



Government of **Western Australia**
Department of **Communities**

Code of Conduct



Acknowledgement of Country

The Department of Communities proudly acknowledges the traditional Custodians throughout Western Australia and recognises their continuing connection to their lands, families and communities. We pay our respects to Aboriginal and Torres Strait Islander people and cultures, and to Elders past, present and emerging.

Message from the Director General

The Department of Communities' Code of Conduct (the Code) is an official, mandatory public record that outlines the minimum standards of conduct and integrity required of us as public officers, and as representatives of the Department. It reflects the behaviours expected of all of us and helps us put our iCREATE values – integrity, courage, respect, empathy, accountability, trust and empowerment - into practice every day, in every action and interaction.

Earning and maintaining community trust is essential to our ability to deliver the best outcomes for the individuals, children and families that we support. I am committed to ensuring everyone at Communities understands and operates at the highest level of conduct and integrity and that it sits at the heart of everything we do.

As public officers, we must understand the requirements of the Code and use it to guide our actions, behaviours and decisions. All Communities' employees are required to complete an online Accountable and Ethical Decision-Making Training course, which includes a commitment to the Code, when they commence employment with Communities and every three years thereafter. This is to ensure that you understand how to carry out your work in line with our values and the Code. I also expect all line managers to discuss the application of the Code with their staff and to actively support and build a culture of integrity and accountability within their teams.

We all have responsibility for safeguarding the integrity of the Department by working together to prevent misconduct and corruption. Most people come to work and do the right thing. However, there may be situations where you observe or become aware of possible breaches of the Code. It is essential that you report your concerns and understand that the Department will not tolerate any form of reprisal action against people who speak up about breaches of the Code, fraud, corruption, or any Integrity and conduct matter.

We must all act and, be seen to act, with professionalism and integrity. By doing so, we can build and maintain the trust of the community we serve and work together to achieve our purpose - One Communities – One Team. Working together to provide responsive services that build safe, inclusive and empowered communities.

Mike Rowe

Director General

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1. Overview

Communities' Code of Conduct (the Code) commits all Communities' employees to an ethical standard of behaviour. It reflects the values of the Department and sets out the standards of behaviour, responsibilities and obligations required of us all.

The Code is supported by Communities' compulsory online Accountable and Ethical Decision Making (AEDM) Course and Integrity Framework. The AEDM course provides an overview of the Code and guidance on the ethical and professional behaviour expected of all employees. [Communities' Integrity framework](#) outlines how Communities will build and maintain a high standard of professional and ethical conduct.

1.1 Who does Communities' Code apply to

The Code applies to:

- all Communities employees, including the Director General and Communities' Leadership Team;
- permanent and fixed term employees, casual employees and officers seconded to Communities;
- work experience students, trainees, cadets, interns and volunteers (where specifically provided for in the placement contracts)
- people employed under contracts for service and contractors providing goods and/or services (where specifically provided for in the relevant contract).

For the purposes of this document, the term "employee" has been used to refer to all the above people engaged by Communities, Housing Authority and the Disability Services Commission.

- All employee behaviours and actions must comply with this Code, our policies and procedures and relevant legislation.
- Failure to comply or adhere to the Code may result in disciplinary action and a consequence could be termination of employment or contract.
- All employees must attest to their awareness of the Code by completing the online AEDM training course. This course must be completed when they commence employment at Communities and every three years thereafter. The online course can be accessed via this [link](#).

1.2 What about the businesses we deal with?

Just as we are committed to the highest standards of integrity, we expect those we do business with will do the same to help us deliver public value. The Department of Communities' [Statement of Business Ethics](#) communicates what we expect from the businesses we deal with and what they can expect from us.

1.3 iCREATE Values

Our iCreate values underpin our shared behaviour and guides our culture. The Code reflects these values.

i	Integrity	We are honest We do what we say we'll do
C	Courage	We are bold We are brave
R	Respect	We treat everyone with dignity We recognise contribution and value diversity
E	Empathy	We are authentic and understanding We are compassionate
A	Accountability	We are collectively responsible We are reliable
T	Trust	We are fair We act in good faith
E	Empowerment	We support our colleagues We build on strengths

2. What the Code means for you

2.1 Public Sector Ethical Foundations

The Public Sector Commissioner' [Instruction No. 40: Ethical Foundations](#) requires all public sector bodies and public officers to demonstrate the highest standard of workplace behaviour and personal integrity by complying with the principles of conduct in section 9 of the *Public Sector Management Act 1994* and a set of minimum standards of conduct and integrity which put these principles into practice.

