



Statement of Business Ethics
Adopted 19 October 2004
Office of the General Manager



Statement of Business Ethics

1.0 Purpose

The Statement of Business Ethics is prepared by Council to ensure Council's expectations around best practice procurement, contractor engagement, fair dealings, integrity and good governance are clear, practical and understood by suppliers, contractors, consultants and any other commercial operators who have dealings with Council.

2.0 Objectives

The objectives of this policy statement are to:

- build and maintain ethical relationships with all sectors of the community and in particular the private sector
- encourage transparency and accountability in all dealings including lending, contracting, supply of goods and services and business partnerships
- ensure other sector partners understand Council's public duty obligations
- manage the potential risk and misunderstanding that can occur in business transactions between the public and private sectors
- maintain corruption resistant, ethical work practices.

3.0 Scope

This policy statement applies to all areas of Council and provides guidance for all sectors of the community when conducting business with Council.

4.0 References

This policy statement should be read in conjunction with:

- Council's Code of Conduct
- Council's Procurement Policy
- Council's Local Preference Purchasing Policy

5.0 Policy

5.1 Council's key business principles

The principle of best value for money is central to all of Council's business relationships with all suppliers of goods and services.

This does not necessarily mean that best value for money equates to the lowest price. Council will balance all relevant factors including quality, reliability, timeliness, whole-of-life costs and initial cost.

Obtaining best value for money includes ensuring Council's business relationships are honest, ethical, fair and consistent. Council's business dealings will be transparent and open to public scrutiny whenever possible.

5.2 What to expect from Council employees

Council will ensure that policies, procedures and practices related to contracting, the purchase of goods and services, and tendering are consistent with best practice and the highest standards of ethical conduct.

Employees and Councillors are bound by Council's Code of Conduct. Employees, Councillors, members of committees, contractors and



consultants (collectively referred to as Council Officials) are accountable for their actions and are expected to:

- use public resources effectively and efficiently
- avoid any real or perceived conflict of interest
- deal honestly, fairly and ethically with all individuals and organisations

Council procurement dealings will be underpinned by the following guidelines:

- energy efficient products containing recycled material and are environmentally friendly will be purchased wherever reasonably possible.
- all potential suppliers will be treated with fairness, given equal access to information and opportunities to submit bids.
- to give preference to Australian produced steel products wherever possible in projects undertaken by Council.
- the Council will not disclose confidential or proprietary information.

5.3 Council's expectations

To ensure there is a high degree of transparency and integrity amongst Council and commercial entities the following minimum standards are expected of suppliers. These include;

- compliance with Council's procurement policies and procedures
- declaration of real or perceived conflicts of interest as soon as becoming aware of the conflict
- refraining from engaging in any form of collusive practices including offering employees inducements or incentives designed to improperly influence the conduct of their duties
- acting ethically, fairly and honestly in all dealings with Council
- assisting Council to prevent unethical practices within business relationships.

5.4 Compliance

Complying with this policy will not disadvantage any business or commercial entity. The majority of entities have business ethics statement. They are a part of contemporary procurement systems. Entities conducting business with Council need to be aware of the potential consequences of not complying with Council's Statement of Business Ethics. Proven corrupt or unethical behaviour will result in;

- termination of contracts & loss of future contracts
- loss of reputation
- matters being referred to investigative bodies

6.0 Document control

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