

10.3. Corporate Policies - Post Exhibition Report

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ATTACHMENTS	1. Filming within Council Area Policy 2023 [10.3.1 - 5 pages] 2. Sporting Facilities Booking Policy 2023 [10.3.2 - 4 pages] 3. Statement of Business Ethics 2023 [10.3.3 - 6 pages]
CSP LINK	5. Our Civic Leadership 5.1 Lead North Sydney's strategic direction 5.2 Strong civic leadership and customer focussed services

PURPOSE:

This report presents the following corporate policies to Council for re-adoption following the 42-day public exhibition period:

- Filming within the Council Area Policy
- Sports Facilities Booking Policy
- Statement of Business Ethics

EXECUTIVE SUMMARY:

- At its meeting of 10 October 2022, Council resolved to place an amended *Filming with the Council Area Policy* and *Sports Facilities Booking Policy* on public exhibition for 42 days.
- The amendments to the two policies were required as part of Council's compliance with Section 8D (Systems, Policies and Processes) of the *Children's Guardian Act 2019*, which requires that child safe organisations implement the Child Safe Standards through its systems, policies, and processes. Additionally, prescription was added to both policies that Council facilities cannot be used "for the promotion, advertising or displaying of any services or products related to gambling, tobacco, vaping or alcohol".
- At its meeting held 30 January 2023, Council resolved to place the *Statement of Business Ethics* on public exhibition for 42 days.
- The *Statement of Business Ethics* has been reformatted, renamed (previously called *Code of Conduct - Contractors, their Staff and Business Associates*) and content updated to include references to Child Safe and Modern Slavery.
- No submissions were received on the three documents as part of the public exhibition process, and they are now presented to Council for adoption or readoption.

RECOMMENDATION:

- 1. THAT** Council readopt the Filming within the Council Area Policy.
- 2. THAT** Council readopt the Sports Facilities Booking Policy.
- 3. THAT** Council adopt the Statement of Business Ethics.

Background

A review of Council policies was undertaken in 2022. Council considered changes to policies for Directions 1 to 4 of the Community Strategic Plan. On 30 November 2022, Councillors were advised through the Councillor Bulletin that Direction 5 policies would be reported to Council individually rather than as a group (whole Direction).

Report

At its meeting held 10 October 2022, Council resolved:

THAT Council endorse the amended Filming within the Council Area Policy and the Sports Facilities Booking Policy for public exhibition for a minimum of 42 days during which submissions may be made, and that the final policies be reported back to Council for adoption, together with any submissions received.

The amendments to the *Filming within the Council Area Policy* and the *Sports Facilities Booking Policy* were required as part of Council's compliance with Section 8D (Systems, Policies and Processes) of the *Children's Guardian Act 2019*, which requires that child safe organisations implement the Child Safe Standards through its systems, policies, and processes. Additionally, prescription was added to both policies that Council facilities cannot be used "for the promotion, advertising or displaying of any services or products related to gambling, tobacco, vaping or alcohol".

Also, on 30 January 2023, Council resolved:

THAT Council endorse the Statement of Business Ethics for public exhibition for a minimum of 42 days during which submissions may be made, and that the final policy be reported back to Council for adoption, together with any submissions received.

The *Statement of Business Ethics* has been reformatted, renamed (previously called *Code of Conduct - Contractors, their Staff and Business Associates*) and content updated to include references to Child Safe and Modern Slavery.

Options

Council has the following options in relation to this matter:

1. Adopt the *Filming within the Council Area Policy*, *Sports Facilities Booking Policy*, and *Statement of Business Ethics*.
2. Not adopt the policies.

These options are assessed in the table on the next page.

Option	Finance/Resourcing	Risk/Opportunity	Consultation
1.	No additional financial implications	The policies have been amended/drafted to reflect better practice and as such aim to manage or mitigate the risk of out-of-date references or requirements.	42-day exhibition period concluded; no submissions received. As such it is considered reasonable to adopt the policies as no negative feedback was received.
2.	Any further review of the policies will require the application of Council resources.	Council may fail to meet its obligations under the Child Safe and Modern Slavery legislative requirements.	No feedback was received during the exhibition period which suggests there is no community concern with the proposed changes.

Following readoption, the policies will be finalised including renumbering alphabetically, version control, and updating footers. The final versions will be published on the Council website.

