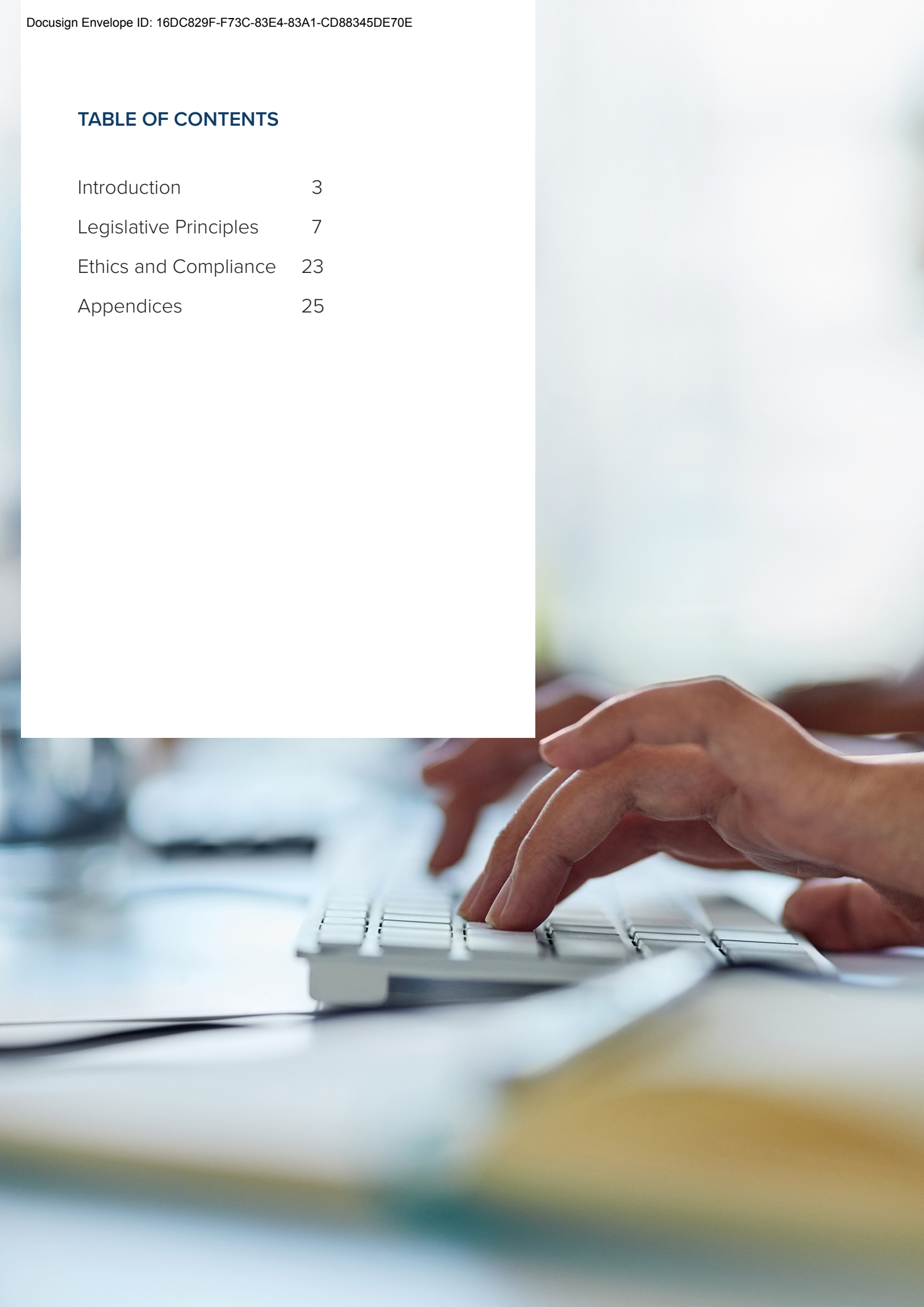




CODE OF CONDUCT

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INTRODUCTION

OBJECTIVE

The objective of Council's Code of Conduct for Employees is to provide a set of standards and behaviours related to the way we do our work. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethical principles.

By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with employee rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards, and behaviours it outlines are a reference point to help make decisions in situations it does not cover.

If employees act in good faith and in keeping with the spirit of the Code, they can expect to be supported by their colleagues, direct supervisor/manager and by Council. A 'Guide for ethical decision making' is included in Appendix A to help employees apply the Code in everyday situations.

COUNCIL STATEMENT

Whitsunday Regional Council aims to conduct its business with integrity, honesty and fairness in compliance with all relevant laws, regulations, codes, policies and corporate standards.

Additionally, Council acknowledges that working in the public sector is different from employment in the private sector. There are responsibilities which Councillors and employees have for safeguarding the public interest, exercising a duty of care and inspiring public confidence and trust.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers, Councillors and each other. Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Corporate and Operational Plans.

This Code of Conduct provides guidance to Council employees in behaving ethically at work. The application of this code assists Council in being more efficient and will give employees a better appreciation of the need to use resources responsibly, comply with Council policies, develop good community relations and promote the public interest.

The Code of Conduct does not limit employees' statutory rights, including rights relating to public interest disclosures, union representation, workplace health and safety or access to legal advice.

VISION

A united community working together to drive a resilient and diverse economy and a liveable environment.

MISSION

To ensure the Whitsunday Region thrives for everyone now and in the future.

ORGANISATIONAL VALUES

Everything Council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community, Councillors, partners and each other.

Whitsunday Regional Council's culture is founded on the following values:

Safety

We actively care for the health and wellbeing of our organisation.

Accountability

We are responsible, open and transparent about what we do and how we do it.

Leadership

We provide good direction and good decision-making for our organisation and community in an understanding environment that embraces trust and continuous improvement.

Trust

We foster trust within our community and organisation.

Unity

We work together as a cohesive and proactive team.

Pride

We take pride in our diverse community and the service we deliver.

LEGISLATIVE PRINCIPLES

The *Public Sector Ethics Act 1994* identifies four ethical principles fundamental to good public administration that guide our behaviour as public officials and form the basis for a local government Employee Code of Conduct.

