

CODE OF CONDUCT

MINISTERIAL STAFF MEMBERS

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Message from the Premier of Queensland

Our government will work hard for Queenslanders, providing stability and governing with integrity. We will be accountable for our actions.

As Ministerial staff members, you play an important role in our democratic process, supporting Ministers to perform their functions and deliver on our government's agenda. In this role, the importance of integrity and transparency cannot be overstated.

You have the opportunity to be part of significant policy decisions in service to the government and to Queensland. With this comes an unwavering obligation to uphold the highest standards of integrity, and to always act in the public interest.

The *Code of Conduct - Ministerial Staff Members* sets a high standard for ethical behaviour expected in Ministerial offices and provides guidance to support a culture of integrity, respect, transparency and accountability within our workplace.

As Ministerial staff members, I expect each of you to be familiar with and commit to the high standards set in the Code.

I expect you to support one another and always treat others with respect and courtesy in performing your duties. This applies to your interactions with one another, the public sector and the broader Queensland community.

I encourage you to exemplify the best qualities of public service in all you do and to encourage those around you to also strive for the highest standards of ethical conduct and public service.

By being our best, treating others respectfully, listening to our community and working together, we will uphold integrity and govern for all Queenslanders on the priorities that matter to them.

DAVID CRISAFULLI MP

PREMIER AND MINISTER FOR VETERANS

Introduction

From time to time, in our roles, we come across situations where we are uncertain what behaviour is appropriate under the circumstances. The Code has been developed to provide you with a clear understanding of the standards of conduct expected when performing your duties as a ministerial staff member and to help you determine what is appropriate behaviour.

Framework for ethical conduct

The Code does not attempt to provide an exhaustive list of what to do in all situations, instead the Code represents a broad framework of ethical conduct that you have an obligation to uphold.

The Code also provides the basis for disciplinary action for those who fail to meet their obligations.

The Code outlines the ethics values and provides examples of the standards of behaviour expected of ministerial staff members. The ethics values and standards of conduct relate to the six work performance and personal conduct principles prescribed in the *Ministerial and Other Office Holder Staff Act 2010* (MOOHSA):

1. acting honestly, fairly and in the public interest; and
2. ensuring the effective, efficient and appropriate use of public resources; and
3. interacting with public service employees respectfully, collaboratively and with integrity; and
4. observing all laws relevant to the staff member's employment; and
5. ensuring the staff member's personal conduct does not reflect adversely on the reputation of his or her employing member; and
6. complying with any code of conduct that applies to the staff member.

The ethics values stated in the *Public Sector Ethics Act 1994*¹ apply to ministerial staff members². However, the ethics values about providing advice, or acting in relation to policies, priorities and decisions apply to ministerial staff members only to the extent they may reasonably be expected to honestly and properly carry out their functions assisting their Minister³.

About the Code

What will this Code do for me?

This Code will:

- inform you of the standards of conduct expected from you
- promote respectful workplace practices and interactions with others, including other ministerial staff members, the public sector, stakeholders and the community
- promote positive behaviours in accordance with the expectations of high ethical standards in the Queensland Government
- provide a guide to identify and resolve situations that could result in:
 - conduct that breaches your contractual obligations
 - corrupt conduct
 - unauthorised release of official information
 - conflicts of interest.

¹ Part 3, division 2 *Public Sector Ethics Act 1994*

² Section 17(1) *Ministerial and Other Office Holder Staff Act 2010*.

³ Section 17(2) *Ministerial and Other Office Holder Staff Act 2010*.

- ensure that embarrassment is not brought upon the Queensland Government because of a lack of understanding of the ministerial standards of conduct
- assist you to act in ways that enhance the positive public perception of and confidence in the Queensland Government.

At all times under the provisions of the Code, you are expected to conduct yourself in a manner that does not discredit:

- individual ministerial staff members, having regard to their official position in the Ministerial Office
- the reputation of your Minister and the government.

It is your responsibility as a ministerial staff member to familiarise yourself with the Code and observe its provisions.

Who must comply with the Code?

All ministerial staff members must comply with the standards of conduct of this Code, which are based on the work performance and personal conduct principles in the [MOOHS](#) and the ethics values in the [Public Sector Ethics Act 1994](#).

When does the Code apply to me?

The Code applies continuously throughout the entire period of your ministerial employment, including periods of leave and off-duty times.

