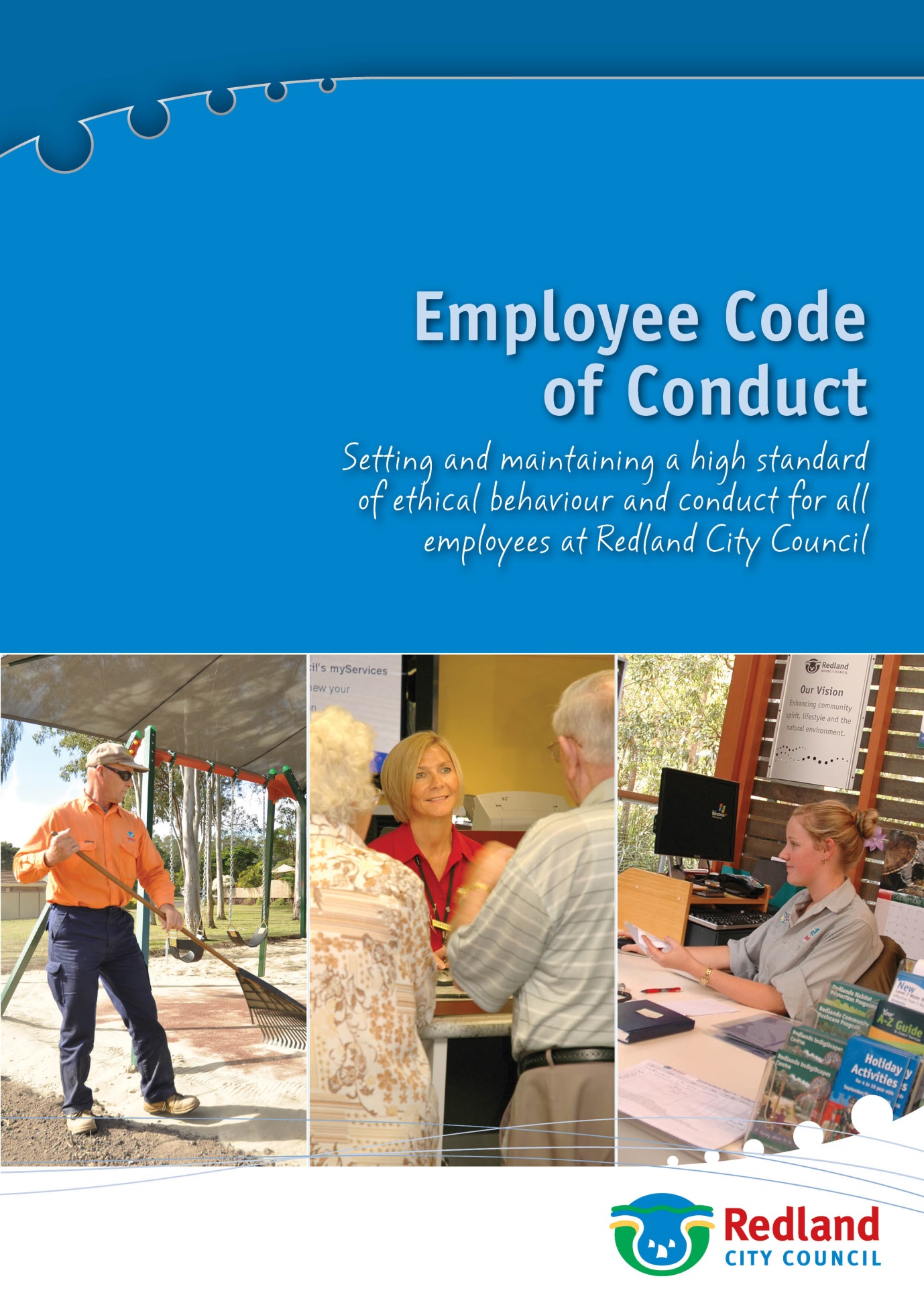
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| Supporting Document Identifier: | PAC-001-SD |
| Approved by: | Service Manager People Solutions |
| Date of Approval: | 24 August 2023 |
| Effective Date: | 24 August 2023 |
| Review Date: | 24 August 2026 |
| Version: | 6 |

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Employee Code of Conduct

1. Introducing the Code

Redland City Council is committed to conducting business ethically and believes this is critical to its success. The *Public Sector Ethics Act 1994* requires all local governments to develop codes of conduct for their employees.

