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## STATEMENT OF BUSINESS ETHICS

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Clarence Valley Council expects all its staff and Councillors to behave ethically.

We are all required to abide by a written [Code of Conduct](#) which is available for viewing on Council's website.

It is also expected that consultants, suppliers and contractors will maintain similar standards of ethical conduct.

For this reason, Clarence Valley Council has developed guidelines for behaviour appropriate to business dealings with Council.

This is in line with Council's Code of Conduct for Councillors and staff, with the view to providing the best possible business practices and outcomes.

### GENERAL PRINCIPLES

There are two main principles that form the basis of Clarence Valley Council's business agreements

1. To get the best possible value for public money.
2. To demonstrate impartiality and fairness at all stages of the process.

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.

**Value for money** is determined by considering all the factors which are relevant to a particular process.

For example, quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price". However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

**Impartiality and fairness** are about being objective, even-handed and reasonable.

Being impartial includes taking into account the practicalities of a given situation. Impartially does not require, for example, inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others.

It would be unfair to call tenders when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a viewpoint where it wishes to be fair in all its dealings and minimise, where possible, any adverse effects of its decisions.

### THE CLARENCE VALLEY COUNCIL EXPECTS STAFF AND COUNCILLORS TO:

- Respect and follow Council's policies and procedures, including its [Code of Conduct](#)
- 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 from a supplier for the discharge of official duties or accept gifts or other benefits of other than a nominal value
- Respond promptly to reasonable requests for advice and information.



**COUNCIL EXPECTS TENDERERS, SUPPLIERS, CONSULTANTS AND CONTRACTORS TO:**

- Respect the conditions set out by Council
- Act in accordance with its [Code of Conduct](#)
- Not pressure Councillors and/or Council staff to overlook ethical obligations
- Abstain from fraudulent practices
- Keep privileged information confidential
- Provide accurate information
- Disclose likely conflicts of interest
- Not offer Council employees or Councillors any remuneration or any benefits or gifts of other than a nominal value
- Refrain from any contact with Councillors, staff and/or delegates of the Council regarding their submitted tender until such time that the tender has been determined.

Clarence Valley Council is committed to overseeing the continued growth of the region and ensuring high quality of life for residents and visitors.

**OUR VALUES**

All Councillors, officers and agents of the Clarence Valley Council will act in a manner which:

- Ensures integrity in making decisions and carrying out works and services;
- Accept accountability for the outcomes of their actions;
- Shows respect for others;
- Continually seeks to improve the way they do things;
- Always considers the long term effects of decisions and actions;
- Demonstrates a commitment to providing quality of service;
- Serves the public above private interests;
- Displays openness, honesty, accountability and objectivity in their decisions and actions;
- Provides leadership in promoting public duty to others by their own ethical behaviour.



**HOW IT WORKS**

If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Anyone who is concerned that a breach of the law or of ethical conduct may have taken place should discuss the matter promptly with Clarence Valley Council's General Manager on (02) 6643 0200.

**FOR MORE INFORMATION**

**If there is anything in this brochure you do not understand or if you require further information please contact Council on (02) 6643 0200**

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