Principles of conduct

We:

- comply with legislation, Commissioner's Instructions, public sector standards and any applicable codes governing our conduct
- act with integrity
- use official information, equipment, and facilities scrupulously
- deal with people courteously, considerately, and sensitively

Minimum standards of conduct and integrity

Standard 1: Integrity

We:

- act honestly and uphold the trust placed in us by the community
- use our position and authority for the purpose intended
- provide objective and timely advice of the government of the day
- ensure our behaviour upholds the good reputation of our public sector body and the public sector

Standard 2: Impartiality

We:

- make considered and unbiased decisions on merit
- place the public interest over our personal interest
- declare and manage conflicts of interest
- implement government priorities, policies, and decisions impartially

Standard 3: Respect for others

We:

- communicate with and treat people with respect
- treat people fairly, having regard for their diverse backgrounds
- work together constructively, inclusively, and professionally

Standard 4: trust and accountability

We:

- take accountability for our time, decisions, actions, and behaviours
- are responsive and provide considered advice and information to our clients, customers, and stakeholders
- make decisions that ensure the best use of resources for now and the future
- access, use and disclose information only where we are authorised to do so
- record our decisions for transparency allowing for review and scrutiny

Communities' Code builds on these minimum standards and requires all employees to uphold the standards of behaviour as set out in the following sections.

- Personal behaviour
- Communication, official information, use of information and record keeping
- Fraudulent or corrupt behaviour
- Use of public resources
- Conflicts of interests, gifts and benefits
- Reporting suspected breaches of the Code

2.2 Seek Guidance

The Code does not describe every possible situation you might encounter. It is important to reflect on our values and purpose, and ask these questions:

- Am I doing the right thing?
- How would others judge my actions?
- How could my actions impact on others?
- Should I discuss this with someone else?

If you are unsure of what is the right thing to do, you should ask for guidance from a manager or a member of the Professional Standards team via cpe@communities.wa.gov.au

3. Personal behaviour

Modelling high standards of personal behaviour promotes positive environments in which our clients, colleagues and communities can thrive.

It is expected that you do:

- act honestly and with integrity in the performance of your duties
- carry out your duties to the best of your ability and with professional competence
- understand and comply with this Code, Communities' policies and procedures, and legislation which governs your personal and professional conduct
- not cause reputational damage to Communities either in a private or public capacity
- make decisions fairly, impartially, promptly and consider all available information, legislation, policies, and procedures
- comply with any other professional code of conduct or registration requirement prescribed to your role and position with Communities
- carry out any lawful and reasonable direction from a manager or someone who has authority to give such a direction
- serve the government of the day professionally and impartially and provide timely, well-considered information and policy advice
- treat the public, recipients of our services and colleagues with respect, courtesy, and fairness, having proper regard for their interests, rights, safety and wellbeing.
- ensure that the interests and wellbeing of vulnerable people is your primary focus, especially if you work in a direct service delivery role, including protecting vulnerable people and clients from harm, neglect, exploitation, or abuse
- adhere to the [National Principles for Child Safe Organisations](#), and work to ensure Communities is a child safe organisation
- maintain and contribute to a harmonious, safe and productive work environment.
- not engage in harassment, bullying or unlawful discrimination against recipients of our services, colleagues, contractors, or members of the public
- speak up and call out racism
- respond respectfully and effectively to the heritage, background and cultural identity of colleagues and recipients of our services
- report any criminal charges, convictions or serious offences committed during the term of your employment, including spent convictions where required
- report any changes in circumstances that may mean that you cannot fulfill the requirements of your job. For example, due to the loss of a driver's licence
- attend work fit to perform your duties, unimpaired by drugs or alcohol
- dress neatly and appropriately for the nature of your work and workplace

4. Communication, official information, use of information and record keeping

Confidential information means information that is not publicly available

In the course of our employment, we are entrusted with sensitive and confidential information. It is important that we maintain confidentiality and use that information in an appropriate manner.

The integrity and accuracy of our records is also extremely important. Complete, accurate and secure records are relied upon for our decision making, organisational efficiency and benefits the recipients of our services and community.