Consultation requirements

Community engagement has occurred in accordance with Council's *Community Engagement Protocol*. The detail of this report provides the outcomes from the engagement for Council to consider prior to adoption.

Public Exhibition

In accordance with the respective Council resolutions, the 42-day public exhibition period was held from 7 February to 20 March 2023. The following summary details the methods used to promote the public exhibition and their reach (collated statistics):

- web page - 68 page visits;
- eNewsletters including:
 - Council eNews, February 2023 - 1,409 subscribers, opened by 670 subscribers, with one link-click;
 - Council eNews, March 2023 - 1,409 subscribers, opened by 684 subscribers, with two link-clicks;
 - Business eNews, March 2023 - 981 subscribers, opened by 356 recipients, with one link-click;
 - Precincts eNews weekly during exhibition period - 160 subscribers, opened by 75 recipients (average per issue), with four link-clicks;
- Signage displayed at Customer Service Centre and Stanton Library;
- Council Noticeboard promotion (Civic Park); and
- Precinct Committees - several promoted via their meetings and/or flyer invite

Submissions

No submissions were received.

Financial/Resource Implications

There are no direct financial implications associated with the policy amendments.

Legislation

Most of the amendments to the policies relate to Council's obligations under the *Children's Guardian Act 2019*, which requires that child safe organisations implement the Child Safe Standards through its systems, policies, and processes.



FILMING WITHIN COUNCIL AREA POLICY

D5-26

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Policy Owner: Director Corporate Services

Category: Operational

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

- 1.1 North Sydney Council is committed to supporting the film and television industry. Council will ensure a balance between the interests of the community and the needs and requirements of the film and television industry.
- 1.2 The primary intent of this Policy is to regulate and manage the activity of location filming within the North Sydney local government area.
- 1.3 Specifically, it is intended that this Policy minimises the potential impacts on residential and commercial stakeholders, including Council's own assets, by providing a consistent framework for the determination of filming related applications and approvals.
- 1.4 It is intended that this Policy acts within the provisions of the *Filming Related Legislation Amendment Act 2008*; and, in turn, the *Local Government Filming Protocol 2009*, which the Act requires that Council must consider when determining an application for location filming.
- 1.5 Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.

2. ELIGIBILITY

- 2.1 This Policy applies to any individual or organisation applying to carry out filming on location within the North Sydney local government area.
- 2.2 As with the *Local Government Film Protocol* this Policy does not cover stills photography.
- 2.3 Issue of permits for filming will be at Council's discretion.

Re-adopted by Council [insert date]

3. DEFINITIONS

- 3.1 Applicant - is a person or an organisation applying to carry out filming within the North Sydney local government area.
- 3.2 Film Contact Officer - is the officer appointed by Council to provide assistance and advice to filmmakers.

4. PROVISIONS

- 4.1 The Applicant will ensure that every endeavour is made to reduce any inconvenience to residents and/or occupiers of business premises directly affected by filming activities.
- 4.2 In circumstances where Council believes residents and businesses will be adversely affected by filming that takes place during the early hours of the morning or late in the evening, filmmakers must obtain written approval from the adversely affected residents and businesses. Copies of the approvals must be presented to Council on request prior to the commencement of any filming activity. Such notification should include dates, times, all events associated with filming and the conditions fixed by Council. Filmmakers are also required to provide a specified contact person and telephone number. Issue of the permit will be at Council's discretion.
- 4.3 No amplification of any form is to be used, including loud hailers and/or megaphones. Any breach of noise regulations as contained in the approval may result in Council taking action under the *Noise Control Act 1975*. This includes the use of mobile generators which, if used, must be properly silenced.
- 4.4 Hire/use of Council facilities including Filming and Media launches - the hire/use of community, recreational or sporting facilities managed by Council cannot be used for the promotion, advertising or displaying of any services or products related to gambling, tobacco, vaping or alcohol.
- 4.5 A copy of Council's approval shall be kept on location at all times and made available for inspection by Council officers upon request.
- 4.6 The Local Area Command of the NSW Police should be notified by telephone and/or email of any filming in their area that could affect traffic in an adverse manner. This would include situations where filming takes place on public roads or affects their usual operations through episodes that require road closures or standing plant. Police should also be notified of any film activity where violent conduct is being depicted to assess any associated risk. Evidence of approval must be sighted by Council before commencement of filming in the event that it is required.

