



POWER AND WATER CORPORATION

# Code of Conduct

PowerWater

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# Message from the Chairman and Managing Director

As employees of Power and Water Corporation each of us face significant challenges in the workplace every day. Our work often involves sophisticated technology, a difficult working environment and complex decisions.

When we represent Power and Water, our behaviour and the decisions we make as an employee reflect on the Corporation, its values and our fellow employees. It is important then that Power and Water clearly outlines the professional and ethical behaviour expected of every employee.

The Power and Water Code of Conduct ensures that employee behaviour is in line with the Corporation's strategic objective of delivering the best possible service to our customers in a safe environment. It outlines our obligations to the Corporation, our fellow employees, customers, the community and the environment whenever we are representing Power and Water.

The examples included in the Code illustrate real life scenarios where a decision made may affect our employee record and the Corporation's reputation.

Our Code of Conduct is a genuine reflection of the shared values of Power and Water employees. This document was developed through debate and discussions among a number of employees across the Corporation with the aim of making each principle relevant, informative and helpful.

Our Code of Conduct is binding on every Power and Water employee. It is important that we know and understand what is expected of us. If you have any questions please discuss them with your manager or your Human Resources Consultant.



Judith King  
Chairman



Andrew Macrides  
Managing Director

# Introduction

## Northern Territory Public Sector Code of Conduct

This Code is developed under the Northern Territory Public Sector (NTPS) Code of Conduct. Power and Water employees must abide by the NTPS Code of Conduct which includes the following principles:

**Professionalism** – performing your duties with skill, impartiality, professionalism and integrity.

**Conflict of interest** – preventing and/or disclosing private interests (financial or otherwise) where they may (or may appear to) conflict with your duties.

**Due economy** – ensuring the efficient and economical use of Government resources and facilities.

**Integrity** – not taking advantage of your duties, status, power or authority in order to seek or obtain a benefit for yourself or for any other person or body.

**Equity** – exercising courtesy, consideration and sensitivity and acting with fairness and equity in your dealings with the public and other employees.

**Conduct** – not engaging in improper conduct, in your official capacity or otherwise, that adversely affects the performance of your duties or brings the Public Sector into disrepute.

# Power and Water's framework for success

Power and Water has developed a framework for success that contains the vision, purpose, strategies and values for the Corporation.

This framework influences and guides employee workplace behaviours. The Code of Conduct expands on preferred workplace behaviours that support and are consistent with the Corporation's values.

## Our vision.

We aspire to be a leading utility business valued and respected in the community.

## Our purpose



## Our strategies



## Our values

Safety	Protecting the health and well being of ourselves, contractors and the general public to achieve zero harm.
Integrity	Engendering trust through open, honest and ethical behaviours.
Communication	Engaging in an open positive and constructive way to obtain better individual and business outcomes.
Teamwork	Working together for a common purpose, achieving our goals in a supportive, respectful and enthusiastic manner.
Commitment	Leading by example, continually improving, accountable for our actions, and carrying them out with passion and purpose.

# Applying the Code of Conduct

## Who does the Code apply to and when?

The Code applies to all Power and Water employees, including the Managing Director and those employed under an Executive Contract of Employment. This means that if you work for Power and Water you must comply with these guidelines as a condition of your employment.

Consultants, contractors, labour hire employees and apprentices working for Power and Water are expected to perform their duties in accordance with the Code.

Under the Code you are responsible for conducting yourself in a way that does not damage the interests of the Corporation; does not damage relationships between the Corporation and yourself or other employees; and does not bring the Corporation into disrepute. This is expected at all times you are on Power and Water business, for example:

- during your normal working/shift hours;
- when you are located on a Power and Water site;
- at any time you are wearing a Power and Water uniform; and
- when attending a meeting, training session or an out of hours social function where you are representing Power and Water in public.

## What are your responsibilities under the Code of Conduct?

Every employee is accountable for their behaviour and actions and responsible for ensuring they reflect the standards set out in the Code. As an employee of Power and Water you are required to contribute to a positive workplace culture. This Code is a guide for managing your behaviour and actions (your conduct).