4.1 Communication and public comment

It is expected that you do:

- refer all media enquiries to Corporate Communications unless you are authorised to respond directly
- not participate in public and/or online forums in an official capacity or as a Communities' employee, except where authorised
- not disclose, comment or post inappropriate material about recipients of our services, colleagues, or the Department on work or personal social media sites.
- ensure communications do not conflict with or are perceived to conflict with your role as a public officer
- ensure that public comments made in a personal capacity are not seen or perceived to be an official comment on behalf of Communities or any other public sector organisation
- not engage in inappropriate communication with recipients of our services by utilising social media, emails or messaging platforms.
- adhere to any legal requirements, policies, and all other lawful directives regarding communication with Parliament, Ministers, ministerial staff, lobbyists, proponents, the media and members of the public
- ensure any contact with lobbyists is in accordance with Public Sector [Commissioner's Instruction No. 16 : Government Representatives Contact with Registrants and Lobbyists](#)

4.2 Official information and use of information

Official information means non-public information that comes into your knowledge or possession because of your employment.

It is expected that you do:

- maintain confidentiality and not disclose any official information or documents acquired in your daily duties, other than for the purposes of your duties or as required or enabled by law
- comply with the [State Records Act 2000 \(WA\)](#) and not make an unauthorised disclosure within the meaning of section 81 of the [Criminal Code Act 1913 \(WA\)](#)
- not access Communities' databases or information without a legitimate work-related purpose, and be able to demonstrate why the information was accessed if required
- not make improper use of official information obtained in your daily duties for direct or indirect personal or commercial gain for yourself or others, or to do harm to others
- share information with colleagues to support the achievement of Communities' strategic initiatives.
- seek advice about the appropriate release of information if you are unsure

4.3 Record keeping

It is expected that you do:

- meet your obligations under the [State Records Act 2000 \(WA\)](#) and properly document actions, decisions and work practices
- securely store sensitive, confidential information and personal information
- protect intellectual property
- not falsify, destroy, alter or damage public records or back-date information
- ensure personal information about you and recipients of our services is accurate, complete, up-to-date and not misleading

5. Fraudulent or corrupt behaviour

Fraud and Corruption are criminal offences and harm not only the Department and its reputation but also the recipients of our services and the communities in which we work.

Fraud includes any practice that involves deliberate deceit or other dishonest means by which benefit is obtained. Fraud can include theft, deception, falsifying records, providing false information, or manipulating expenses or salaries.

Corruption is a dishonest activity in which an employee acts against the interests of the Department and abuses their position of trust to achieve some personal gain. Corruption can include taking or offering bribes, theft, embezzlement, misusing information or material acquired through your role at work or failing to disclose conflicts of interest.

It is expected that you do:

- make ethical decisions
- not engage in any fraudulent or corrupt behaviour
- not use, or attempt to use, your position or authority to cause a detriment, or to gain a personal benefit for yourself or others
- immediately report any information about actual or potentially fraudulent, corrupt, or illegal activities.

6. Use of public resources

We are entrusted to use public resources, on behalf of the community, to deliver outcomes for the public. We must be responsible and accountable for the use of those public resources.

Public resources include office facilities, corporate credit cards, motor vehicles, computers, software, photocopiers, phones, printers, other equipment, and work time

It is expected that you do:

- use public resources responsibly and efficiently
- follow relevant State government policies and Communities' policies and procedures to procure goods, services and works.
- ensure you are accountable for all expenditure, including the use of public money for hospitality and travel
- not use corporate credit cards to incur personal, non-work-related expenditure (including travel and other purchases)
- not use work time or resources for political party work, secondary employment, external volunteering activities or private financial gain
- complete timesheets and leave applications accurately and submit in a timely manner

- use Departmental resources, including portable and attractive items, computers, phones, laptops and cars appropriately and for permissible purposes only
- report any damage to, or loss of, Communities' property or equipment immediately to the appropriate person

7. Conflicts of interest and gifts, hospitality and benefits

It is not necessarily wrong or unethical to have a conflict of interest, but it is important that any conflict of interest is properly identified, documented and managed to ensure it doesn't compromise our integrity or the public's confidence in the Department.