Ethical Principles	Integrity	Promoting the Public Good	Commitment to the System of Government	Accountability and Transparency
	Conflict of Interest	Customer Service	Acting within the law	Using Council assets
	Influences of decision-making	Fairness to suppliers	Act in accordance with delegations and authority	Diligence, care and attention
	Gifts and benefits	Information Technology	Raising concerns	Attendance at and absence from duty
Standards of Behaviour	Employment outside Council	Public money	Privacy	Comply with reasonable instructions
	Appropriate relationships with Councillors	Intellectual property	Fraud and corruption	Continuing development
	Public comments on Council business	Concern for the environment		Workplace Health and Safety
	External activities	Appropriate standard of dress and appearance		Drugs and alcohol
	Behaviour towards each other			
	Confidentiality of information			
	Identifying and promoting the public interest			
	Non-discriminatory workplace			
	Workplace harassment			



The *Local Government Act 2009 (the Act)* sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires that the 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.
- Ethical and legal behaviour of Councillors and local government employees.

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions, and decision-making.

TO WHOM DOES THE CODE APPLY?

This Code applies to all Whitsunday Regional Council employees.

For the purposes of this document, "employees" includes:

- All full time, part time or casual employees of Council.
- Any consultant, contractor, student, volunteer, trainee, or any other person engaged by the Council to work or provide services.

A separate Code of Conduct applies to Councillors of Whitsunday Regional Council as specified in the *Local Government Act 2009*.

WHEN DOES THE CODE APPLY?

This Code applies to verbal, written, physical, online, and social media conduct by employees:

1. During scheduled work hours.
2. At Council functions, sponsored events or external meetings, training, or conferences.
3. While travelling or in accommodation provided by Council.
4. Outside work hours where there is sufficient material connection to employment or Council operations, including where the conduct may reasonably impact safety, performance, Council's reputation, public confidence or the employee's ability to perform their role.
5. Where an employee (or other person in the workplace) may be deemed to have a connection with Council.

HUMAN RIGHTS

All Council employees are expected to act in accordance with the *Human Rights Act 2019* which protects the human rights of all people in Queensland, including employees and clients of Council.

Protecting human rights recognises that all people have inherent dignity and worth.

Acting and making decisions in a way compatible with human rights helps us to make better decisions, based on principles of dignity, respect, equality, freedom, and the rule of law.

Whitsunday Regional Council and its employees must consider human rights in decision-making, actions and interactions with the community. This means that they must:

- Act and make decisions in a way that is compatible with human rights.
- Give proper consideration to human rights in making decisions.

LEGISLATIVE PRINCIPLES

PRINCIPLE 1: INTEGRITY AND IMPARTIALITY

In recognition that local government involves public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and:

- a. Are committed to the highest ethical standards.
- b. Accept and 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.
- e. Are committed to honest, fair and respectful engagement with the community. This requires the following standards of behaviour.

1.1 Conflict of Interest

- 1.1.1 When making decisions, employees must declare any conflicts of interest that could affect their objectivity in carrying out their duties.
- 1.1.2 A conflict of interest involves a conflict between an employee's official duties and responsibilities in serving the public interest and their private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise. This includes advantages to relatives and friends.
- 1.1.3 If employees believe or are in any doubt that they have a conflict of interest, whether real, potential, or perceived, they should discuss the matter with their direct supervisor/manager with a view to avoiding it or effectively managing it.
- 1.1.4 The reporting and management of an employee's real, potential, or perceived conflict of interest must be in accordance with Council's Conflict of Interest Policy.

1.1.5 Declarations of a real, potential, or perceived conflict of interest must be reported to the Office of the Mayor and CEO using the prescribed form. Details of the written declaration provided by the employee are recorded in a register maintained by Council and reviewed periodically by the CEO and Executive Leadership Team.

1.1.6 Until the matter is resolved, employees must make sure they are not part of any decision-making processes related to the matter.

1.1.7 If employees feel they have a conflict between professional and corporate values, they should also discuss it with their supervisor/manager.

1.2 Influences on Decision Making

- 1.2.1 Employees should make decisions and recommendations in an impartial manner with the prime aim of promoting the public interest and achieving best value for money. Employees must be seen to act impartially as even the appearance of bias may damage Council's reputation and its ability to act effectively within the local community.
- 1.2.2 Employees must act and make decisions in a way that is compatible with human rights.
- 1.2.3 Employees must not knowingly provide false or misleading statements or assessments of the merits or performance of a person or organisation.
- 1.2.4 Employees must not influence any person in an improper way to try to obtain any advantages or favours.
- 1.2.5 Employees must not deliberately mislead decision-makers by providing them with false, biased, incomplete, or inaccurate information.



1.2.6 All decisions employees make must be, and be seen to be, fair and transparent. This can be achieved by:

- Following Council's procedures and processes.
- Keeping clear, accurate and complete records.
- Recording how and why decisions were made.

1.2.7 Employees must not in any way misrepresent their qualifications, experience, expertise or authority in any process.

1.2.8 A guide to Ethical Decision-Making is contained in Appendix A and should be used to guide decision making.

1.3 Gifts and Benefits

1.3.1 Occasionally an employee may be offered a gift or benefit from people with whom they do business or members of the community.

1.3.2 In line with section 199(2) of the *Local Government Act 2009*, it is an offence for an employee to ask for, or accept, cash, an item that is readily convertible to cash, or other benefit for doing something as a local government employee. However, section 199(2) does not apply to remuneration paid by Council or a benefit that has only a nominal value.

1.3.3 The acceptance of gifts or benefits of a nominal value may be permitted in limited circumstances (Section 289 Local Government Regulation 2012), where doing so does not create a real, potential, or perceived conflict of interest or could be a bribe.

1.3.4 The offer or receipt of gifts and benefits must be managed in accordance with Council's Gifts and Benefits Policy.

1.3.5 Declarations of gifts and benefits offered or accepted must be reported to the Office of the Mayor and CEO using the prescribed form. Details of declaration provided by the employee will be recorded in Council's Gifts and Benefits Register and reviewed periodically by the CEO and Executive Leadership Team.

1.3.6 In addition to referring to the policy, an employee can also discuss the receipt of gifts, gratuities, and benefits with their supervisor/manager.

