



## STATEMENT OF BUSINESS PRINCIPLES

### STATEMENT

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

### SCOPE

This Guideline applies to any person, or organisation, conducting business with the Resource Recovery Group.

### OBJECTIVE

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



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### 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 WHS practices to ensure personal safety for employees and the public alike

### Why adherence to this Statement is important

By adhering to RRG's Statement of Business Principles, you can rest assured that you are engaging in best practice in your business dealings with RRG. 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 RRG's business principles when dealing with RRG. Misconduct, fraud or corruption will lead to the cessation of any contracts and loss of opportunity to work with RRG in the future. Such illegal or unethical behaviour can become public and if so, would seriously damage your business reputation, not just with RRG.

### What else you can expect

RRG 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 RRG prescribed Tendering process and contractual information
- RRG will not disclose any confidential information or information pertaining to any business contact
- Tenders will be requested by RRG as required. However, RRG reserves the right not to proceed to tender as advertised.

In addition, RRG 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 RRG

RRG is committed to good governance within the organisation and in its dealings with the public, under whatever guise. As such RRG 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.

### Our Employees and Values

**Safety:** We ensure that our priority is maintaining a safe work environment for all employees and for the community.

**Together:** We share our responsibility as one team and each individual has an important role as part of the team.

**Attitude:** Our attitude and commitment to the organisation's procedures are ethically, socially and environmentally sustainable.

**Responsibility:** We are responsible for our own performance and doing our best at all times.

All our employees, Councillors and Committee/Advisory Group Members, and volunteers are bound by RRG 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 RRG 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 RRG resources legally, only for RRG business, and not for any other purpose such as a secondary gain
- Refrain from engaging with the media in relation to any information regarding RRG (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 RRG
- Refrain from disclosing any information relating to RRG 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 RRG and the communities they represent, while recognising their particular role.

## Guidance Notes

### Laws

RRG is bound by the *Local Government Act 1995* and its various Regulations and Guidelines. While RRG 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 RRG.

Where in doubt, please speak to RRG 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 RRG.

### Information & Communication

Your services have been sought because you have been chosen by RRG 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 RRG with appropriate advice, clear and appropriate communication, and request the same of your sub-contractors or consultants who are engaged with RRG on your behalf. This extends to keeping confidential any information relating to RRG 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 RRG and the organisation you represent. As such, you are expected to respect intellectual property rights, confidentiality, appropriate and official use of RRG 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 RRG, and refrain from offering gifts or incentives to anyone involved with RRG which may influence a potential outcome in your business dealings with RRG.

## What we expect of you

RRG 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 RRG and abide by the RRG 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, RRG's policies, procedures and guidelines relating to purchasing (available upon request), including this Statement
- Provide RRG 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 RRG or any associated party
- Not disclose or discuss any RRG 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 RRG business decisions
- Assist RRG to prevent misconduct, fraud or corruption in business by reporting any such practices you become aware of, either directly to the RRG CEO or the CCC.

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

**Vision** - A circular economy with less waste and lower carbon emissions

**Mission** - We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.

Resource Recovery Group's three objectives encompass:

**Recycle materials to their highest practical value**

**Innovate and implement new approaches to recycling and resource recovery**

**Educate by providing tools to recycle right, reduce waste and live more sustainably**

## Further information

Please feel free to contact the Executive Manager Governance & Culture at RRG if you have any queries regarding the content of this Statement of Business Principles.

## If you suspect corrupt conduct

Please contact the Public Interest Disclosure Officer at RRG by telephone or email:

### Executive Manager Governance & Culture

T: (08) 9329 2700

E: [ajohnson@resourcerecoverygroup.com.au](mailto:ajohnson@resourcerecoverygroup.com.au)

### Or make an online report to theCCC:

[https://www.ccc.wa.gov.au/report\\_misconduct](https://www.ccc.wa.gov.au/report_misconduct)

Tel: 1800 903 186



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CURRENT REVIEW: May 2025 NEXT REVIEW: May 2026