It is important that you clearly understand your obligations under the Code of Conduct. Power and Water expects that you will take all reasonable steps to:

- ensure the safety and well-being in the workplace of yourself, your co-workers, apprentices, contractors, consultants and customers;
- exhibit the highest ethical standards and act in a manner that ensures the best interests of the public, including our customers and your co-workers;
- perform at a level that makes a positive contribution to reaching the Corporation's goals, and take action to continually improve systems and practices;
- treat others with respect, professionalism and courtesy, including providing assistance to co-workers, customers and members of the public;
- ensure your decisions are made in a fair, transparent and consistent manner and that you take responsibility for those decisions;
- obtain value for money spent and avoid waste or excessive use of corporate resources;
- take into account the impact your actions may have on the environment;
- encourage co-workers to exercise the behaviours outlined in this Code;
- familiarise yourself and comply with legislation, standards, contracts, administrative guidelines and company policies and procedures relevant to your role;
- identify and agree to opportunities that maintain and/or improve your knowledge and skills base to ensure you are up-to-date with the latest developments related to your duties; and
- give priority to your duties over personal activities during working hours and ensure your conduct is not distracting or preventing others from performing their duties.

If you are unsure of your responsibilities under the Code you should consult your manager and/or your Human Resources Consultant.

## Managers and coordinators

Managers and coordinators (a Power and Water employee with supervisory responsibilities) have further responsibilities under the Code. In addition to the responsibilities listed on pages 4-5 they are expected to take all reasonable steps to:

- ensure employees are aware of their responsibilities under the Code;
- establish reasonable performance expectations for employees and ensure they are understood and assessed objectively against these standards;
- address inappropriate behaviour and/or workplace conflict promptly to avoid escalation;
- support employees to improve the skills and knowledge related to the performance of their role;
- provide constructive feedback to, and welcome feedback from employees, including taking employee concerns seriously and acting without delay when necessary;
- deal with employees fairly;
- avoid bias or favouritism toward employees; and
- ensure Power and Water policies and procedures are followed.

## What are the consequences for breaching the Code of Conduct?

Breaches of the Code may result in performance improvement measures and /or formal disciplinary action being taken.

Where a breach of the Code is unlawful, it may lead to criminal prosecution.

## How do you report a breach, or concerns about a breach of the Code?

As a Power and Water employee, you have a duty to report any breaches, or possible breaches of the Code to your manager or coordinator.

If the breach concerns your manager or coordinator or if you believe your manager or coordinator does not take proper action on your concern, you can also speak to your Human Resources Consultant or a higher level manager.



If you feel the issue can not be resolved by any of these parties you may approach the Managing Director, Company Secretary/General Counsel or access the Public Interest Disclosure process.

If you are dissatisfied with the response received through any or all of these avenues, you may approach the Commissioner for Public Employment.

It is important for you to know that Power and Water is committed to protecting any person who raises concerns about breaches of the Code from retaliation.

### [More information and advice](#)

Power and Water has developed a number of procedures and work instructions supporting the issues addressed in the Code. You are encouraged to familiarise yourself with those relevant to your role. Further assistance can also be obtained from your manager or Human Resources Consultant.

# The Code and your obligations

## 1. Health, safety and environment

### Health and safety

Power and Water takes employee health and safety seriously as outlined in the Power and Water Environment, Quality, Health and Safety Policy.

As a Power and Water employee you must take all reasonable steps to ensure you are aware of your safety obligations under legislation, regulations and Power and Water procedures and work instructions relevant to your duties.

To create a safe working environment for yourself and your colleagues, some key employee obligations to remember are:

- wear/use relevant personal protective equipment (PPE) as and when required;
- report all incidents, near hits and injuries before you finish your shift;
- conduct a Job Safety Environment Analysis (JSEA)/ Job Hazard Analysis (JHA) prior to commencing work;
- maintain all tools and equipment to ensure they are in good operating condition;
- follow safe work practices including fatigue management; and
- notify the manager in charge immediately if you see any unsafe work practices occurring on any job.

