



Fact Sheet

Federal Safety Officer

Code of Conduct

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When conducting audits on behalf of the Federal Safety Commissioner (FSC), the Code of Conduct requires that a Federal Safety Officer (FSO) must:

- behave honestly and with integrity
- act with care and diligence
- treat everyone with respect and courtesy, and without harassment
- comply with any lawful and reasonable direction given by someone in the OFSC who has authority to give the direction
- comply with any lawful and reasonable direction given by a person in the OFSC who has the authority to give that direction
- maintain appropriate confidentiality about dealings that the FSO has with any Minister or Minister's member of staff
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with FSO engagement
- use Commonwealth resources in a proper manner
- not provide false or misleading information in respect to a request for information that is made for official purposes in connection with the FSO's engagement
- not make improper use of inside information or the FSO's duties, status, power, or authority in order to gain, or seek to gain, a benefit or advantage for the FSO or for any other person
- at all times behave in a way that upholds the values, the integrity and good reputation of the Federal Safety Commissioner
- at all times behave in a way that upholds the good reputation of Australia, and
- comply with any other conduct requirement prescribed by the regulations.

Values

Federal Safety Officers are engaged to act on behalf of the Australian Government and as such need to observe the Australian Public Service (APS) Values. The Australian Public Service:

- is apolitical, performing its functions in an impartial and professional manner
- is a public service in which employment decisions are based on merit
- provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves
- has the highest ethical standard
- is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public
- is responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs
- delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public
- has leadership of the highest quality
- establishes workplace relations that value communication, consultation, cooperation and input from employees on matters that affect their workplace
- provides a fair, flexible, safe and rewarding workplace
- focuses on achieving results and managing performance
- promotes equity in employment
- provides a reasonable opportunity to all eligible members of the community to apply for APS employment

- is a career-based service to enhance the effectiveness and cohesion of Australia's democratic system of government, and
- provides a fair system of review of decisions taken in respect of APS employees.

Should you have an issue with the conduct of an FSO undertaking an audit, please contact the FSC Assist Line on 1800 652 500.

Other fact sheets in this series can be found at fsc.gov.au:

- Auditing and the OHS Accreditation Scheme
- Corrective actions and the auditing process
- Federal Safety Officers
- Powers of Federal Safety Officers

Also available:

- OFSC Audit Criteria

For further information you can:

- visit the FSC website at fsc.gov.au
- contact the FSC Assist Line on **1800 652 500**
- contact the OFSC via email at ofsc@deewr.gov.au

This fact sheet is correct as of 7 May 2009. Produced by the Office of the Federal Safety Commissioner.

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