

# CatholicCare NT

## Code of Conduct

# CatholicCare NT



## CatholicCare NT

Welcome to the Code of Conduct. On the whole, our staff are great and we enjoy working with like-minded and ethical people who come from a diverse range of cultures and backgrounds to work together at CatholicCare NT. It is essential for you to become familiar with this important document because it will inform you of what is expected as a staff member of this organisation. I expect our staff to role model and reflect good communication and ethical practice with their colleagues and clients at all times. This document will also give you a sense of the things that are important to us. For staff who are in a leadership role, you need to take responsibility not only for your own behaviour but also that of the staff that you support.

The Code of Conduct will reinforce to you that as an organisation we stand for vulnerable people. This means that we take seriously our commitment to the protection and safety of children and have no tolerance for staff members who use violence. We also take a stand for the safety of our staff and clients, this means that you cannot attend work under the influence of drugs and alcohol, you cannot smoke cigarettes on any of our properties or when working with clients and you need to be aware of how your actions will be perceived by others. This code reflects the culture, mission and values of our organisation.

The code of conduct provides a guideline for ethical behaviour and decision making while you are employed at CatholicCare NT. It outlines expected behaviour as you carry out day-to-day work and should be used as a guide when faced with a range of situations. This code should be read in conjunction with other organisational policies and procedures, program guidelines and with any professional codes that apply to you.

All staff, including full, part-time, casual, volunteers and students are bound by this Code of Conduct. You are responsible for your own actions; however, refer to your Team Leaders, Managers and Senior Managers who have the added responsibility, in line with the reporting structure of the organisation to support you to manage the many and varied issues that will arise in your work in order to achieve the goals of the strategic plan.

This document is intended to be reviewed and updated as required.

I believe this document adds value to our credibility as professional service providers in the community; I hope that you find it useful.

A handwritten signature in blue ink, appearing to read 'Jayne Lloyd'.

**Jayne Lloyd**  
Director

### **NOTE:**

The Code of Conduct has references and links to a variety of legislation and standards. In particular, it is consistent with the 'Integrity in the Service of the Church' which outlines the principles and behavioural standards for lay workers in the Catholic Church in Australia. The term "church workers" refers to both staff and volunteers. The website link to access 'Integrity in the Service of the Church' is located under **Links** at the end of the Code of Conduct.

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## POLICY/PROCEDURE: Code of Conduct

### 1. Conflict of Interest

A staff member's external interests must not influence or appear to influence their ability to carry out functions as a representative of the organisation. This may include external interests such as memberships of other associations/organisations, relationships, voluntary work and may include family members.

- 1.1 Any actual or perceived conflict of interest is to be disclosed.
- 1.2 Disclosure of interests that could create a perception of bias or an actual conflict of interest will be stated in writing to the Director.
- 1.3 The Director will determine whether an actual conflict exists. A conflict may exist where:
  - there are commercial in-confidence issues; this means information that is confidential to CatholicCare NT and should not be freely disclosed, for example, if a staff member is on the board of an organisation that offers similar services, they would not be free to discuss CatholicCare NT information
  - a staff member may personally gain or profit from using CatholicCare NT information
  - an external interest may interfere with job performance
  - the public image of CatholicCare NT is impacted on adversely
- 1.4 The Director, in consultation with the staff member, will determine an appropriate course of action.
- 1.5 The Director will inform the staff member in writing of the final outcome and action taken/required.

### 2. Client Service

People who use CatholicCare NT services are variously known as clients, job seekers and service partners. Anyone who contacts CatholicCare NT by phone, attends the office or receives a service for this purpose is a client. Clients will receive reliable, efficient and effective responses from CatholicCare NT staff. They will be treated with courtesy and sensitivity. Refer to 1.1 "Church Workers exhibit justice and fairness in relationships and service" from 'Integrity in the Service of the Church' 2011, website reference at the end of this document.

- 2.1 All people attending CatholicCare NT offices will be acknowledged and their needs responded to in a prompt, efficient and courteous manner.
- 2.2 Reception and waiting areas are to be welcoming and child friendly.

### 3. External Employment

CatholicCare NT staff require written permission to engage in any employment outside of CatholicCare NT.

