

Public Sector Management (ACT Public Sector) Code of Conduct 2022*

Notifiable instrument NI2022-286

made under the

Part 8, subsection 107(1) of the Public Sector Management Standards 2016

1 Name of instrument

This instrument is the *Public Sector Management (ACT Public Sector) Code of Conduct 2022*.

2 Commencement

This instrument commences on the day after notification.

3 ACT Public Sector Code of Conduct

I have developed the attached ACT Public Sector Code of Conduct.

4 Revocation

This instrument revokes the *Public Sector Management (ACT Public Service) Code of Conduct 2013* NI2013-588

Mr Ian McPhee, AO PSM
ACT Public Sector Standards Commissioner
19 May 2022

*Name amended under Legislation Act, s 60



ACT
Government

ACT Public Sector Code of Conduct

Policy number: 35/2022

Issue Date: 20 May 2022

Public Sector Standards Commissioner

20 May 2022

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Introduction/Purpose

1. The ACT Public Sector (ACTPS) provides the ACT Government with a broad range of policy advice and support and provides the community with responsive and accessible services consistent with statutory requirements and government policies. To deliver such a wide range of services to a high standard on an ongoing basis requires the ACTPS to be agile, responsive, and innovative in the way it operates. It also requires that we embrace the key values and behaviours promoted in this Code of Conduct ('Code') in discharging our responsibilities, and in shaping our culture. Such an approach not only contributes to better public administration but enhances the government and community confidence that public employees maintain a high degree of integrity and can be trusted to deliver services in an efficient, fair, and accountable manner.
2. The Code expands on provisions from the following sections of the [Public Sector Management Act 1994](#)¹:
 - public sector values (section 7);
 - public sector principles (section 8); and
 - public sector conduct (section 9).

Public Sector Conduct

3. Section 9 of the PSM Act establishes the requirements for the conduct of public employees and, as appropriate, other specified roles, as follows:
 - (1) A public servant must—
 - (a) take all reasonable steps to avoid a conflict of interest; and
 - (b) declare or manage a conflict of interest that cannot reasonably be avoided; and
 - (c) when acting in connection with the public servant's job—
 - (i) comply with laws applying in the Territory; and
 - (ii) comply with any lawful and reasonable direction given by a person with the authority to give the direction; and
 - (iii) if dealing with a member of the public—make all reasonable efforts to help the person to understand the person's entitlements, and any requirement the person is obliged to meet, under a territory law; and
 - (iv) treat all people with courtesy and sensitivity to their rights and aspirations; and
 - (d) do the public servant's job with reasonable care and diligence, impartiality and honesty.

¹ Section 151 of the PSM Act allows for Division 2.1 (Public sector standards) to apply to (a) a public sector member (b) a person employed by a territory instrumentality, to the extent that the application of division 2.1 is consistent with the exercise of the member's functions.

- (2) A public servant must not—
- (a) behave in a way that—
 - (i) is inconsistent with the public sector values; or
 - (ii) undermines the integrity and reputation of the service; or
 - (b) take improper advantage of the public servant’s job or information gained through the public servant’s job; or
 - (c) improperly use a Territory resource, including information, accessed through the public servant’s job; or
 - (d) without lawful authority—
 - (i) disclose confidential information gained through the public servant’s job; or

Note The Crimes Act 1900, s 153 (1) makes it an offence for a public servant to disclose information that it is the public servant’s duty not to disclose.

 - (ii) make a comment that reasonably appears to be an official comment; or
- (e) when acting in connection with the public servant’s job—bully, harass or intimidate anyone; or
 - (f) when doing the public servant’s job—apply improper influence, favouritism, or patronage.

Application of the Code

4. It is the Public Sector Standard Commissioner’s responsibility to issue this Code of Conduct under Part 8, subsection 107(1) of the [Public Sector Management Standards 2016](#) (the PSM Standards 2016).
5. This Code is applicable to all public employees.
6. For the purposes of the Code, a **public employee** means an officer, temporary employee, casual employee, public sector member and a member of the senior executive service². This Code also applies to board and committee members and contractors or consultants exercising the function of a public sector entity.

