
CODE OF CONDUCT

INTENT

Council’s Code of Conduct represents the commitment of all Council workers to perform their duties with integrity, honesty and fairness, and comply with all relevant laws, regulations, codes and corporate standards.

The Code of Conduct demonstrates our workers’ dedication to their elected representatives, colleagues and the people of Cook Shire. It aims to deliver best practice by ensuring workplace standards are clear and guided by sound ethics.

The purpose of the Code is to reflect:

- the commitment of all workers to act with integrity;
- our dedication to the Cook Shire community; and
- the four (4) core principles of the *Public Sector Ethics Act 1994*.

The Code of Conduct does not cover every situation, however the values, ethics, standards and behaviours it outlines can be used as a reference point to help workers make decisions in situations it does not cover. If workers act in good faith and in keeping with the spirit of the Code they can expect to be supported by their colleagues, supervisors and Council.

“A Guide to Ethical Decision-Making” is included at Appendix A to help workers make good decisions in situations not covered by the Code.

SCOPE

The Code of Conduct applies to all Cook Shire Council (CSC) workers regardless of their employment status, role or position. This includes:

- permanent, temporary and casual employees;
- contractors and consultants;
- work experience/work placement students; and
- volunteers.

The Code of Conduct applies to our conduct and behaviour as public officials and as individuals, both at work and outside of work, where our behaviour may be directly related

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 1 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

to our employment. This includes our behaviour and conduct at Council sponsored activities such as community events, social events, team-building activities, end-of-year celebrations and any other circumstance where our actions may impact upon the reputation of Council.

POLICY STATEMENT

The *Local Government Act 2009* sets out the way in which a local government is constituted, and the nature and extent of its responsibilities and powers. To ensure the system of local government is accountable, effective, efficient and sustainable, the Act requires that Council's actions are consistent with the following local government principles:

- transparent and effective processes, and decision-making in the public interest;
- sustainable development and management of assets and infrastructure, and delivery of effective services;
- democratic representation, social inclusion and meaningful community engagement;
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors, local government employees and advisors.

The *Public Sector Ethics Act 1994 (Qld)* identifies four (4) fundamental ethical principles that guide our behaviour as public officials.

These four principles are:

1. Integrity and impartiality;
2. Promoting the public good;
3. Commitment to the system of government; and
4. Accountability.

CORPORATE VISION:

Innovative organisation that challenges normal to provide excellence in service and delivery.

CORPORATE VALUES:

1. Value and care for each other

- A culture that recognises, supports and rewards safety and wellness initiatives, including work-life balance.
- Self-awareness of own abilities in supporting others in their quest for personal development.
- Support all beliefs and foster a culture of diversity and inclusion.

2. Innovative and creative

- Continual business improvement through creative thought and the development of innovative ideas.

Document Number:	D20/5552	<p><u>CONTROLLED DOCUMENT</u> This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.</p>	Page 2 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

3. Trusted to deliver, safely

- Building trust in all relationships including internal, external and with our Council.
- Always act in an ethical manner while meeting service objectives, delivering operational plans and providing value for the Shire.

4. Always striving for excellence

- A community and customer focused culture with effective community and customer consultation.
- Represent and promote Council in the community and contribute to the achievement of Council outcomes.
- Accept that we can always be better and aim for improvement.

5. Leading for sustainability

- Responsible and accountable stewardship of the organisation.
- Ensure that Council is financially sustainable, achieves corporate plan objectives, and delivers value for ratepayers.

The four ethical principles, together with Council's corporate values form the basis for this Code of Conduct.

The four (4) principles of the *Public Sector Ethics Act 1994*:

1. THE FIRST PRINCIPLE: INTEGRITY AND IMPARTIALITY

In recognition that public office involves a public trust, Council employees must seek to promote public confidence in the integrity of our Council. Employees must:

- a) be committed to the highest ethical standards;
- b) value their duty to provide advice which is objective, independent, apolitical and impartial;
- c) show respect towards all persons, including employees, clients and the general public;
- d) acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- e) be committed to honest, fair and respectful engagement with the community.

STANDARDS OF CONDUCT:

1.1. Behaviour Towards Each Other

Workers must all treat each other with trust, respect, honesty, fairness, sensitivity and dignity. This includes being tolerant of, and respecting the different views and opinions held by others.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 3 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

With an increasingly multicultural society, employees must make all reasonable efforts to respect cultural differences, and not behave towards any other person in a way that could be perceived as intimidating, overbearing or as workplace bullying or sexual harassment.

Effective teamwork is an essential part of a productive workplace culture. Each team member is expected to work co-operatively with fellow workers and willingly participate and engage in team activities (e.g., meetings).

1.2. Managers and Supervisors' Behaviour

Managers and supervisors are expected to behave in an exemplary manner and set good standards for their staff to follow. They must also ensure that the people they supervise understand the standard of performance and behaviour that is expected of them.

Those who manage and supervise other staff have a special responsibility to:

- Set good examples for workers to follow through their own actions and behaviours, especially in relation to the implementation of this Code of Conduct and observing Council's policies and procedures.
- Treat workers fairly, equitably and consistently.
- Ensure workloads are fairly distributed.
- Ensure their employees' work times, overtime, allowances and absences are correctly recorded.
- Maintain open and honest communication with their staff, and provide ongoing clear and constructive feedback to ensure their staff have a clear understanding of performance expectations.
- Address any performance issues swiftly.
- Provide equitable training and development opportunities to their employees.
- Ensure workers are operating in a safe and healthy work environment.
- Intervene at the earliest possible opportunity and take corrective action if they observe inappropriate behaviour in the workplace.
- Encourage teamwork.

