
Code of Conduct Policy

CONTROL:

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Authorised by:	Council
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Responsible Officer:	Chief Executive Officer
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1. INTRODUCTION

1.1 PURPOSE:

Council's Code of Conduct (Code) provides a set of standards and behaviours related to the way we do our jobs. It puts a responsibility on each employee to use sound judgment.

1.2 POLICY OBJECTIVES:

The objective of Council's Code of Conduct is to set up standards and rules to govern the way workplace participants behave. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethical principles. By consistently applying these ethical principles and standards, we enhance public trust and confidence in all of us.

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 you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your workmates, your team leader/ supervisor/ manager and by Council.

A guide for ethical decision making is included at Appendix A, to help you in situations not covered in the Code.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Code of Conduct policies of Council (whether written or not).

1.4 SCOPE:**To whom does the Code apply?**

The Code applies to all Council employees, contractors, sub contractors and agency resources, regardless of their employment status, role or position – e.g. permanent, temporary, casual or part-time employees, student placement, managers, direct supervisors, team members or individuals. They will be collectively referred to in this policy as 'workplace participants'.

All workplace participants, must be familiar with, and follow the spirit and content of the Code.

This Code does not apply to Councillors, who have specific conduct obligations under the Local Government Act 2009 (the Act).

When does the Code apply?

The Code is concerned with our conduct as public officials, and behaviour as individuals at work, and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of the Diamantina Shire Council

2. POLICY

2.1 POLICY STATEMENT:

Council aims to conduct its business with integrity, honesty and fairness and to comply with all relevant laws, regulations, codes and corporate standards.

Everyone working for the Council must seek to achieve the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels and ensure appropriate action is taken to prevent fraud and corruption.

Council actively supports, encourages and develops its employees to help them become the best they can be. In doing so, Council ensures that all employees continue to provide excellent customer service.

The following ethical principles, combined with Council's corporate values, form the basis of the Code. The four principles are:

1. Integrity and Impartiality
2. Promoting the Public Good
3. Commitment to the System of Government
4. Accountability and Transparency

Nothing in this Code interferes with employee's rights as a private citizen or ratepayer.

3. STANDARDS AND PROCEDURES

3.1 SPECIFIC AND STANDARD

3.1.1 FURTHER ADVICE

- If you read the Code and are still unsure of how it applies to you, remember there is a FAQs section in Appendix B.
- If you are still unsure, it is important that you discuss this with your direct supervisor or manager. In most cases, they will be able to answer your questions.
- If you have concerns about approaching any of these people, contact the next most senior person. Alternatively you might wish to contact the CEO:

Chief Executive Officer
(07) 4746 1600 ceo@diamantina.qld.gov.au

3.1.2 REPORTING A POSSIBLE BREACH OF THE CODE

- Council requires all workplace participants to comply with the basic conduct standards in this Code. A breach of the Code damages business effectiveness, public perception of Council and interpersonal work relationships. Any act, or lack of action, by an workplace participant that contravenes this Code may result in Council taking disciplinary action that may include dismissal, legal action or criminal prosecution.
- All workplace participants are required to report a possible breach of the Code. The Chief Executive Officer has a duty to notify the Crime and Corruption Commission of suspected Official Misconduct, and notify the Queensland Police Service of loss as a result of a criminal offence. Protection is available to employees and any person making a Public Interest Disclosure in accordance with the Public Interest Disclosure

Act and the Public Interest Disclosure Policy. People will be treated fairly and in line with Council policies during the assessment, investigation, and resolution of a breach.

- A possible breach of the Code should be made to your supervisor or line manager, or:

Chief Executive Officer
(07) 4746 1600 ceo@diamantina.qld.gov.au

- Alternatively, some breaches may be made to a relevant external agency:

Crime and Corruption Commission
(07) 3360 6060 mailbox@ccc.qld.gov.au
Ombudsman
1300 362 072
Indigeneous Line 1800 060 789
Anti-Discrimination Commission
1300 130 670. <http://www.adcq.qld.gov.au>

- Workplace participants must maintain confidentiality and discretion about reports relating to breaches to ensure, amongst other things, that efforts to obtain the truth and the reputations of innocent parties are not jeopardised. Allegations or comments made by workplace participants through the media on matters of alleged breaches of the Code by other workplace participants are generally damaging to the interests of Council and others concerned and are not condoned.

3.1.3 TRAINING

- In accordance with the Public Sector Ethics Act 1994, appropriate education and training about public sector ethics will be offered at induction and as frequently as the Chief Executive Officer determines.