Ethical Dilemmas – deciding the right course of action

Public sector ethics concerns how you should behave as a public official. In most circumstances, the answer should be clear. In situations where the answer is not clear or there is some ethical dilemma refer to “A Model for ethical decision making”.

A model for ethical decision making

Ask yourself these six questions:

1. Is the action legal and consistent with Government policy?
2. Is it consistent with the *Code of Conduct - Ministerial Staff Members*?
3. Is it the ‘right’ thing to do? (What is your ‘gut feeling’?)
4. What will the consequences be for –
 - the Minister?
 - your colleagues?
 - others?
 - yourself?
5. Can you provide sound reasons for your decision or action?
6. What would happen if your conduct was subjected to public scrutiny?

What happens when I leave the Ministerial Office?

If you leave your ministerial position to work elsewhere, you have a legal obligation to respect the confidentiality of information and ownership of intellectual property to which you had access in the course of your work here. Unless otherwise authorised, when you cease duty with the Ministerial Office, you cannot take any resources such as articles, processes and materials produced as part of the official functions of your employment or download information.

Refer also to Principle 4 and the compliance with post separation employment restrictions.

What happens if I breach the Code?

Situations may arise where your conduct or that of others appears to be inconsistent with the Code. This may be as a result of a genuine mistake or a deliberate action. You will not be adversely treated where your conduct reflects a genuine attempt to meet the spirit of the Code.

Breaches of the standards of conduct contained in the Code may be addressed under the provisions of your employment contract.

Breaches that could constitute criminal offences and/or corrupt conduct may be referred to the police and the Crime and Corruption Commission.

Corrupt conduct is defined at section 15 of the *Crime and Corruption Act 2001*. Such breaches must be referred to the Director-General, Department of the Premier and Cabinet and/or referred directly to the Crime and Corruption Commission.

Under certain circumstances, breaches may be reported to the Queensland Ombudsman who investigates administrative actions of agencies under the *Ombudsman Act 2001*.

Should I report a breach of the Code?

Yes. If you become aware of or suspect a ministerial staff member has breached the Code, you must report the matter. This includes any complaint against another ministerial staff member that you may have received from any person inside or outside the Ministerial Office.

Similarly, you have an obligation to report any of your conduct that breaches the standards contained in the Code.

Breaches must be reported to your Chief of Staff or any other appropriate senior staff member. If the matter relates to the Chief of Staff, you should raise the matter with the Premier's Office. You will not suffer discrimination for reporting suspected misconduct.

The *Public Interest Disclosure Act 2010* (PID Act) offers some protection from reprisal for ministerial staff members who make public interest disclosures. The PID Act imposes penalties on anyone who takes detrimental action against a person making a public interest disclosure.

Refer also to Principle 6 – Complying with any code of conduct that applies to a ministerial staff member.

The role of Ministers and senior ministerial staff members

As senior leaders, Ministers and Chiefs of Staff have a responsibility to demonstrate their conscious commitment to ethics by communicating the importance of ethical decision making in the workplace and promoting ethical conduct in day-to-day actions.

Chiefs of Staff are responsible for day-to-day management of the office and ministerial staff members and have a responsibility to demonstrate their conscious commitment to a respectful workplace and to promote appropriate standards of conduct in day-to-day actions.

If you are a Chief of Staff, you should closely observe your workplace to ensure appropriate standards of behaviour and provide constructive support at all times. If you become aware of inappropriate conduct, you are required to address the situation.

Where can I go for advice?

Usually, your Chief of Staff will be able to help if you have any questions regarding the principles and values, or the contents of this Code. If you are unsure whether your conduct or proposed conduct, or conduct of another ministerial staff member, is contrary to the Code, you should seek advice from your Chief of Staff before allowing that conduct to continue. If this is not practical or comfortable for you, you may also wish to contact the Director, Ministerial Services.

Who decides if a breach of the Code has occurred?

The Director-General, Department of the Premier and Cabinet or their delegate will assess whether a ministerial staff member's conduct meets the expected standards of this Code. Appropriateness of a ministerial staff member's conduct is determined having regard to the expectations of the Ministerial Office, the Government, the wider community and the provisions of the Code.

It is expected that ministerial staff members will not only meet the minimum standards of conduct required in fulfilling their obligations under this Code, but will strive to achieve, and encourage others to achieve, the highest standards of conduct possible.

