



UPPER HUNTER SHIRE COUNCIL

A Quality Rural Lifestyle in a Caring and Thriving Community

STATEMENT OF BUSINESS ETHICS

This statement reinforces Council's ethical values and provides guidance for any individual, organisation or the private sector doing business with this Council.

Council's ethical standards are outlined in this statement.

It is Council's expectations that contractors and other goods and service providers will comply with these standards when conducting business with Council. In addition this statement outlines what can be expected from Council.

Daryl Dutton
GENERAL MANAGER

Council's key business principles

Council expects its Councillors, staff, officials and representatives (including consultants and contractors) to comply with its adopted Code of Conduct. The Code of Conduct is actively promoted and developed by Council to ensure that the highest standard of integrity and ethical conduct is maintained. Council also expects the private sector and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

At the core of Council's business relationships with suppliers of goods and services (providers) is the principle of value for money. In this context, Council will consider all relevant factors including initial and on-going costs, quality, reliability, safety and timelines.

All business relationships will be honest, impartial, ethical, fair and consistent and all dealings not subject to commercial-in-confidence limitations will be transparent and open to public scrutiny. The process surrounding any commercial-in-confidence transactions will nonetheless be transparent and open.

What providers can expect from Council officials

In its tendering, contracting and purchasing activities, Council strives to ensure that its policies, procedures and practices are consistent with best practice and the highest standards of ethical conduct.

When doing business with the private sector (providers of goods and services including tenderers, suppliers, consultants and contractors), Council staff, Councillors and officials are accountable for their actions and are expected to:

- use public resources effectively and efficiently;
- be accountable and act in the public interest;
- deal fairly, honestly and ethically with all individuals and organisations and be timely in paying accounts;
- not solicit nor accept any private benefit from a provider for the discharge of official duties;
- avoid situations where private interest could conflict with public duty (whether real or perceived);
- treat all potential suppliers with impartiality and fairness and give equal access to information and opportunities;
- respond promptly to reasonable requests for advice and information;
- promote fair and open competition whilst seeking value for money;
- respect and follow Council's policies and procedures and abide by the law;
- fully and clearly document all procurement activities and decisions to provide an effective audit trail to allow for effective performance review of contracts;
- purchase energy efficient equipment, products containing recycled materials and environmentally friendly products wherever reasonably possible;
- not call tenders unless Council has a firm intention to proceed to contract;
- not disclose confidential or privacy protected information;
- not encourage or entertain lobbying or canvassing (lobbying or canvassing of Councillors and officials during a tender process may disqualify tenders);
- promote a safe and healthy working environment.

What Council expects from providers

Private sector providers of goods and services will observe and abide by the following principles when doing business with Council:

- deliver value for money;
- comply with Council's relevant policies and procedures affecting the provider's involvement with Council
- respect the conditions set out in documents supplied by Council;
- disclose beneficial interest in contracts wherever possible;
- provide accurate and reliable advice and information where required;
- declare actual or perceived conflicts of interest as soon as you become aware of the conflict;
- act ethically, fairly and honestly in all dealings with Council;
- respect the obligations of Council officials to adhere to Council's policies;
- refrain from divulging privileged or confidential information to unauthorised persons;
- refrain from engaging in any form of collusive practice;
- refrain from offering Council officials inducements or incentives designed to improperly influence the conduct of their duties;
- refrain from discussing Council business or information in the media without Council's consent;
- if required, co-operate with Council's post separation employment requirements;
- assist Council to prevent unethical practices in our business relationship;
- behave in an ethically, socially and economically responsible way in the conduct of their business;
- refrain from lobbying or canvassing Council officials during the tender process;
- assist Council in providing a safe and healthy working environment.

Why you need to comply

All of Council's providers of goods and services are required to comply with this statement. The principles of this statement are consistent with Council's corporate values and the ethical requirements of other public sector agencies. Compliance will advance your business objectives and interests, in a fair and ethical manner.

Non-compliance with the requirements of this statement that may result in potential or demonstrated corrupt or unethical conduct could lead to:

- termination of contracts;
- loss of future work;
- loss of reputation;
- matters being referred for corruption investigation;
- matters being referred for criminal investigation;
- disqualification of tender.