



High Value Spending Proposal

Version Control: v 2.8 16/08/19

APPENDIX C

CONFLICT OF INTEREST DECLARATION

Name: Chris Black
Title: Chief of Staff

1. I have been asked to disclose any interest that I may have which would preclude me from participating in the procurement for the provision of consultancy services.
2. To the best of my knowledge and belief I have not had, and do not have, any relationship, either personal, financial or professional, with any potential supplier, or employee or adviser of any potential supplier, such that a potential supplier, or any employee or adviser of a potential supplier, or myself or a member of my direct family, could benefit personally in some way from the outcome of the procurement process.
3. I am aware of the AFP's requirement for strict probity in the procurement process and if I subsequently discover that there is a relationship of a kind mentioned in paragraph 2 of this Declaration with any potential supplier, I will immediately report it to the Recommending Officer and/or Delegate.
4. I will also immediately report to the Recommending Officer and/or Delegate any direct or indirect contact that I have with any potential supplier, or any employee or adviser of any potential supplier, which is not officially authorised, including any approach made to me in the way of a direct or implied offer of future employment or other benefit.

Dated the day of October 2019

Signed:

Name:

Address:

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BY THE AUSTRALIAN FEDERAL POLICE

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 10:59 AM
To:
Cc: s22(1)(a)(ii)
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]

Sensitive:Legal

Hi s22(1)(a)(ii)

I agree that the CCS can be used as a base. I'll have it prepared this afternoon.

s22(1)(a)(ii)

DEPUTY GENERAL COUNSEL (COORDINATOR) - COMMERCIAL, GOVERNANCE & STRATEGIC LEGAL
CHIEF COUNSEL

Tel s22(1)(a)(ii)
www.arp.gov.au



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Sensitive:Legal

From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 8:21 AM
To: s22(1)(a)(ii)
Cc:
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]

Sensitive:Legal

Hi s22(1)(a)(ii)

FYI, NPC have supported the HVSP, but have recommended that the CCS be utilised.

So I can have the delegate sign the HVSP, can you please advise whether you'll use the CCS or an AFP contract? If it's an AFP contract, what exemption should I say applies to us not using the CCS?

Thank you very much.

Kind regards,

s22(1)(a)(ii)

COORDINATOR - EXECUTIVE SECRETARIAT & COMMUNICATIONS
ENTERPRISE GOVERNANCE
Tel s22(1)(a)(ii)
www.arp.gov.au

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Sensitive:Legal

From: [redacted] s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:52 PM
To: [redacted] s22(1)(a)(ii)
Cc: Macdonald, Alison <[redacted] s22(1)(a)(ii)>; Jerga, Stefan <[redacted] s22(1)(a)(ii)> Black, Christopher <[redacted] s22(1)(a)(ii)> Ryan, Nigel <[redacted] s22(1)(a)(ii)> [redacted] s22(1)(a)(ii)
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]

Sensitive:Legal

Hi [redacted] s22(1)(a)(ii)

I will prepare a suitable consultancy agreement as a priority. We'll aim to have a draft completed by COB tomorrow.

[redacted] s22(1)(a)(ii)
DEPUTY GENERAL COUNSEL (COORDINATOR) - COMMERCIAL, GOVERNANCE & STRATEGIC LEGAL
CHIEF COUNSEL
Tel + [redacted] s22(1)(a)(ii)
www.afp.gov.au



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Sensitive:Legal

From: [redacted] s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:38 PM
To: [redacted] s22(1)(a)(ii)
Cc: Macdonald, Alison <[redacted] s22(1)(a)(ii)> Jerga, Stefan <[redacted] s22(1)(a)(ii)> Black, Christopher <[redacted] s22(1)(a)(ii)> Ryan, Nigel <[redacted] s22(1)(a)(ii)> [redacted] s22(1)(a)(ii)
Subject: FW: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]
Importance: High

Sensitive:Legal

Hi [redacted] s22(1)(a)(ii)

I hope you're well.

Stefan indicated that he would mention this to you, so I hope I have not leap-frogged his phone call.

The Commissioner wishes to bring former Deputy Commissioner John Lawler on-board as a consultant until 21 January 2020, with an option to extend to 21 March 2020. The intention is for Mr Lawler to be given an AFP laptop and access to ICT systems as early as Friday this week, so we obviously need to progress this as quickly as possible.

