

# Statement of Business Ethics



*Our Statement of Business Ethics provides guidance to the private sector when conducting business with our Council. It sets out the mutual obligations, roles and constraints of Council and private sector contractors, suppliers, consultants, tenderers and business partners in addition to defining the principle of conduct expected of all parties.*

*This Statement is designed to ensure that all our commercial relationships are fair, productive and ethical and provide value for money for Council.*

**Steve McGrath**  
**General Manager**

## Our Business Principles

The principle of achieving best value for money is at the heart of all our business relationships. This is determined by taking into account factors such as quality, past performance, reliability, service, timeliness, whole of life cost and sustainability. It does not necessarily mean 'lowest price'.

Impartiality means being objective, fair and consistent in our procurement processes. It does not mean pleasing everyone.

Our business decisions will be made in a transparent manner and in accordance with adopted Council policies and procedures and legislation so that our customers and business partners understand the reasons for our actions and the integrity of our procurement processes is not compromised.

## What you can expect from us

### Our employees will:

- Abide by the adopted Council Codes of Practice, policies and procedures
- Be accountable for their actions and act in the public interest
- Act honestly, ethically and fairly in all their dealings
- Document all procurement activities and decisions
- Avoid potential, real or perceived conflicts of interests
- Treat all our business partners or potential business partners with courtesy, impartiality, fairness and provide equal access to information
- Encourage fair and open competition while seeking value for money
- Be open in our business dealings subject to privacy and commercial-in-confidence considerations
- Not solicit or accept financial or other benefits for performing their work
- Respond promptly to reasonable requests for advice and information
- Not disclose your proprietary or confidential information.

## What we ask of you

### We require you to:

- Act ethically and honestly in all dealings with Council
- Respect the obligation of Council staff to act in accordance with the Code of Conduct and the principles outlined in this statement
- Declare any potential, real or perceived conflicts of interest immediately to Council
- Refrain from offering our employees any inducements or incentives
- Deliver value for money
- Comply with Council's policies and procedures
- Prevent the unauthorised release of privileged, confidential or commercial-in-confidence information
- Refrain from discussing Council business or information with the media
- Refrain from canvassing support from Council staff or delegates during a formal tender period
- Refrain from engaging in any form of collusive practice

## Why you must comply

Our Statement of Business Ethics is about being able to conduct business in a fair and ethical manner that advances the interests and objectives of Council as well as your business.

There may be consequences for not complying with this Statement. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts and tendering opportunities
- Loss of future works
- Loss of reputation
- Matters being referred to investigating authorities
- Dismissal for Council employees, and
- Potential criminal charges.

## Practical Guidelines

### Incentives, Gifts and Benefits

Gifts, benefits and incentives must not be offered to our employees and we expect them to decline any offers. Our employees are not permitted to ask for any incentive or reward for doing their job.

We award business on the basis of merit taking into account what is 'best value for money'.

### Conflicts of interest

Council staff and Councillors are required to disclose any potential, actual or perceived conflicts of interest. We extend this requirement to all our business partners and suppliers. Our business partners are required to disclose in writing any perceived or actual conflicts of interest. Conflicts of interest should be disclosed in writing to the General Manager.

### Confidentiality & intellectual property

Information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such. In our business relationships all parties will respect each other's intellectual property rights and will formally negotiate any access, licence or use of intellectual property.

### **Other employment or business**

Our employees shall not engage in outside employment or business that relates to the business of Council, or could conflict, with their duties with the Council. They can only engage in such a second job or business if they have the written approval of the General Manager.

### **Communication between parties**

To avoid any perception of inappropriate behaviour or influence, all communications should be clear, direct and accountable. Communications should, where possible be in writing.

## **Who to contact**

If you have any enquires about this statement or wish to report or have concerns about corrupt conduct, maladministration or serious waste of public funds, please contact the General Manager or the Group Leader Governance Services on 6648 4000.

The *Public Interest Disclosures Act* protects public officials disclosing corruption related matters from reprisal of detrimental action and ensures disclosures are dealt with properly.

External reporting can also be made to:

#### **Independent Commission Against Corruption (ICAC)**

T: 1800 463 909

E: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

#### **NSW Office of Local Government**

T: 02 4428 4100

E: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

#### **NSW Ombudsman**

T: 1800 451 524

E: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)