Redland City Council is proud of its progressive approach, delivery of excellent customer service and the attitude and dedication of its employees. In an environment of improvement and change, this Code of Conduct is the ethical foundation on which Redland City Council strives to achieve best practice in all its activities.

This Code of Conduct is based on the four Ethical Principles contained in the *Public Sector Ethics Act 1994*. It has been designed to assist employees to understand the standards of conduct expected at Redland City Council and is also a form of protection, as it helps employees decide what they should do when faced with ethical or conduct issues.

Redland City Council’s Corporate Plan sets out a clear vision to meet the community’s needs, a mission for the organisation and values that guide employees in making decisions. Council’s values reflect our ethics.

This Code of Conduct is not an exhaustive statement and should be read in conjunction with the *Public Sector Ethics Act 1994* and the *Local Government Act 2009* (particularly Chapter 2, Part 1, Section 13 – Responsibilities of local government employees). Nothing in this Code over-rides or affects the Acts or any other law.

1. Enforcing this Code

**Meeting the requirements of the Public Sector Ethics Act 1994**

The *Public Sector Ethics Act 1994* identifies four (4) fundamental ethical principles that guide our behaviour as public officials and form the basis for a local government Code of Conduct. The four (4) principles are:

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

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. The *Local Government Act 2009* requires that a Council’s actions are consistent with the following principles:

1. Transparent and effective processes, and decision-making in the public interest.
2. Sustainable development and management of assets and infrastructure, and delivery of effective services.
3. Democratic representation, social inclusion and meaningful community engagement; and good governance of, and by, local government.
4. 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.

**The values we share as employees of Council are:**

**One team**

Collaboration drives our impact and evolution. We work and learn together.

**Serve with pride**

It's a privilege to support our community. We work hard and innovate to deliver outcomes that matter.

**Safety at heart**

Our team's safety and wellbeing are the responsibility of all of us.

So is making Council an inclusive place where everyone belongs.

**Listen and be heard**

We speak up with courage, we listen with respect.

We welcome new ideas and perspectives.

**Own it with integrity**

We must be accountable for what we do.

Our team thrives when everyone plays their part.

**Dealing with Unethical Behaviour**

### Disciplinary Action under Local Government Act 2009

1. The *Local Government Act 2009* is the primary legislation that governs the functioning and administration of Councils in Queensland.
2. The *Local Government Act 2009* provides for action against employees who behave in an unethical manner, including those who contravene an established Code of Conduct.
3. If employee decisions, actions or conduct fail to comply with the standards outlined in this Code of Conduct, employees may be subject to disciplinary action under the relevant Council guidelines and procedures.
4. Disciplinary action can include but is not limited to, statutory fines, written reprimands, warnings, dismissal, suspension or demotion. Criminal law may also apply in some cases.

### Chief Executive Officer’s Duties under the Crime and Corruption Act 2001

1. The *Crime and Corruption Act 2001* imposes a duty on the Chief Executive Officer to report all instances of suspected corrupt conduct to the Crime and Corruption Commission for investigation.

### Protection under the Public Interest Disclosure Act 2010

1. *The Public Interest Disclosure Act 2010* safeguards public officials against reprisals if they disclose unlawful and improper conduct, including breaches of this Code of Conduct. (Section 28 *Public Interest Disclosure Act 2010*)
2. It is an offence to victimise a person who has given evidence or helped the Crime and Corruption Commission (Section 212 *Crime and Corruption Act 2001*).
3. For more information employees can refer to POL-3123 Public Interest Disclosure Policy.

### Questions about Ethics

1. Employees who want to ask a question about ethical behaviour are encouraged to raise the matter with their Manager/Supervisor in the first instance and then their Group Manager, the Head of People, Culture & Organisational Performance, or their General Manager.

These fundamental principles are modelled on the four (4) principles contained in the *Public Sector Ethics Act 1994.*

**Principle 1: Integrity and Impartiality**

Employees will act and respond in an ethical, respectful, objective, and impartial manner to encourage, maintain, and promote public confidence.