A conflict of interest is a situation arising from conflict between the performance of a public duty and private or personal interests
Conflicts of interest can be actual, perceived or potential

7.1 Conflicts of interest

It is expected that you do:

- recognise when an actual, perceived or potential conflict of interest exists and register it via the online [Conflict of Interest Declaration Form](#)
- manage conflicts of interest through an approved management plan
- not allow any political, private or commercial interests to influence your decisions or actions as an employee (interests include, but are not limited to, family, friends, associates, investments, relationships, voluntary work or group memberships)
- acknowledge that an identified conflict of interest may change over time and ensure that it continues to be managed appropriately throughout your employment
- not engage in nepotism or patronage in decision making, purchasing, awarding of contracts, staff recruitment and appointment processes
- follow relevant legislation, Commissioner's Instructions and Human Resource procedures when recruiting employees
- seek prior approval to undertake secondary employment via the online [Application for Secondary Employment Form](#)

7.2 Gifts hospitality and benefits

Accepting or giving a gifts, benefits or hospitality can create a conflict of interest; influence decision making; create a culture of entitlement and/or present opportunities that could escalate into bribery, misconduct or corruption.

It is expected that you do:

- decline all offers of a gift, benefit, or hospitality, wherever possible.

- not solicit gifts, benefits or hospitality.
- declare all offers, receipts and provision of gifts, benefit or hospitality via the online form
- not give or offer gifts, benefits or hospitality unless through documented approved arrangements
- seek advice from the Professional Standards team before giving or accepting gifts benefits or hospitality if you are unsure.

8. Reporting suspected breaches of the Code

Reporting suspected breaches of the Code contributes to the integrity of Communities and the wellbeing of our clients, colleagues, and communities.

It is expected that you do:

- promptly report allegations or legitimate suspicions regarding suspected breaches of the Code
- use the appropriate avenue to raise concerns
- maintain confidentiality when reporting allegations and when involved in disciplinary processes.

You can report suspected breaches of the Code to:

- your line manager, or any manager
- misconduct.reporting@communities.wa.gov.au
- the 24/7 Misconduct Reporting Hotline on 0466 511 957 *
- the [online misconduct reporting form](#)

An anonymous reporting option is available via the form if needed

- [the online Public Interest Disclosure \(PID\) form](#)

You have the option to make disclosures about wrongdoing committed by public sector employees to Communities' PID officers under the *Public Interest Disclosure Act 2003*. This Act provides protections to those who make public interest disclosures. More information about PID disclosures is provided in the glossary.

* The 24/7 misconduct reporting hotline will be answered by a PID officer.

Reportable conduct matters can be reported online, by phone on 1 800 324 927 or by email to ReportableConduct@communities.wa.gov.au. More information regarding Reportable Conduct is provided in the glossary.

You can also report misconduct to external agencies including the:

- [Public Sector Commission](#) for minor misconduct
- [Corruption and Crime Commission](#) for serious misconduct
- [Western Australia \(WA\) Police](#) for criminal matters
- [Ombudsman WA](#) for matters of administration affecting individuals
- [Equal Opportunity Commission WA](#) for discrimination matters.

If you need advice regarding the requirements of the Code or where to report matters, you can contact Professional Standards at cpe@communities.wa.gov.au

9. Reprisal action will not be tolerated

Communities will not tolerate any form of reprisal action against people who speak up about breaches of the Code, Fraud and Corruption or Integrity and Conduct matters.

Reprisal actions are a breach of the Code which may result in a breach of discipline and termination of employment.

10. Breaches of the Code

Communities will address breaches of the Code by its employees in a professional and appropriate manner, according to the circumstances of each case. This could include an improvement action or disciplinary action, which can range from a warning to termination of employment.

Communities will ensure procedural fairness and compliance with Part 5 of the *Public Sector Management Act 1994*, Public Sector [Commissioner's Instructions No.3: Discipline – General](#) and [No.4 : Discipline – Former employees](#), and relevant public sector discipline standards when dealing with suspected breaches of discipline or disciplinary matters.

In certain cases, matters may be referred to the Public Sector Commission, Corruption and Crime Commission, or the WA Police.

11. Document control

Publication date	January 2019
Review date	October 2025
Owner	Deputy Director General, Governance, Integrity and Reform
Custodian	Executive Director Professional Standards

The [Communities' Integrity Advisory Committee \(CIAC\)](#) is responsible for providing advice on the Code and ensuring that it is updated following risk assessment activities to reflect relevant integrity, fraud and corruption risks.

