



## Values, Principles and Business Ethics

### 1. Intent of Policy

The intent of this policy is to communicate Council's values and principles and to provide a statement of business ethics to guide external parties when dealing with Council, to ensure that performance standards meet Council's requirements.

### 2. Scope of Policy

Oberon Council expects all its representatives, staff and Councillors to behave within its values, principles and ethical business standards as well as Council's Code of Conduct. Council also expects private industry and its representative to maintain similar standards of ethical conduct in their dealings with Council.

*Oberon Council policies relevant to this policy*

*Policy 1102 - Code of Conduct*

*Policy 1206 - Procurement & Disposal*

### 3. Guidelines

#### Business Ethics Statement

There are two main principles that form the basis of Oberon Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs 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. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each tender against criteria. A fair person would not, for example, change or introduce new selection criteria midway through the tendering process without advising all tenderers.

**Oberon Council expects staff and Councillors to:**

- Respect and follow Council's policies and procedures
- 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, gifts or other benefits from a supplier for the discharge of official duties
- Respond promptly to reasonable requests for advice and information

**Council expects tenderers, suppliers, consultants and contractors to:**

- Respect the conditions set out in documents supplied by Council
- Respect the obligation of Council staff to abide by Council's procurement policy.
- Abstain from collusive practices
- Prevent unauthorised release of privileged information, including confidential Council information
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager on (02) 6329 8100.

**Council's Values & Principles****Community Well-Being**

We:

- Strive for continuous improvement of our services for residents
- Support a strong sense of community spirit by encouraging people to build better networks where they can interact socially, healthily, safely, whether through sport, recreation or cultural groups, thus encouraging the community to build the capacity to help and be proud of itself
- Strive to be a growing rural community of choice for residents and visitors.

**Ethics and Social Justice**

We:

- Treat people fairly, with respect and have proper regards for their rights
- Make decisions lawfully, fairly, impartially, and in the public interest
- Are honest, trustworthy and reliable in our dealings
- Are careful, conscientious and diligent
- Use public resources economically and efficiently
- Strive to make sure that every part of our core business is accessible by and inclusive of all community members.

### Best Value & Sustainability

We:

- Provide services that are responsive to community needs, provide value for money, balance affordability and accessibility and support opportunities for local employment growth or retention
- Will capitalize on the benefits of being small and a distinctive community of interest
- Properly manage public assets and resources in a way that supports and balances sustainable economic, social/community and environmental objectives including renewable energy initiatives, thus equitably providing for future generations.

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