

# Statement of Business Ethics

ADOPTED BY GENERAL MANAGER - SEPTEMBER 2013

## Guidelines for doing Business with THSC

The Hills Shire Council (The Council) will ensure all its business relationships are ethical, fair and consistent. The Council's business dealings will be transparent and open to public scrutiny.

By complying with this statement you will be able to advance your business objectives and interests with Council, fairly and ethically.

You should also be aware of the consequences of not complying with this statement. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts/Dismissal
- Loss of further opportunities
- Loss of approvals
- Investigation for corruption/criminal activity

## What should you expect from Council?

Councillors, members of staff and delegates are bound by the Council's Code of Conduct. They are accountable for their actions and are expected to:

- Use Council resources efficiently and effectively
- Encourage fair and transparent competition while seeking value for money
- Protect confidential and proprietary information
- Deal fairly, ethically and honestly with all individuals and organisations
- Disclose any situation that involves or could be perceived to involve a conflict of interest
- Not seek or accept financial or other benefits for performing official duties
- Treat all potential suppliers with impartiality and fairness and given equal access to information
- Act honestly and ethically when dealing with the community and others; and
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail

## What does Council expect from you?

We require anyone *'doing business with Council'* (including all applicants, suppliers of goods and services, political lobbyists, consultants, contractors and their sub-contractors, owners and applicants), to:

- Act ethically, fairly and honestly in all dealings with the Council
- Declare any actual or perceived conflicts of interests as soon as you become aware of the conflict
- Take all reasonable measures to prevent disclosure of confidential council information
- Provide accurate and reliable advice and information when required
- Not offer Councillors, members of staff and Council delegates, contractors and consultants any financial inducements or any gift or other benefits to gain preferential treatment
- Comply with the law
- Where equipment or resources are supplied by the Council, they must only be used for the agreed official purpose
- Ensure that you do not lobby or seek to influence Council staff or Councillors while business proposals are being considered
- Assist Council to prevent unethical practices in our business relationships by complying with this Statement. If you employ sub-contractors in your work with the Council you must make them aware of this Statement
- Respect Council's intellectual property rights and formally negotiate any access, license or use of intellectual property.

If you have provided a political donation, you may be obliged to disclose that donation. Refer to s147 of the Environmental Planning Assessment Act 1979.

## Contact

If you have any questions regarding this Statement or wish to provide information about suspected corrupt or unethical conduct, maladministration, serious and substantial waste, and the failure to fulfil the functions under the Government Information (Public Access) Act 2009, please contact the Council's Public Officer on **9843 0122**, the Council's General Manager or any Group Manager by telephone or in writing.

Employees and contractors reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Public Interest Disclosures Act 1994. The Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are dealt with properly.

External reporting can also be made to the:

- Independent Commission Against Corruption
- NSW Ombudsman
- NSW Department of Local Government