

# Statement of Business Ethics

## Our Key Business Principles

### Ethics and Integrity

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

### Transparency and Accountability

All purchasing activities shall comply with relevant legislation, regulations and the Shire's policies and be free from bias.

Full documentation and accountability will be undertaken for purchasing decisions to ensure efficient and effective expenditure of public monies

### Best Value for Money

The Shire 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 Shire will balance all relevant factors including initial cost, whole of life costs, quality reliability and timeliness in determining true value for money

## Overview

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

## What you can expect from the Shire

The Shire will ensure that all its policies and procedures relating to tendering, contracting and the purchase of goods and services are consistent and of the highest standard of ethical conduct.

*The Shire's employees are bound by the Shire's Code of Conduct, are accountable for their actions and are expected to:*

- Use public resources effectively and efficiently;
- Act in a fair honest and equitable manner;
- Avoid conflicts of interest (whether real or perceived); and Follow the Shire's Code of Conduct.

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

- All suppliers will be treated with impartiality and fairness and given equal access to information to assist with quotations or tendering;
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance reviews of contracts; and
- The Shire will not disclose confidential or proprietary information.

## What we ask of you

The Shire requires all suppliers to observe the following principles when doing business with the Shire:

- Comply with all Australian Laws;
- Abide by the Shire's [Code of Conduct](#)
- Gain an understanding of the Shire's Policies relating to purchasing including an understanding of this Statement;
- Provide accurate and reliable advice and information when requested or required;
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict so that the conflict can be appropriately managed for both parties;
- Act ethically, fairly and honestly in all your dealings with the Shire;
- Take all reasonable measures to prevent the disclosure of confidential Shire information;
- Do not engage in any form of collusive behaviour, including offering Shire employees or Councillors inducements or incentives to improperly influence the conduct of their duties;
- Do not discuss Shire business or information in the media; and
- Assist the Shire to prevent unethical practices by reporting such practices.



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## Why is Compliance Important

Compliance with the Shire's Statement of Business ethics is important to ensure all suppliers are acting in a fair, honest and ethical manner.

There are consequences for not complying with the Shire's ethical requirements. Improper or unethical conduct could lead to termination of contracts or loss of future business opportunities with the Shire. Complying with the Shire'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.

## Who to Contact

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact the Shire either directly by letter, phone, fax or email via the following:

### Chief Executive Officer

PO Box 614  
Kununurra WA 6743  
Phone: (08) 9168 4100  
Email: [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

### CONFIDENTIAL Misconduct, Corruption and Fraud Hotline

Phone: 1800 803 186

### Public Interest Disclosure

The Public Interest Disclosure Act 2003 requires authorities to develop internal procedures in relation to Public Interest Disclosures. More information can be obtained on the [Shires website](#)

*Persons reporting corrupt behaviour or misconduct are protected by the Corruption and Crime Commission Act 2003 and other "Whistleblower" protection laws. The laws protect persons disclosing corruption related matters from reprisal or detrimental action and ensure disclosurers are properly investigated and dealt with.*

## Guidance Notes

### Incentives, gifts and benefits

The Shire's employees and Councillors do not expect to receive, or be the recipient of gifts, benefits or incentives as a result of business relationships. Suppliers are requested to refrain from offering such incentives, gifts or benefits to employees or councillors. The Shires Gift policy provided for the types of gifts, incentives and benefits that can be accepted by Councillors and employees. please check with the proposed recipient as to whether a gift can be accepted.

### Conflicts of interest

All Shire employees and Councillors are required to disclose real or potential conflicts of interest. the Shire extends this requirement to all Shire contractors and suppliers.

### Confidentiality

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

### Communication

All communications should be clear, direct and accountable to minimise the risk of perception of inappropriate influence from business relationships.

### Contracting employees

All contracted and sub-contracted employees and businesses are expected to comply with this Statement. If you employ subcontractor sin your works for the Shire, you must make them aware of this Statement.

### Intellectual property rights

The Shire reasonably expects that all parties will respect each other's intellectual property rights, and formally negotiate an access, licence or use of intellectual property. All information gained by a supplier in the dealings with the Shire will be treated as confidential unless indicated otherwise.

### Use of Shire equipment and resources

All Shire equipment and resources should only be used for its official purposes.

### Secondary employment

All Shire employees are not permitted to engaged in secondary employment with any person that has an interest in a proposed or current contract with the Shire without having that employment first approved by the Chief Executive Officer.