1.3. Non-discriminatory Workplace

Council is an equal opportunity employer and as such is proactive in ensuring its practices do not discriminate on the basis of an attribute, including direct and indirect discrimination. The *Anti-Discrimination Act 1991* prohibits discrimination on the basis of the following attributes:

- a) sex;
- b) relationship status;
- c) pregnancy;
- d) parental status;
- e) breastfeeding;
- f) age;

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 4 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- g) race;
- h) impairment;
- i) religious belief or religious activity;
- j) political belief or activity;
- k) trade union activity;
- l) lawful sexual activity;
- m) gender identity;
- n) sexuality;
- o) family responsibilities;
- p) association with, or relation to, a person identified on the basis of any of the above attributes.

Cook Shire Council is committed to creating and maintaining a workplace free from discrimination. By law, all workers must ensure that discrimination is not part of our workplace or our practices. If workers witness discriminatory behaviour they have a positive obligation to report such actions.

Workers should refer to Council’s Equal Employment Opportunity Policy.

1.4. Workplace Bullying, including Harassment of a Sexual Nature

Council is committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work related activities are performed, for example social functions, training events, etc. Creating a work environment free of bullying and harassment is everyone’s responsibility. As a Council worker you must take steps to prevent workplace bullying and sexual harassment, and address improper or inappropriate behaviours before they become severe, persistent or pervasive.

All workers are expected to contribute to building a workplace that tolerates differences and which is free from intimidation, bullying and harassment.

1.5. Conflicts of Interest

Workers must declare any conflicts of interest that could affect their objectivity in carrying out their duties.

A conflict of interest occurs when a worker’s personal interests (e.g. family, friendships, financial or social factors) could compromise their judgement, decisions or actions in the workplace.

- An actual conflict of interest is a conflict between the worker’s duties and their private interests.
Example: Ron is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel.
- A perceived conflict of interest is if it seems a worker’s private interests could improperly influence them at work, as judged by a reasonable person.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 5 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

Example: Maria works for Council as a community grants funding program manager. On the weekend she plays tennis with the director of a community organisation applying for funding through the program Maria is managing.

Example: Lisa, who is responsible for assessing building applications, receives an application for major extensions to a house owned by an old school friend.

- A financial interest is when the worker could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel.

Example: John’s partner owns a company which is tendering for work with Council.

- A non-financial interest is when the worker could gain a non-financial benefit such as personal recognition, offer of employment, avoidance of a penalty, or influence a Council outcome for a friend or family member.

Example: You work in the strategic procurement area and a friend asks you to keep an eye on his tender application

Example: You work in the funding application area and you are also president of a local group applying for funding from Council

Example: You work in the development applications area and your children’s school will be affected by a new development and the development proposal has been submitted to Council for approval.

Workers must:

- always disclose personal interests that could be seen, or be seen to be, as influencing the performance of their duties;
- actively participate in resolving any actual or perceived conflict of interest;
- resolve conflicts of interest with the public’s best interests in mind; and
- not participate in any decision-making processes related to the matter until the conflict is resolved.

Some employees, such as the Chief Executive Officer or senior executive officers may also be required to supply a Register of Interests, as per the *Local Government Regulation 2012*.

Workers should refer to Council’s:

- Conflict of Interest Procedure
- Conflict of Interest and Declaration of Gifts and Benefits form
- Form 1 – Register of interests

1.6. Influences on Decision Making

Workers must not influence any person in an improper way with the aim to obtain personal advantages or favours. Workers must not deliberately mislead decision-makers by providing false, biased, incomplete or inaccurate information.

All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including:

- following Council’s policies, procedures and processes;

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 6 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- keeping clear, accurate and complete records; and
- recording how and why decisions were made.

Workers must not in any way misrepresent their qualifications, experience or expertise in any recruitment and selection process.

“A Guide to Ethical Decision-Making” is included at Appendix A to help workers make good decisions.

1.7. Benefits and Gifts

Occasionally a worker may be offered gifts or benefits from people with whom they do business. In accordance with s.199(2) of the *Local Government Act 2009*, a worker must not ask for, or accept, a fee or other benefit for doing something as a local government employee, however this does not apply to remuneration paid by Council, or a benefit that has only a nominal value.

As a rule, workers must not accept any gifts or benefits if there is a possibility that in doing so, they could create an actual or perceived conflict of interest, or be seen to be receiving a bribe. Workers should ask themselves if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment.

Before accepting gifts or benefits workers should consult with their supervisors.

Workers should refer to Council’s:

- Benefits and Gifts Policy
- Conflict of Interest and Declaration of Gifts and Benefits form

1.8. Employment Outside Council (including operating a personal business)

Workers may undertake secondary employment or operate a personal business outside their normal working hours, providing it:

- does not create a real or perceived conflict of interest;
- has no effect on the performance of their official Council duties, including the effects from a safety/fatigue management perspective;
- is not likely to bring Council’s reputation into disrepute; and
- does not use Council assets (physical, intellectual property and information) and ICT assets.

If there is a likelihood the above requirements may not be met, please discuss the matter with your supervisor.

1.9. Public Comments on Council Business

Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 7 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

Only the Mayor can comment on matters of policy and decision making, and only the Chief Executive Officer can comment on matters relating to Council’s operations, administration and industrial matters.

