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Council values



Respect

We treat others as we expect to be treated – in a fair and professional manner



Innovation

We champion change in order to provide superior services to our community



Integrity

We are open, honest, and ethical in our behaviours – at all times



Teamwork

We are one team – working together with trust and commitment to achieve and share goals



Excellence

We aspire to be the best in everything we do

Our Commitment

Our community expects high ethical standards in the provision of Council's services and in everything else we do. Council has set out an ethical framework in which it operates and what we expect from Councillors, Council employees and those who do business with Council.

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 those who have dealings with Council. The Statement will enable providers and suppliers to Council to advance their business objectives and interests with us fairly and ethically.

Scope

This Statement applies to all private sector individuals or entities, not-for-profit organisations, other government agencies, Council representatives and members of the public. Council representatives include Councillors, contractors, consultants, employees, volunteers, delegates of the Council and members of Council Committees who represent, or act on behalf of, Council.

Business Principles

The key principles that underpin our business relationships with providers and suppliers to Council are:

- **Behaving ethically** – we will ensure our business relationships are honest, ethical, fair, without prejudice and consistent.
- **Achieving value for money** – we will follow procurement practices that promote value for money and will consider both financial and non-financial factors including quality, reliability, technical expertise, timeliness, safety, environmental sustainability and legislative compliance.
Value for money does not necessarily mean 'lowest price'. However, the lowest price might represent best value for money if it satisfies the other criteria.
- **Promoting competition** – we will follow procurement practices that promote competition which will result in the best possible range of goods and/or services at the best possible price.
- **Being open and transparent** – our dealings with providers and suppliers to Council will be transparent and open to public scrutiny whenever possible.
- **Fairness** – we will treat all parties involved in an objective, reasonable and even-handed manner. Potential providers or suppliers will be given equal access to information and opportunities to submit bids.
- **Prevention of corruption** – we are committed to ethical standards, and it is the responsibility of Councillors and Council staff, as well as providers and suppliers to Council, to report any instances of suspected corruption, maladministration or illegal activities.

We have specific requirements in the following areas, and we require our external service providers to meet these expectations.

- **Gifts and Benefits**

In general, Council officials are expected to decline gifts or benefits offered during the course of their work. You should refrain from offering any such incentives to Council officials. All gifts offered, accepted or declined are required to be formally recorded in our public Gifts and Benefits Register.

- **Conflicts of Interest**

Council officials are required to disclose any actual, potential or perceived conflicts of interest. Council extends this duty of disclosure to all external service providers.

- **Use of Council equipment and resources**

Council resources include financial, material and human resources. All Council equipment and resources are to be used for their intended, proper and official purpose. This requirement clearly extends to the private sector's use of our resources.

- **Use of Council Information**

Any confidential Council information should be treated as such and should not be revealed to persons other than those with a genuine need and authority. Private, confidential and commercial-in-confidence or proprietary information contained within applications, objections, tenders, quotations, expressions of interest, proposals, heads of agreements and the like, should never be given to competing interests or unauthorised persons. Suppliers handling private information on behalf of Council are expected to adhere to Council's Privacy Management Plan.

- **Development Applications**

Council is committed to assessing development applications in a manner which is compliant with legislation, open and transparent. There shall be no undue influence on the development assessment process by Council officials.

- **Communication**

All communication should be clear and direct to minimise the risk of perception of inappropriate influence on the business relationship.

- **Secondary and post-separation employment**

Council officials have a duty to maintain public trust and confidence and not use commercially sensitive information to facilitate future employment opportunities in the private sector. External service providers are to refrain from exerting pressure, offering inducements or incentives or offering future employment to Council officials.

- **Intellectual Property Rights**

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

- **Public comment**

Unless explicitly permitted, our business partners must not make any public comment or statement that would lead anyone to believe they are representing Council, or expressing its views, whether at public and community meetings, via the media, or when it is likely that the public at large will become aware of such comments or statements.

- **Tenderers, Contractors and Subcontractors**

All tenderers contracted and sub-contracted employees are expected to comply with this Statement. It is the responsibility of contractors to make sub-contractors, if they are engaged, aware of this Statement.

- **Work Health and Safety**

When you work with Council you must give work health and safety top priority and comply with all safety laws, regulations, procedures and standards.

- **Political donations**

The law requires that persons who have a financial interest in or have made a submission in relation to a development application or a planning instrument, are to disclose information about political donations and other gifts. This is a mandatory requirement if a donation or gift has been made to a Councillor or Council employee within the previous two years of the application of submission.

