

CODE OF CONDUCT POLICY

Policy Owner:	People and Strategy
Adoption:	Insert Date and Resolution Number
Version:	
Link to Corporate Plan:	Our People – We look after our people so they look after you
Head of Power:	<i>Public Sector Ethics Act 1994</i>
Review Date:	

1 PURPOSE

The purpose of this policy is to provide a guide for **our people** to make decisions and engage in conduct that is conducive to developing our desired culture and achievement of our organisational objectives.

2 SCOPE

This policy applies to our people in relation to:

- a) Conduct in our workplace;
- b) Performing work for or in connection with Gladstone Regional Council; and
- c) Conduct that may bring the business' reputation into disrepute.

Our Code does not attempt to provide an exhaustive list of what to do in all situations. Instead, our Code provides the framework for ethical conduct, is aligned to our SERVICE values, and demonstrates that we have legislative obligations to uphold during the course of our duties.

3 POLICY STATEMENT

3.1 Our Commitment

Our people are committed to providing services to our community with integrity, honesty and fairness, whilst complying with all relevant laws, regulations, codes, policies, corporate standards and procedures. We believe that by living our values we commit to a standard of conduct that meets all legislative and policy provisions. Our people will:

- a) comply with this policy; and
- b) seek to understand and consider potential consequences of our conduct before we act if we are unsure about complying.

Our leaders have additional responsibilities to promote our Code and take steps to ensure that any real or potential breaches of this policy are identified and acted upon in accordance with business processes.

3.2 Living our values through agreed standards of conduct

At Gladstone Regional Council, our vision is to **Connect Innovate Diversify** and our mission is *to work together to balance our Region's lifestyle and opportunity*.

We will achieve this for our region by living our SERVICE values in conjunction with the fundamental principles identified in the *Public Sector Ethics Act 1994*:

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

Our value:	To demonstrate our commitment, we will:
Safe <i>We are uncompromising in our commitment to safety, which is reflected in our attitude, our decisions and our actions.</i>	<ul style="list-style-type: none">• Act with care, diligence and maintain safe systems of work;• Comply with any lawful and reasonable instruction;• Take care to ensure our actions or omissions do not adversely affect the health, wellbeing, safety or environment of ourselves and others;• Manage our participation in external organisations and secondary employment.
Ethical <i>We operate with transparency, openness and accountability at the fore.</i>	<ul style="list-style-type: none">• Commit to acting in the highest ethical standard;• Not take advantage of our positions or business resources for the benefit of ourselves or others;• Not use confidential or privileged information to further personal interests;• Disclose, and take steps to avoid or manage, any conflict of interest (real or perceived) in connection with our employment at Gladstone Regional Council;• Not accept any gift, benefit or money that creates a sense of obligation to the giver;• Declare any gifts received in the Gifts Register;• Have a working knowledge of legislation relevant to our roles and act within the law;• Report any unlawful or corrupt conduct (real or perceived) of which we become aware;• Maintain confidentiality about the business in accordance with legislation;• Ensure our personal conduct maintains the integrity of Gladstone Regional Council;• Not borrow or use business property for private purposes unless authorised to do so.
Responsive <i>We respond by being present, proactive and solutions-focused, and we deliver on our commitments.</i>	<ul style="list-style-type: none">• Provide the best possible experience for all those with whom we interact;• Be customer focused and strive to achieve excellence in service delivery;• Listen to understand and respond appropriately;• Provide advice which is objective, independent, apolitical and impartial;• Be responsive to both the requirements of government and

