

Council and this statement

Ku-ring-gai Council works with private, public and non-profit sectors to provide a diverse range of services to the community. The community expects us to have high ethical standards in everything we do. We are expected to not have any conflict between our own interests and our obligations to the community.

This statement is intended for anyone in the private, public or non-profit sectors who is involved in a business arrangement with us or is proposing to be in such an arrangement. It explains our ethical position. Anyone dealing with Ku-ring-gai Council

in a business arrangement is expected to comply with the ethical framework in which we work. This statement outlines what you can expect from us and what we will expect from you in any business dealings.

In this statement, "we", "us" and "our" refer to Ku-ring-gai Council, its Councillors, staff, authorised delegates and volunteers. "You" and "your" refers to individuals, organisations and businesses (including agents and sub-contractors) that deal with or wish to deal with Ku-ring-gai Council.

We operate under a Code of Conduct that is based on the following key principles:

Integrity

We must not place ourselves under any financial or other obligation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We promote and support the key principles by demonstrating effective leadership which maintains and strengthens public trust and confidence in the integrity of the Council.

Selflessness

We make our decisions solely in the public interest and do not act in order to gain any financial or other benefit for ourselves, our family, friends or business interests.

Impartiality

We make our decisions solely on merit and in accordance with our statutory obligations.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others.

Openness

We are as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands this.

Honesty

We act honestly. We declare private interests relating to our public duties and take steps to resolve any conflicts in a way that protects the public interest.

Respect

We treat others with respect at all times.

What this means

This means we uphold high standards of behaviour and ethics. We:

- Act with integrity to maintain public trust
- Resolve personal and professional conflicts in the public interest
- Respect and follow the spirit and intent of the law as well as our policies and procedures
- Use all public resources properly and efficiently
- Make decisions based on merit
- Give reasons for our decisions.

In making our business decisions we strive to obtain the best value for money. Depending on the circumstances, our decision making takes into account many things including upfront costs, ongoing costs, suitability, quality, reliability, availability, experience, reputation, safety, legal compliance and environmental friendliness.

While we strive to obtain the best price for goods and services we do not necessarily buy at the

cheapest price nor sell at the highest price. We are required to call tenders for goods and services estimated to cost more than \$150,000 and to specify the assessment criteria in our tender documents. We obtain quotes for other goods and services in accordance with our Purchasing Policy and Procedures Manual. However, we do not always go to open tender nor get quotes for low value items. We do not generally invite proposals from businesses that have performed poorly in the past. We do not normally restrict our dealings to just one business unless there are exceptional circumstances and valid reasons to do so.

We are fair in our decision making. That means we are objective, reasonable and even-handed. It does not mean that we can satisfy everyone all of the time. If you are adversely affected by our decision that may be unfortunate, but it does not necessarily mean it is unfair. We will publicly support our decisions unless we have to maintain confidentiality or protect privacy.

What you can expect from us

You can expect us to:

- Be professional, honest, accessible, open, fair and ethical
- Communicate clearly and respond promptly to questions resolving any issues quickly
- Comply with the law, this statement and the policies and procedures that guide our methods of operation
- Provide open competition for work in the necessary or optimum way
- Resolve any actual, perceived or potential conflicts of interests in the public interest
- Make objective decisions based on merit considering reasonable criteria and only relevant and material facts
- Strive to achieve the best value for money
- Never seek any gifts or other personal benefits
- Protect privacy and confidentiality where necessary
- Provide a safe and healthy work environment.

What we expect from you

We expect you to:

- Be professional, honest, accessible, open, fair and ethical

- Communicate clearly and respond promptly to questions resolving any issues quickly
- Comply with the law, this statement, our policies and procedures and all relevant specifications
- Declare to us any actual, perceived or potential conflicts of interests if and when they occur and work with us to resolve them in the public interest
- Provide us with a quality product or service on time that gives us value for money
- Not pressure us in our decision making
- Not offer to us any bribes, gifts or benefits that are intended to influence our decision making
- Not be involved in any collusive practices
- Talk directly to us about any problems you have with our relationship and not discuss anything publicly or with the media
- Protect privacy and confidentiality where expected or necessary
- Tell us about any unethical business practices that you know exist
- Provide a safe and healthy work environment.

Other important things to note also

Gifts

We do not expect to get a gift from you in return for work from us. While we do not encourage gift giving we do understand that sometimes people like to show appreciation or demonstrate good faith in our business relationship by giving a gift. Only token gifts of nominal value that do not create a sense of obligation may be accepted by us. We have a Gifts and Benefits Policy and a Register in which certain gifts are recorded.

Sponsorships

We sometimes get financial or other sponsorship for our activities and events. We also provide sponsorships, grants and donations to others. In accordance with our Sponsorship Policy our sponsorship practices are open and transparent and do not compromise our decision making.

Secondary employment

In accordance with our Secondary Employment Policy we cannot have a second job that might create a conflict of interests. We can not use commercially sensitive information in order to get another job.

Non-compliance

If we engage in unethical or illegal (including corrupt) behaviour it could lead to:

- Criminal investigation
- Criminal prosecution
- Loss of reputation
- Disciplinary action that may result in dismissal.

If you engage in any unethical or illegal (including corrupt) behaviour it could lead to:

- Criminal investigation
- Criminal prosecution
- Termination of order/contract
- Disqualification of tender
- Loss of future work
- Loss of approval
- Loss of reputation.

Further information

We think that compliance with this statement benefits everyone and upholds public trust and confidence in Ku-ring-gai Council. Understanding and complying with this statement may also assist you to compete on a level playing field to obtain other public sector work operating under similar requirements.

If you have any questions about this statement please contact our Public Officer. If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corruption, maladministration or serious and substantial waste of public funds, please contact the General Manager or Internal Ombudsman. You may also consider contacting the NSW Ombudsman and/or the Independent Commission Against Corruption (ICAC).

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