

# Statement of Business Ethics

## 1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

<b>Date Adopted by Board</b> 21 December 2018	<b>Resolution No.</b> 18/124
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe</b> Four years	
<b>Last Review</b> NA	<b>Next Scheduled Review</b> December 2022

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES

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### 3 INTRODUCTION

This Statement of Business Ethics applies to Goldenfields Water's elected representatives, staff, contractors, volunteers and business associates dealing with Goldenfields Water.

Goldenfields Water will ensure that all business relationships are honest, ethical, fair and consistent in obtaining best value for money. Best value for money does not automatically mean the lowest price. Goldenfields Water will balance all relevant factors including initial cost, whole of life cost, quality, reliability and timeliness in determining true value for money.

Allowing for a value for money outcome will also include ensuring that all our business relationships are honest, ethical, fair and consistent, where business will be transparent and open to public scrutiny where ever possible.

### 4 OUR VALUES

Goldenfields Water's values are the underlying attitudes that consistently affect all of our actions and decision making processes.

Our core values are Integrity, Trust, Respect, Teamwork and Continuous Improvement.

#### 4.1 Integrity

All staff act in the best interest of the communities that we serve, demonstrating and promoting moral and ethical principles in all that we do.

#### 4.2 Trust

Built on from the value of Integrity, mutual trust is established between teams and staff at all levels. Open communication lines and transparency in our operations reflects and further builds on this trust.

#### 4.3 Respect

All staff treat others with courtesy, politeness and kindness. Differences in viewpoints and beliefs are recognised and considered, with all people being treated fairly and equally.

#### 4.4 Teamwork

All staff work together collaboratively and support one another in achieving the operational objectives of Goldenfields Water. Our staff understand the importance of working with each other to achieve our objectives.

#### 4.5 Continuous Improvement

Staff feel confident and comfortable to offer ideas and suggestions to ensure that Goldenfields Water is continually working to deliver better services to our community and finding more efficient ways of undertaking business.

### 5 WHAT TO EXPECT FROM GOLDENFIELDS WATER

Goldenfields Water 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 highest standards of ethical conduct.

Our staff are bound by Goldenfields Water's Code of Conduct when doing business with the private sector and will be expected to:

- abide by the law;
- adhere to policies and procedures relevant to the activity;
- effectively and efficiently utilise public resources;
- ensure all dealings with individuals and organisations are fair, honest and ethical; and
- declare all conflicts of interest (whether real or perceived).

When entering into and undertaking a procurement activity, it is to be guided by the following core business principles:

- All potential suppliers will be treated with impartiality, fairness and given equal access to information and opportunities to submit bids;
- All procurement activities and decisions will be clearly documented to provide an audit trail and enable measurement of performance;
- Tenders will not be called unless there is an intention to proceed to contract; and
- Goldenfields Water will not disclose confidential or proprietary information.

## 6 WHAT WE WILL ASK OF YOU

Goldenfields Water expects our tenderers, contractors, suppliers and their employees and subcontractors, as agents of Goldenfields Water, will all be guided by the same policies and procedures that bind Goldenfields Water and its staff to act in an ethical manner.

When doing business with Goldenfields Water, we require you to:

- respect the obligations of Goldenfields Water staff to act in accordance with this statement;
- not exert pressure on Goldenfields Water staff to act in ways that contravene the business ethics or code of conduct;
- not offer incentives such as money, gifts, benefits, and entertainment or employment opportunities;
- deliver value for money;
- comply with Goldenfields Water procurement policy and procedures;
- take all reasonable measures to prevent the disclosure of confidential information;
- provide accurate advice and information when required;
- act ethically, fairly and honestly in all dealings with Goldenfields Water; and
- declare any actual or perceived conflicts of interest as soon as it is known.

### 6.1 Ethical Behaviour

In dealing with the community, you should rightly expect all Goldenfields Water staff to be honest, reasonable and equitable in their dealings, having the public interest at heart. Goldenfields Water's adopted Code of Conduct is a key mechanism to assist council officials to act honestly, ethically, responsibly and with accountability.

The Code of Conduct has been adopted to assist council officials with:

- Understanding the standards of conduct that are expected of them;
- Enabling them to fulfill their statutory duty to act honestly and exercise a reasonable degree of care and diligence; and
- Acting in a way that enhances public confidence in the integrity of local government.