**Principle 2 – Promotion the Public Good**

Employees will carry out their duties to engage, manage and be responsive to the requirements of government and to deliver and promote quality services in the public interest.

**Principle 3 – Commitment to the System of Government**

Employees will uphold the system of government and all abiding laws and act professionally and impartially in the performance of their duties.

**Principle 4 – Accountability and Transparency**

Employees will exercise diligence, care and attention to achieve high standards of public administration and the effective and efficient use of public resources.

# The Employee Ethical Principles

**3.1 Principle 1 – Integrity and Impartiality**

The *Public Sector Ethics Act 1994* states:

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

1. are committed to the highest ethical standards;
2. accept and value their duty to provide advice, which is objective, independent, a political, and impartial;
3. show respect towards all persons, including employees, clients, and the general public;
4. acknowledge the primacy of the public interest and undertake that any conflict-of-interest issue will be declared and resolved or appropriately managed in favour of the public interest; and
5. are committed to honest, fair and respectful engagement with the community.

**How this principle applies to employees:**

### Working with Customers in your Care

1. Employees must ensure that their relationship with customers is professional and respectful of their rights and dignity.
2. Employees must report to their supervisor, manager or appropriate authority any verbal or physical abuse or any action by a customer which may be considered as misconduct.

### Respecting the Rights, Dignity and Views of Others

1. In all work situations, employees will treat everyone with dignity, respect and tolerance and acknowledge that others may have views different from their own.
2. Employees must not allow personal feelings to adversely influence their judgement or decisions on work related issues.
3. Employees will make all reasonable efforts to gain an understanding and appreciation of cultural differences.
4. Employees must not use inappropriate, abusive, obscene, offensive, discriminatory, harassing, intimidating, belittling, or threatening language (either oral or written) or behaviour towards work colleagues, customers or residents.

### Managing Conflict between Public Duty and Private Interest

1. Employees must perform their duties honestly and impartially, and must avoid situations, which may compromise their integrity or lead to a perceived or actual conflict of interest.
2. Employees are required to resolve any conflicts in favour of the public interest, but in line with legislative requirements.
3. Employees must not use their official duties, powers, or status to improperly influence any decisions.
4. Employees must not ask for, or accept, an additional fee or other benefit in the performance of their duties. Employees could face a penalty under section 199 of the Local Government Act 2009 for failure to comply.
5. Employees must not make improper use of information acquired in the performance of their duties:
   1. to gain (directly or indirectly) an advantage for themselves or someone else, or
   2. to cause detriment to Council.
6. Employees must be aware of the Council Policy POL-3095 and associated Guideline regarding Confidential Information. Employees could face a penalty under section 200 of the *Local Government Act 2009* for failure to comply.

### Procedural Fairness or Natural Justice when making decisions

1. Employees have an obligation to follow the principles of natural justice and procedural fairness (an unbiased, objective, impartial process and a fair hearing) to ensure that a fair decision is made.

### Making Public Comment on Council Policy and Administration

1. Employees have the same rights as any member of the community to discuss political, community and social issues in a private capacity.
2. Employees must take any reasonable steps to ensure any comments made in the public about Council policy or administration, are represented as personal views of a private citizen.
3. Only employees that are authorised by the Chief Executive Officer can respond to media requests for comment about aspects of Council policy, its implementation or administration.
4. If an employee receives a request for information from a journalist they should redirect the inquiry to Council’s Communications, Engagement and Tourism Group.

### 3.1.6 Dealing with Conflict between Professional Codes and this Code

1. Employees should raise all concerns regarding conflict of interest between professional standards and this code with their Manager/Supervisor.
2. Where there are potential legal liability implications, the matter must be referred to the General Manager for resolution.