I have forwarded the attached HVSP to s22(1)(a)(ii) at NPC for progression, but wanted to provide this to you now so that work can commence on an appropriate contract. I have also provided the Terms of Reference below.

Please note that the nature of this consultancy is to be closely held for now.

Thank you – please let me know if you require anything further at this stage.

Kind regards,

s22(1)(a)(ii)

Terms of Reference for the Independent Review of the Conduct of Sensitive Investigations in the AFP.

The Australian Federal Police, as the Australian Government's only policing agency, receives a range of referrals that have levels and/or aspects of sensitivity beyond those normally received. Such referrals typically have a political imperative, higher than normal levels of classification and media scrutiny, and require some form of senior management oversight. At present, sensitive investigations include matters relating to unauthorised disclosures; the application of Parliamentary privilege; espionage and foreign interference; and war crimes. In light of my public commitment to review the processes around the recent investigations involving News and the Australian Broadcasting Commission, I require a process review into the handling of sensitive investigations with a view to ensuring all aspects of their conduct (from point of referral through the authorisation and their ongoing management) are as efficient and effective as possible and to determine whether the existing investigative policy and guidelines are fit for purpose.

Drawing, as appropriate, on case studies and consultations this review of sensitive investigations will provide my Office with options around opportunities for interventions and strategies to ensure the AFP is best placed to address sensitive investigations in the future, including the:

- a. Baselineing of what constitutes a sensitive investigation
- b. Articulation of the human resources, skills, training, technology and facilities required
- c. Reformation of governance and business processes (including alternative mechanisms for referring entities beyond the AFP)
- d. Organisational structures

In the conduct of this review I require you to draw upon a small review team that I will provide to you, to consult appropriately with relevant internal and external stakeholders within the Australian Government. I expect you to work, given time constraints with reference to the work being undertaken by Ernst and Young on the AFP's future operating model and, given the public interest aspects of this review, I require an annexure to be produced with the express intent for public release should I see fit. This review is to be completed no later than 20 January 2020 and I reserve the right to request an interim report if circumstances arise whereby the full report has not been finalised. Similarly, should you in the course of your review find an issue or issues of concern I require you to bring these to my immediate attention. .

s22(1)(a)(ii)

COORDINATOR - EXECUTIVE SECRETARIAT & COMMUNICATIONS
ENTERPRISE GOVERNANCE

Tel +

www.afp.gov.au

s22(1)(a)(ii)

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Sensitive:Legal

From: s22(1)(a)(ii)
Sent: Monday, 14 October 2019 6:32 PM
To: s22(1)(a)(ii)
Cc: Black, Christopher <s22(1)(a)(ii)> Ryan, Nigel <s22(1)(a)(ii)>
s22(1)(a)(ii)
Subject: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]
Importance: High

For-Official-Use-Only

Hi s22(1)(a)(ii)

Please find attached a draft HVSP. I am still completing the RATP and will forward that through asap tomorrow.

Could you please give me a ring tomorrow morning (my mobile s22(1)(a)(ii) is probably best) to discuss the HVSP?

The Commissioner wishes to bring former Deputy Commissioner John Lawler on-board as a consultant until 21 January 2020, with an option to extend to 21 March 2020. The intention is for Mr Lawler to be given an AFP laptop and access to ICT systems as early as Friday this week, so we obviously need to progress this as quickly as possible.

I'm happy to assist however I can; please let me know whatever else you need from me. I have had initial discussions with a/Chief Counsel regarding the procurement and the required contract. I will forward the draft HSVP to Legal now - a/Chief Counsel has indicated that they will be able to provide a contract asap this week (subject of course to NPC's approval for the procurement to progress etc).

Please note that the nature of this consultancy is to be closely held for now, hence my direct approach to you.

Please let me know if you require any further information.

Thank you.

