



STATEMENT OF BUSINESS ETHICS

Version 1

1. INTRODUCTION

This Statement defines the principles of conduct that are expected of Council and its suppliers in order to ensure that the integrity and professionalism of both organisations is enhanced and is a statement of Council's values and systems of accountability. It is critical that Council and its contractors, suppliers, consultants, tenderers or business partners have mutual expectations of the relationship.

2. BUSINESS PRINCIPLES

Council is committed to ethical business practices based on public duty principles. Council's business principles are as follows:

- All procurement is conducted on the basis of value for money;
- All business relationships with external parties will be transparent;
- Procurement and appointment decisions will be based on merit and will be impartial; and
- Council's procurement decision making processes will be open (where practicable) and accountable.

Value for money means an estimate of the worth or desirability of the goods or services offered. This can include such factors as initial cost, whole of life cost, quality, the extent to which the goods or services meet the specified requirements and also social and environmental responsibilities.

Transparency means visible and verifiable confirmation of the integrity of the purchasing process and compliance with relevant legislation and adopted Council procedures.

Impartiality means the purchasing process must be undertaken in a fair, objective, consistent and business like manner, leading to improved performance and cost effective methods of doing business for Council. Council strives to be impartial by ensuring that its processes are appropriate.

3. COUNCIL EXPECTS THAT COUNCILLORS AND STAFF WILL:

3.1. Observe the principles detailed in the Council's Code of Conduct, when carrying out their duties to ensure that actions are undertaken with:

- Integrity;
- Customer focus;
- Leadership by example;
- Selflessness;
- Objectivity;
- Accountability;
- Transparency;
- Honesty; and
- Respect.

3.2. Councillors and staff will respect the policies and procedures of the Council and will:

- Treat all tenderers for the supply of goods and services equitably;
- Promote fair and open competition while seeking value for money;
- Make decisions using principals of procedural fairness;
- Respond promptly, efficiently and effectively to reasonable requests for advice and information;

- Avoid situations where public interest could conflict with public duty;
- Prevent the misuse or disclosure of privileged information, including confidential Council information; and
- Never solicit or accept gifts or remunerations or benefits from a supplier for the discharge of official duties and adhere to the Council's Code of Conduct requirements in this regard.

4. COUNCIL EXPECTS TENDERERS, SUPPLIERS, CONSULTANTS AND CONTRACTORS TO:

- 4.1. Respect the conditions expressed in Council documents supplied;
- 4.2. Respect the obligation of Council to abide by its policies and procedures;
- 4.3. Prevent the misuse or disclosure of privileged information, including confidential Council information;
- 4.4. Refrain from offering Council staff or Councillors inducements or incentives, such as money, gifts, benefits, entertainment etc;
- 4.5. Abstain from collusive practices;
- 4.6. Disclose potential conflicts of interest;
- 4.7. Provide accurate information where required; and
- 4.8. Not to act fraudulently or secretly.

Contractors are also expected to make any sub-contractors they employ aware of this statement and of the consequences of breaching it.

5. APPARENT BREACHES

Compliance with this statement will provide the opportunity to bid for Council work on a level playing field.

It should be noted that the ICAC Act defines those engaged as consultants or contractors by a public authority as 'public officials.'

Non-compliance with the principles of business ethics outlined in this statement could result in the following consequences: investigation; possible loss of work; damage to reputation; termination of contracts etc.

Consequences for Council staff could include: investigation; disciplinary action in accordance with the Code of Conduct; or potential criminal charges.

6. REVIEW

The General Manager will review the Statement of Business Ethic once in each Council term.

Maintained by Department:	Governance	Approved by:	Council		
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