² Division 7.2 of the PSM Standards 2016, provides a definition of eligible employment and a mechanism for working out certain entitlements for public servants. The Legislation Act defines ‘public employee’ as a public servant, or a public sector member, or a person employed by a territory instrumentality. Section 12 of the PSM Act establishes the ACT Public Service. It provides that members of the ACT Public Service are ‘the senior executive service’, ‘officers’ and ‘employees’. A senior executive service member is a person engaged under section 31 of the PSM Act. An officer is a person appointed to an office on a permanent basis (see section 24 PSM Act). An employee is a person employed to exercise the functions of an office on a temporary basis (see section 25 and part 5.8 PSM Act), which includes a person employed on a fixed term temporary or casual employment contract. The entitlement applies to ‘public sector members’ by virtue of section 150 of the PSM Act. A public sector member includes a statutory officeholder and a person employed by a statutory officeholder.

7. Public employees must always adhere to the Code when performing their duties. This includes interactions with colleagues, stakeholders, and members of the public, regardless of the nature or means for those interactions (e.g., in writing, or in person).
8. Public employees should be mindful of interactions or behaviour outside of the normal course of employment which may be seen as potentially bringing the service into disrepute. With this in mind it is important to note that adhering to the Code also extends to interactions with members of the public, engagement on social media, in published material and in any other form of written communication.
9. The Code represents a lawful and reasonable direction that all public employees must comply with, as per subparagraph 9(1)(c)(ii) of the PSM Act.
10. Some directorates and agencies within the ACTPS may develop their own code specific to their public employees' professions. These codes must be developed in consultation with the Public Sector Standard Commissioner as per section 107(2)(b) of the PSM Standards 2016. In such cases the codes must not conflict with this Code. Public employees must have regard for this Code as well as their professional codes.
11. Section 151 of the PSM Act states that the Public Sector Standards applies to a public sector member and/or a person employed by a territory instrumentality, to the extent that the application is consistent with the exercise of the person's functions³.
12. The Code should be modelled and promoted by those in managerial roles to lead the way for staff in their organisation to also comply with the Code.

Key Legislative Provisions

13. Public employees should be aware of and understand the general obligations that arise from the following legislation:
 - [Criminal Code 2002 \(in particular, see Division 3.7.2\)](#)
 - [Discrimination Act 1991](#)
 - [Financial Management Act 1996](#)
 - [Freedom of Information Act 2016](#)
 - [Human Rights Act 2004](#)
 - [Information Privacy Act 2014](#)
 - [Integrity Commission Act 2018](#)
 - [Legislation Act 2001](#)
 - [Public Interest Disclosure Act 2012](#)
 - [Public Sector Management Act 1994](#)
 - [Public Sector Management Standards 2006](#)
 - [Ombudsman Act 1989 \(Reportable Conduct\)](#)

³ For example, if a public sector member has a function under an Act that requires the member to report to the Legislative Assembly on the Territory's compliance with certain territory laws and to advocate for compliance with the laws. The member tables a report in the Assembly that identifies non-compliance by the Territory. The member does not fail to comply with s 9 (2) (a) which is about damage to the reputation of the public sector or the Executive by tabling the report or publicly commenting on the report.

- [Territory Records Act 2002](#)
- [Work Health and Safety Act 2011](#)
- [Workplace Privacy Act 2011](#)

Public Sector Values

The ACTPS Values and Signature Behaviours are prescribed under subsection 7(1) of the PSM Act and define who we are as a Sector. The ACTPS Values and Signature Behaviours are the touchstones by which public employees should measure their own, and others, behaviour. In a service as diverse as ours, how those values and behaviours are given life will look different depending on the professional and organisational context, but those unifying Values and Signature Behaviours will still be recognisable.

Respect

14. Respect in the ACTPS means treating others with sensitivity, courtesy and understanding, and recognising that everyone has something to offer. It rests on a foundation of fundamental decency when dealing with colleagues and clients alike.
15. In demonstrating respect, public employees:
 - take pride in their work;
 - value and acknowledge the contribution of others; and
 - relate to colleagues and clients in a fair, decent, caring, and professional manner.

