



TENTERFIELD SHIRE COUNCIL

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STATEMENT OF BUSINESS ETHICS

**MEETING ADOPTED
AND RESOLUTION NO.**

**168/17
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INTRODUCTION

This Statement of Business Ethics applies to Council's elected representatives, Council staff, contractors, volunteers and business associates dealing with Council.

Tenterfield Shire Council is committed to conducting its business in a sound commercial and ethical manner and this Statement of Business Ethics sets out the standard the Council requires of its elected representatives, Council staff, contractors volunteers and business associates. Both Tenterfield Shire Council staff and private sector employees must always be aware of the ethical standards the community demands when Tenterfield Shire Council money is used either directly or indirectly.

Tenterfield Shire Council will demonstrate and practice a professional and ethical approach to all its business activities with all staff being required to conduct their activities in accordance with Council's Code of Conduct. In doing so they will observe a high standard of probity, ethical behaviour and integrity in their business dealings.

All individuals and organisations that deal with Tenterfield Shire Council are required to comply with these standards of ethical behaviour in their dealings with Tenterfield Shire Council.

WHAT YOU CAN EXPECT FROM US

Our business dealings will be transparent and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost by the need to ensure and demonstrate our community receives the best possible value for its dollar. We are accountable for ensuring best value starts with the elected Council, but extends to the General Manager and Council staff at all levels.

In assessing the overall value for money being achieved, consideration is given to a range of factors, including environmental sustainability, not just achieving the lowest possible cost. We must also measure the true cost of our services and the value they add to the community.

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

Staff will ensure that procurement will be conducted with honesty and fairness, that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services, and that staff will comply with all aspects of Council's Procurement Policy. Our staff are bound by:-

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

Staff will always ensure that no opportunity exists for their interest, or those of people they have an association with, conflict with the proper performance of their public duties. All members of the community must be confident that all decisions made by Council are impartial and in the best interests of the community.

Our Values

At Tenterfield Shire Council we value our staff and recognise that they are central to the success of our organisation. Our Workforce Plan "Investing in our Employees" provides a strategic framework for developing our workforce so that it is appropriately skilled and flexible to best meet the challenges ahead.

Our corporate values express how we as Council wish to conduct ourselves as an organisation and reflect the manner in which Council desires to engage with its community. They provide a reference point for all staff. Our five corporate values are **I CARE**:

Integrity – ensuring openness and honesty in all our activities

Community focus – delivering prompt courteous and helpful service

Accountability – accepting responsibility for providing quality services and information

Respect – treating people with courtesy, dignity and fairness regardless of our personal feelings about the person or issue

Excellence – being recognised for providing services and programs that aim for best practice.

Council's values are the underlying attitudes that consistently affect all of our actions and decision-making processes.

It is important that these values be consistent across the organisation and at all levels of the organisation. We should use the same set of values in internal processes within the organisation as we do when dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

WHAT COUNCIL EXPECTS FROM PROVIDERS

Tenterfield Shire Council expects that its tenderers, contractors, suppliers and their employees and subcontractors will all be guided by the same policies, procedures and practices that bind Tenterfield Shire Council and its staff to act in an ethical manner.

We require all private sector providers of goods and services to observe the following principles when doing business with Tenterfield Shire Council:

- Deliver value for money;
- Comply with Tenterfield Shire Council's procurement policy and procedures;
- Provide accurate and reliable advice and information when required;
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict;
- Act ethically, fairly and honestly in all dealings with the Council;
- Take all reasonable measures to prevent the disclosure of confidential Tenterfield Shire Council information;
- Refrain from engaging in any form of collusive practice, including offering Tenterfield Council employees inducements or incentives designed to improperly influence the conduct of their duties;
- Refrain from discussing Tenterfield Shire Council business or information in the media;
- Assist Tenterfield Shire Council to prevent unethical practices in our business relationships.

A copy of this Statement of Business Ethics will be included in all tenders and quotation Documentation, relevant Council policies and will accompany any other relevant business documentation where Council requires work to be undertaken on its behalf.

WHY SHOULD THE PRIVATE SECTOR COMPLY WITH THE ABOVE?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interest in a fair and ethical manner. As all Tenterfield Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with Tenterfield Shire Council's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of Tenterfield Shire Council's ethical requirements when conducting business with us. Demonstrated corrupt or unethical conduct could lead to:-

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation

ETHICAL BEHAVIOUR

A Statement of Business Ethics will not be effective unless the organisation and its employees are committed to it. That will demand explicit commitment by the elected members, senior management, clear commitment by line management, allocation of resources to educating employees and adoption of internal measures for ensuring compliance.

The community rightly expects Councillors and staff to be honest, reasonable and equitable in their dealings with them and to have the public interest at heart. Council's adopted Code of Conduct is a key mechanism to assist council officials to act honestly, ethically, responsibly and with accountability.

The Code of Conduct has been developed to assist council officials to:-

- Understand the standards of conduct that are expected of them;
- Enable them to fulfill their statutory duty to act honestly and exercise a reasonable degree of care and diligence; and
- Act in a way that enhances public confidence in the integrity of local government.