



Department of **Planning,
Lands and Heritage**

GOVERNMENT OF
WESTERN AUSTRALIA

Code of Conduct

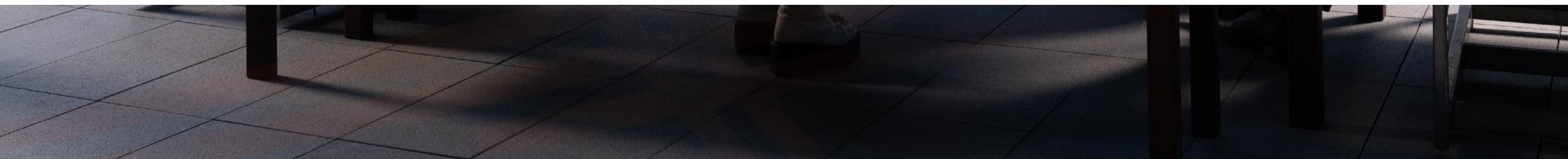
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Acknowledgement



We acknowledge the Aboriginal people of Western Australia as the traditional custodians of this land. We value their contribution to the Department and pay our respects to their Elders past, present and future.





Director General's message

Welcome to the Department of Planning, Lands and Heritage.

Our Code of Conduct is an integral guide to how we should work every day and how we uphold our responsibilities to provide services on behalf of the Western Australian community.

It promotes a culture of accountability and sets out the professional behaviours that are consistent with our corporate values of integrity, respect, collaboration, professionalism and innovation.

Integrity must be at the forefront of everything we do in the public sector. It is a great privilege and responsibility to be part of this Department and work on exciting activities and projects that are shaping our future, protecting our past and creating new opportunities for today.

How we act shapes how our Department operates and how it is perceived. This Code of Conduct serves to build trust amongst our peers and with the community, ensures that our work is undertaken in an ethical manner and embeds accountability in decision making at all levels, across our business.

It reminds us of the importance of transparency, confidentiality and inclusion and to be mindful of how we manage information and data, use Government resources and manage conflicts.

We are a diverse workforce embracing challenging but rewarding work in a flexible, forward-thinking workplace. Our commitment to demonstrate respect for each other, deliver professional services and adopt collaborative ways of working is important for the Department to best serve the public interest.

We all have a responsibility to act appropriately.

Thank you for demonstrating our values and playing your part in upholding the highest standard of conduct.

Anthony Kannis
Director General
Department of Planning, Lands and Heritage
March 2023



About us and our values

Our Department is responsible for planning and managing land and heritage for all West Australians – now and into the future.

We lead and advise on key projects across the State; we embrace the challenging but rewarding nature of our work in a flexible, forward-thinking workplace.

Our values set the tone for how we go about our work. They guide our behaviour, our decisions, and our performance. How we live by our values impacts the quality of service experienced by our clients and stakeholders. They are:

Integrity – We act with integrity to deliver great outcomes for Western Australia.

Respect – We understand our work is personal to our stakeholders and that every piece of land and site has a story.

Collaboration – We strive to build prosperous places and connected communities by bringing people, groups, and organisations together to share ideas, solve problems and plan for the future.

Professionalism – We use our specialised knowledge and skills to deliver best practice planning, land management and heritage services in Western Australia.

Innovation – We adopt new thinking and approaches to address the economic, demographic, and environmental challenges facing our State.

Our values are to be reflected in our systems and behaviours and observed at all times when providing a service to the Western Australian community, and when interacting with fellow employees. Our values align with the Public Sector Commission's Code of Ethics and our Code of Conduct.



Our vision

The Department's vision is:

- To respect our past
- To create opportunities today
- To plan for our future



Our Code of Conduct



Our Code of Conduct (Code) explains how we conduct ourselves when performing our duties, and how we build and maintain relationships with our customers, stakeholders, and colleagues. We are required to become familiar, and comply with our Code, and to undertake training and development to support an environment that upholds the ethical standards and values of the Department.

