



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

# Code of Conduct



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## Acknowledgment 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 and present.

## Message from the Director General

At the Department of Communities (Communities), we are committed to delivering responsive services that build safe, inclusive and empowered communities. The 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 Communities.

The Code is underpinned by the [Public Sector Code of Ethics](#), [Commissioner's Instruction 40: Ethical Foundations](#) and the [Public Sector Management Act 1994](#). Ethical conduct is non-negotiable at Communities, and the Code states the behaviours expected of all of us and reflects our iCREATE values of integrity, courage, respect, empathy, accountability, trust and empowerment.

Earning and maintaining community trust is essential to our ability to deliver the best outcomes for the individuals, children and families that we support. As public officers, we must understand the requirements of the Code 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. 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 Communities by working together to prevent misconduct and corruption. Most people come to work and do the right thing. However, when you observe or become aware of possible breaches of the Code, it is essential that you speak up and report your concerns. Communities will not tolerate any form of reprisal action against people who speak up about breaches of the Code.

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

**Mike Rowe**

**Director General**

# 1 Purpose

The Code sets out the standards of ethical behaviour, conduct, responsibilities and obligations required of us, while strengthening Communities' integrity knowledge and capability. The Code reflects the values of the Department and it is expected that all employees commit to this standard of ethical practise and behaviour.

The Code is supported by the Department's mandatory online Accountable and Ethical Decision Making (AEDM) course, and Communities Integrity Framework and Integrity Strategy. The AEDM course aligns with Commissioner's Instruction 40: Ethical Foundations. On completion of the course, all Communities employees make a signed commitment to adhere to the Code and are made aware of the consequences of not abiding to the Code. The AEDM course is completed when commencing employment and every three years thereafter.

## Who does the 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 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 with the Code **may** result in improvement action and/or disciplinary action and a consequence **could** include an outcome ranging from reprimand to dismissal.

## The Code and how it applies to 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. Our Statement of Business Ethics outlines what we expect from the businesses we deal with and what they can expect from us.

## 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.

**Table 1 – iCREATE Values.**

## 2 What the Code means for you

### Public Sector Ethical Foundations

The Code builds on the ethical foundations outlined in the Commissioner's Instruction 40: Ethical Foundations, which all Communities employees must abide and uphold. All public sector bodies and public officers must also comply with the principles of conduct in section 9 of the *Public Sector Management Act 1994*.

## 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.

The Code is 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.

## 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?
- Do my actions align with relevant legislation, policy, and procedure?
- 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 Professional Standards via [Integrity Capability](#), the [Misconduct Assessment Team](#) or phone the Misconduct Reporting Hotline on 6215 4221 - (Monday to Friday, 8am to 4pm – a message can be left outside of these hours)

## 3 Personal behaviour

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

It is expected that you:

- 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 the Code, and all policies, procedures and legislation that govern your personal and professional conduct at Communities
- 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 order given by a manager or a person who has authority to give such an order
- 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 the interests and wellbeing of vulnerable people is your primary focus, including protecting vulnerable people and clients from harm, neglect, exploitation or abuse
- adhere to the [National Principles for Child Safe Organisations](#) and comply to mandatory reporting requirements relating to child sexual abuse
- 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 or outside of work hours, during the term of 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
- not engage in reportable conduct as defined in the [Parliamentary Commissioner Act 1971](#) and ensure allegations of reportable conduct by you or an employee are reported
- not engage in reprisal action in response to reports of suspected breaches to the Code.

## 4 Communication, official 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 essential that confidentiality is maintained, and information is used in an appropriate, ethical and legal manner. Accessing information without a legitimate work-related reason is considered unlawful access and must be reported to the WA Police Force.

The integrity and accuracy of information and records are also extremely important. Complete, accurate and secure records are relied upon for our decision making, organisational efficiency and to provide the highest quality of service to recipients of our services and community.

## 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 Communities 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, including by using 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 the Public Sector Commissioner's [Instruction 16: Government Representatives Contact with Registrants and Lobbyists](#).

