

<b>POLICY NAME:</b>	Strathfield Council Business Ethics Policy
<b>COUNCIL ADOPTION:</b>	6 February 2007
<b>REF:</b>	Minute 20/07. File 735. SMC 128386.
<b>RELEVANT LEGISLATION:</b>	<ul style="list-style-type: none"><li>• Local Government Act 1993</li><li>• Privacy and Personal Information Protection Act 1998</li><li>• Health Records and Information Privacy Act 2002</li><li>• Occupational Health and Safety Act 2000</li><li>• Protected Disclosures Act 1994</li><li>• Independent Commission Against Corruption (ICAC) Act 1998</li></ul>
<b>RELATED POLICIES/DOCUMENTS:</b>	<ul style="list-style-type: none"><li>• Strathfield Council Code of Conduct</li><li>• Strathfield Council Complaint Handling Policy</li><li>• Strathfield Council Media Policy</li><li>• Strathfield Council Privacy Management Plan</li><li>• Strathfield Council Purchasing Policy</li></ul>

## **INTRODUCTION**

### **Title and Commencement**

This policy is titled Business Ethics Policy. This policy was adopted by Council on 6 February 2007.

### **Purpose of the Policy**

This policy outlines the ethical standards required of tenderers, suppliers, consultants and contractors engaged by Strathfield Council. This policy guideline exists concurrently with the legislative, regulatory and other policy requirements, notably Council's Code of Conduct, which controls or affects the business of Council.

### **Objectives and Coverage of the Policy**

Strathfield Council values and expects ethical behaviour by its elected officials, staff, volunteers, suppliers and business partners. Council has adopted these standards in Council's Code of Conduct.

Council requires that all tenderers, suppliers, contractors and consultants and their sub-contractors/employees to Strathfield Council commit to this policy of business ethics to ensure that they are bound by the same high ethical standards as staff and councillors.

Strathfield Council is committed to the following values:

- Professionalism – delivering helpful and effective services to the community with honest and consistent decision making
- Teamwork – working together with respect, co-operation, trust and support
- Leadership – promoting leadership, clear direction, encouragement and open communication
- Ethics - ethical, honest, responsible and accountable for our actions
- Pride – taking pride and have satisfaction in our work
- Recognition – a sense of belonging through appreciation and acknowledgment of our achievements

## **POLICY GUIDELINES**

### **1. Conduct of external parties**

Tenderers, suppliers, contractors and consultants must:

- Comply with all requirements of state legislation and regulation relating to local government administration.
- Comply with Council's procurement and tendering policies and procedures.
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interest. A conflict of interest includes both pecuniary and non-pecuniary interests and is equally important. A pecuniary interest is an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. Associated persons include relatives, partners and employers. A non-pecuniary interest may include family relationships, friendships, positions in associations, or other interests that do not involve financial gain or loss.
- Act ethically, fairly and honestly in all dealings.
- Observe all OH&S policy and legislative requirements and ensure the safety of the community at all times.
- Refrain from exerting pressure or to offer any inducements or incentives or future employment to officers or elected officials.
- Prevent the unauthorised release of privileged information, including confidential Council information and comply with Council's Privacy Management Plan and associated legislation.
- Refrain from discussing Council dealings with the media, except with Council's consent and in accordance with Council's Media Policy.
- Refrain from contacting Councillors unless in accordance with procedures authorised by the General Manager and refrain from contacting the Mayor, unless it is in context of the Mayor exercising their power under section 226 of the Local Government Act.

### **2. Reporting unethical behaviour**

Strathfield Council is committed to promoting ethical behaviour. Reports of unethical behaviour, fraud, corrupt conduct, maladministration or waste should be made to Council's General Manager.

Alternatively, reports of any suspected instances of corruption can be made to the Independent Commission Against Corruption (ICAC) and any instances of maladministration to the NSW Ombudsman.

### **3. Protected disclosures**

Disclosures about corrupt conduct, maladministration or waste of public funds are protected under the Protected Disclosures Act 1994.

Persons who report unethical behaviour that is conduct covered by this Act can seek protection from any reprisal or detrimental action.

### **4. Complaints**

Complaints regarding Council service should be lodged in accordance with Council's Complaint Handling Policy.

Complaints regarding matters relating to contractual arrangements with Council should be raised in the first instance with the Manager of the section responsible for the operational administration. If these remain unresolved, complaints can be forwarded to Council's Manager Governance.

### **5. Implementation**

Council's Business Ethics Policy should be included in agreements or contracts between Council and all tenderers, suppliers, contractors and consultants and their sub-contractors/employees providing service or supply to and on behalf of Strathfield Council.

SMC 128386