

STATEMENT OF BUSINESS ETHICS

INTRODUCTION

Northern Beaches Council (Council) is committed to conducting its business in a sound commercial and ethical manner having regard to NSW Government and Council policies.

Council will demonstrate and practice a professional and ethical approach to all its business activities. Council staff will observe a high standard of probity, ethical behaviour and integrity in their business dealings and are bound by, and required to conduct their activities in accordance with:

- Councils Values
- Council's Code of Conduct
- The Local Government Act 1993
- Delegated Authorities
- Work Health and Safety Act, 2011

Suppliers doing business with Council are required to respect and acknowledge the way Council conducts its business and ensure that they maintain a similar level of ethical behaviour in their dealings with Council.

COUNCIL PROCUREMENT

Council undertakes the procurement of goods and services in compliance with the Local Government Act 1993, Department of Local Government Regulations and Guidelines and Council Procurement Policy.

In undertaking its business and in addition to obtaining "value for money", these policies require that:

- a high standard of probity, ethics and integrity is required from all parties in the supply chain;
- a fair opportunity is given for prospective service providers to compete for Council business;
- there is a commitment to continuous improvement by all parties in the supply chain; and
- there is accountability, consistency and transparency by Council in its procurement practices.

Council promotes open, fair and effective competition and aims to provide opportunities to suppliers through its quotation and tendering processes. It is committed to maintaining a

high level of probity, integrity and ethical behaviour in all its procurement processes.

OUR VALUES

Council's values of Trust, Teamwork, Respect, Integrity, Service and Leadership are the underlying attitudes that consistently affect all of our actions and decision-making processes.

In line with its values, Council has a zero tolerance of violence against women (defined by the United Nations as "any act of gender based violence that results in or is likely to result in physical, sexual or physiological harm or suffering to women").

We ask that suppliers doing business with us respect the way we conduct business; ensure they maintain a similar level of ethical behaviour in their dealings with Council and undertake to uphold a zero tolerance towards violence against any person in the workplace.

WHAT SHOULD YOU EXPECT FROM COUNCIL?

All members of staff and Councillors are accountable for their actions and are committed to:

- Complying with the law, Council and NSW Local Government policies and Guidelines.
- Using Council resources efficiently and effectively
- Encouraging fair and transparent competition and seeking value for money
- Dealing in ethically, fairly and honestly in all relationships.
- Avoiding and where necessary declaring situations where there is (or could be perceived to be) a conflict of interest.
- Treating all suppliers and potential suppliers with equality, impartiality and respect and being timely in paying accounts
- Being transparent in our dealings and being information centred in decision-making.
- Protecting confidential information and intellectual property.
- Being accountable for all decisions and providing feedback

WHAT DOES COUNCIL EXPECT FROM SUPPLIERS?

Council requires anyone doing business with them to:

- Respect the obligations placed upon Council staff to comply with its procurement policies and procedures.
- Comply with Council Procurement procedures.
- Provide accurate, concise and reliable information when required.

- Act ethically and honestly and disclose actual, potential or perceived conflicts of interests.
- Prevent the unauthorised disclosure of Council confidential information.
- Refrain from offering Council staff inducements or incentives designed to act contrary to their duties, or influencing Council staff in any manner whatsoever.
- Refrain from discussing Council business in the media prior to obtaining Council's written consent.
- Assist Council in identifying and eradicating improper practices
- Co-operate with Councils post separation employment guidelines

REPORTING WRONGDOING

Council promotes organisational integrity, ethics and accountability. Should you suspect that Council, Councillors or Council staff have engaged in or condoned acts of fraud, corrupt conduct, maladministration or serious and substantial waste, you can raise your concerns directly with the Office of Integrity & Complaints (9942 2216) or integrityoffice@northernbeaches.nsw.gov.au. A matter may also be reported to the Independent Commission Against Corruption (ICAC), the NSW Ombudsman, or NSW Police, where appropriate.

Should you suspect corrupt conduct, you can write to directly to the Independent Commission Against Corruption at the following address:

GPO Box 500, Sydney
New South Wales 2001

PUBLIC INTEREST DISCLOSURE

If a public official makes a disclosures to the Head of Integrity & Complaints or a Nominated Disclosure Officer, about corrupt conduct, maladministration or waste of public funds, they may be protected under the *Public Interest Disclosures Act 1994* (PID Act).

Should a person report behaviour that meets the criteria of the PID Act, Council undertakes to protect them from associated reprisal or detrimental action.

For further advice on the PID Act, refer to Council's PID Policy, or contact the Office of Integrity & Complaints on 9942 2216 or integrityoffice@northernbeaches.nsw.gov.au.

NOTES:**CONFLICTS OF INTEREST**

Real, perceived or potential conflict of interests must be disclosed by Council staff and our suppliers to ensure their actions are capable of withstanding public scrutiny. This applies to pecuniary and non-pecuniary interests. In determining whether or not a conflict of interest exists, public perception must be considered, and it is your duty to identify a conflict and take appropriate action to manage the conflict in favour of your public duty. Conflict of interests may arise at any time and must be disclosed to the person for whom you are working or manages the contract.

GIFTS AND BENEFITS

Council employees and Councillors do not expect to receive incentives, gifts or benefits including hospitality. Suppliers are not to provide (and Council staff are not permitted to accept) gifts and benefits. All gifts and benefits offered to Council staff (irrespective of acceptance) must be disclosed in a Gifts and Benefits Register. Council's first stance is that a gift or benefit of any kind should be refused

CONFIDENTIALITY

Council will ensure that commercial in confidence or proprietary information contained in tenders, quotations, expressions of interest etc. is not disclosed to unauthorized persons or those with a competing interest. Suppliers must ensure that the security of any confidential or personal information gained during their engagement by Council is maintained; all Council information must be treated as confidential unless otherwise indicated. No-one is permitted to access use or remove (from Council premises) any Council or personal information pertaining to another person, unless they need that information for their work for Council and have the necessary authority to do so.

COMMUNICATION

All communication should be clear, direct and accountable. Any canvassing of Council staff or Councillors during a tender process will disqualify the bid from further consideration.

POST SEPARATION EMPLOYMENT

Suppliers should be aware that Council employees, as public officials will act honestly, fairly and impartially and will not use commercially sensitive information to facilitate future employment opportunities in the private sector. In general following separation from Council there should be a 12 month separation period before conducting business with Council on behalf of a new employer.