

Code of Conduct

Synopsis	Outlines the standards of conduct to be adhered to by staff of the OIC
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Introduction:

The new Office of the Information Commissioner (**OIC**) was established as an independent oversight and regulatory body on 1 July 2025 following the passage of the *Information Commissioner Act 2024* (WA) (**IC Act**) and *Privacy and Responsible Information Sharing Act 2024* (WA) (**PRIS Act**) through the Parliament of Western Australia. The OIC is led by the Information Commissioner with the support of the Privacy Deputy Commissioner and the Information Access Deputy Commissioner and oversees privacy and freedom of information matters in Western Australia under the PRIS Act and the *Freedom of Information Act 1992* (WA) (**FOI Act**).

Established as a department under the [Public Sector Management Act 1994](#) (WA) (**PSM Act**) the Information Commissioner is its Chief Executive Officer (**CEO**).

Commissioner's Instruction 40: Ethical Foundations:

This Code of Conduct (**the Code**) has been developed to align with the requirements of the [Commissioner's Instructions 40](#) (**CI40**) which applies to public sector bodies and employees as defined

¹ Three yearly review is required under Commissioner's Instruction 40

by section 3, PSM Act. CI40 requires public sector bodies and employees to comply with the [Public Sector Code of Ethics](#).

OIC staff are expected to use the WA Public Sector Code of Ethics to guide their decision-making if confronted with any ethical choices. The requirements of the Code of Ethics and Code of Conduct are generally complementary to the requirements of the FOI Act and PRIS Act, but these Acts prevail to the extent of any inconsistency.

Public Sector Code of Ethics:

The WA Public Sector Code of Ethics requires compliance with the principles of conduct set out in section 9 of the PSM Act and with the following four identified minimum standards of conduct and integrity which put into practice the principles of conduct:

1. Integrity
2. Impartiality
3. Respect for others
4. Trust and accountability.

OIC Code of Conduct

Basis of Code of Conduct

The Code is consistent with, and builds on, the Public Sector Code of Ethics.

Application of Code of Conduct

The Code applies to the Information Commissioner, the Privacy Deputy Commissioner, the Information Access Deputy Commissioner and those the OIC employs and engages including interns, temporary personnel and contractors. The Code of Conduct may be enforced through contractual arrangements.

The Code applies while working, including working outside the office, outside standard working hours and working online. It also applies when doing something associated with the work of the OIC where the individual's conduct could have a direct impact on the performance of the work and/or the OIC's reputation.

Code of Conduct Responsibilities

Everyone employed and engaged by the OIC is responsible for:

- ❖ understanding and complying with the Code and OIC's internal policies
- ❖ demonstrating commitment to the Code through our words and actions

- ❖ calling out and reporting behaviour that is not consistent with the Code
- ❖ promoting and supporting a culture of speaking up.

Managers in the OIC are also responsible for:

- ❖ ensuring their staff are informed about the Code and are supported to understand their obligations under the Code
- ❖ modelling appropriate behaviour
- ❖ supporting their staff to speak up and to protect those who do speak up from being victimised
- ❖ identifying and managing risks that could lead to corruption or misconduct.

Code of Conduct Standards

Standard 1: Integrity

The OIC demonstrates integrity by:

- acting honestly and upholding the trust placed in us by complying with reasonable and lawful instructions when performing our work and complying with our [Customer Service Charter](#)
- acting only within the levels of authority as documented by the Commissioner
- providing accurate, unbiased and responsive advice and information
- not tolerating or engaging in fraud and corruption.

Standard 2: Impartiality

The OIC demonstrates impartiality by:

- making evidence based and unbiased decisions which are accurately and contemporaneously documented to ensure fairness, accountability and transparency
- placing the public interest over our personal interest and not allowing personal views to compromise our impartiality or our work
- avoiding situations where their personal interests are, or may be perceived to be, in conflict with the principles of impartiality. Any interests or bias on a particular issue or in respect of any individual person must be declared to the Commissioner immediately, including situations where others may allege or perceive a conflict, whether or not it is actually in existence.
- not seeking to receive gifts, benefits or hospitality but where they are accepted it is only done in accordance with the [OIC Gift Policy](#)
- implementing government priorities, policies and decisions impartially and ensuring communication with people in the business of working to influence government decision-making

occurs in accordance with [Commissioner's Instruction 16: Government Representatives Contact with Registrants and Lobbyists](#)

Standard 3: Respect for Others

The OIC demonstrates respect for others by:

- communicating and treating people with respect and working in alignment with the [OIC Commitment to OSH](#) statement
- supporting workplace equity and inclusion
- not tolerating or engaging in bullying, harassment and unlawful discrimination of any kind and calling out such behaviour when we witness it

Standard 4: Demonstrating trust and accountability

The OIC demonstrates trust and accountability by:

- following the [OIC Risk Management Framework](#) to manage risks and help safeguard the OIC from situations that threaten our priorities, people, stakeholders and operations
- making decisions that ensure the best use of resources for now and the future which includes using resources in line with relevant legislation, standards and policies
- recording our decisions and creating and managing proper and adequate records in line with the *State Records Act 2000* (WA) and the OIC's Record Keeping Plan.

Code of Conduct Breaches

Breaches of OIC's Code of Conduct can negatively impact our workplace culture, our individual reputations and the reputation of the OIC, trust and efficacy, all of which are detrimental to the OIC's work and goals.

As head of the OIC, the Information Commissioner has a [statutory duty to notify the](#) Corruption and Crime Commission of suspected serious misconduct as soon as they suspect on reasonable grounds that a matter may involve serious misconduct.

Breaches of the Code may result in action being taken under OIC's [Performance development policy](#)

If you have a concern about a possible breach of the Code, you can make an internal report to your line manager or the Commissioner. Alternatively, you can:

- report suspected [minor misconduct](#) to the Public Sector Commission
- report suspected serious misconduct to the [Corruption and Crime Commission](#)
- make a public interest disclosure (PID) to OIC's PID officer

- make a complaint to the [Equal Opportunity Commission](#) for equal employment matters; the [WA Industrial Relations Commission](#) for industrial matters; the [Australian Human Rights Commission](#) regarding discrimination; [WorkSafe](#) for workplace health and safety matters.

All reports are taken seriously and will be dealt with promptly, fairly and in strict confidence.



Annelies Moens

Date: 16/06/2026

INFORMATION COMMISSIONER