## 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 Compilation Act 1913 \(WA\)](#)
- comply with the [Privacy and Responsible Information Sharing Act 2024 \(WA\)](#)
- not access Communities databases or information without a legitimate work-related purpose, and must 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.

## 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, which not only cause reputational damage to Communities but also cause harm to Communities clients and employees.

**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

Communities is 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 Communities 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.**

### 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)
- 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 Resources procedures when recruiting employees
- seek prior approval to undertake secondary employment via the online Application for Secondary Employment form.

## Gifts, benefits and hospitality

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 Gifts, Benefits and Hospitality form
- not give or offer gifts, benefits or hospitality unless through documented, approved arrangements.

## 8 Reporting suspected breaches of the Code

To maintain integrity, Communities relies on employees to report all suspected breaches of the Code, which contributes to a safe workplace and the wellbeing of all employees, clients 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
- as a manager if suspected misconduct is reported to you then the appropriate reporting process must be followed.
- by email to [Misconduct Assessment](#) Team
- the Misconduct Reporting Hotline on 6215 4221\*
- 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 protection to those who make public interest disclosures. More information about PID disclosures is in the glossary.

\* A PID officer will answer the misconduct reporting hotline from Monday to Friday (8am to 4pm).

Reportable conduct matters can be reported online, by phone on 1 800 324 927 or by email to [Reportable Conduct Communities](#).

More information about Reportable Conduct is in the glossary.

You can also report misconduct to external agencies including to the:

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

If you need advice on the requirements of the Code or where to report matters, contact Professional Standards via [Integrity Capability](#).

## 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, corruption, integrity or misconduct matters.

Reprisal actions are a breach of the Code which may result in disciplinary action including dismissal.

## 10 Breaches of the Code

Communities will address breaches of the Code by its employees in a professional and appropriate manner. This may include an improvement action or disciplinary action, which can range from a reprimand to dismissal.

Communities will ensure procedural fairness and compliance with Part 5 of the *Public Sector Management Act 1994*, Public Sector Commissioner's [Instruction 3: Discipline – General](#) and Public Sector Commissioner's [Instruction 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

<b>Publication date</b>	November 2025
<b>Review date</b>	October 2028
<b>Owner</b>	Deputy Director General, Professional Standards, Regulation and Legal
<b>Custodian</b>	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 made to [Integrity Capability](#).

## 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,

Version	Date	Author	Description
			frequency of AEDM training, fraud and corruption definition, inclusion of Statement of Business Ethics, reference to Reportable Conduct, spent convictions, policy and legislation links and glossary.
6	October 2023	Executive Director Professional Standards	Amendments to reflect requirements of Commissioner’s Instruction 40.
7	October 2025	Executive Director Professional Standards	Periodic review. Amendments reflect the Public Sector Reform, PRIS legislation and terminology alignment with relevant legislation.

## 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>Contact <a href="#">Integrity Capability</a> for details on the Gifts, Benefits and Hospitality Policy.</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"> <li>• disobeys or disregards a lawful order or</li> <li>• contravenes: <ul style="list-style-type: none"> <li>○ any provision of the <i>Public Sector Management Act 1994</i> applicable to the employee, or</li> <li>○ any public sector standard or code of ethics</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• commits an act of misconduct, or</li> <li>• is negligent or careless in the performance of their functions or</li> <li>• commits an act of victimisation within the meaning of the <i>Public Interest Disclosure Act 2003</i>.</li> </ul>
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</p>

Term	Definition
	shown (or to be shown), in relation to the performance of a Communities employee.
Bullying	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.
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 is vital.</p> <p>Contact <a href="#">Integrity Capability</a> if you have questions on conflicts of interest.</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	Discrimination may occur when a person or group of people are treated less favourably than another person or group

