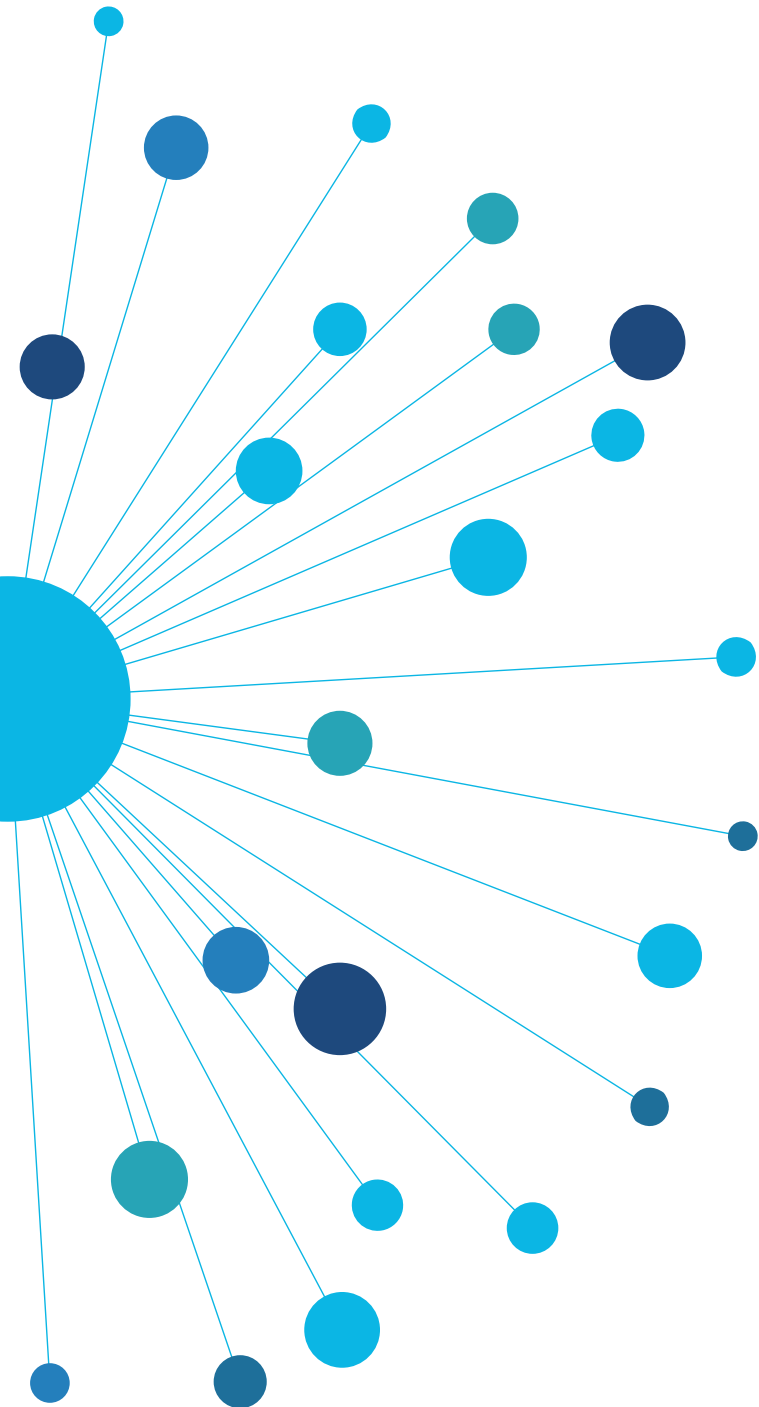


Queensland Independent
Remuneration Tribunal

Code of Conduct



Application

The *Public Sector Ethics Act 1994* (the Act) applies to public sector entities, public service departments, agencies and offices, local government organisations and other public sector organisations such as universities.

Under the Act a code of conduct is to be prepared for all public sector entities. Public sector entities are defined as an entity established under an Act or under state or local government authorisation for a public, state or local government purpose.

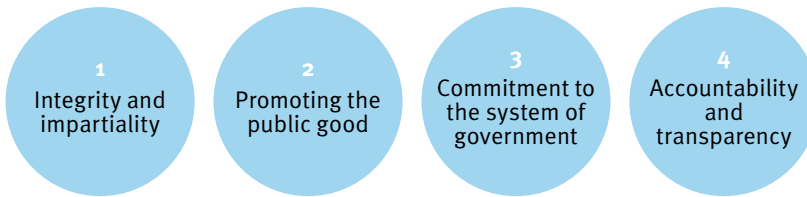
The purpose of this Code is to provide specific guidance and establish standards of conduct for the Queensland Independent Remuneration Tribunal (the Tribunal) consistent with the ethical principles and values provided for in the Act.

The Tribunal was established by the *Queensland Independent Remuneration Tribunal Act 2013*. Appointed members of the Tribunal are known under the Act as public officials. The Code applies at all times when members of the Tribunal are performing official duties for the Tribunal.



2 How this Code works

The Code contains the ethics principles and their associated set of values prescribed in the Act. It also contains standards of conduct for each ethical principle. The ethical principles are:



The Tribunal regards these as the fundamental principles of ethical behaviour essential to robust public sector integrity and accountability.

Each principle is strengthened by the set of values describing the behaviour that will demonstrate that principle. The principles and associated values are equally important.

The standards of conduct follow under each set of principles and values. The standards are not intended to cover every possible scenario, rather they provide practical guidance. Therefore, in adhering to the Code, members of the Tribunal are committed to upholding the intention and spirit of the principles and values.