Where a worker speaks out in public, as a private citizen on matters of public interest they should comply with the following:

- It should be made clear that the views they are expressing are their own, and do not represent the views of Council.
- Think about what is being said or written and how that might be perceived.
- Avoid any comments that amount to criticism or perceived criticism of Councillors, Council policies, procedures and decisions, and other employees of Council.

Sometimes it might be appropriate to share information based on your personal and professional experience (e.g. in seminars or training programs). Make sure that if you share your experiences you do not compromise the confidentiality of Council information or privacy of other persons, in accordance with the Privacy Principles outlined under the *Information Privacy Act 2009*.

Workers should refer to Council’s:

- Media Policy
- Social Media Policy

1.10. External Activities

Council supports and is committed to ensuring all employees are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, workers must make sure that their participation in such activities does not:

- a) cause a conflict of interest;
- b) compromise the confidentiality of Council information or privacy of other persons; and/or
- c) restrict or impact on the performance of their duties with Council.

Workers must not use their role in Council, Council information or information gained in the course of their duties to advance their position or standing in an external organisation, nor for the benefit or promotion of an external organisation.

Workers are not to take part in political affairs while on duty. Council’s IT assets, including internet access and email, must not be used for political messages or circulating defamatory or disparaging remarks against other individuals or groups.

If workers comment publicly in connection with their external activities, they must make it clear that the comment is their opinion, and does not represent the views of Council.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 8 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

1.11. Working with Children and Young People

Council aims to be a child-safe organisation and create an environment where everyone feels safe, respected and valued. Council promotes and protects the rights, interests and wellbeing of children and young people, particularly those most vulnerable.

Council supports the rights of children and young people and will act without hesitation to ensure a safe and caring environment is maintained at all times. Council also supports the rights and well-being of our workers and encourages active participation in maintaining a secure environment for all participants, including young people who are participants in Council's workforce, such as school based trainees, apprentices, and students on work experience.

For positions which provide services or activities for children and young people Council will ensure:

- Working with Children blue card checks of employees and volunteers are completed; and
- procedures are in place to manage any risks of harm to children and young people by Council workers.

Workplace supervisors of young workers or students (under the age of 18) on work experience may not be required to have a Working with Children blue card. Workers are responsible for notifying their supervisor if their Working with Children blue card lapses or is cancelled.

All Council workers will:

- follow organisational policy and guidelines for the safety of children as outlined in this Code of Conduct and working with children guidelines, as well as all relevant local, state and national laws pertaining to working with children and young people.
- treat everyone with respect and honesty (this includes workers, volunteers, students, children, young people and parents).
- be respectful of children's rights, background, culture, religion, politics and beliefs.
- set clear boundaries about appropriate behaviour to children in the organisation and community.
- always have another adult present or in sight when working with, or in proximity to, children.
- conduct themselves in a manner consistent with their position as a positive role model to children, and as a representative of Council.
- report and act on any breaches of these standards of behaviour.
- where a child discloses harm to an employee, or where an employee has a suspicion of harm, the employee must report this to the Human Resources Manager at the earliest opportunity.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 9 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

All Council workers will not:

- become involved in inappropriate conversations of a sexual nature, make sexually suggestive comments or expose children and young people to the sexual behaviour of others.
- initiate unnecessary physical conduct with children or do things of a personal nature that children can do for themselves.
- personally correspond (including email, mobile phone and/or social media) with a child or young person in respect of personal feelings for a child or young person.
- spend inappropriate time with a child or young person or show special favours.

All workers who have contact with children and young people must abide by the Code of Conduct.

Where an incident involves a young person who is a Council worker, the Human Resources Manager will make immediate contact with the young person's parent or guardian.

1.12. Workplace Health and Safety

All Council workers must strive to eliminate work-related injury and illness. They must take all reasonable steps to ensure their own safety, health and welfare in the workplace. They also have a duty of care to their fellow workers and members of the public. This duty of care extends to both psychological and physical health and wellbeing.

Council's aim is to minimise the risk of death, injury or illness caused at the workplace or during work-related activities.

All workers have a duty to:

- identify hazards and manage risks to health and safety.
- attend work fit and able to engage in Council activities safely.
- demonstrate behaviour in the workplace which ensures work is performed in a safe and effective manner.
- perform all work safely and follow safe work practices.
- use personal protective equipment, if required.
- report any incidents or hazards immediately and support investigations.
- take corrective action to make the workplace or work activities safe and implement improvements.
- participate in any education or training programs as directed.
- participate in rehabilitation and return to work programs if required.

Workers should refer to Council's Work Health & Safety Policy Statement.

1.13. Alcohol and Other Drugs

It is important to keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the public and the health and safety of all workers. The use of drugs or alcohol adversely affects productivity, attendance and on-the-job safety.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 10 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- Workers must not use, possess or be under the influence of drugs, or possess drug related utensils or paraphernalia while on duty or in the workplace.
- Workers using a prescribed or over-the-counter pharmaceutical drug that may affect performance must notify their supervisor prior to commencing work.
- Workers must not smoke or vape (using electronic cigarettes) in Council buildings, offices or vehicles.
- Unless approved in accordance with policy, consumption of alcohol whilst on duty is prohibited.

Workers should refer to Council’s Alcohol and Other Drugs Policy.

