

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION  
LEGISLATION COMMITTEE**

**2005-2006 SUPPLEMENTARY BUDGET SENATE ESTIMATES HEARING  
2 and 3 NOVEMBER 2005**

**EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

**QUESTIONS ON NOTICE**

**Outcomes: Corporate**

**Question Number: W527-06**

**Question:**

Senator Murray asked in writing:

- a) Has the department/agency revised its procurement guidelines to incorporate the new Commonwealth Procurement Guidelines that took effect from 1 January 2005, particularly with respect to the confidentiality elements contained in those guidelines?
- b) If so, when did this occur? And can a copy be provided?
- c) If not, what is the cause of the delay and when will the revision occur?

**Answer:**

- a) Yes.
- b) The department's internal Procurement Practical Guide was updated in December 2004, and released in time for the commencement of the Commonwealth Procurement Guidelines on 1 January 2005. A relevant extract in relation to confidentiality elements from the Procurement Practical Guide is reproduced below:
  - “Steps should be taken to facilitate appropriate disclosure of procurement information. In particular, officials should:
    - consider, on a case-by-case basis, any request by a supplier for material to be treated confidentially. Agencies should only enter into commitments to maintain confidentiality of contractors' information where these are appropriate, having regard to the Finance publication *Guidance on Confidentiality of Contractors' Commercial Information*.”
- c) Not applicable (refer to response (a) above).