Term	Definition
	<p>because of a prohibited ground under the <a href="#">Equal Opportunity Act 1984</a> or any other anti-discrimination law in force in the place where the action occurs.</p> <p>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	<p>Permanent and fixed-term employees, casual employees, officers seconded to Communities, people employed under contracts for service and contractors providing goods and/or services (where specifically provided for in the relevant contract).</p> <p>Employees also include others in the workplace such as work experience students, trainees, cadets and volunteers (where specifically provided for in the relevant placement contracts).</p>
Employee Assistance Program	<p>A free voluntary and confidential counselling service made available to Communities workers and their immediate family members 24 hours a day.</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>

Term	Definition
<p>Gift</p>	<p>Anything offered to, or provided to, a Communities employee above their normal salary or employment 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"> <li>• prizes (e.g. door prizes)</li> <li>• cash, lottery tickets, vouchers or shares</li> <li>• any form of negotiable instrument</li> <li>• consumer goods (such as mobile phones, laptop computers, artwork, jewellery, alcohol consumables)</li> <li>• discounts on goods and services</li> <li>• frequent flyer or other loyalty programs</li> <li>• promotional material, giveaways or samples</li> <li>• free offers e.g., free seminars.</li> </ul>
<p>Harassment</p>	<p>Harassment is unwanted behaviour directed or targeted towards an individual or group of workers that offends, insults, humiliates, or intimidates a person.</p> <p>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</p>

Term	Definition
	intimidated, where a reasonable person would anticipate that reaction in the circumstances.
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"> <li>• official functions</li> <li>• breakfasts, morning and afternoon teas, lunches, formal dining and informal meals, and dinners</li> <li>• invitations to sporting, cultural or other entertainment events which include catering</li> <li>• media or industry gatherings.</li> </ul>
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"> <li>• using our powers responsibly for the purpose and in the manner for which they were intended</li> <li>• acting with honesty and transparency</li> <li>• making reasoned decisions without bias by following fair and objective processes</li> <li>• preventing and addressing improper conduct</li> <li>• disclosing facts without hiding or distorting them</li> <li>• not allowing decisions or actions to be influenced by personal or private interests.</li> </ul>

Term	Definition
<p>Lobbying/Lobbyists</p>	<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 <a href="#">Integrity (Lobbyists) Act 2016</a> provides a list of activities that are <b>not</b> considered lobbying.</p> <p>A lobbyist is a person, body corporate, unincorporated association, partnership or firm accredited as a lobbyist in Western Australia. Anyone who wants to undertake lobbying activities in WA must be registered on the <a href="#">Register of Lobbyists</a>.</p> <p>Under the Act the following are <b>not</b> 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>
<p>Misconduct</p>	<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 public resources or undeclared or mismanaged conflicts of interest.</p> <p><b>Minor misconduct</b></p> <p>The Public Sector Commission applies the strict legislated definition of minor misconduct in s4(d) of the <a href="#">Corruption, Crime and Misconduct Act (2003)</a>. As a guide, minor misconduct by a public officer includes:</p>

Term	Definition
	<ul style="list-style-type: none"> <li>• behaviour that is not honest and impartial</li> <li>• misuse of information they have access to in their role for personal benefit</li> <li>• breaches of trust placed with an employee by their employer.</li> </ul> <p>Additionally, to be considered minor misconduct, the conduct could provide reasonable grounds for the public officer's employment to be terminated.</p> <p><b>Serious misconduct</b></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"> <li>• acts corruptly or corruptly fails to act in the course of their duties</li> <li>• corruptly takes advantage of their office or employment to obtain a benefit or to cause a detriment to any person</li> <li>• 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.</li> </ul> <p>Corrupt conduct:</p> <ul style="list-style-type: none"> <li>• tends to show a deliberate intent for an improper purpose or an improper motivation</li> <li>• may involve an exercise of a public power or function but for private benefit</li> <li>• may involve conduct such as deliberate failure to perform the functions of office properly, or the exercise of a power or duty for an improper purpose.</li> </ul>

