



Shire of Yilgarn

Integrity Framework

1 Contents

1. Clear Expectations	3
1.1. Introduction.....	3
1.2. Purpose and Objectives.....	3
1.3. Integrity Model.....	5
2. Plan and Act to Improve Integrity	6
2.1. Roles and Responsibilities	6
2.2. Legislation and Regulations.....	8
2.3. Risk Analysis and Planning for Integrity	9
2.4. Internal Controls, Audit and Governance.....	9
3. Document Revision History	14

1. Clear Expectations

1.1. Introduction

The Shire of Yilgarn Integrity Framework has been developed to enhance and promote a culture of integrity, sound conduct and ethical behaviour among all Shire Officers and Elected members and to foster confidence in the probity of each and every one of the Shire's actions and decisions at all levels of organisation.

The Integrity Framework aligns with the WA Public Sector Commission's mandate to promote and maintain integrity, conduct and ethics in the WA government sector. The Integrity Framework provides the foundation by which all Shire council members, employees, contractors and volunteers are expected to operate. It will enhance accountability and work towards fostering the trust of the communities the Shire serves.

It describes the instruments, structures and cultural factors that guide how the Shire practices, manages and accounts for integrity.

The Framework is closely aligned with the Shire's Values:

- Honesty** in our dealings
- Integrity** in our actions
- Consistency** in decision making
- Teamwork** in our operations
- Respect** to others and their decisions
- Caring** for people in our community
- Commitment** to decisions and roles
- Responsive** to the needs of others
- Effective Communication** with all

1.2. Purpose and Objectives

The purpose of this framework is to establish a robust system that promotes and delivers ethical conduct, transparency, and accountability within the operations and activities. It provides guidelines that assist in aligning decisions with the Shire's vision, fostering ethical leadership and decision making.

Key objectives:

- Ethical, accountable and effective decision making;
- Enhancing community trust and reputation;
- Reducing the risk of misconduct and conflicts of interest;

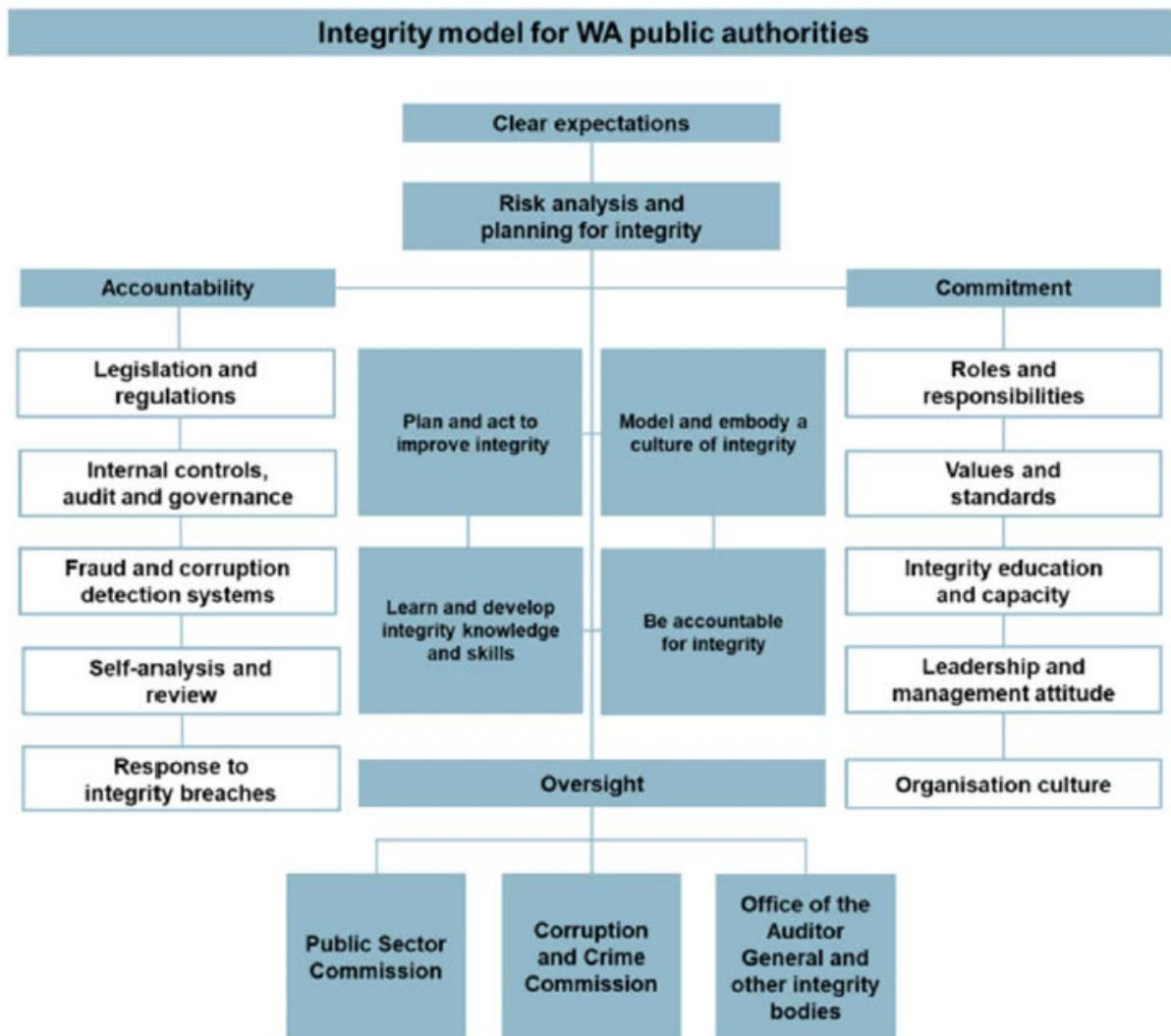
- A culture of continuous improvement;
- Building organisational resilience and continuity.

