



Biodiversity
Conservation
Trust

Biodiversity Conservation Trust

Statement of Business Ethics | April 2020

BCT Statement of Business Ethics

In executing its functions, the NSW Biodiversity Conservation Trust (BCT) has business dealings with many entities, including developers, landholders, consultants, contractors, interest groups, government agencies, non-government organisations, and private organisations.

The NSW public expects us to spend public money in the most efficient, effective and ethical way, and they hold us accountable to do so.

This Statement of Business Ethics applies to the BCT and to any entity which wishes to conduct business with the BCT.

Any entity seeking to enter business dealings with the BCT agrees to be bound by the standards of ethical behaviour set out in this statement, just as the BCT agrees likewise to be bound by these same standards in its business dealings with all entities.

What you can expect of us

The BCT is determined that its business dealings with other entities should be conducted in a professional and ethical manner, consistent with the policies and procedures of the NSW Government, the Department of Planning, Industry and Environment, and the BCT.

The BCT expects high standards of ethical behaviour from all BCT staff (including contract staff). These standards are set out in the following important frameworks:

- the ethical framework for the government sector established in [Part 2 of the *Government Sector Employment Act 2013*](#), including the core values of accountability, integrity, service and trust
- the DPIE [Code of Ethics and Conduct](#), including our obligations to act in the public interest, manage conflicts of interest, and appropriately use resources and information
- the behavioural and capability standards established in each staff member's role description, by reference to the NSW Public Service Commission's [capability framework](#)
- the [NSW Government Procurement Policy Framework](#), including the need to ensure value for money is the BCT's primary consideration in all procurement decisions
- the ethical dimensions set for the BCT in Part 10 of the [Biodiversity Conservation Act 2016](#), including our purpose and objectives, our functions and powers, that we represent the Crown, that we operate as a not-for-profit entity, and that we act as a trustee of money or other property vested in the BCT.

The BCT's mission is to maximise the biodiversity conservation outcomes achieved with the public and private resources entrusted in the BCT to support private land conservation, to deliver a healthy, productive and resilient environment across NSW.

When doing business with you, we will:

- treat all potential suppliers impartially and fairly, giving equal access to information and opportunities to submit bids

- maintain transparency in all procurement activities and decisions through a clear and complete document record that allows for audits and performance reviews
- purchase energy-efficient equipment, products containing recycled materials and environmentally friendly products if they are available and if it is practical and financially responsible to do so
- use local or regional businesses and locally made products, where possible
- call tenders or request quotes only if we have a firm intention to proceed to contract
- not disclose private, confidential or proprietary information of commercial partners unless required to do so by law.

What we expect of you

As commercial business partners or suppliers, you are working with us to deliver our outcomes, and we expect that you will uphold our values and operate to the same standard that is expected of us.

The BCT is therefore inclined to conduct its business dealings with individuals or businesses who have values that accord with the BCT's core values and only where such business dealings will advance the BCT's purpose and mission.

In doing business with you, we will expect you to comply with the [NSW Government Procurement Policy Framework](#), including by:

- providing value for money in supplying the BCT's procurement needs
- complying with relevant standards of behaviour

We will also expect you to:

- provide accurate and reliable advice and information
- declare conflicts of interest as soon as you become aware of any potential, actual or perceived conflict
- act ethically, fairly and honestly in all dealings with us
- take all reasonable measures to prevent the disclosure of confidential information related to us, our landholders, our stakeholders or the NSW Government
- refrain from any form of collusive practice, including offering our employees gratuities, inducements or incentives
- refrain from discussing our business or information in the media without first coordinating media contact with us
- assist us to prevent unethical practices in our business relationships by reporting any misconduct related to our work, for example: corruption; fraud; maladministration; serious and substantial waste; or breaches of the [Government Information \(Public Access\) Act 2009](#)
- provide us with access to information and records which may be required to effectively conduct audit and investigation activities or for the purpose of reporting to Parliament

- manage business risks, including those associated with fraud and corruption.

We will aim to maintain business relationships based on open and effective communication, respect and trust, and to adopt a non-adversarial approach to dispute resolution.

For more information about the BCT's approach to business dealings, please contact the Manager, Strategy and Governance by email at strategy.governance@bct.nsw.gov.au.