3.1.4 AUTHORITY

- In accordance with Section 16 of the Public Sector Ethics Act 1994, the following consultation process was followed in development of this Code:
 - Corporate and Community Services Manager
 - Internal Stakeholders
 - Employees who were asked to consult their unions
 - Chief Executive Officer
- This Code was approved by the Chief Executive Officer in accordance with Section 17 of the Public Sector Ethics Act 1994.

3.1.5 RESPONSIBILITIES

- All workplace participants are required to comply with this Code of Conduct Policy

3.1.6 REPORTING REQUIREMENTS

- The Public Sector Ethics Act 1994 obliges Council to furnish certain information in the Annual Report about the development and implementation of this Code.

3.1.7 LEGAL PRINCIPLES

- The Public Sector Ethics Act 1994 identifies four ethics principles fundamental to good public administration that guide our behaviour as Public officials and form the basis for a local government Code of Conduct. The four principles are shown below, together with a list of the relevant Conduct Standards covered in this Code, for ease of reference.
 - integrity and impartiality;
 - promoting the public good;
 - commitment to the system of government; and

- accountability and transparency.

Integrity and Impartiality	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 on decision-making	Fairness to suppliers	Acting in accordance with delegations and signing documents for Council	Diligence, care and attention
Accepting Gifts and Benefits	Public money	Raising concerns	Attendance at and absence from duty
Employment outside Council	Intellectual property	Privacy	Self-development
Advice given to elected officials	Concern for the environment		Workplace health and safety
External activities			
Behaviour towards each other			
Non-discriminatory workplace			
Sexual and other forms of Workplace Harassment			

- 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 Act requires that a council's actions are consistent with the following local government principles:
 - transparent and effective processes, and decision-making in the public interest;
 - sustainable development and management of assets and infrastructure, and delivery of effective services;
 - democratic representation, social inclusion and meaningful community engagement;
 - good governance of, and by, local government; and
 - ethical and legal behaviour of councillors and local government employees.
- These legislated principles, together with Council's corporate values (shown below), form the basis of this Code. They apply to all workplace participants and guide our thinking, actions and decision-making.

3.1.8 OUR MISSION

- Council's mission is to serve and advocate on behalf of the shire community and to provide residents and visitors with continually improving services and infrastructure, which are socially, economically and environmentally sustainable, in order to further enhance the quality of life.

3.1.9 OUR CORE VALUES

- Innovation and Continuous Improvement
 - Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach we are continually improving our performance and service delivery
- Quality
 - Council is committed to ensuring quality output by providing the organisation with resources which facilitate excellence in performance, commitment and service delivery.

- Accountability
 - Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.
- Teamwork
 - We recognise the importance of maintaining a creative and responsive work environment in which the Community, Councillors, Management and Staff, work constructively together in a spirit of teamwork, trust and loyalty.

4. ETHICAL PRINCIPLES AND STANDARDS OF CONDUCT

4.1 ETHICS VALUE 1: INTEGRITY AND IMPARTIALITY

- Integrity and impartiality (Section 6 of the Public Service Ethics Act 1994) is defined as an obligation in the following terms:
- 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—
 - are committed to the highest ethical standards; and
 - accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and
 - show respect towards all persons, including workplace participants, clients and the general public; and
 - acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
 - are committed to honest, fair and respectful engagement with the community.

4.2 STANDARDS OF CONDUCT

- Operationally, this requires the following standards of behaviour:

4.2.1 Conflicts of interest

- When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties.
- A Conflict of Interest involves a conflict between your official duties and responsibilities in serving the public interest and your 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.
- If you believe you have a Conflict of Interest, whether real, potential or perceived, you must promptly tell your team leader/ supervisor/ manager. Your team leader/ supervisor/ manager will then provide further direction on how to resolve the matter giving rise to the conflict of interest.
- Until the matter is resolved, you must not be part of any decision-making processes related to the matter.
- If you feel you have a Conflict of Interest between professional and corporate values, discuss it with your team leader/ supervisor/ manager.
- In general, managers are to determine the extent of any conflict of interests and direct the action to be taken to resolve the conflict of interest.
- Senior staff including the CEO must ensure that personal interests are recorded in their Register of Interests where required by Chapter 5, Part 5 of the Local Government (Operations) Regulation 2010.