Our value:	To demonstrate our commitment, we will:
	<p>the public interest;</p> <ul style="list-style-type: none"> • Not make unauthorised comments or commitments on behalf of Gladstone Regional Council.
<p>Visionary <i>We plan as future-thinkers and opportunity seekers and we have the courage to shape a better future for our community.</i></p>	<ul style="list-style-type: none"> • Seek to continually improve performance; • Work cohesively at the local, regional, state and national levels to provide integrated services for our region; • In consultation with our leaders, take steps to identify and apply for professional and knowledge development opportunities to support a culture of continuous learning; • Actively contribute to developing and improving business processes.
<p>Inclusive <i>We create and value diversity and we actively demonstrate our commitment to equality and inclusivity.</i></p>	<ul style="list-style-type: none"> • Respect ourselves and others; • Operate within a framework of mutual obligation and shared responsibility; • Acknowledge and promote the rights of our diverse community; • Understand that we have biases, both conscious and unconscious, and take steps to prevent unintended consequences; • Adapt the way we communicate to effectively, culturally and appropriately connect with a diverse range of people.
<p>Community <i>We care about each other and our environment and we recognise that community is at the core of our business.</i></p>	<ul style="list-style-type: none"> • Commit to honest, fair and respectful engagement with our community; • Engage and support the community in developing regional services, priorities and decisions; • Share the responsibility to protect our region's natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution; • Work in partnership with our community to enhance the region's environmental quality, while respecting cultural, social and economic values; • Provide our community with integrated service delivery; • Not provide false or misleading information in connection to our employment with Gladstone Regional Council.
<p>Efficient <i>We deliver; we challenge the status quo and we continually find better ways to reduce cost and improve service.</i></p>	<ul style="list-style-type: none"> • Manage business resources, including people, property, vehicles, plant, equipment and facilities effectively, efficiently and economically; • Commit to exercising proper diligence, care and attention in everything we do; • Responsibly utilise corporate knowledge and intellectual property; • Maintain a high standard of accountability when collecting and/or using business resources and money; • Use our time productively and efficiently and continuously seek ways to improve; • Store official information securely and limit access to those persons requiring it for legitimate purposes.

3.3 Breaches of the Code

Failure to comply with our Code will be managed in accordance with business processes and may include disciplinary action for employees up to and including termination of employment.

4 RELATED LEGISLATION

Anti-Discrimination Act 1991

Copyright Act 1968 (Cth)

Crime and Corruption Act 2001

Criminal Code Act 1899

Environmental Protection Act 1994

Industrial Relations Act 2016

Information Privacy Act 2009

Integrity Act 2009

Local Government Act 2009

Local Government Regulation 2012

Mining and Quarrying Safety and Health Act 1999

Parliament of Queensland Act 2001

Public Interest Disclosure Act 2010

Public Sector Ethics Act 1994

Right to Information Act 2009

Work Health and Safety Act 2011

5 RELATED DOCUMENTS

Gladstone Regional Council Certified Agreement

Employment Contracts

Gifts Register

Conflicts of Interest Form

6 CONSIDERATION OF HUMAN RIGHTS

Gladstone Regional Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* when adopting and/or amendment this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to any human rights relevant to the decision.

7 ATTACHMENTS

Nil.

8 EVALUATION OF POLICY

This policy will be successful when our people's conduct reflects the values of the code. This will be measured through:

- Survey results and other feedback indicating that the community is satisfied with how our people conduct themselves in providing local government services and facilities.
- No substantiated complaints with the Crime and Corruption Commission.

9 DEFINITIONS

To assist in interpretation of this policy the following definitions apply:

Term	Definition
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Contractor	Employees of businesses or entities that contract to provide services or facilities on behalf of Gladstone Regional Council
Leaders	The Executive Team, Managers, Team Leaders and any other position that supervises employees or contractors of the business
Our People	Employees, volunteers, students engaged in work experience and contractors of Gladstone Regional Council
Other Person	Any person in the workplace who is not an employee, including visitors, students on work experience or placements, and clients
Volunteer	Individuals who agree to provide voluntary services on behalf of Gladstone Regional Council.

10 REVIEW

This policy is to be reviewed upon the earlier of:

1. Five years from the date of adoption of the most recent version;
2. Any relevant statutory review periods;
3. The related legislation or governing documents are amended or repealed; or
4. A request from the Chief Executive Officer or Council.

11 DOCUMENT CONTROL

Version	Reason/Change	Date	Council Resolution
1	Adoption		
2			
3			