



**CURTIN  
STUDENT  
GUILD**

CURTIN STUDENT GUILD

**CODE OF  
CONDUCT**

Adopted by Council - 19th February 2015

## OUR VISION

*Our vision is to be the leading independent student run organisation in Australia, which is highly valued by all of the University community, especially our members.*

# OUR MISSION

## THE MISSION OF THE CURTIN STUDENT GUILD IS TO:

- Actively represent and advocate on behalf of Curtin University students;
- Encourage and facilitate student participation in University decision making;
- Provide a range of services, facilities and activities for our members helping them to have a fulfilling university experience; and
- Provide competitive services to the wider Curtin University community to ensure the relevance and sustainability of our operations.

# OUR VALUES

## IN WORKING TOWARDS ITS VISION AND MISSION THE CURTIN STUDENT GUILD SUBSCRIBES TO THE FOLLOWING VALUES AND PRINCIPLES:

### **AUTONOMY**

Ensuring student control of student affairs, underpinned by democratic decision making;

### **INTEGRITY**

Acting at all times with integrity and ethical consideration based on open and honest behaviour and mutual trust;

### **INCLUSIVITY**

Demonstrating a sense of community with respect for and acknowledgment of diversity;

### **ENGAGEMENT**

Ensuring engagement and consultation with our members, the University and the wider community;

### **ACCOUNTABILITY**

Be responsible and accountable to our members, ensuring transparency of actions, with the resources of the Guild applied for the maximum long term benefit of our members, present & future;

### **INNOVATION**

An attitude of welcoming change and growth with an emphasis on best standards and continuous improvement in our services and staff; encouraging individual and organisational development and creativity in all that we do

### **CO-OPERATION**

Active co-operation with both internal and external organisations and groups who have similar goals and values, offering benefit to our members; and

### **BOLDNESS**

We will boldly question university decisions to ensure that they are in the best interests of our members.



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## FROM THE PRESIDENT AND MANAGING DIRECTOR

### CURTIN STUDENT GUILD (THE GUILD) IS A BODY CORPORATE AS DICTATED IN THE CURTIN UNIVERSITY ACT OF 1966 (SECTION 44).

The Guild officially came into existence on 14th January 1969 upon the making of Curtin University's Statute No. 4. At 6:45pm on 11th February 1969 the first Student Guild took office. Although the Statute has had revisions applied over time, the core objects, powers and accountabilities have remained.

The Guild has five primary documents that mandate our operations. These are:

- Curtin University of Technology Statute No. 4 – Student Guild
- Curtin Student Guild Rules and Regulations
- Curtin Student Guild Policy Book
- Curtin Student Guild's Vision, Mission and Values
- Curtin Student Guild Employee Collective Agreement or relevant industry award

In order to achieve our core objectives and exercising our power in a transparent and accountable way, the Guild has three clear divisions of operation:

- Student Representation and Advocacy
- Trading Services
- Administration Support

The Guild Council is ultimately responsible for all areas of the Guild. The annually elected Council members are effectively the board of directors and with this comes vast responsibilities. In the event of organisational failure, the Council may be answerable to its members, University Council, State Parliament (inclusive of the Corruption and Crime Commission); and the Department of Commerce.

Guild Council provides sound governance to the organisation. The Council primarily oversees or determines: organisational strategy, ensure compliance with any regulations governing the organisation, ensures organisational integrity, sets organisational culture and ethics, engages with Guild members; and ensures the that operations are in-line with the organisational vision, mission and values.

Staff are employed to ensure that the operations of the Guild meet the expectations of the Council. Guild staff, in particular management, are employed on the basis that they are provided with the authority to use their sound judgement and make decisions on behalf of the Council, thereby preserving the principle of "Student Control of Student Affairs".

The operations of the Guild are extremely important. The income generated from our operations is directed into representation and advocacy services, which are the paramount to the Guild's relevance within the University environment. Traditionally the Guild has an income in excess of \$15million. To generate this income the Guild employs in excess of 200 employees.

The Code of Conduct assists and guides Elected Members and Employees to determine what appropriate and acceptable ethical standards of behaviour to apply in various circumstances. The standards set by this Code of Conduct are high and the Guild expects them to be met.

All Elected Members and Employees should refer to the Code of Conduct for general guidance or when faced with an ethical dilemma. The Code of Conduct sets limits of behaviour that seek to guide the decision making and preserve the integrity of Curtin Student Guild. It guides those who carry out public duties to conduct themselves with propriety and respect for others at all times.

It is our pleasure to make available this Code of Conduct to Elected Members and Employees. We trust it will assist in achieving and maintaining the high standards of ethical behaviour the Guild expects them to deliver to the community and each other.



