2024 – 2026

Code of Business Ethics

Table of Contents

1 Code of Business Ethics Statement 2

2 Joint City & Contractor Commitment to the Code of Business Ethics 2

2.1 What you can expect from the City 2

2.2 What is expected of Contractors? 2

3 The City's Key Business Ethics Principles 3

3.1 Safety 3

3.2 Ethics and Integrity 3

3.3 Governance 3

3.4 Openness and Effective Competition 3

3.5 Value for Money 3

3.6 Corporate Social Responsibility 4

3.7 Why Compliance is Important? 4

3.8 Public Interest Disclosure 4

4 Specific Requirements of the Code 4

4.1 Ethical Communication 4

4.2 Gifts, Travel Contributions and Personal Benefits 5

4.3 Sponsorship and Related Practices 5

4.4 Conflicts of Interest 5

4.5 Contractors and Sub-Contractors 5

4.6 Confidentiality 5

4.7 Secondary Employment 5

4.8 Procurement Team Contacts 5

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Manager Corporate Compliance	Biennial	2026
Version	**Decision Reference**	**Synopsis**		
4		Scheduled Review		

1 Code of Business Ethics Statement

This Code of Business Ethics (**Code**) outlines the standards of integrity and ethical conduct expected by the City of Greater Geraldton (**City**) in all of its business dealings with contractors, service providers and suppliers (**Contractors**).

The City, its Officers and employees, take this responsibility seriously and requires that Contractors dealing with the City do likewise.

2 Joint City & Contractor Commitment to the Code of Business Ethics

2.1 What you can expect from the City

The City will ensure that all of its policies and procedures relating to procurement are consistent with best practice and the highest standards of ethical conduct.

The City's Officers and employees are bound by the City's Code of Conduct, are accountable for their actions and are expected at all times to:

a) respect and uphold the laws and system of all forms of government as well as carry out official City decisions and policies faithfully and impartially;

b) treat members of the public, Contractors, Councillors, and colleagues equitably with proper regard for their rights and to ensure behaviour is not harassing, discriminatory or offensive;

c) respond to reasonable requests for advice;

d) promote the principles of this Code;

e) maintain and enhance public confidence in the integrity of public administration and advance the common good of the community;

f) ensure that duty of care obligations are met;

g) ensure that public resources are not wasted, abused, used improperly or extravagantly; and

h) avoid potential or perceived conflicts of interest.

2.2 What is expected of Contractors?

The City requires all Contractors to observe the following principles in all business dealings with the City:

a) perform all services in a diligent manner with the necessary care and skill;

b) refrain from engaging in any form of collusive practice;

c) comply with and respect the City's legislative compliance, policies, procedures and contract conditions

d) not supply products or services unless directed by contract or supported by a compliant procurement practice;

e) respect the obligation of all City Officers and employees to act in accordance with this Code;

f) provide accurate and reliable information when required;

g) declare potential or perceived conflicts of interest as soon as they become known;

h) act ethically, fairly, honestly and lawfully in all dealings with the City; and

i) refrain from exerting pressure on your staff to act in ways that contravene the Business Ethics of your organisation.

3 The City's Key Business Ethics Principles

3.1 Safety

The City recognises it has both a moral and legal responsibility to provide and maintain a safe and healthy work environment and is committed to protecting and promoting the health, safety and wellbeing of all who are employed, interacts with or engage with the City.

The City accepts that effective work, health and safety management relies on quality information, commitment and resources, and the need to be respected as a shared value by all.

This commitment is demonstrated in policy and practice by visible leadership, a continuously improving safety system, and consultation between decision makers and operational employees enabling innovative and safe project planning and work design. The City's Safety Management Plan and Contractor Safety Manual detail the City's ongoing commitment and the standards required when working with the City.

The City's management supports any employee in relation to any stop work initiatives due to any concerns for imminent risk to safety and health in their work environment.

3.2 Ethics and Integrity

The City's position is that an ethical and professional workplace reduces misconduct risk. With this principle in mind, the City has published an employee Code of Conduct, which is primarily a framework for City employees, which provides the standards of professional and personal behavior that the City will accept as an organisation.

This means that the City's Officers and employees must act with honesty, integrity, fairness, diligence and exercise a high degree of care in all their actions and decisions.

The City shall strive to be fair by ensuring its processes are appropriate and accountable wherever practicable.

3.3 Governance

All City Officers and employees shall observe the highest standards of ethics and integrity in undertaking all business dealings, particularly concerning procurement practices. They will act in an honest and professional manner that supports the standing of the City and complies with the City's policies and legislative requirements.

The City maintains a robust framework that supports internal and external accountabilities and audits these activities to meet these objectives.

3.4 Openness and Effective Competition

Open and effective competition provides Contractors with fair and equitable access to supply opportunities whilst maintaining transparency and integrity.

In providing this opportunity, the City will maintain appropriate confidentiality and not disclose proprietary information unless legally obligated to do so.

All processes and decisions must be transparent, free from bias and appropriately documented with honest intentions.

3.5 Value for Money

Obtaining value for money in procurement enables the City to achieve the best possible outcome in its procurement with Contractors. This is a crucial requirement for ensuring the most advantageous and suitable use of public funds in the community's best interests.

Therefore, value for money is not based on price alone but on other non-price factors seeking to derive maximum efficiency and effectiveness from the intended procurement.

The effort to achieve this value for money must be commensurate with the nature of the procurement and associated risk level.

3.6 Corporate Social Responsibility

The City is committed to corporate social responsibility procurement and shall provide a preference to Contractors that demonstrate high levels of corporate social responsibility in their business practices.

The City encourages Contractors to adopt similar practices and demonstrate that the goods and services they provide can positively impact the natural environment, communities and markets in which they operate.

The City supports the procurement of products and services that create a universally accessible community for people with disabilities, diverse backgrounds and cultures.

3.7 Why Compliance is Important?

By complying with this Code, Contractors will advance their business objectives and interests in a fair and ethical manner and will prepare you for all potential business dealings with local government and the broader public sector community.

Contractors should also be aware of the consequences of not complying with this Code when doing business with the City.

a) Improper or unethical conduct could lead to:

b) Loss of future work opportunities with the City;

c) Adverse publicity and damage to a contractor or supplier's reputation;

d) Legal proceedings being commenced against a contractor or supplier; and

e) Termination of contracts.

3.8 Public Interest Disclosure

The City does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the City and its officers, employees and contractors.

In support of this position, the City has published the Public Interest Disclosure Procedure, which can be found on the City's website at. City of Greater Geraldton » Public Interest Disclosure

4 Specific Requirements of the Code

The City awards business solely on merit, based on the principles set out in this Code. The City reserves the right to determine its obligations/rights under any contract if the City is restructured by law.

4.1 Ethical Communication

All communication should be clear and direct to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Canvassing of Councillors during a tender process will disqualify bids from further consideration.

4.2 Gifts, Travel Contributions and Personal Benefits

Legislation and the City's Code of Conduct limit the ability of City employees and Councillors to receive incentives, gifts, travel contributions, or personal benefits due to business relationships with Contractors.

ACCORDINGLY, CONTRACTORS ARE TO REFRAIN FROM OFFERING INCENTIVES, GIFTS OR BENEFITS TO CITY EMPLOYEES OR COUNCILLORS.

4.3 Sponsorship and Related Practices

The City will not ask for nor enter into any sponsorship (or similar arrangement) that is not open and transparent or if the sponsorship creates a perception of improper influence.

The City shall not enter into a sponsorship with Contractors with whom it has commercial dealings.

Where a local business is seeking to support a community program, and there are no perceived improper influences, the City may consider minor sponsorship.

Significant sponsorship or similar arrangements shall require Council determination before commencement.

4.4 Conflicts of Interest

A conflict of interest exists when a City employee or Councillor could be influenced, or a reasonable person would perceive that they could be influenced, by a personal interest when carrying out their public duty.

All City employees and Councillors are required to disclose any actual or potential conflicts of interest. The City extends this requirement to all City Contractors. Conflicts of interest must be resolved in favour of the public interest.

When considering whether or not a conflict of interest exists, it is always important to consider how others would view the situation.

4.5 Contractors and Sub-Contractors

All Contractors, Sub-contractors and their employees, are required to comply with this Code.

4.6 Confidentiality

The City requires that all parties will respect each other's intellectual property rights and formally negotiate any access, license or use of intellectual property.

All information gained by a Contractor in the dealings with the City will be treated as confidential unless otherwise indicated.

4.7 Secondary Employment

City Officers and employees are not permitted to engage in secondary employment with any Contractor that has an interest in a proposed or current contract with the City.

4.8 Procurement Team Contacts

If you have any procurement queries, please contact the Procurement Team directly via

tenders@cgg.wa.gov.au