

PS301*

PUBLIC SECTOR MANAGEMENT ACT 1994
THE WESTERN AUSTRALIAN PUBLIC SECTOR CODE OF ETHICS
Minimum Standard of Conduct and Integrity for the
Western Australian Public Sector

I, Maxine Murray, Commissioner for Public Sector Standards, in accordance with Section 21 (5) of the *Public Sector Management Act 1994*, hereby gazette the Western Australian Public Sector Code of Ethics.

Commencement

The Western Australian Public Sector Code of Ethics operates from 8 May 2007.

Scope and Coverage

The Western Australian Public Sector Code of Ethics applies equally to all—

- public sector employees, including chief executive officers, chief employees and ministerial staff
- public sector bodies established or continued for a public purpose under written law, including boards and committees

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 without fear or favour and be open and accountable
- Serve the Government of the day by providing timely, well considered information and policy advice
- Remain politically impartial in all dealings with Ministers and ministerial staff
- Recognise peoples' right to due process
- Treat all people equally and fairly, recognising that fairness can involve treating people differently according to circumstances
- Act promptly to help resolve complaints
- Report fraud, misconduct and corruption
- Recognise peoples' right to equal opportunity
- Refrain from comment or action that compromises the political impartiality of the public sector
- Act with integrity to the highest ethical standard
- Refrain from using any circumstance or information connected to official duties for personal profit or gain
- Declare and take appropriate action to manage 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—

- Act impartially
- Act in the public interest
- Protect privacy and confidentiality
- Respect peoples' dignity and their well-being
- Inform others of decisions and actions that may adversely affect them
- Respect peoples' need to seek advice and support
- Maintain constructive and professional working relationships appreciative of each others respective roles
- Treat others with courtesy, consideration and sensitivity
- Respect diversity
- Be honest
- Respond promptly to enquiries
- Be scrupulous with the use of information known to you in the course of your official duties

RESPONSIBLE CARE

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

The Code

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

- Provide full and accurate information to Government and the public while respecting the privacy of individuals
- Be openly accountable to all laws and regulatory frameworks
- Deliver service efficiently, effectively and courteously
- Ensure any information provided to Parliament is timely and accurate
- Co-operate to achieve what is best for the community
- Be sensitive to the diversity of the members of the public
- Administer the law equitably and fairly
- Assume responsibility for the best deployment, safety and use of human, natural and financial resources
- Seek effective and efficient use of public assets, to minimise costs, avoid waste and prevent injuries or harm.
- Maintain records sufficient to enable review by others.
- Be open and accountable for decisions and consult those affected where possible.
- Develop skills and competencies in accordance with responsibilities and help others to do so
- Be conscientious and scrupulous in the performance of public duty
- Minimise risk and harm to yourself and others
- Ensure personal political views do not prejudice, influence or favour your decisions or behaviour

The following applies only to ministerial staff—

- Refrain from exercising executive authority in relation to any matter, including for example budgets, contracts, grants or employment matters concerning public sector staff
- Refrain from asking public sector employees to do anything inconsistent with their obligations under this Code of Ethics and their agency's Code of Conduct
- Comply with applicable agreements concerning relationships and communication with the public sector
- Ensure information and advice prepared by the public sector is forwarded to their Minister and is not suppressed or supplanted
- Refrain from using office time or resources for party political work

The following does not apply to ministerial staff—

- Remain politically impartial in all dealings with Ministers and ministerial staff
- Ensure personal political views do not prejudice, influence or favour your decisions or behaviour