The following situations in which industry and Goldenfields Water should exercise due care include:

### 6.1.1 Gifts and Benefits

While it may be common practice for the private sector to offer incentives to those they want to do business with, as a way of promoting their company or their particular interests, Goldenfields Water staff are constrained by both legislation and our Gifts and Benefits Policy.

Advice in relation to gifts and benefits can be found in the Goldenfields Water Code of Conduct and additionally the Gifts and Benefits Policy.

### 6.1.2 Conflicts of Interest

All Goldenfields Water staff are required to disclose any real or potential conflicts of interest. Goldenfields Water also extends this requirement to business partners, contractors and suppliers.

A conflict of interest can be either:

- Pecuniary – An interest that a person or company has in a matter because of a reasonable likelihood or expectation of financial gain or loss to the person with whom the person is associated or,
- Non Pecuniary – A private or personal interest of an official or staff member or delegate that does not amount to a pecuniary interest as defined in the Local Government Act 1993 (eg: a friendship, membership of an association, society or trade union, or involvement or interest in an activity an may include an interest of a financial nature (DLG Model Code of Conduct December 2004 Page 12).

Any complaints about possible conflict of interest should be directed to Goldenfields Water's General Manager for attention.

### 6.1.3 Confidentiality

Information that is considered sensitive may have commercial implications for Goldenfields Water. All staff matters of a personal nature will be considered confidential. Under the Government Information (Public Access) Act 2009, confidential information may be accessed upon formal submission and payment.

### 6.1.4 Communication

All goods and services providers are to ensure that communication is clear, direct and accountable to minimise the risk of perception of inappropriate influence on any business relationship. If communication needs to be confidential for commercial in confidence or personal reasons, the communication shall remain clear, direct and accountable.

### 6.1.5 Sponsorship

Goldenfields Water will not ask for, entertain or enter into any sponsorship or similar arrangement that is not open and transparent or if such sponsorship creates a perception that it could be part of an attempt to improperly influence any organisational decision-making process.

### 6.1.6 Use of Goldenfields Water Resources

All resources must be used ethically, effectively, efficiently and carefully in the course of official business and must not be used for private purposes (except when supplied under a contract of employment) unless lawfully authorised and proper payment is made where appropriate.

### 6.1.7 Secondary Employment

Goldenfields Water staff must obtain consent of the General Manager for any secondary employment as per the Local Government Act 1993. The General Manager will make the final determination whether to grant or refuse consent. Secondary employment will not be approved if it

has the potential to create a real or perceived conflict of interest between the staff member's public role and their private interest.

#### 6.1.8 Contractor Expectations

Goldenfields Water emphasises that all contractors (including sub-contractors) will be expected to be aware of, and comply with Goldenfields Water's Statement of Business Ethics.

## 7 COMPLYING WITH THIS STATEMENT

By complying with this Statement of Business Ethics you will be able to advance your business through the opportunity to bid for public sector work on an equal level. This may enhance your capacity to undertake public sector work with similar compliance requirements in the future.

As all suppliers of goods and services are required to comply with this statement, no provider will be disadvantaged in any way. Consequences for not complying with the principles of business ethics as outlined in this statement can be significant for both public officials and people doing business with Goldenfields Water.

Consequences for Goldenfields Water staff include investigation, disciplinary action, dismissal or potential criminal charges.

Consequences for private sector partners could lead to:

- Investigation for corruption or other offences;
- Possible loss of work;
- Damage to reputation;
- Termination of contracts; and
- Loss of rights (such as loss of operating or trade licences).

It should be noted that any individual can be found corrupt by the Independent Commission Against Corruption (even if they are not a public official) if they attempt to improperly influence a public official or a public authority's honest or impartial exercise of their official functions.

## 8 MAKING CONTACT

Please contact the Goldenfields Water General Manager if you have concerns regarding conduct involving fraud, corrupt conduct, maladministration or waste of public funds, together with any possible breaches of this Statement of Business Ethics.

Persons reporting corrupt behaviour are protected under the Protected Disclosures Act 1994. It aims to protect individuals from reprisals or detrimental action, whilst ensuring all disclosures are investigated accordingly.