Feedback and enquiries relating to the Code can be directed to cpe@communities.wa.gov.au

12. Amendments

Version	Date	Author	Description
1	January 2019	Assistant Director, Employee Relations and Integrity	Approved by Corporate Executive
2	September 2020	Director Integrity and Standards	Edits in line with EY report recommendations
3	November 2020	Director Integrity and Standards	Edits following union consultation
4	August 2022	Director Corruption Prevention and Education	Professional Standards Directorate name change
5	April 2023	Executive Director Professional Standards	Amendments following policy review including new template, Acknowledgement of Country, DG statement, frequency of AEDM training, fraud & corruption definition, inclusion of Statement of Business Ethics, reference to Reportable Conduct, spent convictions. policy & legislation links and Glossary.

6	October 2023	Executive Director Professional Standards	Amendments to reflect requirements of Commissioner's instruction 40
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13. GLOSSARY

Term	Definition
Benefit	<p>Benefits relate to preferential treatment, privileged access, favours, or other advantages.</p> <p>Benefits are generally intangible. Examples include items such as personal service, job offers, access to discounts and loyalty programs, access to confidential information and invitations to sporting or other events.</p> <p>More information on Gifts, Benefits and Hospitality Policy is available here.</p>
Breach of discipline	<p>Defined in the <i>Public Sector management Act 1994</i> as conduct which concerns or may concern an employee who:</p> <ul style="list-style-type: none"> • Disobeys or disregards a lawful order or • contravenes: <ul style="list-style-type: none"> - any provision of the <i>Public Sector Management Act 1994</i> applicable to the employee, or - any public sector standard or code of ethics. <p>or</p> <ul style="list-style-type: none"> • Commits an act of misconduct, or • is negligent or careless in the performance of his or her functions; or • commits an act of victimisation within the meaning of the Public Interest Disclosure Act 2003
Bribe	<p>Property or benefit of any kind, whether monetary or otherwise, sought, offered, promised, agreed upon, given or obtained in respect of any act or omission made (or to be made), or any favour or disfavour shown (or to be shown), in relation to the performance of a Communities' employee.</p>
Bullying	<p>Targeted, repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviour over time.</p>

Confidential Information	Information that is not publicly available
Conflict of Interest	<p>A situation arising from conflict between the performance of public duty and private or personal interests.</p> <p>Conflicts of interest may be actual, or be perceived to exist, or potentially exist at some time in the future.</p> <p>Perception of a conflict of interest is important to consider because public confidence in the integrity of Communities organisation is vital.</p> <p>More information on Conflicts of Interest is available here</p>
Corruption	<p>A dishonest activity in which an employee acts against the interests of the Department and abuses their position of trust to achieve some personal gain.</p> <p>Corruption can include taking or offering bribes, theft, embezzlement, misusing information, or material acquired through your role at work or failing to disclose conflicts of interest</p>
Discrimination	<p>Discrimination may occur when a person or group of people are treated less favourably than another person or group because of a prohibited ground under the Equal Opportunity Act 1984 or any other anti-discrimination law in force in the place where the action occurs. Such prohibited grounds are a person's age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, political and religious conviction, family responsibilities, breastfeeding, sexual orientation, gender identity or intersex status, and spent conviction</p>
Employee Assistance Program (EAP)	<p>A free voluntary and confidential counselling service made available to Communities workers and their immediate family members 24/7.</p> <p>More information is available here.</p>
Fraud	<p>Fraud includes any practice that involves deliberate deceit or other dishonest means by which benefit is obtained.</p> <p>Fraud can include theft, deception, falsifying records, providing false information, or manipulating expenses or salaries</p>
Gift	<p>Anything offered to, or provided to, a communities' employee above their normal salary or employment</p>

