



Ku-ring-gai Council

Statement of Business Ethics

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1	20/08/2008	22/04/2020	Director Corporate	First version
2	23/04/2020	TBC	Director Corporate	Revision of initial version.

Statement of Business Ethics

Our ethical framework

Ku-ring-gai Council works with private, public and non-profit sectors to provide a diverse range of services to the community. The community expects us to have high ethical standards in everything we do. We are expected to not have any conflict between our own interests and our obligations to the community. This statement is intended for anyone in the private, public or non-profit sectors who is involved in a business arrangement with us or is proposing to be in such an arrangement. It explains our ethical position. Anyone dealing with Ku-ring-gai Council in a business arrangement is expected to comply with the ethical framework in which we work. This statement outlines what you can expect from us and what we will expect from you in any business dealings.

In this statement, “we”, “us” and “our” refer to Ku-ring-gai Council, its Councillors, committee members, staff, authorised delegates, advisors and volunteers. “You” and “your” refers to individuals, organisations and businesses (including agents and sub-contractors) that deal with or wish to deal with Ku-ring-gai Council.

What you can expect from us

You can expect us to:

- Comply with, respect and follow the spirit and intent of this statement, the law, the Code of Conduct and other policies and procedures that guide our work and behaviour.
- Uphold high standards of behaviour and act with integrity to maintain public trust.
- Be professional, honest, accessible, open, fair and ethical.
- Communicate clearly and respond promptly to reasonable requests for advice and information.
- Resolve any actual, perceived or potential conflicts of interests in the public interest.
- Use all public resources properly and efficiently.
- Encourage fair and open competition.
- Strive to achieve the best value for money.
- Never seek any gifts or other personal benefits.
- Protect privacy and confidentiality.
- Provide a safe and healthy work environment.
- Be fair in our decision making. That means we are objective, reasonable and even-handed. It does not mean that we can satisfy everyone all of the time. We will publicly explain our decisions unless we have to maintain confidentiality or protect privacy.

What we expect from you

We expect you to:

- Comply with, respect and follow the spirit and intent of this statement, the law, our policies and procedures where relevant.
- Be professional, honest, accessible, open, fair and ethical in all dealings with Council.
- Respect the obligation of Council staff to act in accordance with the Code of Conduct and the principles outlined in this Statement.
- Communicate clearly and respond promptly to questions resolving any issues quickly.
- Declare to us any actual, perceived or potential conflicts of interests if and when they occur and work with us to resolve them in the public interest.
- Provide us with a quality product or service on time that gives us value for money.
- Provide a safe and healthy work environment.
- Not pressure us in our decision making.
- Refrain from canvassing support from Councillors or Council staff or delegates regarding procurement.
- Not attempt to influence our decision making through bribes, gifts or other benefits.
- Not be involved in any collusive practices.
- Talk directly to us about any problems you have with our relationship and not discuss anything publicly or with the media.
- Protect privacy and confidentiality.
- Tell us about any unethical business practices that you know exist.

Why comply

Our Statement of Business Ethics is about being able to conduct business in a fair and ethical manner that advances the interests and objectives of Council as well as your business.

There may be consequences for not complying with this Statement.

If we do not comply it could lead to a range of consequences, including:

- Investigation
- Prosecution
- Loss of reputation
- Disciplinary action that may result in dismissal

If you do not comply it could lead to a range of consequences, including:

- Investigation
- Prosecution
- Loss of reputation
- Termination of procurement or other relationship
- Disqualification of tender
- Loss of future work
- Loss of approval

Who to contact

If you have any enquires about this Statement of Business Ethics please contact Council's Procurement Business Unit.

If you are concerned about a possible breach of this Statement of Business Ethics, please contact the General Manager.

People reporting corrupt conduct, maladministration, serious or substantial waste of public money, government information contravention or local government pecuniary interest contravention are protected by the Public Interest Disclosures Act 1994.

External reporting can also be made to:

- Independent Commission Against Corruption (ICAC)
- NSW Ombudsman
- NSW Office of Local Government