4.2.2 Influences on decision-making

- You must not influence any person in an improper way with the aim to obtain personal advantage or favours.
- All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record keeping and showing how decisions were made.
- You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.
- Appendix A - A guide to ethical decision-making has more information about how to undertake ethical decision-making.
- You must ensure that any contact with lobbyists complies with any Council Policy I and the requirements of the Integrity Act 2009 (as outlined at Appendix C).

4.2.3 Acceptance of Gifts and benefits

- Occasionally you may be offered gifts or benefits from people with whom you do business.
- Pursuant to section 199(3) of the Local Government Act 2009, it is an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. However, section 199(3) does not apply to remuneration paid by Council or a benefit that has only a nominal value.
- The acceptance of Gifts or Benefits of a nominal value may be permitted in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a real, potential or perceived Conflict of Interest or be seen to be receiving a bribe.
- The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced. For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment.
- All offers of gifts or benefits are to be reported to the CEO or delegate, regardless of if they are accepted or not. The decision as to whether a Gift is retained by the employee concerned or dealt with in some other way is at the discretion of the Chief Executive Officer.
- Senior staff including the CEO must ensure that gifts are recorded in their Register of Interests where required by Chapter 5, Part 5 of the Local Government (Operations) Regulation 2010.

4.2.4 Employment outside of Council

- It is not Council's intention to stop people from holding secondary employment over and above your official duties as a Council employee. Council employees (including the Chief Executive Officer) can hold concurrent employment subject to the following:
 - The employee shall seek prior written approval from the Chief Executive Officer. Approval will not be unreasonably withheld.
 - That no Conflict of Interest exists or develops, between your official duties and the other work, e.g.: a building surveyor performing similar or building work within the Shire.
 - Employees shall not conduct business, trade or employment, which would interfere with the ethical performance of official duties and would give rise to a conflict of interest. That your private employment has no effect on the performance of your official duties. This includes effects from a safety/fatigue management perspective, e.g.: regularly working night shift in another job and reporting to Council duty with little or no sleep.
 - That your private employment does not involve use of Council resources (physical, technological or intellectual).
 - Pursuant to section 198 of the Local Government Act 2009, where you seek to be employed by more than one local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.
 - Although you do not need written approval, if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements.

If you are unsure, you should discuss this with your team leader/ supervisor/ manager.

- You must ensure that your work outside Council continues to meet the requirements above, that is the onus is on the employee to advise when/if circumstances change.
- If unsure of your responsibilities, you should notify the Chief Executive Officer of the circumstances and the Chief Executive Officer will make a decision.

4.2.5 Public Comments on Council Business

- As members of the wider community, Council employees have the right to make public comment and enter into debate on political and social issues.
- However, Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments. As a general rule, only Councillors' comment publicly on Council business, and employees can make no comment to the media about a Council related matter without the express consent of the Chief Executive Officer or the Mayor.
- A public comment made in a private capacity may give rise to a wrong perception that it is in some way an official Council comment, in which case it could interfere with the implementation or administration of a Council decision.
- If you are asked to comment on any Council matter via the media or even on the Internet, you should first refer to Council's policies and/or talk to your team leader/ supervisor/ manager.
- You must also ensure that to the extent you collect, handle or give access to personal information, you comply with the [Privacy Principles](#) outlined under the Information Privacy Act 2009.

4.2.6 Advice given to Elected Officials

- Communication between Councillors and employees must be in accordance with the Acceptable Request Guidelines Policy. Council employees must give elected members (Councillors) advice that is thorough, responsive, objective, independent, apolitical and impartial so that Councillors can make decisions and carry out their community responsibilities.
- If you believe there is conflict between a request from an elected official and Council policies, you must discuss this with your team leader/ supervisor/ manager.

4.2.7 External Activities

- Council supports and is committed to ensuring all staff are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause either a Conflict of Interest, and/or unduly restricts the performance of your official duties with Council.
- You must not allow your involvement in any external organisation to intrude upon your duty, as a Council employee, to give sound advice to Council that is objective, independent, apolitical and impartial.
- You 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.
- If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.
- You must not use your role in Council, Council information or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation. You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

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

4.2.8 Behaviour Towards Each Other

- 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 at work and when dealing with ratepayers and the public generally.
- Council values diversity, and expects all its workplace participants to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature.
- Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow workplace participants and actively and willingly take part in team activities (e.g. meetings).