### 3.1.7 How to handle Gifts, Benefits and Offers of Inducement

1. Employees must not request, seek or accept any form of gift, or benefit for themselves or others from anyone who could gain by influencing the employee.
2. Employees must not seek or accept a bribe or other improper inducement or use their official position to gain advantage or to improperly influence others in the performance of their duties.
3. Employees must not give money or gifts to an executive, official or employee of any supplier, customer, or any other organisation to influence or appear to be influencing the organisation’s relationship with the Council.
4. Employees must politely refuse gifts or benefits which may bring their, or the Council’s integrity or impartiality into question.
5. Employees must notify their General Manager of any gifts (either as a single item or a number of items) valued at more than $100. The General Manager will arrange for this information to be recorded on a central register which is kept in the Office of the Chief Executive Officer.
6. If an employee is offered a gift and the gift is:
7. intended to place them under some obligation, or
8. where there is significant potential for a perception that the gift might place them under some obligation, or
9. as payment for work that employees normally carry out,

It must be politely declined and immediately disclosed to the General Manger for recording in the central register, irrespective of its value.

1. If an employee receives a gift relating to an event for which Council has given an approval (for example a permit to hold an entertainment event), the employee must advise their General Manager who will arrange for its return. The only exception to this rule would be if the event was a free event and therefore the ticket had no financial value.
2. The register of gifts will be reviewed regularly and instructions may be given to staff to decline gifts from a particular donor if there are concerns about the motivation for the giving of gifts or because of the frequency with which gifts have been offered. Employees must comply with such directions.

### 3.1.8 Outside Employment for Council Employees

1. Employees can generally undertake private employment outside their normal working hours provided that the private employment:
2. does not create a real or perceived conflict of interest.
3. has no negative effect on the performance of your official duties, including effects from a safety/fatigue management perspective and possible exacerbation of illness or injury.
4. is not likely to bring Council’s reputation into disrepute.
5. there are no conflict of interest or negative effects on the performance of their Council duties.
6. Employees must obtain written approval from their General Manager if it is likely that a reasonable person would perceive a conflict of interest for accepting employment for reward not associated with Council duties.
7. Employees should ensure that they have no unauthorised financial dealings, either as a contractor, defaulter, or consultant with Council.

### 3.1.9 Participation in Professional and Trade Union Activity

1. Employees with the approval of their Manager/Supervisor may spend time during working hours on professional and trade union activity in a manner consistent with formal agreements, Award leave provisions and Council policies.
2. Employees are required to serve and always maintain to the best of their ability, the confidence of the elected Council of the day.
3. Employees are required to serve and always maintain to the best of their ability, the confidence of the elected Council of the day.

**3.2 Principle Two - Promoting the public good**

The *Public Sector Ethics Act 1994* states:

The public sector is the way that elected representatives deliver programs and services for the benefit of the people of Queensland. Therefore, public service agencies, public sector entities and public officials:

1. accept and value their duty to be responsive to both the requirements of government and to the public interest; and
2. accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and
3. accept and value their duty to manage public resources effectively, efficiently and economically; and
4. value and seek to achieve excellence in service delivery; and
5. value and seek to achieve enhanced integration of services to better service clients.

**How this principle applies to employees**

**3.2.1 Complying with Service Delivery Standards**

1. Employees must at all times ensure the provision of quality services at value for money to our customers.
2. Employees must handle all situations in a professional and courteous manner, as customer service applies to members of the community as well as all Council employees and internal customers.

**3.2.2 Intellectual Property**

Employees must obtain written approval before arranging to publish or disclose any articles or materials produced as part of any official duties. Any original work, invention or product contributed in association with work will remain Council property.

Any matters relating to Council’s intellectual property must not be published or disclosed without appropriate authority. Employees must also respect the intellectual property rights of individuals and organisations outside Council.

**3.2.3 Ensuring Internet and social media usage is appropriate**

1. Employees must not deliberately misuse or abuse the use of the internet.
2. Council-provided internet access must follow these guidelines:
3. Always use the internet in an ethical and efficient manner,
4. An employees’ primary purpose of internet use must be for official purposes, including research and/or professional development.
5. An employee may access the internet for limited personal use provided it is infrequent, brief and does not impact on Council services.
6. Employees must not use social media in a way that would bring Council into disrepute, imply council endorsement of personal views, engage in online arguments or disclose confidential information.
7. Employees must not use the internet unlawfully to:
   * 1. download information from the internet in breach of copyright laws.
     2. access inappropriate internet sites.
     3. download and distribute illegal material from the internet.
     4. illegally access (”hack” into) any other computer
     5. steal confidential data.
     6. send defamatory, harassing, offensive or discriminatory messages, or;
     7. conduct your own private business or host your own private web page.