Re-adopted by Council [insert date]

FILMING WITHIN COUNCIL AREA POLICY

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- 4.7 The written consent of all relevant authorities (examples of which are listed in the protocol), including Council, is to be obtained before filming commences and presented for inspection if requested by Council's Film Contact Officer.
- 4.8 All production companies are required to have *Work Health and Safety Policy*. Risk Assessments may also be required depending on the nature of the filming activity and must be available on request. The safe and convenient movement of pedestrians and vehicular traffic must not be impeded.
- 4.9 Equipment used, and all activities associated with filming, should comply with the *Protection of the Environment Operations Act 1997* and the *Work Health and Safety Act 2011*.
- 4.10 The Applicant must provide Council with a Certificate of Currency for a Public Liability Insurance Policy with a minimum coverage amount as determined by Council, held with an acceptable Insurance Company and with an endorsement stating that the Policy will be held jointly with the Applicant and Council during the time of filming activity. All production companies are also required have sufficient Workers Compensation Insurance.
- 4.11 The use of drones or Remotely Piloted Aircraft System (RPAS) for filming must adhere to the required licence and certification standards required by the Civil Aviation Authority (CASA,) and all of their documented safety standards. Pilots must hold a current Unmanned Aerial Vehicle (UAV) Operations Certificate and a current Remote Pilot Certificate.
- 4.12 Vehicles must not be parked in Council's parks or reserves or upon grass verges and/or footpaths, unless permission is obtained through the Customer Service (Bookings) staff (Film Contact Officers). All vehicles associated with the production are to be legally parked at all times and/or, where applicable, parked in accordance with an approved parking plan.
- 4.13 At the cessation of filming, the Applicant will repair all damage, remove all rubbish and restore the location to its original condition prior to filming and to the satisfaction of Council.
- 4.14 Payment of fees and any bond determined by Council should be made before filming commences. Fee scales are in accordance with the mechanisms set out in the *Local Government Filming Protocol*.
- 4.15 If the booking is cancelled due to wet weather, the Applicant is entitled to a full refund less the application fee. If the booking is cancelled for any other reason, Council will retain the application fee and bill any additional costs incurred.

Re-adopted by Council [insert date]

FILMING WITHIN COUNCIL AREA POLICY

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- 4.16 Film activities classified as Ultra Low, that being activities with less than ten crew members, no disruption to residents and business and vehicles legally parked, will not attract application fees. However, filmmakers are required to notify Council in writing of their activity. The provisions set out in clauses 4.1 to 4.16 also apply to this level of activity.
- 4.17 Still photography does not require Council approval nor attract Council fees unless it involves additional activity such as blocking streets, constructing a set or additional parking. In such cases the provisions set out in clauses 4.1 to 4.16 apply.
- 4.18 Filmmakers must always adhere to the *Code of Conduct for Location Filming in NSW 2009*.
- 4.19 Any breach of these conditions may result in any future application being refused.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council delegates responsibility for the issue of location filming permits to the General Manager and in turn the Director Corporate Services.
- 5.2 The regulation of location filming is delegated to the General Manager and in turn the Director Corporate Services.
- 5.3 Council's Customer Service and Records Department (Bookings Section) is responsible for processing all applications to film and act in the role of Film Contact Officers.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following documents/legislation:

- Code of Conduct for Location Filming in NSW 2009
- Filming Related Legislation Amendment Act 2008
- Local Government Filming Protocol 2009
- Noise Control Act 1975
- Protection of the Environment Operations Act 1997
- RTA Filming projects - Guidelines for parking and road closures
- Work Health and Safety Act 2011

The Policy should be read in conjunction with following Council policies and documents:

- Work Health and Safety Policy (staff policy)

Re-adopted by Council [insert date]

FILMING WITHIN COUNCIL AREA POLICY

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Version	Date Approved	Approved by	Resolution No.	Review Date
1	2 August 2004	Council	794	2008/09
2	16 February 2009	Council	61	2012/13
3	31 August 2009	Council	603	2012/13
4	18 February 2013	Council	61	2016/17
5	25 June 2018	Council	214	2020/21
6	[insert date]	Council	[insert min. no.]	2024/25

 Re-adopted by Council [insert date]



SPORTING FACILITIES BOOKING POLICY

D5-47

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Policy Owner: Director Corporate Services

Category: Operational

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

- 1.1 To provide a bookings system for North Sydney Council's sporting facilities that is fair and transparent for all users and which prohibits exclusive use.
- 1.2 Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.

