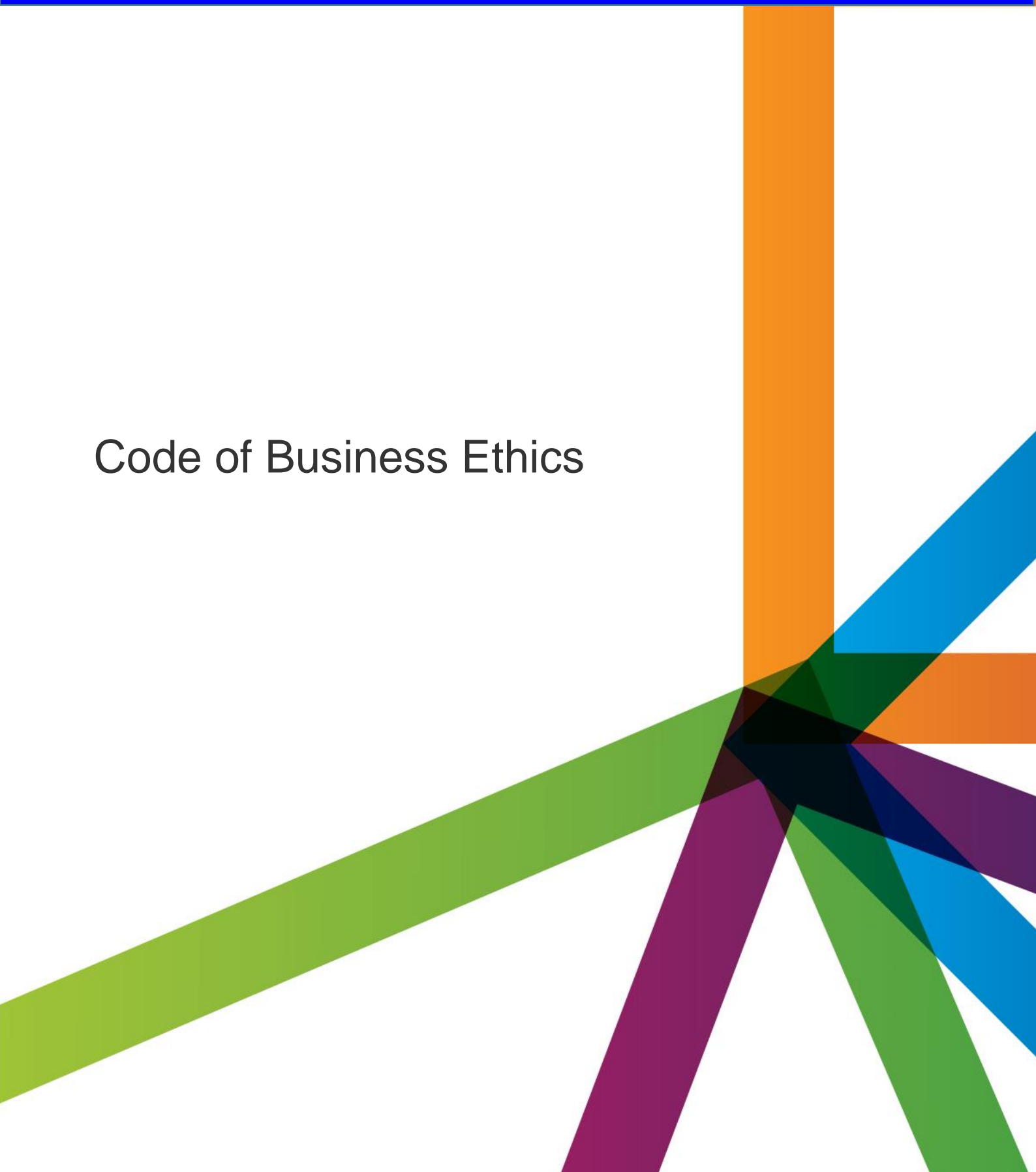


Illawarra Shoalhaven Joint Organisation Policy Manual

Code of Business Ethics



1. Policy Statement

This Code of Business Ethics is a key component of the ISJO's Ethical Conduct Framework and provides guidance on the standards of ethical behaviour the ISJO expects and adheres to.

Our Values

The Illawarra Shoalhaven Joint Organisation's Code of Conduct is based on the principles contained within the Model Code of Conduct for local government in NSW and sets out standards of conduct that meet both these principles and the statutory provisions applicable to local government activities.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the ISJO.

Selflessness

We have a duty to make decisions in the public interest and not act to gain financial or other benefits for ourselves, our family, friends, or business interests.

Impartiality

We make decisions on merit and in accordance with our statutory obligations when carrying out public business.

Accountability

We are accountable to the public for our decisions and actions and should consider issues on their merits including taking into account the views of others.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest.

Respect

We must always treat others with respect. We do not use derogatory terms towards others, we observe the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.

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Version:	1	Amendment notes:			

We respect, apply, and comply with the law, support human rights, child safety and equal opportunity, protect the environment, achieve operational excellence and work for the benefit of our communities.