Power and Water is committed to protecting any person from retaliation who reports unsafe work practices to a manager.

Managers must ensure that no worker is exposed to hazards to their health and/or safety.

**Q** I'm walking past a Power and Water work site and I can see that a job being performed has a number of what I consider, unsafe work practices occurring. There is a serious risk of injury to one of the work team members if something were to go wrong. What should I do?

**A** You are responsible for raising your concerns with the work party in a non-threatening manner. If the discussions with the work party fail to satisfy your concerns, then you should discuss the matter with the work team's line coordinator or manager.

## Environment

The nature of work at Power and Water has the potential to affect the environment. As part of Power and Water's commitment to protecting the environment, you are responsible for considering the impact your activities may have on the environment and the local community. This may include consideration of the way in which:

- fuel, oil, chemicals and waste are used, stored and disposed of; and
- flora and fauna might be affected.

To ensure you adhere to your obligations, you must comply with all relevant legislation, regulations and Power and Water procedures and guidelines.

**Q** I need to clean the Power and Water truck that has hydraulic oil spills. How do I do it?

**A** There are designated areas with oil-water separators that you must use.

**Q** I am the project officer for a new powerline project. Do I need environmental approval?

**A** Possibly. You should check with the Power and Water Environmental Services group for advice to ensure any required assessments are completed.

## Alcohol, smoking and other drugs

For Power and Water to carry out its health and safety obligations, you are responsible for ensuring your personal use of alcohol, drugs or other substances does not affect the health, safety or work performance of yourself or any other Power and Water worker, or the integrity of the Corporation. Employees must not:

- return or report to work under the influence of alcohol or illegal drugs;
- drive a motor vehicle on Power and Water business under the influence of alcohol or illegal drugs; or
- engage in activities involving illegal drugs or controlled substances during work hours or at any Power and Water functions. Activities prohibited include, but are not limited to the use, sale, possession, manufacture, distribution, delivery and purchase of illegal drugs and substances.

If you are taking legally prescribed medication that may affect your work performance, you must alert your manager as alternative duties may need to be considered for the duration of the course of your treatment. This reporting is especially important in situations involving the operation of machinery or equipment.

Smoking is prohibited in Power and Water vehicles, buildings, grounds and offices, except for designated areas provided.

You must not consume alcohol on Power and Water premises or at any Power and Water function unless approved as per the Consumption of Liquor at Power and Water Functions Procedure.

**Q** I was out drinking last night and consumed a large quantity of alcohol and have woken up this morning feeling the effects of the previous evening. Am I permitted to drive the company vehicle to work?

**A** It is quite possible that you are still over the legal limit of alcohol consumption for driving a vehicle. Unless you are positive you are not over the legal limit, you are not permitted to drive the company vehicle as it is not only Power and Water policy, but an unlawful act. You need to be aware that losing your licence could also have implications on your employment.

## Vehicle use

Power and Water has clear guidelines around the use of company vehicles. You are encouraged to refer to the Power and Water Use of Company Vehicle Policy, Safe Driving Handbook and NT Fleet Driver's Handbook to ensure you are clear about your responsibilities when using a company vehicle.

To ensure the safety of employees when using Power and Water vehicles, you are obligated to obey all traffic laws, regulations and parking restrictions. Employees are responsible for any fines or infringements incurred whilst driving a Power and Water vehicle.

Power and Water policy states that the carriage of people other than Power and Water employees is not permitted in Power and Water vehicles, nor is private travel permissible other than between work and home, with the exception of executive contract vehicles.

**Q** I got caught speeding in my personal vehicle again on the weekend and have now lost all my demerit points on my licence. Do I need to tell anyone at Power and Water?

**A** Yes. You need to let your manager know as this may impact on your ability to perform your role. Particularily if driving a vehicle is a necessary part of your job.

**Q** I only have a Power and Water vehicle at home and my son needs to go to the shop to pick up some milk. Am I allowed to lend him the Power and Water vehicle?

