



Illawarra Venues Authority

Our Statement of Business Ethics



Chairperson's foreword



This statement provides guidance for the private sector when doing business with the Illawarra Venue Authority.

It outlines the Authority's ethical standards and our expectations that goods and service providers and contractors will comply with these standards in all their dealings with us. The statement also outlines what goods and service providers and contractors can expect of the Authority.

The protection of the public interest and the prevention of breaches of public trust are among the Authority's primary concerns.

We aim to promote integrity, ethical conduct and accountability throughout our organisation.

Our procurement policies and business ethics are designed to be consistent with Government policy and will be evident through our own work practices and standards.

Our staff are expected to maintain high standards of integrity and ethical conduct, consistent with the positions of trust they hold and we expect no less of the service providers and contractors that undertake work for us.

This Statement is designed to ensure that business relationships between the Illawarra Venue Authority and private sector service providers and contractors are fair and productive for all.

If you require further information about this Statement or any ethical business issue, please contact the General Manager of the Authority on 4220 2800.

A handwritten signature in black ink, appearing to read 'C. Christodoulou', written over a light grey dotted background.

Chris Christodoulou
Chairperson,
Illawarra Venue Authority

Our key business principles

The principle of *best value for money* is at the core of the Authority's business relationships with private sector providers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, the Authority will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

Part of obtaining *best value for money* also includes ensuring all out business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible. Given the commercial nature of some of the Authority's dealings, there will be times when the details of some business relationships cannot be made publicly available.

We are committed to the purchase of all goods, equipment and services through established NSW Government contracts systems and local suppliers where possible and reasonably practical.

What you can expect from us

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

Our staff are bound by the Authority's comprehensive Code of Conduct. When doing business with the private sector, Authority staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Comply with all Authority policies, procedures, rules, regulations and contracts
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid any conflicts of interest (whether real or perceived)

In addition, all Authority procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts
- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible
- Tenders will not be called unless the Authority has a firm intention to proceed to contract

- The Authority will not disclose confidential or proprietary information

What we ask of you

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

- Comply with the Authority's procurement policies and procedures
- Provide accurate and reliable advice and information where possible
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with the Authority
- Take all reasonable measures to prevent the disclosure of confidential Authority information
- Refrain from engaging in any forms of collusive practice, including offering Authority employees inducements or incentives designed to improperly influence the conduct of their duties
- Refrain from discussing Authority business or information in the media
- Assist the Authority to prevent unethical practices in our business relationships

Why is compliance important?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Authority providers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with the Authority's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of not complying with the Authority's ethical requirements. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation

We would remind you that the Independent Commission Against Corruption (ICAC) Act defines those engaged as consultants or contractors by a public authority as 'public officials'. When engaged by the Authority, contractors or consultants are subject to the ICAC's jurisdiction and are considered to be 'public officials' for the purposes of the ICAC Act.

In addition, any individual can be found corrupt by the ICAC (even if they are not a 'public official') if they try to improperly influence a public official or public authority's honest or impartial exercise of their official functions.

Guidance Notes

Incentives, gifts, benefits

In general, the Authority expects its staff to decline gifts, benefits, travel or hospitality during the course of their work. You should refrain from offering any such 'incentives' to Authority staff – all such offers will be formally reported.

The Authority will only permit its staff to accept gifts if:

- Gifts are token or of nominal value
- Refusing a gift is likely to be perceived as rude or offensive
- The offer is not targeted at an individual offer

If a gift is accepted, the Authority requires the staff member to provide a written report and to record the gift in a Gifts and Benefits Register.

Conflicts of interest

All Authority staff are required to disclose any potential conflict of interest. The Authority extends this requirement to all our business partners, contractors and suppliers.

The potential for a conflict of interest arises when a Authority member or staff employee is placed in a situation where private interests could influence or appear to influence judgments made during the course of his/her professional duty to the Authority.

Some circumstances that may give rise to a conflict of interest include:

- Financial interests in a matter the Authority deals with, or having friends or relatives with such an interest that the Authority member or manager is aware of
- Personal beliefs or attitudes that influence the impartiality of decision-making, action or advice
- Personal relationships between Authority members or managers with people they deal with or employ that go beyond the level of a professional working relationship
- Secondary employment that compromises the integrity of the Authority member, manager or the Authority, and
- Party political activities or making adverse political comments that relate to the Authority's work.

Investigating and resolving conflicts of interest are the responsibility of the Authority. If you suspect a conflict of interest has arisen, a written report should be forwarded to the contact officer whose details are listed at the end of this Statement.

Sponsorship

The Authority will not ask for, entertain or enter into any sponsorship or similar arrangement that is not open and transparent or if such sponsorship creates a perception that it could be part of an attempt to improperly influence any organisational decision-making process.

Confidentiality

All Authority information should be treated as confidential unless otherwise indicated.

It is expected that all of our business partners, contractors and suppliers will respect the confidentiality of all information provided, and not divulge such information to any other party without the express permission of the Authority.

Intellectual property rights

In business relationships with the Authority, parties will respect each other's intellectual property rights and will formally negotiate any access, license or use of intellectual property.

Communication between parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Authority equipment, resources and information

All Authority equipment, resources and information should only be used for its proper official purpose.

Secondary and post-separation employment

Staff must have official Authority approval before they engage in any form of paid employment outside their official duties. Staff must also carefully consider whether the organisation offering them secondary employment may adversely affect the performance of their Authority duties and responsibilities or give rise to a real or perceived conflict of interest. This principle applies whether they are working full-time, part-time or only temporarily.

Authority members or staff are not to use their position to obtain opportunities for future employment. They should not allow themselves or their work to be influenced

by plans for, or offers of, employment outside the Authority. If they do, there is a conflict of interest and the integrity of the individual and the Authority is at risk.

Former Authority members or staff should not use, or take advantage of, confidential information that may lead to gain or profit obtained in the course of their official duties, until it has become publicly available.

All Authority members and staff should be careful in their dealings with former employees of the Authority and make sure that they do not give them, or appear to give them, favourable treatment or access to privileged information.

Contracting employees

All contracted and sub-contracted employees are expected to comply with the Authority's Statement of Business Ethics. If you employ sub-contractors in your work for the Authority, you must make them aware of this statement.

Who to 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 Authority directly by letter, phone, fax or email at the contact details below.

Public officials reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Public Disclosures Act 1994. This Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.

Illawarra Venue Authority

<i>Contact Officer</i>	<i>Stuart Barnes, General Manager</i>
<i>Address</i>	<i>Cnr Crown & Harbour Streets, Wollongong NSW 2500</i>
<i>Postal</i>	<i>PO Box 3100, Wollongong East NSW 2520</i>
<i>Email</i>	<i>Stuart.Barnes@wec.org.au</i>
<i>Telephone</i>	<i>(02) 4220 2800</i>
<i>Facsimile</i>	<i>(02) 4220 2801</i>
<i>Website</i>	<i>www.wec.org.au</i>
<i>Business Hours</i>	<i>9am-5pm Monday to Friday</i>