Principles, Ethics Values and Standards of Conduct

Principle 1 – Acting honestly, fairly and in the public interest

Ethics Values

A ministerial staff member:

- is committed to the highest ethical standards
- shall 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
- shall demonstrate respect for all persons, including towards other ministerial staff members, public sector employees, stakeholders and the community
- shall seek to achieve excellence in service delivery
- shall exercise proper diligence, care and attention
- is committed to honest, fair and respectful engagement with the community
- shall act responsibly in performing official duties.

Required standards of conduct

- Act honestly and with integrity in the course of your employment.
- Exercise proper diligence, care and attention in the performance of your duties.
- Treat with respect and courtesy all those with whom you have contact in the course of your employment and recognise that others have the right to hold views which may differ from your own.
- Ensure your conduct promotes a safe, respectful and inclusive workplace, free from discrimination, bullying and sexual harassment.
- Actively discourage any form of bullying, sexual harassment or unlawful discrimination and report conduct that breaches legislation, this Code and policies for ministerial staff members.

Refer to: [Anti-Discrimination Act 1991](#), [Human Rights Act 2019](#), and the [Discrimination, Bullying and Sexual Harassment in the Workplace](#) policy.

- Avoid offensive, abusive and discriminatory language and behaviour.
- Note: unreasonable behaviour that involves violence (e.g. physical assault or the treat of physical assault) should be reported to the police.
- Treat all people with dignity, courtesy, honesty, fairness and respect at all times.
 - Respect and be sensitive to an individual's cultural and ethnic background.
 - Treat all people equitably and consistently and demonstrate the principles of procedural fairness, natural justice and human rights when making decisions.
 - Avoid bias, favouritism and discrimination in policy formulation and implementation.
 - Ensure that personal, religious or professional interests do not improperly affect your actions and decisions in your official capacity.
 - Base your decisions and other actions on thorough and dispassionate analyses.
 - Deliver services that are fair, courteous and effective.

- Perform your duties in a fair and unbiased way, ensuring that decisions made in the course of your duties are not affected by self-interest, private affiliations or the likelihood of personal gain or loss.
- Take reasonable steps to avoid any conflicts of interests between your personal interests and your employment and manage any conflicts transparently and in the public interest.
- Provide your Minister with a Declaration of Interest and disclose any conflicts of interest in accordance with the MOOHS, section 3.4 of *The Queensland Ministerial Handbook* and the *Declaration of Interests Directive 01/2021*.
- Conflicts of interest can cover the full spectrum of interests and are not restricted to pecuniary interests. Non-pecuniary interests such as personal relationships can create a conflict of interest.
- Many conflicts of interests can give rise to criminal offences. Conflicts of interest which are criminal offences, include:
 - **Bribery** – the acceptance of money by a ministerial staff member for special favours;
 - **Influence peddling** – attempts by ministerial staff member to influence decisions in favour of a third party in order to secure financial gain;
 - **Improper use of official information** – provision of inside information for personal advantage; and
 - **Insider trading with official financial transactions** – where ministerial staff members may stand to make personal gain if they make certain decisions.
- Actively participate with your Chief of Staff and Minister in developing and implementing resolution strategies for any conflict of interest.
- Ensure that any conflict of interest is resolved in the public interest.
- Divest any shareholding in any company of which a conflict of interest exists or could reasonably be perceived to exist. Such shareholdings cannot be divested to any related persons, or to close associates.
- Observe the procedures set out in the Public Sector Commission circular on *Public Sector Employees Contesting Elections* if standing for elected political office.
- Recognise the importance to ministerial staff members of personal and family commitments and obligations outside the workplace.
- Demonstrate leadership in the performance of your duties. Chiefs of Staff who are responsible for the day-to-day management of the office and other ministerial staff members have further important responsibilities –
 - set an example of ethical conduct, treating all staff fairly and equitably, with consistency and respect
 - encourage and promote ethical behaviour among ministerial staff members
 - maintain a safe and inclusive working environment and address behaviour that enables or condones discrimination and harassment, including sexual harassment
 - maintain open, honest and thorough communication with and among staff members
 - ensure that the demands made on staff members are reasonable in the circumstances, and that health and safety requirements are always met
 - ensure ministerial staff members understand the performance standards expected of them

- support staff's professional development.
- respect divergent thinking, different ideas and working styles.
- Take reasonable steps to ensure the safety, health and welfare in the workplace of yourself as well as your co-workers and clients.