Integrity

16. Integrity is the quality of being honest, having sound moral character and adherence to moral and ethical principles. It means the exercise of authority in accordance with the stated values and principles of the ACTPS and the control of fraud and corruption. It also means pursuing high standards of professionalism, both in what we do and how we do it.
17. In demonstrating integrity, public employees:
 - are apolitical, honest, dependable, and accountable when dealing with Ministers, the Legislative Assembly, the public and colleagues;
 - respond appropriately in difficult situations;
 - recognise achievement;
 - do not shirk from uncomfortable conversations;
 - take responsibility and are accountable for their decisions and actions and are consistent when dealing with others; and
 - engage genuinely with the community, and manage the resources entrusted to them honestly and responsibly.

Collaboration

18. Collaboration in the ACTPS means actively sharing information and resources and working together towards shared goals. It means actively seeking opportunities for breaking down silos and genuinely engaging with colleagues and with the community.
19. In demonstrating collaboration, public employees:

- work openly and share appropriate information to reach shared goals;
- actively seek out other views when solving problems and implement positive suggestions;
- embody the principles of diversity and inclusion through acknowledging the differences in colleagues' backgrounds and allowing everyone to feel a part of critical elements of the organisation - from processes and access to information, to the ability to influence the decision-making process; and
- foster a strong culture of inclusion which allows public employees to bring 'their whole selves to work', and can be seen in positive workplace behaviours, more effective collaboration, increases in positive feelings attributable to the workplace and a reduction in the negative effects of workplace stress.

Innovation

20. Innovation in the ACTPS means actively seeking out new and better ways of performing tasks and not settling for how it has always been. It means empowering colleagues at all levels to raise new ideas and necessitates sensible and thoughtful engagement with risk.
21. In demonstrating innovation, public employees:
- look for ways to continuously improve their services and skills; and
 - are open to and welcome change and new ideas from all sources.

Public Sector Principles

The PSM Act sets out the expectations that the government and the community have about the professionalism and probity of the ACTPS, and the important values and principles that guide public administration. Section 8 of the PSM Act provides that public employees⁴ must do their job in accordance with the best practice principle and the merit and equity principle.

Best Practice Principle

22. Public employees who exhibit the following behaviours perform their job in accordance with the best practice principle.

Efficient, Effective and Constructive

23. The community expects public employees to be fiscally responsible and to make the best use of these resources. This means using time efficiently, effectively, and constructively, avoiding waste, extravagance, improper use, and maintaining high standards of professionalism, probity, and performance.

Responsive

24. While public employees must be impartial and fair in serving the government and in delivering services to the public, they must also do their best to be responsive to government policies and aspirations and ensure that the government receives frank, professional, timely and comprehensive advice.

⁴s151 (1) Division 2.1 (Public sector standards) applies to the following to the extent that the application of division 2.1 is consistent with the exercise of the member's functions:

- (a) a public sector member;
- (b) a person employed by a territory instrumentality.

25. It is also important to be responsive to the needs of the public, treating community members with courtesy and being sensitive to their rights, aspirations, and cultural diversity.

Accountable and Collaborative

26. Public employees are accountable for the responsibility and authority they exercise. Public employees are accountable for upholding the law and adhering to the policies and guidelines of the government. They are also accountable for ensuring that the programs agreed by the government are delivered effectively, impartially, and courteously. They are accountable for maintaining clear records of the reasons for their activities and decision-making.

Procedural Fairness

27. All public employees are required to perform their duties with reasonable care and diligence. This means that staff must provide accurate and impartial advice, use any powers granted to them judiciously and only for the purposes for which they are granted, and make decisions in accordance with principles of natural justice and procedural fairness.
28. Public employees must be able to explain their actions. The reasoning behind their decisions must be transparent and available. In particular, procedural fairness requires decisions to be made without bias (or the apprehension of bias). They must be based on the evidence available and anyone who is adversely affected by the decision must be given the opportunity to provide their views and contribute their voice to the debate or discussion before matters are finalised.