By:

- Establishing and communicating clear standards;
- Implementing policies and procedures;
- Providing education and training;
- Creating oversight mechanisms;
- Encouraging the reporting of unethical behaviour;
- Conducting regular audits;
- Enforcing consequences for violation.

1.3. Integrity Model

The Shire of Yilgarn Integrity Model reflects the integrity model in place for WA public authorities, and provides a visual structure to the Shire's integrated approach to the promotion of integrity:



2. Plan and Act to Improve Integrity

2.1. Roles and Responsibilities

The Shire's Integrity Framework includes specific areas with responsibilities for defining, supporting, controlling and enforcing integrity across the organisation. These include core areas, such as the Audit and Risk Committee, individuals responsible for implementing integrity related policies, as well as complementary areas whose primary purpose is not to directly support the Shire's Integrity Framework, but without whom the framework could not operate.

Whilst the framework applies to all areas and all employees, assigning clear responsibilities within the Shire's operations is necessary to ensure co-operation and to avoid overlaps and prevent fragmentation.

Responsibilities include developing, implementing, monitoring and evaluating integrity standards and tools.

The following table details the various bodies or positions within the Shire that are key components of the Shire's integrity system:

Role	Responsibility
Council	<ul style="list-style-type: none">• Operates in accordance with the Local Government Act 1995 (the LG Act) and relevant legislation, including in relation to integrity and governance.• Sets integrity expectations and embodies these through the Shire's:<ul style="list-style-type: none">○ Values○ Code of Conduct for Council Members, Committee Members and Candidates○ Risk Management Framework• Approves policy documents as they relate to integrity matters.• Sets and endorses delegations for specific functions to the Chief Executive Officer and relevant officers.• Endorses the Shire's Annual Compliance Audit Return.• Endorses the Instrument of Appointment and Delegation of the Audit and Risk Management Committee.
Audit and Risk Committee	<ul style="list-style-type: none">• Acts in accordance with its Instrument of Appointment and Delegation, including:<ul style="list-style-type: none">○ Review in accordance with Regulation 17 <i>LG (Audit) Regulations 1996</i>; and○ Review in accordance with Regulation 5(2)(c) of <i>LG (Financial Management) Regulations</i>.• Reports to Council on integrity risks, audit activities and integrity controls.• Recommends improvements to Council.