Refer to: [Work Health and Safety Act 2011](#). *Work and Health Safety policy*

- Provide testimonial and referee reports using official stationery only when you are acting in an official capacity (i.e. commenting on the work performance of a current or former ministerial staff member with whose work you are familiar). Testimonial and referee reports concerning personal friends or family members are provided in a private capacity only.

Principle 2 – Ensuring the effective, efficient and appropriate use of public resources

Ethics Values

In performing official duties, a ministerial staff member shall:

- exercise proper diligence, care and attention
- use public resources in an effective and accountable manner
- accept and value their duty to manage public resources effectively, efficiently and economically
- seek to achieve high standards of public administration
- continuously improve performance
- manage information as openly as practicable within the legal framework.

Required standards of conduct

- Use Queensland Government resources for the effective conduct of public business in a proper manner. Queensland Government resources are not to be wasted, abused, or used improperly or extravagantly, and due economy is to be observed at all times.
- Be scrupulous in ensuring the legitimacy and accuracy of any claim for entitlements.
- Not use official resources for party political purposes. Avoid anything which might reasonably lead to the criticism that people paid from public funds are being used for party political purposes.
- Aspire to the highest standards of excellence and be prepared to take ownership of and responsibility for your actions and decisions.
- Maintain and develop professional skills and knowledge.
- Ensure your personal use of government email, internet and telecommunications systems (includes mobile phones, iPhones and iPads) is limited and occasional.
- Not misuse the ministerial electronic communication systems to access, create, store, copy, retrieve or distribute offensive material.⁴
- Ensure proper use of official information while complying with transparency requirements of the [Right to Information Act 2009](#).

⁴ Ministerial Information Security Policy

- Not misuse personal information and ensure the lawful collection and handling of personal information in accordance with the [Information Privacy Act 2009](#).
- Treat official information with care and use it only for the purpose for which it was collected.
- Store official information securely and limit access to those persons requiring it for legitimate purposes.
- Ensure obligations under the [Public Records Act 2002](#) are met.
- Responsibly utilise human assets such as corporate knowledge and intellectual property, as public resources.

Principle 3 – Interacting with public service employees respectfully, collaboratively and with integrity

Ethics Value

A ministerial staff member shall accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

Required standards of conduct

- Not direct, or attempt to direct, a public service employee unless you are acting under the express direction or expressly on behalf of your Minister. Provide a public service employee with evidence that a direction is properly authorised by your Minister.
- Not ask or direct a public service employee to take any action which would be inconsistent with that person's duties and obligations under the [Public Sector Act 2022](#), the [Public Sector Ethics Act 1994](#), or under the [Code of Conduct for the Queensland Public Service](#).
- Recognise that executive decisions are the preserve of Ministers and public servants. As a ministerial staff member, you do not have the power to make executive decisions or act in your own right.
- Maintain appropriate, respectful relationships with public sector employees, ensuring positive and productive interactions when engaging with them.
- Respect and comply with the protocols established to build respectful and effective working relationships between ministerial staff members and department employees.
- Work collaboratively with your Minister's department, in line with the protocols, to facilitate timely, accurate advice to and effective communication with the Minister.

Refer to: [Protocols for communication between ministerial staff members and department employees](#).

- Not knowingly or intentionally encourage or induce a public official by your decisions, directions or conduct to breach the law, parliamentary obligations, official standards, policies or procedures or guidelines or fail to comply with an applicable code of conduct.

Principle 4 – Observing all laws relevant to the staff member’s employment*Ethics Value*

A ministerial staff member shall accept and value their duty to uphold the Westminster system of government and the laws of the state, commonwealth and local governments.

Required standards of conduct

- Comply with any authorised and reasonable direction received in the course of your employment.
You are always entitled to seek clarification of a lawful direction and to challenge it if you believe it is either unlawful or unreasonable. Such matters should be addressed promptly with the person issuing the direction, or through their manager.

You should do nothing deliberate to delay or prevent the implementation of a lawful instruction and you will generally be required to carry out the instruction pending the outcome of your objection unless there is a serious risk to health and safety, to the Government’s reputation or to the public interest.
- Comply with all applicable Australian laws.
- Observe the caretaker conventions when the Legislative Assembly is dissolved under Part 2A of the *Constitution of Queensland 2001*.
- Adhere to the procedures and conventions for the operation of the Queensland Cabinet.
- Ensure the ongoing confidentiality of Cabinet and related records are maintained.

