

## Statement of Business Ethics

July 2020



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## **CHIEF EXECUTIVE OFFICER INTRODUCTION**

Within its daily operational duties, developing and coordinating a multitude of services for ratepayers and visitors to the City of Canning, there exists a responsibility to ensure value for money, including the assurance that the City's business relationships are transparent, honest, fair, ethical and consistent.

In doing business with the City, it is expected that our commercial business partners share these same responsibilities to align with the City's principle of zero tolerance to fraud and corruption. As such, compliance with this Statement of Business Ethics is a condition of contracting with the City. Complying with this Statement, and supporting the City's procurement values demonstrates an understanding of the City's core business and the socially favourable outcomes it seeks to achieve.

**Athanasios (Arthur) Kyron**

**Chief Executive Officer**

## 1. Our Procurement Values

- a) The City expects all its commercial business partners to adhere to these values, to ensure the delivery of safe, reliable, efficient and sustainable services.

Safety	Being respectful of the rights of colleagues and customers and doing what is needed to keep the community and workplace safe.
People	Work together in an inclusive environment that embraces change, new ideas, respect for the individual and equal opportunity to succeed.
Excellence	Being proactive about the way you conduct your business, advising the City as to where we can make things better and easier and save money for the City.
Responsibility	Being responsible for your decisions and actions, taking pride in your achievements and owning up to mistakes when they are made.
Accountability	Delivering quality services safely, fairly, courteously, effectively and reliably.
Integrity	Being honest and trustworthy within your dealings with the City, and fulfilling the interests of the community.

## 2. What You Can Expect of Us

- a) The City will ensure that all policies, procedures and guidelines related to tendering, contracting, and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct. Our staff are bound by the City's 'Code of Conduct' and a 'Code of Ethics', and when interacting with our commercial business partners, are accountable for their actions and expected to:
- i) Use public resources effectively and efficiently
  - ii) Deal with all individual and organisations honestly, fairly and ethically
  - iii) Avoid any conflict of interest, whether actual or perceived
  - iv) Not seek to personally benefit, either directly or indirectly, through the City's procurement processes or commercial operations
- b) In addition, all procurement activities undertaken on behalf of the City are guided by the following core business principles
- i) All potential suppliers will be treated with impartiality and fairness, and given equal opportunity to access information and submit bids
  - ii) All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective performance review of contracts
  - iii) Water or energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible
  - iv) No tender will be called unless the City has a firm intention to proceed to contract;
  - v) The City will not disclose any confidential or proprietary information except that which is required by legislation, such as the successful supplier and the consideration accepted

- vi) Where possible the use of Australian Disability Enterprises, Aboriginal owned businesses, local businesses and locally made products will be encouraged.

### **3. What We Expect of You**

- a) All commercial business partners are expected to:
  - i) Comply with all applicable Australian Laws, Regulations and Standards
  - ii) Understand and comply with the City's policies relating to procurement and other aspects of its commercial operations, including this Statement (these documents are publicly available on the City's website)
  - iii) Provide accurate and reliable advice and information when required
  - iv) Declare any actual, potential or perceived conflict of interest as soon as they become aware of the conflict
  - v) Act in a transparent, honest, fair, ethical and consistent manner in all dealings with the City
  - vi) Take all reasonable measures to prevent the disclosure of confidential City information, which is considered to be all City information unless otherwise indicated
  - vii) Refrain from engaging in any form of collusive behaviour, including offering City representatives inducements or incentives which may improperly influence the conduct of their duties
  - viii) Refrain from discussing City business or information with the media
  - ix) Assist the City in preventing unethical practices within our business operations and reporting to the City, as soon as is practicable, any serious wrongdoing related to our work, including corruption, fraud, maladministration, serious and substantial waste, or breaches of any Australian Law
  - x) Provide the City with access to any information and records which may be required to effectively audit and investigate activities for the purposes of ensuring compliance
  - xi) Manage associated business risks, including those associated with fraud and corruption, to the satisfaction of the City.

### **4. Non-Compliance with the Statement**

- a) If a commercial business partner is found to be in non-compliance with the City's ethical requirements of doing business, a number of consequences may apply. Instances of demonstrated improper, corrupt or unethical behaviour may lead to:
  - i) Contract termination
  - ii) Loss of future work
  - iii) Loss of reputation
  - iv) Commencement of legal proceedings
  - v) Matters being referred for criminal investigation.

### **5. Incentives, Gifts and Benefits**

- a) City representatives are expected to decline any offer of personal gifts, benefits, travel or hospitality offered during the course of their work, as required under both City Policy and legislation. Commercial business

partners should refrain from offering any such incentive to City representatives, with any such offer required to be formally reported in accordance with City Policy and legislation.

- b) Should a commercial business partner wish to convey their appreciation for the work of the City, or a particular City representative, they should provide feedback in writing to the Chief Executive Officer.

## 6. Use of City of Canning Equipment, Resources and Information

- a) All City equipment, resources and information are only to be used for its proper official purpose.

## 7. Your Employees and Sub-Contractors

- a) Our commercial business partners are expected to ensure that any of its employees or sub-contractors who are utilised in working on City business are made aware of the requirements of this Statement.

## 8. Protections for those who Report Wrongdoing and Public Interest Disclosures

- a) The City will ensure steps are taken to protect anyone from reprisal action who comes forward to report wrongdoing. Commercial business partners, or their staff, may be considered ‘public sector contractors’ under the *Public Interest Disclosure Act 2003*. E.g. as persons other than employees of a public authority who contract with a public authority to supply goods or services. This Act facilitates the disclosure of public interest information, and provides protection for those who make disclosures and those who are the subject of disclosures.

## 9. Contacts

- a) To report suspected wrongdoings, breaches of this Statement or to seek advice, you may contact:

Internal	External
<p><b>Executive Manager, Governance</b></p> <p><b>Post</b> Confidential Executive Manager, Governance City of Canning Locked Bag 80 Welshpool, Western Australia 6986</p> <p><b>Phone</b> 1300 422 664</p>	<p><b>Corruption and Crime Commission</b> For matters of serious misconduct 1800 803 186</p> <p><b>Public Sector Commission</b> For matters of minor misconduct 6552 8888</p> <p><b>Ombudsman Western Australia</b> For matters of maladministration 1800 117 000</p> <p><b>Crime Stoppers WA</b> For criminal matters 1800 333 000</p>