Kind regards,

s22(1)(a)(ii)

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s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 15 October 2019 7:08 PM
To: s22(1)(a)(ii)
Cc: Macdonald, Alison; Jerga, Stefan; Black, Christopher; Ryan, Nigel; s22(1)(a)(ii)
Subject: RE: High Value Spending Proposal - John Lawler Consulting [DLM=Sensitive:Legal]
Attachments: CCS - Contract - John Lawler (2).docx; Template Conflict of Interest Declaration - AFP employees.docx; Conflict of Interest Declaration - Contractor.docx

Sensitive:Legal

Hi s22(1)(a)(ii)

Please see attached draft consultancy services contract for the independent process review into handling sensitive investigations. Please review, particularly the highlighted sections. We note from the HVSP that conflict of interest declarations have been completed for yourself and Chris Black. Consideration should be given as to whether additional stakeholders should be required to provide conflict of interest declarations, including Mr Lawler. The template HVSP provides a conflict of interest form for AFP employees (**attached**). For the consultant, please see attached a conflict of interest form.

Please note that I have had some issues with the Contract, where pages 15-20 containing the standard contract terms, appear blank. This issue does not appear when my team members have opened the document, but please check your version to ensure there are no issues.

s22(1)(a)(ii)

DEPUTY GENERAL COUNSEL (COORDINATOR) - COMMERCIAL, GOVERNANCE & STRATEGIC LEGAL
CHIEF COUNSEL

Tel + s22(1)(a)(ii)

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Please note that the nature of this consultancy is to be closely held for now.

Thank you – please let me know if you require anything further at this stage.

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In the conduct of this review I require you to draw upon a small review team that I will provide to you, to consult appropriately with relevant internal and external stakeholders within the Australian Government. I expect you to work, given time constraints with reference to the work being undertaken by Ernst and Young on the AFP's future operating model and, given the public interest aspects of this review, I require an annexure to be produced with the express intent for public release should I see fit. This review is to be completed no later than 20 January 2020 and I reserve the right to request an interim report if circumstances arise whereby the full report has not been finalised. Similarly, should you in the course of your review find an issue or issues of concern I require you to bring these to my immediate attention.

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Subject: High Value Spending Proposal - John Lawler Consulting [DLM=For-Official-Use-Only]
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Please note that the nature of this consultancy is to be closely held for now, hence my direct approach to you.

Please let me know if you require any further information.

Thank you.

Kind regards,

s22(1)(a)(ii)

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CONFLICT OF INTEREST DECLARATION

made at..... on the day of 2019

by: John Lawler of [address] (**Service Provider**)

I have been engaged under a Contract with the AFP to undertake an independent process review into the handling of sensitive investigations (the **Review**).

I acknowledge that "Conflict" means any matter, circumstance, interest, or activity affecting me which may or may appear to impair my ability to participate in the Review diligently and independently.

I acknowledge that I am required to give immediate notice of any conflict of interest, a risk of conflict of interest or a perceived conflict of interest that relates to or arises out of the Contract or my performance of work in relation to the Review. I acknowledge that the AFP may discuss this declaration with me in order to clarify if there are any further actual or perceived conflicts of interests and if so, how best to manage them. I agree that I must follow all reasonable directions of the AFP about the method for handling any conflict of interest.

I acknowledge that the conflict of interest, risk of conflict of interest or perception of conflict of interest need not relate to my material personal interest and may not be financial in nature, for example, a business partner or spouse may benefit from a decision in which I am involved or which I may influence.

I declare (*strike out whichever of the following alternatives does not apply to you*):

- (a) that neither I, my business, nor my family have any interests in any entity involved in or with the Contract; or
- (b) the following interests: (*give details below*)

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I will retain a copy of this declaration and review it regularly to ensure that it is up to date at all times. I will notify the Contract Manager within the AFP immediately of any material change in the facts set out above.

.....)
(Print Name))	
)	
in the presence of:)	
)	
)	
.....)
(Print Name of Witness))	(Signature of Witness)
)	

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CONFLICT OF INTEREST DECLARATION

Version Control: v.0.3 06/03/19

AFP Procurement ID ⓘ	
Exemption from AusTender Reporting issued? ⓘ	Choose an item.