Refer to: [Queensland Cabinet Handbook](#)
- Manage gifts, benefits and/or hospitality in accordance with *The Queensland Ministerial Handbook*

Refer to: [s3.7 “Gifts - received”](#) and [s4.7 “Hospitality and Official Functions”](#) of *The Queensland Ministerial Handbook*.
- Have no involvement in outside paid employment or in the daily work of any business, or retain a directorship of a company, without the written agreement of your Minister.
- Ensure that you comply with the requirements of the *Integrity Act 2009*, *Lobbyists Code of Conduct*, *The Queensland Ministerial Handbook*, and any other protocols relating to ministerial staff communication and meeting with registered lobbyists.
- Comply with post separation employment restrictions and ensure that you will not:
 - have business meetings with a Queensland Government representative on any matter with which you had official dealings within your last eighteen months, for a period of eighteen months after ceasing ministerial employment
 - disclose confidential information in breach of your contract of employment
 - undertake lobbying activities for a third party on matters with which you had official dealings within your last two years of ministerial employment, for a period of two years after you cease ministerial employment.
- Take care in dealing with business contacts to abide by probity requirements at all times and not hold business meetings with the following former public officials:

- persons who have ceased to hold office as a Minister (within the last two years) on matters that they dealt with in their last two years in office
- persons who have ceased to hold office as an Assistant Minister (within the last eighteen months) on matters they dealt with in their last two years in office
- persons who have ceased employment as senior departmental staff or ministerial staff members (within the last eighteen months) on matters they dealt with in their last eighteen months of public sector employment.

Principle 5 – Ensuring the staff member’s personal conduct does not reflect adversely on the reputation of his or her employing member

Ethics Values

A ministerial staff member:

- shall not engage in behaviour or make comment that adversely affects or tends to adversely affect the Minister’s reputation
- shall ensure their individual actions or conduct are consistent with maintaining and enhancing public confidence in the integrity of the government
- shall not engage in behaviour that is improper, disgraceful or unbecoming or that shows unfitness to continue as a ministerial staff member.

Required standards of conduct

- Maintain appropriate confidentiality about your dealings with your Minister, other Ministers, Members of Parliament, other ministerial staff members, and Queensland public sector and Parliamentary Service employees.
- Continue to respect the confidentiality of official information when you leave ministerial employment.
- Not knowingly or intentionally provide false or misleading information in response to a request for information that is made for official purposes in connection with your employment.
- Not make improper use of your position or access information to gain or seek to gain a benefit or advantage for yourself or any other person.
- Not ask for or encourage the offer of any gift or benefit in connection with the performance of your official duties.
- Be aware of the provisions of the *Criminal Code* and the *Crime and Corruption Act 2001* in relation to secret commissions (“kickbacks” and “gifts”) and corrupt conduct. Asking for and/or accepting money, gifts or other benefits may amount to criminal conduct where you compromise your official position.
- Ensure that you treat others respectfully and do not make improper use of your position to bully or harass others. Be aware that bullying and sexual harassment are prohibited in a workplace and in some circumstances may be considered a criminal offence.
- Not allow the consumption of alcohol or other drugs to adversely affect your work performance or official conduct and abstain from the use of illegal drugs whether on duty or not.
- Ensure your standard of attire is clean, tidy and appropriate to your work role and environment.

- Be aware of the importance of your personal hygiene in the workplace and its impact on colleagues and clients.

Principle 6 – Complying with any code of conduct that applies to the staff member*Ethics Value*

A ministerial staff member is committed to carrying out their functions honestly, properly and professionally and accepts and values their duty to uphold desired standards of ethical conduct in the workplace.

Required standards of conduct

- Be familiar with this Code upon commencement of your employment.
- Ensure the Code's provisions are observed during the course of your employment.
- Comply with all applicable codes of conduct, policies, protocols and directives relevant to your employment as a ministerial staff member.
- Make yourself aware of the Codes of Conduct which bind Queensland Public Sector employees.

GLOSSARY

TERM

Bullying

DESCRIPTION

is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to their health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of bullying behaviour – intentional or unintentional - include:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately leaving someone out of work-related activities
- spreading misinformation or rumours.

Bullying behaviour does not include:

- a single incident of unreasonable behaviour, however behaviour may be repeated or escalated and so should not be ignored
- reasonable management action, in connection with a worker's employment, carried out in a lawful and reasonable way, taking the particular circumstances into account.

