



## STATEMENT OF BUSINESS PRINCIPLES

### STATEMENT

The Southern Metropolitan Regional Council (SMRC) has a Statement of Business Principles which provides a guide to any person, or organisation, conducting business with the Southern Metropolitan Regional Council. It details the SMRC's Principles, the expectation of adherence to these Principles by providers of goods and services in their dealings with the SMRC, and what providers of these services can expect from the SMRC.

### SCOPE

This Guideline applies to any person, or organisation, conducting business with the Southern Metropolitan Regional Council.

### OBJECTIVE

To ensure that any person or organisation conducting business with the SMRC is dealt with in accordance with this Statement of Business Principles.



SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CONTENTS

### Our Business Principles

- **Employee Value** – valuing the best resource we have – our employees
- **Innovative Solutions** – seeking innovation in our solutions as a norm rather than an exception
- **Community-driven Outcomes** – engaging the community and responding to their need for resource recovery and environmental sustainability
- **Forward thinking** – seeking to look forward to achieve what 'could be' rather than rely on 'what is'
- **Sustainability** – providing good value for the services provided, with a view to climate sensitivity and economic parameters
- **Integrity & Transparency** – being consistently honest, trustworthy and open in all activities
- **Adaptability** – responding to change with sensitivity and conviction
- **Responsiveness** – proactive in our approach and able to respond to needs in a timely manner
- **A Safe Work Environment** – providing sound OH & S practices to ensure personal safety for staff and public alike

### Why adherence to this Statement is important

By adhering to the SMRC's Statement of Business Principles, you can rest assured that you are engaging in best practice in your business dealings with the SMRC. Observing these business principles demonstrates your integrity as an organisation. The perception by the wider community will be that you value similar principles and ethics in your dealings with others and could lead to improved business dealings with both the private and public sectors.

There are obviously consequences for not adhering to the SMRC's business principles when dealing with the SMRC. Misconduct, fraud or corruption will lead to the cessation of any contracts and loss of opportunity to work with the SMRC in the future. Such illegal or unethical behaviour can become public and if so, would seriously damage your business reputation, not just with the SMRC.

### What else you can expect

The SMRC is committed to providing the best service in line with its Business Principles:

- All business contacts, current or future, will be treated with respect, impartiality, fairness and given equal rights to information to assist with quotations, tender applications or supply of goods or services

- All Tenders will be dealt with in accordance with applicable law and the SMRC prescribed Tendering process and contractual information
- SMRC will not disclose any confidential information or information pertaining to any business contact
- Tenders will be requested by SMRC as required. However, the SMRC reserves the right not to proceed to tender as advertised.

In addition, the SMRC endeavours to promote and demonstrate effective environmental awareness in its business practices by:

- Using energy-efficient equipment and resources wherever reasonably practicable and economically viable to do so.

### What you can expect from the SMRC

The SMRC is committed to good governance within the organisation and in its dealings with the public, under whatever guise. As such the SMRC will ensure that all policies, procedures and guidelines relating to the provision of goods and services, including tendering, contracting and purchasing, are in line with good governance and best practice principles of business.

All our employees, Councillors and Committee/Advisory Group Members, and volunteers are bound by the SMRC Codes of Conduct in accordance with relevant industrial instruments and applicable laws. They are responsible for their actions and are required to:

- Act with honesty, integrity, fidelity and fairness to all people engaging with the SMRC for any purpose
- Comply with lawful policies and orders, as well as organisational policies, procedures and guidelines
- Disclose any interest that may affect impartiality in any business dealings
- Use SMRC resources legally, only for SMRC business, and not for any other purpose such as a secondary gain
- Refrain from engaging with the media in relation to any information regarding the SMRC (except for the individuals designated to do so through their specific role)
- Refrain from accepting gifts or personal benefit from any person or organisation doing business with the SMRC
- Refrain from disclosing any information relating to the SMRC or its business dealings
- Avoid using their position to gain unfair advantage or personal benefit for themselves or anyone else
- Represent and promote the interests of SMRC and the communities they represent, while recognising their particular role.