1.4 Employment Outside Council (Including Operating a Personal Business or Hobbies/Pastimes with a Relationship with Council Business)

1.4.1 Generally, employees are able to undertake additional employment, operate a business or be involved in commercial interests outside their role with Council (secondary employment) provided this:

- Is kept separate from Council work.
- Does not lead to a conflict of interest.
- Does not affect Council time or resources (physical, technological, or intellectual).
- Does not interfere with an employee's ability to do their work in Council.

1.4.2 Employees must seek written approval from the CEO using the prescribed form before commencing any additional employment not associated with Council duties. Approval will not unreasonably be withheld.



1.4.3 In considering requests to undertake secondary employment a balance must be sought between the legitimate interests of Council to protect its integrity and the rights of Council employees to lead their private lives free from unnecessary intrusion by the Council.

1.4.4 Approval for secondary employment will be given provided it:

- Does not provide any commercial advantage from information obtained during the course of employment with the Council.
- Does not create a real or perceived conflict of interest.
- Has no effect on the performance of official duties, including effects from a safety/fatigue management perspective and possible increased risk of an illness or injury.
- Does not use Council resources.
- Is not likely to bring Council's reputation into disrepute.

1.4.5 Records relating to secondary employment requests will be maintained in a register by the Office of the Mayor and CEO and reviewed periodically by the CEO and Executive Leadership Team.

1.4.6 Although employees don't need written approval, if employees undertake voluntary

work or a hobby, they must ensure that these activities also meet the above requirements. If employees are unsure, they must discuss the matter with their supervisor/manager.

1.5 Appropriate Relationships with Councillors

1.5.1 Communication between Councillors and employees must be in accordance with Council policy.

1.5.2 Where required employees must give Councillors advice within the scope of Council policy that is appropriate, thorough, responsive, and unbiased so that Councillors can appropriately carry out their community responsibilities. If employees are unsure of how to respond to a Councillor, they should discuss this with their supervisor/manager.

1.5.3 Councillors may seek advice directly from the CEO or officers delegated by the CEO.

1.5.4 Employees may communicate directly with Councillors on any issue affecting them as a private citizen outside of normal working hours. Employees should be clear about the difference between their actions as a private citizen and that of a Council employee.

1.5.5 If an employee has any concerns or questions about a request from a Councillor, they must discuss this with their direct supervisor/manager.



1.6 Public Comments on Council Business

1.6.1 As a general rule, Councillors comment publicly on Council business. Council business can be topical, sensitive, and sometimes controversial and there is a process to be followed when making public comments.

1.6.2 Employees should not release non-public Council information or contribute to public comment on Council policy or administration unless:

- Providing the information or making comment is part of, or consistent with, an employees duties or has been appropriately authorised.
- An employee must not misrepresent the facts about a matter.
- The matter is not confidential or restricted in its distribution.

1.6.3 If an employee is asked to comment on any Council matter via the media or other public relations firms, refer it to the Communications Team.

1.6.4 Sometimes, it might be appropriate to share information based on a personal and professional experience (e.g. in external seminars or training programs). An employee must ensure that by sharing personal experiences, they do not breach the confidentiality of Council information.

1.6.5 Employees have the same rights as any member of the community to enter discussion of community and social issues in a private capacity. Employees must recognise, however, that they will generally be seen as speaking from a privileged position. As a result, they must take all reasonable steps to ensure that:

- They do not use non-public Council information for private advantage or disclose that information.
- Their comment is understood as representing personal views as a private citizen.
- Not bring Council's reputation into disrepute.

1.6.6 Employees must also ensure that, to the extent they collect, handle or give access to personal information, they comply with the Privacy Principles under the *Information Privacy Act 2009*.

1.6.7 This clause does not apply to a Public Interest Disclosure to a proper authority. Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

- a. Official misconduct; or
- b. Maladministration that adversely affects a person's interests; or
- c. A substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes, or priorities of expenditure; or
- d. A substantial and specific danger to public health or safety; or
- e. A substantial and specific danger to the environment

1.6.8 Employees have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the Public Interest Disclosure Act 2010.

1.7 External Activities

1.7.1 Council supports, and aims to, ensure all employees are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing, in their own time and without utilising Council resources. However, employees must make sure that participation in such activities does not cause a conflict of interest, and/or unduly restrict the performance of official duties with Council.

1.7.2 Employees must not allow their involvement in any external organisation to intrude upon their duty as a Council employee, to give sound advice to Council, which is objective, independent, apolitical, and impartial.

1.7.3 Employees are not to take part in political affairs whilst on duty. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messages, or circulating defamatory or disparaging remarks against individuals or groups.

1.7.4 If an employee comments publicly in connection with external activities, there must be a clear distinction between the employee's opinion as a member of the external organisation, and the opinion as a Council employee.

1.7.5 An employee must not use their role in Council, Council information or information gained in the course of official duties as a Council employee, to advance their position or standing within an external organisation, nor for the benefit or promotion of an external organisation. Employees must not provide Council information to members of other groups or related persons, except where this information is publicly available or for the purpose of obtaining union assistance, legal advice or representation, provided the disclosure is lawful, reasonable and limited to what is necessary.

1.7.6 As a member of an external organisation, employees need to be aware that participating in activities in the public arena, where they may be identified as a Council employee, can give rise to a conflict of interest in some circumstances. Where such a situation arises, employees must declare and manage the conflict in accordance with this Code of Conduct.

1.8 Behaviour Towards Each Other

1.8.1 We must all treat others with trust, respect, honesty, fairness, sensitivity, and dignity. Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them.

1.8.2 Council values diversity and expects all employees to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements in a rational manner. Employees must not behave towards any other person in a way that could be perceived as disrespectful, rude, intimidating, overbearing or harassing. This includes use of inappropriate language, spreading gossip or rumours about others and sending emails which contain inappropriate material.

1.8.3 Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities such as meetings.

1.9 Confidentiality of Information

- 1.9.1 Employees must preserve the confidentiality of Council's information.
- 1.9.2 In the event that an employee is unclear about whether information is confidential or not the employee should seek advice from their supervisor/manager.
- 1.9.3 Information held by the Council must not be released to any person without the approval of a Director or the CEO.
- 1.9.4 Unauthorised release of any non-public Council information is a breach of Council policy and may be an offence of law.
- 1.9.5 Employees who leave Council are obliged to respect the confidentiality of non-public Council information which they are aware of as a result of their employment with Council.

