

## ECQ Fact Sheet: Electoral Officials and Professional Standards of Conduct

### *Code of Conduct for the Queensland Public Service*

Any Electoral Commission of Queensland (ECQ) employee whether permanent, temporary, full time, part-time or casual is subject to the *Code of Conduct for the Queensland Public Service* (Code of Conduct).

Whether a person in the ECQ is employed under the *Public Service Act 2008*, the *Electoral Act 1992*, the *Local Government Electoral Act 2011* or is a volunteer, contractor, consultant or anyone who works in any other capacity for the ECQ then all such persons are subject to the standards of conduct contained in the Code of Conduct.

The Code of Conduct contains the ethics principles and their associated values prescribed in the *Public Sector Ethics Act 1994* and contains specific standards of conduct for each ethics principle.

The fundamental principles of ethical behaviour that underpin the Code of Conduct are:

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

Below are extracts of the standards of conduct, contained in the Code of Conduct under each set of principles and values, that help all ECQ employees to understand how we put the ethics principles and values into practice.

You can view the full set of the standards of conduct and supporting information on obligations at [Code of Conduct](#).

#### **Integrity and impartiality**

##### [Declare and manage conflicts of interest](#)

To manage a declare conflicts of interests we must:

- always disclose a personal interest that could, now or in the future, be seen as influencing the performance of our duties
- actively participate with the ECQ to develop and implement resolution strategies for any conflict of interest; and
- ensure that any conflict of interest is resolved in the public interest.

##### [Demonstrate a high standard of workplace behaviour and personal conduct](#)

To demonstrate a high standard of workplace behaviour and personal conduct we must:

- treat co-workers, clients and members of the public with courtesy and respect, be appropriate in our relationships with them, and recognise that others have the right to hold views which may differ from our own
- ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment
- ensure our fitness for duty, and the safety, health and welfare of ourselves and others in the workplace, whether co-workers or clients
- ensure our private conduct maintains the integrity of the public service and our ability to perform our duties
- comply with legislative and/or policy obligations to report employee criminal charges and convictions.

#### **Promoting the public good**

##### [Commit to excellence in service delivery](#)

To demonstrate our commitment to excellence in service delivery we must:

- deliver services fairly, courteously, effectively, and ensure we use resources efficiently and economically
- assist all members of the community, particularly people with disabilities, those who speak languages other than English, and those who may find it difficult to access government services
- treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

## **Commitment to the system of government**

### **Commit to our roles in the public service**

To demonstrate our commitment to our role at the ECQ we must:

- accept that the elected government has the right to determine policy and priorities
- be responsive to the government of the day and implement decisions and policies professionally and impartially
- comply with the laws of State, Australian and local governments
- comply with all relevant awards, certified agreements, subsidiary agreements, directives, whole-of-government policies and standards
- adhere to the ECQ's regulatory controls, policies, procedures, guidelines and values.

## **Accountability and transparency**

### **Ensure diligence in public administration**

To ensure our diligence in public administration we must:

- apply due care in our work, and provide accurate and impartial advice to all clients whether members of the public, public service agencies, or any level of government
- treat all people equitably and consistently, and demonstrate the principles of procedural fairness and natural justice when making decisions
- exercise our lawful powers and authority with care and for the purpose for which these were granted
- comply with all reasonable and lawful instructions, whether or not we personally agree with a given policy direction.

### **Ensure appropriate use of official resources, public property and facilities**

To ensure appropriate use of official resources, public property and facilities we must:

- be economical, and avoid waste and extravagance in the use of public resources for proper purposes
- use any public resource in accordance with official policies
- purchase, manage and care for public resources in accordance with official policies
- responsibly utilise human assets such as corporate knowledge and intellectual property, as public resources.

### **Ensure appropriate use and disclosure of official information**

To ensure appropriate use and disclosure of official information we must:

- treat official information with care and use it only for the purpose for which it was collected or authorised
- store official information securely, and limit access to those persons requiring it for legitimate purposes
- not use confidential or privileged information to further personal interests.

## **Breaches of the Code of Conduct**

While the ECQ will make every effort to provide employees with information, access and training about the Code of Conduct, it is an employee's responsibility to be familiar and observe all the mandatory standards of behaviour.

If it is alleged or suspected that your conduct may have breached the Code of Conduct, the matters will be assessed and determined in accordance with the ECQ's disciplinary processes.

Possible sanctions for breaches of the Code of Conduct include reprimand, deduction from an employee's salary of an amount not exceeding \$1,000, forfeiture or deferment of a salary increment and dismissal. The *Electoral Act 1992*, *Local Government Electoral Act 2011*, *Referendums Act 1997* and the *Criminal Code Act 1899* contain restrictions on the actions of electoral officials with criminal offences relating to the administration of elections.

Breaches of the Code of Conduct that may constitute criminal offences may be referred to the Queensland Police Service. Breaches that amount to corrupt conduct must be referred to the Crime and Corruption Commission.

If you have any questions regarding this Fact Sheet, please speak to your supervisor/manager in the first instance or contact Human Resources at [HumanResources@ecq.qld.gov.au](mailto:HumanResources@ecq.qld.gov.au).