



LITHGOW CITY COUNCIL

9. GOVERNANCE

Policy 9.3

BUSINESS ETHICS

Version 3

Maintained by Department:	Executive	Approved by:	Council	Exhibition:	
Reference:	Dataworks: Policy Register	Council Policy No:	9.3	Effective Date:	21 Oct 2008
Min No:	V1 - 06-349 V2 - 008-165 V3 -	Version No:	3	Review Date:	Oct 2009 August 2011
Attachments:					

9. GOVERNANCE

9.3 BUSINESS ETHICS

OBJECTIVE: To ensure Councillors and staff display the highest possible standard of business ethics consistent with Council's Codes.

POLICY:

COUNCIL EXPECTS THAT COUNCILLORS AND STAFF WILL:

1. Observe the principals detailed in the Council's Code of Conduct, when carrying out their duties, with specific attention to ensure actions are done with:
 - Integrity
 - Leadership by example
 - Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Respect
2. Councillors and staff will respect the policies and procedures of the Council and will:
 - Treat all tenderers for the supply of goods and services equitably;
 - Promote fair and open competition while seeking value for money;
 - Make decisions using principals of procedural fairness;
 - Respond promptly, efficiently and effectively to reasonable requests for advice and information;
 - Avoid situations where public interest could conflict with public duty;
 - Prevent the misuse or disclosure of privileged information, including confidential Council information;
 - Never solicit or accept gifts or remunerations or benefits from a supplier for the discharge of official duties and adhere to the Council's Code of Conduct requirements in this regard.

COUNCIL EXPECTS TENDERERS, SUPPLIERS, CONSULTANTS AND CONTRACTORS TO:

1. Respect the conditions expressed in Council documents supplied;
2. Respect the obligation of Council to abide by its policies and procedures;
3. Prevent the misuse or disclosure of privileged information, including confidential Council information;
4. Refrain from offering councillors or staff inducements which may give any impression of unfair advantage;
5. Abstain from collusive practices;
6. Avoid the disclosure of potential conflicts of interest;
7. Provide accurate information where required;
8. Not to act fraudulently or secretly.

APPARENT BREACHES

Where there is a suspected breach of the Business Ethics, the matter should be immediately brought to the attention of the General Manager.

The processes described in Council's Protected Disclosures Policy may assist those wishing to make disclosures.

REVIEW

This Policy will be reviewed as required and at a minimum at least once during the term of Council.