4.2.9 Non-discriminatory workplace

- 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:
 - race/ethnicity;
 - gender;
 - national origin;
 - marital status;
 - sexual preference/lawful sexual activity;
 - age;
 - disability/impairment, including infectious disease;
 - industrial/employment activity;
 - physical features;
 - pregnancy;
 - family responsibilities;
 - religious beliefs;
 - political conviction;
 - breast feeding; or
 - gender identity.
- As an employee of Council you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have an obligation to report such actions to your supervisor or manager, or if such action involves your supervisor or manager, another senior officer. Cases of unlawful discrimination may lead to disciplinary action taken against the offending employee.

4.2.10 Sexual and other forms of Workplace Harassment

- Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council. See Council's Workplace Bullying and Harassment Policy.
- As an employee of Council it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. You have a joint responsibility to respect the rights of fellow workplace participants, 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.

- Some examples of behaviour which may constitute either sexual harassment or workplace bullying includes:
 - 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 a personal appearance;
 - Distribution or display of sexually explicit material (including through email) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons;
 - Persistent questions about a person's private life;
 - Personal comments about appearance, size, clothing;
 - Demands for sexual favours, either directly or by implication;
 - Unwanted and deliberate physical contact;
 - Indecent assault, rape and other criminal offences.

4.3 ETHICS VALUE 2: PROMOTING THE PUBLIC GOOD

- Promoting the public good (Section 7 of the Public Sector Ethics Act 1994) is defined as an obligation in the following terms:
- 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 effecting 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.

4.4 STANDARDS OF CONDUCT

- Operationally, for you this requires the following standards of behaviour

4.4.1 Customer service

- As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.
- All Council employees serve ratepayers directly or indirectly. If your 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.
- You are expected to treat complaints from customers, ratepayers, and the community or fellow workplace participants seriously and respond to constructive feedback as an opportunity for improvement.
- Customers have a right to complain or criticise Council. Council expects its workplace participants to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague, or a team leader/ supervisor/ manager. Council will support any employee who believes they are under threat from a member of the public.
- Council's image can be impacted by the presentation of staff. Council requires its office-based workplace participants to appear neat and tidy and maintain a

professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your manager. Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration (other than alterations designed to ensure a proper fit) and ensure that uniforms are clean and tidy. If you are a manager you are expected to ensure that staff are appropriately presented at all times.

4.4.2 Fairness to suppliers

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

4.4.3 Public money

- You must maintain high standards of accountability if you collect and use public money.
- You are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers or other vouchers.
- Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Councils Entertainment and Hospitality Expenses Policy.

4.4.4 Intellectual property

- Council expects its workplace participants to ensure that their actions do not breach or infringe the Copyright Act 1968, by unlawfully using the intellectual property of any individual or organisation.
- You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it. Similarly you 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 you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.
- Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other agencies information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your team leader/ supervisor/ manager.

4.4.5 Concern for the environment

- We all share the responsibility 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, e.g.: taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region.

- In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

4.5 ETHICS VALUE 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—
 - accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government; and
 - are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
 - accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.
- This 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.

4.6 STANDARDS OF CONDUCT

- Operationally, for you this requires the following standards of behaviour

4.6.1 Acting within the law

- As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.
- You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/ supervisor/ manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.
- If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your manager. Such disclosure shall be treated as confidential.

4.6.2 Acting in accordance with delegations and signing documents for Council

- If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the Chief Executive Officer you must ensure there exists an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power.
- The following persons are the only persons who may sign a document on behalf of Council:
 - the Mayor;
 - a delegate of Council; or
- a Councillor or Council employee who is authorised, in writing, by the Mayor to sign documents.

4.6.3 Raising concerns

- You have the right to comment on or raise concerns with your team leader/ supervisor/ manager about Council policies, practices or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and

take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

- When raising complaints or grievances, workplace participants are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's Grievance Resolution policy.
- You are required to comply with that instruction until your objection is determined except where the instruction is manifestly unlawful or unreasonable, or the implementation of the instruction could have immediate or irreversible serious adverse consequences, for example, could endanger the safety of a person's life.

4.6.4 Privacy

- Council maintains information about individuals, businesses and commercial issues that is private and sensitive and which could be harmful to a person's interest if released. Workplace participants should only access personal information and records they require to perform their official Council duties.
- Workplace participants must ensure that the collection, storage and use of personal information are done so in accordance with the Privacy Principles outlined pursuant to the Information Privacy Act 2009.
- As a general rule you 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 you comply with Council policy in relation to maintaining privacy of personal information.
- It may be appropriate to share information based on your personal and professional experience, e.g.: in government seminars or training programs. However in sharing your experiences, you must ensure that where personal information is involved, you don't breach Council's privacy obligations. You may breach this obligation even if comments are made or personal information other than your own is shared in your personal life, including via social media outlets such as Twitter, Facebook, MySpace.
- 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; and
 - Council wishes to keep confidential
- Personal and other information may on occasion be sought from Council by an employee or other members of the public pursuant to the Right to Information Act 2009. If such a request is made of you, you must ensure that you refer such requests to the Chief Executive Officer to be properly considered.

