



Statement of Business Ethics

Introduction

The purpose of this Statement is to provide staff, contractors and sub-contractors with information on the standards of ethical behaviour expected during dealings with Council.

Expectations of Council Staff and Providers

Whenever Council conduct business with other organisations, the mutual expectation of staff and providers will be in accordance with the Council policies, procedures and practices which are consistent with best practice and the highest standards of ethical conduct.

These practices include:

- Acting fairly, honestly, ethically and professionally with all individuals and organisations;
- Complying with all relevant Council policies, procedures and practices;
- Complying with the conditions set out in Request (RFQ and RFT) or Contract documents;
- Providing accurate, timely and reliable advice and information;
- Responding promptly to reasonable requests;
- Promptly declaring actual, potential or perceived conflicts of interest;
- Taking all reasonable measures to prevent unauthorised release of privileged or confidential information;
- Refraining from lobbying Councillors or members of staff during procurement processes.
- Refraining from engaging in collusive practice;
- Refraining from offering Council officials inducements or incentives which may improperly influence the conduct of their duties;
- Refraining from discussing confidential Council or provider information publicly;
- Assisting Council to prevent unethical and fraudulent practices in business;
- Using public resources effectively and efficiently;
- Delivering value for money; and
- Promoting and delivering a safe and healthy working environment and abiding by all relevant WHS and WorkCover legislation.

Statement Compliance

Non-compliance with the Statement as demonstrated by corrupt or unethical conduct could lead to:

- Disqualification of tender;
- Termination of contracts;
- Loss of future work;
- Investigation for corruption;
- Loss of reputation; and/or
- Matters referred for criminal investigation

Reporting Corruption, Maladministration and Wastage

When contracted to Council, you are considered to be a public official for the purposes of the Independent Commission Against Corruption (ICAC) Act 1988 and Public Interest Disclosures Act 1994 and subject to ICAC jurisdiction.

As a public official you have a responsibility to report to Council any suspect instances of corruption, maladministration or serious and substantial waste, any pecuniary interest

contraventions, or any failings by staff to fulfil their obligations under the Government Information (Public Access) Act 2009.

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

When making reports of this nature you may be entitled to certain protections in accordance with the Public Interest Disclosures Act 1994.

Other Information

Gifts and Benefits

Council prefer gifts and benefits not to be offered to Council officials. All gifts, or offers of gifts, are disclosed and recorded in the Council Gift Register. The acceptance of cash, gift cards or vouchers is not permitted regardless of the amount.

Conflicts of Interest

Council officials, contractors and sub-contractors are required to disclose and resolve any actual, potential or perceived conflicts of interest.

Communication

All communication should be clear and direct to minimise the risk of perceived, inappropriate influence being brought to bear on the business relationship. Council encourages any communication to be in writing.

Intellectual Property Rights

In business relationships with Council, parties are expected to respect intellectual property rights and formally negotiate any access, licence or use of intellectual property.

Contact

If you have any questions regarding this statement or wish to provide information about an apparent breach of any standard of ethical conduct of suspected corrupt conduct, please contact the Council Public Officer on (02) 4823 4444.

Review

This statement is to be reviewed by 30 June 2024.

Version History

| Version | Approved by | Effective Date | Modified |
|---------|-----------------------------------------|----------------|-----------------------------------------|
| 1 | Director Corporate & Community Services | 1 March 2015 | New procedure |
| 2 | Director Business Services | 1 July 2017 | Include new vision and values |
| 3 | Director Corporate & Community Services | 1 July 2019 | Simplified |
| 4 | Director Corporate & Community Services | 1 May 2021 | Reviewed – Typographic corrections only |

Date

29 - 4 - 2021


Warwick Bennett
General Manager