Merit and Equity Principle

29. Section 8 of the PSM Act provides that the Head of Service must act in accordance with the merit and equity principle. In doing so the Head of Service:
- a) is an equitable employer; and
 - b) employs a person in a job who is best able to do the job in all the circumstances.
30. Additionally, the Head of Service, Directors-General, and executives, under section 17(2)(d), section 19(3)(e) and section 22(c) respectively of the PSM Act, must “promote and uphold in the service the public sector values, the public sector principles and the conduct required of a public servant, including by personal example”.
31. Any public employee with recruitment responsibilities must ensure the merit and equity principle is upheld. Merit is the foundation for recruitment in the ACTPS and requires that:
- job opportunities are publicised so that there is, as far as practicable, a reasonable opportunity for everyone including members of the community to apply for the position;
 - selection is fair and objective at each stage of the recruitment process so that there is no patronage or unjustified discrimination in the decision-making process;
 - those appointed, engaged, or employed have the necessary qualifications, skills and competencies required for the position;
 - the best applicant is chosen for the job, considering potential for development; and
 - it is demonstrated that the principles of recruitment have been applied and the recruitment decision can be justified.

Public Sector Conduct

Organisations have standards of conduct to help ensure their public employees maintain a consistent approach in carrying out their responsibilities and making decisions in sometimes difficult situations. These standards facilitate a consistent and appropriate level of behaviour toward one another and toward the community.

Public employees must display high standards of conduct, to ensure the integrity of the public sector is maintained. This section expands on the conduct behaviours prescribed under section 9 of the PSM Act.

Discrimination, Harassment and Bullying

32. Workplace harassment involves offensive, intimidating, belittling, or threatening behaviour directed at an individual or group of staff. Harassment may be based on characteristics such as ethnic or gender differences or it may be the result of interpersonal differences. It includes sexual harassment.
33. Public employees must treat all people with courtesy and sensitivity to their rights and aspirations and not engage in any form of discrimination, bullying or harassment.
34. [The Work Health and Safety \(Preventing and Responding to Bullying\) Code of Practice](#) sets out a range of measures on how to prevent and manage workplace bullying.

Reasonable Care and Skill

35. Public employees have a duty to act with reasonable care and skill when performing work duties. Displaying reasonable care and skill includes:
 - observing legal requirements;
 - being prompt;
 - behaving honestly and with accountability;
 - taking all reasonable steps to check that the information upon which decisions or actions are based is factually correct, and that all relevant facts are considered;
 - ensuring decisions are fair and equitable;
 - seeking advice from a manager if the correct course of action is not clear; and
 - appreciating the special needs of different groups and individuals.
36. Public employees are obliged to comply with any lawful and reasonable direction given by a person having authority to give the direction.
37. When dealing with members of the public, section 9(1)(c)(iii) of the PSM Act states that, “when in connection with the public servant’s job — if dealing with a member of the public—make all reasonable efforts to help the person to understand the person’s entitlements, and any requirement the person is obliged to meet, under a territory law.”

Public Comment

38. Public employees must not make public comments on any aspect of the operation of the ACTPS in an official capacity, unless expressly authorised to do so.
39. Public comment includes public speaking engagements, comments to journalists, statements on radio and television or letters to newspapers, as well as expressing views in books, journals,

notices, and social media such as Facebook or Twitter where it is expected that the comments will be published to the wider community.

40. While public employees are free to enter into community debate on issues, they must ensure any comment cannot reasonably be mistaken as an official view.
41. The ACTPS has a [Use of Social Media](#) Policy that provides guidance in relation to appropriate social media engagement. All public employees should be aware of the guidelines and familiarise themselves with the key principles.