4.7 ETHICS VALUE 4: ACCOUNTABILITY AND TRANSPARENCY

- Accountability and transparency (Section 9 of the Public Sector Ethics Act 1994) is defined as an obligation in the following terms:
- In recognition that public trust in public office requires high standards of public administration, public service agencies, public sector entities and public officials—
 - are committed to exercising proper diligence, care and attention; and
 - are committed to using public resources in an effective and accountable way; and
 - are committed to managing information as openly as practicable within the legal framework; and
 - value and seek to achieve high standards of public administration; and
 - value and seek to innovate and continuously improve performance; and

- value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

4.8 STANDARDS OF CONDUCT

- Operationally, for you this requires the following standards of behaviour:

4.8.1 Using Council assets

- Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All workplace participants share the responsibility for looking after them.
- If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.
- You must ensure that you use Council assets only for official Council business, unless your manager has granted approval in writing.
- You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.
- You can use telephones on a limited basis for local calls that you cannot make conveniently outside working hours.
- If you use Council vehicles or a Council issued mobile telephone for non-official purposes, you must ensure that your use is not for any illegal purpose and in accordance with Council policy.
- Council allows limited personal use of electronic mail and Internet browsing, subject to and in accordance with Council policy. Limited personal use means use that is infrequent and brief, and is performed during your non-paid time, that is, before and after work or during meal breaks. Please refer to the definition of Limited Personal Use for more information on what is allowed.
- Upon your employment terminating with Council, you must return all Council property and work-related documents immediately.

4.8.2 Diligence, care and attention

- Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:
 - maintaining punctuality and not being absent from your work station/location during work time without reason;
 - giving priority to official duties over personal activities during work time;
 - ensuring you do not undertake personal work during work time;
 - not wasting time chatting about personal matters and interrupting other staff;
 - helping Council achieve its mission and goals by acting to improve systems and practices;
 - conducting yourself in a way so others gain confidence and trust in the way Council does business;
 - not allowing your conduct to distract or prevent others from working;
 - not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.
 - If you are responsible for managing or supervising others, you must also ensure that:
 - you model the values and principles outlined in this Code and ensure that workplace participants within your area of responsibility understand and comply with the Code;
 - you do not come under a financial obligation to any employee you supervise or manage;
 - your work and the work of those you supervise contribute to the achievement of Council's goals;

- employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, employees are given training opportunities to assist them in developing their careers;
- workplace participants are provided with information that is vital for effective work performance;
- the opinions of workplace participants are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- workplace participants who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on time sheets and pay summary reports; and
- appropriate action is taken if breaches of this Code occur.

4.8.3 Attendance at and absence from duty

- You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.
- Council's operational efficiency depends on your punctuality and attendance at your work station/location. If you are unavoidably detained please advise your team leader/ supervisor/ manager as soon as reasonably possible before your expected start time.
- Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

4.8.4 Self-development

- All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.
- Council will assist you 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.

4.8.5 Workplace health and safety

- As Council workplace participants we are all committed to zero harm in the way we conduct our business and Council activities.
- Council will endeavour to ensure that persons are free from:
 - death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
 - the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.
- You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow workplace participants and members of the public. As a worker you have the following obligations at the workplace:
 - to comply with the instructions given for workplace health and safety at the workplace by Council;
 - to use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
 - not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
 - not to wilfully place at risk the workplace health and safety of any person at the workplace;

- not to wilfully injure yourself.
- You also have a duty to:
 - identify hazards and manage risks to health and safety;
 - perform all work safely and follow safe work practices;
 - report any incidents or hazards immediately and support investigations;
 - take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements;
 - participate in rehabilitation and return to work programs if required.
- We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public, and ensure the health and safety of all workplace participants. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety. See Council's Drug and Alcohol Policy.
- As such you must not:
 - use, possess or be impaired by the effects of illegal drugs whilst on duty;
 - come to work impaired by the effects of alcohol or drugs;
 - consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy;
 - gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
 - undermine Council's service to customers by leaving your work station/location in order to smoke. Smoking is only permissible during meal breaks; and
 - smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 4 metres of any part of an entrance to an enclosed place (See Council's Smoking Policy).