2. THE SECOND PRINCIPLE: PROMOTING THE PUBLIC GOOD

In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Cook Shire, workers will:

- a) accept and value their duty to be responsive to both the requirements of government and to the public interest.
- b) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions.
- c) accept and value their duty to manage public resources effectively, efficiently and economically.
- d) value and seek to achieve excellence in service delivery.
- e) value and seek to achieve enhance integration of services to better service clients.

Workers should make decisions and recommendations in an impartial manner, with the aim of promoting the public interest and achieving best value for money.

To maintain and enhance public confidence in the integrity of public administration, it is essential that Council workers do not use their official powers or position improperly. It is improper to show favouritism to business associates, relatives, friends or companions by providing jobs, privileges, the awarding of work or contracts or any other benefit or consideration that is not equally available to all others.

STANDARDS OF CONDUCT:

2.1. Customer Service

All workers must strive to provide and maintain excellent customer service. They must treat all members of the public with honesty, fairness, sensitivity and dignity. Cook Shire Council values customer feedback, both positive and negative. Workers are to show respect towards complainants and ensure all reasonable efforts are made to help customers lodge complaints.

However, it is important to know how to effectively manage difficult situations and difficult people. Council does not expect workers to be treated in an inappropriate manner. Workers who find themselves in a threatening or intimidating situation should remain calm and

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 11 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

professional, immediately withdraw from the situation and seek help and advice from a senior officer.

Fellow workers are to be treated as 'internal' customers within the spirit of teamwork and cooperation.

Workers should refer to Council's:

- Customer Service Policy
- Customer Service Charter

2.2. Community Engagement

It is essential that Council has a consistent approach to community engagement and that it uses effective engagement practices. Any engagement undertaken by Council needs to be conducted in a meaningful way so that the community is clear about what it is able to influence, and knows that its interests have been considered in the planning process.

Workers are expected to comply with policy when engaging with the community to augment Council's decision-making processes, and to ensure that decisions are made in the public interest.

Workers should refer to Council's Community Engagement Policy.

2.3. Corporate Image

An integral part of promoting a professional image is the personal presentation of Council workers. Where workers are provided with a uniform, the uniform must be worn.

Workers' personal presentation in the workplace or while on official duties must be clean, neat and inoffensive to customers. It should have regard to the work being performed, workplace health and safety factors and climatic conditions.

Workers must wear personal protective clothing and equipment (PPE) when required.

Should workers find themselves in a public area and still in uniform when off duty, they must be aware that they may be perceived as representing Council and must act accordingly, ensuring their behaviour and conduct does not bring Council into disrepute.

Workers should refer to Council's Uniform Administrative Instruction.

2.4. Public Money

Workers must maintain high standards of accountability if they collect and use public money.

Workers are not to borrow or use Council money for private purposes, including items such as credit cards, tokens and vouchers.

Workers should refer to Council's:

- Entertainment and Hospitality Policy
- Procurement Policy
- Corporate Credit Card Policy

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 12 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

2.5. Fairness to Suppliers

Council has established procedures and delegations of authority for the various stages of procurement of goods and services.

When carrying out procurement activities you must act ethically and in full compliance with applicable laws, financial delegations and other related Council policies.

You also need to ensure that you don't incur any liability or enter into any contract on behalf of Council, or alter the terms or conditions of any approved contract, unless you are authorised to do so.

Workers should refer to Council's Procurement Policy.

3. THE THIRD PRINCIPLE: COMMITMENT TO THE SYSTEM OF GOVERNMENT

Workers in the public sector have a duty to uphold the system of government and the laws of the State, Commonwealth and local government. This includes:

- Demonstrating commitment to public service;
- Accepting that the elected government has the right to determine policy and priorities;
- Complying with the laws of the State, Commonwealth and local governments;
- Complying with relevant awards, certified agreements, directives, government policies and standards; and
- Adhering to organisational policies and values.

STANDARDS OF CONDUCT:

3.1. Communication between Employees and Councillors

Section 170 of the *Local Government Act 2009* makes provision for Councillors to ask employees for help or advice, however communication between Councillors and employees must be in accordance with Council's Chief Executive Officer's advice guidelines.

With the exception of the Mayor, acting in accordance with the *Local Government Act 2009*, Councillors are not to approach individual officers for information except in the case of an emergency. Councillors seeking information are to follow Council's internal 'Request for Information' process, which is managed by the Executive Assistant to the CEO, Mayor and Councillors.

Workers should refer to Council's Councillor/Staff Interaction Policy.

3.2. Acting within the Law

Council workers are expected to be aware of, and comply with, applicable legislation, awards, certified agreements, Council policies, procedures and local laws relevant to their areas of work. Workers are entitled to access any of this information as required.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 13 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

Managers and supervisors have a special responsibility to ensure their employees understand their legal obligations.

If workers think that a direction may be in breach of the law, they have the right and responsibility to respectfully question the direction, particularly if they think there is an imminent risk to the safety of themselves or others.

Workers are also responsible for advising their supervisor if they are charged, or about to be charged with:

- a summary offence relating to their employment with Council; or
- an indictable offence, whether or not that offence relates to their employment with Council.

3.3. Delegations of Authority

Where a worker is requested to undertake a specific action on behalf of Council they must ensure they have the authority to do so.

Workers should refer to Council’s Register of Delegations.

