
FAR NORTH WEST JOINT ORGANISATION

POLICY: STATEMENT OF BUSINESS ETHICS

ADOPTED: 21 NOVEMBER 2018 as follows:

PREAMBLE

The Far North West Joint Organisation (FNWJO) is committed to high ethical standards and this Statement of Business Ethics sets out the standards the Joint Organisation (JO) requires of officials (Councillors, staff and delegates), contractors and their staff, and, other business associates.

It is essential that all JO officials, contractors and their staff, and, other business associates work together to maintain a reputation of ethical excellence.

The standards contained in this Statement are based on those contained in the JO's Code of Conduct as adopted on 25 July, 2018, being the Model Code of Conduct for Local Councils in NSW- dated November 2015.

In dealing with the JO, private sector personnel are responsible for maintaining high ethical standards in all contract work. The FNWJO expects all parties to perform their duties with integrity, honesty and fairness.

WHAT YOU CAN EXPECT FROM THE FAR NORTH WEST JOINT ORGANISATION

When doing business with the private sector, JO officials are accountable for their actions and are expected to:

- Be accountable and act in the public interest;
- Respect and follow the JO's policies and procedures, and abide by the law;
- Promote fair and open competition while seeking best value for money;
- Avoid personal conflicts of interest with public duty;
- Respond promptly to reasonable requests for advice and information;
- Not solicit or accept any benefit from a provider for the discharge of official duties;
- Protect confidential information;
- Assess applications objectively, considering all relevant and material factors;
- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisations.

WHAT THE JO ASKS OF YOU

The JO requires that all private sector providers of goods and services observe the following principles when doing business with the JO:

- Act ethically, fairly and honestly in all dealings with the JO;
- Respect the conditions set out in documents supplied by the JO;
- Respect the obligations of JO staff to abide by the JO's policies and procedures;
- Abstain from collusive practices and not act secretly or fraudulently;
- Provide accurate and reliable advice and information when required;
- Declare actual, potential or perceived conflicts of interest as soon as possible;
- Take all reasonable measures to prevent the disclosure of confidential JO information;
- Refrain from lobbying or canvassing Councillors or members of staff during any tender process;
- Refrain from offering JO employees or Councillors bribes or gifts of any financial or other inducement which may give any impression of unfair advantage;
- Corrupt acts such as bribes or gifts or any financial or other inducements are not acceptable and if offered will be reported by the JO to the NSW Independent Commission Against Corruption (ICAC);
- Refrain from discussing JO business or dealings in the media, except with the JO's consent, via the Executive Officer;
- Assist the JO to prevent unethical and fraudulent practices in our business relationships when discussing JO business or dealings in the media;
- Deliver value for money.

CONFLICTS OF INTEREST

If a conflict of interest in your work with the JO exists or arises, you must disclose it to the JO. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to the JO.

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest, that could lead you to be influenced in the way you carry out your duties for the JO.

REPORTING CORRUPTION, MALADMINISTRATION AND WASTAGE

When contracted to the Far North West Joint Organisation you are considered to be a public official for the purposes of the Independent Commission Against Corruption (ICAC) Act and subject to the ICAC's jurisdiction.

When doing work for the JO you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste of the resources of the JO.

Alternatively you can report any suspected instances of corruption to the ICAC or maladministration to the Ombudsman.

CONFIDENTIAL AND PERSONAL INFORMATION

You must take care to maintain the security of any confidential or personal information you become aware of in your work with the JO.

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with the JO.

Personal information is any information about a person where you know who the person is or you can guess who the person is. No one should access, use or remove from JO premises any JO information or personal information, unless they need it for their work with the JO and have authorisation to use or disclose the information.

Any breach of the security, or misuse, of the JO's confidential or personal information must be reported to the JO's Executive Officer.

JOINT ORGANISATION RESOURCES

JO resources including materials, equipment, vehicles, documents, records, data and information, may only be used to do work for the JO with the JO's approval, via the JO's Executive Officer.

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 the JO.

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

ALCOHOL AND DRUGS

No one should come to work for the JO, or return to work, under the influence of alcohol, or, other drugs that could impair their ability to carry out their job or cause danger to the safety of themselves or others.

OFFERS OF SECONDARY EMPLOYMENT TO JO STAFF

If you offer a JO staff member a second job, whilst they are still employed with the JO, the JO staff member will need to seek approval from the JO's Executive Officer.

Approval will not be given if the second job could conflict with their official duties with the JO.

GIFTS OR BENEFITS

Gifts or benefits must not be offered to any JO official, which is designed to gain an advantage for yourself or your organisation, or which the public could reasonably see as likely to cause that JO official to depart from his or her proper course of duty.

Token gifts may be given or accepted if the gift is not likely to be seen as compromising. JO officials should not accept any gift in relation to their work at the JO, which could influence, or be seen to influence, their impartiality in relation to the work or services that you are providing to the JO. Cash must never, in any circumstances, be offered to a JO official.

If a gift or benefit is offered to a JO official to influence the way they do their work, they must report it immediately under the JO's policies and procedures.

BREACHES OF THE CODE

Failure to comply with this Statement of Business Ethics may cause penalty clauses in a contract with the JO to be invoked and/or civil or criminal proceedings to be brought or other action considered appropriate by the FNWJO.

FAR NORTH WEST JOINT ORGANISATION COMMITMENT

The FNWJO is committed to the standards in this Statement of Business Ethics. This Statement reflects the high standards expected by our community and you are expected to maintain these standards and principles when undertaking work for, or on behalf of the JO.

If you have any questions, or are unsure about any matter relating to this Statement of Business Ethics you can contact the JO's Executive Officer.