

DEEWR Communication and Contact Form relating to the 2008 New Employment Services Tender

This form has been developed to assist DEEWR Contract Managers and other relevant DEEWR officers to log communications involving current service providers or potential tenderers where purchasing issues are raised. The form can also be used to report attendance at official functions, particularly where the receipt of gifts is involved. Further details and guidance can be found within the Communication Protocol for dealing with existing providers and potential tenderers.

Completed forms should be faxed to the Probity Coordinator of the 2008 New Employment Services Tender Team on (02) 6264 5720.

General Contact

Date of Contact	/ /	Time start/finish	to
Telephone <input type="checkbox"/>	Email <input type="checkbox"/>	Face to Face <input type="checkbox"/>	
Description of contact:			
<i>(attach additional pages if required)</i>			
Describe your response:			
<i>(attach additional pages if required)</i>			
Was the person referred to the ESP Hotline or Website?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Were there witnesses to the event? (if yes please provide details below).			YES <input type="checkbox"/> NO <input type="checkbox"/>
DEEWR staff member	_____	Witness (if applicable)	_____
Printed name	_____	Printed name	_____
Signature	_____	Signature	_____
Date	/ /	Date	/ /
Phone number	_____	Phone number	_____

If you require further assistance with this form please contact the Probity Coordinator on (02) 6121 3611

Official Event

Event hosted by:	_____		
Location of Event:	_____		
Reason for Event:	_____		
Contact information of DEEWR attendees:			
Name	_____	Phone Number	_____
Name	_____	Phone Number	_____
Name	_____	Phone Number	_____
Name	_____	Phone Number	_____
Procurement process discussed:	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes provide details below.</i>		
Were any gifts offered to DEEWR staff	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Were the gifts accepted	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes provide details below.</i>		

DEEWR staff member	_____	Witness (if applicable)	_____
Printed name	_____	Printed name	_____
Signature	_____	Signature	_____
Date	____ / ____ / ____	Date	____ / ____ / ____

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Attendance at official functions

Provided below are some general principles considered to be good practice in relation to attendance at official functions.

In addition to adherence to the Communication Protocol for dealing with existing providers and potential tenderers, there are a number of practical probity principles which DEEWR staff can follow in relation to invitations to events and functions that may involve existing providers or potential tenderers. These are as follows:

- o when making the decision on whether to attend, DEEWR officers should consider whether the function relates to the procurement process, or otherwise whether an actual or perceived conflict of interest could arise in relation to the procurement process. If so, the person should generally refuse to attend. The matter should be referred to the Job Network 2008 Purchasing Team if there is any uncertainty;

- o if attendance at the event is considered appropriate, when accepting the invitation, the inclusion of a statement that the DEEWR attendees will not be able to discuss the procurement process at the function needs to be included;

- o no information concerning the procurement process is to be provided, other than to highlight the official information channels;

- o whenever possible, at least two persons should attend the function to ensure that, if necessary, each person is able to corroborate that the procurement process was not discussed by them at the function;

- o a consistent approach should be taken when accepting invitations to ensure that there is no discrimination and that potential tenderers are treated fairly. Invitations should either be accepted or rejected on a consistent basis;

- o careful consideration should be given in relation to the acceptance of gifts, whether or not the gift is within the relevant DEEWR guidelines. Gifts should generally not be accepted in circumstances where it could possibly give rise to an actual or perceived conflict of interest in relation to the procurement process; and

- o if necessary, and in particular where the receipt of gifts is relevant, details of function attendance should be provided to the Job Network 2008 Purchasing Team. The communication and contact report pro-forma can be used for this purpose.

Where any uncertainty exists the relevant matter should be referred to the 2008 New Employment Services Tender Team for advice.