



# Gladstone Regional Council

## Council Policy

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| <b>Title</b>             | <b>CODE OF CONDUCT</b>  |
| <b>Policy Number</b>     | <b>P-2019-04</b>  |
| <b>Business Unit/s</b>   | <b>PEOPLE, CULTURE AND SAFETY<br/>FINANCE GOVERNANCE AND RISK</b> |
| <b>Date of Adoption</b>  | <b>18 JUNE 2019</b>   |
| <b>Resolution Number</b> | <b>G/19/3821</b>  |
| <b>Review Date</b>       | <b>18 JUNE 2022</b>   |
| <b>Date Repealed</b>     |   |

### 1.0 PURPOSE:

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

### 2.0 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.

### 3.0 RELATED LEGISLATION:

*Anti-Discrimination Act 1991*  
*Copyright Act 1968 (Cth)*  
*Crime and Corruption Act 2001*  
*Criminal Code Act 1899*  
*Environmental Protection Act 1994*  
*Gladstone Regional Council Certified Agreement 2018*  
*Industrial Relations Act 2016 (Qld)*  
*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 Sector Ethics Act 1994*  
*Right to Information Act 2009*  
*Work Health and Safety Act 2011*

#### **4.0 RELATED DOCUMENTS:**

Gifts Register  
Conflicts of Interest Form

#### **5.0 DEFINITIONS:**

**Contractor** means independent entity that agrees to provide certain number or quantity of goods, material, equipment, personnel, and/or services.

**Employee** means a person who carries out paid or unpaid work for the business, including contractors and volunteers (referred to in this policy as us, we, our, our people).

**Leader** means the Executive Team, Managers, Team Leaders and any other supervisory position that reports to a General Manager (i.e. Specialists) of the business.

**Other person** means any person in the workplace who is not an employee, including visitors, students on work experience or placements, and clients.

#### **6.0 POLICY STATEMENT:**

##### **6.1 Our Commitment**

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

We 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.

##### **6.2 Living our values through agreed standards of conduct**

See attached policy statement.

## **7.0 BREACHES OF THE CODE:**

We understand that failure to comply with our Code will be managed in accordance with business processes and may include disciplinary action up to and including termination of employment.

## **8.0 ATTACHMENTS:**

Nil.

## **9.0 REVIEW MECHANISM:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

| TABLE OF AMENDMENTS |                   |                                     |   |
|---------------------|-------------------|-------------------------------------|---|
| Document History    | Date              | Council Resolution No.              | Notes (including the prior Policy No, precise of change/s, etc)   |
| Originally Approved | 5 May 2009        | 09/256                              |   |
| Amendment 1         | 2 April 2013      | G/13/1483                           |   |
| Amendment 2         | 20 October 2015   | G/15/2599                           |   |
| Amendment 3         | 19 July 2016      | G/16/2850                           | Removed reference to repealed Media Attribution Protocol Policy   |
| Amendment 4         | 26 September 2017 | Amended administratively by the CEO | Change is to the CEO's Message  |
| Amendment 5         | 18 June 2019      | G/18/3821                           | Previous version P-2015/29 Code of Conduct. Principles of Ethics Act now aligned to our SERVICE values. |

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**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**

## CODE OF CONDUCT POLICY STATEMENT

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:  |
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| <b>Safe</b><br><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"><li>• act with care, diligence and maintain safe systems of work;</li><li>• comply with any lawful and reasonable instruction;</li><li>• take care to ensure our actions or omissions do not adversely affect the health, wellbeing, safety or environment of ourselves and others;</li><li>• manage our participation in external organisations and secondary employment.</li></ul>   |
| <b>Ethical</b><br><i>We operate with transparency, openness and accountability at the fore.</i>   | <ul style="list-style-type: none"><li>• commit to acting in the highest ethical standard;</li><li>• not take advantage of our positions or business resources for the benefit of ourselves or others;</li><li>• not use confidential or privileged information to further personal interests;</li><li>• disclose, and take steps to avoid or manage, any conflict of interest (real or perceived) in connection with our employment at Gladstone Regional Council;</li><li>• not accept any gift, benefit or money that creates a sense of obligation to the giver;</li><li>• declare any gifts received in the Gifts Register;</li><li>• have a working knowledge of legislation relevant to our roles and act within the law;</li><li>• report any unlawful or corrupt conduct (real or perceived) of which we become aware;</li><li>• maintain confidentiality about the business in accordance with legislation;</li><li>• ensure our personal conduct maintains the integrity of Gladstone Regional Council;</li><li>• not borrow or use business property for private purposes unless authorised to do so.</li></ul> |
| <b>Responsive</b><br><i>We respond by being present, proactive and solutions-focused, and we deliver on our commitments.</i>                | <ul style="list-style-type: none"><li>• provide the best possible experience for all those with whom we interact;</li><li>• be customer focused and strive to achieve excellence in service delivery;</li><li>• listen to understand and respond appropriately;</li><li>• provide advice which is objective, independent, apolitical and impartial;</li><li>• be responsive to both the requirements of government and the public interest;</li><li>• not make unauthorised comments or commitments on behalf of Gladstone Regional Council.</li></ul>   |

| Our value:  | To demonstrate our commitment, we will:  |
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| <b>Visionary</b><br><i>We plan as future-thinkers and opportunity seekers and we have the courage to shape a better future for our community.</i> | <ul style="list-style-type: none"> <li>• seek to continually improve performance;</li> <li>• work cohesively at the local, regional, state and national levels to provide integrated services for our region;</li> <li>• in consultation with our leaders, take steps to identify and apply for professional and knowledge development opportunities to support a culture of continuous learning;</li> <li>• actively contribute to developing and improving business processes.</li> </ul>  |
| <b>Inclusive</b><br><i>We create and value diversity and we actively demonstrate our commitment to equality and inclusivity.</i>                  | <ul style="list-style-type: none"> <li>• respect ourselves and others;</li> <li>• operate within a framework of mutual obligation and shared responsibility;</li> <li>• acknowledge and promote the rights of our diverse community;</li> <li>• understand that we have biases, both conscious and unconscious, and take steps to prevent unintended consequences;</li> <li>• adapt the way we communicate to effectively and culturally appropriately connect with a diverse range of people.</li> </ul>  |
| <b>Community</b><br><i>We care about each other and our environment and we recognise that community is at the core of our business.</i>           | <ul style="list-style-type: none"> <li>• commit to honest, fair and respectful engagement with our community;</li> <li>• engage and support the community in developing regional services, priorities and decisions;</li> <li>• 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;</li> <li>• work in partnership with our community to enhance the region's environmental quality, while respecting cultural, social and economic values;</li> <li>• provide our community with integrated service delivery;</li> <li>• not provide false or misleading information in connection to our employment with Gladstone Regional Council.</li> </ul> |
| <b>Efficient</b><br><i>We deliver; we challenge the status quo and we continually find better ways to reduce cost and improve service.</i>        | <ul style="list-style-type: none"> <li>• manage business resources, including people, property, vehicles, plant, equipment and facilities effectively, efficiently and economically;</li> <li>• commit to exercising proper diligence, care and attention in everything we do;</li> <li>• responsibly utilise corporate knowledge and intellectual property;</li> <li>• maintain a high standard of accountability when collecting and/or using business resources and money;</li> <li>• use our time productively and efficiently and continuously seek ways to improve;</li> <li>• store official information securely and limit access to those persons requiring it for legitimate purposes.</li> </ul>  |

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Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date for Review: \_\_\_\_/\_\_\_\_/\_\_\_\_