- 3.1 Requests for approval of external employment should be made in writing to the Director. The letter/email should cover the following:
- details of the position
  - any possible conflicts of interest, e.g. working in private practice that may take clients away from CatholicCare NT or where you may be seeing the same clients as you see in CatholicCare NT
  - any potentially adverse effects the position will have on your current employment
- 3.2 Confirmation of any outcome will be made in writing.

### 4. Offer and Acceptance of Gifts or Other Incentives

CatholicCare NT staff are not to use their position at CatholicCare NT for personal profit or gain. Refer 1.4.7 “Not solicit gifts or favours from clients, even by implication” from ‘Integrity in the Service of the Church’ 2011, website reference at the end of this document.

- 4.1 Approval from the Director is required before the acceptance of any private fees or other remuneration. Staff are not to accept gifts or benefits that may be perceived to compromise their position.
- 4.2 No staff member is to use their position in CatholicCare NT or their relationship with clients to exploit clients, e.g. receiving discounts.
- 4.3 Any purchases, e.g. artwork on Aboriginal communities, should be accountable, fair, transparent and not exploit relationships with an individual or the community.
- 4.4 Token gifts as an expression of gratitude, e.g. from a client, another organisation, are acceptable. Examples of these may be a bunch of flowers or a box of chocolates or drawings from children.
- 4.5 Any gifts of value belong to CatholicCare NT and are to be recorded in the appropriate register, e.g. assets register or resource register.

### 5. Personal Behaviours

#### Alcohol and Prohibited Substances

- 5.1 The consumption of alcohol or use of prohibited substances are not permitted while at work or on CatholicCare NT premises. Any exemption to the consumption of alcohol will be at the discretion of Management.
- 5.2 CatholicCare NT has zero tolerance of staff carrying out duties under the influence of alcohol or prohibited substances, or to use, store or sell illegal drugs at work. Such actions would result in dismissal. This includes presenting for work while experiencing symptoms resulting from intoxication such as a hangover or smelling of alcohol.

- 5.3 The consumption of prescription or over-the-counter medication is the responsibility of staff. However, staff are to consider the effect/impact that these medications may have on work performance and/or the safety of yourself or others. For example, if a side effect of a medication is drowsiness, arrange counselling sessions for times when you are unaffected. Similarly, do not drive a vehicle if drowsy or dizzy. Staff are to use personal or other leave to assess their reactions to newly prescribed medications when side effects are a factor.
- 5.4 A 0 (zero) blood alcohol level is required when using a CatholicCare NT vehicle.
- 5.5 CatholicCare NT resources, e.g. phone, staff time, email or cars are not to be used to supply or facilitate the use of alcohol or other prohibited substances, e.g. the car is not to be used to pick up alcohol or to transport people to drinking venues.
- 5.6 Staff who work in communities, but are considered external to those communities (fly or drive in/out on a weekly basis), are representing CatholicCare NT throughout their stay in these communities. Behaviour is expected to be professional and appropriate at all times, e.g. do not bring alcohol or recreational drugs into communities. Refer to your program guidelines, Team Leader, Regional Manager, or General Manager Programs if further clarification is required.

### Health and Safety

- 5.7 Protect your own health and safety and that of others while at work. It is expected that staff respond to any reasonable instruction delivered by line management in relation to health and safety.

### Dress Standards

- 5.8 Staff are always to dress in a manner appropriate to their position. A minimum requirement is to be neat and tidy. Appropriate clothing would be:
- viewed as professional attire
  - reflect the culture, Mission and Values of CatholicCare NT
  - not too revealing at both the neckline & hemline
  - cover all underwear
  - wear footwear appropriate for the activity in which you are engaged (WHS requirement)
  - respect the age, culture and expectations of our client group

### Use of Personal Mobile Phones

- 5.9 Personal mobile phones may be used at work under the following conditions:
- use is not excessive and does not interfere with duties, including participation at meetings
  - personal mobile phones are not used (or visible) during a counselling or any other session with a client
  - in shared workplaces, mobile phones are on silent mode
  - consideration of colleagues is shown when conducting personal telephone calls

There are situations and places where it is inappropriate to use a personal mobile phone. For more information refer to CCNT Policy/Procedure: Information Technology (ORG/ICT/P001) on the intranet.