	<p>entitlement or purchased for a member of the public or another government agency employee.</p> <p>Gifts can be a token of value, such as a box of chocolates, flowers, or of a significant value such as a holiday.</p> <p>Gifts are generally tangible and include:</p> <ul style="list-style-type: none"> • Prizes (e.g., door prizes) • Cash, lottery tickets, vouchers or shares • Any form of negotiable instrument • Consumer goods (such as mobile phones, laptop computers, artwork, jewellery, alcohol consumables) • Discounts on goods and services • Frequent flyer or other loyalty programs • Promotional material, giveaways or samples • Free offers e.g., free seminars <p>More information on Communities' Gifts, Benefits and Hospitality Policy is available here.</p>
Harassment	<p>Harassment is unwanted behaviour directed or targeted towards an individual or group of workers that offends, insults, humiliates, or intimidates a person. It can involve physical, verbal, and visual conduct</p> <p>Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin, colour, race, religion, or nationality.</p> <p>Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances</p>
Heritage	A person's racial, ethnic, religious, or cultural background
Hospitality	<p>Any form of hospitality, catering, entertainment, or related benefit received or provided by an employee.</p> <p>Examples of hospitality may include:</p> <ul style="list-style-type: none"> • Official functions • Breakfasts, morning and afternoon teas, lunches formal dining and informal meals, and dinners

	<ul style="list-style-type: none"> • Invitations to sporting, cultural or other entertainment events which include catering • Media or industry gatherings <p>More information on Communities' Gifts, Benefits and Hospitality Policy is available here.</p>
Integrity	<p>Integrity means doing the right thing – both in 'what' we do and in 'how' we do it.</p> <p>Operating with integrity means:</p> <ul style="list-style-type: none"> • Using our powers responsibly for the purpose and in the manner for which they were intended. • Acting with honesty and transparency • Making reasoned decisions without bias by following fair and objective processes • Preventing and addressing improper conduct • Disclosing facts without hiding or distorting them; and • Not allowing decisions or actions to be influenced by personal or private interests.
Lobbying/Lobbyists	<p>Lobbying means communicating with a government representative for the purpose of influencing, whether directly or indirectly, State government decision making.</p> <p>Schedule 4 of the Integrity Lobbyist Act 2016 provides a list of activities that are <u>not</u> considered lobbying.</p> <p>A lobbyist is a person, body corporate, unincorporated association, partnership or firm accredited as a lobbyist in WA. Anyone who wants to undertake lobbying activities in WA must be registered on the Register of Lobbyists</p> <p>Under the Act the following are <u>not</u> required to register: non-profit organisations, trade unions, employer organisations, businesses or persons that provide technical or professional services where the carrying on of lobbying is occasional only and incidental to the provision of that service</p>
Misconduct	<p>Conduct which constitutes or may constitute a breach of discipline or a breach of the Code of Conduct.</p> <p>It may concern but is not limited to inappropriate personal behaviour, fraudulent or corrupt behaviour, misuse of</p>

	<p>public resources or undeclared or mismanaged conflicts of interest</p> <p><u>Minor Misconduct</u></p> <p>The Public Sector Commission applies the strict legislated definition of minor misconduct in s4(d) of the <i>Corruption, Crime and Misconduct Act (2003)</i>. As a guide, minor misconduct by a public officer includes:</p> <ul style="list-style-type: none">• behaviour that is not honest and impartial• misuse of information they have access to in their role for personal benefit• breaches of trust placed with an employee by their employer <p>Additionally, to be considered minor misconduct the conduct could provide reasonable grounds for the public officer's employment to be terminated.</p> <p><u>Serious Misconduct</u></p> <p>Defined by s4(a), (b) and (c) of the <i>Corruption, Crime and Misconduct Act (2003)</i>. Includes conduct by a public officer who:</p> <ul style="list-style-type: none">• acts corruptly or corruptly fails to act in the course of their duties.• corruptly takes advantage of their office or employment to obtain a benefit or to cause a detriment to any person.• acting in the course of their duties or while deliberately creating the appearance of acting in the course of their duties, commits an offence punishable by two or more years imprisonment. <p>Corrupt conduct:</p> <ul style="list-style-type: none">• tends to show a deliberate intent for an improper purpose or an improper motivation.• may involve an exercise of a public power or function but for private benefit.• may involve conduct such as deliberate failure to perform the functions of office properly, or the
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	<p>exercise of a power or duty for an improper purpose.</p> <p>To meet the test under the <i>Corruption Crime and Misconduct Act 2003</i> definition, the misconduct should be so significant that, if proved, it could reasonably lead to termination of a public officer's employment.</p>
<p>National Principles for Child Safe Organisations</p>	<p>A nationally consistent approach to embedding child safe cultures at all levels within organisations that engage with children.</p> <ol style="list-style-type: none"> 1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture. 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously. 3. Families and communities are informed and involved in promoting child safety and wellbeing. 4. Equity is upheld and diverse needs respected in policy and practice. 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. 6. Processes to respond to complaints and concerns are child focused. 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training. 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. 9. Implementation of the national child safe principles is regularly reviewed and improved. 10. Policies and procedures document how the organisation is safe for children and young people.
<p>Nepotism</p>	<p>The act of using your power or influence to get jobs or other benefits for your family or friends without regard to merit.</p>