4. THE FOURTH PRINCIPLE: ACCOUNTABILITY AND TRANSPARENCY

In recognition that public trust in Council requires high standards of public administration, Council staff:

- are committed to exercising proper diligence, care and attention;
- are committed to using public resources in an effective and accountable way;
- are committed to managing information as openly as practicable within the legal framework;
- value and seek to achieve high standards of public administration;
- value and seek to innovate and continuously improve performance; and
- value and seek to operate within a framework of mutual obligation and shared responsibility.

STANDARDS OF CONDUCT:

4.1. Diligence, Care and Attention

Council aims to conduct its business with integrity, honesty and fairness, and to achieve the highest standards in service delivery. Workers contribute to this aim by carrying out their duties honestly, responsibly, conscientiously and to the best of their ability. This includes:

- giving priority to official duties over personal activities during work time;
- truthfully recording work and leave periods;
- helping Council achieve its mission and goals by acting to improve systems and practices;

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 14 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or ordinance;
- ensuring that you carry out your work diligently, accurately, and to the required performance standards and timeframes;
- proactively seeking assistance if you are experiencing difficulties with your work; and
- ensuring your personal conduct does not reflect adversely on Council’s reputation.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code, and ensure that workers within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any worker you supervise or manage;
- your work and the work of those you supervise contributes to the achievement of Council’s goals;
- employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, employees are given training opportunities to assist them in developing their careers;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- workers who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on timesheets, and time is accurately costed;
- you do not exercise your delegations until you have considered all the necessary information and you are satisfied that all legislative or procedural requirements are met; and
- appropriate action is taken if breaches of this Code occur.

4.2. Attendance at and Absence from Work

Workers are expected to follow Council employment and working arrangements and agreements in regards to attendance at work and leave. This includes not being absent without approval, and accurately and truthfully recording work and leave periods on timesheets.

You have an obligation to notify your supervisor prior to the beginning of your shift (where practicable) upon becoming aware that you are going to be absent from work, and not being absent without approval.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. Failure to notify Council of your absence may result

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 15 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

in the non-payment of salary/wages for the period of absence and/or possible disciplinary action.

4.3. Performance at Work and Continuous Improvement

Workers are expected to perform a reasonable day's work, in line with the duties and responsibilities of their position description. Duties must be carried out in a timely manner to minimise delays, costs, complaints and detriment to Council. In keeping with responsible work ethics, you should take ownership and be accountable for your decisions and actions.

You are expected to maintain and improve your work performance and that of your work section to continue to perform your duties to the best of your ability. You have an ongoing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work. Council will assist by providing equitable access to training and development opportunities.

You are required to actively participate in performance management processes and will actively contribute to developing and improving business planning and processes.

4.4. Using Council Resources and Assets

All workers share the responsibility for looking after Council assets. These include property, plant, equipment, information systems, computing resources, goods and other products (including surplus material, waste material and off-cuts).

Workers must ensure that all Council resources and assets:

- Are treated with care and used in an economic and efficient manner;
- Are secured against theft and are properly stored, maintained and repaired;
- Are returned to stock, where materials are not completely used up when doing a job;
- Are used only for official Council business, unless written approval has been otherwise received (i.e. not to be used or borrowed for personal use);
- Are not used by, distributed or provided access to unauthorised persons; and
- Are returned to Council upon conclusion of employment.

4.5. Motor Vehicles

Council vehicles must be treated with due care and attention. When using Council vehicles, employees must be aware that they are subject to public scrutiny and therefore ensure the vehicles are used in a safe and efficient manner, and in accordance with all relevant legislation in force at the time.

Employees with personal use of Council vehicle privileges must ensure the vehicle is maintained and serviced in accordance with Council policy.

Workers should refer to Council's:

- Plant and Passenger Vehicle Policy
- Vehicle Operation Procedure

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 16 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

4.6. Using Council ICT Assets

Any file stored on, or information accessed using Council's ICT assets is discoverable by Council. All devices (including personal ICT devices) or systems connected to Council's corporate ICT networks may be subject to scrutiny.

You may use Council's ICT assets for:

- accessing data, information, websites, etc. for official work purposes and as necessary where it supports or informs the work you do.

You must not use Council's ICT assets to:

- store large quantities of personal data, photos or non-work documents;
- download, stream or store music, movies, video clips, pictures or other material not associated with your work;
- make unauthorised copies of software, music, videos, games, etc.;
- introduce, download or use unauthorised software; and/or
- access or circulate inappropriate material.

If you telecommute or work from a remote location, you must use a Council-authorised telecommuting or remote working solution or service.

You must not transfer, download or store Council's electronic files to or in, a non-Council location, e.g. on a home computer, personal email account, personal USB device, personal ICT device.

Limited personal use of Council's ICT assets is considered acceptable in the following situations:

- Reasonable use of telephones for local calls that you cannot make conveniently outside of working hours.
- Reasonable use of email and internet facilities.
- Reasonable and occasional use of photocopier.

You must at all times adhere to Council's security requirements and not attempt to bypass or modify any protection, restriction or security measure put in place by Council or authorised third parties.

Workers should refer to Council's:

- Email Policy
- Internet Policy
- Mobile Phone Usage Policy

4.7. Intellectual Property

You must obtain permission from your supervisor before arranging to publish or distribute any articles or materials you produced as part of your official duties. Any original work, invention or product you contributed to in association with your work remains Council property.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 17 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

Similarly, you must not publish or disclose any matters relating to Council’s intellectual property without the appropriate authority.

This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, you must make sure you do not breach the confidentiality of Council information, its employees or its clients, or compromise Council’s intellectual property rights.

