

Integrity in Procurement – Suppliers’ Guide

Goulburn Broken Catchment Management Authority (GB CMA) does not tolerate corrupt conduct, maladministration, mismanagement of public money, government information contravention, and other forms of wrongdoing. Suppliers must ensure that they and their employees, workers, representatives, suppliers and subcontractors comply with the standards of conduct set out in the Guide and in other contractual obligations to the organisation.

Responsibilities of Suppliers

RESPONSIBLE AREA	RESPONSIBILITIES
Fair Employment Practices	<ul style="list-style-type: none"> ➤ Observe applicable laws and regulations governing wages and hours. ➤ Allow workers to choose freely whether to organise or join associations for the purpose of collective bargaining as provided by local law or regulation. ➤ Prohibit discrimination, harassment and retaliation.
Environment, Health & Safety	<ul style="list-style-type: none"> ➤ Comply with applicable environmental laws and regulations. ➤ Provide workers a safe and healthy workplace. ➤ Not to adversely affect the local community.
Human Rights	<ul style="list-style-type: none"> ➤ Respect human rights of their employees and others in their business operations and their activities for the organisation.
Elimination of Child Labour	<ul style="list-style-type: none"> ➤ The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned. ➤ Develop or participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
Capability Building	<ul style="list-style-type: none"> ➤ Raise employees’ skills through training and access to professional development appropriate to their role to improve quality and secure greater value for money.
Dealing with GB CMA Employees	<ul style="list-style-type: none"> ➤ Maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials. ➤ Not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a game or promotion, to any GBCMA employee, representative or to any government official in connection with the organisation’s procurement, transaction or business dealings. ➤ Provide supporting data to the organisation when requested.

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Competition Law	<ul style="list-style-type: none"> ➤ Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current organisational procurement.
Intellectual Property	<ul style="list-style-type: none"> ➤ Respect the intellectual and other property rights of the Authority and of third parties, including all patents, trademarks and copyrights.
Security and Privacy	<ul style="list-style-type: none"> ➤ Respect privacy rights and secure the information and data of the Authority. ➤ Implement and maintain physical, organisational and technical measures to ensure the security and confidentiality of the Authority’s information and data in order to prevent accidental, unauthorised or unlawful destruction, alteration, modification or loss of the information and data. ➤ Protect operations and facilities against exploitation by criminal or terrorist individuals and organisations.
Financial Accountability	<ul style="list-style-type: none"> ➤ Ensure that all invoices and any documentations submitted to GB CMA accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest and include a purchase order number.

Should a supplier have a concern with the conduct of a procurement process or suspect corrupt conduct of public sector officials or other suppliers, please contact the Procurement Officer on (03) 5822 7700. If you wish to lodge a written complaint, please visit our website www.gbcma.vic.gov.au. Alternatively, please refer your concern to the Victorian Government Purchasing Board (VGPB) on (03) 9651 1699, Victorian Ombudsman on (03) 9613 6222, or Independent Broad-based Anti-corruption Commission (IBAC) on 1300 735 135.