

From the Chief Executive Officer

The Department of the Premier and Cabinet's reputation for acting with integrity plays a critical role in our success in providing high quality advice, services and support to enable the Premier and Government to serve the Western Australian community well.

Our reputation stems from valuing:

- People;
- Clarity;
- Leadership; and
- Openness

and provides the foundation for this Code of Conduct.

Referring to this Code of Conduct, and talking through ethical issues with others, will assist you in managing a variety of ethical situations throughout your employment with the Department of the Premier and Cabinet.

I urge you to read this Code of Conduct, familiarise yourself with supporting information, and consider how your behaviour can impact on your colleagues, the Government and members of the Western Australian community.



Darren Foster

CHIEF EXECUTIVE OFFICER

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Ethics & Accountability

This Code of Conduct provides information to support ethical and accountable behaviour and builds upon the requirements of section 9 of the Public Sector Management Act 1994 where all employees are required to comply with their agency's Code of Conduct and: a) act with integrity in the performance of official duties; b) be scrupulous in the use of official information, equipment and facilities; and c) to exercise proper courtesy, consideration and sensitivity in their dealings with members of the public and other employees. For any employee demonstrating behaviour that is not consistent with this Code of Conduct, Part 5 of the Public Sector Management Act 1994 may be applied.

The Commissioner's Instruction No.8 - Codes of conduct and integrity training requires public sector agencies to develop their own code of conduct that translates the following broad principles as outlined in Commissioner's Instruction No.7 - Code of Ethics.

- Personal Integrity
- Relationships with Others
- Accountability

This Code of Conduct does not attempt to cover all situations, rather it provides a set of broad principles to support a common-sense approach to decision making.

Detailed information for each of the seven (7) principles is available on the Department's intranet and includes:

- Examples of applying the principle;
- additional resources (e.g. policies, guidelines, acts, instructions, external web links);
- scenarios; and
- decision making frameworks.



Code of Conduct

How we can make a difference

Seven Principles



Personal Behaviour

The way in which you behave in the workplace must be respectful of your colleagues and members of the public. At all times you should act honestly and fairly and carefully consider the consequences of your behaviour.



Communication and Official Information

We recognise that information is a key factor in enabling the Department to deliver high quality advice to the Premier and Government. You are expected to manage confidential and official information discreetly and within the boundaries of your role. Unauthorised disclosure of information will place yourself and the Department at risk.



Fraudulent or Corrupt Behaviour

The Department is committed to the principle of open and accountable government. You must be accountable for your decisions and actions. You are also responsible for reporting the inappropriate behaviours of others, whether it be a fraudulent activity to the financial detriment of a person or a public sector agency, or a corrupt activity where an individual uses his/her position for personal gain.



Use of Public Resources

You are required to use Departmental resources responsibly and any personal use of resources must comply with the Department's policies and be kept to a minimum. The use of Departmental resources for illegal purposes and/or commercial gain will be addressed in accordance with the relevant criminal legislation and the Department's disciplinary procedures.



Recordkeeping and Use of Information

The integrity and accuracy of information generated by the Department is fundamental to the delivery of a highly trusted and reputable service to the Premier, Government and members of the Western Australian community. You should ensure, to the best of your ability, that all records generated as part of your role contain accurate information.



Conflicts of Interest and Gifts and Benefits

The Department respects your privacy and does not normally take an interest in your external activities. However, when your personal, social, financial or political activities interfere, or have the potential to interfere with your performance at work, a 'conflict of interest' may exist that must be resolved. A 'conflict of interest' is not necessarily a problem, but it must be declared and managed accordingly. The relationships you have with other individuals and groups should not affect your ability to make impartial and reasonable decisions that are transparent and capable of review.



Reporting Suspected Breaches of the Code

You are encouraged to report any suspected breaches of the Code of Conduct, in line with the Department's Grievance Resolution policy and procedures. You should ensure that, in the first instance, the issue is discussed with your line manager, Grievance Officer or a support person.

Making a difference through ethical and accountable behaviour

For further information:
Contact the Department's Governance and Reporting section or Ministerial Support Unit.