



GLEN INNES SEVERN COUNCIL

Statement of Business Ethics

RESOLUTION NUMBER:	19.06/20	MEETING:	25 June 2020
	15.07/17		27 July 2017
	7.02/15		26 February 2015

INTRODUCTION

This Statement provides guidance for the private sector when conducting business with Glen Innes Severn Council (Council).

The Statement outlines Council's ethical standards and its expectation that goods and service providers and contractors will comply with these standards in all their dealings with Council. The Statement also outlines what goods and service providers and contractors can expect from Council.

OUR KEY BUSINESS PRINCIPLES

The principle of best value for money is at the core of all Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest initial purchase price. Rather, Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

The process of obtaining best value for money includes ensuring that all of Council's business relationships are honest, ethical, fair and consistent.

Council's business dealings will be transparent and open to public scrutiny wherever possible.

Council is committed to the purchase of all goods, equipment and services through established contract systems such as Local Government Procurement (LGP), New South Wales (NSW) Government Procurement (ProcurePoint), Procurement Australia or the England Joint Organisation (NEJO), wherever possible and reasonably practical. In other instances, Council may follow a quotation or tender process, acknowledging that it is a time consuming and resource hungry process which adds cost to Council's operations.

Reference Number:	Version Number: 3 Date of Effect: 25 June 2020	Review Date: 25 June 2023	Responsible Officer: MGRCP
Related Documents:			

WHAT THE PRIVATE SECTOR CAN EXPECT FROM COUNCIL

Council will ensure that its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct.

Council's staff members are trained in Council's Code of Conduct for Council Staff. When conducting business with the private sector, Council staff members are accountable for their actions and are expected to:

- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisations; and
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness, and given equal access to information and opportunities to submit bids;
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts;
- Energy-efficient equipment, products containing recycled materials, and environmentally friendly products will be purchased wherever reasonably possible;
- Tenders will not be called unless Council has a firm intention to proceed to contract;
- Council will not disclose confidential or proprietary information.

WHAT COUNCIL EXPECTS FROM THE PRIVATE SECTOR

Council requires all private sector providers of goods and services to observe the following principles when conducting business with Council:

- Compliance with Council procurement policies and procedures;
- Provision of accurate and reliable advice and information when required;
- Declaration of actual or perceived conflicts of interest as soon as possible;
- To act ethically, fairly and honestly in all dealings with Council;
- To take all reasonable measures to prevent the disclosure of confidential Council information;
- To refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties;
- To refrain from discussing Council business or information in the media; and
- To assist Council to prevent unethical practices in Councils business relationships.

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WHY IS COMPLIANCE IMPORTANT FROM THE PUBLIC SECTOR?

By complying with Council's Statement of Business Ethics, suppliers will be able to advance their business objectives and interests in a fair and ethical manner. As all Council suppliers of goods and services are required to comply with this Statement, compliance will not disadvantage suppliers in any way.

Complying with Council's principles will also prepare suppliers' business for dealing with the ethical requirements of other public sector agencies should they choose to do business with them.

Suppliers should also be aware of the consequences of not complying with Council's ethical requirement when conducting business with Council. Demonstrated corrupt or unethical conduct could lead to the:

- Termination of contracts;
- Loss of future work;
- Loss of reputation; and
- Matters being referred for criminal investigation.

CONFIDENTIALITY

Council information should be treated as confidential unless otherwise indicated.

COMMUNICATION BETWEEN PARTIES

Communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

USE OF COUNCIL EQUIPMENT, RESOURCES AND INFORMATION

Council equipment, resources and information should only be used for its proper official purpose.

CONTRACT EMPLOYEES

Contracted and sub-contracted employees are expected to comply with Council's Statement of Business Ethics. If suppliers employ sub-contractors in your work for Council they must ensure that such sub-contractors are aware of this Statement.

INTELLECTUAL PROPERTY RIGHTS

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

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INCENTIVES, GIFTS AND BENEFITS

Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work.

Suppliers should refrain from offering any such 'Incentives' to Council staff – all such offers will be formally reported.

CONFLICTS OF INTEREST

Council staff members are required to disclose any potential conflicts of interest. Council extends this requirement to all business partners, contractors and suppliers.

IMPLEMENTATION/COMMUNICATION

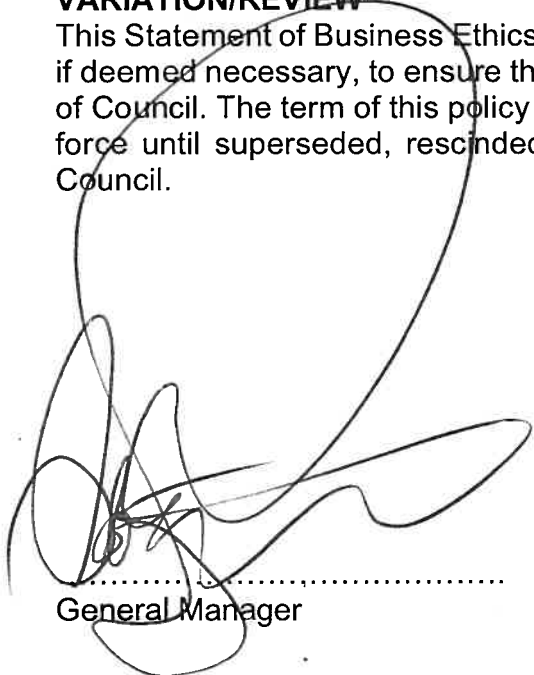
The Statement of Business Ethics will be incorporated into Council's induction process for new staff. Any changes will be communicated to staff by the Manager of Governance, Risk and Corporate Planning.

It is the responsibility of the applicable manager or supervisor to induct contractors regarding this Statement when dealing with Council.

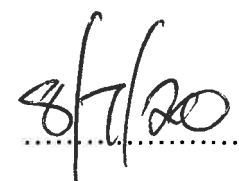
It is the responsibility of the applicable contractor to induct their staff and subcontractors regarding this Statement.

VARIATION/REVIEW

This Statement of Business Ethics Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager



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Date

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