As well as upholding the principles, values and complying with standards of conduct set out in this Code, the Tribunal will also comply with all relevant legislation, awards, certified agreements, subsidiary agreements, directives, whole-of-government policies and standards.

Principles

- Contained in Section 4 of the *Public Sector Ethics Act 1994*
- Basis of good administration

Values

- Contained in Part 3, Division 2 of the *Public Sector Ethics Act 1994*
- Provides a detailed explanation of the principles

Standards of Conduct

- Statements that reflect and support the values and principles

Using this Code

The Code describes how members of the Tribunal will conduct themselves in performing the functions of the Tribunal, set out in the *Queensland Independent Remuneration Tribunal Act 2013*.

Chair

As the leader, the Chair has a responsibility to visibly demonstrate and uphold the principles and values of the Act. The Chair's role is to promote a culture that values high ethical standards and behaviour.

The Chair openly demonstrates their conscious commitment to ethics by communicating the importance of ethical decision-making and promoting ethical behaviour in the work of the Tribunal.

Appointed members

Members of the Tribunal take personal responsibility to uphold this Code and demonstrate the principles and values of the Act by the way in which duties are performed.

Members recognise that each can demonstrate ethical leadership in how the role is performed, and as such their conduct is a statement of commitment to the people of Queensland and their elected representatives.

Upholding this Code

As part of demonstrating commitment to uphold this Code, members understand that they have individual and collective responsibilities to identify and report conduct to the relevant authority that is not consistent with this Code.

The Chair has a responsibility to make fair, transparent and consistent decisions regarding any allegations of behaviour that does not uphold this Code.

For more information

If you need assistance about how this Code relates to you, please contact the Tribunal Secretariat. Additional supporting information can be accessed at www.ethics.qld.gov.au.

Principles and values

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—

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

Standards of conduct

1.1 Commit to the highest ethical standards

Members of the Tribunal recognise that as public officials we are required to ensure that our conduct meets the highest ethical standards when we are fulfilling our responsibilities.

1.2 Manage conflicts of interest

As public officials we are committed to demonstrating our impartiality and integrity in fulfilling our responsibilities. We will:

- a. disclose interests in accordance with Section 17 of the *Queensland Independent Remuneration Tribunal Act 2013*;
- b. actively participate with the Secretariat in developing and implementing resolution strategies for any conflict of interest;
- c. ensure that any conflict of interest is resolved in the public interest.

1.3 Manage participation in external organisations

Our work as a public official does not remove our right to be active privately in a professional organisation. However, if we are participating in such activities in the public arena, where we may be identified as a public official, this could give rise to a perception of conflict of interest. If this situation arises, we will declare and manage our activities in accordance with our agency's policies.

1.4 Demonstrate a high standard of behaviour and personal conduct

We have a responsibility to always conduct and present ourselves in a professional manner, and demonstrate respect for all persons, whether fellow Tribunal members, stakeholders or members of the public. We will:

- a. treat fellow Tribunal members, stakeholders 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;
- b. ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment;
- c. ensure our fitness for duty, and the safety, health and welfare of ourselves and other Tribunal members;
- d. ensure our private conduct maintains the integrity of the public service and our ability to perform our duties;
- e. comply with Section 16 of the *Queensland Independent Remuneration Tribunal Act 2013* in relation to disclosing changes in criminal history.

2 Promoting the public good

The *Public Sector Ethics Act 1994* states:

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—

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

Standards of conduct

2.1 Commit to excellence in service delivery

Members of the Tribunal recognise their responsibility to:

- a. deliver services fairly, courteously, effectively, and ensure we use resources efficiently and economically;
- b. communicate reports and findings in a manner that is accessible by all members of the community including people with disabilities;
- c. consider correspondence from the community in a respectful and timely manner.

2.2 Ensure appropriate community engagement

We have a responsibility, where appropriate and in accordance with our official duties, to:

- a. listen and respond to issues and concerns raised by individuals or communities;
- b. consult with the public to assist in the development of public policy;
- c. assist in raising community awareness about public issues and policies.

3 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—

- a. accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government;
- b. are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
- c. 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 sector 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.

Standards of conduct

3.1 Commit to our roles in public service

Members of the Tribunal recognise their role is to perform the functions of the Tribunal, set out in the *Queensland Independent Remuneration Tribunal Act 2013*, regardless of the elected government's political complexion. We will:

- a. accept that the elected government has the right to determine policy and priorities;
- b. be responsive to the government of the day and implement decisions and policies professionally and impartially;
- c. comply with the laws of state, Australian and local governments;
- d. comply with all relevant awards, certified agreements, subsidiary agreements, directives, whole-of-government policies and standards;
- e. adhere to the policies and organisational documents of our administering agency.

4 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—

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

Standards of conduct

4.1 Ensure diligence in public administration

Members of the Tribunal understand that they have an obligation to seek to achieve high standards of public administration and perform our duties to the best of our abilities. We will:

- a. apply due care in our work and provide accurate and impartial advice;
- b. treat all people equitably and consistently;
- c. exercise our lawful powers and authority with care and for the purpose for which these were granted;
- d. comply with all reasonable and lawful instructions, whether or not we personally agree with a given policy direction.

4.2 Ensure appropriate use of official resources, public property and facilities

We are accountable for all resources that we use in the course of our duties. We will:

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

4.3 Ensure appropriate use and disclosure of official information

The public has a right to know the information that is created and used by the Tribunal. This right is balanced by necessary protections for certain information, including personal information.

Information privacy legislation protects against the misuse of personal information and we have an obligation to ensure the lawful collection and handling of personal information.

We will continue to respect the confidentiality of official information when we leave our position on the Tribunal.



Contact us

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