



Statement of Business Ethics

Business dealings between Dubbo Regional Council and the private sector are becoming more extensive and often raise sensitive ethical questions. For this reason, Dubbo Regional Council has developed these guidelines for behaviour appropriate to business dealings within Council.

This statement provides for external organisations, service providers, small business, and individuals to adopt standards of ethical behaviour that meet Council's requirements. It also outlines guidelines for staff so you know what to expect from Council when conducting business with us.

I hope you find the guidelines of assistance when dealing with Dubbo Regional Council.

A Public Officer is available to address any concerns you may have in relation to the guidelines on (02) 6801 4000.

Mark Riley
INTERIM GENERAL MANAGER

GENERAL PRINCIPLES

Dubbo Regional Council expects all its representatives, staff and Councillors to behave ethically. We are all required to abide by a written Code of Conduct. The Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Dubbo Regional 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.

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.

Dubbo Regional 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/Administrator any financial or other inducement which may give any impression of unfair advantage
- There is to be no unsolicited contact by tenderers with Councillors, Administrator, Staff and/ or delegates of the Council regarding their submitted tender until such time that the tender has been determined.

HOW IT WORKS

There are no absolute definitions of "ethical behaviour". 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.

Staff and Councillors of Dubbo Regional Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Dubbo Regional Council's Public Officer on (02) 6801 4000.

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 or the Public Officer on 6801 4000.

For more information

If there is anything in this brochure you don't understand or if you require further information please contact Council's Public Officer on 6801 4000.