Our Code explains:

- our legal requirement to act with integrity;
- our responsibility to treat each other with respect;
- our rights as employees to be treated fairly by the Department.

Our Code is founded on the principles set out in relevant Public Sector Commissioner's Instructions, and it observes the general principles of official conduct set out in section 9 of the *Public Sector Management Act 1994* (PSMA).

Our Code is an overarching document supported by the Department's policies, procedures, guidelines, and other tools. It cannot cover every eventuality, so it is important that we apply judgement to unusual scenarios, seek advice from those who can help us unpack our concerns and help to identify an ethical path forward. Such people include our line managers and Human Resources (HR).

Scope

Our Code sets out the minimum standards of acceptable conduct and behaviour that apply to any person who carries out work for the Department as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with the Department and volunteers. For the purposes of our Code, the term 'worker' collectively encompasses all the aforementioned representatives.

Our workplace behaviours

We:

- conduct ourselves in a manner that does not reflect adversely on the public sector, the Department, or fellow employees;
- ensure we understand and comply with our Code, and all public sector obligations;
- meet performance standards to the best of our ability;
- report any actual or suspected misconduct.



Our Code of Conduct

Management responsibility

Being in management comes with additional responsibilities. We demonstrate leadership by modelling and promoting our values by:

- exemplifying the values in our actions and decisions;
- encouraging dialogue on values and ethics;
- challenging and coaching staff who do not demonstrate behaviours in line with this Code;
- respecting equity and diversity in all its forms, including diversity of thought;
- addressing any reported or suspected misconduct and breaches of the Code.

Consequences of breaching our Code

Where an individual's actions fail to meet, or contravene, the standards outlined in our Code and associated policies, the Department may take action.

Depending on the breach, the consequences may have serious and lasting impacts, ranging from reprimand to termination of employment.



Health and safety



A safe and healthy workplace benefits everyone. It protects us from injury and illness. It is important for us to understand our responsibilities so we can keep each other safe. Our responsibility extends beyond the workplace and working hours and includes any events and occasions where we interact with our colleagues and stakeholders.

It is important to note that health and safety in the workplace extends beyond physical injury and illness to psychological safety. We are committed to creating an environment where employees feel valued and respected and safe to speak up, share ideas and ask questions.

- We comply with work safety and health legislation, policy, and procedures.
- We take reasonable care to ensure our own health and safety and avoid risking the health and safety of others in the workplace.
- We ensure we are fit for work every day; not being under the influence of alcohol, illicit drugs, or other substances when at work or when

engaged in work-related activities, being well rested, and being physically and psychologically fit to perform our duties.



Where to go for help

- [Line Manager](#)
- [HR](#)
- [Safety and Health Representatives](#)
- [Grievance Contact Officers](#)
- [Family and Domestic Violence Contact Officers](#)
- [Employee Assistance Program](#)



Policies and Procedures

- [Human Resource Policies](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Safety and Wellness](#)
- [Support Zone](#)



Engagement and inclusion

We are an equal opportunity employer, and our strength is in our diversity and our shared vision for a better Western Australia – today and tomorrow. We create and promote an environment that is free from discrimination, harassment, and bullying. Valuing and promoting diversity and inclusion is an important element of demonstrating respect. Individuals in managerial roles have a specific responsibility to ensure our workplace is free from all forms of unlawful discrimination and disrespectful behaviour.

Where to go for help

- [Line Manager](#)
- [Grievance Contact Officers](#)
- [HR](#)
- [Safety and Health Representatives](#)
- [Employee Assistance Program](#)

Policies and Procedures

- [Corporate Governance Policies](#)
- [Human Resource Policies](#)

Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Innovative Reconciliation Action Plan](#)
- [Disability Access and Inclusion Plan](#)
- [Multicultural Action Plan](#)



Personal behaviour

As workers of the Department, we are placed in a position of trust. In carrying out our duties, we may affect the welfare, rights, or entitlements of members of the community. The community expects us to carry out our functions with impartiality, competence, and professionalism - in the public interest.