1.10 Identifying and Promoting the Public Interest

- 1.10.1 When making decisions or recommendations, employees should consider the interests of all parties impacted. When preparing reports, all facts and issues must be outlined in an objective manner so that Council can make the best decisions in an informed and appropriate manner.
- 1.10.2 Decisions and recommendations should promote the best interest of the wider community.

1.11 Non-Discriminatory Workplace

- 1.11.1 Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:
 - Sex
 - Relationship Status
 - Pregnancy
 - Parental Status
 - Breastfeeding
 - Age
 - Race
 - Impairment
 - Religious belief or activity
 - Political belief or activity
 - Trade union activity

- Lawful sexual activity
- Gender identity
- Sexuality
- Family responsibilities

- 1.11.2 Council aims to create and maintain a workplace free from discrimination. Employees of council have a shared responsibility to ensure that discrimination is not part of our workplace or our practices. If employees witness discriminatory behaviour, they have a positive duty obligation to report it to their supervisor/manager. If the matter involves their supervisor, manager or another senior officer, it should be reported to an appropriate alternative manager or officer. Unlawful discrimination may lead to disciplinary action being taken against offending employees.

1.12 Workplace Harassment

- 1.12.1 Council strives for the prevention of any form of workplace harassment, including harassment of a sexual nature, victimisation, or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This applies to all employees in their relationships with each other, to applicants for employment at Council and to any persons who have dealings with Council.
- 1.12.2 Employees of Council are expected to proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. Employees have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.
- 1.12.3 Some examples of behaviour which may constitute either sexual harassment or workplace bullying include:
 - Acting towards, or speaking to a person in a manner which threatens or vilifies that person.
 - Deliberately excluding a particular individual from relevant work-related activities or functions.
 - Making jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or personal appearance.

- Distribution or display of sexually explicit material (including through any Council electronic communication e.g. Teams, SharePoint, email, etc.) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons.
- Persistent questions about a person's private life.
- Demands for sexual favours, either directly or by implication;
- Unwanted and deliberate physical contact;
- Indecent assault, rape and other criminal offences.

PRINCIPLE 2: 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 Queensland, public service agencies, public sector entities and public officials:

- Accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- Accept and value their duty to engage the community in developing and affecting official public sector priorities, policies and decisions; and
- Accept and value their duty to manage public resources effectively, efficiently and economically; and
- Value and seek to achieve excellence in service delivery; and
- Value and seek to achieve enhanced integration of services to better service clients.

2.1 Customer Service

- 2.1.1 It is expected that Council employees will strive to provide excellent customer service. Employees must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.
- 2.1.2 All Council employees serve ratepayers directly or indirectly. If their role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.
- 2.1.3 Employees are expected to treat complaints from customers, ratepayers, and the community

or fellow employees seriously, and respond to constructive feedback as an opportunity for improvement.

- 2.1.4 Customers have a right to complain or criticise Council. Council expects its employees to show respect towards complainants. While Council must make all reasonable efforts to help customers lodge complaints, if employees think a situation is threatening or intimidating, they are entitled to withdraw. If in doubt, ask for help from a more experienced colleague, or a direct supervisor/manager. Council will support any employee who believes they are under threat from a member of the public.

2.2 Fairness to Suppliers

- 2.2.1 Council's contracting activities are regulated pursuant to Chapter 6 of the Local Government Regulation 2012. Further, Council has established policies, procedures and delegations of authority for various stages of procurement of goods and services which reflect the content of the Local Government Regulation 2012.
- 2.2.2 Employees must comply with the Local Government Regulation 2012 and Council Policy when seeking suppliers for goods or services.
- 2.2.3 If employees have been authorised to be involved in offering contracts or buying goods and services from outside Council, they must be sure they have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.
- 2.2.4 Employees also need to ensure that they do not incur any liability or enter into any contract on behalf of Council or alter the terms or conditions of any contract which Council has already entered into unless they are authorised to do so.



2.3 Information Technology and Information Systems

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

2.3.2 Employees can use Council's information technology assets for:

- Accessing data, information, websites, etc. for official purposes and as necessary where it supports or informs the work they do.
- Limited personal use in accordance with Council policy and procedure, providing they comply with Council's rules and guidelines about acceptable use of information technology and social media. Limited personal use means use that is infrequent and brief, and is performed during non-paid time, that is, before and after work and during lunch breaks.

2.3.3 Employees can use Council's telephones, messaging systems or computer systems for limited private purposes that they cannot reasonably do outside working hours. This must be done in an appropriate manner and within the scope of this code and other Council policies.

2.3.4 Employees must not use Council's information technology assets to:

- Store large quantities of personal data or photos or non-work documents.

- Download, stream or store music, movies, video clips, pictures, or other material not associated with their work.
- Make unauthorised copies of software, music, videos, games, etc.
- Introduce, download or use unauthorised software.
- connect any personal information technology device to Council's corporate information technology network, e.g. iPods, cameras, USB thumb drives, without prior approval from Council.
- Access or circulate inappropriate material.

2.3.5 Employees must not download or store Council's electronic files in an unauthorised location, e.g. on a home computer, personal USB memory stick or personal information technology device.

2.3.6 Employees must adhere to Council's security requirements and not attempt to bypass or modify any restriction or security measure put in place by Council or third parties.

2.4 Public Money

2.4.1 Employees must maintain high standards of accountability if they collect and use public money and are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers or other vouchers.

2.4.2 Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's Entertainment and Hospitality Expenditure Policy.

2.5 Intellectual Property

- 2.5.1 Any original work, invention or product employees have contributed to in association with their official duties as a Council employee remains the property of Council.
- 2.5.2 Employees must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop employees from sharing with other organisations information relating to their official duties. If information is shared, employees must make sure that this does not breach the confidentiality of Council information, its employees or its clients, or compromise Council's intellectual property rights.
- 2.5.3 Employees must respect the copyrights, trademarks and patents of suppliers and customers of Council. This requires that employees do not reproduce or quote suppliers' material unless they are authorised to do so. Where reference to the work of others is made it must cite or acknowledge the source.
- 2.5.4 Employees must not store or copy audio, video or image files, printed media and software on Council assets without an appropriate license or approval. Where this is unclear employees must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of their official duties.

