



## STATEMENT OF BUSINESS ETHICS

### PURPOSE

Is to protect and enhance the integrity, character and residential amenity of Hunters Hill - Australia's oldest garden suburb - through leadership, community safety, quality of life and the pursuit of excellence.

### SCOPE

The policy is designed to assist organisations who have business dealings with Council to adopt standards of ethical behaviour that meet Council's requirements. It also outlines guidelines for staff so you know what to expect from Council when conducting business with us.

Business dealings between Hunter's Hill Council and the private sector are becoming more extensive and often raise sensitive ethical questions. For this reason, Council has developed these guidelines for behaviour appropriate to business dealings within Council.

This statement applies to external organisations, service providers, small businesses, applicants, objectors and individuals.

## POLICY STATEMENT

### PART 1 POLICY GUIDELINES

#### 1. ORGANISATIONAL VALUES

Our organisational values are to:

- Provide a range of services and programs that meet the needs of the community as effectively and economically as possible.
- Promote the principles of ecologically sustainable development (ESD).
- Understand community needs.
- Work with other organisations as partners.
- Manage resources and logistics efficiently and effectively.
- Use information to learn and to improve our services.
- Make fair and responsible decisions.
- Provide leadership and planning.



## 2. GENERAL PRINCIPLES

Council expects all its representatives, staff and Councillors to behave ethically.

We are all required to abide by a written Code of Conduct. The Council also expects private industry, its representatives, and any individuals to maintain similar standards of ethical conduct when dealing with Council.

There are five main principles that form the basis of Hunter's Hill Council's business principles.

These principles enable external organisations, service providers, small businesses, applicants, objectors and individuals to promote their interests productively and avoid potentially questionable activity.

Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

### 2.1 *Impartiality & Fairness*

Impartiality and fairness is about being objective, evenhanded and reasonable.

An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess any matter against relevant criteria. A fair person would not, for example, change or introduce new selection or assessment criteria midway through a process without advising all parties.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not, for example, require inviting bids from firms that have performed poorly in the past.

All the decisions by public officials will be made on the basis of merit.

In some circumstances, fairness takes into account the effects of actions of others. For example, it would be unfair to call tenders when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a viewpoint where it wishes to be fair in all its dealings and minimise, where possible, any adverse effects of its decisions.



## 2.2 Value for Money

Value for money is determined by considering all the factors that are relevant to a particular process. For example, quality, reliability, timeliness, service, initial and ongoing costs are all factors that can make a significant impact on benefits and costs. Value for money does not mean 'lowest price'.

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

## 2.3 Reasons

Reasons will be given to explain:

- Decisions which are not in accordance with a relevant established policy.
- Decisions which are likely to detrimentally affect the rights or interests of individuals or organisations to any material extent.
- Conditions attached to any approval, consent, permit, licence or other authorisation.

Reasons should fully explain the decision in a way that is clear and easily understood by members of the public.

## 2.4 Council Expects Staff & Councillors To:

- Respect and follow Council's policies and procedures.
- Treat all tenderers for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.
- Respond promptly to reasonable requests for advice and information.



## 2.5 Council Expects Suppliers, Consultants, Contractors and Individuals To:

- Respect the conditions set out in documents supplied by Council.
- Respect the obligation of Council staff to abide by Council's policies.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

## 3. COUNCIL'S GIFTS AND BENEFITS POLICY

Council has a comprehensive Gifts and Benefits Policy (CORP.S-Pol.16) which can be accessed on [Council's website](#).

External organisations, service providers, small businesses, applicants, objectors and individuals are requested to observe the requirements of the Gifts and Benefits Policy (Corp.S-Pol.16)

Councillors and Council staff must not accept gifts and benefits of value that have a token value of greater than \$30.00.

This is to protect Councillors and members of staff from being compromised and to prevent a public perception of bias.

Councillors and Council staff must not:

- Seek or accept a bribe or other improper inducement.
- By virtue of your position, acquire a personal profit or advantage which has a monetary value, other than one of a token value.
- Seeks gifts or benefits of any kind.
- Accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be



intended or likely to influence you in carrying out your public duty.

- Accept an offer of money or cash like gift of any kind, regardless of the amount.

If Councillors and Council staff are offered a bribe, they must immediately report the incident to the General Manager. The Independent Commission Against Corruption and, where relevant, the police, must be informed immediately by the General Manager.

Councillors and Council staff must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence them to:

- Act in particular way (including making a particular decision);
- Fail to act in a particular circumstance;
- Otherwise deviate from the proper exercise of your official duties.

Councillors and Council staff involved in corporate purchasing, contracts and tendering must not accept any form of gift, benefit or hospitality from a current or potential purchaser, contractor or tenderer regardless of value. Any such offer must be declared in writing and recorded in the Gifts and Benefits Register.

If the gift, benefit or hospitality is offered during the period of evaluation of contracts, expressions of interest, tenders or other proposals, the declaration must be included in the records of the evaluation process.

All gifts or benefits offered to Councillors or staff who exercise discretionary authority in relation to the gift offerer/giver should be declined. Any such offer must be declared in writing and recorded in the Gifts and Benefits Register.



## RELATED RESOURCES

Hunter's Hill Council Code of Conduct (CORP.S-Pol.03)

Hunter's Hill Council Gifts and Benefits Policy (CORP.S-Pol.16).

## POLICY OWNER

The policy authority is the General Manager.

## AUTHORISATION AND REVIEW

### Next Review Date

To be reviewed in 2016 or with any changes to any relevant legislation or Council policy.

### Version Control Table

Date	Version	Res. No.	Key Changes	Author
12.08.2002	1.0	346/02	Original policy	
26.06.2006	1.1	263/06	Amendment to policy	B. Smith
11.11.2013	1.2	367/13	Amendment to policy	B. Smith