2. Procedures

The ISJO is committed to promoting ethical behaviour, reports can be made in relation to:

- Unethical behaviour
- Fraud
- Corruption
- Maladministration or waste

Reports can be made to the following ISJO Officers:

- CEO
- Public Officer
- Professional Conduct Coordinator

External reporting can also be made to:

- The Independent Commission Against Corruption – +61 2 8281 5999
- NSW Ombudsman – +61 2 9286 1000
- NSW Office of Local Government – +61 2 4428 4100

What we ask from you

We require all who do business with the ISJO to observe the following principles when doing business with ISJO:

- Be familiar with and comply with ISJO’s procurement policies and procedures
- Provide accurate and reliable advice and information when required
- Declare conflicts of interest as soon as you become aware of the conflict
- Obey all relevant laws and contractual obligations
- Assist the ISJO to prevent unethical practices in our business relationships
- Provide the ISJO with a quality product or service on time that gives value for money
- Be honest and forthright when providing information to ISJO, particularly when submitting quotes or tenders
- Abide by the Public Interest Disclosure requirements outlined later in this code
- Not lobby or approach elected ISJO board members in relation to procurement (tenders and quotes) or contract management issues

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- Not bully, harass or intimidate ISJO staff or any person utilising a ISJO service
- Not engage in any activity that risks children’s safety, welfare or well-being.
- Not offer gifts, benefits or hospitality to our staff at any time, and
- Not supply any goods/services that are the product of, or use any labour practices involving, Modern Slavery.

All providers of goods and services to ISJO must declare to ISJO (at the earliest opportunity) if they:

- Have been convicted of fraud or a fraud-related offence; or
- Have been declared bankrupt, or are a director of a company that has entered a Deed of Company Arrangement, been placed into External Administration or into Liquidation; or
- Have had any corrupt findings recorded against them, or been identified as a person of interest, by the Independent Commission Against Corruption (ICAC).

The above disclosure requirements equally apply to Directors of a company providing goods or services to the ISJO.

What you can expect from us

The ISJO ensures that all policies, procedures, and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct.

All ISJO procurement activities are based upon the following core business principles:

- Transparency of process
- Accountability
- Ethical management of conflicts of interest
- Obtaining best value, and
- Monitoring and evaluation of performance.

In maintaining these business principles, ISJO will ensure that:

- Potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- Procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts.
- Tenders will not be invited unless ISJO has a firm intention to proceed to contract, and
- ISJO will not disclose confidential or proprietary information.

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We always act with honesty and integrity in an open and transparent manner, performing roles efficiently, effectively, and fairly, thereby attracting the highest level of confidence from our community.

The ISJO's Codes of Conduct

ISJO staff are bound by ISJO's Codes of Conduct. When doing business with external parties, ISJO staff are accountable for their actions and are required to:

- Use public resources effectively and efficiently.
- Deal fairly, honestly, and ethically with all individuals and organisations
- Avoid any conflicts of interest.
- Treat all tenderers for supply of goods and services equitably.
- Meet public interest and accountability standards.
- Abide by all relevant and applicable laws and regulations.
- Respect and follow ISJO's policies and procedures.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Never solicit or accept remuneration, gifts or other benefits from a supplier or applicant for the discharge of official duties, and
- Respond promptly to reasonable requests for advice and information.

Requirements under the Public Interest Disclosures Act 2022

Where you provide services on behalf of the ISJO, the Public Interest Disclosures Act 2022 (PID Act) has application to you.

Under that Act, you need to be aware of the following:

- All individuals involved in providing services are public officials for the purposes of the PID Act,
- how to make a voluntary public interest disclosure,
- the terms of ISJO's public interest disclosure policy; and
- the fact that a person who is dissatisfied with the way in which a voluntary public interest disclosure has been dealt with may be entitled to take further action under the PID Act or another Act or law.

Where the PID Act applies to you, you must notify the ISJO of a voluntary public interest disclosure of which you become aware where either:

- a) the disclosure relates to ISJO; or
- b) the maker of the disclosure is known to be a public official associated with ISJO.

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You must also notify the ISJO of serious wrongdoing committed, or alleged to be committed, by an individual providing services under this contract.

You must use your best endeavours to assist in an investigation of serious wrongdoing if requested to do so by a person dealing with a voluntary public disclosure on behalf of ISJO or any other agency (as defined in the PID Act).

You also acknowledge that:

- ISJO has an obligation to take corrective action under s. 66 of the PID Act
- ISJO has a right to terminate the contract in response to a finding of serious wrongdoing or other misconduct involving you or an individual providing services under this contract
- If you subcontract the contract, you must ensure that the subcontract contains terms binding the person or body engaged under the subcontract that are equivalent to the terms binding you in this Code, and
- The regulations made under the PID Act may make further provision about terms that must, or must not, be included in an agency service contract or a class of agency service contracts.

Further details on the PID Act can be obtained from the ISJO's Public Interest Disclosures Policy available on the ISJO website.

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