Name: _____

Title: _____

Position: _____

1. I have been asked to disclose any interest that I may have which would preclude me from participating in the procurement for the provision of *[insert title of project/services]*.
2. To the best of my knowledge and belief I have not had, and do not have, any relationship, either personal, financial or professional, with any potential supplier, or employee or adviser of any potential supplier, such that a potential supplier, or any employee or adviser of a potential supplier, or myself or a member of my direct family, could benefit personally in some way from the outcome of the procurement process.
3. I am aware of the AFP's requirement for strict probity in the procurement process and if I subsequently discover that there is a relationship of a kind mentioned in paragraph 2 of this Declaration with any potential supplier, I will immediately report it to the Recommending Officer and/or Delegate.
4. I will also immediately report to the Recommending Officer and/or Delegate any direct or indirect contact that I have with any potential supplier, or any employee or adviser of any potential supplier, which is not officially authorised, including any approach made to me in the way of a direct or implied offer of future employment or other benefit.

Dated the day of 2019

Signed:

Name:

Address:

OR

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AFP

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[Where a conflict of interest is or may exist, the following written declaration of that conflict must be made to the Recommending Officer and/or Delegate.]

I certify that I have disclosed below all real or perceived conflicts of interest that may exist between myself and any potential supplier in relation to the procurement of *[insert title of project/services]*.

<u>Conflict Description:</u>	<u>Proposed Resolution Action</u> <i>(if applicable):</i>
_____	_____
_____	_____

Signed: _____

Print Name: _____

Date: _____

Receipt Acknowledged by:

Signed: _____

Print Name: _____

Position: _____

On receipt of a declaration of an actual or potential conflict of interest, the Recommending Officer and/or Delegate must decide on the course of action to be taken to resolve the matter. If, in the opinion of the Recommending Officer and/or Delegate, the conflict of interest is not able to be resolved, the person in relation to whom the conflict exists must be excluded from the procurement process.

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Commonwealth Contract – Consultancy Services



Australian Government

Commonwealth Contract – Consultancy Services

Reference ID: 728375987

Customer

Customer Name: AFP
Customer ABN: 375079023959
Address: 47 Kings Avenue
Barton ACT 2600

Supplier

Full Name of the Legal Entity: John Lawler, trading as John A Lawler AM APM Consulting
Supplier ABN: 55 285 009 566
Address:

s47G

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Reference ID: 728375987

Page 1 of 27

Commonwealth Contract – Consultancy Services

Statement of Work

C.A.1 Key Events and Dates

This Contract commences on the Contract Start Date or the date this Contract is executed, whichever is the latter, and continues for the Contract Term unless:

- a) it is terminated earlier; or
- b) the Customer exercises the Contract Extension Option, in which case this Contract will continue until the end of the extended time (unless it is terminated earlier).

Event	Details
Contract Start Date:	Tuesday, 15 October 2019
Contract Term:	This Contract will terminate on Wednesday, 22 January 2020.
Contract Extension Option:	This Contract includes the following extension option(s): The Customer may, in its absolute discretion, extend this Contract for a further 2 months, to 22 March 2020.

Commented [A1]: Various fields have been highlighted throughout to be reviewed or populated.

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Commonwealth Contract – Consultancy Services

C.A.2 The Requirement

1 Introduction

- 1.1 The Customer has engaged the Supplier to undertake an independent process review into the handling of sensitive investigations (the **Review**). The Review will ensure that all aspects of such investigations are as efficient and effective as possible, and will determine whether the existing investigative policy and guidelines are fit for purpose

2 Service Requirements

- 2.1 The Supplier must undertake the Review and prepare a report in accordance with the terms of reference:

Terms of Reference for the Independent Review of the Conduct of Sensitive Investigations in the AFP.

The Australian Federal Police, as the Australian Government's only policing agency, receives a range of referrals that have levels and/or aspects of sensitivity beyond those normally received. Such referrals typically have a political imperative, higher than normal levels of classification and media scrutiny, and require some form of senior management oversight. At present, sensitive investigations include matters relating to unauthorised disclosures; the application of Parliamentary privilege; espionage and foreign interference; and war crimes. In light of ~~my~~ the Commissioner's public commitment to review the processes around the recent investigations involving News and the Australian Broadcasting Commission, ~~the Commissioner has requested~~ require a process review into the handling of sensitive investigations with a view to ensuring all aspects of their conduct (from point of referral through the authorisation and their ongoing management) are as efficient and effective as possible and to determine whether the existing investigative policy and guidelines are fit for purpose.

