

Employee Code of Conduct

Shire of Broome | 2025





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Message from the Chief Executive Officer

The Shire of Broome's Employee Code of Conduct (The Code) reflects the values and responsibilities that guide us every day in serving our community with integrity, fairness, and respect.

Each one of us plays an important role in upholding the trust placed in us by the people of Broome. By following the principles outlined here, we demonstrate our commitment to ethical behaviour, accountability, and professionalism in every decision we make and every service we deliver.

Our Code is not just a set of rules, it is a statement of who we are and how we work together. It provides a foundation for a safe, inclusive, and respectful workplace, while supporting us to deliver high-quality outcomes for our community.

I encourage you to read this Code carefully, reflect on its meaning in your daily work, and seek guidance whenever you are unsure. Together, by living these values, we strengthen our organisation and ensure that our community can always be confident in the way we serve.

Sam Mastrolembro
Chief Executive Officer, Shire of Broome

Introduction

The Code applies to all employees of the Shire of Broome (the Shire) under the Local Government Act 1995 (the Act).

Every employee has a personal responsibility to uphold and incorporate the principles of this Code in their daily work and to support others in doing the same.

This document sets out the expected standards of professional behaviour and provides clear guidance on acting ethically, being accountable, and promoting transparency in everything we do.

While the Code is a valuable guide, it cannot cover every situation you may encounter, so good judgment and seeking guidance when you are uncertain are essential to ensuring we maintain the highest standards of conduct.

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





Our Vision

Broome a future, for everyone

Our Purpose

The Shire of Broome exists to provide, facilitate and advocate for services and facilities to improve quality of life for everyone in Broome.

Our Values

The Shire of Broome has six core values we and our local community care deeply about.

As employees we follow Our Code of Conduct, comply with our policies and procedures and always strive to live by Broome's PEARLS:

- P** **Proactive**, We are forward-thinking, open-minded and innovative.
- E** **Engaging**, We are inclusive and welcoming of all people.
- A** **Accountable**, We are transparent and ethical.
- R** **Respectful**, We are respectful of everyone and everything.
- L** **Listening**, We listen to people's needs and ideas; community focused.
- S** **Sustainable**, We strive to balance our social, economic and environmental needs now and for the future.

The Power of PEARLS:

Actions that Reflect Our Values

Our organisational values guide how we work together every day and shape the culture we share. Demonstrating these values in our actions helps build a positive, respectful, and productive workplace where everyone feels valued and supported. We not only strengthen our team but also build trust with the broader community.

Here are examples of actions and behaviours that put our values into practice and help us create a workplace we can all be proud of.

PROACTIVE



- I forward plan.
- I look for new ways of doing things.
- I make use of technology to build efficiencies.
- I seek guidance when I am unsure of something.
- I take personal accountability for my own development.
- I look after myself and others ensuring a safe and healthy workplace.
- I look for long term solutions, not just short term.
- I communicate capacity and workload.
- I review processes and identify possibility for simplification.
- I try to find solutions not just talk about the problems.
- I participate in strategic planning.

ENGAGING



- I understand that people come from different backgrounds, and I am culturally sensitive
- I make new starters feel welcome.
- I listen to the concerns of others and take them into consideration when making decisions
- I call out inappropriate behaviour
- I help others
- I bring the directorates together by sharing information.
- I communicate effectively with employees at all levels.
- I collaborate with other teams.
- I actively participate in meetings.
- I give feedback, both positive and constructive, to support my colleagues.

ACCOUNTABLE



- I am always honest and transparent.
- I adhere to policies and procedures.
- I do what I say I am going to do (I walk the talk).
- I complete tasks that have been designated to me.
- I take responsibility for the duties that go along with my job.
- I take ownership of mistakes and obstacles and focus on ways to overcome them.
- I seek and provide feedback.
- I attend and participate in regular team meetings.
- I promote safety in the workplace.
- I lodge all near misses and incidents and complete all corrective actions.
- I ensure my qualifications are current and appropriate for my role.
- I follow records management procedures.
- I follow risk management plans.
- I come to work on time.

RESPECTFUL



- I promote and practice open communication.
- I don't say negative things about the Shire of Broome, my colleagues or leadership. If I have a concern, I talk to my supervisor directly.
- I will create working relationships based on trust and mutual respect.
- I will be respectful of Shire property and resources.
- I will not work on other tasks while in a meeting - If I don't need to be at the meeting, I will excuse myself.
- I will be respectful of other workers commitments, life pressures and competing priorities.
- I will be inclusive and encouraging of all views, ideas, experiences, and suggestions.
- I will only invite people to meetings if they need to be there.