- We behave in ways that engender trust and respect.
- We behave fairly, objectively, and courteously in our dealings with the Government, clients, the community, and other employees.
- We exercise the statutory powers we have ethically and lawfully.
- We dress in a manner that promotes the professional image of the Department.
- We notify the Department of any loss, suspension, or change to a registration, accreditation, licence or other qualification that affects our ability to meet essential requirements or to perform our duties.

- We notify our line manager if charged with, or found guilty of, a criminal offence and it could reasonably be seen to affect our ability to meet the inherent requirements of the work we are engaged to perform.
- We ensure our professional behaviour, work performance, and working relationships are not compromised by the use of alcohol or illegal drugs either during or outside work hours.
- We each have a responsibility, having regard to our roles, to:
 - a. maintain and develop our professional skills and knowledge;
 - b. actively participate in performance management processes, including induction, performance planning and development.



Where to go for help

- Line Manager
- [HR](#)
- [Public Interest Disclosure \(PID\) Officers](#)
- [Grievance Contact Officers](#)
- Governance and Performance



Policies and Procedures

- [Corporate Governance Policies](#)
- [Human Resource Policies](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Fraud and Corruption Control Plan](#)



Communication and official information

Unauthorised access, use and disclosure of information may result in damage to the Department's reputation, loss of customer confidence and misuse of information for fraudulent or corrupt purposes.

This means:

- We access and use official and confidential information only for authorised purposes.
- We understand the importance of privacy and confidentiality in accordance with legislation and policies relating to dealing with private information. Confidential information requires special treatment and protection.
- We manage information in accordance with the Department's relevant policies and procedures.
- We obtain authorisation before providing information or advice to third parties that can be relied on.
- We ensure information confidentiality is maintained.
- We ensure any contact with lobbyists is conducted in accordance with our policies, and meets the public's expectations of transparency, integrity, and honesty.
- We respond to media requests in accordance with the Department's Media Policy and only if we are authorised to do so.
- We protect our intellectual property (including confidential information, copyrights, designs, patents, and trademarks) and closely monitor the unauthorised use of our intellectual property by others.
- We respect the intellectual property of others, such as our suppliers and customers, and only use their intellectual property when authorised to do so. We do not use confidential information in a way that advantages an individual or business or disadvantages the Department or the Government either during or post-employment.
- We do not make public comment on any actions of the Department or the public sector without authorisation.



Where to go for help

- Line Manager
- [HR](#)
- Business and Information Systems
- Governance and Performance
- [Communications and Engagement](#)



Policies and Procedures

- [Communications Policies](#)
- [Business and Information Services Policies](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Fraud and Corruption Control Plan](#)



Fraudulent and corrupt behaviour

We are committed to the highest possible standards of openness, probity, and accountability in all our affairs. We have zero tolerance for fraud and corruption.

- We behave in ways that exemplify confidence and trust.
- We avoid conduct in the performance of our public duties and in our private life that may adversely affect our standing as public service officers or bring the Department or the public sector into disrepute.
- We conduct our duties with impartiality. Our decisions and actions comply with public sector policy and are based on merit and careful consideration of the relevant facts. We achieve equitable outcomes within the extent of our authority.
- We act honestly in the performance of our duties.
- We are open and transparent when making decisions.
- We give honest and up-to-date advice based on the available facts, evidence, and data.

- We deal with issues consistently, fairly and in a timely manner.
- We use statutory powers in a responsible way.
- We comply with legislation, policies, and lawful and reasonable instructions in the performance of our duties.
- We immediately report any suspected fraudulent or corrupt behaviour, misconduct, or breaches of our Code. This includes mismanagement of public resources or behaviour that is a danger to public health, safety, or the environment.
- We do not use our position to provide benefit to ourselves, or people we know.



