



Statement of Business Ethics



Message from our CEO



This Statement of Business Ethics (Statement) outlines the standards of integrity and ethical conduct expected by the City of Wanneroo (City) in all its business dealings with business partners, contractors, service providers and suppliers (Contractors).

The City and its employees take this responsibility seriously and require that contractors dealing with the City do likewise. I trust you find this Statement of Business Ethics of assistance in your business dealings with the City.

Bill Parker
Chief Executive Officer

The City conducts all business in accordance with the Business Ethics principles set out in this Statement.

What you can expect from the City

The City will ensure that all its policies and procedures relating to procurement are consistent with best practice and the highest standards of ethical conduct. The City's employees are bound by the City's Employee Code of Conduct, are accountable for their actions and are always expected to:

- Respect and uphold the laws and system of all forms of Government as well as carry out official City decisions and policies faithfully and impartially.
- Treat members of the public, contractors, Council Members, and colleagues equitably with proper regard for their rights and to ensure behaviour is not harassing, discriminatory or offensive.
- Respond to reasonable requests for advice.
- Maintain and enhance public confidence in the integrity of public administration and advance the common good of the community.
- Ensure that duty of care obligations are met.
- Ensure that public resources are not wasted, abused, used improperly or extravagantly.
- Avoid potential or perceived conflicts of interest.
- Promote the principles of this Statement.

What is expected of you?

The City requires all contractors to observe the following principles in all business dealings with the City:

- Perform all services in a diligent manner with the necessary care and skill.
- Refrain from engaging in any form of collusive practice.
- Comply with and respect the City's legislative compliance, policies, procedures and contract conditions.
- Take all reasonable steps to prevent the disclosure of confidential City information.
- Do not supply products or services unless directed by contract or supported by a compliant procurement practice.
- Respect the obligation of all City employees to act in accordance with this Statement.
- Provide accurate and reliable information when invited or required.
- Declare potential or perceived conflicts of interest as soon as they become known.
- Be transparent, act ethically, fairly, honestly and lawfully in all dealings with the City.
- Refrain from exerting pressure on your staff to act in ways that contravene the Business Ethics of the City.



The City's key Business Ethics principles are:

Health and safety

The City is committed to implementing a structured approach to health and safety to achieve a consistently high safety performance standards.

All workers have a responsibility to ensure work is conducted in a safe manner, and that operations associated with any work must cease if the safety of the City's employees, Council Members, volunteers, Contractors or the public cannot be assured.

Ethics and integrity

The City's position is that an ethical and professional workplace reduces the risk of misconduct. With this principle in mind, the City has an employee Code of Conduct which is primarily a framework for the City's employees, providing minimum standards of professional and personal behaviour that the City will accept as an organisation.

This means City's employees must act with honesty, integrity, fairness and diligence, and exercise a high degree of care in all their actions and decisions. The City shall strive to be fair by ensuring its processes are appropriate and accountable wherever practicable.

Governance

All City employees shall observe the highest standards of ethics and integrity in undertaking all business dealings, including procurement.

They will act in an honest and professional manner that supports the standing of the City and complies with the City's policies and legislative requirements.

The City maintains a robust framework that supports internal and external accountabilities and audits these activities to ensure these objectives are met.

Openness and effective competition

Open and effective competition provides Contractors with fair and equitable access to supply opportunities while maintaining transparency and integrity at all times.

In providing this opportunity, the City will maintain appropriate confidentiality and not disclose proprietary information unless legally obligated to do so. All processes and decisions must be transparent, free from bias and appropriately documented with honest intentions.

Value for money

Obtaining value for money (VFM) in procurement enables the City to achieve the best possible outcome in its business dealings with Contractors. Therefore, VFM is not based on price alone, but considers other non-price factors that seek to derive maximum efficiency and effectiveness from the intended procurement.

The effort to achieve this VFM must be commensurate with the nature of the dealing and the level of associated risk.

Sustainability

The City is committed to sustainable procurement and shall provide a preference to Contractors that demonstrate both sustainable business practices and high levels of corporate social responsibility.

The City encourages Contractors to adopt similar practices and demonstrate that the goods and services they provide can make a positive economic and/or social impact on the communities and markets in which they operate.

The City supports the procurement of goods and services that not only deliver local economic benefits but also create a universally accessible community for people with disability, diverse backgrounds and cultures.

Why compliance is important

- Complying with and upholding the City's key Business Ethics principles will prepare you for all potential business dealings with local government and the broader public sector community.
- By complying with this Statement, it ensures your business dealings with the City will be conducted in a fair and equitable manner.
- Non-compliance with the City's ethical requirements may result in termination of contracts and/or the loss of future business opportunities. In addition, the City may be required to refer the matter for further investigation in accordance with legislative requirements and the City's Integrity Framework.

Guidance notes

The City awards business solely on merit, based on the principles set out in this Statement. The City reserves the right to determine its obligations/rights under any contract if the City is restructured by law.

Ethical communication

Communication should be clear, direct and accountable to minimise the risk of inappropriate influences from business relationships.

Gifts and benefits

It is the City's preferred position that gifts and benefits, regardless of value, are not accepted. Therefore, Contractors are encouraged not to provide any benefits to City employees.

The Local Government Act 1995 and the City's Employee Code of Conduct govern when gift, benefits and travel contributions are to be disclosed and included on a publicly available register.

Sponsorship and related practices

The City will not ask for nor enter into any sponsorship or similar arrangement that is not open and transparent or if the sponsorship creates a perception of improper conduct.

Conflicts of interest

A conflict of interest exists when a City employee could be influenced, or a reasonable person would perceive that they could be influenced, by a personal interest when carrying out their public duty.

All parties are required to disclose any actual or potential conflicts of interest. Conflicts of interest must be resolved in favour of the public interest.

When considering whether a conflict of interest exists, it is always important to consider how others would view the situation. Gifts and benefits provided to City employees often create the perception of conflicts of interest that may not be adequately manageable.

Contractors and sub-contractors

All Contractors, sub-contractors and their employees, are expected to comply with this Statement.

Confidentiality

The City reasonably expects that all parties will respect each other's intellectual property rights, and formally negotiate any access, license or use of intellectual property. All information gained by a Contractor in dealings with the City will be treated as confidential unless otherwise indicated.

Secondary employment

City employees are not permitted to engage in private work with any person that has an interest in a proposed or current contract with the City unless this has been appropriately considered in accordance with the City's secondary employment guidelines.

The City assesses the risk of fatigue when secondary employment is requested. If the application is deemed high-risk, it has the potential to be either rejected or approved on a trial basis with agreed controls.

Tenders currently being advertised

wanneroo.wa.gov.au/Council/Tenders_and_Contracts



The City of Wanneroo's Customer Service Charter

wanneroo.wa.gov.au/downloads/file/733/customer_services_charter



The City of Wanneroo's Code of Conduct

wanneroo.wa.gov.au/info/20003/council/17/codes_of_conduct



The City of Wanneroo's Purchasing Policy

wanneroo.wa.gov.au/downloads/download/11/contracts_and_purchasing_policies



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