

1. PURPOSE

This policy outlines the ethical standards required of both Coonamble Shire Council delegates and its private industry business partners when engaged by Council. Adherence to these standards by both parties will enable the development of a mutually beneficial business relationship.

2. POLICY OBJECTIVE

Council will ensure its business relationships are ethical, honest, fair and consistent. Our business dealings will be made using informed decisions with trustworthiness, integrity and probity and open to public scrutiny wherever possible.

3. APPLICATION/SCOPE

This policy applies to tenderers, suppliers, contractors and consultants and their sub-contractors/employees, Councillors, and all Council employees.

4. LEGISLATION

- Local Government Act 1993
- Independent Commission Against Corruption (ICAC) Act 1998
- Protected Disclosures Act 1994

5. POLICY

Council's business principles are as follows

- All procurement is conducted as per Council Policy to ensure the best outcomes for the community
- All business relationships with external parties will be transparent
- Procurement and appointment decisions will be based on merit and will be impartial and will not take extraneous issues into account.

Value for money means an estimate of the worth or desirability of the goods or services offered. This can include such factors as initial cost, whole of life cost, quality, the extent to which the goods or services meet the specified requirements and social and environmental responsibilities.

Transparency means visible and verifiable confirmation of the integrity of the purchasing process and compliance with relevant legislation and adopted Council procedures.

Impartiality means the purchasing process must be undertaken in a fair, objective, consistent and business-like manner, leading to improved performance and cost-effective methods of doing business for Council. It does not mean pleasing everyone. We strive to be impartial by ensuring that our processes are appropriate.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

What to expect from Council and Councillors

Council employees and Councillors are bound by Council's Code of Conduct. They are accountable for their actions and are expected to:

- Respect and follow Council policy and procedures
- Treat all tenderers for the supply of goods and services equitably
- Promote fair and open competition while seeking best value for money
- Protect confidential information
- Meet or exceed public interest and accountability standards
- Avoid situations where private interest could conflict with public duty
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties
- Respond promptly to reasonable requests for advice and information.

What we ask of you

We require all providers of goods and services to:

- Respect the conditions set out in documents supplied by us
- Respect the obligation of our employees to abide by Council's procurement policy
- Abstain from collusive practices
- Prevent unauthorised release of privileged information, including confidential Council information
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage
- There is to be no unsolicited contact by tenderers with Councillors, employees and/or delegates of the Council regarding their submitted tender until such time that the tender has been determined.

Compliance

Compliance with this statement will not disadvantage your organisation in any way. However, your organisation should be aware of the potential consequences of not complying with Council's Statement of Business Ethics.

Proven corrupt or unethical conduct could result in:

- Termination of contracts
- Loss of reputation
- Loss of future contracts
- Matters being referred to investigative bodies

Intellectual Property Rights

In business relationships with Council, parties will respect each other's intellectual property rights and will formally negotiate any access licence or use of intellectual property.

Public Gifts and Benefits

In general, Council expects its employees to decline gifts, benefits, travel or hospitality offered during the course of their duties. Council only permits employees to accept gifts if:

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

If a gift or benefit is taken, the staff member must record the gift in Council's public Gifts and Benefits Register. Council delegates including Councillors and employees should refer to Council's Code of Conduct for more detail on this issue.

Conflicts of Interest

All Council officials are required to disclose any potential conflicts of interest. Council extends this requirement to all our business partners, contractors, consultants, subcontractors, tenderers and suppliers

Communication Between Parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Council Equipment, Resources and Information

All Council equipment, resources and information should only be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used

for private purposes unless use is lawfully authorised, and proper payment is made where appropriate.

Contracting Employees

All contracting and subcontracting employees are expected to comply with Council's statement of business ethics. If you employ sub-contractors in your work for Council, you must make them aware of this statement.

Statement of Business Ethics - Who to contact?

If you are concerned about a possible breach of this statement or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Coonamble Shire Council's General Manager or Public Officer on 02 6827 1900 or email council@coonambleshire.nsw.gov.au.

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Department: Corporate Governance		
Version	Date	Author
1. Sept 2025	September 2025	Deborah Tatton
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