**3.3 Principle Three - Commitment to the system of government**

The *Public Sector Ethics Act 1994* states:

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:

1. accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government.
2. are committed to effecting official public sector priorities, policies and decisions professionally and impartially.
3. accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

Subsection 1. does 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.

***How this principle applies to employees:***

**3.3.1 Obligations to Disclose Fraud, Corruption, Criminal or Unethical Behaviour**

1. Employees will take the appropriate action to prevent, and to report to the Chief Executive Officer or Crime and Corruption Commission or other entity any suspected fraud, corruption, criminal or unethical conduct by any other employee.
2. Employees are required to assist by making available all relevant information and by co-operating in any investigation and should refer to section 28 of the *Public Interest Disclosure Act 2010*.
3. Reporting fraud, corruption, criminal or unethical behaviour provides a vital service to Council.
   1. An employee who makes an honest report will be protected and supported by Council in accordance with the procedure requirements under the *Public Interest Disclosure Act 2010*.
4. Fraud includes, but is not confined to:
   1. All behaviour by which one person or a group of people intends to gain a dishonest advantage over another.
   2. Obtaining money, assets, services or information that would otherwise be denied, or, causing a loss of these items to the Council or to another party.
   3. Concealment by falsification, defacement, destruction or the deliberate creation to mislead in an account, record or document (including those held on electronic data);
   4. Fraud includes petty theft, pilfering, extortion, corruption, embezzlement, forgery, unfair competition, commercial espionage, secret commissions, impersonation and deception.
   5. Employees are involved in fraud where they deliberately over charge a third party for the benefit of Council.

**3.3.2 Considering the Law, the Corporate Plan and Policies**

Employees must consider the laws, strategic and operational risks, the corporate plan, policies, guidelines, procedures and work instructions relevant to Council and their group in conducting their duties and ensure that action and decisions are based on these.

**3.3.3 Notification of a Conviction under Law**

Employees are required to notify their General Manager or delegated officer without delay if they have been convicted of any offence under law, which may impact their ability to perform the inherent requirements of their role.

**3.3.4 Complying and Dealing with Instructions**

1. Employees are expected to comply with all lawful and reasonable instructions related to their work.
2. Employees have the right to seek clarification of an instruction, but not to cause an instruction to be ineffective by delay or failure to comply with some part.
3. Employees are entitled to decline from complying with an instruction which appears to be unethical, unlawful or unreasonable.
4. Where this happens the matter must be reported to the Manager/Supervisor who must be provided with the opportunity to respond.
5. Employees are generally obliged to carry out such instructions pending consideration of their objection unless the instruction is manifestly unlawful or unreasonable or could endanger a person’s health or safety.

**3.3.5 Being aware of Copyright legislation**

1. Employees must ensure they are aware of copyright restrictions placed on documents, publications, audio-visual material, and computer software in use throughout Council.
2. Employees must be aware of the Right to Information Act 2009 and Information Privacy Act 2009 which provides the right for people to apply for access to Council documents.

**3.3.6 Respecting Employee’s Civic Duties**

1. Employees are supported in undertaking their civic duties such as:
2. Jury Service
3. Performing Commissioner for Declarations or Justice of the Peace roles
4. State Emergency Service and Counter Disaster roles
5. Defence Service reservist roles

**3.4 Principle Four - Accountability and transparency**

The *Public Sector Ethics Act* 1994 states:

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

1. are committed to exercising proper diligence, care and attention.
2. are committed to using public resources in an effective and accountable way.
3. are committed to managing information as openly as practicable within the legal framework.
4. value and seek to achieve high standards of public administration.
5. value and seek to innovate and continuously improve performance.
6. value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

***How this principle applies to employees:***

**3.4.1 Responsibilities relating to Health, Safety and Wellbeing, Security, and the Environment**

1. Employees must take all reasonable steps to ensure their own health, safety, and wellbeing in the workplace, as well as that of others, the community, and customers.
2. Employees must comply with any reasonable instruction, policy or guideline relating to health and wellbeing, at Council.
3. Employees have a legal obligation to protect the environment and must not carry out any activity that causes or is likely to cause environmental harm. That includes:
   1. Reporting the disposal of a hazardous substance into a natural waterway.
   2. Ensuring environmental procedures are followed within their designated areas.
4. Employees must protect Council’s interest by:
   1. Wearing their identification and security card which is visible at all times while at Council facilities.
   2. Presenting their identification and security card on demand to any person while on official duty anywhere in the city.
   3. Reporting any suspicious persons, situations or activities to their Manager/Supervisor; and
   4. Ensuring that visitors are accompanied at all times while in Council buildings or facilities.

