



Business Ethics

Version 1.2

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Minute No: O 290 and 179

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Section:	Corporate Compliance
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Business Ethics

Background

A business ethics policy outlines the moral standards which will guide the organisation in carrying out its business. It is the morality based structural framework which guides decision making and behaviour by all members of the organisation – in all of their actions and in relation to the responsibilities required by their role within the organisation. This framework exists concurrently with the legislative, regulatory and other policy requirements which mandate or otherwise affect the business of the organisation.

The business ethics of an organisation are based on the principles and values which are held/espoused by the organisation.

This Policy also establishes obligations of standards of behaviour by Contractors or Suppliers in the conduct of the supply of a good or service to Council.

The following business ethics policy is based on the principles of:

- Accountability & Transparency
- Respect for others and for legal authority
- Stewardship and Community Leadership

Policy Objective

To provide clear ethical guidance to Councillors, Staff, Contractors and Suppliers, regarding the conduct of Council business.

Policy Statement

Councillors and Staff will conduct their role within the business of Council in such a way as to maintain the highest level of community accountability, community stewardship and leadership whilst maintaining respect for individuals and the rule of law.

Implementation

1. Councillors and Staff will comply with all requirements of state legislation and regulation relating to local government administration and land development.
2. Councillors and Staff will comply with requirements of Councils policies and procedures in particular the Code of Conduct and Procurement Policy, ensuring that prospective Contractors or Suppliers are afforded equal opportunity to tender/quote for all goods and services.
3. Behavioural guidance in matters of responsibilities and circumstances is provided by the detail in these policies. In particular Council Officers must not by virtue of their position accept or acquire for a personal advantage any gift, gratuities or hospitality except that which is permitted under Council's Code of Conduct or in accordance with the Local Government Act 1993.

4. The requirements of these policies will be brought to the attention of persons who deal with Council on business matters.
5. Councillors will maintain a clear separation between their work as advocates of particular matters and their work as a member of Council as a determining body.
6. Councillors, Staff, Contractors and Suppliers will adopt a conservative approach to the avoidance and declaration of actual or potential conflict of interest and or pecuniary and non-pecuniary interest in matters which become the business of Council.
7. Councillors and Staff will be particularly meticulous with regard to the requirements of the Code of Conduct and Implementation 5 in relation to land development matters.
8. Councillors and Staff will act honestly and impartially and observe all requirements of equity and procedural fairness in their dealings with people and organizations who are involved in business with Council.
9. Councillors and or Staff who believe that their ability to operate within these guidelines has been compromised by the actions of others are required to advise the Mayor or General Manager respectively and withdraw from further action on the matter of business until completion of investigation and action by the Mayor or General Manager.
10. A Councillor and or staff member who does report such a matter will be protected by Councils Protected Disclosures Policy and the relevant State legislation.
11. Contractors or Suppliers are not to canvass Councillors or Staff in respect to gaining an advantage over the contractors or suppliers for the supply of a good or service to Council.

Policy Responsibility

Governance and Corporate Services