



CODE OF CONDUCT

TO:

THE COMMISSIONER, NSW RURAL FIRE SERVICE,
PROFESSIONAL STANDARDS, MANAGER,

I have read and understood the document entitled Code of Conduct for Contract Management Committees and agree to be bound by its contents in respect of my duties related to –

CONTRACT MANAGEMENT COMMITTEE FOR:

RFQ/T No: [REDACTED]

CONTRACT NAME:

Helicopter – for the NSW Rural Fire Service

NAME: JOHN Hacking

SIGNATURE: [Handwritten Signature]

POSITION: Contract Officer

AGENCY: NSW RFS

DATE: 1/7/13

DECLARATION OF INTEREST



CONTRACT MANAGEMENT COMMITTEE CODE OF CONDUCT

1. INTRODUCTION

Procurement and contracting are areas where, even with the best of intentions, significant ethical problems can arise unless those involved are aware of the potential pitfalls and take conscious action to avoid them. By providing guidance in these areas this Code is intended to help Evaluation Committee members fulfil their roles. Committee members who are unclear about any aspects of this Code are urged to discuss it with the Manager, Procurement NSWRFSS.

2. ACCOUNTABILITY

EC members are responsible for obtaining maximum value for the goods and/or services purchased under the contract(s) that involves their Committee.

Consistent with an environment of professionalism and fair dealing, members should take reasonable steps to ensure that the information on which decisions or recommendations are based:

- ◆ is correct and complete;
- ◆ excludes irrelevant information or unsubstantiated opinions;
- ◆ is fully and properly documented; and
- ◆ minimises personal bias.

In particular, where there is any departure from policy, procedures or normal practice, the reasons for the departure must be documented.

Members finding unethical or suspected unethical behaviour or practices should immediately inform the Chairperson of their Committee or the General Manager of State Procurement. Alternatively, if that action is not considered appropriate, the information can be disclosed to the Independent Commission Against Corruption.

3. CONFIDENTIALITY

Tender details, and any other material provided to the EC is on a "Commercial in Confidence Basis", and must be kept secure and not disclosed to any other tenderer or third party, or to any person in the Public Sector who has no official interest in the particular supply matter. The requirement for confidentiality does not cease with award of the contract concerned.



Confidential information about current and future purchasing plans and initiatives of Government must not be disclosed.

4. CONFLICT OF INTEREST

Members must not use information obtained in the course of their EC duties to gain a direct or indirect advantage for themselves. Members must disclose in writing to the Manager, Procurement NSWRFSS, if they become aware of any interest that they, or any member of their immediate family, hold or are offered, which might possibly be thought to conflict with their duty to their EC.

- eg.
- (i) A family member or relative works for a supply company that is in pursuit of a contract; or
 - (ii) the member, or a family member, holds shares in one or more companies dealing with the EC.

In most cases, early and open disclosure of such an interest will allow the Chairperson or Manager Procurement, to prevent a conflict of interest occurring. If the conflict is not serious, no action beyond disclosure may be required. If the conflict is serious, it may be necessary for the member to be replaced.

Members must advise the Chairperson or the Manager, Procurement, if they are offered employment by a company that has any interest in a Government supply matter or confidential material being handled by their EC.

5 GIFTS, GRATUITIES, HOSPITALITY

These take the form of monies, credits, discounts, seasonal or special occasion presents, edibles, drinks, appliances or furnishings, clothing, loans of goods or money, tickets to events or theatres, dinners, parties, transportation, vacation travel or hotel expenses and any other form of entertainment.

While it is appropriate to maintain working relationships with suppliers, this must be done without subtle and inappropriate obligations being placed on EC members or suppliers.

- 5.1. Members must avoid giving any indication that gifts, gratuities or hospitality will be accepted, or that these may influence decisions.
- 5.2. Committee members may accept only token gifts and modest hospitality. Acceptable hospitality or gifts should not exceed that which the NSW Government would provide in return to that company or those individuals. Members should immediately inform the Chairperson or the Manager, Procurement or appropriate Contract Manager, of any offers received of more substantial gifts, either on an individual or committee basis, that may be received at home or at work.



