



# Statement of **Business Ethics**

## Overview

The Statement of Business Ethics (the Statement) provides guidance for all sectors of the community conducting business with the City of Perth (the City). It outlines the City's ethical standards and expectations that goods and service providers and contractors are to adhere within any dealings with the City. The Statement also outlines what goods and service providers and contractors can expect from the City.

## City of Perth's Key Business Principles

### **Ethics and Integrity**

All City business relationships are honest, respectful, responsible, ethical, fair and consistent. All parties involved in business activities with the City must operate with integrity and maintain high standards of ethical conduct to maintain sound decision-making processes and ensure community confidence and trust in the City.

### **Transparency and Accountability**

Business activities are to be open, transparent and comply with relevant legislation and the City's policies, procedures and practices. The City's business dealings will be transparent and open to public scrutiny wherever possible.

### **Value for Money**

Value for money is an overarching principle governing business that allows the best possible outcome to be achieved for the City. This principle includes the consideration of more than just costs in a procurement, as non-financial impacts and benefits will also be assessed. Value for money ensures a comprehensive assessment of all contributing factors to a successful procurement.

### **Sustainability**

The City is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities and to consider the environmental and social impacts when purchasing goods and services.

## What to expect from the City

All City employees, elected members, committee members, goods and service providers and contractors are accountable for their actions and are expected to:

- Deal fairly, ethically, lawfully honestly and transparently with all individuals and organisations;
- Act in a professional and responsible manner and respect others to meet a high standard of behaviour;
- Protect and responsibly manage the resources of the City;
- Protect confidential information;

- Utilise opportunities to achieve continual social, economic and environmental improvement in operations and activities carried out by and on behalf of the City;
- Disclose any situation that involves or could be perceived to involve a conflict of interest;
- Immediately report any unethical behaviour (actual or perceived); and
- Not seek or accept any financial or other benefits for performing official duties.

## What the City expects from goods and service providers and contractors

The City expects that all goods and service providers and contractors will:

- Ensure familiarisation and compliance with the Statement;
- Ensure up-to-date awareness of and compliance with legislative requirements and best practice standards, including Occupational Safety and Health, when undertaking work for, or supplying goods and services to, the City;
- Ensure an understanding of the City's policies, procedures and practices in relation to conducting business with the City;
- Act ethically, honestly and fairly when dealing with the City;
- Provide reliable advice and accurate information upon request;
- Take all necessary measures to prevent the disclosure of confidential information;
- Take all necessary steps to ensure materials and equipment used in the provision of goods and services are carbon neutral in their manufacture, supply, and maintenance;
- Take all necessary steps to ensure the supply of goods and services is sourced in an ethical and socially responsible manner;

- Not engage in any form of collusion;
- Not make any statement or behave in any way that could mislead anyone to believe that they are representing the City, or expressing City views or policies without the appropriate authority;
- Not offer City employees, elected members, committee members, goods and service providers, contractors, sub-contractors and consultants any financial inducements, or any other incentives, gifts or benefits (including employment);
- Declare any actual, perceived or potential conflicts of interest;
- Notify the City immediately if there are any errors or omissions in documents; and
- Immediately report any unethical behaviour (actual or perceived).

## Why Compliance is important?

By complying with the Statement, all sectors of the community undertaking business with the City will be able to advance objectives and interests fairly and ethically.

Non-compliance with the City's ethical requirements when doing business with the City and/or improper or unethical conduct can lead to negative consequences. This can include, but is not limited to, termination of contracts, exclusion from procurement and business activities, or loss of future work with the City as determined by the Chief Executive Officer to be appropriate.

Overall business reputations can also be detrimentally affected if corrupt and criminal behaviour is made public. 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.

# Practical Guidelines

## Incentives, gifts and benefits

The City's employees, elected members, committee members, goods and service providers and contractors are expected to behave with integrity. No City employee, elected member or committee member will expect to receive incentives, gifts or benefits arising from a business relationship(s). In any instance where an incentive, gift or benefit is offered, it will be reported accordingly and a determination made as to the appropriateness or otherwise of accepting the gift.

Instances of misconduct relating to incentives, gifts or benefits may result in disciplinary action for employees. A referral to a relevant external agency may be made in respect to misconduct matters for elected members, committee members, goods or service providers, contractors or subcontractors.

## Conflicts of interest

All City employees, elected members, committee members, goods and service providers and contractors must disclose any actual, perceived or potential conflicts of interest. The City extends this requirement to all sectors of the community undertaking business with the City.

## Misconduct

Where a breach of the Statement or procurement activity is suspected during a business activity, it should be reported in a confidential manner to the City's Chief Executive Officer or Public Interest Disclosure Officer via details listed below.

## Confidentiality

Information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such.

## Communication between parties

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

## Code of conduct

All employees, elected members and committee members are bound by the City's Code of Conduct.

## Use of City equipment, resources and information.

All City equipment, resources and information must only be used for acceptable purposes as defined in the City's Code of Conduct.

## Procured goods and service providers

All procured goods and service providers are expected to comply with the Statement. If providers are employed to assist with work for the City, they must be made aware of the Statement.

## Contracting employees

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

## Intellectual property rights

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

## Safety

All parties shall observe legal and moral obligations to protect the safety of City employees, elected members, committee members, goods and service providers, contractors and the public.

## Who to contact?

If you have any questions regarding the Statement or wish to provide information about suspected corrupt conduct, please contact the City using the contact details below. For more information, visit the City's website: [perth.wa.gov.au](http://perth.wa.gov.au)

### Chief Executive Officer

City of Perth  
GPO Box C120 | Perth WA 6829  
Phone: (08) 9461 3333  
Email: [info.city@cityofperth.wa.gov.au](mailto:info.city@cityofperth.wa.gov.au)

## Public Interest Disclosure Officer

### Alliance Manager Governance

Phone: (08) 9461 3268  
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.

## 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: [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au)  
Post: Locked Bag 3002, West Perth, WA 6872  
You can also download the PSC 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, upon request by  
Phone: (08) 6552 8888.

### Corruption and Crime Commission (CCC)

Anyone can report suspected serious misconduct by Western Australian public officers to the CCC. Further information is available on the website at  
Link: [ccc.wa.gov.au/reporting-corruption](http://ccc.wa.gov.au/reporting-corruption)

### How to lodge a report:

Link: [ccc.wa.gov.au/report\\_misconduct](http://ccc.wa.gov.au/report_misconduct)  
Email: [info@ccc.wa.gov.au](mailto:info@ccc.wa.gov.au)  
Confidential Toll-Free Phone: 1800 803 186  
Phone: (08) 9215 4888  
Fax: (08) 9215 4884  
Mail: PO Box 330, Northbridge Post Shop, WA 6865  
In Person: Level 5, 45 Francis Street, Northbridge, WA 6003

## Links

### Relevant Legislation

- *Local Government Act 1995*
- *Corruption and Crime Commission Act 003*
- *Public Interest Disclosures Act 2003*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Local Government (Functions and General) Regulations 1996*
- *Local Government (Administration) Regulation 1996*

Link: [legislation.wa.gov.au](http://legislation.wa.gov.au)

### Public Interest Disclosures

City of Perth 'Reporting Misconduct' information and resources

Link: [City of Perth Public Interest Disclosure Manual](#)

### City of Perth policies

Link: [City of Perth Council Policy Manual](#)