### Use of Alcohol and Other Drug Use

1. Employees must ensure that the personal use of alcohol and other drugs (including prescription drugs) does not adversely affect their work performance and the health, safety, and wellbeing of themselves and others, or the integrity of Council.
2. Employees are not to consume alcohol while undertaking work for Council or while representing Council.
3. It is a criminal offence to possess or use illegal drugs.

### Managers’ and Supervisors’ Responsibilities

1. Managers and Supervisors are obligated to:
2. Acknowledge their employees’ accomplishments and provide feedback where appropriate.
3. Empathise how others feel and respond with empathy so as to build trust and improve communications.
4. Execute their specific health, safety, and wellbeing responsibilities detailed in Council’s Health, Safety, and Wellbeing Management System.
5. Where appropriate, involve others in their teams in the decisions that affect them to encourage innovation, build commitment and a collaborative spirit that inspires people to put their best efforts into their work.
6. Where appropriate, share the rationale or the reasons behind a decision or offer background on a policy or process change.
7. Share their thoughts, experiences, opinions, feelings, and ideas about specific work situations and encourage mutual confidence.
8. Reasonably support employees to access training to develop their skills and knowledge by reasonably keeping up to date with advances and changes in technology and any legislation and policy updates relevant to their work.
9. Set a good example and encourage ethical behaviour.

### Communications between Councillors and Employees

1. Employees in their official Council positions must communicate with Councillors in accordance with the “Acceptable Requests Guidelines – Requests by Councillors for Assistance or Information GL-3125-002” approved by the Council.
2. Employees must not approach Councillors on any work-related matter or complaint and must discuss the matter with their Manager/Supervisor in accordance with the approved grievance resolution process.

### Developing Skills and Knowledge

1. Employees must ensure that they continue to develop their skills and knowledge by reasonably keeping up to date with advances and changes in technology and any legislation and policy updates relevant to their work.

### Keeping Full and Accurate Records

1. All employees are responsible and accountable for making and keeping full and accurate corporate records.
2. In accordance with the *Public Records Act 2002* all employees who create or receive records as part of any business activity undertaken must register these records into either the corporate recordkeeping system Objective), or other corporate recordkeeping system in accordance with approved Policy and Procedures.
3. Employees must take all reasonable steps to ensure that the information that is captured is relevant, complete, meaningful, and accurate.

### Keeping Information Confidential

1. Employees must not improperly use or make available non-public or confidential Council information, data, documents and files.
2. Employees must take all reasonable action to protect such information in their possession or control it from unauthorised access or release, or improper use.
3. Employees must refer external requests for access to non-public documents or data promptly to the Right to Information team.
4. Section 200 of the Local Government Act 2009 provides a penalty for the improper use of information by a Council employee.

### Maintaining Dress and Personal Standards

1. Employees must maintain their clothing and personal hygiene to a standard that ensures a professional image of Council at all times.
2. Employees must take into consideration the following factors when deciding on the standard of clothing required:
   1. Functions performed.
   2. Public perceptions and expectations.
   3. Occupational health and safety.
   4. Cultural diversity.
   5. Local community standards; and
   6. Climatic conditions.

For employees who are provided with or have purchased a corporate uniform, the uniform should be worn complete and in good order.

