

STATEMENT OF BUSINESS ETHICS

INTRODUCTION

Singleton Council is committed to high ethical standards and this Statement of Business Ethics sets out the standards Council requires of Council officials (Councillors, staff and delegates), and their staff and other business associates.

It is essential that all Council officials, contractors and their staff and other business associates work together to maintain our excellent reputation.

The standards contained in this statement are based on those in Council's Values and Code of Conduct.

In dealing with our Council you are responsible for maintaining our high ethical standards in all contract work. Singleton Council expects all parties to perform their duties with integrity, honesty and fairness.

COUNCIL'S CORPORATE VALUES

Council's corporate values are the guiding principles on which Council bases its beliefs and behaviour. They underpin all that Council does as an organisation.

OUR CORPORATE VALUES ARE:

Integrity, Respect, Excellence, Innovation and Enjoyment

WHAT YOU CAN EXPECT FROM COUNCIL

When doing business with the private sector, Council officials are bound by Council's Code of Conduct, are accountable for their actions and are expected to:

- Respect and follow Council's policies and procedures and abide by the law.
- Be accountable and act in the public interest.
- Promote fair and open competition while seeking best value for money.
- Avoid personal conflicts of interest with public duty.
- Respond promptly to reasonable requests for advice and information.
- Not solicit or accept any benefit from a provider for the discharge of official duties.
- Protect confidential information.
- Assess applications objectively, considering all relevant and material factors.

- Use public resources effectively and efficiently.
- Deal fairly, honestly and ethically with all individuals and organisations.

WHAT COUNCIL ASKS OF YOU

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

- Act ethically, fairly and honestly in all dealings with Council.
- Respect the conditions set out in documents supplied by Council.
- Abstain from collusive practices and not act secretly or fraudulently.
- Provide accurate and reliable advice and information when required.
- Declare actual, potential or perceived conflicts of interest as soon as possible.
- Take all reasonable measures to prevent the disclosure of confidential Council information.
- You must not lobby, canvass or contact Council officials during the tender process other than the advertised contact person.
- Refrain from offering Council officials any financial or other incentive which may give any impression of unfair advantage.
- Refrain from discussing Council business or dealings in the media, except with Council's consent.
- Assist Council to prevent unethical and fraudulent practise in our business relationships.
- Deliver value for money.
- Ensure that Work Health and Safety requirements are adhered to at all times.
- Should your business wish to tell Council about new products or services you can contact
E procurement@singleton.nsw.gov.au

CONFLICTS OF INTEREST

If a conflict of interest in your work with Council exists or arises, you must disclose it to Council immediately. A conflict of interest exists when it is likely that a Council official may be influenced or seen to be influenced by a personal interest when carrying out their public duty.

Further information on conflicts of interest can be viewed in Council's Code of Conduct [W singleton.nsw.gov.au/302/Policies](http://www.singleton.nsw.gov.au/302/Policies)

REPORTING CORRUPTION MALADMINISTRATION + WASTAGE

When contracted to Singleton Council you are considered to be a public official for the purposes of the Independent *Commission Against Corruption (ICAC) Act, 1988* and subject to the ICAC's jurisdiction.

When doing work for Council you have a responsibility to report any suspected instances of corruption, maladministration or serious and substantial waste to Council.

Alternatively, you can report any suspected instances of corruption to the ICAC or maladministration to the NSW Ombudsman.

Further information on reporting wrongdoing can be found in the Public Interest Disclosures (PID) Internal Reporting Policy [W singleton.nsw.gov.au/302/Policies](http://www.singleton.nsw.gov.au/302/Policies)

CONFIDENTIAL + PERSONAL INFORMATION

You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with Council.

Personal information is any information about an individual that is not contained in a publicly available publication.

You must not access, use or remove from Council premises any Council information or personal information, unless it is needed for work with Council and you have authorisation to use or disclose the information.

Any breach of the security, or misuse, of Council's confidential or personal information must be reported to Council's Privacy Contact Officer, the Director Business & Community Services.

Further information on privacy requirements can be viewed in Council's Privacy Management Plan [W singleton.nsw.gov.au/302/Policies](http://www.singleton.nsw.gov.au/302/Policies)

COUNCIL RESOURCES

Council resources including materials, equipment, vehicles, documents, records, data and information, may only be used to do work for Council with Council's approval.

PUBLIC COMMENT

You must not make any public comment or statement that would lead anyone to believe that you are expressing the views or policies of Council.

This includes comments or statements made at public and community meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public at large.

Further information can be viewed in Council's Media Policy [W singleton.nsw.gov.au/302/Policies](http://www.singleton.nsw.gov.au/302/Policies)

ALCOHOL + DRUGS

No one should come to work for Council, or return to work, under the influence of alcohol or other drugs that could impair their ability to carry out their job or cause danger to the safety of themselves or others.

OFFERS OF SECONDARY EMPLOYMENT TO COUNCIL STAFF

If you offer a Council staff member a second job, whilst they are still employed with Council, the Council staff member will need to seek approval from Council's General Manager. Approval will not be given if the second job could conflict with their official duties with Council.

ATTEMPTS TO INFLUENCE COUNCIL DECISIONS

Any action or contact that may be considered or perceived to be an attempt to influence a decision of Councillors or staff will constitute a breach of this Statement and the Code of Conduct. Any such attempt during a tender process will immediately disqualify the tenderer.

GIFTS OR BENEFITS

A gift or benefit must not be offered to any Council official, which is designed to gain an advantage for yourself or your organisation, or which the public could reasonably see as likely to cause that Council official to depart from his or her proper course of duty.

Token gifts may be given or accepted if the gift is not likely to be seen as compromising. Council officials should not accept any gift in relation to their work at Council, which could influence, or be seen to influence, their impartiality in relation to the work or services that you are providing to Council. Cash or gift cards must never, in any circumstances, be offered to a Council official.

If a gift or benefit is offered to a Council official to influence the way they do their work, they must report it immediately.

Further information can be viewed in Council's Gifts & Benefits Policy [W singleton.nsw.gov.au/302/Policies](http://www.singleton.nsw.gov.au/302/Policies)

BREACHES OF THE CODE

Failure to comply with this Statement of Business Ethics may have serious consequences.

Corrupt or unethical conduct could lead to:
Termination of contracts, Loss of reputation,
Investigation and/or legal action and Loss of future opportunities with Council.

SINGLETON COUNCIL'S COMMITMENT

Singleton Council is committed to the standards in this Statement of Business Ethics. They reflect the high standards expected by our community and you are expected to maintain these standards and principles when undertaking work for, or on behalf of our Council.

If you have any questions or are unsure about any matter relating to this Statement of Business Ethics, you can contact Council's Director of Business & Community Services.

