

Statement of Business Ethics

**Standards for Contractors,
Their Employees and Business
Associates**



City of Ryde

7 June 2005

TABLE OF CONTENTS

1. INTRODUCTION	1
2. THE CITY OF RYDE VALUES AND KEY PRINCIPLES	1
3. CONTRACTORS AND BUSINESS ASSOCIATES RESPONSIBILITIES	2
4. CONFLICT OF INTERESTS	2
5. GIFTS OR BENEFITS.....	2
6. CONFIDENTIAL AND PERSONAL INFORMATION	3
7. COUNCIL RESOURCES	3
8. PUBLIC COMMENT	3
9. ALCOHOL AND DRUGS	4
10. OFFERS OF SECONDARY EMPLOYMENT TO COUNCIL EMPLOYEES	4
11. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE	4
12. BREACHES OF THE CODE	4
13. CITY OF RYDE’S COMMITMENT	5

1. INTRODUCTION

City of Ryde is committed to high ethical standards and this Statement of Business Ethics sets out the standards the Council requires of its contractors and business associates. It is essential that all Council officials (Councillors and employees), contractors and their employees and other business associates work together to maintain our excellent reputation.

These standards are based on the standards in the Council's Code of Conduct, which applies to all Councillors and employees.

In dealing with our Council you are responsible for maintaining our high ethical standards in all contract work. City of Ryde expects all parties to perform their duties with integrity, honesty and fairness.

2. THE CITY OF RYDE VALUES AND KEY PRINCIPLES

As contractors, their employees and business associates you are required to be committed to our Council's values and the key principles upon which the Model Code of Conduct for Local Government in NSW is based.

Our Values

- **Professionalism**
We deliver helpful and effective services to the community with honest and consistent decision making
- **Teamwork**
We work together with respect, co-operation, trust and support
- **Leadership**
We promote leadership, clear direction, encouragement and open communication
- **Ethics**
We are ethical, honest, responsible and accountable for our actions
- **Pride**
We take pride and have satisfaction in our work
- **Recognition**
We have a sense of belonging through appreciation and acknowledgment of our achievements

3. CONTRACTORS AND BUSINESS ASSOCIATES RESPONSIBILITIES

All contractors, their employees and business associates are responsible for ensuring that they act ethically when dealing with City of Ryde and its officials. All parties working for City of Ryde are expected to know and understand the standards in this Statement of Business Ethics.

When working for our Council you should at all times be courteous towards the public, Councillors and employees and not bring the Council into disrepute. You must obey all relevant laws or contractual obligations.

The Council is committed to providing a work environment free of harassment or discrimination.

City of Ryde has community and environmental responsibilities and you are expected to honour them when doing business with or on behalf of our Council.

Safety is paramount and therefore all persons doing work with or for our Council should protect their safety and others in the work environment and the public arena. Council is responsible for providing a safe work environment and for putting first, the health, safety and welfare of Council officials, contractors, their employees and business associates.

4. CONFLICTS OF INTEREST

If a conflict of interest in your work with our Council exists or arises, you must disclose it to the Council. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to the Council.

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest, that could lead you to be influenced in the way you carry out your duties for the Council.

5. GIFTS OR BENEFITS

Gifts or benefits must not be offered to any Council official, which is designed to gain any advantage for yourself or your organisation, or which the public could reasonably see as likely to cause that Council official to depart from his or her proper course of duty. Token gifts may be given or accepted if the gift is not likely to be seen as compromising.

You should not accept any gift in relation to your work at Council, which could influence, or be seen to influence, your impartiality in relation to the work or services you are providing to Council.

Cash should not be, in any circumstances, offered to a Council official.

***Note:** If a gift or benefit is offered to a Council official to influence the way they do their work, they must report it immediately under the Council's policies and procedures.*

6. CONFIDENTIAL AND PERSONAL INFORMATION

You must take care to maintain the security of any confidential or personal information you become aware of in your work with the Council.

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with the Council.

Personal information is any information about a person where you know who the person is or you can guess who the person is.

No one should access, use or remove from Council premises any Council information or personal information, unless they need it for their work with the Council and have authorization to use or disclose the information.

Any breach of the security, or misuse, of the Council's confidential or personal information must be reported to the Council's Privacy Contact Officer on 9952 8061.

7. COUNCIL RESOURCES

Council resources may only be used to do work for the Council with Council's approval.

Council resources include material, equipment, vehicles, documents, records, data and information.

8. PUBLIC COMMENT

You must not make any public comment or statement that would lead anyone to believe that you are representing Council, or expressing its views or policies.

This includes comments or statements made at public and community meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

9. ALCOHOL AND DRUGS

No one should come to work for the Council, or return to work, under the influence of alcohol or other drugs that could impair their ability to carry out their job or cause danger to the safety of themselves or others.

10. OFFERS OF SECONDARY EMPLOYMENT TO COUNCIL EMPLOYEES

If you offer a City of Ryde employee a second job, whilst they are still employed with the Council, the Council employee will need to seek approval from the Council's General Manager.

Approval will not be given if the second job could conflict with their official duties with the Council.

11. REPORTING CORRUPTION MALADMINISTRATION AND WASTAGE

When contracted to City of Ryde you are considered to be a public official for the purposes of the Independent Commission Against Corruption (ICAC) Act and subject to the ICAC's jurisdiction.

When doing work for the Council you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste to the Council to the Disclosures Co-ordinator on 9952 8061 or the General Manager.

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

12. BREACHES OF THE CODE

Failure to comply with this Statement of Business Ethics may cause penalty clauses in the contract to be invoked and/or civil or criminal proceedings to be brought or other action considered appropriate by City of Ryde.

13. CITY OF RYDE'S COMMITMENT

City of Ryde is committed to the standards in this Statement of Business Ethics. They reflect the high standards expected by our community and you are expected to maintain these standards and principles when undertaking work for, or on behalf of our Council.

If you have any questions, or are unsure about any matter relating to this Statement of Business Ethics, you can contact the Council's Group Manager, Corporate Services – Roy Newsome on 9952 8243.