### Using Council Resources for official purposes

1. Employees must ensure Council resources are used for official purposes and the purposes for which they were provided and intended.
2. Employees must treat all Council resources with care and ensure they are given adequate protection to avoid waste, misuse, theft or being used improperly.
3. Employees must return all Council resources upon termination or separation from Council.
4. Council resources are not to be used for private purposes unless authorised by policy, guidelines or the written approval of the Chief Executive Officer.
5. Any approval for private use does not include uses to maintain or support a personal private business for personal gain or profit.
6. The use of Council resources for private purposes on a cost recovery basis will not be permitted.
7. The use of Council resources without authority or in an inappropriate manner or perceived as misuse of Council resources is a breach of employee’s obligations under this code and therefore may result in disciplinary action.

# For Further Information

**4.1 Legislation**

Refer to [Legislation Queensland](http://www.legislation.qld.gov.au/) to access the below.

*Anti-Discrimination Act 1991*

*Crime and Corruption Act 2001*

*Crime and Corruption Regulation 2015*

*Disability Services Act 2006*

*Right to Information Act 2009*

*Industrial Relations Act 2016*

*Industrial Relations Regulation 2018*

*Information Privacy Act 2009*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Records Act 2002*

*Public Records Regulation 2014*

*Public Interest Disclosure Act 2010*

*Public Sector Ethics Act 1994*

*Public Sector Ethics Regulation 2010*

*Workers Compensation and Rehabilitation Act 2003*

*Workers Compensation Regulation 2014*

Work Health and Safety Act 2011

Workplace Health and Safety Regulation 2008

Worksafe Codes of Practice

**4.2 Plans, Policies and Guidelines**

**Plans**

Corporate Plan

Operational Plan

Equal Employment Opportunity Plan

**Policies**

IM-008-P Information Privacy Policy ([A196553](https://edrms-prd.rccprd.redland.qld.gov.au/id:A196553/document/versions/published))

GOV-002-P Access to Information Policy ([A7447845](https://redlandcitycouncil.sharepoint.com/sites/GOV/Lists/Policies%20Admin%20Directives%20Guidelines%20Procedures%20an/DispForm.aspx?ID=203&e=4fHWdp))

HSW-001-P Work Health, Safety and Wellbeing Policy ([A196589](https://edrms-prd.rccprd.redland.qld.gov.au/id:A196589/document/versions/published))

**Corporate Information Resources Management**

IM-001-002-G Security Management Guideline ([A7450091](https://redlandcitycouncil.sharepoint.com/sites/GOV/Lists/Policies%20Admin%20Directives%20Guidelines%20Procedures%20an/DispForm.aspx?ID=294&e=SCIhz0))

ENG-002-004-G Use of Social Media Guideline ([A214704](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214704/document/versions/published))

IM-005-002-G Use of IM Loan Pool Equipment Guideline([A214665](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214665/document/versions/published))

IM-003-003-G Email Guideline ([A214691](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214691/document/versions/published))

IM-010-001-G Telecommunications Usage Guideline ([A214690)](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214610/document/versions/published)

**Human Resource Management**

PAC-001-006-G Discrimination, Sexual Harassment and Workplace Bullying Guideline ([A255310](https://edrms-prd.rccprd.redland.qld.gov.au/id:A255310/document/versions/published))

PAC-010-017-G Workplace Investigations Guideline ([A214625](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214625/document/versions/published))

PAC-001-063-G Managing Unsatisfactory Performance ([A214620](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214620/document/versions/published))

PAC-001-073-G Uniform Guideline ([A7088518](https://edrms-prd.rccprd.redland.qld.gov.au/id:A7088518/document/versions/published))

**Risk Management**

RAL-001-003-GAdministration and Issue of Identification Cards ([A214589](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214589/document/versions/published))

RAL-001-004-G Wearing of Official Personal Identification ([A7086983](https://edrms-prd.rccprd.redland.qld.gov.au/id:A7086983/document/versions/published))

RAL-001-A Enterprise Risk Management Administrative Directive ([A196619](https://edrms-prd.rccprd.redland.qld.gov.au/id:A196619/document/versions/published))

RAL-001-F Enterprise Risk Management Framework ([A3058498](https://edrms-prd.rccprd.redland.qld.gov.au/id:A3058498/document/versions/published))

**Workplace Health and Safety**

All associated Guidelines, Procedures, Safe Work Procedures and Methods

HSW-001-043-G Alcohol and other Drugs Guideline (A[214592)](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214592/document/versions/published)