2. ELIGIBILITY

- 2.1 This Policy applies to all hirers of Council sporting facilities as defined below.

3. DEFINITIONS

- 3.1 Hirer - is a school, club, association or individual.
- 3.2 Commercial Hirer - is a company or a business.
- 3.3 Sporting facilities - includes ovals, netball courts and practice nets; it excludes North Sydney Olympic Pool, North Sydney Oval, North Sydney Indoor Sports Centre and passive parks.
- 3.4 Local - refers to a resident or hirer who resides or is located, or whose members generally reside, in the North Sydney local government area.
- 3.5 High impact sports - are defined as hockey, oztag, all football codes or any other sport that is deemed to have a heavy impact on the sports field surface.
- 3.6 Low impact sports - are defined as traditional summer sports such as cricket or any other sport that is deemed to have a low impact on the sports field surface.

4. PROVISIONS

- 4.1 Booking of sporting facilities is to be made on a seasonal basis in the first instance.

Re-adopted by Council [insert date]

SPORTING FACILITIES BOOKING POLICY

- 4.2 Seasonal hirers of Council's sporting facilities will be given preference over occasional hirers.
- 4.3 Bookings are not based on precedent.
- 4.4 Preference will be given to local hirers.
- 4.5 Schools, sporting clubs and sporting associations will have priority over commercial hirers.
- 4.6 Hire/use of Council facilities including Filming and Media launches - the hire/use of community, recreational or sporting facilities managed by Council cannot be used for the promotion, advertising or displaying of any services or products related to gambling, tobacco, vaping or alcohol.
- 4.7 Schools and junior clubs will have priority for bookings between 7.00am and 5.30pm, Monday to Friday.
- 4.8 Applications for seasonal bookings will close each year as follows:

Summer Season: First Friday in August
 Winter Season: First Friday in February

Late applications will only be dealt with after bookings have been allocated to on-time applicants.

Traditional summer sports have priority during the summer season e.g. cricket, as do traditional winter sports e.g. all football codes and hockey have priority during the winter season.

- 4.9 In determining the allocation of requested bookings, Bookings staff will take into consideration:
- a) the number of players/participants represented by the hirer;
 - b) if the booking is for training/competition/social (priority to will be given to training/competition over social);
 - c) a fair distribution of hours between the respective hirers;
 - d) whether the hirer has previously complied with Council's bookings conditions of hire;
 - e) the impact of a particular sport on the grounds during the maintenance and growing periods. Council Officers will advise the applicant of the current terms and conditions; and
 - f) special events such as holiday camps will be considered on a case by case basis.

Re-adopted by Council [insert date]

SPORTING FACILITIES BOOKING POLICY

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4.10 In accordance with Council's *Fees and Charges Schedule*, permanent hirers that pay the entire season bookings seven days in advance of the season commencing will receive a 10% reduction on the scheduled fee.

4.11 Dispute Resolution - where there is a conflict in relation to dates and/or time slots of the requested bookings, Council Officers will contact the hirers and attempt to work out a compromise arrangement with them on an individual basis.

Where attempts to find a compromise have failed, the parties will be invited to attend a pre-season hirer meeting in order for Council Officers to mediate a solution with the parties. Council's Manager Parks and Reserves will chair the meeting assisted by Customer Services and Records Department staff.

If the impasse cannot be resolved, Council will hold a ballot to allocate the disputed times or Council staff will determine allocation having taken into consideration the needs of the parties.

4.12 Communication with Stakeholders - Council's Manager Parks and Reserves will maintain contact with the various stakeholders on a formal basis, through the Sport and Recreation Reference Group.

5. RESPONSIBILITY/ACCOUNTABILITY

5.1 Customer Service and Records Department (Bookings Section) are responsible for processing applications for seasonal hire of sporting facilities.

5.2 Council's Manager Parks and Reserves is the point of contact with stakeholders to address sport and recreation matters.