## Language and Communication

- 5.10 Language will always be respectful and mindful of the cultural diversity of the workplace.
- 5.11 Inappropriate language, gestures or actions that could, in the opinion of a reasonable person, offend or distress, are not to be used. Such actions include, but are not limited to, intimidation, spitting, sexually explicit body language and pictures or images that may offend.

## Relationships

CatholicCare NT expects staff to know, understand and respect the physical and emotional boundaries of adults, children and young people. Refer to 3 Church Workers are committed to safe and supportive relationships in 'Integrity in the Service of the Church' 2011, website reference at the end of this document.

- 5.12 Relationships with clients that are not part of the duties associated with your role description are not permitted, e.g. sexual relationships.
- 5.13 Clients are always to be treated in a consistent manner without inappropriate familiarity. Some examples of inappropriate familiarity include:
- visiting clients in their home when it is not a normal part of your role
  - inviting clients to visit your home
  - liaising with clients via social networking sites such as Facebook, Twitter, etc.
  - making telephone calls, sending emails or text messages of an inappropriate nature to clients
- 5.14 Disciplinary action may result if staff do not adhere to the above directives.

## Attendance

- 5.15 Staff are required to fulfil contracted hours – excessive absenteeism (without medical explanation) or failure to attend appointments, etc. may result in disciplinary action.
- 5.16 Failure to notify your Team Leader or Regional Manager of your absence may result in disciplinary action.
- 5.17 Staff are required to abide by the CCNT Policy/Procedure: Conditions of Employment (ORG/HR/P001).

## 6. Professional Integrity

CatholicCare NT expects a high level of quality in the services being delivered by all staff and in a manner that is professional and consistent with the principles of Catholic Social Teaching.

- 6.1 Each staff member is required to fully meet the obligations of his/her position and always act in a professional and dignified manner during all work related activities.
- 6.2 Staff are expected to deal with tensions that may arise from differences of opinion or perspective in a constructive manner, e.g. allowing time for reflection rather than acting out emotions (slamming doors).

### Meeting Organisational Obligations

- 6.3 All staff are obliged to abide by the policies and procedures of the organisation. Also to:
- carry out decisions faithfully and impartially
  - use their Team Leader or Manager to seek changes to policies and procedures when it is perceived that such a change is required
- 6.4 Regional Managers and Team Leaders are required to give clear instructions to staff and staff are expected to comply with reasonable instructions.

### Respect for Law

- 6.5 All staff have an obligation to respect and abide by Northern Territory and Commonwealth laws and to act within the boundaries of legal duty of care to clients. This includes but is not limited to: industrial relations, mandatory notification of child abuse and domestic violence, privacy and confidentiality and Work Health and Safety.

## 7. Public Comment

CatholicCare NT staff members may only provide public comment about CatholicCare NT when approval is given. Refer to CCNT Policy/Procedure: Representation of CatholicCare NT in Media and at Public Events (ORG/MP/P002).

## 8. Release of Information

All CatholicCare NT staff are obliged to conform to the requirements of the Federal Privacy Act 1988 and in particular to be familiar with the Australian Privacy Principles. There is also an obligation for staff to abide by CatholicCare NT's own policies and procedures with regards to confidentiality.

## 9. Use of CatholicCare NT Resources

All CatholicCare NT staff have a responsibility to protect and manage CatholicCare NT resources.

- 9.1 Intellectual property developed as part of everyday working activities (e.g. programs, reports, tenders) belong to CatholicCare NT and cannot be used for other purposes without the express permission of the Director.
- 9.2 Computers, email, internet, work mobile phones and other communications equipment must be used as per the policies and procedures.
- 9.3 Unacceptable material including material of a sexist, racist or otherwise offensive nature is not to be shown or transmitted. CatholicCare NT audits electronic information, including emails, from time to time.
- 9.4 Personal telephone calls, private use of internet, fax, photocopier and email may be made during working hours from time to time. Use of these privileges should be kept to a minimum. Personal use of CatholicCare NT mobiles is limited to family emergency. Refer to CCNT Policy/Procedure: Information Technology (ORG/ICT/P001).
- 9.5 CatholicCare NT is not liable for unauthorised purchases by staff members and staff may be held financially responsible for any unapproved purchases. This includes downloading/uploading to the internet. Refer to CCNT Policy/Procedure: Purchasing (ORG/FM/P003).



