



Department of  
**Education**

# **Staff Conduct and Discipline Policy**

Effective date: 12 February 2019

Version: 3.0

Accurate at the time of printing 29/07/2021.

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## 1. Policy statement

The Department of Education expects all employees to observe the highest standards of conduct and integrity, and accountable and ethical behavior.

## 2. Policy rules

All employees must comply with the Staff Conduct and Discipline Procedures, Code of Conduct and Standards (staff only), and Western Australian Public Sector Commission Code of Ethics.

Line managers must communicate to employees their obligations under the Staff Conduct and Discipline Procedures, Code of Conduct and Standards (staff only), Western Australian Public Sector Commission Code of Ethics.

## 3. Responsibility for Implementation and Compliance

Line managers are responsible for implementing the policy.

Director, Standards and Integrity is responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

## 5. Supporting Procedures

Staff Conduct and Discipline Procedures

## 6. Definitions

### Complaint

An expression of dissatisfaction: It may be general in nature or relate to actions or the behavior of another employee, a part of the organization, a policy or a decision.

### Misconduct

Includes, but is not limited to any actions, decisions or behaviours by employees that breach the Department's Code of Conduct or the Public Sector Commission's Code of Ethics.

Serious Misconduct generally occurs when a public officer abuses authority for personal gain, causes detriment to another person or acts contrary to the public interest.

Minor misconduct occurs if conduct is not honest or impartial, involves a breach of trust, the misuse of information, or constitutes a disciplinary offence providing reasonable grounds for termination.

## 7. Related documents

### Relevant legislation or authority

[Corruption, Crime and Misconduct Act 2003 \(WA\)](#)

[Public Interest Disclosure Act 2003 \(WA\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

[Public Sector Management Regulations 1994 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[Western Australian Public Sector Code of Ethics](#)

### Related Department policies

[Disputes and Complaints](#)

[Bullying in the Workplace](#)

[Telecommunications Use](#)

[Equal Opportunity, Discrimination and Harassment](#)

### **Other documents**

[A Guide to the Discipline process for Public Sector employees](#)

[A Guide to the Discipline process for Wages and other officers](#)

[A Guide to the Management of Staff Misconduct Complaints](#)

[Code of Conduct and Standards \(staff only\)](#)

[Complaints Categorisation Schedule](#)

[Corruption Prevention and Detection Guidelines](#)

[Public Interest Disclosure Guidelines](#)

[Public Sector Commission Code of Ethics](#)

[Public Sector Commission Commissioner's Discipline Standard](#)

[Corruption and Crime Commission Fact Sheet No. 2](#)

[Reporting Misconduct](#)

## 8. Contact information

### **Policy manager:**

Director, Standards and Integrity

### **Policy contact officer:**

Director, Standards and Integrity

Standards and Integrity Directorate

Department of Education

151 Royal Street

East Perth WA 6004

T: (08) 9264 4740

Complaints Advice Line: 1800 655 985

## 9. History of changes

<b>Effective date</b>	12 February 2019
<b>Last update date</b> <b>Policy version no.</b>	3.0
<b>Notes</b>	Staff Conduct and Discipline policy has undergone a major review. Endorsed by Director General at Corporate Executive on 28 November 2018.

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<b>Effective date</b>	12 February 2019
<b>Last update date</b>	18 June 2021
<b>Policy version no.</b>	3.1
<b>Notes</b>	Minor change to update links to 2021 Code of Conduct and Standards D21/0336756

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## 10. More information

### Supporting content

#### Procedure

[Staff Conduct and Discipline Procedures](#)

### Policy review date

12 February 2022

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