From: Kym Bancrof[redacted]
Sent: Fri 09/09/2022 2:49:33 AM (UTC)
To: Cathy [redacted]
Subject: RE: PF006 Approval of an Alternate Sourcing Strategy
Attachment: PF006 Approval of an Alternate Sourcing Strategy (002).docx
Attachment: OIR Conflict of Interest Template (for Procurement activities).doc

Thanks Cath

Can you please check that I have filled the two forms in correctly?

Tristan is just making some final tweaks to the proposal today and finalising cost (I will need to update form).

If you can check forms in the meantime that would be great.

Kym Bancroft
Deputy Director-General
Office of Industrial Relations

Level 11, 1 William Street, Brisbane City
P: [redacted] **M:** [redacted]
E: [redacted]

From: Cathy Bray [redacted]
Sent: Friday, 2 September 2022 1:54 PM
To: Kym Bancroft [redacted]
Subject: FW: PF006 Approval of an Alternate Sourcing Strategy

Hi Kym

I've filled in this 'alternate sourcing strategy' form (with me as the requester) as much as I can.

Once we have the official proposal from Tristan, we can provide to Belinda and she will get one of the procurement team to progress asap.

FYI, I have also filled in the conflict of interest declaration (for procurement) in your name.

Please amend both documents as you see fit.

Kind regards

😊

Cath

Queensland Government
Cathy Bray
Director, Office of the Deputy Director-General
Office of Industrial Relations

Lvl 11, 1 William Street, Brisbane QLD 4000
P [redacted] **M** [redacted]
E [redacted]



DSIP.0036.0003.9079_0002

APPROVAL OF AN ALTERNATE SOURCING STRATEGY (PF006)

Use this form to record the justification for seeking less than the minimum quotation requirements. Approval of an alternate sourcing strategy must be undertaken prior to seeking and evaluating quote/s to establish value for money and engaging a Supplier. File with purchase details as a record for audit purposes. Refer to the footnotes and OIR Procurement process for guidance.

1. REQUEST FOR APPROVAL

To	☒ Purchasing Delegate *(approval locally up to $20,000 excl. GST)* ☐ Procurement Delegate *(approval by OIR Procurement over $20,000 excl. GST)*			File Ref:
From	Business Unit	**Office of Deputy Director-General**	Request Date	**2/9/2022**
	Requestor Name	**Cathy Bray**	Phone	[redacted]

2. PURCHASE DETAILS

Description of Product or Service [1]	**Desktop review of reports, plans, strategies and other documents to support future OIR planning, governance and reporting**	Estimated Quantity (items/hours)	Estimated Unit Price (item/rate)	Estimated Total Price (excl. GST)
Estimated Start and End Date	**19/09/2022** to **01/10/2022**		$	**$10,000**

3. ALTERNATE SOURCING STRATEGY

Describe the supplier market and level of competition for this purchase?	**There are a number of suppliers in the Standing Offer Arrangement QGP0050-18 (T2) Professional Services - Human Resources, however they are mainly focused on human resource services with a broad reference to occupational health and safety. A supplier offering operational (eg rehabilitation) or generic policy services will be unlikely to deliver a successful outcome.**
Why is this strategy the best solution for this purchase? [2]	**The desktop review is best delivered by an organisation with qualified and experienced work health and safety professionals with cultural expertise. Work Science has experience in the following disciplines: applying research, developing strategy, showing leadership, good management, thoughtful planning and disciplined implementation. Work Science offers value for money and has previous experience in working with the federal and New South Wales governments.**
Who is the recommended Supplier/s?	**Work Science**

4. CONTRACT EXTENSIONS/RENEWALS [3]

Is this a Contract Extension or Renewal?	☒ **NO** - go to Section 5		☐ **YES** - complete following details		
Original contract value (excl. GST)	$	Estimated future value (excl. GST)	$	Is the scope of works/services consistent with original scope?	☐ YES ☐ NO
Describe the Supplier(s) performance to date including how this has been verified e.g. KPIs?					

[1] **Description** – provide a detailed description and its intended use or service deliverables.

[2] **Purchasing strategy** – explain why the proposed strategy is considered the best option, considering risk, complexity and scope to meet the requirement and how it will achieve value for money (cost/non-cost benefits e.g. competitive pricing, quality, delivery, service, support, past performance). Attach or TRIM reference any supporting documents to assist the approval decision.

[3] Contract extensions/renewals – where there is no extension option in the existing contract or a renewal after the contract has expired.

5. CONFLICTS OF INTEREST

Conflicts of Interest involve a conflict between duties as a public service employee to serve the public interest and personal interests. It is important that all conflicts of interest are managed and resolved in the public interest in accordance with the Conflict of Interest Procedure.

Conflicts of interest may be:

- **Pecuniary** – involves an actual or potential financial gain or loss. It may result from the employee or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not actually have to change hands for an interest to be pecuniary.
- **Non-pecuniary** – do not have a financial component but may arise from personal or family relationships or involvement in sporting, community or cultural activities. They include a tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias judgement or decisions.

6. ENDORSEMENT

REQUESTOR [4]

☒ **I do not have** a conflict of interest; or

☐ **I have** an interest that conflicts or may conflict with my official duties and have completed and attached a Declaration of Conflicts of Interest form.