Conflict of Interest

involves a conflict between a public official's duties and responsibilities in serving the public interest, and the public official's **personal interests**. A **conflict of interest** can arise from avoiding personal losses as well as gaining personal advantage.

Personal interests are broad and encompass:

Pecuniary (tangible) interest: where there is a reasonable likelihood of financial loss or gain. It may also result from an employee (or relative or close associate) owning property, holding shares or a position in a company bidding for government work or accepting gifts or benefits.

Non-Pecuniary Interest: does not have a financial component but may involve self-interest, personal or family relationships or other affiliations. It includes any tendency toward favour or personal or family prejudice resulting from friendship,

animosity or other personal involvement that could bias your judgement or decisions. It can include roles and responsibilities or personal reputation that may be affected.

A **conflict of interest** may be:

Actual: involving a direct conflict between a public official's current duties and responsibilities and existing personal interests

Perceived: can exist where it could be perceived that a public official's personal interests could improperly influence the performance of their duties – whether or not this is in fact the case.

Potential: where a public official has personal interests that could conflict with their official duties in the future.

Corrupt Conduct

is defined at section 15 of the *Crime and Corruption Act 2001*. For information on what is corrupt conduct, refer to the Crime and Corruption Commissions [website](#).

Discrimination

is defined in the *Anti-Discrimination Act 1991* (Chapter 2, Parts 1 to 3) prohibits direct and indirect discrimination on the basis of one of the following attributes:

- sex;
- relationship status;
- pregnancy;
- parental status;
- breastfeeding;
- age;
- race;
- impairment;
- religious belief or religious activity;
- political belief or activity;
- trade union activity;
- lawful sexual activity;
- gender identity;
- sexuality;
- family responsibilities;
- an association with, or relation to, a person identified on the basis of any of the above attributes.

Discrimination may be:

- direct (treating someone less favourably); or
- indirect (creating an unreasonable term or condition with which a person, or high proportion of people, with one of the attributes cannot comply).

Divest	means the selling or relinquishing of interests to ensure there is no conflict with your public duty. It is not appropriate to sell or relinquish interests to a spouse, partner, close family member or dependents.
Gifts and benefits	include property or other benefit (which may be tangible items of lasting value and intangible items of no lasting value, including hospitality), received or given by an official when they are acting in their official capacity, where : <ol style="list-style-type: none"> (a) the property or other benefit is transferred <ol style="list-style-type: none"> (i) without recompense; or (ii) for a consideration substantially less than full consideration; or (b) the property is loaned on a permanent or an indefinite basis.
Lobbying activity	has the same meaning as under the <i>Integrity Act 2009</i> and includes – <ol style="list-style-type: none"> (a) communicating with a government representative in an effort to influence decision-making of the State government or a local government, including, for example, the making of a decision relating to any of the following matters— <ol style="list-style-type: none"> (i) the making, amendment or repeal of legislation; (ii) the development, amendment or abandonment of a government policy or program; (iii) the awarding of a government contract or grant; (iv) the allocation of funding; (v) the making of a decision about planning or the giving of a development approval under the <i>Planning Act 2016</i>. <p>Note: Section 43 of the <i>Integrity Act 2009</i> prescribes matters that are not considered lobbying activity.</p>
Procedural Fairness (natural justice)	requires that: <ul style="list-style-type: none"> • a person whose interests will be adversely affected by a decision should be given adequate time and a fair and reasonable opportunity to be heard and to hear the case made against them (the hearing rule); • the decision maker be unbiased (the bias rule); • the decisions be made on findings of fact which are based on logically probative material (the no evidence rule).
Public Resources	includes government premises, money, credit cards, goods, services, vehicles, office equipment, office stationery, official records (including electronic records), and telecommunications and information technology applications.

Registered Lobbyist

means an entity recorded in the lobbying register as a registered lobbyist under the *Integrity Act 2009*.

Sexual Harassment

is defined by the *Anti-Discrimination Act 1991* as occurring if a person:

- subjects another person to an unsolicited act of physical intimacy
- makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person
- makes a remark with sexual connotations relating to the other person
- engages in any other unwelcome conduct of a sexual nature in relation to the other person, and
- the person engaging in the conduct described above does so:
 - with the intention of offending, humiliating or intimidating the other person, or
 - in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.