- 9.6 Generally, staff are to use CatholicCare NT vehicles for work purposes only. Under some conditions, vehicles can be used for personal use; however, approval will be at the discretion of the General Manager Finance & Corporate Services. Refer to CCNT Policy/Procedure: Organisation/Private Vehicles (ORG/PA/P001).

## 10. Clients

Refer to Section 2 “Church Workers uphold the dignity of all people and their right to respect” and Section 3 “Church Workers are committed to safe and supportive relationships from ‘Integrity in the Service of the Church’ 2011, website reference at the end of this document.

### Working with Children

Staff are required to demonstrate the utmost respect for children and not to do anything that would directly or indirectly harm children. As of March 2011 CatholicCare NT staff and volunteers are required to have a “Working with Children” clearance (also known as the ochre card). Refer to Policies and Procedures and individual program guidelines for more information.

**Photography or other recordings of children by staff** is not permitted unless there is a clear work related purpose for obtaining the imagery. Approval must be obtained from your line supervisor and a parent/guardian/carer must sign the Organisation Form: Photographs, Film Image or Audio Recordings – Permission for Use (ORG/MP/F001) form. An example where photographs of children may be permitted are community events organised by CatholicCare NT or when involved in such events. Children are to be appropriately dressed and include parents or other staff in the photographs. Images are to be maintained securely, i.e. loaded onto a database and password protected. Once the images are no longer required, they are to be destroyed.

**Transporting children** may be required to support clients to achieve their goals. Workers are to assess the appropriateness of transporting children in line with client goals. It is expected that young children, e.g. 12 and under be transported only in the company of a parent, carer or other authorised person, otherwise, written permission for transportation of the child by the worker must be given by the parent, carer or other authorised person.

Authorisation to transport a young person between the ages of 12 - 18 may not be required if they are estranged, living independently or assessed as a mature minor (has capacity of giving informed consent and has sufficient understanding and intelligence to understand what is proposed). In these instances, the worker is expected to undertake a risk assessment and always has the option of being accompanied by a second worker.

Record details in case notes and refer to program guidelines for additional information as relevant.

**Physical contact with children and young people** must be appropriate to the delivery of the services and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our staff. Details are to be recorded in case notes. Refer to relevant program guidelines for more detailed information.

**Overnight stays and sleeping arrangements** are not a requirement of CCNT programs and are therefore prohibited.

**Toileting of young children** may be required by some program staff from time to time, i.e. Children's Contact Centre staff.

- where possible, staff should avoid one-to-one situations with a child or young person in a toileting area; if unavoidable, record details in case notes
- staff are not permitted to undress while children or young people are present
- if possible and appropriate, have a parent or another worker present when toileting a child

Refer to relevant program guidelines for more detailed information.

### Working with People with a Disability

CatholicCare NT recognises that people with a disability may require specific assistance to meet their needs and this will at times require additional application of resources. All staff are expected to show tolerance, respect and understanding.

### Working with Indigenous People

CatholicCare NT requires that all staff be informed of and responsive to the needs of Indigenous people.

### Working with Culturally and Linguistically Diverse People

CatholicCare NT recognises that people may require specific assistance to meet their needs with regards to cultural or linguistic matters and that this will at times require additional application of resources. All staff are expected to show tolerance, respect and understanding.

## 11. Safeguarding Children Responsibilities

Refer to 3 "Church Workers are committed to safe and supportive relationships" from 'Integrity in the Service of the Church' 2011, website reference at the end of this document.

- 11.1 Provide a welcoming and safe environment for children and young people.
- 11.2 Promote the safety and wellbeing of children and young people to whom we provide services.
- 11.3 Ensure that your interactions with children and young people are positive and safe.
- 11.4 Provide adequate care and supervision of children and young people in your charge.
- 11.5 Act as a positive role model for children and young people.
- 11.6 Report any suspicions, concerns, allegations or disclosures of alleged abuse to Police and management.
- 11.7 Report to Human Resources any criminal charges or convictions you received during the course of employment.
- 11.8 Treat all children and young people with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status.
- 11.9 Encourage children, young people, parents, employees and volunteers to speak up about issues that affect them.

