

UTS Plan of Action for Implementation of ICAC

Recommendations

Recommendation 1

That UTS employs strategies, such as return to work management plans, to address any residual risks associated with staff returning to duties and to ensure an appropriate level of support for line managers with regards to overseeing a plan and/or other strategies.

Summary of response

- Implemented as described in the report
- Implemented in an alternative way
- Partially implemented
- Not implemented

Timeframe

UTS has completed implementation of this recommendation.

Action undertaken

UTS has developed a follow-up management plan to address any residual risks associated with staff returning to duties after an investigation process and to ensure an appropriate level of support for line managers with regard to overseeing a plan/ and or others strategies.

This Management Plan is not intended to take further action against the staff member but to guide managers/supervisors in implementing the outcomes decided including addressing the specific disciplinary outcomes, understanding what changes they may need to make in the workplace, including monitoring the individual, informing others and all potential communications arising from the matter, potentially precluding the staff member from certain activities, enforcing certain training and development and more dependent on the circumstances of the matter.

A member of the HR team will assist in the development of each plan with the relevant manager and approval of the plan will be required by the relevant senior executive.

Supporting material

- Management Plan Template (Attachment A)

Proposed evaluation methods

The implementation of a Return to Work Management Plan would only occur when a staff member has been investigated for matters of serious misconduct. As the incidence of this is rare, assessment of the effectiveness of the Return to Work Management Plan will be conducted on a case by case basis.

Recommendation 2

That UTS continues its program to identify and implement procurement best practice for supplier and contractor panels and other supplier agreements.

Summary of response

- Implemented as described in the report
- Implemented in an alternative way
- Partially implemented
- Not implemented

Timeframe

UTS will complete implementation of this recommendation by December 2013.

Actions undertaken

UTS has implemented a range of improvement processes to its procurement procedures and practices including:

- a) A 'pre-qualified' panel of Maintenance Contractors is being established. Tenders closed on 2nd February 2013, and the panel will be finalised by June 2013. A performance management framework will be put in place to ensure consistency of workmanship and value-for-money.
- b) A 'pre-qualified' panel of Building Contractors for small works is being established for small works projects up to \$1million. Expressions of Interest closed on 15th January 2013. The panel will be finalised by the end of July 2013 and implemented by the end of September. A performance management framework will be put in place to ensure consistency of quality and value-for-money.
- c) Building Contractor tender panels for works above \$1million will continue to be sourced via the NSW Government Procurement System for Construction, or by individual Request for Tender projects.

- d) It is also intended to establish a 'pre-qualified' panel of Architects and Quantity Surveyors for small works by December 2013. Currently consultants for small works projects are selected from a pre-registered list by a 'Tender Panel Committee' consisting of representatives from Facilities Management and the UTS Strategic Procurement team. The selection of tender panels of Architects, Quantity Surveyors, and other specialist consultants for larger projects will continue to be by Request for Tender, or by design competitions.
- e) From 1st December 2012, suppliers directly engaged by UTS must receive a standard UTS purchase order before goods and services are provided to UTS. Purchase orders can be raised with approved or preferred suppliers only and all purchase orders must be approved by an authorised staff member before the order is generated for distribution.

Supporting material

- No supporting material.

Proposed evaluation methods

A table showing the changes made and implementation of procurement activities in FMO/FMU will be provided with the final report.

Recommendation 3

That UTS develops a strategy to engage and communicate with suppliers and contractors regarding UTS procurement and probity requirements.

Summary of response

- Implemented as described in the report
 Implemented in an alternative way
 Partially implemented
 Not implemented

Timeframe

UTS has completed implementation of this recommendation.

Action undertaken

UTS had implemented a range of mechanisms to communicate our procurement and probity requirements. These include our Standard Terms and Conditions and Code of Practice for Procurement. Suppliers are provided with the links to these documents on all UTS Purchase Orders and when tendering. All requests for tender state that tenderers must comply with our Code of Practice for Procurement and may be excluded if they do not.

On 4th October 2012, a letter authored and signed by the Deputy Vice Chancellor (Resources) was sent to all building or facilities related companies registered on the university's Tenderlink (electronic tendering) system. This letter explained that UTS neither condones nor tolerates fraudulent or corrupt behaviour. The same suppliers also received a copy of UTS's Code of Practice for Procurement which articulates the standards of behaviour under which UTS employees & suppliers are required to follow.

On the 28th November 2012, a letter authored and signed by the Chief Financial Officer was sent to ALL active suppliers to confirm the university's terms of engagement including ethics, conduct & hospitality. A link to UTS's Code of Practice for Procurement was also included.

Supporting material

- Standard Terms and Conditions (Attachment B)
- Code of Practice for Procurement (Attachment C)
- Copy of letter to suppliers dated 4 October 2012 (Attachment D)
- Template of letter to suppliers dates 28 November 2012 (Attachment E)

Proposed evaluation methods

A review of the effectiveness of these new procedures and frameworks will be undertaken in conjunction with our procurement policy and procedure review cycle.