Cathy Bray	[redacted]	Director, ODDG	...../...../.....
Name	Signature	Position	Date

Comments: .....

FINANCIAL DELEGATE [5] *(support for the purchasing strategy and business need)* ☐ **YES** ☐ **NO**

☐ **I do not have** a conflict of interest; or

☒ **I have** an interest that conflicts or may conflict with my official duties and have completed and attached a Declaration of Conflicts of Interest form.

			09/09/22
Name	Signature	Position	Date

Comments: .....

7. APPROVAL

PURCHASING DELEGATE [6] *(support for the purchasing strategy)* ☐ **YES** ☐ **NO**

☐ **I do not have** a conflict of interest; or

☒ **I have** an interest that conflicts or may conflict with my official duties and have completed and attached a Declaration of Conflicts of Interest form.

Kym Bancroft	[redacted]	DDG	09/09/2022
Name	Signature	Position	Date

Comments

[4] **Requestor** – confirms market research has been conducted and proposed purchasing strategy meets business need.

[5] **Financial delegate** – indicates support for the requirement and proposed purchasing strategy to meet business needs. Financial delegate approval to enter into contract occurs once the quote/s has been sought and evaluated.

[6] **Purchasing delegate** – approves purchasing strategy up to $20,000 (excl. GST) and indicates support for purchases over $20,000 (excl. GST) for procurement approval.

PROCUREMENT DELEGATE [7] *(support for the purchasing strategy)* ☐ **YES** ☐ **NO**

☐ **I do not have** a conflict of interest; or

☐ **I have** an interest that conflicts or may conflict with my official duties and have completed and attached a Declaration of Conflicts of Interest form.

.....	.....	.....	...../...../.....
Name	Signature	Position	Date

Comments: .....

[7] **Procurement delegate** – approves purchasing strategy over $20,000 (excl. GST). Send request to [redacted] a response will be provided within 2 working days of receipt. A record of the decision for purchases over $20,000 (excluding GST) is placed in the relevant procurement activity folder.

Purchasing and Procurement

Declaration of Conflict of Interest

In relation to procurement of Work Science to undertake a desk top review

I acknowledge and agree to the following:

The public has a right to expect that all public service employees will perform their duties in a fair and unbiased way, and that the decisions they make are not affected by self-interest, private affiliations, or the likelihood of personal gain or loss.

As the integrity of the public service employees and processes is fundamental to the rule of law, conflicts of interest are a major risk in purchasing or procurement activities. It is therefore crucial that all conflicts of interest are managed and resolved in the public interest in accordance with the Conflict of Interest Procedure.

Conflicts of interest may be:

- **Pecuniary** – involves an actual or potential financial gain or loss. It may result from the employee or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not actually have to change hands for an interest to be pecuniary.
- **Non-pecuniary** – do not have a financial component but may arise from personal or family relationships or involvement in sporting, community or cultural activities. They include a tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias judgement or decisions.

Public service employees can fulfil their public duty to put the public interest first by carrying out their duties fully and effectively within established ethical frameworks and identifying and managing any actual, perceived (apparent) or potential conflicts of interest.

Pursuant to the *Public Sector Ethics Act 1994*, this involves:

- Restricting the extent to which a private interest could compromise, or been seen to compromise, their impartiality when carrying out their official duties.
- Abstaining from involvement in official decisions and actions which could be compromised by their private interests and affiliations.
- Avoiding private action in which their access to inside information as a result of their official duties could be seen as an improper advantage.
- Refraining from using their official position or government resources for private gain.
- Ensuring there can be no perception that they have received an improper benefit that could influence the performance of their official duties.
- Refraining from taking improper advantage of their official position or privileged information gained in that position when seeking employment outside the public sector.
- Acknowledging the primacy of the public interest and undertake that any conflict of interest will be resolved or appropriately managed in favour of the public interest.

In relation to the purchasing or procurement process for which I am performing services for the Department, I declare that:
(Check the relevant box)

☐ **I do not have** a conflict of interest, but if a conflict of interest arises during the course of any purchasing/procurement process for which I am performing services for the Department I will, as soon as practicable, disclose the nature of the interest and conflict to my supervisor, and not take action or further action in relation to the purchasing/procurement process unless authorised by my supervisor; or

☒ **I have** an interest that conflicts or may conflict with the discharge of my official duties and I have disclosed in the space below all the past, current and anticipated interests which may conflict with my impartial involvement in the purchasing/procurement process, and I will not take action or further action in relation to the purchasing/procurement process unless authorised by my supervisor.

Work Science is a Brisbane based organisation, of which Dr Tristan Casey is the Chief Scientist. I have previously worked with Dr Tristan Casey in a previous role (in 2008), procured his services in previous organisations I have worked in, and have pursued business interests outside of OIR with Dr Tristan Casey, separate to Work Science. Dr Casey has also worked previously for the Office of Industrial Relations.

Name: Kym Bancroft Signature: [redacted]

Position: DDG Date: 09/09/2022

(has read, acknowledges and understands the declaration)

WITNESS

Name:		Signature:	
Position:		Date:	