4.8. Copyright

You must also respect the intellectual property rights of individuals and organisations outside of Council. For example, you must not copy, quote or reproduce their work unless they have given you permission to do so. Where you make reference to the work of others, you must cite or acknowledge the source.

Generally speaking, any copy, reproduction or distribution of copyright material requires the permission of the copyright owner. Workers must be aware of any copyright restrictions that might be in place on audio, video or image files, printed media and/or software in use throughout Council.

Workers must obtain permission from their supervisors before entering into any arrangements to publish or distribute any articles or materials they produce as part of their work.

4.9. Confidentiality

Council maintains information about individuals, businesses and commercial issues which can be private and sensitive, and which could be harmful to a person’s interests if released. Workers must only access information and records they require in the course of their official Council duties. Workers must keep this information confidential at all times.

Workers can maintain confidentiality by:

- not discussing work matters with anyone not entitled to know such information;
- taking responsibility to protect confidential files and information by storing information securely and limiting access to only those requiring it for legitimate purposes; and
- not sharing your access to Council systems with others, this includes keeping your user names and passwords confidential.

You must not use information acquired as a Council worker to gain (directly or indirectly) an advantage for yourself or someone else, or cause detriment to Council.

Your obligation to maintain confidentiality continues after you leave your position to take up employment in another area of Council, or leave Council altogether. In line with Section 200(8) of the *Local Government Act 2009* and the *Information Privacy Act 2009*, you are legally obligated to preserve the confidentiality of Council information.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 18 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

4.10. Information Privacy

You are expected to take all reasonable and appropriate steps to protect the privacy of individuals and must ensure that the collection, storage and use of personal information is in accordance with the *Information Privacy Act 2009*.

Accordingly, you must:

- respect and protect individuals' personal information;
- use personal information only for the purpose for which it was collected;
- not disclose personal information to other areas of Council unless the individual has expressly or impliedly agreed to that use of the information; and
- not disclose personal information to external organisations, except where there is a legislative requirement to do so or where it is contracted as part of a service being performed on Council's behalf.

4.11. Right to Information

Personal and other information may, on occasion, be sought by an employee or member of the public. Requests such as these are pursuant to the *Right to Information Act 2009* and are to be referred to Council's Governance Officer.

5. BREACHES OF THE CODE OF CONDUCT

All workers are required to comply with the basic standards of conduct in this Code.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships.

Any act or lack of action by a worker of Council that contravenes this Code may result in Council taking formal disciplinary action. Depending on the nature and severity of the breach this may include:

- Referral to Council's Employee Assistance Program (EAP).
- Additional training.
- Coaching for Improvement Process.
- Performance Improvement Plan.
- Suspension of duties.
- Termination of employment.
- Referral to Crime and Corruption Commission Qld (CCC).
- Referral to Police.

Council has identified a number of matters that are reportable matters. The following matters must be reported:

- Corrupt conduct or suspected corrupt conduct.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 19 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- Allegations that an employee has carried out official duties in a way that lacks honesty and impartiality, breaches the community’s trust or involves an improper use of official information.
- Any action that is deemed to be a criminal offence, or an act which, if established, would reasonably warrant dismissal from Council’s employment. Examples are:
 - stealing Council property or a customer’s property
 - accepting a bribe
 - fraud
 - assault of a co-worker or customer
 - disclosing confidential information

STANDARDS OF CONDUCT:

5.1. Managers and Supervisors

Managers and supervisors are expected to behave in an exemplary manner and must seek to go beyond the minimum standards of conduct. They are expected to lead by example in setting and encouraging the highest possible standards.

Managers and supervisors are required to monitor their staff to ensure appropriate standards of behaviour are being observed at all times, and provide positive support. Managers and supervisors must make fair, transparent and consistent decisions in relation to breaches of the Code of Conduct.

6. IF YOU HAVE A CONCERN

All workers have an obligation to report a suspected breach of the Code of Conduct.

The *Public Interest Disclosure Act 2010 (Qld)* and the *Public Sector Ethics Act 1994 (Qld)* aim to create a work environment where public sector employees understand and maintain appropriate standards of conduct.

Public sector agencies such as Cook Shire Council only have to refer complaints to the Crime and Corruption Commission where they reasonably suspect that a complaint involves, or may involve, corrupt conduct.

Under the *Crime and Corruption Act 2001* there are two types of corrupt conduct:

- “Type A”:
 - fraud and theft
 - extortion
 - unauthorised release of information
 - obtaining or offering a secret commission
 - nepotism

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 20 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- “Type B”:
 - collusive tendering
 - fraud relating to an application for a licence, permit or other authority relating to public health or safety; the environment; or the State’s natural, cultural, mining or energy resources
 - dishonestly obtaining public funds or State assets
 - evading a State tax, levy or duty or fraudulently causing a loss of State revenue
 - fraudulently obtaining or retaining an appointment.

If you have a concern, or suspect a breach of the Code involving one or more Cook Shire Council workers, the *Public Interest Disclosure Act 2010 (Qld)* gives you the right and the protection to report using internal or external channels.

Should you wish to make such a disclosure you may choose to do so via:

- Internal channels (e.g. Supervisor/Manager, Director, Chief Executive Officer); or
- External channels (e.g. Crime and Corruption Commission, Queensland Human Rights Commission, Queensland Ombudsman, Police, etc.).

Workers should refer to Council’s Complaints Management Process Policy.

