

# 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 of its business dealings with contractors, service providers and suppliers (**Contractors**). The City and its employees take this responsibility seriously and requires that Contractors dealing with the City do likewise. I trust you find this Statement of assistance in your business dealings with the City.

**Daniel Simms**  
Chief Executive Officer

## Contacts and Links

To make a Public Interest Disclosure please see [http://www.wanneroo.wa.gov.au/downloads/file/26/public\\_interest\\_disclosures\\_policy](http://www.wanneroo.wa.gov.au/downloads/file/26/public_interest_disclosures_policy)

To report Fraud, Corruption or Misconduct please see [http://www.wanneroo.wa.gov.au/downloads/file/1374/fraud\\_corruption\\_misconduct\\_policy](http://www.wanneroo.wa.gov.au/downloads/file/1374/fraud_corruption_misconduct_policy)

**NOTE:** The Corruption and Crime Commission Act 2003 and other “whistle-blower” protection laws (such as the Public Interest Disclosure Act 2003) protect persons disclosing misconduct or corruption related matters from reprisal or detrimental action and ensure disclosures are properly investigated and dealt with.

**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 of 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 Code of Conduct, are accountable for their actions and are expected at all times 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; and
- 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;
- 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 required;
- declare potential or perceived conflicts of interest as soon as they become known;
- act ethically, fairly, honestly and lawfully in all dealings with the City; and
- 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:**

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**Safety**

The City is committed to the philosophy of Zero Harm and to the underlying principle that all work place accidents are preventable. 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 as an organisation the City will accept. This means that the City’s employees must act with honesty, integrity, fairness, 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 whilst at all times maintaining transparency and integrity. 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.

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### **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 Fraud and Misconduct Control and Resilience Framework.

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### **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 Code of Conduct govern when gift, benefits and travel contributions are to be disclosed and included on a publicly available register. For details, please visit <http://www.wanneroo.wa.gov.au/info/20>

003/council/295/gift\_and\_travel\_contribution\_declarations

### **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 or not 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 interests 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 the 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.

#### **Tenders currently being advertised:**

[http://www.wanneroo.wa.gov.au/Council/Tenders\\_and\\_Contracts](http://www.wanneroo.wa.gov.au/Council/Tenders_and_Contracts)

#### **The City of Wanneroo's Customer Service Charter:**

[http://www.wanneroo.wa.gov.au/downloads/file/733/customer\\_services\\_charter](http://www.wanneroo.wa.gov.au/downloads/file/733/customer_services_charter)

#### **The City of Wanneroo's Code of Conduct:**

[http://www.wanneroo.wa.gov.au/info/20003/council/17/codes\\_of\\_conduct](http://www.wanneroo.wa.gov.au/info/20003/council/17/codes_of_conduct)

#### **The City of Wanneroo's Purchasing Policy**

[http://www.wanneroo.wa.gov.au/downloads/download/11/contracts\\_and\\_purchasing\\_policies](http://www.wanneroo.wa.gov.au/downloads/download/11/contracts_and_purchasing_policies)