**A** No. As the responsible officer for the vehicle you are the only authorised driver of that vehicle.

## 2. Valuing people

### Bullying and harassment

Workplace bullying and harassment is the repeated less favourable treatment of a person by another (or others) in the workplace, which may be considered unreasonable and inappropriate workplace behaviour. It includes behaviour that intimidates, offends, degrades or humiliates an employee. Bullying and harassment is not tolerated at Power and Water as set out in the Power and Water Bullying and Harassment Procedure.

It is important to note that harassment does not include legitimate and reasonable management action such as managing poor performance or behaviour.

Sexual harassment is any form of unwelcome attention of a sexual nature, which is humiliating, intimidating or offensive. Sexual harassment is unlawful under the Northern Territory *Anti-Discrimination Act 1992* and the Commonwealth *Sex Discrimination Act 1984*, and will not be tolerated at Power and Water.



## Discrimination

Discrimination occurs when someone is treated less favourably due to sex, marital status, pregnancy, parental status, breastfeeding, age, race, impairment, religion, political belief or activity, trade union activity or lawful sexual activity. Discrimination is unlawful under the Northern Territory *Anti-Discrimination Act 1992* and will not be tolerated at Power and Water.

## Equal opportunity

Equal opportunity means that everyone should have fair and equitable access to jobs, employment conditions, training and promotional opportunities. It does not assume that everyone has the same abilities but aims to ensure that everyone has a fair chance to demonstrate their abilities and to use, improve and benefit from them.

Subject to the *Public Sector Employment and Management Act* you are responsible for ensuring appointment, promotion or transfer of individuals within Power and Water is on the basis of merit as set out in the Public Sector Merit Selection Guide. This means that the best person is chosen for the job, promotion or training opportunity and that they are selected only on criteria which are relevant.

## 3. Integrity

### Authority and decision making

Decisions should always be fair and transparent, based on the principles of merit, equity and natural justice. Any decisions and/or directions should be lawful and consistent with legislation, standards, and Power and Water delegations, policies, procedures and work instructions.

If you are unsure of your delegated authority in any matter, you should approach your manager for clarity.

The five step decision making model included on pages 23-24 of this Code will help you take reasonable steps to ensure the best outcome.

## Disclosure and conflict of interests

It is your responsibility to disclose to the Managing Director (through your manager) if you have, or think you may have, a conflict of interest. A conflict of interest may exist where you have (or may be perceived to have) a vested interest in the outcome of a decision or action. To identify whether or not a situation involves a conflict of interest, ask yourself the following questions:

- Could you, your family or friends benefit or appear to benefit either directly or indirectly from this situation?
- Is your action, decision or recommendation one that a fair and reasonable person in a similar situation might make?
- Have all options been considered on an equal basis?
- Would your actions withstand public scrutiny?

You must disclose to the Managing Director (directed through your manager) any financial or other interests held as soon as you become aware that a potential conflict of interest (whether real or perceived) has arisen or may arise.

The Managing Director may also direct any or all employees to provide written statements of their financial or other interests.

The Managing Director will determine if there is (or could be) a conflict of interest and will decide whether you should:

- be authorised to continue your duties in the area;
- be requested to divest yourself of the interest; or
- transfer or rearrange your duties so that the conflict is resolved.

If a conflict of interest exists due to your political participation, it may be necessary to withdraw from the political arena or from employment with Power and Water.

**Q** My cousin has applied for a job at Power and Water and I am on the interview panel. This has the potential to be considered a conflict of interest, what should I do?

**A** You must notify the panel chair and/or your manager who will determine how best to proceed.

Power and Water employees must not disclose any official information acquired in the course of employment, other than required by law or where proper authority has been granted.

You are required to inform the Managing Director if you become bankrupt during your employment so he can determine if any action is required.

You are obligated to advise the Managing Director if you have been charged, convicted or acquitted of any offence prior to employment or during employment at Power and Water.

### Gifts and benefits

You are encouraged to become familiar with your obligations under the Gifts and Benefits Reporting and Registration Procedure which stipulates that Power and Water does not endorse or encourage the presentation or exchange of gifts and benefits.