LISTENING



- I engage in active listening and give my full attention to the speaker.
- I am open minded.
- I am open to change.
- I acknowledge and am accepting of diversity and different styles of thinking.
- I use facts when making decisions.

SUSTAINABLE



- I spend funds appropriately and as directed in line with policies and procedures.
- I don't spend money unnecessarily.
- I ensure value for money when procuring goods and services.
- I am conscious of waste and will reuse or recycle where possible.
- I create efficiencies - do things smarter not harder.
- I look at the big picture when making decisions.
- I ensure the prioritisation of existing infrastructure.
- I ensure proper maintenance and use of equipment.
- I review Service providers to ensure good value.
- I adhere to procurement standards.



Compliance and Responsibilities

Role of The Shire of Broome

The Shire has clear ethical standards and expectations for professional behaviour that align with relevant laws and community values. It is responsible for ensuring that employees understand these standards by providing guidance, training, and support. The Shire sets the tone for ethical conduct, promotes compliance, and upholds standards that foster public trust and ensure effective governance.

The Shire's leaders and managers will:

- role model appropriate conduct.
- support staff in understanding their responsibilities.
- treat all employees fairly and consistently.
- provide safe and healthy working conditions in line with workplace health and safety laws.
- select and promote employees based on merit and fairness.
- avoid nepotism or favoritism in decisions affecting employees.
- prevent unlawful discrimination against employees or job applicants.
- address any breaches of the Code promptly and fairly.
- regularly review and update the Code of Conduct to reflect current laws and community expectations.

Role of Employees

As employees in Local Government our role is guided by what the Chief Executive Officer (CEO) does.

The CEO's job includes:

- Advising Council on its duties and laws.
- Making sure Council have the right information to make good decisions.
- Making sure Council decisions are carried out.
- Managing the daily work of the Shire of Broome.
- Communicating with the Shire President about how things are running.
- Speaking for the Shire of Broome if the Shire President agrees.

We contribute to this by supporting the CEO in these areas.

To do this in a way that is in line with our Code of Conduct, employees commit to the following.



I will:

- abide by all legal requirements, relevant policies, and any lawful instructions.
- support and follow the lawful decisions and policies of the Shire, even if I don't always agree with them.
- fulfill all legal responsibilities related to my role.
- give my full time and attention to the Shire's work while on duty.
- make sure my work is done efficiently, economically, and effectively.
- follow all laws and policies about workplace behaviour, including health and safety.
- ensure the quality of my work positively reflects on both myself and the Shire.

Use of Public Resources

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

The money we spend on behalf of the Shire is not ours, it is public funds. Each employee at the Shire, not just those in Finance, play a role in making sure that the Shire's money is spent appropriately.

Our policy is to allow some personal use of certain assets to relevant employees, such as a Shire car, laptop, mobile phone or other wireless communication device. Always check the relevant policy to ensure that you are using Shire assets as intended and if you are unsure, please ask your Line Manager or People & Culture.

✓ I will:

- use The Shire's resources diligently, efficiently and for their intended purpose.
- not misuse Shire resources or permit their misuse (or the appearance of misuse) by any other person or body.
- not use work time or resources for personal gain, financial or otherwise.

Employees with financial management responsibilities:

✓ I will:

- act with care, skill, diligence, honesty and integrity when using Shire finances.
- comply with the Shire's Purchasing Policy.
- be accountable for official expenditure.
- use corporate credit cards and purchasing cards for Shire related expenditure only.



Personal Behaviour

Acting Professionally and Ethically

As an employee of the Shire, it is important to always act professionally and ethically within the guidelines you are provided. This helps build trust both with the community and within our organisation and supports good decision-making.



I will:

- act properly, professionally, and follow the law, this Code, and all Shire policies.
- make decisions fairly, impartially, and promptly, considering all available information, legislation, policies, and procedures.

Honesty and Integrity

This is about committing to being truthful and trustworthy in everything you do, even when no one is watching. It's about being open and transparent with your colleagues, admitting mistakes, and taking responsibility for your actions. Acting with integrity means your behaviour matches your words and values consistently.



