

Western Australian Public Sector Code of Ethics

The *Public Sector Management Act 1994* (the Act) created an independent statutory office of the Commissioner for Public Sector Standards.

The Commissioner establishes and monitors compliance with the Code of Ethics. The Code specifies the minimum standards of conduct and integrity required of public sector bodies and employees.

Scope and Coverage

The Code of Ethics applies equally to all:
public sector employees, including chief executive officers and chief employees;
public sector bodies established or continued for a public purpose under written law, including boards, committees and trusts.

The Code of Ethics does not apply to:
elected officials including Members of Parliament and local government representatives;
Parliament's employees;
local government employees;
sworn members of the Western Australia Police Force (ie police officers);
universities;
any court or tribunal established under a written law;
the Governor's establishment
electorate offices of Members of Parliament.

The revised Code of Ethics came into force on 1 March 2002.

Breach of Code

Under section 9 of the Act, all public sector bodies and employees must comply with the Code of Ethics and any applicable code of conduct.

An employee or member of a public sector body contravening the Code of Ethics commits a breach of discipline and may be subject to disciplinary measures.

Alleged misconduct that could be corrupt or criminal must be reported to the Anti-Corruption Commission or the Police.

Chief Executive Officers

Responsibility for compliance with the Code of Ethics rests with chief executive officers and chief employees. As well as demonstrating ethical leadership, chief executive officers are expected to develop, and monitor compliance with, agency specific codes of conduct.

Further Information

Contact a consultant at the Office of the Public Sector Standards Commissioner for more information:

☎ 1800 676 607 (toll free) for country callers; or

☎ (08) 9214 6600; or by

facsimile on (08) 9214 6611; or by

e-mail at: pssc@opssc.wa.gov.au or

visit our web page at: www.wa.gov.au/opssc



WESTERN AUSTRALIAN PUBLIC SECTOR

CODE of ETHICS

The Western Australian Public Sector Code of Ethics

The Minimum Standards of Conduct and Integrity for the Western Australian Public Sector

Justice

Justice means being impartial and using power fairly for the common good. It means not abusing, discriminating against or exploiting people.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Act impartially and in the public interest.
- Treat all people equally and fairly, recognising that fairness can involve treating people differently, according to circumstances.
- Act without fear or favour and be open and accountable.
- Protect people's right to equal opportunity.
- Protect people's right to due process.
- Report fraud, corruption and maladministration.
- Act openly and promptly to help resolve complaints.
- Refrain from using any circumstance or information connected to official duties for personal profit or gain.
- Declare any interest that may conflict with the performance of public duty.
- Comply with any applicable code of conduct.

Respect for Persons

Respect for persons means being honest and treating people courteously, so that they maintain their dignity and their rights are upheld. It means not harassing, intimidating or abusing people.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Respect people's dignity and well-being.
- Treat others with courtesy, consideration and sensitivity.
- Respect diversity.
- Be honest.
- Respect people's right to seek advice and support.
- Inform others about decisions and actions that affect them.
- Share information wherever permissible.
- Protect privacy and confidentiality.
- Respond promptly to enquiries.

Responsible Care

Responsible care means protecting and managing with care the human, natural and financial resources of the State. It means decisions and actions do not harm the short and long-term well-being of people and resources.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Assume responsibility for the best deployment and use of human, natural and financial resources.
- Seek the efficient and effective use of public assets and avoid waste.
- Minimise risk and harm.
- Be conscientious and scrupulous in the performance of public duty.
- Co-operate to achieve what is best for the community.
- Be open and accountable for decisions and actions, and consult those affected, where possible.
- Maintain records sufficient to enable review by others.
- Develop skills and competencies in accordance with responsibilities and help others to do so.