Elected Members	<ul style="list-style-type: none"> • Adheres to and demonstrates the highest level of commitment and conduct for integrity. • Models a culture of integrity through the active demonstration of the Shire's values and by communicating the importance of meeting integrity standards. • Participates in the Council's decision-making processes in an impartial and unbiased manner. • Manages, declares and records gifts and conflicts of interest.
Chief Executive Officer	<ul style="list-style-type: none"> • Provides leadership in preventing, detecting, and responding to misconduct. • Oversees the implementation of the Shire's Risk Management Framework. • Notifies the Corruption and Crime Commission (major misconduct) or the Public Sector Commission (minor misconduct) of any suspected incidences of misconduct as required by the <i>Corruption, Crime and Misconduct Act 2003</i>. • Drives a culture of integrity through active demonstration of Shire values and communicating the importance of meeting integrity standards. • Oversees the development and review of the Integrity Framework. • Manages strategic and operational risk registers that include integrity risks. • Implements core integrity instruments, processes and systems around gift declarations, risk, fraud and misconduct control. • Is the Shire's Public Interest Disclosure (PID) Officer. • Manages, declares and records gifts and conflicts of interest. • Ensures all employees receive appropriate training on integrity expectations.
Executive and Senior Leadership Team	<ul style="list-style-type: none"> • Demonstrates commitment to integrity through the active demonstration of Shire values and by building an accountable workplace culture. • Reinforces the requirement for integrity by employees and ensures that there are mechanisms in place to: <ul style="list-style-type: none"> ○ Identify and assess integrity risks. ○ Proactively identify and communicate business unit specific risks. ○ Actively participate in integrity reporting at Leadership meetings.

Executive Manager Corporate Services	<ul style="list-style-type: none"> • Prepares and publishes complementary integrity instruments, processes and systems around purchasing and procurement; tendering and contracts. • Implements complementary integrity instruments, processes and systems around purchasing and procurement; tendering and contracts; and utilisation of the Shire's finances. • Ensures compliance with legislative provisions, policies and procedures related to financial management and reporting, procurement, and financial audits
Human Resources Officer	<ul style="list-style-type: none"> • Ensures all employees receive appropriate training on the Code of Conduct. • Ensures compliance with legislative provisions, policies and procedures related to human resources practices inclusive of the Shire's Code of Conduct. • Ensures appropriate pre-employment screening is carried out for new employees.
Employees	<ul style="list-style-type: none"> • Operates in accordance with the LG Act and relevant legislation, including in relation to integrity and governance. • Ensures an awareness and understanding of the employee's role within this framework. • Actively supports and contributes toward integrity risk management initiatives. • Reports any instances of misconduct through the Shire's reporting process. • Ensures awareness, understanding and support of all Shire policies and procedures.

2.2. Legislation and Regulations

The LG Act is the key legislative instrument which provides the Shire the power to make policies, plans and strategies, and local laws, which are generally used to establish and maintain the quality of life and amenity in keeping with community expectations.

The Shire's legislative, policy and planning documents are available on the Shire's website. The Shire is also responsible for administering a number of State and Commonwealth Acts and Regulations.

The Shire also has obligations under State legislation to report matters related to integrity including, but not limited to:

- Corruption, Crime and Misconduct Act 2003
- Financial Management Act 2006

- State Records Act 2000
- Freedom of Information Act 1992
- Public Sector Management Act 1994
- Public Interest Disclosure Act 2003
- Equal Opportunity Act 1984

2.3. Risk Analysis and Planning for Integrity

Risk Management Policy

The Shire's Risk Management Policy describes the commitment to understanding and managing the Shire's risk environment, taking measures to ensure risks are contained to acceptable levels in accordance to its remit and responsibilities.

Risk Management Framework

The Shire's Risk Management Framework supports and expands on the Risk Management Policy and aims to uphold the Shire's approach to managing risk, including identifying, evaluating, treating, monitoring, reviewing and reporting risk. The framework provides guidance to integrate risk management into activities and function performed by the Shire.

The policy and framework are aligned with the Australian Standard/International Organisation for Standardisation (AS/NZS ISO) 31000:2018 Risk Management – Guidelines.

2.4. Internal Controls, Audit and Governance

The Shire undertakes activities and implements internal controls to minimise its integrity risks including the following:

Policies and Procedures

A function of Council under the LG Act is to make policies guiding the Shire's operational and decision making. The policies span various business areas and responsibilities of the Shire and are reviewed every four years or on an as needs basis. Council policies can be viewed on the Shire website www.yilgarn.wa.gov.au

The integrity action plan ensures policies and procedures relating to integrity are reviewed to ensure they have consistent principles and objectives, and are clear and easy to follow.