5. REFERENCE AND SUPPORTING INFORMATION

5.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.
Act	means the Local Government Act, unless it is otherwise specified
Advice	includes access to, or copies of, files, records, documents, data and other forms of information, and opinions or recommendations.
Agency resources	(sometimes referred to as "contractors" or "agency temps") are not Council employees. Agency resources are workers who have the following characteristics: <ul style="list-style-type: none"> ● are workers engaged through a contractual arrangement where a third party organisation (intervening legal entity e.g. a company structure) is mandatory. The contract will often nominate the specific person(s) to undertake the assignment; ● work under direction or supervision of Council personnel usually on a time and materials basis; ● are procured and payments to their Agency are managed through the Procurement System; ● can be thought of as a "non-employee workers"
Benefit	means something that is similar to a Gift in that it is of value to the recipient, but it is less tangible in nature, e.g.: <ul style="list-style-type: none"> ● a new job or promotion ● preferential treatment ● access to confidential information

	<ul style="list-style-type: none"> • property, advantage or service • anything that is for a person's good • the causing of detriment or harm • direct or indirect benefit, relief or abstention from direct or indirect benefit, or promise of direct or indirect benefit; and covers - • any gifts, gratuities, remuneration, allowances, fees, subsidies, considerations, incentives, discounts or entry fees, memberships or loans provided under special conditions
Bribe	includes a benefit (including property) given to, conferred upon or procured for a councillor or employee (or promises to do so) with a view to influencing the councillor or employee in the discharge of his or her duty, to neglect his or her duty, or using or taking advantage of his or her office to facilitate the commission of an offence.
Chief Executive Officer	includes a person acting in that position at the time
Confidential information	is information that is classified as 'confidential' by the adopted policy of Council; and includes information that is confidential to the Council and that the Council wishes to keep confidential.
Conflict of interest	<p>means 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).</p> <ul style="list-style-type: none"> • A real conflict of interest is a conflict between the employee's duties and their private interests. For example - Ron is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel. • A perceived conflict of interest arises where a person is likely to believe an employee's private interests could improperly influence them at work. Such a perception is judged having regard to what a fair and reasonable member of the public could be expected to believe. <i>For example – Jane works for Council as a community grants funding program manager. On the weekend she plays tennis with the director of a community organisation applying for funding through the funding program Jane is managing. A reasonable person is likely to believe that Jane could be improperly influenced by the relationship she has developed with the director at tennis.</i> <p>Types of interests – interests can be financial, non-financial, personal, private, family or business.</p> <p>A financial interest is when the employee could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel. For example - Kim is involved in assessing quotes for work with Council, and her partner works for a company that is tendering for work.</p> <p>Some examples of non-financial interests are below.</p> <ul style="list-style-type: none"> • You work in the strategic procurement area and one of your regular fishing friends asks you to keep an eye on his tender application. • You work in the funding application area and you are also president of a local group applying for funding from Council. • You work in the development applications area and your children's school will be affected by a new development and the development proposal has been submitted to Council for approval.
Contractors	Includes any person or directly contracted by or Council or any employees of an organisation contracted by Council. This includes all contractors on Council's Approved Contractor lists for Trade Services and Intermittent
Corruption	includes Official Misconduct (defined below) and refers to the misuse of one's position/power to gain personal advantage. For example, this includes the receipt of cash monies by employees of Council in connection with their position, role or duties from any member of the public.

Councillor	is a person elected by the community (including the Mayor) to run the Council - refer Local Government Act 2009.
Customer	in relation to this Code, 'customer' refers to any person with whom workplace participants may come into contact during the performance of their duties. It includes, but is not confined to, members of the public, work colleagues throughout Council and other local government employees.
delegation	refers to a formal transfer of certain powers and responsibilities of a senior officer to subordinate officer/s
Equal Employment Opportunity (EEO)	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 training based on merit.
Employee	is any person performing work for Council including contract employees, volunteers, work experience students, vacation employment students and/or any arrangement satisfying the requirements of an employee under the Industrial Relations Act 1999 (Qld).
Environmental harm	is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value (Environmental Protection Act 1994).
Faithfully	refers to the common law duty of service owed by an employee to an employer. This includes, for example, the responsibility to respect the legitimate interests of the employer and to carry out lawful directions
Fraud	includes the broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by employees (internal fraud) or by people outside Council (external fraud). For example, deliberately falsifying or incorrectly completing council forms or correspondence, to mislead others as to the true events or facts.
Gift	means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.
Help	includes assistance and service
Indictable offence	means a crime or misdemeanour for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment
Intellectual property	means an invention, original work, the results of scientific research or a product development, which can be protected.
Indictable offence conviction	means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an Indictable offence.
Impartiality	refers to the political convention of the "Westminster" tradition of democratic government and public administration of a politically non-partisan public sector. This means, for example, that a public official will implement the policies of the government regardless of which political party is the government.
Limited personal use	Use that is infrequent and brief and is performed during the employee's non-paid time. That is, before and after work or during meal breaks. <ul style="list-style-type: none"> • Use that does not breach this Code, Council policy, Public Sector Ethics Act 1994 (Qld), Local Government Act 2009 (including Regulations) (Qld),, Crime and Misconduct Act 2001 (Qld) or related State and Federal legislation and regulations. • Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development. • Personal use refers to personal related activities which do not interfere with the operations of the Council. • Examples of permitted limited personal use of the internet include:

	<p>(a) internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;</p> <p>(b) participation in approved online training or personal development programs;</p> <p>(c) sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.</p> <ul style="list-style-type: none"> • Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include: <ul style="list-style-type: none"> (a) gambling (including gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping); (b) games (including traditional board games, card games and role playing games, for example, Solitaire and World of Warcraft); (c) participation in online auctions (including eBay); (d) dating (including the use of online dating services); (e) downloading and storage of music, video files and pictures (including the use of YouTube, iTunes, Napster, BitTorrent and similar sites/programs); (f) accessing social networking sites (including Facebook, Twitter, MySpace and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/ supervisor/ manager; (g) accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.
Obligation	refers to the general, moral and legal duty to take reasonable care to avoid causing harm to oneself, another person, property or the environment.
Policies	refers to guiding principles that specify the direction or stance the Council wishes to take on certain issues.
Procedures	refer to an action or set of actions and processes, developed by Employees, needed to effectively execute the policy of Council.
Public interest	refers to the central idea of the concept of responsible public service, deriving from the Westminster tradition. In general, to act in the public interest means to act in accordance with the law and the policy objectives of the elected Council.
Public resources	refers to property, equipment, money and other assets that have been provided by customers; for example rate income received by Council to operate its services including that provided for salaries.
Manager	includes a person acting in that position at the time
Misuse	(resources) refers to mistreating or not looking after a public resource or using public resources for purposes other than official purposes.
Official Misconduct	<p>means wrongdoing by a public sector official in carrying out their official duties or exercising their powers. It must involve one of the following:</p> <ul style="list-style-type: none"> • dishonesty or lack of impartiality; • a breach of the trust put in a person by virtue of their position; or • a misuse of officially obtained information. <p>It must also be a criminal offence or serious enough to justify dismissal of the person from their position.</p>
Public official	means an employee of Council
Reportable gift	<p>or benefit refers to a gift or benefit that an Employee is expected to report to the Chief Executive Officer and be recorded in the gift register. This includes;</p> <ul style="list-style-type: none"> • Property of a presentational or charitable nature or otherwise over the value of \$50 • The provision of services free of charge or at a reduced rate over the value of \$100

	<ul style="list-style-type: none"> Loans of money; the sale of real property where the sale price is below market valuations Hospitality, including meals, entertainment and accommodation, and travel over the value of \$100 Multiple gifts which one person has made in any one financial year where the aggregate value of the individual gifts exceeds \$100.
System of government	upholds the laws of Queensland and Australia and carries out official decisions faithfully and impartially.
Staff	refers to an employee of Council
Summary conviction	means a summary conviction of an Indictable offence by a Magistrates Court.
Supervisor	is an officer who supervises others. The term includes the Chief Executive Officer, directors and managers.

5.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Appendix A – A Guide for Ethical Decision Making
Appendix B - FAQs
Appendix C – Contact with Lobbyists
Copyright Act 1968
Crime and Misconduct Act 2001
Drug and Alcohol Policy
Information Privacy Act 2009
Integrity Act 2009
Local Government Act 2009
Public Sector Ethics Act 1994
Right to Information Act 2009
Smoking Policy
Workplace Bullying and Harassment Policy

5.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date
Version 1 - Original	October 20 2014, Minute No. 2014.10.20-OM-15
Version 2	January 16 2017; Minute No. 2017.01.16-OM-7

APPENDIX A - A GUIDE TO ETHICAL DECISION-MAKING

Step 1: Assess the situation.