Where to go for help

- Line Manager
- [Public Interest Disclosure \(PID\) Officers](#)
- [HR](#)
- Governance and Performance
- Internal Audit



Policies and Procedures

- [Human Resource Policies](#)
- [Corporate Governance Policies](#)
- [Public Interest Disclosure](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Fraud and Corruption Control Plan](#)



Use of public resources

The resources provided by the Department are business tools to enhance service delivery, business practices and productivity.

- We are accountable for all resources that we use during our duties.
 - We use our time efficiently and appropriately while we are working.
 - We are economical and avoid waste and extravagance in using public resources for the intended purpose.
 - We purchase, manage, use, and care for public resources in accordance with official policies.
 - We responsibly utilise human assets such as corporate knowledge and intellectual property as public resources.
 - We make ethical and lawful decisions in the procurement and disposal of goods and services.
- We safeguard departmental resources while undertaking official duties and ensure all reasonable precautions are taken to prevent loss, damage or liability and use by unauthorised persons.
 - We use all public resources (including computers, telephones, other office equipment, vehicles and building facilities) efficiently, effectively, and appropriately.
 - We use our information, communication, and technology (ICT) resources according to the Department's ICT Acceptable Use Policy.
 - We use corporate credit cards and taxi vouchers for authorised work-related purchases only.
 - We do not use public resources for political purposes or commercial or private financial gain.

Where to go for help

- Line Manager
- [HR](#)
- Business Information Systems
- Finance
- Internal Audit

Policies and Procedures

- [Finance Policies](#)
- [Communications Policies](#)
- [Corporate Governance Policies](#)
- [Human Resource Policies](#)
- [Facilities Policies](#)

Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Asset Accounting Procedure Manual](#)
- [Disability Access and Inclusion Plan](#)
- [Innovate Reconciliation Action Plan](#)
- [Multicultural Action Plan](#)
- [Fraud and Corruption Control Plan](#)
- [Safety and Wellness](#)



Recordkeeping and use of information

We are responsible for creating, accessing, storing, using, and disposing of government records in accordance with the *State Records Act 2000* and departmental policy.

- We comply with the departmental policy to record creation, information classification, retention, and disposal.
 - We ensure departmental information is accurate, complete, and appropriately filed.
 - We ensure the secure storage of sensitive and confidential information, in both paper and electronic forms, within and outside departmental buildings.
 - We properly record official actions, decisions, and work practices.
 - We understand the Freedom of Information requirements and how and when information may be released.
 - We preserve and protect the integrity of historical records.
- We do not access departmental information without a legitimate work-related purpose.
 - We do not disclose information to outside parties unless authorised to do so. This authority may be due to professional qualification or an implied authority within job roles.
 - We do not disclose information on official documents to unauthorised persons.
 - We do not falsify, destroy, alter, or damage public records or back-date information.



Where to go for help

- Line Manager
- [HR](#)
- Business and Information Systems
- Internal Audit



Policies and Procedures

- [Business and Information Services Policies](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)



Conflict of interest, gifts and benefits

We serve our community with impartiality. Consideration of conflicts of interest should form part of team culture and should be documented with evidence retained in the Department's records management system.

- We do not allow our personal interests to influence our work-related actions and decisions.
- We observe integrity and ethics when receiving or offering gifts and benefits.
- We identify, declare and manage conflicts of interest; we disclose personal or private interests and affiliations that could, now or in the future, be seen as influencing the performance of our public duties in accordance with our Department's policies, procedures and guidelines. Where a conflict cannot be avoided, we manage it appropriately and transparently.
- We use good judgement to avoid situations where there may be, or even appear to be, a conflict of interest.

- We actively participate with our Department in developing and implementing resolution strategies for any conflict of interest.
- We ensure that any conflict of interest is managed in the public interest.
- We seek approval from the appropriate channels before we engage in any form of paid (or unpaid) employment outside our official duties.
- We declare all gifts, benefits and hospitality offered for endorsement by our ADG, and ensure the gift register is updated.
- We do not engage in political or other outside activities that may conflict with official duties and responsibilities.



