

Statement of Business Ethics

Introduction

This Statement of Business Ethics (Statement) provides guidance to business partners, contractors, suppliers, consultants and outsourced service providers on the values and ethical standards the City of Joondalup (the City) upholds when conducting business, and the conduct and standards the City expects in return.

Our Primary Values and Behavioral Principles

The *Local Government Act 1995* requires the City to adopt Codes of Conduct which set out principles and standards of behaviour that Elected Members, Committee Members, local government election candidates and employees must observe when performing their duties, and is intended to promote accountable and ethical decision-making. The Codes of Conduct include the following primary values which the City believes should be inherent within any well-functioning and community-driven organisation:

- **Transparent** – We facilitate appropriate levels of scrutiny by recording our decisions and making them accessible.
- **Accountable** – We accept responsibility for our actions and decisions that are within our control.
- **Honest** – We earn and sustain public trust by being honest and open in all our actions and always acting in the public interest.
- **Ethical** – We demonstrate moral behaviour that is free from corruption.
- **Respectful** – We treat people fairly and objectively and without discrimination.
- **Sustainable** – We manage our natural resources and public assets adaptively, ensuring equitable outcomes for future generations.
- **Professional** – We demonstrate strong skills and good judgment and behaviour in delivering our services.

Each of the Codes of Conduct has differing provisions but include matters such as:

- Values and general principles of behaviour.
- Requirements in relation to behaviour.
- Appropriate relationships with others and the broad community.
- Use of City resources and information.
- Conflicts of interest.
- Reporting breaches of the Codes of Conduct and other statutory reporting mechanisms.

What can you expect from the City

The City will maintain and update all relevant policies, protocols and procedures to reflect legislation and industry best practice to guide employees' actions and decisions and ensure they are reasonable and fair. You can expect City employees to:

- Accept responsibility and be accountable for their decisions and actions which at all times will be fair, ethical, transparent and legal.
- Promote and uphold the integrity of the City and the wider local government community.
- Act professionally always and provide a proactive and responsive service to maintain excellent and efficient working relationships with all our business partners.
- Disclose any real or perceived conflicts of interest and immediately report any real or perceived unethical behaviour.
- Utilise public resources efficiently and effectively.
- Secure and protect your proprietary and commercial-in-confidence information.

What the City expects of you

The City expects all business partners, contractors, suppliers, consultants and outsourced service providers (and any of their sub-contractors) to become familiar with this Statement and be aware of the City's obligations and commitment to comply with the law and applicable legislation. The City expects all business partners, contractors and suppliers to act ethically, fairly and legally and provide goods and services in compliance with contract and purchasing requirements.

Why compliance is important

Compliance with this Statement will enable fair and ethical partnerships to be built to the advantage of both parties. The City has a zero-tolerance approach to fraudulent, corrupt and/or misconduct behaviours, and non-compliance with this Statement can result in negative consequences which includes:

- Termination of contracts and loss of future work with the City;
- Exclusion from quotation and tendering processes;
- Damage to business reputation;
- Referral to investigative bodies including the Corruption and Crime Commission, the Public Sector Commission and/or WA Police Force.

Practical Guidelines

Conflicts of interest

All Elected Members, Committee Members and employees must ensure there is no actual, perceived or potential conflicts of interest between their personal interests and the impartial fulfillment of their public duties and functions. This includes those that exist, or could arise, from personal relationships between employees and staff of contractors and the suppliers of goods and services.

Any conflicts of interest must be disclosed and the offering of inducements to any employee, or collusion with employees or other contractors, must be scrupulously avoided. The City has systems to manage any actual, perceived or potential conflicts of interest which may include, for example, the removal of an employee from a tendering process. Any conflict of interest must be resolved in favour of the public interest.

Confidentiality and intellectual property

The City will take all reasonable steps to protect your proprietary and commercial-in-confidence information. Such information will not be released without your permission or as required by the *Freedom of Information Act 1992* or other applicable legislation. The specific requirements of copyright laws and individual contracts must be adhered to in relation to confidentiality and intellectual property.

Communication and cooperation

The City and its business partners, contractors, suppliers, consultants and outsourced service providers will maintain business relationships based on open and effective communication, respect and trust and adopt a non-adversarial approach to dispute resolution.

Secondary employment

Business partners, contractors, suppliers, consultants and outsourced service providers must not offer City employees secondary employment that conflicts with the employee's public duties.

Incentives, gifts and hospitality

Elected Members, Committee Members and employees do not expect, and will not seek, from business partners, contractors, suppliers, consultants and outsourced service providers any incentives, gifts or acts of hospitality for carrying out normal business

activity. Any incentive, gift or hospitality offered may be disclosed and recorded in the City's Gift Register and published accordingly in compliance with relevant legislation.

The offer of incentives, gifts and benefits must not be encumbered by an obligation or to seek a favourable outcome that creates a real or perceived conflict of interest (for example during a tendering process or prior to a contract performance review).

Public comment

Employees or representatives of business partners, contractors, suppliers, consultants and outsourced service providers must not make any public comment or statement that may lead anyone to believe that they are representing the City.

Public Interest Disclosures

The City does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of its public functions, and is committed to the aims of the *Public Interest Disclosure Act 2003*. If you wish to make a disclosure please visit the City's website at joondalup.wa.gov.au or contact:

Principal Public Interest Disclosure Officer

Christine Robinson

T: 9400 4000

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Public Interest Disclosure Officer

Heather Hoskisson

T: 9400 4000

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Reporting Misconduct to External Agencies

The *Public Interest Disclosure Act 2003* and the *Corruption, Crime and Misconduct Act 2003* protect persons who disclose misconduct from reprisal or detrimental action and ensure disclosures are properly assessed and dealt with.

Information on how to make disclosures to the Public Sector Commission or the Corruption and Crime Commission can be obtained by visiting their websites at publicsector.wa.gov.au and ccc.wa.gov.au