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- 11.10 Comply with the Care and Protection of Children legislation.
- 11.11 Ensure that, whenever possible, another adult is present when working with children, or in the proximity of children.
- 11.12 Advise Team Leader/Regional Manager of involvement in any situation where actions could be misinterpreted.
- 11.13 Advise Team Leader/Regional Manager if involved in any situation which would be likely to bring the organisation into disrepute.

**Staff will not:**

- access or create sexually abusive images of children
- use computers, mobile phones, video or digital cameras or any other technology for the purpose of exploiting or harassing children
- use social media sites such as Twitter, Facebook, Instagram and others to contact children, send or receive inappropriate images, texts, bully or harass
- use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with or whilst in the presence of a child or young person
- engage in behaviour to shame, humiliate, belittle or degrade a child or young person, or otherwise emotionally abuse a child or young person
- act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services
- hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
- condone or participate in, behaviour with children which is illegal, unsafe or abusive
- discriminate against or in favour of particular children to the exclusion of others
- do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes

## 12. Sexual Harassment

Refer to 1.3 “Church Workers recognise injustice, unfairness and abuse when it occurs in the workplace and respond appropriately” from ‘Integrity in the Service of the Church’ 2011, website reference at the end of this document.

CatholicCare NT is committed to ensuring that the work environment is free from sexual harassment and no form of sexual harassment will be tolerated. Refer to CCNT Policy/Procedure: Sexual Harassment and Victimisation (ORG/HR/P028). It is important that you are familiar with this policy.

## 13. Bullying and Harassment

Refer to 1.3 “Church Workers recognise injustice, unfairness and abuse when it occurs in the workplace and respond appropriately” from ‘Integrity in the Service of the Church’ 2011, website reference at the end of this document.

Workplace bullying and harassment will not be tolerated. It is expected that staff behave with respect and courtesy towards everyone with whom you have contact in the course of duty. Refer to CCNT Policy/Procedures: Bullying & Harassment (ORG/HR/P029). It is important that you are familiar with this policy.

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## 14. Environmental Stewardship

CatholicCare NT is committed, wherever possible, to minimising the impact of our work on the environment. Refer to 4.1.1 “accept responsibility for sustainable and equitable stewardship of the earth’s resources” from ‘Integrity in the Service of the Church’ 2011, website reference at the end of this document.

Staff are required to use CatholicCare NT resources in a way that minimises negative impacts on the environment. Examples of this include:

- recycling
- limiting photocopying to what is necessary
- using the internet for information
- storing information electronically rather than printing it
- using cleaning agents that minimise environmental damage

## 15. Breaches of the Code of Conduct

- 15.1 Each staff member has a responsibility to report any suspected breaches of the Code of Conduct to their Team Leader, Regional Manager or General Manager Programs. If the breach is against a Regional Manager or a senior staff member in your reporting line, then the report is to be made to an alternative Regional Manager or senior staff member that is not a direct report.
- 15.2 Where non-compliance is reported and proven, action will be taken. Action taken will be appropriate to the seriousness of the intentional or unintentional breach of the Code. Refer to CCNT Policy/Procedure: Allegations of Misconduct (ORG/HR/P017).
- 15.3 Responsibility for dealing with breaches of the Code of Conduct rests with Regional Managers or General Manager Programs. When considering the application of consequences or whether consequences are warranted, Regional Managers will refer to relevant policies and procedures such as Allegations of Misconduct (ORG/HR/P017) and Staff Disciplinary Proceedings (ORG/HR/P018) located in the intranet.

