



Statement of Business Ethics





Debra Just
Chief Executive Officer

WHAT YOU CAN EXPECT FROM US

Everyone at Willoughby City Council is committed to ensuring public monies are spent for their intended purposes, information is secured and assets and resources are used appropriately to reduce Council's exposure to fraud and corruption.

We require all suppliers, applicants, consultants, contractors, and anyone 'doing business with Council' to observe the principles and requirements outlined in this document and abide by this *Statement of Business Ethics* in all of your dealings with us.

If you need more information about these guidelines or you wish to report an issue, please contact Council's Public Officer (Governance, Risk & Corporate Planning Manager 9777 0000).

To achieve probity Council will consider the following at all stages of the procurement process:

- value for money whilst encouraging fair and transparent competition
- clear documentation to provide an effective audit trail
- accountable decision making
- ethical management of conflicts of interest
- performance monitoring and evaluation

Councillors, staff and delegates are bound by Council's Code of Conduct. When doing business with the community or private sector, they are accountable for their actions and are expected to:

- use Council resources efficiently and effectively
- act fairly, honestly and ethically when dealing with suppliers and the community
- disclose any situation that involves, or could be perceived to involve, a conflict of interest
- protect personal, confidential and proprietary information
- not seek or accept financial or other benefits for performing official duties

GIFTS AND BENEFITS

Offering Council staff or Councillors any type of gift or benefit may jeopardise your working relationship with Council.

If you believe a Council employee deserves to be recognised for their outstanding service, we ask that a letter of appreciation be sent to Council addressed to the Chief Executive Officer.

If a gift or benefit is offered to a Council official, they must report it immediately under Council's *Code of Conduct*.

Any offer of cash or its equivalent would be referred immediately to the Independent Commission Against Corruption (ICAC).

WHAT WE ASK OF YOU

We require all suppliers, applicants, consultants, contractors, and anyone 'doing business with Council' to observe the following principles:

- act ethically, honestly and with integrity and openness when dealing with Council or acting on Council's behalf
- comply with the conditions set out in documents supplied by Council, including any contracts or agreements
- respect the obligation of Councillors, staff and delegates to comply with Council's *Code of Conduct* and procurement policies
- declare actual or perceived conflicts of interest as soon as you become aware of them
- prevent the unauthorised release of privileged or confidential information such as commercial-in-confidence information
- not discuss Council dealings with the media, except with Council's consent

- provide accurate and reliable information to us
- refrain from engaging in collusive practices
- assist Council to prevent unethical practices in our business relationships

IMPACTS OF THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT

Council may receive applications from the public to access information about a service that is provided by a supplier to the public on behalf of Council.

Council has a requirement under the *Government Information (Public Access) Act* to have an immediate right of access to the following information contained in records held by the contractor:

- Information that relates directly to the performance of the services by the contractor
- Information collected by the contractor from members of the public to whom it provides, or offers to provide, the services
- Information received by the contractor from Council to enable it to provide the services
- Information that discloses or would tend to disclose the contractor's financing arrangements, financial modelling, cost structure or profit margins will not be released at any time

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 meetings, via the media, or when it is reasonably foreseeable that the comments, or statements, will become known to the public.

LOBBYING OF COUNCIL STAFF OR COUNCILLORS

Under no circumstances should a tenderer or supplier contact Council staff, the Mayor or Councillors seeking support for their tender / quotation submission.

WHY YOU SHOULD COMPLY

By complying you will be able to advance your business objectives and interests with Council fairly and ethically. Not complying with Council's business ethical standards could lead to:

- termination of contracts
- loss of future work and reputation
- investigation for corruption
- matters being referred for criminal investigation
- complications and delays in obtaining development approval

REPORTING CORRUPTION AND MALADMINISTRATION

All Council officers have a responsibility under Council's *Code of Conduct* to report any instances of possible fraud or corruption.

If you wish to provide information about a suspected fraud, or a possible breach of the Council's business ethics, or about any conduct that could involve maladministration, corrupt conduct, serious or substantial waste, please write to:

Willoughby City Council

PO Box 57, Chatswood NSW 2057

Phone 02 9777 1000

Email email@willoughby.nsw.gov.au