



STATEMENT OF BUSINESS ETHICS

These ethical standards are not an additional requirement in doing business with Sutherland Shire Council but are an integral part of sound commercial practice. For this reason, we ask you abide by this Statement of Business Ethics in all your dealings with us.

WHAT YOU CAN EXPECT FROM US

Sutherland Shire Council has four core values in which we strive to deliver:

RESPECTFUL – We act with integrity and listen to all; operating in a transparent way that values what makes Sutherland Shire special.

ACTIVE – We have a can-do attitude and believe in delivering a positive contribution to our community.

COLLABORATIVE – We see ourselves as being one with our community and build strong connections based on an open and understanding approach.

EVOLVING – We embrace opportunity and change, championing new ideas and providing creative solutions to problems.

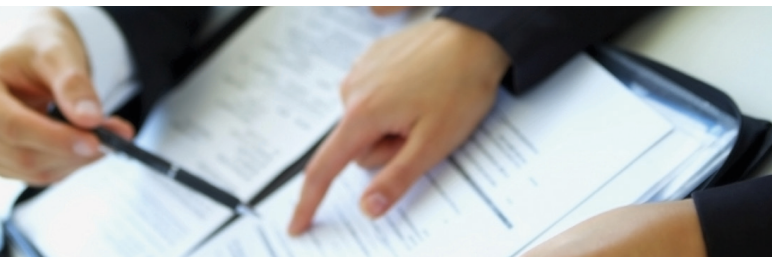
Council will ensure that all its policies, procedures and practices relating to tendering, contracting, purchasing, assessment of development applications, use of consultants and/or contractors and interaction with lobbyists are all consistent with best practice and the highest standards of ethical conduct.

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To achieve probity, Council will consider at all stages of the purchasing, tendering, contracting and development application processes these essential factors:

- seeking value for money whilst encouraging fair and transparent competition
- decisions will be fully and clearly documented to provide an effective audit trail
- accountability
- ethically managing Conflicts of Interest
- monitoring and ongoing evaluation of performance Councillors, staff and delegates are bound by the Council's Code of Conduct. When doing business with the community or private sector, they are accountable for their actions and are expected to:
- use council resources efficiently and effectively
- act fairly, honestly and ethically when dealing with suppliers, the community and others
- disclose any situation that involves or could be perceived to involve a conflict of interest
- protect personal, confidential and proprietary information
- not seek or accept financial or other benefits for performing official duties.



GIFTS AND BENEFITS

Gifts and benefits must not be offered to any council official if designed to gain an advantage for yourself or your company. Offering council staff or councillors any type of gift or benefit may jeopardise your working relationship with Council.

If you believe a Council employee deserves to be recognised for their outstanding service, we ask that a letter of appreciation be sent to Council addressed to the General Manager, Locked Bag 17, Sutherland NSW 1499, or email ssc@ssc.nsw.gov.au.

If a gift or benefit is offered to a council official, they must report it immediately under Council's Code of Conduct.

Any offer of cash or its equivalent would be referred immediately to the Independent Commission Against Corruption (ICAC).

WHAT WE ASK OF YOU

We require all suppliers, applicants, lobbyists, consultants, contractors, and anyone 'doing business with Council' to observe the following principles:

- act ethically, honestly and with integrity and openness when dealing with council or acting on Council's behalf
- comply with the conditions set out in documents supplied by Council, including any contracts or agreements
- respect the obligation of Councillors, staff and delegates to comply with Council's Code of Conduct and procurement policies and guidelines
- declare any actual or perceived conflicts of interest as soon as you become aware of them
- prevent the unauthorised release of privileged or confidential information such as commercial-in-confidence information
- not discuss council dealings with the media
- provide accurate and reliable information when required
- refrain from engaging in any form of collusive practice
- assist Council to prevent unethical practices in our business relationships
- act in accordance with the expected behaviours outlined in our procedures for the registration of lobbyists

IMPACTS OF THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT

Council may receive applications from the public to access information about a service that is provided by a supplier to the public on behalf of council.

In these circumstances council has a requirement under the Government Information (Public Access) Act to have an immediate right of access to the following information contained in records held by the contractor:

- Information that relates directly to the performance of the services by the contractor
- Information collected by the contractor from members of the public to whom it provides, or offers to provide, the services
- Information received by the contractor from Council to enable it to provide the services
- Information that discloses or would tend to disclose the contractor's financing arrangements, financial modeling, cost structure or profit margins will not be released at any time.

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PUBLIC COMMENT

You must not make any public comment or statement that would lead anyone to believe that you are expressing the views or policies of Council.

This includes comments or statements made at public meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

LOBBYING

If you are engaged in lobbying activities with council, or have engaged a lobbyist, we request that you register or ensure your lobbyist is registered as a lobbyist with us.

WHY YOU SHOULD COMPLY

Not complying with Council's business ethical standards could lead to:

- termination of contracts
- loss of future work and reputation
- investigation for corruption
- matters being referred for criminal investigation
- complications and delays in obtaining development approval
- By complying you will be able to advance your business objectives and interests with council fairly and ethically.

REPORTING CORRUPTION/ MALADMINISTRATION

If you wish to provide information about a suspected fraud, or a possible breach of the Council's business ethics, or about any conduct that could involve maladministration, corrupt conduct, serious or substantial waste, please write to:

General Manager
Locked Bag 17 Sutherland NSW 1499
Tel 02 9710 0333
ssc@ssc.nsw.gov.au
sutherlandshire.nsw.gov.au

4-20 Eton Street, Sutherland NSW 2232
T 02 9710 0333
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