

CITY OF  
CANADA BAY

## STATEMENT OF BUSINESS ETHICS

Effective Date: July 2007

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## 1. Introduction

City of Canada Bay Council is committed to conducting business professionally at all times and to the highest ethical standards so that the community has confidence and trust in Council's business dealings, services provided and actions.

Councillors and staff of City of Canada Bay Council are committed to a Code of Conduct that outlines the necessary standards of behaviour that they must observe when dealing with colleagues, the business community, contractors and subcontractors, residents and the public in general.

Council's business partners, including our community volunteers, are also required to comply with those standards of behaviour in their dealings with Council and this Statement of Business Ethics will outline and assist our suppliers and contractors in understanding these requirements.

## 2. What are our values and commitments to our community?

In working with, and for, the City of Canada Bay community, Councillors and staff are committed to:

- Transparency and honesty.
- Listening to, and working with, the community.
- Respect and equity.
- Providing responsive, sustainable and community-focussed services and environment.
- Innovation and improvement.
- Proactive and accountable leadership.
- A high level of professionalism.

These values are reflected in our actions and decision making processes.

## 3. What you can expect from us

In all business dealings Council expects Councillors and staff to observe the highest standards of ethical, probity and professional conduct. This includes:

- Acting honestly and with impartiality at all times.
- Conforming with all legal obligations.
- Not engaging in any practice that gives one party an improper advantage over another.
- Being prepared to attest to probity, and not engaging in any form of collusive practice, including offering or taking inducements, gifts, benefits or fixing of prices etc.
- Protecting confidential information.
- Clearly specifying all requirements and criteria for evaluation and responding promptly to requests for advice and information.
- Immediately disclosing and managing a potential conflict of interest.
- Being responsible for our own safety and that of others.
- Enhancing and protecting the environment.

## 4. What we expect from you.

City of Canada Bay Council expects that our business partners will observe the following principles:

- Act ethically, fairly and honestly in all dealings with Council.
- Be aware of and comply with City of Canada Bay Council's Procurement Policy and Procedures.
- Respect the obligations of Councillors and staff to comply with Council's Code of Conduct.
- Provide accurate and reliable advice when required.
- Declare actual or perceived conflicts of interest immediately upon becoming aware of the conflict.
- Refrain from indulging privileged or confidential information to unauthorised persons, including the media.

- Refrain from engaging in any form of collusive practice, including offering Councillors or staff inducements or incentives designed to improperly influence the conduct of their duties.
- Avoid offering Council employees secondary employment which conflicts with this policy.
- Assist Council to prevent unethical practices in our business relationships.

## 5. Explaining our Code of Conduct

Through this statement and Council's adopted Code of Conduct, Council undertakes that Councillors and Staff will act honestly, transparently and responsibly in their decision making and business partnerships.

Council's Code of Conduct assists staff and Councillors to:

- Understand the standards of behaviour required of them.
- Enable them to act honestly and exercise care and diligence.
- Enhance public confidence.

The following extracts from Council's Code of Conduct will also assist our business partners in understanding the accepted standards of behaviour for Councillors and staff.

### 5.1 Gifts or benefits

Council officers must never seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence their decision making or to deviate from the proper exercise of their official duties. In some circumstances only token or nominal gifts may be accepted but only in situations that do not create a sense of obligation on the staff or Councillors actions. Staff accepting token or nominal gifts will immediately inform the General Manager who will ensure that any gifts received will be recorded in Council's Gift Register. Unacceptable gifts will be rejected and returned to the provider. Under no circumstances will a gift of cash be accepted.

### 5.2 Confidentiality of information

Council officers are required to protect confidential information, only use confidential information for the purpose it is intended to be used and not use confidential information for the purpose of securing a private benefit for themselves or any other person.

Requests for access to confidential information may be made by application under the Government Information (Public Access) Act 2009.

### 5.3 Use of council resources

Council's resources must be used ethically, efficiently and economically and must not be used for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

### 5.4 Secondary employment

Staff are not permitted to engage in outside employment or business that:

- Conflicts with official duties.
- Interferes with Council work.
- Involves using confidential information or Council resources obtained through work with Council.

### 5.5 Harassment and discrimination

Council staff shall not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to, harassment and discrimination on the grounds of gender, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, sexuality or transgender.

## 5.6 Sponsorship

City of Canada Bay Council seeks and receives requests for financial and/or in kind sponsorship from organisations, businesses or 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 Sponsorship Policy.

Consequences for Councillors, staff and volunteers not complying with Council's Code of Conduct may include:

- Loss of civic office.
- Investigation.
- Disciplinary action.
- Dismissal.
- Potential criminal charges.

## 5.7 What happens if non compliance with this statement?

City of Canada Bay Council requires all business partners to comply with this statement. Compliance with our statement will assist our suppliers of goods and services to advance their business objectives and interests in a fair and ethical manner.

The consequences of not complying with Council's ethical standards are:

- Termination of contracts.
- Loss of future work.
- Loss of reputation.
- Investigation for corruption.
- Matters being referred for criminal investigation.

## 5.8 If you believe there has been a breach of this statement

Council encourages the reporting of corrupt conduct, maladministration, fraud or serious waste of public funds. Council undertakes to deal with all reports or enquiries in a prompt, professional and confidential manner. Reports regarding Council's ethical standards should be made to Council's General Manager. Enquiries should be directed to Council's Public Officer on 9911 6530.



Gary Sawyer  
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