## Guidance Notes

### Laws

The SMRC is bound by the Local Government Act 1995 and its various Regulations and Guidelines. While the SMRC does not expect the private sector or individuals to be familiar with the intricacies of these laws, it is expected that all appropriate Australian laws will be adhered to in any dealings with the SMRC.

Where in doubt, please speak to the SMRC individual with whom you are dealing, for further clarification on the applicable laws, policies, procedures, guidelines or Codes of Conduct which govern the behaviour of people engaged by and with the SMRC.

### Information & Communication

Your services have been sought because you have been chosen by SMRC for the quality of the services you provide and the perceived integrity with which you will provide them. As such, you are obliged to provide SMRC with appropriate advice, clear and appropriate communication, and request the same of your sub-contractors or consultants who are engaged with SMRC on your behalf. This extends to keeping confidential any information relating to the SMRC or your business dealings with them.

### Behaviour

It is expected that your behaviour will be respectful to the individuals involved and the interests of both SMRC and the organisation you represent. As such, you are expected to respect intellectual property rights, confidentiality, appropriate and official use of SMRC equipment, resources and information, avoid actual or potential conflicts of interest, avoid impartiality, refrain from canvassing Councillors, Committee or Advisory Group Members in order to influence any decisions, which may affect your engagement with the SMRC, and refrain from offering gifts or incentives to anyone involved with the SMRC which may influence a potential outcome in your business dealings with the SMRC.

### Further information

Please feel free to contact the Corporate Services Manager at SMRC if you have any queries regarding the content of this Statement of Business Principles.



SOUTHERN METROPOLITAN REGIONAL COUNCIL

## What we expect of you

The SMRC expects that all providers of goods and services, including contractors, sub-contractors and consultants:

- Comply with all Australian Laws, including Local Government Acts and Regulations where relevant
- Act with integrity in all your dealings with SMRC and abide by the SMRC Code of Conduct for Employees (available upon request)
- Declare any actual or potential conflicts of interest as soon as these become known to you or your colleagues
- Be familiar with, and understand, the SMRC's policies, procedures and guidelines relating to purchasing (available upon request), including this Statement
- Provide SMRC with clear, concise, accurate and reliable advice and information as and when required
- Take all reasonable precautions to prevent the disclosure of confidential information relating to SMRC or any associated party
- Not disclose or discuss any SMRC information or business with the media
- Not engage in any form of collusion or unfair business practices, including bribery or undue influence, with the intention of improperly influencing any SMRC business decisions
- Assist the SMRC to prevent misconduct, fraud or corruption in business by reporting any such practices you become aware of, either directly to the SMRC CEO or the CCC.

SMRC is committed to providing sustainable solutions in resource recovery and climate change for the benefit of its members and the wider community through:

**Vision** - We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment;

**Resource Recovery** – We will increase the volume of recyclable and recovered material;

**Business Sustainability** – Our governance model supports an effective and efficient business model;

**Community & Stakeholder Relationships** – We will improve the environment through behavioural change.

## If you suspect corrupt conduct

Please contact the Public Interest Disclosure Officer at the SMRC by telephone, facsimile or email:

### Executive Manager Corporate Services

T: (08) 9329 2700

E: cwiggins@smrc.com.au

### Or contact the CCC Reporting Hotline:

T: (08) 9215 8888

F: (08) 9215 4884

E: info@ccc.wa.gov.au



SOUTHERN METROPOLITAN REGIONAL COUNCIL

### Regional Resource Recovery Centre

350 Bannister Road  
Canning Vale WA 6155  
T: (08) 9256 9555

### Southern Metropolitan Regional Council

9 Aldous Place, Booragoon WA 6154  
(PO Box 1501, Booragoon WA 6954)  
T: (08) 9329 2700

E: smrc@smrc.com.au  
www.smrc.com.au

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