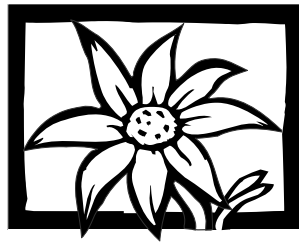


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**STATEMENT OF BUSINESS ETHICS**

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# Warringah Council

**STATEMENT OF BUSINESS ETHICS**

## **1. INTRODUCTION**

Warringah Council (Council) is committed to conducting its business in a sound commercial and ethical manner having regard to NSW Government and Council policies.

Council will demonstrate and practice a professional and ethical approach to all its business activities. Council staff will observe a high standard of probity, ethical behaviour and integrity in their business dealings and are bound by, and required to conduct their activities in accordance with:

- Councils Values,
- Council's Code of Conduct,
- The Local Government Act 1993,
- Delegated Authorities,
- Occupational Health and Safety Act, 2000;

Suppliers doing business with Council are required to respect and acknowledge the way Council conducts its business and ensure that they maintain a similar level of ethical behaviour in their dealings with Council .

## **2. WARRINGAH COUNCIL PROCUREMENT**

Council undertakes the procurement of goods and services in compliance with the Local Government Act 1993, together with all Department of Local Government Regulations and Guidelines, and Council Procurement Policy.

In undertaking its business and in addition to obtaining "value for money", these policies require that:

- a high standard of probity, ethics and integrity is required from all parties in the supply chain;
- a fair opportunity is given for prospective service providers to compete for Council business;

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- there is a commitment to continuous improvement by all parties in the supply chain; and
- there is accountability, consistency and transparency by Council in its procurement practices.

Council promotes open, fair and effective competition and aims to provide opportunities to suppliers through its quotation and tendering processes. It is committed to maintaining a high level of probity, integrity and ethical behaviour in all its procurement processes.

### **3. WHAT TO EXPECT FROM WARRINGAH COUNCIL**

#### **3.1. OUR VALUES**

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 will use the same set of values in internal processes within the organisation as we do with dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

Our values are reflected in the following statements:

#### **RESPONSIBILITY**

I will:

Focus on agreed priorities and meet obligations  
Be accountable for actions and outcomes  
Be pro-active in learning and development  
Strive for the best possible performance

#### **INTEGRITY**

I will:

Deliver on commitments  
Act fairly and ethically  
Apply sound judgement and common sense  
Be consistent in decisions and actions  
Act lawfully in all dealings

#### **TEAMWORK**

I will:

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Value all staff and their contributions  
Share knowledge and skills with others  
Work together with initiative and enthusiasm  
Acknowledge contributions and celebrate success

### **EXCELLENCE**

I will:

Welcome, encourage and support new ideas and initiative  
Encourage continuous improvement, learning and evaluation  
Lead by example  
Use resources productively  
Encourage flexibility

### **RESPECT**

Treat others with kindness and courtesy  
Communicate openly, honestly and in a timely manner  
Acknowledge the values, ideas and contributions of others

### **3.2. WARRINGAH COUNCIL IS COMMITTED TO:**

- Complying with the law, Council and NSW Local Government policies and Guidelines.
- Being ethical, fair and honest in all our thinking, behaviour and relationships.
- Ensuring our staff comply with Council Code of Conduct - including avoiding and declaring situations where there is a conflict of interest (including a potential or perceived conflict of interest) with public duty.
- Promoting and encouraging fair, open and effective competition and seeking best value for money.
- Being equitable in the treatment of all tenderers for the supply of goods and services.
- Being transparent in our dealings and being information centred in decision-making.
- Being open and candid in our communications.
- Protecting confidential information and intellectual property.

### **3.3. WARRINGAH COUNCIL EXPECTS OUR PRIVATE SECTOR SUPPLIERS WILL:**

- Respect the obligations placed upon Council staff to comply with its procurement policies and procedures.
- Comply with Council Procurement procedures.

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- Provide accurate, concise and reliable information when required.
- Act ethically and honestly and disclose actual, potential or perceived conflicts of interests.
- Prevent the unauthorised disclosure of Council confidential information.
- Refrain from offering Council staff inducements or incentives designed to act contrary to their duties, or influencing Council staff in any manner whatsoever.
- Refrain from discussing Council business in the media prior to obtaining Council written consent.
- Assist Council in identifying and eradicating improper practices.

### 4. REPORTING UNETHICAL BEHAVIOUR

Council promotes ethical behaviour. Reports of unethical behaviour, fraud, corrupt conduct, maladministration or waste can be made to the Office of the Internal Ombudsman - [internalombudsman@warringah.nsw.gov.au](mailto:internalombudsman@warringah.nsw.gov.au). Matters will be reported to ICAC or the Police where appropriate.

Alternatively, you can write to:

Independent Commission Against Corruption  
GPO Box 500, Sydney  
New South Wales 2001

### 5. PROTECTED DISCLOSURES

Disclosures about corrupt conduct, maladministration or waste of public funds may be protected under the *Protected Disclosures Act 1994*.

Persons who report unethical behaviour that is conduct covered by this Act can seek protection from any reprisal or detrimental action.

For further advice on Protected Disclosures refer to Operational Management Standard (OMS) 155 Disclosure, or contact the Office of the Internal Ombudsman.

### 6. CONFLICTS OF INTEREST

Real, perceived or potential conflicts of interest must be disclosed by Warringah Council staff and our private sector suppliers to ensure their actions are capable of withstanding public scrutiny. For advice refer to the Office of the Internal Ombudsman.

### 7. GIFTS AND BENEFITS

Suppliers should not provide (and Council staff are not permitted to accept) gifts and benefits other than of a token nature (\$50 or less).

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Council staff, in accordance with Council Code of Conduct may accept modest gifts, tokens of appreciation and benefits. All gifts and benefits offered to Council staff (irrespective of acceptance) must be disclosed in a Gifts and Benefits Register.