- What is your 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 your 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 you consult?

Step 3: How would others see your actions?

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

Step 4: Consider the options.

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

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 manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists, if this is appropriate

APPENDIX B – FAQs

The questions and responses below are provided as a general guide to assist you with applying the ethical principles or standards of conduct in the Code.

Does the Code apply if I am on leave?

The Code continues to apply where your conduct during leave may negatively impact on the integrity of Council or your ability to resume duties at the completion of your leave.

Does the Code apply after work hours?

As a local government employee, you have a responsibility to conduct yourself in a manner that will not undermine public confidence in the integrity of Council.

What do I do if I may have breached the Code?

If you think that you have breached the Code, you are urged to report it as soon as possible to your line manager or the Chief Executive Officer. The fact that you have reported it yourself, and the ability for Council to reduce the damage done, is a big factor in your favour and will be taken into consideration.

Can I use Council's purchasing price to order products from a supplier for my personal use?

No. The principle of integrity is breached if you accept this benefit, and in doing so you may have influenced the supplier in an improper way to obtain advantage.

If there is discarded or obsolete equipment in my work area, can I take it home for personal use if my supervisor has mentioned it to me?

Taking the equipment, even if it appears to be of low value, is not permitted without written authorisation from an appropriate level of a manager or the Chief Executive Officer. The principle of economy and efficiency is breached if Council assets are taken without authority, misused or wasted.

A supplier has invited me to lunch to discuss the purchase agreement for new equipment for my work area. Can I accept and should I allow the supplier to pay for the lunch?

Hospitality from suppliers to staff that procure, manage, maintain or use equipment may be provided to influence future decisions, and can lead to allegations of corruption.

With the approval of your manager or the Chief Executive Officer, it may be possible for you to attend. You must be clear that your decision-making process is fair and transparent. Accepting a benefit that would create a conflict of interest should not improperly influence you.

I have seen plans for an upcoming project involving Council, which is still being developed and has not been publicly announced. Can I mention the details to my sister who might have an interest in becoming a supplier to the project?

If the information is not public, it is not to be disclosed to anyone who does not need to know of it to perform their duty to Council. Releasing confidential information that you have become aware of through your employment with Council may compromise the principle of integrity. This also includes information about costs of goods or services, or tender bids. In the situation described, it may also be a conflict of interest should you or your family member benefit from the information you provided.

I would like to write to my local Councillor in relation to the condition of the road surface in my street. Am I able to do so?

Yes, you have the right to do so as a private individual. However, it would not be appropriate or necessary to make reference to your status as a Council employee. In doing so, it may be an actual or perceived attempt to use your position with Council to influence a decision.

APPENDIX C – CONTACT WITH LOBBYISTS

The following guide is designed to help you deal with lobbyists appropriately and in compliance with provisions of the Integrity Act 2009.

1. Contact by Registered Lobbyists

Councillors and Council employees who receive contact from a lobbyist must establish whether the lobbyist is registered. The Lobbyist Register may be viewed at:

<http://lobbyists.integrity.qld.gov.au/who-is-on-the-register.aspx>

Councillors and Council employees who receive contact by a registered lobbyist must create a record of that contact and forward the following core information to the Chief Executive Officer.

- Date of Contact
- Name and title of Councillors and Council employees present
- Name and title of Lobbyist/s present
- Name and title of Lobbyist's clients/s present
- Method of contact (e.g. telephone call)
- Purpose of contact (e.g. follow up of progress with application)
- Brief description of issue
- Outcome of contact

2. Contact by Unregistered Lobbyists

Councillors and Council employees must not engage in lobbying activity with unregistered lobbyists. If you reasonably believe someone is an unregistered lobbyist and undertaking a lobbying activity, please follow the below steps:

- Advise the person (in a professional manner) that you believe that:-
 - (a) This contact may be a "lobbying activity" under the Integrity Act 2009;
 - (b) You are required under that Act to seek some clarification as to the person's standing as a unregistered lobbyist under the Integrity Act 2009;
 - (c) You can no longer discuss with this person any lobbying activity matters, but you can assist with any "unrelated lobbying activity" discussions.
- Make a note of the person's details and circumstances of the lobbying activity (i.e. time, date and place of incident, who were the people involved in the incident and how you believe this was a "lobbying activity");
- Report the matter (including a copy of your notes of the incident) to Chief Executive Officer; and
- Discontinue contact with the person on any "lobbying activity", until the matter is resolved. This does not mean you cannot assist the person with other "unrelated lobbying activity" matters.