Where to go for help

- Line Manager
- [Public Interest Disclosure \(PID\) Officers](#)
- [HR](#)
- Internal Audit



Policies and Procedures

- [Corporate Governance Policies](#)
- [Human Resource Policies](#)



Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Fraud and Corruption Control Plan](#)



Reporting suspected breaches of the Code

It is important we all feel empowered and protected to seek assistance or to speak up when we become aware of any inappropriate, unprofessional, or unlawful behaviour (any behaviour that is inconsistent with our Code, policies and or legislation).

Employees should feel safe to report suspected breaches of the Code, and understand there are protections available to them under relevant legislation such as the *Public Interest Disclosure Act 2003* and the *Equal Opportunity Act 1984*.

- We are vigilant and actively work to minimise any threats posed by misconduct.
- We are required to report reasonably suspected breaches of the Code. You may consider reporting to one of the following:
 - Line Manager or ADG
 - Director, HR
 - PID Officer

- [Public Sector Commission](#) for minor misconduct
- [Corruption and Crime Commission \(CCC\)](#) for serious misconduct.
- Individuals who report reasonably suspected misconduct are protected from victimisation.
- All reports of suspected breaches of the Code within the Department will be taken seriously, treated confidentially, and considered in a timely manner.
- If you have any concerns about your action (or the action of a colleague), try the Code Check test and/or initiate a discussion with your manager, a member of the HR Team or the Director, HR.
- Line managers must notify the Director, HR and/or their ADG as soon as practicable after they become aware of suspected misconduct.

Where to go for help

- Line Manager
- Manager once removed
- Another senior manager
- [HR](#)
- [Public Interest Disclosure \(PID\) Officers](#)
- ADG
- Director General
- Internal Audit

External places to report to

- [CCC](#)
- [PSC](#)
- WA Police

Policies and Procedures

- [Corporate Governance Policies](#)

Tools and Resources

- [Code Check](#)
- [Code of Conduct in Practice](#)
- [Public Interest Disclosure \(PID\) Officers](#)
- [Fraud and Corruption Control Plan](#)



More information

For more information about the policies and other governance documents detailed in this document, please visit the Governance page on our intranet.

If you require Code of Conduct and/or Accountable and Ethical Decision-Making training, please refer to My Learning.

If you have any queries or require further guidance on any aspect of the Code of Conduct, please contact your Line Manager or HR directorate.

You can also email HR at HR@dplh.wa.gov.au.

Acknowledgement

The Department acknowledges the contribution of the Public Sector Commission (Western Australia) Conduct Guide for material quoted or reproduced in this document.

Document Review Process and Control

This Code will be reviewed in July 2025, then every three years or when determined necessary to ensure the Code meets the needs of the Department.

Current	Code of Conduct 2022
Version	1.2
Replaces	Code of Conduct 2019
For review	July 2025
Officer responsible	Director, Human Resources



Department of **Planning,
Lands and Heritage**

Code of Conduct declaration

All employees of the Department are bound by the Code regardless of whether they sign the acknowledgement below. Please complete this form and return it to HR.

Full name:

Position title:

Division:

I confirm that I:

- acknowledge and understand my obligation to meet the Code and its related policies;
- acknowledge that failure to comply with the Code and the PSC's Code of Ethics may have consequences for my employment;
- recognise the Code cannot cover every situation, and that I am accountable to use my judgement and seek responsible advice;
- will act in accordance with the Code at any time I represent the Department, and I acknowledge this obligation extends to my behaviour outside standard working hours;
- will regularly refresh my memory with the content of the Code during the course of my employment.

Human Resources to complete

- This declaration has been recorded on the Code of Conduct register; and stored in the personnel file.

Employee's signature:

Date: