



**WESTERN
AUSTRALIAN
GOVERNMENT
Gazette**



PERTH, TUESDAY, 19 FEBRUARY 2002 No. 32 SPECIAL

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.00 PM

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PUBLIC SECTOR MANAGEMENT ACT 1994

Western Australian Public Sector Code of Ethics

**MINIMUM STANDARDS OF CONDUCT AND INTEGRITY FOR THE
WESTERN AUSTRALIAN PUBLIC SECTOR**

I, Donald Wayne Saunders, 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 1 March 2002.

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.