Use of Resources

42. The ACT community has the right to expect a high degree of professionalism from public employees who are managing the Territory's resources on the community's behalf and who are utilising those resources to provide services to the community.
43. Public employees must avoid improper use, waste, and extravagance in managing the resources of the Territory. Resources include, but are not limited to, money, goods and services, vehicles, office equipment, telecommunications, and information technology.
44. Territory resources must not be used to gain a private benefit for a public employee or any other person. In certain circumstances, the improper use of a Territory resource could constitute a criminal offence.
45. Public employees have a duty of care to ensure that records are managed in accordance with their directorates or agency's obligations under the [Territory Records Act 2002](#) and other related legislation.

Conflicts of Interest and Impartiality

46. A public employee must conduct themselves in an apolitical manner, act objectively and bring a neutral mind to their work regardless of their personal beliefs and preferences or personal relationships with other public employees or with members of the community. They must serve the government of the day in an unbiased fashion, free from prejudice.
47. Public employee's must avoid actual, perceived, or potential conflicts of interest between their official responsibilities and personal or financial interests, including the interests of their family or acquaintances.
48. The public employee must report any conflict of interest according to the [Conflict of Interest Policy](#) including reporting the conflict to their manager. In some circumstances it may be necessary to remove the public employee from the decision-making process to avoid the conflict of interest. It is the responsibility of the public employee to update their conflicts of interests as they arise.
49. The acceptance of [gifts, benefits and donations](#) may also introduce a conflict of interest. The acceptance of a gift could be perceived as influencing the performance of a public employee's duties, which could result in a breach of section 9 of the PSM Act.
50. Public employees involved in tendering and contracting processes must maintain the highest ethical standards. They must avoid any real or perceived conflict of interest by disclosing any relationship with bidders. They must also ensure that advertising and selection processes are transparent, free from bias and give each bidder adequate opportunity to demonstrate value for money against criteria.
51. It is a legislative requirement for executives and statutory office holders to make a written declaration of private interests that have the potential to influence, or could be perceived to influence, decisions made, or advice given by the senior executive or statutory office holder:

- prior to the commencement of their duties;
- as soon as practicable, following any relevant change in the senior executive’s private interests;
- as soon as practicable, following the senior executive’s assignment to a new role or responsibility; or
- at least annually.

Refer to the [Conflict of Interest Policy](#) or your agency-specific policy for more information.

Official and Personal Information

52. Public employees within the Public Sector often have access to documentation the Territory holds, both in electronic and paper form. This can include sensitive information about the internal workings of Government, commercial-in-confidence information, and personal information. Public employees may have access to confidential information including information on Government decisions which have not yet been made public. Given the diversity of work across the Sector, public employees may come across information relating to services or programs in several formats. This access can be routine or rare, depending on individual roles. Access to such information must remain confidential and must not be discussed in a public environment. The proper functioning of Government, and public confidence in the essential services we provide, depend on it. Inappropriate use or disclosure of information is punishable under section 153(2) of the [Crimes Act 1900](#).
53. The [Information Privacy Act 2014](#) (the Privacy Act) regulates how personal information is handled by directorates and other public sector agencies. It is the responsibility of all public employees to ensure that they are complying with the Privacy Act in all situations.
54. Unauthorised access, disclosure or leaking of official information for personal gain is a serious matter. Public employees have ethical responsibilities to safeguard this information and to ensure it is used only for official purposes. These responsibilities also take the form of legal obligations. Accessing or discussing this information outside of the work context is against these legislative responsibilities under the PSM Act and PSM Standards, the [Criminal Code 2002](#), [Privacy Act 1988](#) (Cth), [Workplace Privacy Act 2011](#) and the [Health Records \(Privacy and Access\) Act 1997](#).

Acceptable Use of ICT Resources

55. Acceptable use of ACT Government ICT resources is governed by the PSM Act and PSM Standards, and the Acceptable Use of ICT Resources Policy.
56. ACT Government ICT resources are the property of the ACT Government and may only be lawfully used in the manner that the ACT Government permits.
57. You are only permitted to use ICT resources for the performance of your official duties, subject to the Personal Use terms outlined in the Acceptable Use Policy.
58. All other use of ICT resources is prohibited without prior approval.
59. Refer to the [Acceptable Use Policy](#) for further information.