Brent Penberthy  
Managing Director



Jason Giancono  
Guild President

# INTRODUCTION

## WHY HAVE CODES OF CONDUCT?

The student population at Curtin University is extremely diverse. Student interests can vary greatly between one student and the next. In addition, the expectations on our service delivery can vary greatly from one student to another. The introduction of the published Code will provide consistency in how we conduct our business.

It is important that the Code guides and assists our Elected Members and Employees to act fairly, equitably and with propriety when dealing with students with a range of interests.

During the course of carrying out public duties, Elected Members and Employees will come into contact with our students, University staff, equity groups and commercial organisations. Partnerships will be developed during the course of our business. It is acknowledged that the sole driver for these relationships is gain of our wider students; not any individual gain for the individual Elected Member or Employee. It is important ethical standards are consistently applied to ensure the best interests of all Curtin Students are met in all dealings.

The Code guides Elected Members and Employees by clarifying those situations where the ethical aspects of public duty may not always be clear and providing guidance in those situations.

## WHO DOES THE CODE APPLY TO?

The Code is relevant to all Elected Members of the Council, Employees of the Guild and any contractors or consultants that are engaged to provide services on behalf of the Guild.

The code complements common and statutory rights, and obligations or requirements prescribed in relevant legislation; and Guild policies and procedures.

## WHAT IS EXPECTED OF ELECTED MEMBERS AND EMPLOYEES?

The Elected Members and Employees of the Guild serve the Curtin Community, and in particular the students of Curtin University. It is imperative that all our thought processes and actions are delivered in the best interests of our students. Consistent standards and ethical behaviour must be applied to meet the expectations of our students.

Our Elected Members and Employees are bound by the principles of ethical behaviour that are provided in this code. Our Elected Members must also observe the standards outlined in the Guild's Rules and Regulations. In addition, our Elected Members and Employees should refer to this code in conjunction with the Guild's policies and procedures; and their Employee Collective Agreement.

## PERSONAL BEHAVIOUR

Appropriate behaviour includes conduct that is courteous, polite and business-like. It involves treating Elected Members, Employees, stakeholders and student members with respect and courtesy. The Guild's values should be demonstrated at all times.

As Elected Members and Employees of the Guild, we will understand our roles and public duties by actively learning and staying informed about:

- The role and purpose of the Guild and the statutory, regulatory and policy requirements that apply when carrying out our public duties
- All relevant issues and activities affecting the Guild

As Elected Members and Employees of the Guild, we will put Curtin Students' interests first, ahead of our own personal and pecuniary interests, and act with loyalty, in good faith, ethically and with integrity by:

- Exercising our powers and discharging our duties in the best interests of the Guild and their student members
- Making decisions fairly, impartially and promptly and considering all available information, legislation, rules and regulations, policies, procedures and ethical codes
- Being accountable and transparent
- Doing our job lawfully, with reasonable care and diligence and as efficiently and effectively as possible
- Treating student members, stakeholders, elected members and employees with respect, courtesy and fairness, having proper regard for their interests, rights, safety and welfare
- Not harassing, bullying or discriminating against student members, stakeholders, elected members or employees
- Fulfilling the Guild's statutory purpose and requirements
- Maintaining and contributing to a harmonious, safe and productive work environment and professional relationships
- Understanding the consequences of misconduct and actions that may be taken if we do not comply with the Code and associated policies

As Elected Members and Employees of the Guild, we will make an active contribution by:

- Attending all relevant meetings. If we cannot attend, we will submit an apology. If we are likely to miss several consecutive meetings, we may apply for a leave of absence
- Participating and working cooperatively with fellow Elected Members, Employees, and stakeholders to achieve agreed goals
- Diligently preparing for meetings by reading and considering papers circulated with the agenda
- Expressing our concerns to the Chair of the meeting, the Guild President, relevant Manager or other relevant authority about consultations, decisions or actions we believe may be contrary to the Guild's public duty

# COMMUNICATION AND OFFICIAL COMMUNICATION

## USE OF CONFIDENTIAL INFORMATION

As Elected Members and Employees of the Guild, we will:

- Maintain confidentiality and not divulge information deemed confidential or sensitive, other than as required by law or where proper authorisation is given. If we are unsure we will seek direction from the Guild President or the Managing Director
- Not make improper use of the information obtained in the course of carrying out our duties, or use for direct or indirect personal or commercial gain, or to do harm to other people or the Guild
- Respect confidential information and observe any restrictions agreed by the Guild Council
- Respect the privacy of individuals and the security of personal information
- Protect intellectual property
- Raise concerns of improper communications or use of information with the Guild President or Managing Director

## COMMUNICATION AND PUBLIC COMMENT

As Elected Members and Employees of the Guild, we will:

- Adhere to applicable legal requirements, rules and regulations, policies and other legal directives regarding communication to our student members, the University and media
- Only make public comment on behalf of the Guild to the media or outside organisations when authorised to do so by the Guild President
- Follow the relevant policy and procedures in regards to the use of Social Media

## FRAUDULENT OR CORRUPT BEHAVIOUR

As Elected Members and Employees of the Guild, we will:

- Not engage in any fraudulent or corrupt behaviour
- Report any information about any actual or potentially fraudulent, corrupt or illegal activities to the Guild President, General Secretary or Managing Director; or if necessary to the Corruption and Crime Commission
- Report any breaches of the Code of Conduct
- Abide by the Guild's risk management plan, applicable corruption resistance policies and accountability requirements
- In the event of any grievance resulting from a decision of any process committee within the Guild, then the matter can be referred to the Public Service Ombudsman of Western Australia

## USE OF GUILD RESOURCES

As Elected Members and Employees of the Guild, we will:

- Use the funds, employees and equipment effectively and economically, only for Guild business
- Devote the whole of your time and attention to the duties of your employment and will not be engaged or concerned in any other employment or business activities which may impact on your ability to execute your duties or which could conflict with the interests of the Guild.
- Comply with applicable legislation, rules and regulations, policies and procedures when using Guild resources
- Not use Guild resources for personal financial gain or work unrelated to your position at the Guild
- Generate and store all Guild related documents on Guild provided computers and systems
- Operate equipment and property in accordance with the manufacturer's specifications, maintain it in good order and store it securely
- Report any damage to, or loss of, property or equipment immediately to the responsible Manager
- Ensure that any requests by an external party, excluding clubs and societies, to use Guild facilities is referred to the Guild Executive or Management for approval

## INCURRING EXPENDITURE

As Elected Members and Employees of the Guild, we will:

- Not approve our own expenditure for travel claims, credit card payments, telecommunications subsidies or similar. These will be approved by the relevant Departmental Manager or Elected Executive Member
- Analyse financial statements and management reports with due care, and ensure we are properly informed about policies and procedures
- Only expend funds within the parameters of the pre-approved budget.
- Follow all regulation, rules and policy around the allocation of unbudgeted funds.

## CORPORATE CREDIT CARDS

The distribution of limited corporate credit cards is determined by the Finance and Administration Manager in consultation with the Guild Executive and Managing Director.

As Elected Members and Employees of the Guild, we will:

- Only use the credit card for approved and official purposes
- Not use the credit card:
  - » To withdraw cash
  - » Private purchase
  - » When there is an option to set up a credit account or have the ability to do an electronic funds transfer

## TRAVEL AND ACCOMMODATION

There may be limited requirement for Elected Members and Employees of the Guild to undertake travel.

As Elected Members and Employees of the Guild, we will:

- Receive authorisation to incur costs associated with travel expenses before purchasing them
- Purchase airline tickets in line with the "best fare of the day" principle
- Follow relevant policy and procedures in relation to travel, accommodation; including meal expenses

## RECORD KEEPING AND USE OF INFORMATION

All Elected Students and Employees of the Guild are responsible under the State Records Act for creating and managing records appropriately.

### DOCUMENTING DECISIONS

As Elected Students of the Guild sitting on boards and committees, we will:

- Ensure we follow procedures to accurately document decisions, events and transactions
- Prepare and retain minutes for all official meetings, including the recording of any objection or dissent
- Be familiar with, and stay informed on the processes detailed in the Guild's State Record Keeping Plan

### SECURITY OF INFORMATION

As Elected Members and Employees of the Guild, we will:

- Ensure recorded information under our control, in both soft and hardcopy, is kept in a secure environment, including when stored on laptops, tablets and portable electronic storage devices
- Be diligent in the handling of sensitive, in confidence documents; not leaving them in view of others, including non-authorised personnel within the workplace
- Avoid discussing confidential Guild business in public places where there is a likelihood of being overheard
- Dispose of duplicate confidential information in line with the Guild's procedures
- Archive confidential information in line with the Guild's archiving procedures

### PRIVACY COMPLIANCE

As Elected Members and Employees of the Guild, we will:

- Be conversant with and abide by the 13 privacy principals detailed in the Privacy Act
- Be conversant and abide by both the Guild's and University's Confidentiality Agreement
- Be conversant and abide by the Guild's Privacy Compliance procedures
- Comply with the letter and spirit of the Freedom of Information Act to assist the public to gain access to documents and to check personal information held within the documents
- Ensure the personal information held is accurate, complete, up to date and not misleading
- Avoid unsubstantiated personal opinions in official documents

### AMENDMENT OR FALSIFICATION OF CURRENT RECORDS

As Elected Members and Employees of the Guild, we will not:

- Falsify, destroy, alter or damage a public record
- Back-date information or remove folios from file

### PUBLICALLY ACCESSIBLE MINUTES, RESOLUTIONS, DECISIONS AND INTERPRETATIONS

As Elected Members of the Guild, we will:

- Make the meeting minutes of Guild Council, CUPSA Council, Education Board; and Access and Equity Board publically accessible through the Guild website
- The Guild Statute Book will be publically accessible
- When a general member comes into the Guild to request access to any of the minutes from any of the Guild's boards or committees, the responsible Executive Officer will provide them and answer any questions

## CONFLICTS OF INTEREST AND GIFTS AND BENEFITS

Elected Members and Employees of the Guild have an obligation to perform their official duties in the interest of Curtin Students and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.