You should not accept any gifts or benefits other than entitlements paid or received through Power and Water as an employee. It is recognised that there are occasions where it may be offensive to decline a gift or benefit. In such instances it is possible that a one-off offering would be permissible under the guidelines stipulated in the Gifts and Benefits Reporting and Registration Procedure.

Whether or not to accept gifts or benefits is an area requiring sound judgment and you are encouraged to use the five step decision making model outlined on pages 23-24 of this Code to assist you, and to seek advice from your manager before taking action.

Examples of gifts or benefits could be tickets for events, alcohol, travel, accommodation or cash.

You must not offer or request gifts or benefits that could be perceived as an incentive or reward for preferential treatment.

If you have been offered a gift or benefit which could be perceived as an attempt to gain preferential treatment, you are obligated to decline the offer and report this to your manager immediately.

- Q** I recently gave a presentation at a conference and received a bottle of wine as a thank you gift. Do I need to declare it?
- A** Yes. It is recommended that you notify your supervisor to make them aware.
- Q** I've received tickets to a Darwin Cup Race Day Corporate Tent from contractors we regularly use. Do I need to declare it?
- A** Yes. In the first instance you should let your manager know and ensure you have his/her authorisation to attend. You should then report this benefit to the Company Secretary for registering, as per the Gifts and Benefits Reporting and Registration Procedure.

## Official information and confidentiality

Official information is any information relating to customers, contractors, suppliers, and employees including all files, plans, documents, drawings, letters, reports, personnel records and any other information obtained or contained within Power and Water's computing and communications systems.

Employees of Power and Water have responsibilities under the Northern Territory *Information Act*. As an employee of Power and Water you are required to take all reasonable care to maintain the confidentiality, integrity and security of official information which includes, but is not limited to:

- only accessing or requesting official information when it is lawful, part of your job, or specific consent has been granted;
- only disclosing official information when required by law or proper authority has been granted;
- not knowingly recording false or misleading information;
- ensuring access is only granted to those authorised to use the information;
- using official information solely for the purpose required as part of your duties; and
- keeping sensitive information out of sight (e.g. locked cabinet or drawer).

Your obligation to keep official information confidential continues to apply after leaving the Corporation.



- Q** A friend of mine is the owner of a building and is asking to be provided with billing information of one of his/her tenants. Can I provide this information?
- A** No. You may only provide this information to the person who is responsible for the bill, or a delegate that person has nominated for their account.

### Carry out lawful directions

At work, you are expected to comply with all reasonable and lawful work instructions. You have a right to seek clarification of an instruction, but not to cause an instruction to be ineffective by delay or failure to comply with some part. Managers should be open to positive and constructive questions from staff about the directions they give.

You may refuse to comply with an instruction if you can demonstrate that:

- you reasonably consider the instruction could endanger a person's health or safety;
- the instruction is unreasonable because it goes beyond what is appropriate workplace behaviour; and/or
- you reasonably consider the instruction involves unlawful or unethical actions.

You must not pressure others to act contrary to laws, standards or procedures.

### Public comment

You must not make public comment on Government or Power and Water matters in an official capacity except where required by law or authorised by the Managing Director. Any media enquiries should be directed to the Media Manager or Senior Manager Corporate and Government Affairs.

Public comment includes public speaking engagements, comments on radio or television, expressing views in a letter to the press or in books or notices, or the circulation of a comment that could flow to the community at large.

As a member of the community, you have the right to make public comment if you:

- make it clear that the comment represents your personal views as a private citizen;
- ensure comments do not misuse official information;
- ensure comments do not conflict with your official position in the Corporation;
- ensure comments do not compromise your ability to advise on, direct, administer or implement Government or Corporation policy or carry out your professional duties effectively; and
- ensure comments do not bring the Corporation into disrepute.

### Relationship with Government

In your official duties you must provide full support to the Government of the day regardless of which political party or parties are in office.

