

Our Values and Behaviours

Our values and behaviours play a big role in shaping our culture and reflect ‘the way we go about things’ here

Responsiveness

- Demonstrate and deliver best practice record keeping across Government and our community.
- Maintain the highest levels of quality and accuracy of advice and service to our colleagues and clients.
- Celebrate innovation, ideas and challenge where it is positive and constructive.

Integrity

- Show courage in giving feedback, making requests and offering ideas.
- Share knowledge, information and results willingly and openly.
- Consider the security of our records and historical memory in our decisions.

Impartiality

- Invite, encourage and value the views, contribution and capabilities of all colleagues.
- Provide objective and impartial advice to all stakeholders.
- Account for all activities and results with honesty and transparency.

Accountability

- Accept both personal and shared responsibility for all actions and ‘follow through’ to ensure agreed outcomes.
- Consider the public good and the public purse in all activities and decisions.

Human Rights

- Consider Human Rights in all our plans, decisions, advice and interactions and abide by all relevant legislation.
- Observe zero tolerance for harassment, bullying or discrimination.
- Facilitate the preservation and expression of the diversity of Victoria’s cultural heritage through our work.

Leadership

- Proactively promote and share our unique capability widely.
- Seek opportunities to enhance and improve our programs, processes and products.
- Show leadership through demonstrating our values and unique behaviours at all times.

Respect

- Show professional and personal respect, courtesy and positivity to all colleagues and clients.
- Be thoughtful and generous with praise and acknowledge a job well done.
- Treat all colleagues, clients, stakeholders and actions fairly, objectively and without bias.

Collaboration

- Seek to engage and consult with internal and external stakeholders, as ‘partners’ with shared objectives.
- Seek opportunities to support and assist each other.
- Consult and engage through ‘direct’ communication where possible.