I will:

- observe the highest standards of honesty and integrity and avoid any behaviour that might suggest otherwise.
- be open and honest in all official dealings with my colleagues.
- act honestly and for the right reasons, within my powers, for the benefit of the Shire and community.
- report any dishonesty or suspected dishonesty by any employee to my Manager, Supervisor, or the CEO, following the Shire's Code and policies.



Workplace Interactions and Communication

Diversity

The Shire 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:

- acknowledge Traditional Owners as a sign of respect and recognition.
- 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.
- stop unacceptable behaviour if it offends or is unwelcome to a colleague or community member.

Fairness and Respect

Treating others with respect and fairness helps create a positive workplace and community. As employees of the Shire, we commit to upholding values of respect, fairness, honesty, and teamwork to foster a supportive work environment and build trust within the community.



I will:

- treat members of the public and colleagues with respect and professionalism.
- refrain from any discrimination, bullying, or harassment.
- behave respectfully and avoid causing unwarranted offence or embarrassment.
- respect workspaces and avoid distributing offensive material or language.
- ensure my behaviour reflects the Shire's values and contributes to a safe, supportive workplace.
- communicate accurately, politely, and professionally in all verbal, written, and electronic messages related to Shire activities.
- maintain professional, neat, and responsible dress standards in accordance with Shire policies.
- demonstrate respect and understanding for Elected Members in relation to their roles, functions, and responsibilities.
- deliver Shire services fairly, promptly, and in line with relevant policies such as the Customer Service Charter.

Personal Communications and Social Media

Personal communications and social media posts can become public requiring employees to act cautiously. Breaches through public comments may result in disciplinary action.



I will:

- not disclose confidential Shire information or make comments about the Shire, Elected members, or contractors that breach this Code online or otherwise.

Record-keeping and use of information

Record keeping, confidentiality, and information security are critically important in Local Government because they protect sensitive information about the community and the organisation.

Accurate records ensure transparency and accountability, enabling the Shire to provide clear evidence of decisions and actions.

Confidentiality safeguards private information, helping to maintain public trust and comply with legal privacy requirements. These practices uphold integrity, promote trust, and support the legal and operational responsibilities of local government.

Record Keeping and Information Security



I will:

- only access information necessary for my role.
- record actions and decisions transparently.
- securely store sensitive information.
- not falsify, destroy, or alter records improperly.
- Ensure complete and accurate records are created and maintained in accordance with the Shire's Records Management Policy, Recordkeeping Plan and the State Records Act 2000

Confidentiality and Information Use



I will:

- not disclose Shire information unless authorised or required by law.
- not use information for personal gain or to harm the Shire or others.
- ensure all records and reports are truthful, accurate, complete, and clear.
- comply with legal requirements in all communications with Ministers, lobbyists, media, and the public.
- only provide media comments with proper authorisation.
- exercise discretion with confidential or sensitive information and disclose only where authorised or legally required.
- ensure all public information and services are accessible to everyone, including people with disabilities.
- respect confidentiality and privacy of personal information.
- return all confidential information upon leaving employment with The Shire.
- assign the ownership of any intellectual property created during my employment to the Shire, unless agreed otherwise in a separate contract.

Conflicts of Interest

Declaring gifts, benefits, and conflicts of interest is very important to maintain transparency, and public trust. When employees or officials receive gifts or benefits, it can create a real or perceived influence over their decisions. Declaring these ensures that decisions are made impartially and based on merit, not personal gain.

Proper disclosure helps prevent corruption, favouritism, and conflicts that could damage the reputation of the Shire and reduce community confidence. It also ensures compliance with laws and policies designed to keep public officeholders accountable. By openly declaring gifts and conflicts, Shire employees demonstrate integrity and commitment to ethical governance, helping to protect the organisation and the community it serves.

Gifts and Benefits



I will:

- adhere to the Shire's Gifts and Benefits Policy and understand when it is appropriate to accept gifts, benefits, or hospitality.
- not accept prohibited gifts, especially from persons or organisations associated with activities requiring local government discretion.
- avoid accepting gifts, event tickets, or registrations unless authorised by the CEO.
- notify the CEO in writing within 10 days if I accept any reportable gift, providing details such as the giver's name, date, description, value, and relationship.

Conflicts of Interest



I will:

- ensure that no actual or perceived conflict exists between my personal interests and my duties.
- comply with legislation and procurement policies to engage contractors and suppliers.
- disclose any private work or dealings that could conflict with the Shire's interests to the CEO before proceeding.
- seek prior written approval from the CEO before engaging in any secondary employment, whether paid or unpaid.
- submit written notice to the CEO if I intend to deal in land within the Shire district that may impact the Shire's functions.
- disclose and remove myself from decisions involving relatives or friends where a conflict exists.
- conduct myself impartially and avoid political activities that may affect my neutrality in the workplace.