Work outside the Service

60. In accordance with section 244 of the PSM Act, “A public servant must have the approval of the head of service for any of the following activities, other than in the exercise of the public servant’s functions:

- (a) employment;
- (b) business activities;
- (c) membership of a board or committee.”

61. As per section 108 of the PSM Standards “The public servant must tell the head of service, in writing, about an activity as soon as practicable before the public servant plans to start the activity”. The Head of Service may approve the second job or activity if it is consistent with the public sector principles and will not create a real or perceived conflict of interest for the public employee. Refer to the [Second Jobs and Volunteering](#) policy and, where it exists, agency-specific policy for more information.

Reporting Unethical Behaviour

62. Public employees have a responsibility to report evidence of suspected maladministration, corruption or fraud to the Head of Service and the Public Sector Standards Commissioner. If the alleged conduct is by the Head of Service, then it must be reported to the director-general of the administrative unit in which the person reporting is employed (section 9(4) of the PSM Act), or in the case of CMTEDD staff, another Director-General.
63. The [ACT Integrity Commission](#) deals with reports relating to conduct that involves corruption, maladministration (which is substantial mismanagement) or conduct that poses a substantial and specific danger to public health or safety, or the environment.
64. The Commission can receive, refer, and investigate reports relating to or involving ACT public sector entities, ACT public officials, former ACT public officials, or aspects of ACT public administration.
65. Although anyone can make a corruption complaint, senior officials, heads of public sector entities, statutory office holders, MLA’s and Chief of staff have a mandatory obligation to report conduct which they reasonably suspect may be serious corrupt conduct and/or systemic corrupt conduct⁵ to the ACT Integrity Commission.
66. The SERBIR (Senior Executive Responsible for Business Integrity and Risk) has primary responsibility for the implementation of the Integrity Framework with some associated functions outlined in the Financial Instructions. SERBIRs are appointed to manage the integrity requirements under the PSM Standards 2006 (part 2.3)⁶ which includes implementing integrity strategies and processes to detect and investigate fraud and corruption.
67. Complaints about a wide range of improper practices can be handled internally by agencies or through existing complaint or reporting mechanisms. For example, complaints about improper conduct in relation to a selection process should be made through the internal review processes related to recruitment.
68. The [Public Interest Disclosure Act 2012](#) also provides a vehicle for people to report disclosable conduct in the public sector, subject to certain requirements. Disclosable conduct means an action or a policy, practice or procedure of a public sector entity, or public official for a public

⁵ Serious corrupt conduct means corrupt conduct that is likely to threaten public confidence in the integrity of government or public administration. Systemic corrupt conduct means instances of corrupt conduct that reveal a pattern of corrupt conduct in 1 or more public sector entities.

⁶ Division 10.2 Section 113 outlines the provisions of the *Public Sector Management Standards 2006* that continue to apply to the *Public Sector Management Standards 2016*. For the purposes of this document, part 2.3 (Fraud and corruption), continues to apply

sector entity, that is either maladministration or results in a substantial and specific danger to public health or safety, or the environment.

Reportable Conduct

69. The scheme is an employment-based child protection measure designed to ensure that allegations of abuse and certain criminal convictions are identified, reported, and acted on appropriately.
70. Under the scheme, certain organisations that provide services for children, as well as all ACTPS Directorates, will need to notify the ACT Ombudsman of allegations that a public employee has engaged in conduct that results in: ill treatment; neglect or psychological harm to a child; misconduct of a sexual nature; or the public employee has committed criminal offences involving a child.
71. The [Reportable Conduct policy](#) is issued by the Head of Service under the PSM Act and binds all public employees and officers engaged under that Act.
72. The [ACT Ombudsman Guide No.10](#) provides guidance for addressing child protection issues within a code of conduct.