7. FURTHER INFORMATION

If you read this Code of Conduct and are still unsure how it applies to you, it is important that you discuss this with your supervisor.

There are a number of Council policies interconnected with this Code of Conduct. You are required to read and understand the policies that govern your employment with Cook Shire Council.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 21 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

DEFINITIONS

TERM	DEFINITION
Acceptable use	See definition of 'limited personal use'.
Asset	Council's assets include property (physical and intellectual property), plant, equipment, information, ICT assets, ID and access cards, goods, products and valuables (this includes surplus material, waste material and off-cuts).
Corrupt conduct	As defined in the <i>Crime and Corruption Act 2001 (Qld)</i> , s.15
Council	Cook Shire Council.
Discrimination	As defined in various state and federal legislation, discrimination occurs if a person treats, or proposes to treat, someone unfavourably due to a personal characteristic which is protected by law, for example, their sex, relationship status, age, race. In some circumstances discrimination can be considered lawful, such as where the inherent requirements of the position require certain attributes (e.g. required attributes of an arborist position may be climbing trees, carrying tools and working at heights).
Government agencies	Include other local, state and federal governments, government-owned corporations, statutory authorities and other public bodies.
ICT asset	Any information-related technology supplied, managed or controlled by Council including, but not limited to, networks, computing systems, software, computers, telephones and telecommunication devices, mobile computing devices, removable media, digital or analogue recorders (including, but not limited to, DVD and video), cameras, printers, fax machines, photocopiers, scanners, media players and similar.
Indictable offence	As defined by the <i>Criminal Code Act 1899 (Qld)</i> and similar legislation, means a crime or misdemeanour that cannot be prosecuted except upon indictment (a written charge by a person authorised to prosecute criminal offences). An indictable offence may be heard by a court (and jury) or may be dealt with summarily by a judge.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 22 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

TERM	DEFINITION
Limited personal use	<p>Personal use that is infrequent and brief and is performed during the worker's non-paid time, that is, before and after work and during lunch breaks. Examples of permitted personal use include online banking, bill paying or sending or receiving infrequent personal messages by email, providing the content of the message does not breach the Code of Conduct.</p> <p>Acceptable personal use does not:</p> <ul style="list-style-type: none"> • interfere with the operations of Cook Shire Council; or • present a possible risk to Council's reputation or compromise Council's legal obligations in any way, e.g. breach of copyright, unauthorised storage of sensitive personal information; or • involve downloading, streaming or storing music, movies, video clips, pictures or any other material not associated with your work; or • result in a real or perceived conflict of interest between any private employment, or the operation of a personal business, and an employee's official duties; or • involve deliberate viewing, downloading, or contributing to inappropriate material, e.g. pornography, extreme violence, racism, terrorism or any illegal activity; or • permit workers to use their Council email address to subscribe to or register for any service not related to Council business or not endorsed by Council; or • detract from the performance of your work, e.g. online gaming, gambling, or auction sites such as eBay; or • breach this Code of Conduct.
Personal information	<p>Information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information includes employee records, collected, stored, used and disclosed by Council, its employees, Councillors, contractors and consultants, unless otherwise exempted by legislation.</p>

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 23 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

TERM	DEFINITION
Personal use	Personal or life interests, not associated with the performance of your official duties.
Public official	An employee of Council.
Public sector entity	Council.
Sexual harassment	Any unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.
Social media	Using ICT technology to share information, communicate and engage with others. Social media sites may include social networking (e.g. Facebook), micro-blogging (e.g. Twitter), photo and video sharing, blogs, wikis, forums, discussion boards and online social groups.
Summary offence	A minor criminal offence or misdemeanour, which is dealt with summarily by a magistrate.
Timesheet	An auditable, internal Council document which serves as the legal basis of recording hours worked by an employee, ensuring correct payment of employee entitlements including hours worked, overtime, eligible allowances and leave.
Worker	Employee, team member, volunteer, work experience/work placement student, permanent, temporary and casual employees, contractors, consultants.
Workplace bullying	<p>a) while the worker is at work an individual or group of individuals repeatedly behaves unreasonably towards—</p> <ul style="list-style-type: none"> i. the worker; or ii. a group of workers of which the worker is a member; and <p>b) that behaviour creates a risk to the health and safety of the worker.</p>
Young people	People under the age of 18 years.

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 24 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

KEY RESPONSIBILITIES

RESPONSIBLE OFFICER	RESPONSIBILITY
Local Government Employee	<ul style="list-style-type: none"> a) implementing the policies and priorities of the local government in a way that promotes— <ul style="list-style-type: none"> i. the effective, efficient and economical management of public resources; and ii. excellence in service delivery; and iii. continual improvement; b) carrying out their duties in a way that ensures the local government— <ul style="list-style-type: none"> i. discharges its responsibilities under this Act; and ii. complies with all laws that apply to local governments; and iii. achieves its corporate plan; c) providing sound and impartial advice to the local government; d) carrying out their duties impartially and with integrity; e) ensuring the employee’s personal conduct does not reflect adversely on the reputation of the local government; f) improving all aspects of the employee’s work performance; g) observing all laws relating to their employment; h) observing the ethics principles under the <i>Public Sector Ethics Act 1994</i>, section 4; i) complying with a code of conduct under the <i>Public Sector Ethics Act 1994</i>.
Chief Executive Officer	<p>In addition to the above:</p> <ul style="list-style-type: none"> a) managing the local government in a way that promotes— <ul style="list-style-type: none"> i. the effective, efficient and economical management of public resources; and ii. excellence in service delivery; and iii. continual improvement; b) managing the other local government employees through management practices that— <ul style="list-style-type: none"> i. promote equal employment opportunities; and ii. are responsive to the local government’s policies and priorities;

