle's website.

Document Review Record

Responsibility and review information	
Responsible Officer:	Chief Executive Officer
Document adoption/approval details	30 May 2023 – ID 5608582
Document amendment details	November 2023 Addition of personal behaviours and officer expectations regarding LG elections/candidates. Inclusion of content page and numbering.
Next review date	1 June 2025