

## What is expected of us?

We have a responsibility to:

- Be accountable for official expenditure and diligent in efficiently using publicly funded resources, including office facilities and equipment, vehicles, corporate credit cards and purchasing. Please refer to the Official Hospitality Policy, Fleet Vehicle Policy, Housing Visa Card Policy, and the Procurement Manual.
- Follow the requirements of the Housing Authority Record Keeping Plan including the Information Management Policy.
- Not use work time or resources for party political work or any personal gain.
- Adhere to the Housing Authority policies and guidelines in using computing and communication facilities, and use them in a responsible and practical manner. See the ICT Acceptable Use guidelines.
- Ensure that any travel for official purposes is only undertaken when absolutely necessary and is in accordance with the Travel Policy.
- Not disclose official information or documents acquired in the course of our employment, other than as required by law or where proper authorisation is given. Consult the Freedom of Information Guide and the Information Management Policy.
- Not misuse official information for personal or commercial gain for ourselves or another, in accordance with the Conflicts of Interest Policy and Information Management Policy.
- Adhere to legislative requirements, the Housing Authority policies and all other lawful directives regarding communication with Ministers, Ministerial Staff, lobbyists, members of the media and members of the public. Please see the Information for the Media guide, Media Policy and Processes and Ministerial Communications Policy.

## Reporting suspected breaches

Everyone has a part to play in maintaining our integrity. We all have an obligation to report suspected fraud, corruption, other misconduct and suspected breaches of discipline. For advice, talk to Manager Industrial Relations and Corporate Integrity, Manager Human Resources, or your Manager or Director/General Manager.

Housing's Public Interest Disclosure (PID) officers can assist you to make reports under certain circumstances. See the PID Guidelines on iNhouse or contact our current PID Officers Glen Francis, Allison Woods, Miriam Sauley and Louise Avon-Smith, or email [PID\\_office@housing.wa.gov.au](mailto:PID_office@housing.wa.gov.au).

## Information and advice

The Housing Authority Integrity Framework and range of corporate policies, procedures and guidelines address many of these issues in more detail. Please read this information (available on iNhouse), and apply the principles as you perform your duties. Further advice can be obtained from Human Resources; please see iNhouse for contact details.

## Useful contacts

### Minor misconduct, Public Sector Code of Ethics and HR Standards:

**Public Sector Commission**  
Phone: (08) 6552 8888  
[www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)  
[admin@psc.wa.gov.au](mailto:admin@psc.wa.gov.au)

### Serious misconduct, fraud and corruption:

**Corruption and Crime Commission**  
Phone: (08) 9215 4888  
Outside metro: 1800 809 000



# Code of Conduct



*Integrity*

*Relationships*

*Accountability*

Our Housing Authority is committed to delivering quality outcomes to the people of Western Australia by operating with integrity and impartiality at all times.

This Code of Conduct supports these aims by articulating the principles and behaviours employees are required to apply, along with the principles outlined in section 9 of the Public Sector Management Act 1994.

Our core responsibilities under both are to act with personal integrity, including in our relationships with others and through responsible and accountable use of public resources.

These principles are explained below. Full policies and guidelines are in the Housing Authority Integrity Framework and the 'All Policies' section of the Housing Authority intranet.

As employees we acknowledge our obligation to comply with this Code of Conduct. Failure to comply may be dealt with as a disciplinary matter under Part 5 of the Public Sector Management Act 1994.

The Code of Conduct applies to any person employed by the Housing Authority under the provisions of the Public Sector Management Act 1994 and to public sector trainees, staff seconded from other public sector agencies and labour hire contractors performing work for the Housing Authority.

### **Personal integrity**

We act in good faith with care and diligence, make decisions that are honest, fair, impartial, transparent, and timely and consider all relevant information.

### **Why is it important?**

The community's opinion of the Housing Authority and the values it upholds is based on how we behave and the experiences people have with us.

### **What is expected of us?**

As employees, we have a responsibility to:

- Act ethically and with integrity in the public interest and not for personal gain.
- Effectively manage conflicts of interest by following the Integrity Framework policies and procedures including the Conflicts of Interest Policy, Gifts, Benefits and Hospitality Policy, Secondary Employment Policy and Employing Relatives, Friends and Close Associates Policy.
- Act honestly and with integrity in the performance of official duties.
- Comply with all other requirements of the Public Sector Management Act 1994.

### **Relationships with others**

We treat people with respect, courtesy and sensitivity and appreciate diversity.

### **Why is it important?**

All people – our clients, members of the public and colleagues – are entitled to be treated with respect and courtesy, and in an equitable manner according to their circumstances and needs to give them an equal chance in comparison with others. The policies and services that we develop and deliver must be inclusive and responsive to all groups.

### **What is expected of us?**

We have a responsibility to:

- Conduct ourselves responsibly, diligently and courteously when performing our duties.
- Treat all people with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- Not harass, bully or discriminate against any person and act in accordance with Equal Opportunity law, the Substantive Equality Policy, Prevention of Violence, Aggression and Bullying Policy, and Equal Employment Opportunity Discrimination and Harassment Free Workplace Policy.
- Respect and acknowledge the diversity of people's customs, traditions, backgrounds and views.



- Make decisions fairly, impartially and promptly, giving consideration to all available information, legislation and Housing Authority policies and procedures.
- Know and comply with the Housing Authority occupational health and safety requirements including but not limited to the Occupational Safety and Health Policy

### **Accountability**

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

### **Why is it important?**

We own our equipment, property and resources on behalf of the public to deliver outcomes for the Western Australian community. We are not entitled to gain a personal benefit from the use or consumption of these resources.

As employees we may have access to information that is not in the public arena and we are obliged to use this information only for official purposes and to maintain its confidentiality.

The State Records Act 2000 requires us to ensure accountability and openness by properly and adequately documenting the performance of the Housing Authority functions.