Official information	Non-public information that comes into your knowledge or possession because of your employment.
Personal integrity	Acting with care and diligence and making decisions that are honest, fair, impartial, and timely, and that consider all relevant information.
Portable and Attractive items	Non-consumable items valued between \$250 and \$4,999 susceptible to theft due to their portable nature and attractiveness.
Procedural Fairness	A principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests. A process that provides and promotes procedural fairness assists in delivering an optimal outcome. Principles of procedural fairness will be considered when addressing grievances or complaints regarding adverse behavioural issues that may arise in the workplace.
Public Interest Disclosures	A public interest disclosure is a report of wrongdoing made under the <i>Public Interest Disclosure Act 2003</i> (PID Act). It must relate to a matter of public interest information and show or tend to show wrongdoing by a public authority, public officer, or public sector contractor performing a public function. Communities' PID Guidelines can be found here . Further information about PID can be found here
Public resources	Includes office facilities, corporate credit cards, motor vehicles, computers, software, photocopiers, phones, printers, other equipment and work time
Reportable Conduct	Reportable conduct is the action by any Communities' employee that leads to the suspected or actual harm of a child at work or in their personal life including: <ul style="list-style-type: none"> - a sexual offence or misconduct to the child or in the presence of the child. - a physical assault to the child or in the presence of the child - significant neglect of a child - any behaviour that causes significant emotional or psychological harm to a child

	<p>If you have formed the belief, on reasonable grounds, that someone in your workplace has or may have engaged in reportable conduct at work or outside of work, the Reportable Conduct Scheme requires that you must report this as soon as practicable via:</p> <ul style="list-style-type: none"> - online form - Phone : 1800 324 927 - Email: reportableConduct@communities.wa.gov.au <p>Click here for more information.</p>
<p>Reprisal action</p>	<p>To threaten, harass or treat a person unfairly because they have spoken up and reported a breach of the Code, fraud, corruption, or integrity matter.</p> <p>Communities will not tolerate any form of reprisal action against people who speak up.</p>
<p>Secondary Employment</p>	<p>Employment which is undertaken in addition to primary employment with Communities. It can include but is not limited to:</p> <ul style="list-style-type: none"> • self-employment within a trade, profession or calling • partnership or other business arrangement or calling • provision of consultancy services • services as a company director • paid work for a community organisation • a paid public office • paid work with the Electoral Commission or Local Government Authority • undertaking a foster care role • acting as a trustee or director of a corporate trustee of a self-managed superannuation fund <p>It encompasses casual, part-time, full-time and shift work and includes employment already held by a person at the time of their initial employment by the Communities.</p> <p>More information on Communities' Secondary Employment Policy is available here</p>
<p>Spent conviction</p>	<p>Spent Convictions refers to a charge or conviction which, under either Commonwealth or State legislation, is to be regarded as spent (expunged from the record) for purposes set out in the legislation (e.g., in the</p>

	<p>assessment of a person's character under a written law or when discriminating on the basis of a person's criminal record in employment-related decisions).</p> <p>Under the <i>Spent Convictions Act 1988 (WA)</i>, Communities has an exception to sight and consider spent convictions for persons who, for example, are employed, or being considered for employment where they may, in the course of their duties, deal with children and their families or with sensitive and confidential information about children and their families.</p> <p>A full list of exceptions are provided in Schedule 3 to the Act which is available here</p>
Victimisation	<p>Includes threatening, harassing, or punishing a person in any way because they have objected (either formally or informally) to the way they have been treated. This definition applies to anyone who has lodged, or who is a party to a grievance or other formal complaint.</p>
Volunteer	<p>A person who engages in voluntary work where the employment provides no remuneration to the individual, and/or the work undertaken fulfils a charity or community service.</p>