Term	Definition
	<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"> <li>1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.</li> <li>2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</li> <li>3. Families and communities are informed and involved in promoting child safety and wellbeing.</li> <li>4. Equity is upheld and diverse needs respected in policy and practice.</li> <li>5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</li> <li>6. Processes to respond to complaints and concerns are child focused.</li> <li>7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</li> <li>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</li> </ol>

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	<p>9. Implementation of the national child safe principles is regularly reviewed and improved.</p> <p>10. Policies and procedures document how the organisation is safe for children and young people.</p>
Nepotism	The act of using your power or influence to get jobs or other benefits for your family or friends without regard to merit.
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	<p>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.</p> <p>A process that provides and promotes procedural fairness assists in delivering an optimal outcome.</p> <p>Principles of procedural fairness will be considered when addressing grievances or complaints regarding adverse behavioural issues that may arise in the workplace.</p>

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Public Interest Disclosure	<p>A public interest disclosure (PID) is a report of wrongdoing made under the <i>Public Interest Disclosure Act 2003</i>.</p> <p>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.</p> <p>Contact <a href="#">Public Interest Disclosure</a> for more information about the Department’s PID Guidelines.</p>
Public resources	<p>Includes office facilities, corporate credit cards, motor vehicles, computers, software, photocopiers, phones, printers, other equipment and work time.</p>
Reportable conduct	<p>Reportable conduct under the <i>Parliamentary Commissioner Act 1971</i> is defined as:</p> <p>Reportable Conviction: A conviction for a sexual offence committed against, with, or in the presence of a child as defined in the <i>Criminal Code Act Compilation Act 1913</i>.</p> <p>Reportable Allegation:</p> <ul style="list-style-type: none"> <li>• <b>sexual offences</b> (against, with, or in the presence of a child)</li> <li>• <b>sexual misconduct</b> (against, with, or in the presence of a child)</li> <li>• a <b>physical assault</b> (against, with or in the presence of a child)</li> <li>• <b>significant neglect</b> of a child</li> <li>• any behaviour that causes <b>significant emotional or psychological harm</b> to a child.</li> </ul>
Reprisal action	<p>Reprisal action occurs when a person suffers detriment through an act or</p>

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	<p>omission because someone believes or suspects they made (or intend to make) a complaint. This can include:</p> <ul style="list-style-type: none"> <li>• change in employment status</li> <li>• harassment or intimidation</li> <li>• exclusion from meetings or opportunities</li> <li>• unjustified negative performance reviews.</li> </ul>
<p>Secondary employment</p>	<p>Any employment or paid activity undertaken by an employee in addition to their primary employment with Communities. It can include but is not limited to:</p> <ul style="list-style-type: none"> <li>• employment with a business, community, or charitable organisation</li> <li>• self-employment within a trade, profession or calling</li> <li>• sole trader or business owner where there is an exchange of goods and/or services for payment – this includes businesses not yet generating a profit</li> <li>• paid consultancy services</li> <li>• paid carer with an external Community Service Organisation for people with a disability or children in out of home care</li> <li>• registration as a company or business director including for a not for profit or non-government organisation</li> <li>• a paid public office with another government agency in Western Australia or any other jurisdiction</li> <li>• paid work with the Electoral Commission or Local Government Authority</li> </ul>

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	<ul style="list-style-type: none"> <li>acting as a trustee or director of a corporate trustee of a self-managed superannuation fund.</li> </ul> <p>It encompasses casual, part-time, full-time and shift work and includes secondary employment already held by a person at the time of their initial employment by Communities.</p> <p>For details about Communities Secondary Employment Policy, contact <a href="#">Integrity Capability</a>.</p>
Spent conviction	<p>Spent convictions refer 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 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 <a href="#">Spent Convictions Act 1988 (WA)</a>, 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 is provided in Schedule 3 to the Act.</p>
Victimisation	Includes threatening, harassing, or punishing a person in any way because they have objected (either formally or

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	<p>informally) to the way they have been treated.</p> <p>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>