Hsw-001-064-002-PR Impairment from Medication Management Procedure ([A280233](https://edrms-prd.rccprd.redland.qld.gov.au/id:A280233/document/versions/published))

HSW-001-065-002-PR Smoke Free Workplaces Procedure ([A280195](https://edrms-prd.rccprd.redland.qld.gov.au/id:A280195/document/versions/published))

**Workers Compensation Self-Insurance Licence**

RAL-001-002-G Workplace Injury Rehabilitation Guideline ([A3156730](https://edrms-prd.rccprd.redland.qld.gov.au/id:A3156730/document/versions/published))

RAL-002-002-G Workers’ Compensation Minor Medical and Rehabilitation Appointments Lost Time Guideline ([A214682](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214682/document/versions/published))

**Staff Passenger and Vehicle Fleet**

FLT-001-A Staff Passenger Vehicle Fleet Administrative Directive ([A7484011](https://edrms-prd.rccprd.redland.qld.gov.au/id:A7484011/document/versions/published))

FLT-001-002-G Work Related Road Safety ([A214668](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214668/document/versions/published))

**Councillors**

GOV-004-004-GAcceptable Requests Priority Guideline ([A3169496](https://edrms-prd.rccprd.redland.qld.gov.au/id:A3169496/document/versions/published))

**Conduct and Performance of Councillors**

[Code of Conduct for Councillors in Queensland](https://www.dlgrma.qld.gov.au/__data/assets/pdf_file/0017/45170/code-of-conduct-for-queensland-councillors.pdf)

**Complaints Management Process**

GOV-014-PComplaints Management Policy ([A6408218](https://edrms-prd.rccprd.redland.qld.gov.au/id:A6408218/document/versions/published))

**Corporate Purchasing Policy**

PRC-001-SD Procurement and Contract Manual ([A214677](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214677/document/versions/published))

PRC-001-003-G Fuel Card Use ([A214600](https://edrms-prd.rccprd.redland.qld.gov.au/id:A214600/document/versions/published))

### Document Control

Only the ELT member (of the relevant Department) can approve amendments to this document.

Any requests to change the content of this document must be forwarded to relevant Group Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

**Version Information**

| **Version number** | **Date** | **Key Changes** |
| --- | --- | --- |
| 2 | April 2012 | * Amendment of Public Sector Ethics Act 1994 * Referral to new policy POL-3123 – Public Interest Disclosure Policy |
| 3 | October 2015 | * Administrative amendment of Crime and Corruption Act 2001 and reference for the related Commission * Administrative amendment to Head of Human Resources title. * Administrative change to title Communication, Engagement and Tourism Group * Administrative change to information management system to Objective * Administrative changes to citations of relevant acts and regulations * Administrative changes to citations of related Policies and Guidelines * Administrative change to update change to Council Values |
| 4 | June 2016 | * Administrative change to amend incorrect approval reference at 3.4.4 from “Chief Executive Officer” to reference “Council”. |
| 5 | August 2016 | * Administrative change to amend title page to remove date and Policy reference number from image. * Administrative change to amend incorrect reference at 2.2.2 a. from “official misconduct” to “corrupt conduct” to reflect terminology in the *Crime and Corruption Act 2001*. * Administrative change at 3.1.5 to include example of compliance. * Administrative change to amend incorrect reference at 3.3.1 a. from “Crime and Misconduct Commission” to “Crime and Corruption Commission” for consistency with renaming under the *Crime and Corruption Act 2001*. * Administrative change to seventh bullet point example under 3.4.9 at page 27 from “… videos should not be loaded and stored …” to “… videos must not be loaded or stored …” in accordance with internal audit recommendation. |
| 6 | August 2023 | * Remove old Values and inserted New RCC Values. * Replaced references to Human Resources with People, Culture & Organisational Performance. * Amended Gifts section as there was a minor update to the Gifts Guideline (GOV-006-001) * Amended Work Health and Safety section to align terminology WHS policies and procedures * Removal of examples under each Principle * Removal of Ethical Decision-Making Model attachment * Revised secondary employment provision to expand on conflict of interest considerations * Administrative change to updated RCC policy references and new titles * Administrative change to Industrial Relations Act from 1999 to 2016 |

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