5.3. It is unethical for members to accept such offers from suppliers on behalf of spouses, relatives or friends.

CODE OF CONDUCT AGREEMENT

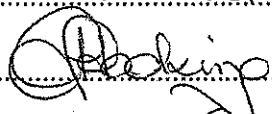
TO:
THE DIRECTOR CONTRACTS,
NSW PROCUREMENT:

I have read and understood the document entitled Code of Conduct for Client Reference Groups and agree to be bound by its contents in respect of my duties related to –

CLIENT REFERENCE GROUP FOR:

CONTRACT NO: [REDACTED]

CONTRACT NAME: FIREFIGHTING EQUIPMENT - FOAM

NAME: JOHN HAEKING
SIGNATURE: 
POSITION: CONTRACTS OFFICER
AGENCY: NSWRF3
DATE: 13/2/12

DECLARATION OF INTEREST

I acknowledge that as a CRG Member I am required to declare information or circumstances perceived as a possible "conflict of interest" i.e. information that may inappropriately influence my participation in the CRG and especially evaluation of tender FOAM (1102506)

Note: Potential conflicts of interests include: involvement with a responding supplier; information about funds received or that will be received that may be perceived as advantage or benefit, e.g. paid employment, share holdings, board memberships, grants, and other pecuniary interests such as involvement with specific supplier products / services during the last three years.

I hereby declare the following:

OR

I declare that, to the best of my knowledge, my current private and financial interests including taxation affairs do not conflict with my duties as a CRG Member for the above tender/State Contract/Procurement Services, and my independence and objectivity in dealing with CRG State Contract issues has not been and is not likely to be compromised.

Name: JOHN HACKING
Position: CONTRACTS OFFICER
Organisation: NSW RURAL FIRE SERVICE
Date: 13/2/12

Signature:



Office Use Only

Accepted Rejected

Reasons:

CRG Chair/Deputy

Endorsed by Director Contracts- NSW Procurement
(Note: Endorsement by Director Contracts- NSW Procurement is required only if potential conflicts of interests have been declared)

Date:

ACT Emergency Service Agency - Request for Snack Packs

From: ICC Logistics <icclogistics@act.gov.au>
To: Logistics <mbx-logistics@rfs.nsw.gov.au>
Date: Sun, 06 Jan 2013 13:55:38 +1100

Good Afternoon

ACT RFS are requesting two (2) pallets of Snack Packs to be delivered to the Hume Airbase at David Warren Road, Hume ACT (adjacent/adjoining the Southcare Helibase).

Dave Ingram is the Airbase Manager and can be contacted on [REDACTED]

I have been informed that the RFS can be invoiced as per normal arrangements.

If you can provide an ETA on when this will be arriving it would be appreciated.

If you have any issues or concerns please call the below number or Dave.

Regards

Matt Butters
Logistics Officer - DAY Shift 06 Jan 2013
[REDACTED]

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I acknowledge that as a Member of this evaluation committee, I am required to declare information or circumstances perceived as a possible "conflict of interest" i.e. information that may inappropriately influence my participation in the committee and especially evaluation of RFQ 2013-03.

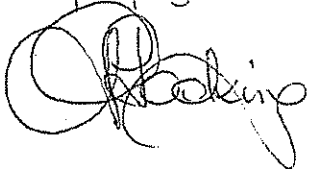
Note: Potential conflicts of interests include: involvement with a responding supplier; information about funds received or that will be received that may be perceived as advantage or benefit, e.g. paid employment, share holdings, board memberships, grants, and other pecuniary interests such as involvement with specific supplier products / services during the last three years.

I hereby declare the following:

OR

I declare that, to the best of my knowledge, my current private and financial interests including taxation affairs do not conflict with my duties as a Member of this evaluation committee for RFQ 2013-03; and my independence and objectivity in dealing with CRG State Contract issues has not been or is not likely to be compromised.

Name: John Hacking
Position: Contracts Officer
Organisation: NSWRFS
Date: 11/7/13

Signature: 
Office Use Only

Accepted Rejected

Reasons:

Manager/Procurement NSWRFS

Endorsed by Manager Professional Standards

(Note: Endorsement by Manager Professional Standards is required only if potential conflicts of interests have been declared)

Date: