



# Statement of Business Ethics

## Overview

The Statement of Business Ethics provides guidance for all sectors of the community when conducting business with the City of Gosnell. It outlines the City's ethical standards and our expectation that goods and service providers will comply with these standards in all their dealings with the City. This Statement also outlines what goods and service providers can expect of the City.

## The City's key business principles

### Ethics and Integrity

The City and its employees must observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner. All parties will be treated equitably, consistently, impartially and fairly.

### Transparency and accountability

All purchasing activities are to be open, transparent and comply with relevant legislation and the City's policies and procedures. Full documentation and accountability will be taken for purchasing decisions to ensure the efficient, effective and proper expenditure of public monies.

### Value for Money

The City will procure goods and services that offer the best value for money. Best value for money does not automatically mean the lowest price. Compliance with specifications is more important than obtaining the lowest price.

## What you can expect from the City

The City's employees are bound by the City's Code of Conduct. When conducting business, City employees are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
- Deal with all individuals and organisations in a fair, honest and ethical manner.
- Avoid any conflict of interests (whether real or perceived).
- Never seek gifts or other personal benefits.

In addition, all purchasing activities undertaken on behalf of the City are guided by the following core business principles:

- All potential suppliers (whether invited to make a submission through tender or through direct quotation process) will be treated with impartiality and fairness, and given equal opportunity to access information and submit bids;
- All purchasing activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective performance review of contracts;
- Tenders will not be requested unless the City has a firm commitment to proceed to contract, however, the city reserves the right not to proceed with any tender so advertised.

## What the City expect of you

The City requires all contractors and suppliers to:

- Comply with all Australian legislation and Standards;
- Understand and comply with the City's policies and procedures relating to purchasing, including this Statement;
- Provide accurate and reliable advice and information when invited or required;
- Declare actual or perceived conflicts of interest as soon as they become aware of the conflict;
- Act ethically, fairly and honestly in all dealings with the City;
- Take all reasonable measures to prevent the disclosure of confidential City information;
- Not engage in any form of collusion, including offering City employees or Councillors inducements or incentives intended to improperly influence the conduct of their duties;
- Not discuss City business or information in the media; and

- Assist the City to prevent unethical practices in business relationships by reporting any such practices that they become aware of.

## Why is Compliance Important?

By complying with this Statement, contractors and suppliers will advance their own business objectives and interests in a fair and ethical manner.

Contractors and suppliers should also be aware of the consequences of not complying with this Statement when doing business with the City. Improper or unethical conduct could lead to:

- a) Termination of contracts;
- b) Loss of future work opportunities with the City;
- c) Adverse publicity and damage to a contractor or supplier's reputation; and
- d) Legal proceedings being commenced against a contractor or supplier.

Complying with the City's business principles will also prepare businesses for dealing with the ethical requirements of other local governments and public sector agencies.

## Guidance Notes

### Incentives, gifts and benefits

The City's employees and Councillors do not expect to receive gifts, benefits or incentives as a result of our business relationships. Goods and service providers are requested to refrain from offering such incentives, gifts or benefits to employees or Councillors. The City's Code of Conduct provides for the type of incentives, gifts and benefits that can be received by Councillors and employees. If wanting to give a gift, please check with the proposed recipient as to whether a gift can be accepted, or alternatively view the City's Code of Conduct.

### Conflicts of interest

All City employees and Councillors are required to disclose any real or potential conflicts of interest. The City extends this requirement to all City business partners, contractors and suppliers.

### Confidentiality

All City information must be treated as confidential unless otherwise indicated.

### Communication between parties

All communication shall be clear, direct and accountable to minimise the risk or perception of inappropriate influence being brought to bear on the business relationship.

### Contracting employees

All contracted and subcontracted employees are expected to comply with this Statement. If subcontractors are employed to assist with work for the City, they must be made aware of this Statement.

### Intellectual property rights

All parties are to respect intellectual property rights and formally negotiate any access, licence or use of intellectual property.

## Who to contact?

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corrupt conduct, maladministration, or serious and substantial waste of public funds, please contact:

The City's Public Interest Disclosure Officer on 9397 3295.

Persons reporting corrupt behaviour or misconduct are protected by the *Corruption and Crime Commission Act 2003* and other "Whistleblower" protection laws (such as the *Public Interest Disclosure Act 2003*). These laws protect persons disclosing corruption related matters from reprisal or detrimental action and ensure disclosures are properly investigated and dealt with. However, penalties also apply if a person: Makes an allegation they know to be false or untrue, Provides the information to the media or a person who is not a proper authority, Fails to assist a person investigating the matter by not supplying any information requested.