**This Code of Conduct Policy and Procedure has been endorsed by;**

The Senior Management Team of **CatholicCare NT**

Represented by:

Signed: 

Name: Jayne Lloyd

Position: Director

Date: 4 March 2014

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## References

### Legislation

- Information Act 2002
- Care and Protection of Children Act 2012
- Anti-Discrimination Act 2011
- Workplace Gender Equality Act 2012
- Federal Privacy Act 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Disability Services Act 2012
- Racial Discrimination Act 1975
- Work Health and Safety (National Uniform Legislation) Act 2011
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Fair Work Act 2009
- Australian Human Rights Commission Act 1986

### Associated Documents

This document should be read in conjunction with these forms and procedures:

- CCNT Policy/Procedure: Conflicts of Interest (ORG/SP/P024)
- CCNT Policy/Procedure: Child Protection (ORG/SP/P007)
- CCNT Policy/Procedure: Duty of Care (ORG/SP/P003)
- CCNT Policy/Procedure: Client Privacy & Confidentiality (ORG/SP/P004)
- CCNT Policy/Procedure: Allegations of Misconduct (ORG/HR/P017)
- CCNT Policy/Procedure: Bullying and Harassment (ORG/HR/P029)
- CCNT Policy/Procedure: Sexual Harassment and Victimisation (ORG/HR/P028)
- CCNT Policy/Procedure: Staff Disciplinary Proceedings (ORG/HR/P018)
- CCNT Policy/Procedure: Staff Grievance (ORG/HR/P015)
- CCNT Policy/Procedure: Conditions of Employment (ORG/HR/P001)
- CCNT Policy/Procedure: Information Technology (ORG/ICT/P001)
- CCNT Policy/Procedure: Representation of CatholicCare NT in Media and at Public Events (ORG/MP/P002)
- CCNT Guidelines: Safeguarding Children & Young People Statement (ORG/SP/G002)
- CCNT Organisation Form: HR Confidentiality Agreement (ORG/HR/F010)
- CCNT Organisation Form: HR - Criminal History Risk Assessment - Employees (ORG/HR/F064)

### Links

#### Catholic Church in Australia – Integrity in the Service of the Church

[http://www.catholic.org.au/index.php?option=com\\_docman&task=doc\\_view&gid=1345&tmpl=component&format=raw&Itemid=395](http://www.catholic.org.au/index.php?option=com_docman&task=doc_view&gid=1345&tmpl=component&format=raw&Itemid=395)

#### Information Act 2002

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/babd941b1e14838a69257ae7007ee21d?OpenDocument>

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**Care and Protection of Children Act 2012**

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/babd941b1e14838a69257ae7007ee21d?OpenDocument>

**Anti-Discrimination Act 2011**

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/59b26920603f6a266925784c000708a7?OpenDocument>

**Workplace Gender Equality Act 2012**

<http://www.comlaw.gov.au/Details/C2012C00899>

**Federal Privacy Act 1988**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/pa1988108/](http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

**Privacy Amendment (Enhancing Privacy Protection) Act 2012**

<http://www.comlaw.gov.au/Details/C2012A00197>

**Disability Services Act 2012**

[http://www.austlii.edu.au/au/legis/nt/consol\\_act/dsa213/](http://www.austlii.edu.au/au/legis/nt/consol_act/dsa213/)

**Racial Discrimination Act 1975**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/rda1975202/](http://www.austlii.edu.au/au/legis/cth/consol_act/rda1975202/)

**Work Health and Safety (National Uniform Legislation) Act 2011**

[http://www.austlii.edu.au/au/legis/nt/num\\_act/whasula201139o2011543/](http://www.austlii.edu.au/au/legis/nt/num_act/whasula201139o2011543/)

**Sex Discrimination Act 1984**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/sda1984209/](http://www.austlii.edu.au/au/legis/cth/consol_act/sda1984209/)

**Disability Discrimination Act 1992**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/dda1992264/](http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/)

**Fair Work Act 2009**

[http://www.austlii.edu.au/au/legis/cth/num\\_act/fwa2009114/](http://www.austlii.edu.au/au/legis/cth/num_act/fwa2009114/)

**Australian Human Rights Commission Act 1986**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ahrca1986373/](http://www.austlii.edu.au/au/legis/cth/consol_act/ahrca1986373/)

**Working with Children NT – Ochre Card**

<http://www.workingwithchildren.nt.gov.au/>

**Catholic Social Services – Catholic Social Teaching**

[http://catholicsocialservices.org.au/Catholic\\_Social\\_Teaching](http://catholicsocialservices.org.au/Catholic_Social_Teaching)