



POLICY MANUAL

POLICY NO: 1.4.21	STATEMENT OF BUSINESS ETHICS
OBJECTIVE:	This statement provides guidance for all sectors of the Community when conducting business with Lismore City Council.
LINK TO STRATEGIC PLAN:	Best Practice
PROGRAM:	Assets
AUTHORISED: 8/7/08	REVIEWED:

Objective

This statement provides guidance for all sectors of the Community when conducting business with Lismore City Council, and it outlines Council's aims which 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 probity and support ethical work practices.

Council's key business principles

The principle of best value for money is the foundation for Council's business relationships with all sector 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 of course 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.

What you can expect from Council and staff

Council will ensure that its policies, procedures and practices related to contracting, purchase of goods and services and tendering are consistent with best practice and the highest standards of ethical conduct. Council staff bound by the *Code of Conduct*. And are accountable for their actions and therefore required 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.

Also, all Council procurement dealings will be underpinned by the following guidelines:

- Energy-efficient products containing recycled material and which 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.
- The Council will not disclose confidential or proprietary information.

What Council requires of you?

- Comply with Council's procurement policies and procedures.
- Declare real or perceived conflicts of interest as soon as you become aware of the conflict.
- Refrain from engaging in any form of collusive practices including offering employees inducements or incentives designed to improperly influence the conduct of their duties.
- Act ethically, fairly and honestly in all dealings with Council.
- Assist the Council to prevent unethical practices in our business relationships.

Compliance

Compliance with this statement will not disadvantage your organisation in any way. However, your organisation should be aware of the potential consequences of not complying with Council's Statement of Business Ethics. Proven corrupt or unethical conduct could result in:

- Termination of contracts
- Loss of reputation
- Loss of future contracts
- Matters being referred to investigative bodies

Intellectual Property Rights

In business relationships with Council parties will respect each others intellectual property rights and will formally negotiate any access licence or use of intellectual property.

Public Gifts and Benefits

In general, Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their duties. Council only permits staff to accept gifts if:

- Gifts are token and of nominal value
- Returning a gift is likely to be perceived as rude or offensive
- The offer is not targeted at an individual officer.

If a gift or benefit is taken, the staff member must record the gift in a Public Gifts and Benefits Register.

Staff should refer to Council's *Code of Conduct* for more detail on this issue.

Who to contact?

If you are concerned about a possible breach of this statement or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Lismore City Council's Public Officer.