

Our Statement of Business Ethics

Adopted by council February 2010

Statement From Our General Manager

This Statement provides guidance for the private sector when doing business with the Wentworth Shire Council (WSC).

It outlines the WSC's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in all their dealings with us.

The Statement also outlines what goods and service providers and contractors can expect of the WSC. Representing and assisting the community and the stakeholders of the WSC in meeting their needs at an

affordable cost is the mission of WSC.

We aim to promote honesty, accountability, transparency, respect, integrity, commitment and quality.

Our procurement policy and business ethics are designed to be consistent with Government policy and we aim to be an example through our work practices and standards.

Our staff are expected to maintain high standards of integrity and ethical conduct, consistent with the positions of trust they hold

and we expect no less of the service providers and contractors that undertake work for us.

This Statement is designed to ensure that business relationships between WSC and the private sector service providers and contracts are fair and productive for all.

Peter Kozlowski

Peter Kozlowski
General Manager
Wentworth Shire Council

Our Key Business Principles

The principle of best value for money is at the core of all of the WSC's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, the WSC will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability, and

timeliness in determining true value for money.

Part of obtaining best value for money also includes ensuring all our business relationships are honest, ethical, fair and consistent.



Our Values

Honesty

Accountability

Transparency

Respect

Integrity

Commitment

Quality

What You Can Expect From Us

WSC 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 the highest standards of ethical conduct.

Our staff are bound by the WSC's comprehensive Code of Conduct. When doing business with the private sector, WSC staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organizations
- Avoid any conflicts of interest (whether real or perceived).

In addition, all WSC procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts
- Tenders will not be called unless WSC has a firm intention to proceed to contract
- The WSC will not disclose confidential or proprietary information

Why Is Compliance Important?

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

Complying with the WSC'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 not complying with the WSC's ethical requirements when doing business with the WSC.

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.

What We Ask Of You

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

- Comply with WSC's procurement policies and procedures
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interests as soon

as you become aware of the conflict

- Act ethically, fairly and honestly in all dealings with WSC
- Take all reasonable measures to prevent the disclosure of confidential WSC business
- Refrain from engaging in any form of collusive practice, including offering WSC employees inducements or

incentives designed to improperly influence the conduct of their duties

- Refrain from discussing WSC business or information in the media
- Assist the WSC to prevent unethical practices in our business relationships.

Guidance Notes

Incentives, gifts, benefits

In general, the WSC expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work. You should refrain from offering any such 'incentives' to WSC staff - all such offers will be formally reported.

The WSC only permits its staff to accept gifts if:

- Gifts are token and of nominal value
- Refusing a gift is likely to be perceived as rude or offensive
- The offer is not targeted at an individual officer

If a gift is accepted, the WSC requires the staff member to record the gift in a public Gifts and Benefits Register.



Conflicts of Interest

All WSC staff are required to disclose any potential conflicts of interest. The WSC extends this requirement to all our business partners, contractors and suppliers.

Confidentiality

All WSC information should be treated as confidential unless otherwise indicated.

Communication between parties

All communication should be clear, direct and accountable to minimize the risk of perception of inappropriate influence being

brought to bear on the business relationship.

Use of WSC equipment, resources and information

All WSC equipment, resources and information should only be used for its proper official purpose.

Contracting employees

All contracted and sub-contracted employees are expected to comply with the WSC Statement of Business Ethics. If you employ sub-contractors in your work for the WSC you must make them aware of this statement.

Intellectual property rights

In business relationships with the WSC, parties will respect each other's intellectual property rights and will formally negotiate any access license or use of intellectual property



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Council's Vision:

*"A caring Community
with a friendly safe
country lifestyle with
opportunities for growth
and development."*

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Who To Contact

If you have any questions regarding this statement or to provide information about suspected corrupt conduct, please contact the WSC directly by letter, phone, fax or email at the contact details above. Information may also be lodged on the WSC's website www.wentworth.nsw.gov.au



Public officials reporting corrupt conduct, maladministration or serious waste of public funds are protected by the *Protected Disclosures Act 1994*.

This Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.