



**Authorised by:** SCCG Executive Committee

**Authorised date:** 24/08/2023

**Next review date:** 24/08/2025

## STATEMENT OF BUSINESS ETHICS

### INTRODUCTION

This Statement of Business Ethics applies to Sydney Coastal Councils Group (SCCG) representatives, staff, consultants, contractors and business associates dealing with the SCCG.

The SCCG is committed to adopting a professional and ethical approach to all business activities and ensuring a high standard of probity and integrity in their business dealings.

### WHAT YOU CAN EXPECT FROM THE SCCG

Our business dealings will be transparent and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost by the need to ensure and demonstrate our Member Councils receive the best possible value for their financial contributions.

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

Staff will ensure that procurement will be conducted with honesty and fairness, that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services, subject to the SCCG Procurement Policy.

Staff will always ensure that no opportunity exists for their interest, or those of people they have an association with, conflict with the proper performance of their duties. All Member Council representatives must be confident that all decisions made by the SCCG are impartial and in the best interests of member councils and their communities.

### Our Values

The SCCG's values are the underlying attitudes that consistently affect all our actions and decision-making processes.

It is important that these values be consistent across the organisation and at all levels of the organisation. We use the same set of values in internal processes within the organisation as we do when dealing with people external to the organisation, be they community representatives, private companies or government departments.

Our values are reflected in the following statements:

<b>Openness</b>	We communicate what services are available. We value Member Council and Secretariat participation in decision making.
<b>Equity</b>	We provide equity of opportunity to Member Council Delegates and staff.

	We provide a right of review, with regard to our decisions and practices.
<b>Integrity</b>	We value consistency in decision making. We promote ethical practice. We are mindful of our role of acting in the public interest.
<b>Efficiency</b>	We value innovation and creativity. We aim for value for money, recognising the full costs of providing services.
<b>Service</b>	We are customer focused. We are flexible and receptive to change. We anticipate needs and future trends. We provide services in partnership with other organisations and the community.
<b>Respect</b>	We respect the opinions of all. We conduct all our dealings in an atmosphere of mutual respect.

## **WHAT WE EXPECT OF CONSULTANTS, CONTRACTORS AND BUSINESS ASSOCIATES**

The SCCG expects that its tenderers, contractors, suppliers and their employees and subcontractors will all be guided by the same policies, procedures and practices that bind the SCCG and its Secretariat to act in an ethical manner.

We require all providers of goods and services to observe the following principles when doing business with the SCCG:

- Deliver value for money.
- Provide accurate and reliable advice and information when required.
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict.
- Act ethically, fairly and honestly.
- Take reasonable care for the health, safety and well-being of individuals in connection with your SCCG dealings.
- Take all reasonable measures to prevent the disclosure of confidential SCCG information.
- Refrain from engaging in any form of collusive practice, including offering SCCG employees inducements or incentives designed to improperly influence the conduct of their duties.
- Refrain from discussing the SCCG business or information in the media.
- Assist the SCCG to prevent unethical practices in our business relationships.

Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Matters being referred for criminal investigation.

*A copy of this Statement of Business Ethics will be included in all tenders and quotation documentation and will accompany any other relevant business documentation and SCCG policies where the SCCG requires work to be undertaken on its behalf.*

## **OTHER ETHICAL CONSIDERATIONS**

### **Confidentiality of Information**

The SCCG will deal with most requests for information consistent with the Government Information (Public Access) Act 2009 (GIPA Act).

The SCCG recognizes that there is a potential for former employees, who may have had access to confidential or sensitive information during the course of their employment, to disclose or misuse that information for commercial or private purposes. To that end, the SCCG will take all lawful steps to ensure former employees do not disclose or misuse information acquired during the course of their employment once that employment ceases.

### **Use of SCCG Resources**

SCCG resources include financial, material and human resources. They should only be used:

- For the benefit of SCCG Member Councils.
- Effectively, economically and carefully.

### **Discrimination and Harassment**

SCCG staff shall not discriminate against anyone on the grounds of: race, gender, colour, nationality, religious conviction, ethno-religious background, marital status; age; pregnancy; physical, intellectual and / or psychiatric disability; association or political conviction.

### **Gifts, Benefits and Inducements**

The SCCG Secretariat, will not request any gift or benefit for themselves or anyone else in connection with their work or accept any gift that may give a perception that the person offering the gift is trying to influence.

Token gifts that do not have significant monetary value may be accepted in appropriate circumstances. Token gifts include calendars, chocolates, and flowers. SCCG staff will only accept other gifts, such as a single bottle of alcohol, a book, etc where it is provided in a public space as a gratuity for a presentation given at an event.

Unacceptable non-token gifts may include hospitality (such as free attendance at major sporting events or an invitation to lunch at a restaurant) and gifts (such as expensive pens, clothes or alcohol). Any offer of a non-token gift is to be immediately rejected.

Under no circumstances shall any amount of cash be accepted.

### **Reporting Corruption and Maladministration**

It is the responsibility of SCCG staff to act not only honestly, but also to report any instances of possible corruption, or maladministration to the Executive Officer.

### **Work Place Behaviour**

SCCG staff are aware of their responsibilities in ensuring that they do not attend work, under the influence of drugs or alcohol or consume drugs or alcohol during working hours.

SCCG staff acknowledge that their actions outside work are a reflection on the SCCG and how it is perceived by the community.

## **Other Employment or Business**

The SCCG Secretariat shall not engage in outside employment or business that could conflict, or be seen to conflict, with their duties and can engage in a second job or business unless approval is given by the SCCG Chair or Executive Officer.

Any second job or business will be done in private time. It must not:

- Adversely affect normal work
- Lead to a conflict of interest
- Lead a fair person to think that a conflict of interest may arise
- Involve the use of SCCG's resources
- Involve the use of information obtained from the SCCG.

## **MAKING CONTACT**

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact the SCCG's Executive Officer at [executiveofficer@sydneycoastalcouncils.com.au](mailto:executiveofficer@sydneycoastalcouncils.com.au).

## **ACKNOWLEDGMENT**

I/we have read, understand and agree to comply with the requirements of SCCG's Statement of Business Ethics.

Signed

Name

Position/Company

Date