What to expect from us

Council will ensure that all policies, procedures and practices related to approvals, tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct. All approvals, procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective performance review.

Council officials must adhere to Council's Code of Conduct and they are expected to:

- Respect those with whom they deal with in the course of their duties;
- Use public resources effectively and efficiently;
- Abide by all relevant and applicable laws and regulations;
- Respect and comply with Council's policies and procedures;
- Deal fairly, honestly and ethically with all individuals and organisations;
- Assess applications objectively, considering all relevant and material factors;
- Promote fair and open competition while seeking best value for money;
- Avoid actual, potential or perceived conflicts of interest;
- Protect confidential information;
- Never solicit or accept remuneration, gifts or other benefits from a supplier or applicant for the discharge of official duties; and
- Respond promptly to reasonable requests for advice and information.

What we expect from you

We ask all external service providers to observe the following when doing business with Council:

- Act ethically, fairly and honestly in all dealings with Council;
- Respect and be courteous towards members of the public and Council officials;
- Comply with all relevant contractual and statutory obligations;
- Respect and comply with the conditions set out in any documents supplied by Council;
- Provide accurate and reliable advice and information when required;
- Declare actual, potential or perceived conflicts of interest to Council as soon as possible;
- Refrain from engaging in any form of modern slavery;
- Immediately report instances of corruption, maladministration and waste;
- Refrain from lobbying or canvassing Council officials during procurement and tendering processes;
- Refrain from engaging in any form of collusive practice, such as offering Council officials inducements or incentives designed to improperly influence the conduct of their duties;
- Refrain from engaging in any activity with the purpose of reducing or eliminating competition;
- Refrain from behaving in a way that might bring the Council into disrepute; and
- Refrain making any statement or acting in any way that could mislead anyone to believe that they are representing Council, or expressing Council views or policies.
- Take all reasonable measures to prevent unauthorised release of privileged and confidential information, particularly to the media;

Additionally, we expect our business partners to ensure they, and their employees and/or contractors, familiarise themselves with NSW Local Government procurement frameworks and policies, our Codes of conduct and local policies and standards, which can be found [here](#).

Compliance

By complying with the principles and standards in this Statement of Business Ethics, members of the public, applicants, objectors and suppliers will be able to advance their objectives and interests in a fair and ethical manner. Council expects all external service providers to comply with this Statement of Business Ethics.

There will be consequences for external service providers not complying with the standards of behaviour outlined in this Statement. Demonstrated corrupt conduct or unethical conduct could lead to:

- Disqualification of tender
- Termination of contracts
- Termination of meetings
- Loss of future work with Council
- Investigation for corruption, inappropriate or unethical conduct
- Loss of reputation or
- Referral of the matter for criminal investigation.

Consequences for non-compliance with this Statement of Business Ethics for Council officials include:

- Disciplinary action
- Dismissal
- Loss of civic office
- Investigation for corruption, inappropriate or unethical conduct
- Referral of the matter for criminal investigation.

Reporting Unethical Behaviour

If you do not believe Council or an external service provider is meeting the requirements described in this Statement, or have concerns about any conduct that could involve unethical behaviour, corrupt conduct (including fraud), maladministration or waste of public monies please contact:

- Council's **Public Officer** or the **Chief Executive Officer** on 4232 0444

Reports can also be made to the following external agencies:

- **Independent Commission Against Corruption (ICAC)**
T: 8281 5999 or toll free on 1800 463 909 (callers outside Sydney)
E: icac@icac.nsw.gov.au
- **NSW Ombudsman**
T: 1800 451 524
E: nswombo@ombo.nsw.gov.au
- **NSW Office of Local Government (OLG)**
T: 4428 4100
E: olg@olg.nsw.gov.au

Review History

| Date reviewed | Date adopted/ endorsed | Brief detail of amendments |
|-----------------|---------------------------|---|
| 19 October 2004 | 19 October 2004 | New document |
| 19 April 2016 | 19 April 2016 | Document reviewed and updated |
| 30 May 2024 | 4 June 2024 | Document updated to new template; updated content for Business Principles; additional content 'What to Expect from Council' with respect to Modern Slavery, Fraud and Corruption, PID, Child Safe, Drug and Alcohol and updated Code of Conduct responsibilities; addition of 'Practical Guidelines'; and addition of 'Who to Contact'. |
| 4 February 2025 | 20 May 2025 | Comprehensive review and update |

Authorisation

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