Alcohol and Other Drugs

73. All public employees are expected to comply with their obligations under the WHS Act. Public employees are also required to conduct themselves in a manner consistent with their obligations under the [Fair Work Regulations 2009 \(FW Regulations\)](#).
74. If a public employee is found to be intoxicated in the workplace this may form the basis of an allegation of misconduct and result in disciplinary action being taken against the public employee.⁷ In some cases, such conduct may be considered 'serious' misconduct and result in the termination of the public employee's employment. [Further information can be found here.](#)

Breaching the Code

Failing to Comply with the Code

75. A public employee who fails to comply with this Code may be in breach of subparagraph 9(1)(c)(ii) of the [PSM Act](#). Their actions may be considered misconduct for the purpose of a misconduct procedure under the public employee's Enterprise Agreement, for SES members, under section 47 of the [PSM Standards 2016](#) and for statutory office holders, under section 154 of the [PSM Act](#).
76. In cases where an alleged breach of the Code involves serious corrupt conduct or systemic corrupt conduct the matter must be referred to the ACT Integrity Commission. A referral to the ACT Integrity Commission does not replace the misconduct process, the need to refer a matter to the Public Sector Standards Commissioner, or the obligation to manage the risks arising in a matter.
77. A finding of misconduct may result in the public employee receiving any of the following disciplinary actions:
 - a written reprimand
 - transfer to other duties
 - re-allocation of duties away from the public employee

⁷ Section 1.07 FW Regulations.

- a form of financial penalty
- temporary or permanent reduction in incremental point or classification
- termination of employment.

78. Enterprise Agreements also give public employees a right to appeal against a decision in relation to misconduct. The public employee may have an entitlement to bring an action under the [Fair Work Act 2009](#) in respect of any decision to terminate the public employee's employment.

Unions

79. Unions play an important role in representing public employees and the ACT Government is committed to encouraging union membership among its public employees in the ACTPS.
80. [The Union Encouragement Policy](#) aims to ensure that the ACTPS, through its leadership, gives effect to the ACT Government's commitment to encourage union membership. The Policy also provides details for the implementation of the benefits and entitlements contained in the ACTPS Enterprise Agreements.
81. Unions may provide information and support to members in relation to their rights and responsibilities under the Code.

References

82. A full suite of the policy and employment arrangements underlying this code of conduct can be found [here](#), a non-exhaustive list of examples of those policies are outlined below. The legislative arrangements applying to this document can be found under the Key Legislation Provisions above.
- ACTPS Integrity Policy
 - [Acceptable ICT Use Policy](#)
 - [Alcohol and other drugs policy](#)
 - [Conflict of Interest Policy](#)
 - [Gifts Benefits Hospitality Policy](#)
 - [Guidelines to the Misconduct Process](#)
 - [Public Interest Disclosure Guidelines](#)
 - [Second Jobs and Volunteering Policy](#)
 - [Social Media Policy](#)
 - [Recruitment Guidelines](#)
 - [Reportable Conduct Policy](#)
 - [the relevant Enterprise Agreement](#)
 - [the Respect, Equity and Diversity \(RED\) Framework](#)
 - [Work Health and Safety \(Preventing and Responding to Bullying\) Code of Practice 2012](#)
 - [the ACTPS Managers Toolkit](#)

Further Information

83. If you have further questions about the application of this Code, please contact Whole of Government Industrial Relations and Public Sector Employment, Workforce Capability and Governance, Chief Ministers Treasury and Economic Development Directorate through EBA@act.gov.au

Review

84. This Code of Conduct may be reviewed from time to time and the Commissioner may vary, or revoke and substitute the Code. Otherwise, this Code of Conduct is due for review 3 years from the last issued or reviewed date, or earlier where there are changes that affect the operation of the Code.

Document name: Code of Conduct	Prepared by: Professional Standards Unit and Industrial Relations and Public Sector Employment, Workforce Capability & Governance, CMTEDD
Policy Number: 39/2022 Notifiable Instrument Number: TBC	Feedback to: Industrial Relations and Public Sector Employment, Workforce Capability & Governance, CMTEDD
Issue Date: 20 May 2022	Review Date: 20 May 2025

Approval Authority

85. This Code is approved by:

Mr Ian McPhee, AO PSM
ACT Public Sector Standards Commissioner
20 May 2022



ACT
Government

Chief Minister, Treasury and Economic Development Directorate

20 May 2022