Disclosure of Interests

✓ I will:

- comply with all statutory obligations for disclosing financial interests, especially if delegated powers or providing advice to Council or Committees.
- disclose any interest that might affect my impartiality in Council or Committee matters, submitting written notice to the CEO before meetings or at the time of advice.
- understand that disclosures will be recorded in meeting minutes, and I am excused only if unaware of the interest but will disclose it as soon as known.

Improper or Undue Influence

✓ I will:

- not misuse my position to improperly influence others for undue or improper (direct or indirect) advantage for myself or any other body.
- not take advantage of my position to improperly disadvantage or cause detriment to the Shire or any other person.



Reporting and Handling of Misconduct

Reporting and handling misconduct is essential to maintaining trust, accountability, and transparency. Employees are expected to report any behaviour that breaches the Code of Conduct or involves unethical, dishonest, or illegal actions. This can include corruption, harassment, fraud, or misuse of public resources.

Suspected breaches will be handled according to the Shire's Managing Underperformance and Misconduct Policy or Grievances and Disputes Policy, and, where applicable, the lawful directions of statutory bodies depending on the nature of the issue.



I will:

- report any suspected breaches of the Code of Conduct to my Supervisor, Manager, Director, a member of the People & Culture team, or the CEO, following the Shire's policies.
- report any suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour to my Line Manager, Director, People & Culture team member, or CEO.
- use the Shire's Public Interest Disclosure Procedures, available on the website, to report suspected unethical or corrupt behaviour as a Public Interest Disclosure if needed.

What happens if I breach the code?

Consequences can range from a formal warning to termination of employment. Serious violations may also lead to legal prosecution if your actions break the law.

In order to avoid any breaches, you must:

- Read, understand, and comply with the Code and all relevant policies, laws, and regulations related to your job.
- Complete an acknowledgement statement during onboarding confirming you have read, understand and agree to the Code.
- Attend and complete all Code of Conduct training.
- Report any suspected breaches of the Code of Conduct to my Line Manager, Director, CEO or P&C following the Shire policies
- Report any suspected unethical, fraudulent, dishonest, legal or corrupt behaviour to my Line Manager, Director, People and Culture or the CEO.
- Be honest and fully cooperate in any investigations if they arise.
- Comply with legislation and procurement policies to engage contractors and suppliers.
- Disclose any private work or dealings that could conflict with the Shire's interests to the CEO before proceeding.
- Seek prior written approval from the CEO before engaging in any secondary employment, whether paid or unpaid.
- Submit written notice to the CEO if I intend to deal in land within the Shire district that may impact the Shire's functions.
- Disclose and remove myself from decisions involving relatives or friends where a conflict exists.
- Conduct myself impartially and avoid political activities that may affect my neutrality in the workplace.



Legislative Provisions

- Local Government Act 1995 and Regulations
- Local Government (Financial Management) Regulations 1996
- Work Health and Safety Act 2020 and WHS Regulations 2022
- Minimum Conditions of Employment Act 1993
- Shire of Broome Inside Workforce Industrial Agreement 2025 and Shire of Broome Outside Workforce Industrial Agreement 2024
- Freedom of Information Act 1992
- Corruption, Crime and Misconduct Act 2003
- State Records Act 2000
- Public Sector Management Act 1994

Review

Feedback or comments in relation to the Code should be directed to the Manager, People & Culture.

Document Control Box

Document Responsibilities:

Owner:	Chief Executive Officer	Owner Business Unit:	Office of CEO
Reviewer:	Manager, People & Culture	Decision Maker:	Chief Executive Officer

Compliance Requirements:

Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996
Industry:	
Organisational:	

Document Management:

Risk Rating	Low	Review Frequency	Reviewer	Annual Desktop	Next Due:	Sept 2026
			Decision Maker	4 yearly		Sept 2029

Version #	Decision Reference:	Synopsis:
1.	17 September 2021	Approved by CEO and Executive at EMG meeting
2.	22 October 2025	Approved by CEO and Executive at EMG meeting (Format and Name Change from Code of Conduct for Employees 2021 to Employee Code of Conduct Shire of Broome 2025)