You are responsible for providing frank, independent advice to Government, based on a comprehensive and accurate representation of the facts. It is important that you consider your responsibilities with regard to use of Power and Water information, and the following guidelines for communicating with Government representatives.

- You are responsible for carrying out decisions and implementing programs promptly, conscientiously and with full regard to Government and Corporation policy, legislative requirements, equity and efficiency. In doing so, your own values should not replace those contained in Government or Corporation policy.
- Contact between a Minister and ministerial staff is normally with the Managing Director. Where a Minister or ministerial staff member contacts an employee directly, the employee must direct them to the Power and Water Ministerial Liaison Officer in Corporate and Government Affairs as soon as possible.
- If a Member of the Legislative Assembly contacts you on behalf of a constituent, you must direct them to the senior employee responsible for the subject matter in question. Written responses must be cleared by the Managing Director prior to dispatch, through the Ministerial Liaison Officer in Corporate and Government Affairs.

- If an Opposition spokesperson contacts you directly, you must refer the request to the Managing Director through the Ministerial Liaison Officer in Corporate and Government Affairs for instructions prior to a response being provided. Opposition spokespersons do not have a right to access Corporation files and are not entitled to be provided with written or oral information regarding future or proposed policies or strategies.
- If in any instance outlined above you are unclear of your authority to act, you are encouraged to direct the matter to your supervisor or the Ministerial Liaison Officer in Corporate and Government Affairs.
- You are responsible for familiarising yourself with the conventions regarding “caretaker periods” (i.e. the period immediately before an election) where following the dissolution of parliament, the Government assumes a “caretaker” role and avoids making major policy decisions, appointments of significance or entering into any major undertakings or contracts.

**Q** I have been directly contacted by a friend of mine who is a Ministerial Adviser and they have requested some information. Should I provide it?

**A** No. You would need to go through the correct channels, which means directing them to Power and Water’s Ministerial Liaison Officer.

## 4. Performance and efficiency

### Performance of duties

It is expected that you will act professionally and abide by any Code or set of standards governing the practice of your duties or profession. You must avoid situations where your behaviour could reflect poorly on Power and Water or impact on your workplace.

You are responsible for performing your duties to the best of your ability with care, competence and efficiency. In the event that you make a mistake, you are obligated to report your mistake. Likewise, you are obligated to deal justly with colleagues when mistakes are made.

# PowerWater



## Use of Power and Water facilities, equipment and resources

When using Power and Water facilities, equipment and resources it is expected that you will use them sensibly and appropriately and take reasonable care to ensure they are maintained. You are further expected to secure them against theft or misuse.

Reasonable personal use of Power and Water facilities, equipment and resources outlined in the Information, Communication and Technology Usage Procedure is permitted. Utilising the skills or working time of other employees for your personal benefit or gain is not permitted.

**Q** I need to use my computer to do internet banking. Is this allowed?

**A** Yes it is. Under the Information, Communication and Technology Usage Procedure you are allowed an average of five minutes of study-related research or internet banking per day.

**Q** I would like to borrow a ladder from Power and Water to do some work at my house. Is this allowed?

**A** No. This is Power and Water property and not for personal use.

## Dress standards

The Power and Water Corporate Uniform and Sports and Casual Wear Procedure outlines your responsibilities in regard to wearing Power and Water's corporate uniform, which includes personal protective clothing and equipment (PPE).

You must wear/use appropriate PPE as and when required.

If you work in an area where it is not deemed necessary to wear the corporate uniform you are responsible for ensuring your dress style suits the work you do, the local climate, and safety requirements whilst presenting an appropriate image of the Corporation.

## Outside employment

As outlined in the Outside Employment and Voluntary Service Procedure, you must be granted written approval annually by your General Manager to engage in employment outside of the Corporation.

If there is any change to the outside employment you are involved in within this timeframe, you must seek a fresh application for approval.

Outside employment must not have any conflict of interest with your Power and Water duties or responsibilities and must not affect your efficiency or performance in your role with the Corporation.

You must also obtain approval from your General Manager prior to engaging in outside employment whilst on approved leave (e.g. recreation leave, long service leave, special leave without pay, maternity or paternity leave).

