

## Code of Conduct and Integrity

### Overview

This Code was established by the Public Sector Commissioner under section 20 of the *Public Interest Disclosure Act 2003* (PID Act). The Code operates from 1 July 2003, and it applies to the Shire of Ashburton's Public Interest Disclosure Officer (PID Officer).

The Code is to be complied with by any person to whom a disclosure is made under the PID Act.

### The Code

The Code uses as its ethical base the principles of personal integrity, relationships with others and accountability as referred to in the Western Australian Public Sector Code of Ethics.

Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:

- be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements;
- not use any circumstance or information connected to a disclosure for personal profit or gain;
- take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the PID Act;
- take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the PID Act;
- maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable;
- declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures;
- immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority;
- provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.

Source - *Public Sector Commission*

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