



DFES General Circular No: 115/2024 FILE: 00478-07

## 6 AUGUST 2024

## COMMUNICATION WITH FEDERAL OR STATE MEMBERS OF PARLIAMENT

The <u>Code of Conduct</u> covers all DFES staff and volunteers, regardless of rank, status, position or service and can apply to what we do outside of working for DFES, especially in situations that might cause damage to the trust and confidence that DFES holds with the WA community.

The <u>Code of Conduct</u> cannot cover every possible situation or scenario you come across and it requires all DFES members to be personally responsible and accountable for their conduct, behaviour and actions, and to ensure professionalism is always maintained.

It is also important to remember that DFES staff and volunteers are not permitted to directly contact any Members of Parliament (State or Federal) regarding DFES work related matters without prior approval from the Commissioner, via your chain of command. Volunteers can also contact their association and seek their assistance or advice.

All communication with any Member of Parliament ,must be directed in writing through DFES' Ministerial Services Branch via <u>ministerial.services@dfes.wa.gov.au.</u>

For more information about the process or Code of Conduct, please contact DFES Professional Standards via professional.standards@dfes.wa.gov.au.

RICHARD ZUIDERDUYN DIRECTOR PROFESSIONAL STANDARDS