5.3 Council's Manager Parks and Reserves is responsible for chairing meetings to resolve conflicts between hirers.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following documents/legislation:

- Child Safe Policy
- Fees and Charges Schedule
- Recreation Needs Study
- Smoke Free Environment Declared Public Areas Policy
- Terms and Conditions/Permit for Use of Sporting Resource

Re-adopted by Council [insert date]

SPORTING FACILITIES BOOKING POLICY

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Version	Date Approved	Approved by	Resolution No.	Review Date
1	5 June 2006	Council	412	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

 Re-adopted by Council [insert date]



STATEMENT OF BUSINESS ETHICS

[REF]

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Policy Owner: Director Corporate Services

Category: Strategic

Category: 5. Our Civic Leadership

1. INTRODUCTION

North Sydney Council is committed to high ethical standards and this Statement of Business Ethics sets out the standards the Council requires of its contractors and business associates. It is based on the standards in the Council's *Code of Conduct for - Councillors and Staff*.

It is essential that all Council Officials, contractors and their staff and other business associates work together to maintain our excellent reputation.

In dealing with Council contractors and their staff and other business associates are responsible for maintaining Council's high ethical standards in all contract work. Council expects all parties to perform their duties with integrity, honesty and fairness.

2. VALUES AND KEY PRINCIPLES

All contractors, their staff and business associates are responsible for ensuring that they act ethically when dealing with or on behalf of Council. All parties working for Council are expected to know and understand the standards in this Statement of Business Ethics.

When working for Council contractors and their staff and other business associates should at all times be courteous towards the public, Council staff and Councillors and not bring the Council in disrepute. They must obey all laws or contractual obligations.

Council is committed to providing a work environment free of harassment or discrimination.

Council has community and environmental responsibilities and contractors, and their staff and other business associates are expected to honour them when doing business with or on behalf of our Council.

Safety is paramount and therefore all persons doing work with or for our Council should protect their safety and others in the work environment and the public arena. Council is responsible for providing a safe work environment and for putting first, the health, safety and welfare of members of the public, Council officials, contractors, their staff and business associates.

Re-adopted by Council [inset date]

3. KEY RESPONSIBILITIES

3.1 What to expect from Council

Staff, this includes employees, contractors, consultants and volunteers, are bound by our code of conduct. They are accountable for their actions and are expected to maintain the following:

- use public resources effectively and efficiently;
- encourage fair and transparent competition while seeking value for money;
- protect confidential and proprietary information;
- deal fairly, ethically and honestly with all individuals and organisations;
- disclose any situation that involves or could be perceived to involve a conflict of interest;
- not seek or accept financial or other benefits for performing official duties;
- treat all potential suppliers with impartiality and fairness and given equal access to information; and
- all procurement activities and decisions be fully and clearly documented to provide an effective audit trail.

3.2 What we ask from Contractors

We require all providers of goods and services to:

- comply with our procurement policies and procedures;
- declare any actual or perceived conflicts of interest as soon as you become aware of them;
- act ethically, fairly and honestly in all dealings with us;
- take all reasonable measures to prevent the disclosure of confidential information;
- provide accurate and reliable advice and information when requested;
- not offer Council staff any financial inducements or any gifts or other benefits which may influence or be seen as influencing them;
- comply with Council's Modern Slavery framework; and
- comply with Council's Child Protection framework.

4. MODERN SLAVERY

The Contractor must take reasonable steps (appropriate to their size and circumstance) to identify, assess and address modern slavery risks within their operations and supply chains.

Where the Contractor is required to comply with the *Modern Slavery Act 2018* (Commonwealth), a Modern Slavery Statement must be prepared and forwarded to the Principal for each reporting period (as defined under the *Modern Slavery Act 2018 (Cth)*) that falls under the duration of this Contract.

Re-adopted by Council [inset date]

STATEMENT OF BUSINESS ETHICS

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The Contractor must notify the Principal in writing as soon as practicable of any Modern Slavery occurrence or human rights violations detected within their operations or supply chain and the remedial action taken, including actions to reduce the risk of future occurrence. Failure to notify and to take action to rectify the situation and prevent it from occurring again will result in termination of the Contract.

5. CHILD SAFETY AND WELLBEING

The Child Safe Standards are one of several recommendations made by the Royal Commission into Institutional Child Sexual Abuse. They provide a benchmark by which organisations can assess their child safe capability. The standards provide guidance for organisations to create cultures, adopt strategies and act to put the interests of children first whilst keeping them safe from harm.

