



# 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 Bunbury. 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.

## Our key business principles

- **Ethics and integrity**

The City and its employees shall 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.

- **Best 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. Rather the City will balance all relevant factors including initial cost, whole-of-life cost, quality, reliability and timeliness in determining true value for money.

- **Transparency and accountability**

All purchasing activities shall comply with relevant legislation, regulations and the City's policies and be free from bias. Full documentation and accountability will be taken for purchasing decisions to ensure the efficient, effective and proper expenditure of public monies.

- **Sustainability**

The City is committed to sustainable procurement and where appropriate shall endeavour to design tenders and quotations to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations will be balanced against best value for money outcomes.

## What you can expect from the City

The City will ensure that all its policies, procedures and practices relating to tendering, contracting and the purchase of goods and services are consistent with industry leading practice and the highest standards of ethical conduct.

Our employees are bound by the City's Code of Conduct. When doing business with the private sector, 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 conflicts of interests (whether real, perceived or potential).
- Never seek gifts or other personal benefits.

In addition, all City procurement activities are guided by the following core business principles:

- All suppliers (whether invited to make a submission through tender or through direct quotation process) will be treated with impartiality and fairness and given equal access to information to assist with quotations, tendering or supply.
- All procurement activities and decisions will be fully and clearly documented by the City to provide an efficient audit trail and to allow for an effective performance review of contracts.
- All contracts that involve services to the public will be undertaken in a manner consistent with the City's Disability Access and Inclusions Plan (DAIP) 2017-2022.
- Energy-efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible taking into account best value for money considerations.
- Tenders will not be called unless the City has a firm commitment to proceed to contract although the Council reserves the right not to proceed with any tender or quotation so advertised.
- The City will not disclose confidential or proprietary information without written consent from the owner.

## What we ask of you

The City requires all private sector providers of goods and services to observe the following principles when doing business with the City:

- Comply with all Australian Laws.
- Gain an understanding of the City's policies and procedures relating to purchasing, including an understanding of this Statement (all available on the City's website).
- Provide accurate and reliable advice and information when invited or required.
- Declare actual, perceived or potential conflicts of interests as soon as you or your employees become aware of the conflict.
- Act ethically, fairly and honestly in all your dealings with the City.
- Take all reasonable measures to prevent the disclosure of confidential City information.
- Do not engage in any form of collusive practice, including offering City employees or Elected Members inducements or incentives designed to improperly influence the conduct of their duties.
- Do not discuss City business or information in the media.
- Assist the City to prevent unethical practices in business relationships by reporting such practices.

## Why is compliance important?

By complying with the City's Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all City suppliers of goods and services are required to comply with this Statement, compliance will not disadvantage you in any way.

You should also be aware of the consequences of not complying with the City's ethical requirements when doing business with the City. Improper or unethical conduct could lead to termination of contracts or loss of future work with the City. Overall any business reputation can also be detrimentally effected if corrupt and criminal behaviour is made public.

Complying with the City's business principles will also prepare your business for dealing with the ethical requirements of other local governments and public sector agencies should you choose to do business with them.

## Guidance notes

### Incentives, gifts and benefits

The City's employees and Elected Members do not expect to receive, or be the recipients of gifts, benefits or incentives as a result of our business relationship with goods or service providers. Goods and service providers are requested to refrain from offering such incentives, gifts or benefits to employees or Elected Members. The City's Code of Conduct provides for the type of incentives, gifts and benefits that can be received by Elected Members 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 Elected Members 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. The City will maintain appropriate confidentiality and not disclose propriety information unless legally obligated to do so.

### Safety

The City of Bunbury strives for continuous improvement while creating a strong safety and health culture within all aspects of City activities. This commitment to safety is the City's highest priority and will not be compromised. All employees, including volunteers and contractors, are required to take all reasonable

care to ensure their own safety and that of others in the workplace.

### Communication between parties

All communications should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship. Canvassing of Elected Members during a tender process will disqualify bids from further consideration and contact with Elected Members during work for the City is prohibited unless expressly authorised by the City.

### Use of City equipment, resources and information

All City equipment, resources and information should only be used for its proper official purpose.

### Contracting employees

All contracted and sub-contracted employees are expected to comply with this Statement. If you employ sub-contractors in your work for the City, you must make them aware of this Statement. All contractors and sub-contractors will be required to undertake an annual induction process prior to commencing business with the City.

### Secondary Employment

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.

### Intellectual property rights

In business relationships with the City, parties will respect each other's intellectual property rights and will formally negotiate any access, license or use of intellectual property.

## Who to contact?

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact the City either directly by letter, phone, fax or email at the following or through the City's website at [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au):

### Chief Executive Officer

City of Bunbury  
PO Box 21  
Bunbury WA 6231

**Phone (08) 9792 7000**

**Email** [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au)

### Public Interest Disclosure Officer

#### Senior Governance Officer

City of Bunbury  
Phone: (08) 9792 7233  
Email: [lfrench@bunbury.wa.gov.au](mailto:lfrench@bunbury.wa.gov.au)

Persons reporting corrupt behaviour or misconduct are protected by the *Corruption Crime and Misconduct 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.

## Reporting misconduct to external agencies

### Public Sector Commission (PSC)

The PSC's preference for all authorities and individuals is to receive allegations electronically via PSC's online form. This helps the PSC to capture the information they need in your own words and assists in quick processing.

Online form: [PSC's online form](#)

Alternatively matters can be lodged in the following ways:

**Email:** [integrity@psc.wa.gov.au](mailto:integrity@psc.wa.gov.au)

**Post:** Locked Bag 3002, West Perth, WA 6872

You can also download the minor misconduct report form and fill it in either electronically or by hand.

A hard copy of the report form can be posted to you with a prepaid reply envelope if requires. Please call 08 6552 8888 to arrange this.

### Corruption and Crime Commission (CCC)

Anyone can report suspected serious misconduct by Western Australian public officers to the CCC. Fact Sheet No. 3 Reporting Serious Misconduct provides information about how to make a report and the subsequent process involved.

You are able to make an anonymous report of Serious Misconduct online, however anonymous reports are often difficult to assess.

If you have information that could be useful to the CCC, you can also contact a confidential phone line Toll Free on 1800 803 186.

### How to lodge a report

**Online:** [Report Serious Misconduct Online](#)

**By Email:** [info@ccc.wa.gov.au](mailto:info@ccc.wa.gov.au)

**By Toll Free:** 1800 809 000

**Telephone:** (08) 9215 4888

**Fax:** (08) 9215 4884

**Mail:** Serious Misconduct Form. PO Box 7667, Cloisters Square, Perth, 6850

**In Person:** 186 St Georges Terrace, Perth WA

Revised and endorsed by The Executive, 24/11/2020.

Adopted Council Decision 303/17, 08/08/2017.