



Department of
Jobs, Tourism, Science
and Innovation



Statement of Business Ethics

When conducting business with
the Department of Jobs, Tourism,
Science and Innovation



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Statement Overview

This statement of business ethics provides guidance about what contractors, subcontractors and suppliers can expect when conducting business with the Department of Jobs Tourism, Science & Innovation (the Department), including the Western Australian Tourism Commission and the ethical standards we hold.

It also sets out our expectations of those who do business with us.

Our Code of Conduct

The Department's Code of Conduct sets out the standards of behaviour and integrity expected of our employees. Our employees, contractors, suppliers and anyone who works with this agency can be subject to a high degree of public scrutiny. We observe very high standards of integrity at all times and expect those doing business with us do the same to help us deliver public value.

The Code of Conduct is based on the WA Public Sector Code of Ethics which is expressed as the following principles:

- » Personal Integrity
- » Relationships with others
- » Accountability

These principles guide 'what' we do and the Department's Code of Conduct outlines 'how' we do it by providing information to guide accountable and ethical decision making.

[Department of Jobs, Tourism, Science and Innovation Code of Conduct](#)

Our Values

The Department's values drive how we work internally and externally with all our stakeholders.

Our values

Foster strong relationships

We build and nurture meaningful connections so our collective effort creates positive change.

Make a positive difference

We act with purpose and make things happen to deliver the right outcomes for Western Australia.

Act with integrity

We build trust by infusing every action with honesty, fairness and respect.

Embrace diversity

We seek out and leverage diverse thinking, talents and ideas so we can be better and stronger.



Procurement Principles

Under the Procurement Act 2020, the Department follows the General Procurement Directions 2021/02 – Western Australian Procurement Rules and processes as established by the Department of Finance. The Department is committed to meeting its purchasing obligations set out in the Western Australian Procurement Rules and in turn:

- » Promote the delivery of added, sustainable, economic, social and environmental benefits for Western Australians
- » Reduce barriers to small and medium business participation
- » strengthen integrity measures to promote ethical and accountable practices
- » Enable coordinated, whole-of-government procurement leadership, with localised accountability and decision making.

The Department will adhere to the Western Australian Procurement Rules when purchasing goods, services and works, and shall apply the following principles:

- » Achieving value for money
- » Act ethically – with integrity and accountability
- » Probity in the tendering process, including declaring and managing conflicts of interest
- » Appropriate procurement planning and methods, including the application of the Western Australian Buy Local 2022 Policy and Social Procurement Framework

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 Department'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 Department and Tourism Western Australia expect all contractors, subcontractors and suppliers to:

- » Become familiar with this statement
- » Comply with all Australian Laws and regulations, the Department's 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 with the Department
- » Report any unethical behaviour, misconduct and corruption involving Department staff