Implementing the standards effectively will help the organisation drive cultural change. A child safe culture encompasses a set of values and practices that guide the attitudes of all Council employees.

6. CONFLICTS OF INTEREST

If a conflict of interest in work with Council exists or arises, contractors and their staff and other business associates must disclose it to the Council. A conflict of interest arises if our own interests, or those of other people close to us, conflict with our obligations to the Council.

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

A Councillor who becomes aware that a business in which he/she has an interest is seeking to provide goods or services to the Council, where the value of the goods or services do not require Council to seek public tenders, must disclose such interest to the General Manager.

7. GIFTS OR BENEFITS

Gifts or benefits which are designed to gain any advantage for contractors and their staff and other business associates or their organisation, or which the public could reasonably see as likely to cause that Council official to depart from his or her proper course of duty, must not be offered to any Council official. Token gifts may be given or accepted if the gift is not likely to be seen as compromising.

Contractors and their staff and other business associates should not accept any gift in relation to their work for Council, which could influence, or be seen to influence, their impartiality in relation to the work or services they are providing to Council.

Cash should not be offered to a Council official in any circumstances.

Re-adopted by Council [inset date]

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

8. CONFIDENTIAL AND PERSONAL INFORMATION

Care must be taken by contractors and their staff and other business associates to maintain the security of any confidential or personal information they become aware of in their work with Council.

Contractors and their staff and other business associates must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through their dealings with Council.

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 Council premises any Council information or personal information, unless they need it for their work with the Council and have authorisation to use or disclose the information.

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

9. COUNCIL RESOURCES

Council resources may only be used for Council purposes, unless approval has been given. Council resources include materials, equipment, vehicles, documents, records, data and information.

10. PUBLIC COMMENT

Contractors and their staff and other business associates must not make any public comment or statement that would lead anyone to believe that they are representing Council or expressing its views or policies.

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.

11. ALCOHOL AND DRUGS

Contractors and their staff and other business associates should not carry out their duties for Council while under the influence of alcohol or other drugs that could impair their ability or cause danger to the safety of themselves or others.

Re-adopted by Council [inset date]

12. OFFERS OF SECONDARY EMPLOYMENT TO COUNCIL STAFF

If contractors and their staff and other business associates offer a Council staff member a second job, whilst they are still employed with the Council, the Council staff member will need to seek approval from the Council's General Manager.

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

13. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE

When contracted to Council contractors and their staff and other business associates are considered to be public officials for the purposes of *the Independent Corruption (ICAC) Act 1988* and subject to the ICAC's jurisdiction.

Contractors and their staff and other business associates have a responsibility to report any suspected instances of corruption, maladministration, or serious and substantial waste to the Council.

Alternatively, any suspected instances of corruption can be reported to the ICAC or maladministration to the Ombudsman.

14. BREACHES OF THE CODE

Failure to comply with this Code of Conduct may cause penalty clauses in the contract to be invoked and/or civil or criminal proceedings to be brought or other action considered appropriate by North Sydney Council.

15. NORTH SYDNEY COUNCIL'S COMMITMENT

Council is committed to the standards in this Statement of Business Ethics. They reflect the high standards expected by our community and contractors and their staff and other business associates are expected to maintain these standards and principles when undertaking work for, or on behalf of Council.

16. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Access to Council Information Policy
- Child Safe Policy
- Code of Conduct - Councillors and Staff
- Code of Meeting Practice

Re-adopted by Council [inset date]

STATEMENT OF BUSINESS ETHICS

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- Community Engagement Policy
 - Complaints Handling Policy
 - Gifts and Benefits Policy
 - Open Government Policy
 - Privacy Management Plan

The Policy should be read in conjunction with the following documents/legislation:

- Independent Commission Against Corruption Act 1988
- Local Government Act 1993

17. FOR ASSISTANCE/INFORMATION ABOUT THIS CODE:

For more information or assistance with this Statement of Business Ethics contact Council's Public Officer on 9936 8100.

Version	Date Approved	Approved by	Resolution No.	Review Date
1	4 April 2005	Council	291	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	[insert date]	Council	[insert min. no.]	2024/25

Re-adopted by Council [inset date]