



# **Statement of Business Ethics 2012**

# General Manager's Foreword

This Statement of Business Ethics applies to Council's elected representatives, Council staff, contractors and business associates dealing with Council.

Moree Plains Shire Council is committed to conducting its business in a sound commercial and ethical manner and this Statement of Business Ethics sets out the standards the Council requires of its elected representatives, Council staff, contractors and business associates. Both Moree Plains Shire Council staff and private sector employees must always be aware of the ethical standards the community demands when Moree Plains Shire Council money is used either directly or indirectly.

Moree Plains Shire Council will demonstrate and practice a professional and ethical approach to all its business activities and all Moree Plains Council staff is required to conduct their activities in accordance with Moree Plains Shire Council's Code of Conduct and observe a high standard of probity, ethical behaviour and integrity in their business dealings.

All individuals and organisations that deal with Moree Plains Shire Council are required to comply with these standards of ethical behaviour in their dealings with Moree Plains Shire Council.

**David Aber**  
**GENERAL MANAGER**



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# Vision

Where are we headed?

*"Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area"*

How will we achieve our vision?

Moree Plains Shire Council is committed to long-term, sustainable development of the Moree Plains Shire area. We will achieve our vision through:

- economic growth
- financial stability of the Council
- development of, and protection and maintenance of, community assets
- ensuring environmental sustainability
- promoting Moree Plains as a positive and healthy regional capital

# Mission

What is important to us?

*"Moree Plains Shire Council's mission is to lead the way in fostering a healthy, positive and well-resourced community"*

# Council Values

**What underpins our Vision, Mission and Strategies?**

**Commitment** – working hard to get the job done

**Integrity** – being open and honest in our dealings

**Partnerships** – working together with the community

**Protection** – ensuring our activities do not impact on the health, safety or welfare of our stakeholders

**Respect** – valuing the feelings, opinions and needs of others

**Service** – giving our best to the community

# Our key business principles

The principle of best value for money is at the core of Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability, and timeliness in determining true value for money.

Part of obtaining best value for money also includes ensuring all of our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible. Given the nature of some of Council work, there will be times when the details of some business relationships will not be made publicly available.

We are committed to the purchase of all goods, equipment and services through established NSW Government contracts systems, where possible and reasonably practical. Where Council does not use this established system, Council will define the reasons for this action abiding by Council's procurement policy.

# What you can expect of us

Moree Plains Shire Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by Council's Code of Conduct. When doing business with the private sector, Moree Plains Shire Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for an efficient performance review of contracts



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- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible
- Tenders will not be called unless Council has a firm intention to proceed to contract
- This Council will not disclose confidential or proprietary information.

## What we ask of you

We require all private sector providers of goods and services to observe the following principles when doing business with Council:

- Comply with Council's procurement policies and procedures
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with Council
- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties
- Refrain from discussing Council business or information in the media
- Assist Council to prevent unethical practices in our business relationships.

## Why is compliance important?

By complying with our statement of business ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Moree Plains Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with this Council's stated principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of not complying with the Council's ethical requirements when doing business with the Council. Demonstrated corrupt or unethical conduct could lead to:

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



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# Additional Information

## Incentives, gifts, benefits

In general this Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work. You should refrain from offering any such "incentives" to Council staff.

If a gift is accepted, Council requires the staff member to provide a written report and to record the gift in a Public Gifts and Benefits Register.

## Conflicts of Interest

Council staff are required to disclose any potential conflicts of interest. Council extends this requirement to all of our business partners, contractors and suppliers.

## Confidentiality

All Council information should be treated as confidential unless otherwise indicated.

## Communication between parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

## Use of Moree Plains Shire Council equipment, resources and information

All Council equipment, resources and information should only be used for its proper official purpose.

## Discrimination and Harassment

Staff shall not discriminate against anyone on the grounds of: race, sex, colour, nationality, religious conviction, ethno-religious background, marital status, age, pregnancy, physical, intellectual and / or psychiatric disability; sexual preference; transgender, association or political conviction.

**Should you have any questions regarding this statement or to provide information about suspect behaviour please contact us:**

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