In the case of voluntary work, it is generally not necessary to obtain permission to undertake unpaid activities outside of your normal working hours. Where there is a possible conflict of interest however, you must raise this with your General Manager and accept his/her decision on whether that activity can continue.

## Five Step Decision Making Model

When faced with a decision concerning your behaviour or actions, the model below outlines the necessary decision making process to ensure that all reasonable steps are considered to achieve the best outcome.

### 1. Define the problem

What are the facts and circumstances of the situation?

Who is involved and what are their points of view on the matter? Is there a need to work cooperatively to find a solution? Who is affected?

Does it break the rules, the law or go against legislation or Power and Water's Code of Conduct, delegations, procedures and work instructions?

Which part of the Code applies to the situation?

### 2. What guidelines/rules already exist?

Are there existing delegations, policies, procedures or work instructions in place that can give guidance on what to do?

Are there any legal implications? Is subject expert/legal advice needed?

### 3. Identify and consider the options

Identify all options that you think are reasonable given the situation and consider the options in light of your obligations under the Code.

What are the costs and long-term consequences?

What are the legal implications?

What impact will it have on different stakeholders?

Can this course of action be taken in a healthy and safe manner?

### 4. Test the options

If it was your time, money or equipment, would you make the same decision?

How would your decision or action look if reported in the media? Would the general community react positively to these actions or decisions?

Could you defend your decision adequately to your manager or the public?

Should you discuss your decision with your manager?

Would you be happy if this action was done to you?

### 5. Choose your course of action

Choose a course of action that is:

- within your authority or delegation to make;
- legal and in line with this Code;
- fair and able to be justified to your manager and the public; and
- documented so that a statement of reasons could be supplied if required.

## Still unsure?

If you are unsure of anything written in Power and Water's Code of Conduct, or if you require advice on whether an action could possibly be in breach of the Code, you are encouraged to seek further assistance from your manager or Human Resources Consultant.

# Related sources of information

- 1 Commonwealth *Sex Discrimination Act 1984*
- 2 Consumption of Liquor at Power and Water Functions Procedure
- 3 Employment Instruction Number 13
- 4 *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*
- 5 Gifts and Benefits Reporting and Registration Procedure
- 6 Information, Communication and Technology Usage Procedure
- 7 Northern Territory *Anti-Discrimination Act 1992*
- 8 Northern Territory Criminal Code
- 9 Northern Territory *Information Act*
- 10 Northern Territory Public Sector Merit Selection Guide
- 11 NT Fleet Driver's Handbook
- 12 Power and Water Bullying and Harassment Procedure
- 13 Power and Water Complaint, Dispute and Grievance Procedure
- 14 Power and Water Corporate Uniform and Sports and Casual Wear Procedure
- 15 Power and Water Disclosure Line Work Instruction
- 16 Power and Water Environment, Quality, Health and Safety Policy
- 17 Power and Water Outside Employment and Voluntary Service Procedure
- 18 Power and Water Safe Driving Handbook
- 19 Power and Water Use of Company Vehicle Policy
- 20 Power and Water Working at Public Events Work Instruction
- 21 *Public Sector Employment and Management Act*
- 22 Public Sector Employment and Management Regulations 2, 3 & 4
23. Northern Territory *Workplace Health and Safety Act 2007*
24. *Public Interest Disclosure Act 2008*
25. Office of the Commissioner for Public Employment Conflict of Interest Policy Guidelines.



In the event of any inconsistency and/or if the Power and Water Corporation Code of Conduct is silent on any matter, the NTPS Code of Conduct applies.





Quality  
Endorsed  
Company  
ISO 9001 Lic23299  
SAI Global



Occupational  
Health  
and Safety  
AS/NZS 4801 Lic20234  
SAI Global



Certified  
Environmental  
Management  
ISO 14001 Lic20341  
SAI Global

The PowerWater logo features the company name in a bold, dark blue sans-serif font. A single green leaf icon is positioned above the letter 'W' in "Water".

**PowerWater**