

Statement of Business Ethics



Blue Mountains City Council ('Council') has the highest expectations of ethical, professional and transparent behaviour by Council officials and the private sector individuals and businesses with which Council engages in business.

This Statement of Business Ethics sets out the core values of the Council and aims to increase the private sector's awareness of these values. The private sector individuals and organisations are expected to comply with the Statement of Business Ethics at all times in their dealings with Council.

We look forward to engaging with you in a fruitful, honest and fair relationship.

Council's Values

The following values and behaviours are central to our operations:

- We work collaboratively and support each other to achieve success;
- We keep ourselves, our workmates and our community safe every day;
- We deliver our service standards to all customers – internal and external;
- We always look for quality and innovative solutions;
- We treat all people fairly, with sensitivity and respect; and
- We work in partnership with, and advocate for, our community and environment.

What to expect from us

In doing business with Council, you can expect us to:

- Conduct tenders and procurement activities in a manner which is transparent, accountable and fair;
- Avoid and declare any perceived or actual conflicts of interest;
- Comply with Council's relevant policies and procedures, particularly where it relates to non-acceptance of gifts and/or benefits;
- Protect information which is sensitive to the operation of your business, to the extent possible under relevant legislation; and
- Treat all potential and actual contractors and suppliers equally and fairly.

What we expect from you

In doing business with Council, we require you to:

- Provide your services and products in a manner which is legal, ethical, honest and fair;
- Provide value for money and good customer service;
- Abide by Council's values;
- Avoid and report any actual or perceived conflicts of interest as soon as you become aware of them;
- Comply with all policies and procedures relevant to contractors and suppliers, including but not limited to Council's Code of Conduct, Gifts and Benefits Policy and relevant workplace health and safety guidelines, including Council's WHS Contractor's Manual;
- Treat all information received through your work with Council as confidential and to otherwise comply with Council's Privacy Management Plan and related legislation;
- Not be affected by alcohol, drugs, or other substances while working for Council;
- Refrain from discussing Council or your work with Council in the media (including social media) without authorisation from Council;
- Refrain from publishing, transferring or otherwise making use of Council's intellectual property without appropriate authorisation or licence from Council;
- Assist Council with any formal investigation which relates to Council's relationship with you and/or your employees, contractors and other representatives; and
- Ensure that your employees, contractors and other representatives are aware of this Statement of Business Ethics and understand that they must act in compliance with it.

Katoomba Office

2 Civic Place, Katoomba
Open 8.30am - 5.00pm weekdays
Phone: 02 4780 5000

Springwood Office

104 Macquarie Road, Springwood
Open 9.00am - 5.00pm weekdays
Phone: 02 4723 5000

Locked Bag 1005 Katoomba NSW 2780
Email council@bmcc.nsw.gov.au

bmcc.nsw.gov.au

Consequences of non-compliance

If a Council official fails to comply with this Statement of Business Ethics, possible consequences may include:

- Formal investigation;
- Disciplinary action, which may include dismissal;
- Referral to the ICAC and/or NSW Police;
- Potential criminal charges, especially [in relation to bribery](#).

If a tenderer, supplier, contractor or other individual or organisation doing business with Council fails to comply with this Statement of Business Ethics, possible consequences may include:

- Formal investigation;
- Termination of contracts and rejection of future tenders;
- Reputational loss;
- Referral to the ICAC and/or NSW Police; and
- Potential criminal charges, especially [in relation to bribery](#).

Practical notes and other information

- Gifts and benefits: Council officers are generally obliged to refuse or return gifts and benefits (including offers of hospitality) which they are offered in connection with their work. As a tenderer, supplier or contractor, please avoid giving gifts to Council officers in order to prevent perceptions of bias and any offence or embarrassment which might be caused by a gift or benefit's refusal or return. A copy of Council's Gifts and Benefits Policy can be made available to you upon request.
- Tender communication: There is to be no canvassing of Councillors or Council staff. All communication is to be direct, accountable, and through approved channels.
- Instructions: All instructions to tenderers, suppliers and contractors will come from Council employees and not from Councillors. You must not follow any direct or implied instructions from Councillors.
- Definition of "public official": The definition of "[public official](#)" under the ICAC Act includes "a person in the service...of a public authority". Tenderers, contractors and suppliers should be aware that they will be held to different standards of behaviour while working with Council than when working entirely in the private sector.

Reporting a breach

If you believe that there has been a breach of this Statement of Business Ethics, or any other fraud, maladministration or other waste of public funds, please contact Council's Executive Officer or General Manager as soon as possible.

Questions?

Council's Policy & Governance staff can assist you with any questions you have about this Statement of Business Ethics or Council's policies and procedures.

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