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 25 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

RESPONSIBLE OFFICER	RESPONSIBILITY
	<ul style="list-style-type: none"> c) establishing and implementing goals and practices in accordance with the policies and priorities of the local government; d) establishing and implementing practices about access and equity to ensure that members of the community have access to— <ul style="list-style-type: none"> i. local government programs; and ii. appropriate avenues for reviewing local government decisions; e) the safe custody of— <ul style="list-style-type: none"> i. all records about the proceedings, accounts or transactions of the local government or its committees; and ii. all documents owned or held by the local government; f) complying with requests from councillors under section 170A— <ul style="list-style-type: none"> i. for advice to assist the councillor carry out his or her role as a councillor; or ii. for information, that the local government has access to, relating to the local government.

REFERENCES, LEGISLATION AND GUIDELINES

- *Anti-Discrimination Act 1991* (Qld)
- *Child Employment Act 2006* (Qld)
- *Copyright Act 1968* (Cth)
- *Crime and Corruption Act 2001* (Qld)
- *Criminal Code Act 1899* (Qld)
- *Human Rights Act 2019* (Qld)
- *Information Privacy Act 2009* (Qld)
- *Local Government Act 2009* (Qld)
- *Public Interest Disclosure Act 2010* (Qld)
- *Public Records Act 2002* (Qld)
- *Public Sector Ethics Act 1994* (Qld)
- *Industrial Relations Act 2016* (Qld)
- *Right to Information Act 2009* (Qld)
- *Working with Children (Risk Management and Screening) Act 2000* (Qld)

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 26 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

- *Workplace Health and Safety Act 2011 (Qld)*

RELATED DOCUMENTS

- Alcohol and Other Drugs Policy
- Benefits and Gifts Policy
- Coaching for Improvement Procedure
- Community Engagement Policy
- Complaints Management Process Policy
- Conflict of Interest Procedure
- Corporate Credit Card Policy
- Councillor/Staff Interaction Policy
- CSC Corporate Plan
- Customer Service Policy
- Email Policy
- Entertainment and Hospitality Policy
- Equal Employment Opportunity Policy
- Fraud Prevention Policy
- Grievance Policy and Procedure
- Guide to Ethical Decision Making
- Internet Policy
- Media Policy
- Mobile Phone Usage Policy
- Plant and Passenger Vehicle Policy
- Procurement Policy
- Register of Delegations (Council to CEO)
- Register of Delegations (CEO to Employee or Contractor)
- Social Media Policy
- Uniform Administrative Instruction
- Vehicle Operation Procedure
- Work Health & Safety Policy Statement

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 27 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

IMPLEMENTATION/COMMUNICATION

- All Staff Email
- Intranet
- New Employee Induction

APPROVED BY

Council resolution 2023/196

REVIEW

SPONSOR:	Director Organisational Business Services
OFFICER RESPONSIBLE FOR REVIEW:	Human Resources
ADOPTION DATE:	26 July 2022
REVIEW DATE:	June 2024

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 28 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

AMENDMENT HISTORY

VERSION	AMENDMENT DETAILS	AMENDMENT DATE	APPROVAL
1	New Policy	March 2006	Council Resolution 25030
2	Policy updated and reformatted	June 2012	Council Resolution 30282
3	Review - no changes	February 2020	Council Resolution 2020/42
4	Policy updates including Working with Children clause and reformatted	June 2022	Council Resolution 2022/169
5	Policy statement amended to reflect updated vision and values. Definitions table relocated.	September 2023	Council Resolution 2023/196

Document Number:	D20/5552	<p>CONTROLLED DOCUMENT</p> <p>This electronic document is guaranteed as the most current.</p> <p>DO NOT COPY.</p> <p>Unauthorised hard copies of this document are prohibited.</p>	Page 29 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		

APPENDIX A – A GUIDE TO ETHICAL DECISION MAKING:

The following guide is designed to help and assist employees to reach an ethical decision based on relevant facts and circumstances of a situation.

Step 1 – Assess the situation

- What is your aim?
- What are the facts and circumstances?
- Does it break the laws or go against Council Policy?
- Is it in line with the Code’s principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Step 2 – Look at the situation from Council’s point of view

- As a Council employee, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3 – How would others see your actions

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a conflict of interest?
- Will your decision or action stand up to public scrutiny?

Step 4 – Consider the options

- Ask your supervisor/manager or any other person who is able to give sound relevant advice.
- What options and consequences are consistent with Council’s values, the five local government principle, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long term consequences?
- What are the legal implications?
- How would the public view each option?
- What will be the outcome for Council, your fellow workers, others and you?

Step 5 – Choose your course of action

Make sure your actions are:

- Within your authority to make, legal and in line with policy and this Code.
- Fair and able to be justified to your supervisor/manager and the public.
- Documented, so a statement of reasons can be supplied if required.
- Consistent with Council’s mission, goals and values.
- Supported by advice from Council specialists, if appropriate.

Document Number:	D20/5552	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 30 of 30
Authorised By:	Council Resolution 2023/196		
Original Issue Date:	March 2006		
Last Modified:	September 2023		
Review Date:	June 2024		
Current Version:	5.0		