2.6 Concern for the Environment

- 2.6.1 Council has legal responsibilities to protect and manage the environment. Council is also committed to leading the community by example by ensuring that services and activities are conducted in an environmentally sustainable and responsible manner.
- 2.6.2 Employees must not carry out any activity that causes, or is likely to cause, environmental harm. Employees must take all reasonable and practical measures to prevent or minimise environmental harm. Employees who become aware that environmental harm has been caused or has been threatened by someone else's act or omission must immediately advise their supervisor/manager.

- 2.6.3 We all share the responsibility to achieve Council's commitment to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions in how we dispose of waste and use and store chemicals, efficiently use energy and reduce waste, and apply high standards for environmental protection.

2.7 Appropriate Standard of Dress and Appearance

- 2.7.1 Employees are expected to present a professional image at all times. Integral to promoting this image is the personal presentation of Council employees. Council employees are employed in a diverse range of occupations and dress standards will reflect the requirements of particular work areas.
- 2.7.2 Employees who are dressed inappropriately will be sent home to change and will be expected to make up any lost time.
- 2.7.3 Council understands that the work undertaken by some employees may result in their clothing becoming stained or damaged.

That said, employees must present for work each day in a clean and tidy manner and not wear clothing which others might find offensive.
- 2.7.4 Employees must wear personal protective clothing and equipment where required. Personal protective clothing and equipment will be replaced on a fair wear and tear basis.
- 2.7.5 Those issued with identification badges should wear these when performing official Council duties.
- 2.7.6 Should employees find themselves in a public place, and still in uniform when off duty, they must be aware that they may be perceived by others as continuing to represent Council and must act accordingly.
- 2.7.7 Any corporate uniform supplied must be worn in accordance with Council's uniform guideline.
- 2.7.8 If an employee is unable to wear required PPE for any reason, they must advise their supervisor/manager immediately.



PRINCIPLE 3: COMMITMENT TO THE SYSTEM OF GOVERNMENT

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and Local Government, public service agencies, public sector entities and public officials:

- a. Accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and Local Government.
- b. Are committed to effecting official public sector priorities, policies and decisions professionally and impartially.
- c. Accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

These requirements do not limit the responsibility of a public service agency, public sector entity or public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy or is a customary feature of the work of the agency, entity or official.

3.1 Acting Within the Law

- 3.1.1 Employees of Council are expected to comply with legislation applicable to the completion of their work, local laws, industrial instruments, Council policies, procedures, directives, and this Code. Employees should locate and read all applicable policies as soon as practicable after their commencement with Council.
- 3.1.2 Employees have the right and responsibility to respectfully question how work is done, particularly if they think there is an imminent risk to their safety and the safety of others, or there is a better way of doing something, or if they think that a direction may be in breach of the law. When they have recorded their suggestion or concern, employees are expected to follow lawful and reasonable directions, subject to their rights and obligations under the *Work Health and Safety Act 2011*. Should a matter not be resolved within the work group, it should be immediately referred to a higher level of management.
- 3.1.3 If employees are charged with an offence and are required to attend court, they should immediately report the circumstances to their supervisor/manager.

3.1.4 Employees are required at all times to be appropriately licenced, qualified or certified to fulfil the requirements of their position. If any of these are revoked for any reason, employees are to immediately inform their supervisor/manager.

3.1.5 Where the revoked licence, qualification or certificate is a requirement of their job, consideration will be given to their ongoing employment.

3.2 Acting in Accordance with Delegations and Authority

3.2.1 If employees undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the CEO they must ensure there exists an appropriate delegation or authorisation in line with State legislation, that allows them to exercise the power.

3.3 Raising Concerns

3.3.1 Employees have the right to comment on or raise concerns with their supervisor/manager about Council policies, practices, or priorities where these impact on their employment. Employees must do this in a respectful, reasonable, and constructive way and take responsibility for how their comments and views are expressed. Employees should raise their concerns initially with their direct supervisor/manager.

3.3.2 Employees must accept that Council has the right to determine its policies, practices, and priorities and that they must comply with all reasonable and lawful instructions, whether or not they personally agree with a given policy direction.

3.3.3 Employees must also refrain from raising concerns or complaints in a malicious, vexatious, or frivolous manner.

3.4 Privacy

3.4.1 Council maintains information about individuals, businesses and commercial issues which is private and sensitive, and which could harm a person's interest if released.

Employees should only access personal information and records they require to perform their official Council duties.

3.4.2 Employees must ensure that the collection, storage, and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.

3.4.3 Generally, employees can maintain privacy by:

- Not discussing work matters with persons not entitled to know such information;
- Taking responsibility to safeguard confidential files and information;
- Ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- Ensuring that they comply with Council's Right to Information policy and other relevant policy in relation to maintaining privacy of personal information.

3.4.4 It may be appropriate to share information based on an employee's personal and professional experience. However, in sharing their experiences, employees must ensure that where personal information is involved, they don't breach Council's privacy obligations. Employees may be in breach of this obligation even if comments are made or personal information other than their own is shared in their personal life, including via social media outlets such as 'Facebook' or 'Twitter'.

3.4.5 In addition to the *Information Privacy Act 2009*, section 200 of the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that:

- Is confidential to Council.
- Council wishes to keep confidential.

3.4.6 Personal and other information may on occasion be sought from Council by an employee or other members of the public in line with the *Right to Information Act 2009*. If such a request is made the employee must ensure that they refer such requests to the appropriate officer to be properly considered.



3.5 Fraud and Corruption

3.5.1 Fraud and corruption pose a serious risk to Council. The potential damage extends well beyond any financial losses and threatens both the Council's and individual's integrity.

3.5.2 Fraud and corruption can take many forms. Fraud is unethical and illegal acts which have the intention of deceiving others or Council, and is normally the deliberate, intentional and premeditated dishonest action that causes actual or potential loss to any person or Council. Corruption involves the abuse of entrusted authority or performance of an official duty for personal benefit and occurs when a person acts dishonestly or contrary to the best interests of Council.

