

CENTRAL COUNCIL OF THE PUBLIC SERVICE ASSOCIATION OF NEW SOUTH WALES CODE OF CONDUCT & ETHICS

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SECTION 1: OVERVIEW

1.1 Purpose of the PSA

The PSA is an active, member driven union that successfully asserts its interests and advances the value of public services for the people of NSW. Its objects are set out in its Rules.

1.2 Role of the Central Council

The Central Council consists of the Executive Officers and the forty-five delegates to the Central Council elected according to the Rules of the PSA.

The Central Council is responsible for the strategic direction of the PSA and for ensuring the PSA is appropriately governed in accordance with the PSA's Rules.

As the leaders of the PSA Central Councillors must be role models to all PSA members reflected in our conduct, behaviour and decision making. Councillors will uphold the democratic principles of the PSA and will comply with all PSA Rules.

SECTION 2: POLICY

2.1 Purpose of the Code

Our Code is a guide on the standards of professional conduct expected of Central Councillors of the Public Service Association of NSW (PSA) when undertaking our duties.

SECTION 3: Operation of the Code

3.1 Guiding Values

To achieve our role we are guided by the following core values:

- Honesty and integrity
- Respect
- Accountability
- Responsive and adaptive leadership.

3.2 Our Responsibilities

We must be mindful as Central Councillors that we set the example for all conduct and interactions by PSA members and staff. We therefore commit to:

- 3.2.1 Diligence, economy and efficiency
- 3.2.2 Respect and courtesy in all our communications
- 3.2.3 Promoting a safe environment free from discrimination, harassment or bullying
- 3.2.4 Maintaining appropriate confidentiality and privacy
- 3.2.5 Ethical decision making which is free from patronage or favouritism
- 3.2.6 Using PSA resources in a proper manner and for a proper purpose
- 3.2.7 Providing true and helpful information to members
- 3.2.8 Demonstrating professional conduct that upholds the PSA's values and the good reputation of the PSA.

3.3 Respect for the Dignity, Rights and Views of Others

The members that make up the PSA come from diverse backgrounds and hold a variety of views and expectations. We should ensure that their rights are observed and that the diversity of views is taken into consideration during decision making. We should maintain open and honest communication and treat other Central Councillors, staff, members and the public in a fair, consistent and respectful manner.

3.4 Ethical Decision Making

As Central Councillors we are called upon to make decisions that affect various groups and individuals. Balancing diverse member interests can at times be challenging. The trust of our members is critical for the preservation of a democratic and powerful union.

In carrying out their role Central Councillors should endeavour to put the interests of the union above their personal interest and to eliminate conflicts of interest.

3.5 Disclosure Obligations

3.5.1 Conflicts of Interest

All decisions we make should reflect ethical decision making free from bias or personal interest. A conflict of interest may exist where a Central Councillor's loyalty to the PSA may be divided as a result of a personal interest or association.

Whether or not the conflict is actual, perceived or potential, Central Councillors should be mindful of the negative impact our conduct and decision making may have in the eyes of PSA members, staff and the community.

Central Councillors will be pro-active and comprehensive in disclosing to the Designated Officer the nature and extent of any interests, actual, perceived or potential that could conflict with our role as a Central Councillor.

When a Central Councillor believes that a conflict has arisen during the course of a meeting, rather than risk inadvertent breach of the Code the safest course of action is

simply to declare the conflict to the meeting so it may be clarified prior to the matter proceeding to discussion.

The PSA through the Designated Officer will maintain a register of reported conflicts of interest.

Where a Councillor identifies and declares a conflict of interest to Central Council they will work in consultation with the Designated Officer to determine how the conflict is to be managed.

3.5.2 Fraud or Corruption

Central Councillors have an obligation to disclose to the Central Council or an appropriate authority known or suspected fraud, corrupt conduct or maladministration.

Vexatious allegations may be treated as a breach of the Code.

3.6 Political, Social and other Activities

Councillors are entitled to engage in political and social activities including holding office in community, industrial, advocacy or political organisations and running for elected public office. Other provisions of this Code may be relevant in this context, including those relating to:

- disclosure and management of conflicts of interest
- the use of PSA resources in a proper manner and for a proper purpose
- ensuring that the views or actions of the Central Councillor in connection with any activities are not represented as views or actions of the PSA.

3.7 Hospitality, Gifts and Benefits

Central Councillors should avoid where possible the acceptance of hospitality, gifts or benefits offered to them by virtue of their position.

Central Councillors will disclose any offer of a gift, hospitality or other benefit to the Designated Officer as soon as practical. In most cases, Councillors may keep insubstantial gifts or benefits (estimated value of \$50.00 or less) if the gift is received in the normal course of an activity being conducted on behalf of the PSA.

Any gift or benefit that is worth more than \$50.00 and received in the normal course of an activity being conducted on behalf of the PSA should, in the first instance, be refused. If accepted it must be reported to the Designated Officer.

The General Secretary will maintain a register of gifts, hospitality and other benefits. The information recorded should include who made the offer, who received the gift or benefit, the date, its value and the decision made.

The General Secretary will report to Central Council on entries to the Gifts and Benefits Register. It will be a decision of Central Council whether any offer of hospitality, a gift or benefit should be kept by the Central Councillor irrespective of value. The Central

Council when determining such questions will consider the value, circumstances surrounding the offer of the gift and the reputation of the PSA.

3.8 Private use of PSA Resources

PSA resources including intellectual property, staff, electronic and computer communication systems and material goods should only be used for official PSA business. PSA resources should not be used for election purposes, or personal-political activities. PSA resources should not be used in association with other employment or private business interests.

3.9 PSA Information and Confidentiality

Central Councillors will:

- observe any restrictions on the use of information obtained as a Central Councillor as determined by the Central Council,
- only access PSA information for the purpose of fulfilling their responsibilities as Central Councillors,
- maintain confidentiality and will not divulge any information that is either confidential or sensitive, and
- respect individual privacy.

3.10 Representing the PSA and Public Comment

The General Secretary and/or President shall be the only authorised officers of the Association in whose names official letter or press statements shall be issued.

Providing that the Central Council may grant authority where special circumstances exist and such special circumstances are related to the advancement of Association policy for this procedure to be varied.

3.11 Interaction with PSA staff

The General Secretary is responsible for control and supervision of staff of the PSA. Central Councillors will not direct staff.

SECTION 4: REPORTING BREACHES

An allegation of a breach of the Code should be made in the first instance to the General Secretary or the President, who will be guided by the PSA Rules and By-Laws.