Conflicts of interest arise where there is conflict between the performance of public duties and private or personal interests. Conflicts may involve personal, financial or political interests and may be actual, perceived or potential.

It is not wrong to have a conflict of interest. What is important is that it is managed correctly. It is of great importance that an individual considers the public perception of a conflict of interest, regardless of whether it actually exists. A poorly managed perceived conflict of interest can be just as damaging to reputation as a poorly managed actual conflict of interest.

When there is any doubt about an actual or perceived conflict of interest it must be declared and then the relevant board or committee will assess the validity and whether the conflicted person can continue in the decision making process.

### CONFLICTS OF INTEREST

As Elected Members and Employees of the Guild, we will:

- Keep our private commercial or political interests separate from our official Guild duties
- Openly declare to the Council Chairperson, President, Managing Director or Departmental Manager of any matters relating to a private interest that may conflict, or be perceived to conflict, with our Guild duties
- Follow the Guild's procedures in relation managing the conflict of interest. This may involve removing ourselves from the discussion and decision making process on the matter
- Ensure that the declaration as well as the management of the conflict is documented so it is transparent and capable of review

### GIFTS AND BENEFITS

As part of the Guild's normal business there will be times that gifts and benefits may be offered to Elected Members and Employees by third parties. The Guild recognises that this is accepted business practice and can enhance relationships in some instances.

As Elected Members and Employees of the Guild, we will:

- Carefully consider any offers of gifts, benefits or hospitality and ensure any decision to accept is done openly, placed on the record and all conflicts of interest are considered
- Not accept gifts, benefits or hospitality:
  - » Likely to place us under an actual or perceived financial or moral obligation to other organisations or individuals
  - » If they could reasonably be seen by the public, knowing the full facts, as intended or likely to cause us to act in particular way or deviate from our Guild duties
- Maintain a register of gifts accepted, and ensure these are of token value only
- Not to use our public position for personal profit or gain or to cause detriment to others

## REPORTING SUSPECTED BREACHES OF THIS CODE

As Elected Members of the Guild, we will:

- Bring to the attention of the President, General Secretary or Chairperson of the board/committee, any breaches of the code
- In the event of a serious breach, refer the matter to the Disciplinary Committee
- In the event the serious matter is not dealt with to the satisfaction of the complainant, then the matter can be referred Public Service Ombudsman

As Employees of the Guild, we will:

- Bring to the attention of their Divisional Manager any breaches of the code
- In the event the matter is not dealt with to the satisfaction of the complainant, then the matter should be brought to the attention of Managing Director or President
- In the event of a serious breach, refer the matter to either the Western Australian Industrial Relations Commission or to the Public Service Ombudsman

### WHISTLEBLOWER PROTECTION

As Elected Members and Employees of the Guild we are recognised as public officers. Serious misconduct and corruption by public officials is reportable to the Corruption and Crime Commission.

The General Secretary of the Guild is the Responsible Officer who is obligated to report any breaches to the Corruption and Crime Commission, however any person is able to report breaches on their own accord.

We encourage any Elected Members and Employees of the Guild to report serious misconduct and corruption within the Guild to the Corruption and Crime Commission.

The Corruption and Crime Commission Act provides protection for witnesses who voluntarily report allegations of misconduct or corrupt conduct to the Corruption and Crime Commission.

## CODE OF CONDUCT DECLARATION

I, \_\_\_\_\_ (print name)

declare I am either an Elected Member, Employee, consultant or contractor of the Curtin Student Guild. I acknowledge I have read the Code of Conduct and all policies contained and mentioned therein, and understand and agree to be bound by them.

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_



## VISION

Our vision is to be the leading independent student run organisation in Australia, which is highly valued by all of the University community,

## MISSION STATEMENT

The mission of the Curtin Student Guild is to:

- Actively represent and advocate on behalf of Curtin University students;
- Encourage and facilitate student participation in University decision making;
- Provide a range of services, facilities and activities for our members helping them to have a fulfilling university experience; and
- Provide competitive services to the wider Curtin University community to ensure the relevance and sustainability of our operations.