Agent and Contractor Reporting Decision Tree

**Type of Work**
- Building and Works
- Direct Service Delivery
- Information and Communication
- Other

**Nature of Work**
Ask yourself the following questions:

**Duration of Work:**
Short, medium or long term? Is it an ongoing service agreement or a one-off minor task?

**Impact of Work**
Ask yourself the following questions:

**Impact on the public:**
Is there a direct or indirect impact on the public? If there is **no direct impact** on the public, **no report is required**. If there is a direct impact, how significant is the direct impact?

**Risk to the public authority:**
How significant is the risk to the public authority if the agent or contractor was not cognisant of the public authority’s DAIP?

**Cost of work:**
How significant is the cost of works being paid to carry out work/service?

**Overall Priority Rating**
- Low Priority: No DAIP clause needed - agent or contractor would not be required to provide report to public authority.
- Medium Priority: Needs to be considered on each merit. Decision up to public authority if report is required.
- High Priority: Insert DAIP clause into contract – agent or contractor would be required to provide report to public authority.
- Contracted services in which the public authority itself is the recipient of the service are not relevant to the DAIP reporting e.g. cleaning services or telephone wiring.

All state government contracts awarded under Clause 5 of the General Provisions for the Purchase of Community Services would be required to collect a report from the agent or contractor.