

Senate Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Treasury Portfolio
Supplementary Budget Estimates
2014 - 2015

Department/Agency: ACNC
Question: SBT4139-4140
Topic: Departmental Staff Misconduct
Reference: Written - 30 October 2014
Senator: Ludwig, Joe

Question:

Since Budget Estimates in June, 2014:

4139. Please provide a copy of the departmental staff code of conduct.
4140. Have there been any identified breaches of this code of conduct by departmental staff?
- a) If yes, list the breaches identified, broken by staffing classification level.
 - b) If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c) If yes, when was the breach identified? By whom? When was the Minister made aware?
 - d) If yes, were there any legal ramifications for the department or staff member? Please detail.

Answer:

4139. Please provide a copy of the departmental staff code of conduct.

APS Code of Conduct

(Extract from s13. *Public Service Act 1999*)

The Code of Conduct requires that an APS employee must:

1. behave honestly and with integrity in connection with APS employment
2. act with care and diligence in connection with APS employment
3. when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment
4. when acting in connection with APS employment, comply with all applicable Australian laws
5. comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction
6. maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff

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7. take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment and disclose details of any material personal interest of the employee in connection with the employee's APS employment
 8. use Commonwealth resources in a proper manner and for a proper purpose
 9. not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment
 10. not improperly use inside information or the employee's duties, status, power or authority:
 - a. to gain, or seek to gain, a benefit or an advantage for the employee or any other person, or
 - b. to cause, or seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
 11. not make improper use of:
 - a. inside information, or
 - b. the employee's duties, status, power or authority

in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person
 12. at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS
 13. while on duty overseas, at all times behave in a way that upholds the good reputation of Australia
 14. comply with any other conduct requirement that is prescribed by the regulations (regulations available on the ComLaw website).
4140. Since June 2014, the ACNC has not had any identified breaches of the code of conduct.