3.5.3 Examples are:

- Theft of money, assets or other property.
- Misusing or deliberately misallocating Council resources e.g. using vehicles for private use without authorisation, using corporate expense card for non-work related purchases.
- The deliberate falsification, concealment, or destruction of documentation.
- Gaining benefit by dishonesty e.g. falsifying timesheets, claiming allowances not entitled to, not completing a leave application when leave has been taken, the improper use of information or position.
- Accepting gifts, money or entertainment in response to, or in the expectation of favourable tender outcomes or other decisions.

- Accepting or encouraging collusion in relation to tender pricing or conditions.
- Making false statements about qualifications, experience or competence for the purpose of obtaining a promotion or similar.

3.5.4 Council has adopted the following guiding principles:

- Prevention of fraud and corruption is an integral part of Council business processes and the responsibility of all employees.
- Employees are accountable for their own conduct.
- Employees are required to report fraudulent and corrupt activities, and will be supported in doing so.
- The use of integrated risk management principles identify, contain or minimise risk of fraud and corruption.

3.5.5 This Code will help to provide the expectations and standards of ethical behaviour within Council. Fraud and corruption can result from departures of these expected standards of behaviour. For more information please refer to Council's Fraud and Corruption Control Policy.

PRINCIPLE 4: ACCOUNTABILITY AND TRANSPARENCY

In recognition that public trust in public office requires high standards of public administration, public service agencies, public sector entities and public officials:

- a. Are committed to exercising proper diligence, care and attention.
- b. Are committed to using public resources in an effective and accountable way.
- c. Are committed to managing information as openly as practicable within the legal framework.
- d. Value and seek to achieve high standards of public administration.
- e. Value and seek to innovate and continuously improve performance.
- f. Value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

4.1 Using Council Assets

- 4.1.1 Council's assets include property (physical and intellectual property), plant, equipment, information technology assets and systems, ID and access cards, goods, products, and valuables (this includes surplus material, waste material, and off-cuts). All employees share the responsibility for looking after Council assets.
- 4.1.2 Employees responsible for assets must take good care of them while they are in their possession or use, ensure they are used economically and efficiently and within their design capabilities and purpose. It is an offence to allow the unlawful destruction, damage or misuse of Council property or assets. Employees must make sure assets in their control are secured against theft and properly stored, maintained and repaired.
- 4.1.3 Employees must abide by Council's security procedures and rules for accessing Council's assets and not allow anyone else unauthorised access to Council assets.
- 4.1.4 Employees must ensure that they use Council assets only for official Council business unless written approval has been granted by their supervisor/manager.
- 4.1.5 If employees use a Council vehicle, they must not use it for private or non-official purposes,

unless those circumstances are specifically allowed by Council or prior written approval from their supervisor/manager has been given.

- 4.1.6 When employees leave Council, they must return any Council assets they have on loan and all work-related documents.

- 4.1.7 Taking Council goods or property, regardless of the value, is not permitted unless an authorised agreement is in place. Supervisors do not have the authority to give away any Council property, including waste material. Stolen, lost or missing property shall be notified to the CEO as soon as the loss is established.

4.2 Diligence, Care and Attention

- 4.2.1 Council conducts its business with integrity, honesty, and fairness, and to achieve the highest standards in service delivery. Employees contribute to this by carrying out their duties honestly, responsibly, in a conscientious manner, and to the best of their ability. This includes:
 - Giving priority to official duties over personal activities during work time.
 - Helping Council achieve its mission and goals by acting to improve systems and practices.
 - Conducting themselves in a way so others gain confidence and trust in the way Council does business and within the law, Council policy and procedures and standards.
 - Not allowing their conduct to distract or prevent others from working.
 - Not exposing Council to a judgment for damages against it, as a result of their negligence or breach of any law or ordinance.
 - Ensuring that they carry out their work diligently, accurately, and to the required performance standards and timeframes.
 - Proactively seeking assistance if they are experiencing difficulties with their work.
 - Ensuring their personal conduct does not reflect adversely on Council's reputation.

4.2.2 Employees who are responsible for managing or supervising others, must also ensure that:

- They model the values and principles outlined in this Code and ensure that employees within their area of responsibility understand and comply with the Code.
- They do not come under a financial obligation to any employee they supervise or manage.
- Their work and the work of those they 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.
- Workloads are fairly distributed.
- Resourcing for a work team is neither excessive nor inadequate for the job.
- Employees who collect, handle or disburse public money are properly supervised.
- Employee work times, overtime, allowances and absences are correctly recorded on timesheets and pay summary reports, and time is accurately costed.
- They do not exercise their delegations until they have considered all the necessary information, and they are satisfied that all legislative or procedural requirements are met.
- Appropriate action is taken if breaches of this Code occur.

4.3 Attendance and Absence from Duty

4.3.1 Employees are expected to comply with Council policy relating to attendance at work and leave. This includes notifying their supervisor/manager of any unscheduled absences prior to the beginning of their shift (where practicable), not being absent without approval, and accurately and truthfully recording work and leave periods.

4.3.2 Absence without approval and without reasonable excuse can create concerns or employee safety and impact productivity and efficiency of Council operations.

4.3.3 Council's operational efficiency depends on punctuality and attendance at the workplace. If employees are unavoidably detained, they should advise their direct supervisor/manager as soon as possible.

4.4 Comply with Reasonable Instructions

4.4.1 Employees are expected to comply with all reasonable instructions within their skill and capability. Employees must comply with the requirements of this Code and other guidelines about conduct which may be embodied in a variety of Council policies and procedures.

4.5 Continuing Development

4.5.1 All local government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. Employees should aim to maintain and improve their work performance and that of their work unit in the delivery of customer service. Employees have a continuing responsibility to maintain and enhance their skills and expertise and keep up to date the knowledge associated with their area of work.

4.5.2 Council will assist by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training.

4.6 Workplace Health & Safety

4.6.1 Council employees must strive to eliminate work-related injury and illness. Council aims to ensure that the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant/substances for use at work, is minimised to as low as reasonably practicable.

4.6.2 Employees must take reasonable steps to ensure their own safety, health, and wellbeing in the workplace. Employees also have a duty of care to both fellow employees and members of the public.

