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Responsible Officer: Policy Coordinator

Document:

TITLE: Statement of Business Ethics
AUTHORITY: Council
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MINUTE NO: 220
POSITION RESPONSIBLE: General Manager
RELEVANT LEGISLATION:
REVIEW DATE:

Council fulfils a leadership role in the community and it is essential that Council acts and is perceived to act in a highly ethical manner in all its dealings with the public, government departments and agencies, business partners, staff and Councillors.

The preservation of our business ethics and values is the responsibility of all staff, Councillors and our agents.

As Cessnock Council is in the business of providing services to people the establishment of long term relationships based on honesty, openness and fair play are essential.

It is not possible to provide for all possible circumstances in any statement or policy and should such a situation arise, sound judgement is required, including the seeking of advice from peers, management etc.

Our Values

Staff, Councillors and agents will adhere to all legislative requirements, Council Codes and Policies and other instruments that direct Council's dealings.

Staff and Councillors will at all times act fairly and honestly in their dealings.

Staff and Councillors will not discriminate against any Councillor, staff member, member of the public or business partner due to race, religion, colour, gender, sexual orientation, age, disability, marital status or political affiliation.

Council will act as a responsible employer having regard for the health, safety, personal and professional development of its staff. Employment and promotion of staff will be on merit.

Councillors, staff and agents will avoid situations which may lead to a conflict of interest, both non-pecuniary and pecuniary. Should such a situation arise, the individual will immediately make a declaration of conflict and exclude themselves from all dealings in relation to the matter.

Council will not tolerate corrupt conduct, harassment or intimidation and all incidents detected will be dealt with promptly and in accordance with the law and Council's policies.

Council will respect the privacy and confidentiality of individuals, corporations, government, staff and Councillors and only divulge such information that is required to be provided by law and/or in the public interest.

Council's decision making processes will be open and transparent.

Council will actively embrace the principles of ecological sustainability in its dealings.

Council will provide leadership through example, innovation and continuous improvement.

Council will communicate with the community, governments, business partners, staff and Councillors to keep them informed.

DEALINGS BETWEEN COUNCIL AND TENDERERS, SUPPLIERS, CONSULTANTS AND CONTRACTORS

Council requires its employees to:

Comply with Council and legislative policies and procedures.

Be fair in the treatment of individuals or organisations that supply goods or services to Council.

Always encourage fair and open competition while seeking value for money.

Try to minimise costs to those involved in business dealings with Council.

Protect commercial-in-confidence information.

Deal honestly with suppliers.

Always act in the public interest and avoid conflicts of interest.

Not accept or solicit financial or other benefits.

Co-operate with suppliers where requests are reasonable.

Ensure payments are made on time in accordance with agreements or Council policy.

Tenderers, suppliers, consultants and contractors are expected to:

Comply with conditions and requirements contained in documents supplied by Council.

Present information concisely and honestly.

Comply with any codes or legislation.

Understand and respect Council's staff obligations to comply with legislation, policies etc.

Fully disclose all material agencies and not act secretively.

Protect confidential or privileged information.

Refrain from media statements unless authorised by Council.

Cooperate with Council where requests are reasonable.

Refrain from offering financial or other inducements to Council staff.

Ensure that employees are remunerated in accordance with appropriate awards when they work on Council work sites.

Comply with Council's Occupational Health and Safety requirements when on Council work sites.