

Overview

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

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 act in an honest and professional manner. All parties are to be treated equitably, consistently, impartially and fairly.
- **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 cost, quality, reliability and timeliness in determining true value for money.
- **Transparency and accountability** - Business activities are to be open, transparent, comply with relevant legislation and the Shire's policies, procedures and practices. The Shire's business dealings will be transparent and open to public scrutiny wherever possible.
- **Sustainability** - The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities and to consider environmental and social impacts when purchasing goods and services.

What you can expect from the Shire

The Shire will ensure 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. This aligns with the Shire's Core Values of Integrity and Transparency.

All employees, Elected Members and Committee members are bound by the Shire's Code of Conduct. Pursuant to this Code of Conduct, employees, Elected Members and Committee members are accountable for their actions and are expected to:

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

In addition, all Shire 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.
- 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.
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts.
- Tenders will not be called unless the Shire has a firm commitment to proceed to contract although the Shire reserves the right not to proceed with any tender or quotation so advertised.
- All contracts that involve services to the public will be undertaken in a manner consistent with the Shire's Disability Access and Inclusion Plan 2018 - 2023.
- The Shire will not disclose confidential or proprietary information.

What the Shire expects from goods and service providers and contractors

The Shire expects that all providers of goods and services and contractors must:

- Comply with all Australian Laws, regulations and workplace standards.
- Act ethically, honestly and fairly when dealing with the Shire.
- Gain an understanding of the Shire's policies, guidelines and procedures relating to purchasing, including this Statement (all available on the Shire's website).
- Not offer Shire employees, Elected Members, contractors, sub-contractors and consultants any financial inducements, or any gifts or other benefits (including employment).
- Not engage in any form of collusion.

- Declare any actual, perceived or potential conflicts of interests.
- Give reliable advice and accurate information when requested.
- Notify the Shire immediately if there are any errors or omissions in documents.
- Consider the environmental and local economic impacts when providing goods and services.
- Take all necessary steps to ensure the supply of goods and services is sourced in an ethical and socially responsible manner.
- Do not discuss Shire business or information in the media.
- Take all necessary measures to prevent the disclosure of confidential information.
- Immediately report any unethical behaviour (actual or perceived).

Why is compliance important?

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

Non-compliance with the Shire's ethical requirements when doing business with the Shire and/or improper or unethical conduct could lead to consequences such as termination of contracts, exclusion from future procurement and business activities or loss of future work with the Shire. Overall business reputations can also be detrimentally affected if corrupt and criminal behaviour is made public.

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.

Guidance notes

Incentives, gifts and benefits

The Shire's employees, Elected Members, Committee-members, contractors and suppliers do not expect to

receive incentives, gifts or benefits as a consequence of business relationships. It is requested to refrain from offering such incentives, gifts or benefits.

Conflicts of interest

All Shire employees, Elected Members, Committee-members, contractors and suppliers must disclose any actual, perceived or potential conflicts of interest. The Shire extends this requirement to all sectors of the community undertaking business with the Shire.

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

Use of Shire equipment, resources and information

All Shire equipment, resources and information must only be used for acceptable purposes.

Contracting employees

All contracted and subcontracted employees are expected to comply with this Statement. If subcontractors are employed to assist with work for the Shire, 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.

Safety

All parties shall observe legal and moral obligations to protect the safety of Shire employees, Elected Members, Committee-members, contractors and suppliers, and the public.

Regional Price Preference

The Shire encourages the development of competitive local businesses. This is supported by a Regional Price Preference Policy. Please refer to the Shire's website www.broome.wa.gov.au for further details.

Who to Contact?

If you have any questions regarding this Statement or wish to provide information about suspected corrupt conduct, please contact the Shire either directly by letter, phone or email at the following or through the Shire's website at www.broome.wa.gov.au

Chief Executive Officer

Shire of Broome

PO Box 44

Broome WA 6725

Phone (08) 9191 3456

Public Interest Disclosure Officer

Phone: (08) 9191 3434

Email: james.watt@broome.wa.gov.au

Persons reporting corrupt behaviour or misconduct are protected by the Corruptions 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.