4.6.3 While at work, employees must:

- Take reasonable care for their own physical and psychological health and safety.
- Take reasonable care that their acts, or omissions, do not adversely affect the physical and psychological health and safety of others, including members of the public.

- Comply, so far as reasonably able, with any reasonable instruction that is given.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to employees.

4.6.4 Employees also have a duty to:

- Identify hazards and manage risks to health and safety.
- Immediately report any identified incidents or hazards to their direct supervisor.
- Support any workplace investigations.
- Perform all work safely and follow safe work practices.
- Take corrective action to 'make safe' the workplace, or work activities and implement improvements.
- Participate in any education or training programs as directed.
- Participate in rehabilitation and return to work programs if required.

4.7 Drugs and Alcohol

- 4.7.1 We must place guidelines around the use of drugs and alcohol if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees, and members of the public. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety.
- 4.7.2 Employees must comply with Council's policies and procedures and workplace requirements relating to the use of illegal drugs and other substances that may impair their ability to perform work safely.
- 4.7.3 Unless in accordance with policy, consumption of alcohol by employees at any time when they are on duty is prohibited and may result in disciplinary action.



4.8 Smoke Free Workplace

4.8.1 Council is committed to providing a healthy work environment for individuals working, visiting or conducting business at Council workplaces.

4.8.2 Employees are required to comply with Council's Smoke Free Workplace policies and procedures and all requirements relating to smoking and the use of smoking products.

4.8.3 Council provides support to employees who require assistance in giving up smoking through the counselling services provided by the Employee Assistance Provider.

4.9 Working with Children and Young People

4.9.1 The following standards outline what Council considers appropriate employee conduct in relation to interactions with children and young people:

- Not physically or verbally abuse children, or young people, or expose them to physically or verbally abusive behaviour.
- Not accept gifts from or purchase any items from children, or young people, or provide gifts to young people unless as part of a structured recognition or reward program.
- Not have sexual relationships with children or young people.

- Treat young people with courtesy, respect and consideration.
- Act on complaints to the best of their ability.
- Respond professionally to suspicions or disclosures of harm and report them to the relevant authorities.
- Act as a positive role model.
- Employees must ensure permission is granted from a child's parent/guardian before taking an image of a child and the parent/guardian understands how the image will be used.



ETHICS AND COMPLIANCE

5.1 Breaches of the Code

- 5.1.1 Council expects all employees to comply with this Code and all other policies which Council implements.
- 5.1.2 A breach of the Code damages business effectiveness, public perception of Council and interpersonal work relationships.
- 5.1.3 Any act, or lack of action, by an employee that contravenes this Code may result in Council taking disciplinary action which could include dismissal, legal action and/or referred to the appropriate authorities for further investigations and action.
- 5.1.4 All suspected breaches will be treated individually on a case-by-case basis and all relevant circumstances will be taken into account. Suspected breaches will be treated in line with Council policy.
- 5.1.5 Suspected corrupt conduct must be referred to Council's CEO, and the CEO has a duty to notify the Crime and Corruption Commission of the suspected corrupt conduct.
- 5.1.6 In cases where a suspected breach of this Code is under investigation, and if the CEO deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.
- 5.1.7 All disciplinary action taken by Council against an employee for found breaches of this Code will be in accordance with Council policy and in compliance with Council's obligations pursuant to Chapter 8, Part 3 of the Local Government Regulation 2012.

5.2 Reporting Breaches of the Code

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

- 5.2.2 If employees have a concern or suspect a breach of the Code involving one or more Council employees, the Public Interest Disclosure Act 2010 gives employees the right to disclose, in the public interest, information about wrongdoings in the public sector and provides protection to employees when they make such a disclosure.

Should an employee wish to make such a disclosure they should contact:

- internal channels (e.g Governance, CEO).
- other external channels (e.g. Crime and Corruption Commission, Anti- Discrimination Commission, Queensland Ombudsman).

- 5.2.3 If an employee reports a breach:

- Employees are required to keep the matter confidential, except as authorised by law or to enforce legal rights and participate in any potential investigation process.
- Be aware that Council does not tolerate bullying or the provision of false or misleading information used to bring someone into disrepute (i.e. those claims found to be unsubstantiated and made with the intention of causing detriment to another person).
- In a similar manner, Council does not tolerate the victimisation of, or reprisals against, employees who report a potential breach.

- 5.2.4 There are serious penalties under the *Crime and Corruption Act 2001 (Qld)* for any person who threatens, intimidates, or harasses (or attempts to do so) any person who gives evidence or helps the Crime and Corruption Commission in the performance of its functions.

5.2.5 There are also penalties under the *Public Interest Disclosure Act 2010 (Qld)* for anyone who commits a reprisal against a person who has made a public interest disclosure.

5.3 Review

5.3.1 This Code will be reviewed every two years.

5.4 Publication

5.4.1 In accordance with the requirements of the Public Sector Ethics Act 1994, the CEO will keep a printed copy of the Code available for inspection by any person in Council's Administration Centres and Council will publish the Code on its intranet site for all employees to access.

5.5 Training

5.5.1 Education and training about public sector ethics will be included as part of the employee induction process and provided as frequently as the CEO determines.

5.6 Authority

5.6.1 In accordance with Section 16 of the Public Sector Ethics Act 1994, the following consultation process was followed in the development of the Whitsunday Regional Council Employee Code of Conduct:

- Human Resources and Safety Team
- Internal Stakeholders
- Executive Leadership Team
- Chief Executive Officer

5.6.2 This Code was approved by the

- Internal Stakeholders
- Executive Leadership Team
- Chief Executive Officer
- Mayor and Councillors

5.6.3 This Code was approved by the Chief Executive Officer in accordance with section 17 of the Public Sector Ethics Act 1994.

5.7 Further Assistance

5.7.1 If employees read the Code and are still unsure of how it applies to them, it is important that they discuss this with their direct supervisor/manager. In most cases, they will be able to answer their enquiries.

