

Overview

The Statement of Business Ethics provides guidance for all sectors of the community when conducting business with the City of Stirling (City). 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.

The City requires all contractors, subcontractors and suppliers to observe the principles outlined in this Statement.

Our Key Business Principles



Health and Safety

The City is committed to implementing a structured approach to health and safety to achieve a consistently high safety performance standard. Goods and service providers must provide a safe workplace at all times. All workers, have a responsibility to ensure work is conducted in a safe and legally compliant manner, and that operations associated with any work must cease if the safety of the City's employees, Elected Members, volunteers, contractors or the public cannot be assured.



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.



Transparency and Accountability

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



Value for Money

The City will procure goods and services that offer value for money. 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, risk, reliability and timeliness in determining true value for money.



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 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 best practice and the highest standards of ethical conduct.

Our employees and Elected Members are bound by the City's Codes 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 or perceived)
- Never seek, or desire to receive gifts or other personal benefits.

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, Standards, Codes of Practice and the City's procurement policies and procedures
 - Act in accordance with the terms and conditions of any contracts
 - Engage in work and business activities that protects the health and safety of workers and the public. Contractors must: prioritise safety, cease unsafe operations, minimise risk, consult and cooperate, undertake inductions and training, promote wellbeing and ensure full compliance with the City's requirements. Dependant on the works being undertaken, contractors and subcontractors may be required to undertake a WHS induction process prior to commencing business with the City
 - Provide accurate and reliable reporting, advice and information when required
 - Declare actual or perceived conflicts of interests as soon as you or your employees become aware of the conflict
- Act ethically, fairly and honestly in all dealings with the City, the community and any supply networks, performing any obligations free from modern slavery and where applicable, ensuring compliance with the *Modern Slavery Act 2018 (Cth)*.
 - Take all reasonable measures to prevent the disclosure of confidential City information
 - Refrain from engaging 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
 - Refrain from discussing City business or information in the media
 - Assist the City to prevent unethical practices in our business relationships by reporting such practices.

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 direct quotation) will be treated with impartiality and fairness and given equal access to information
- 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
- Energy-efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible taking into account 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 so advertised
- The City will not disclose confidential or proprietary information.



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 and other 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 affected 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, gift or benefits to employees or Elected Members. The City's Codes of Conduct provides for the type of incentives, gifts and benefits that can be received by Elected Members and employees.

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.

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 subcontracted employees are expected to comply with this Statement. If you employ subcontractors in your work for the City, you must make them aware of this Statement.

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.

Reporting Misconduct

If you have any information about suspected corrupt conduct or misconduct, please contact the City through one of the following ways:

1.

Notify the City's CEO

Notifications of the alleged misconduct may be made to the CEO via email or in writing and posted to the City. The correspondence is to be marked 'PRIVATE and CONFIDENTIAL' and addressed directly to the CEO as follows:

Chief Executive Officer
City of Stirling
25 Cedric Street
STIRLING WA 6021

2.

Make a Public Interest Disclosure

Any person may lodge a Public Interest Disclosure (PID) to one of the City's designated PID Officers. Details of the City's PID Officers, submission form and PID Guidelines are available from the City's [website](#).

3.

Notify the Internal Auditor

Reports on actual or alleged misconduct can be made to the City's Internal Auditor on (08) 9205 8506 or via email at auditor@stirling.wa.gov.au.

4.

Phone the Misconduct Hotline on (08) 9205 8990

An anonymous report on actual or alleged misconduct may be made to the City's Misconduct Hotline.

Alternatively, reports of misconduct can be made to the following external agencies:

Corruption and Crime Commission (Serious misconduct)



Use the online form:
www.ccc.wa.gov.au



info@ccc.wa.gov.au



PO Box 330
NORTHBRIDGE WA 6865

Public Sector Commission (Minor misconduct)



Use the online form:
www.wa.gov.au



minormisconduct@psc.wa.gov.au



Locked Bag 3002
WEST PERTH WA 6872

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.

Who to Contact?

If you have any questions regarding this Statement of Business Ethics please contact the City's Manager Governance:



(08) 9205 8517



governance@stirling.wa.gov.au

Legislative Context

Local Government Act 1995

Corruption, Crime and Misconduct Act 2003

Public Interest Disclosures Act 2003

Local Government (Model Code of Conduct)
Regulations 2021

Local Government (Functions and General)
Regulations 1996

Local Government (Administration) Regulations 1996

Modern Slavery Act 2018 (Cth)

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

City of Stirling Documents

Code of Conduct for Employees

Code of Conduct for Council Members,
Committee Members and Candidates

Procurement Policy

Work Health and Safety Policy

Version	Approval	Date	Resolution No.	ECM Document No.
1.0	Executive Team	16/09/2025	1060925/006	11370890