Table of policies / procedures / documents that relate to integrity:

Policy	How It Relates To Integrity
Risk Management Policy	Sets out the Shire's approach to risk management, including integrity related risks (further defined in the Risk Management Framework).
Purchasing and Tendering Policy	Contains a section specifically addressing ethics and Integrity.
Equal Employment Opportunity Policy	Promotes fairness, respect, transparency, legal compliance, diversity. Includes monitoring, reporting and consequences of non-compliance.
Work Health and Safety Policy	When employees feel safe and valued, their job satisfaction and commitment increases, reflecting positively on the Shire's ethical standards.
Complaints Handling Policy	Provides mechanism for complaints regarding elected members including allegations of misconduct.
Councillor Professional Development Policy	Sets out compulsory inductions for new elected members, including Code of Conduct and governance, which covers integrity.
Code of Conduct Behaviour Complaints Policy	Sets out the mechanism for dealing with complaints, established under clause 15(2) Local Government (Model Code of Conduct) Regulations 2021.
Public Interest Disclosure Procedure	Statutory under <i>Public Interest Disclosure Act 2003</i> Objective – mechanism for reporting corrupt or improper conduct Staff awareness of how to report misconduct
Child Safe Awareness Policy	Aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained.
Formal Discipline and Dismissal Policy	Aims to ensure that any issue or concern regarding unacceptable performance or behaviour and any consequential disciplinary action, will be handled fairly and consistently.
Equal Opportunity, Discrimination, Harassment and Bullying Policy	Provides an environment of equal opportunity in the workplace.
Grievance Management Instruction	Encourages and promotes a positive work environment and strong employee relations.

Code of Conduct

The Code of Conduct for Employees and Code of Conduct for Councillors, Committee Members and Candidates outlines the ethical standards and acceptable behaviours expected of all employees, elected members, committee members and candidates. By clarifying what constitutes appropriate conduct, the Code reinforces integrity, deters unethical behaviour and provides a baseline for accountability and disciplinary actions.

Supervision

Executive Managers, Managers and Supervisors are expected to ensure employees adhere to governance policy frameworks and demonstrate behaviours required by the Code of Conduct for Employees.

Governance Management Controls

The following governance management controls are in place:

- Clear Delegations and Authorisations that define roles, responsibilities and decision-making limits, ensuring that authority is exercised appropriately and transparently.
- Managing conflicts of interest to ensure they do not influence decisions, promoting fairness and impartiality in decision making and mitigating risks associated with compromised decision making that could harm the Shire's integrity.
- Undertaking secondary employment being required to be approved.
- Effective reporting pathways, including the Public Interest Disclosure system provide safe, confidential channels for reporting unethical or unlawful behaviour.

Human Resource Management Controls

The following human resource management controls are in place;

- Employment screening including a requirement to provide a national police clearance certificate and/or working with children checks before employment is offered as relevant to each role.
- New employees being required to complete a comprehensive induction process which includes information on integrity and the requirement to notify the Shire in the event they are charged with a serious criminal offence or an offence involving fraud or dishonesty.
- Probing for moral judgement capacities at interview by asking questions around ethical predicaments as relevant to each role.
- Reference checks of applicants and a level of questioning based on the skills, knowledge and experience required for the position.
- Qualification checks and presentation of original documentation.

The Shire's annual performance review process is also a mechanism for employees and supervisors to reinforce integrity standards; raise any integrity issues; or identify any training and development needs.

Financial Management Controls

The following Financial Management Controls are in place:

- Internal controls to ensure adequate segregation of duties/responsibilities with regard endorsed delegations related to procurement and authorisation of payments.
- Bank payments to ensure authorisations.
- Monthly reconciliation and exception reporting.
- Financial management guidelines, protocols and processes.
- Appointment of external auditor to undertake reviews of financial management systems and procedures.

Information Management Controls

The following Information Management Controls are in place:

- The Shire's Record Keeping Plan details the management of State records to meet obligations under the State Records Act 2000.
- The Code of Conduct for Council Members, Committee Members and Candidates and Code of Conduct for Employees contain provisions related to the use of information.
- Access to corporate records by employees and contractors being in accordance with designated access and security classifications as determined by the Shire's Records Management Policy.
- Access to the Shire's records by the general public being in accordance with the *Freedom of Information Act 1992*, or other written laws.
- Access to the Shire's records by elected members and committee members being via the CEO in accordance with Section 5.92 of the LG Act.
- Liaises with the Ombudsman WA in relation to effective complaint handling, investigations and record keeping.

Audit and Risk Management Controls

The Audit and Risk Committee operate under a Terms of Reference and facilitates the following:

- the enhancement of the credibility and objectivity of external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

3. Document Revision History

Revision Events			
Rev.	Author	Changes	Date
1	NW	Adopted by Council	21/08/2025



*Visit the **Southern Cross Skies***

✦ **Southern Cross** ✦ **Bullfinch**
✦ **Bodallin** ✦ **Marvel Loch**
✦ **Moorine Rock**