

Statement of Business Ethics

When conducting business with the Shire of Ashburton

Statement Overview

This statement of business ethics provides guidance about what contractors, subcontractors and suppliers can expect when conducting business with the Shire of Ashburton and the ethical standards we hold.

Our Code of Conduct

The Shire of Ashburton's Employee Code of Conduct addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

Our Values

Respect – *We will acknowledge and listen to the diverse opinions and cultures of our community;*

Openness – *We will be honest, accountable and transparent in how we do things;*

Teamwork – *We will focus on coordination the effective and efficient delivery of services and projects;*

Leadership – *We will remain positive and find opportunities to thrive, in all situations;*

Excellence – *We will be empowered to deliver achievable excellence in everything we do; and*

Health and wellbeing – *We will champion the health and wellbeing of our fellow employees and community members.*

Procurement Principals

The Shire of Ashburton is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical, and sustainable procedures in all purchasing activities.

Objectives

The Shire's purchasing activities will:

- a. Achieve best value for money that may consider sustainable benefits, such as environmental, social, and local economic factors;

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- b. Foster economic development by maximising participation of local businesses in the delivery of goods and services;
 - c. Use consistent, efficient, and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money for all purchasing activity, including tender exempt arrangements;
 - d. Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently;
 - e. Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
 - f. Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation, Codes of Practice, Standards and the Shire's policies and procedures;
 - g. Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Ashburton;
 - h. Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management Framework;
 - i. Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan; and
 - j. Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

What you can expect from our Staff

As public sector employees, we are accountable for our actions and we can be expected to:

- Act professionally by treating others with dignity and courtesy, acting ethically and with integrity and making informed decisions;
- Use official information only for relevant, work-related purposes and not for personal or commercial gain;
- Disclose any situation where there is an actual, perceived or potential conflict of interest;
- Use the Shire's resources and assets in an appropriate and efficient manner
- Not seek or accept any benefits, financial or otherwise, when performing official duties;
- Use opportunities to achieve the best outcomes for the State, in line with government policies;
- Report any unethical behaviour, misconduct and corruption



What we expect from contractors, subcontractors and suppliers

The Shire of Ashburton expects all contractors, subcontractors and suppliers to:

- Become familiar with this statement;
 - Comply with all Australian Laws and regulations, the Shire's Employee Code of Conduct and this Statement;
 - Provide goods and/or services in accordance with the contract i.e. the Request Conditions and General Conditions of Contract, Simple Contract Terms or as set out in the contract;
 - Treat all information you receive from us as confidential unless otherwise indicated;
 - Understand and comply with applicable laws and standards in relation to occupational health and safety to provide a safe working environment;
 - Do not offer our staff any gifts, financial or non-financial benefits;
 - Declare any actual, potential or perceived conflicts of interest;
 - Act ethically, honestly and fairly in all dealings;
 - Report any unethical behaviour, misconduct and corruption involving Shire employees;
 - Participate in any required performance reviews requested by Shire employees, as a part of contracted works.
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