

## what you can expect from council

When doing business with the private sector, Council employees will be expected to:

- respect and comply with Council's policies and procedures
- abide by all relevant laws and regulations
- deal fairly, honestly and ethically with all individuals and organisations
- use public resources effectively and efficiently
- avoid actual, potential or perceived conflicts of interest
- assess applications objectively, considering all relevant and material factors
- promote fair and open competition while seeking best value for money
- protect confidential information
- never solicit or accept any benefits from a provider for the discharge of official duties
- respond promptly to reasonable requests for advice and information
- be accountable and act in the public interest.

### Public comment

You must not make any public comment or statement that would lead anyone to believe that you are expressing the views or policies of Council.

### Sponsorship

Campbelltown City Council seeks and receives requests for financial and/or in-kind sponsorship from organisations, businesses and individuals to support specific events, promotions or other activities of Council.

It is essential that any sponsorship does not limit the Council's ability to carry out its functions fully and impartially, nor will sponsorship influence a Council decision.

All sponsorship arrangements must comply with Council's Corporate Sponsorship Policy.

## why compliance is important

Campbelltown City Council requires all providers of goods and services to comply with this Statement of Business Ethics. The principles of this statement are consistent with the ethical requirements of other public sector agencies and are based on guidance from the NSW Independent Commission Against Corruption.

As such, compliance with this statement will advance the business objectives and interests of private sector providers in a fair and ethical manner, and providers' capacity to undertake public sector work with similar compliance requirements in the future.

Non-compliance with the ethical business requirements set out in this statement resulting in demonstrated corrupt or unethical conduct could lead to termination of contracts, loss of future work, loss of reputation, investigation for corruption and/or matters being referred for criminal investigation.

### Who to contact

If you have any questions in relation to this statement or the provision of information about any apparent breach or suspected corrupt conduct, contact Council's Public Officer on 4645 4000.

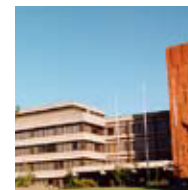
People reporting corrupt conduct, maladministration, fraud or serious waste of public funds are protected by the Public Interest Disclosures Act 1994. This Act protects individuals disclosing corruption-related matters from reprisal or detrimental actions and ensures that disclosures are properly investigated and dealt with.



PO Box 57, Campbelltown NSW 2560  
Phone: 02 4645 4000 Facsimile: 02 4645 4111  
Visit our website at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)



## statement of business ethics



a city of choice and opportunity in a natural environment

## message from the general manager

Campbelltown City Council is committed to the highest standards of honesty, fairness and integrity in all business dealings. Council operates according to a Code of Conduct that sets out the standards of behaviour that Councillors and staff are expected to live by when dealing with other colleagues, our customers and suppliers, members of the public and the community.

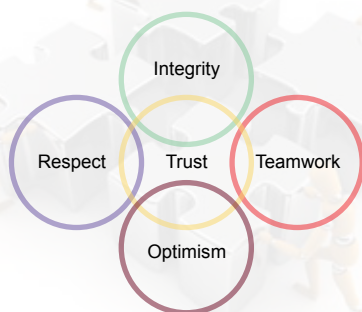
Local government is increasingly drawing on the knowledge, skills, products and services provided by the private sector. It is very important that the standards of ethical behaviour expected of staff and Councillors are also maintained by members of the private sector in their dealings with Council.

This Statement of Business Ethics sets out the standards of behaviour that Council expects from its private sector partners. These standards of behaviour relate to fair, ethical and honest dealings with Council, and ensuring that the best level of service is provided to the community.

Ethical business partnerships are good for business and most importantly, are what the community expects from Council. It is therefore very important that all private providers comply with these standards.

### Council's corporate values

Council's corporate values are the basis of its beliefs and behaviours. They are the guiding principles that provide a foundation on which all of Council's activities are built.



## business principles

There are a number of core principles which underpin all of Campbelltown City Council's business dealings.

### *Obtaining the best value for money*

This does not necessarily mean lowest price, but is determined by a number of factors including initial assessment relative to cost, quality, reliability, whole of life running costs and timeliness. The lowest price may offer best value if it meets other essential factors.

### *Impartiality and fairness*

This means that Council will be objective, even-handed and reasonable through all stages of business dealings. Council's business dealings will be transparent and open to public scrutiny wherever possible, subject to confidentiality and privacy.

### *Compliance with legal and statutory obligations*

This means that at all times Council is required to adhere to a range of legal and statutory obligations, in particular, the Local Government Act 1993, and its subsequent Regulation amendments since this time.

### *Conflict of interest*

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest that could lead you to be influenced in the way you carry out your duties for Council. If a conflict of interest exist or arises, you must declare it to Council.

### *Gifts or benefits*

Council only permits the acceptance of gifts by Councillors or staff if they are a nominal or token value and does not create a sense of obligation. All gifts accepted and all offers of gifts whether token or not are required to be disclosed, and in many circumstances must be recorded in Council's Gift Register.

### *Council equipment and resources*

All Council equipment and resources should only be used for their proper official use.

## what council expects of you

We expect all private sector providers of goods and services, including contractors and sub-contractors, to abide by the following when doing business with Council:

- act ethically, fairly and honestly in all dealings
- respect and comply with the conditions set out in documents supplied by Council
- respect the obligations of Council staff to abide by Council's policies
- declare actual, potential or perceived conflicts of interest
- provide accurate and reliable advice and information when required
- take all reasonable measures to prevent the disclosure of confidential Council information
- refrain from lobbying or canvassing Councillors or members of staff during the tender/quotation process
- refrain from offering Councillors or members of staff any financial or other inducement which may give any impression of unfair advantage
- refrain from discussing Council business or information in the media, without written consent
- assist Council to prevent unethical and fraudulent practices in our business practices
- adhere to Council's Code of Conduct and Drug and Alcohol Policy
- deliver value for money.

### *Confidential and personal information*

You must abide by the privacy legislation and take care to maintain the security of any confidential or personal information you become aware of in your work with Council. Only those with a genuine need and authority should have access to personal information.