5.7.2 If you have concerns about approaching any of these people, contact the next most senior person in their area.

5.7.3 Alternatively, employees may wish to contact one of the following:

- Manager Governance
- Manager Human Resources and Safety
- Crime and Corruption Commission – in relation to suspected or actual corrupt conduct

APPENDICES

Appendix A: A Guide to Ethical Decision - Making

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

Step 1: Assess the situation

- What is the aim?
- What are the facts and circumstances?
- Does it break the law 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 their obligations or responsibilities?

Step 2: Look at the situation from Council's viewpoint

- As a public official, what should you do?
- What are the relevant laws, rules, and guidelines?
- Who else should they 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?

Step 4: Consider the options

- Ask your supervisor, manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the four Principles and your obligations?
- What are the costs and long-term consequences?
- How would the public view each option?

Step 5: Choose your course of action

Make sure your actions are:

- Within your power to take, 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.
- Consistent with Council's mission, goals and values backed by advice from Council specialists, if this is appropriate.

Appendix B: Examples of Official Misconduct

The following is a list of actions or behaviours that Whitsunday Regional Council regards as official misconduct. Employees who are found to have demonstrated any of the actions or behaviours below whilst working or acting on behalf of Council may be subject to disciplinary action, which, depending on the severity of the situation, may include disciplinary action up to and including termination of employment.

1. Unsafe behaviour or work practices and/or failure to report an accident or hazard.
2. Failure to comply with the documented Council Policies or Procedures.
3. Theft/misappropriation of Council property or equipment.
4. Acts of fraud or misappropriation of any type.
5. Unauthorised or misuse of Council property or equipment.
6. Unauthorised or undesirable communication on behalf of Council.
7. Deliberate absenteeism or misuse of leave entitlements which are contrary to Whitsunday Regional Council Certified Agreement and policy/ procedure.
8. Repeated absence or late arrival without just cause which are contrary to Whitsunday Regional Council Certified Agreement and Policy/ Procedure.
9. Deliberate disruption to Council's services or operations.

10. Divulging confidential information to any unauthorised person (including the media).
11. Falsifying any official documents or records (including signing on/off records).
12. Leaving work area without permission or explanation, deliberately wasting time, loitering, or sleeping during work hours.
13. Disobedience of a reasonable and lawful instruction given by a Manager, Supervisor or authorised co-worker.
14. Reading or displaying pornographic or any other unseemly literature, including but not limited to books, magazines or electronic based documents during working hours.
15. Inappropriate or improper use of the internet and / or intranet.
16. Failure to notify Council of being indicted or charged with a criminal offence where the conduct may reasonably impact safety, performance, Council's reputation, public confidence or the employee's ability to perform their role.
17. Being convicted of a criminal offence where the conduct may reasonably impact safety, performance, Council's reputation, public confidence or the employee's ability to perform their role.
18. Harassment or discrimination in any form.
19. Being in possession of or under the influence of illegal drugs, alcohol or restricted substances whilst on duty.
20. Failure to report a breach of the Code of Conduct.
21. Accepting a bribe or inducement that would result in a benefit to the employee or associated entity or person.
22. Any comments, words, threats or acts of aggressive behaviour, emotional abuse or physical violence against a member of Council or the community. Including but not limited to use of profanities, obscene gestures or insulting remarks.
23. Fraudulent recording of timesheet or working hours.
24. Using a position of power in an abusive way.
25. Knowingly making false, misleading, malicious or vexatious statements intended to improperly damage the reputation of Council, a member of Council or the community.
26. Failure to correctly wear assigned uniform and/or correct Personal Protective Equipment.
27. Using obscene language/swearing whilst representing Council.
28. Purposefully or willfully defeating a safety device. (i.e. smoke alarm, lock out/tag out equipment, machinery guarding or other safety critical equipment).
29. Purposefully or willfully deviating from a known safety system of work or agreed safe work practice.

This list is by no means exhaustive and is intended to be indicative only.

There may be other actions or behaviours not listed here that may be managed as misconduct under the Whitsunday Regional Council Code of Conduct.

Appendix C: Official Misconduct

In the Code of Conduct for Employees the following definitions are applicable:

Conflict of Interest	A conflict of interest involves a conflict between a Council employee’s work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent). Interests can be financial, non-financial, personal, private, family or business. A real conflict of interest is a conflict between the employees’ duties and their private interests. A perceived conflict of interest is if it seems an employee’s private interests could improperly influence them at work, as judged by a reasonable person.
Corrupt Conduct	Section 15 of the <i>Crime and Corruption Act 2001</i>, defines corrupt conduct: (Corruption must be reported to the CCC) 15 Meaning of Corrupt Conduct (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (c) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment. 2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following - (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— (A) protecting health or safety of persons; (B) protecting the environment; (C) protecting or managing the use of the state’s natural, cultural, mining or energy resources;

Corrupt Conduct	(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of state assets; (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Council Employee	Any person performing work for Council (including contract employees) and including volunteers, work experience students, vacation employment students and/or any arrangement satisfying the requirements of an employee under the <i>Industrial Relations Act 1999 (Qld)</i> .
Councillor	A person elected by the community to run the Council – refer to <i>Local Government Act 2009</i> .
Customer	In relation to this code, 'customer' refers to any person with whom we may come into contact during the performance of our duties. It includes, but is not confined to, members of the public, work colleagues, persons participating in Council organised functions, and other local government employees.
EEO	Equal Employment Opportunity (EEO) is based on the principle that all employees and potential employees of Council have the right to equality of opportunity and fair treatment in employment. In practice, EEO is the establishment of working conditions, policies, practices, guidelines, and conditions which enable every individual to compete equally for recruitment, selection, promotion, transfer and to pursue careers based on merit. EEO is also about development and implementing decision-making processes, policies, practices, and conditions which ensure that all areas of employment are free from unlawful discrimination and harassment.
Environmental Harm	Is any adverse effect, or potentially adverse effect (whether temporary or permanent and of whatever magnitude, duration, or frequency) on any environmental value (<i>Environmental Protection Act 1994</i>).
Impartiality	Unbiased and not prejudiced towards or against any particular side or party.
Improper Use	Means using public resources for purposes other than official purposes. An example of improper use might be using public resources for a personal income producing activity.
Intellectual Property	Refers to an original piece of work, the results of research, an invention or the development of a product that can be protected under specific Acts and by common law. Computer software, artwork and training programs are examples of intellectual property.



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