Drawing, as appropriate, on case studies and consultations this review of sensitive investigations will provide ~~my~~ the Commissioner's Office with options around opportunities for interventions and strategies to ensure the AFP is best placed to address sensitive investigations in the future, including the:

- a. Baselining of what constitutes a sensitive investigation
- b. Articulation of the human resources, skills, training, technology and facilities required
- c. Reformation of governance and business processes (including alternative mechanisms for referring entities beyond the AFP)
- d. Organisational structures

In the conduct of this review ~~the AFP requires~~ you to draw upon a small AFP review team that ~~will be provided~~ to you, to consult appropriately with relevant internal and external stakeholders within the Australian Government. ~~The AFP expects~~ you to work, given time constraints with reference to the work being undertaken by Ernst and Young on the AFP's future operating model and, given the public interest aspects of this review, ~~the AFP requires~~ an annexure to be produced with the express intent for public release should ~~the Commissioner~~ see fit. This review is to be completed no later than 20 January 2020 and ~~the AFP~~ reserves the right to request an interim report if circumstances arise whereby the full report has not been finalised. Similarly, should you in the course of your review find an issue or issues of concern ~~the AFP~~ requires you to bring these to ~~my~~ the Commissioner's immediate attention.

Commented [A2]: Have left the changes to the TOR in mark up so that you can either accept or reject suggested changes.

- 2.2 The report must be delivered by no later than 20 January 2020.

3 Deliverables

- 3.1 The Supplier must provide 1 hard copies and 1 soft copies of the deliverables in accordance with the schedule detailed below:

Table 1: Contract deliverables

Reference ID: 728375987

Page 3 of 27

Commonwealth Contract – Consultancy Services

No.	Deliverables	Delivery Date
1	Draft report	[12/01/2020]
2	Final report	20 January 2020

- 3.2 All reports must:
- be accurate and not misleading in any respect;
 - be prepared in accordance with directions provided by the Contract Manager;
 - incorporate sufficient information to allow the Contract Manager to monitor and assess the success of the Services in achieving the Customer's objectives;
 - be provided in Microsoft Word format (or Microsoft Excel format for spread sheets), unless otherwise approved or requested by the Contract Manager;
 - not incorporate either the Customer or the Supplier's logo; and
 - be provided at the time specified in the table above.

C.A.2(a) Standards

The Supplier must ensure that any goods and services provided under this Contract comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Work. If requested by the Customer, the Supplier must enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with all applicable Australian or international standards, including, but not limited to, those specified in this Statement of Work.

Web Content Accessibility

As applicable, the Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at: <https://www.w3.org/WAI/intro/wcag>.

C.A.2(b) Security Requirements

The cost of obtaining each security clearance will be borne by the Customer. The Supplier must ensure that its Specified Personnel promptly provide to the Customer relevant details to assist with the security clearance process, and the Supplier must notify the Customer promptly in writing of any change in circumstances which is likely to affect the Customer's assessment of the Specified Personnel's entitlement to hold a security clearance.

Supplier personnel are required to be cleared to a minimum level of NV1.

C.A.2(c) Work Health and Safety

Prior to commencement of this Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential Work Health and Safety issues anticipated to arise during the term of this contract and assign management of each issue identified to the party best able to manage it. The Supplier will provide the Customer with a plan for approval.

Throughout the Contract Term, the Customer and the Supplier will proactively identify and cooperate to manage any Work Health and Safety issues that arise.

C.A.2(d) Delivery and Acceptance

Where the Customer rejects any deliverables under Clause C.C.11 [*Delivery and Acceptance*] the Customer will specify a timeframe in which the Supplier is required to rectify deficiencies, at the Supplier's cost, so that the deliverables meet the requirements of this Contract. The Supplier must comply with any such requirement. Rectified deliverables are subject to acceptance under Clause C.C.11 [*Delivery and Acceptance*].

The Supplier will refund all payments related to the rejected deliverables unless the relevant deliverables are rectified and accepted by the Customer.

Commonwealth Contract – Consultancy Services

If the Supplier is unable to meet the Customer's timeframe, the Customer may terminate this Contract in accordance with Clause C.C.16 [*Termination for Cause*].

Milestone Description	Contact for Delivery	Delivery Location/Email	Due Date
Draft Report	Contract Manager	AFP National Office	12/01/2020
Final Report	Contract Manager	AFP National Office	20/01/2020

C.A.2(e) Meetings

The Supplier is required to attend meetings as follows:

Meeting Type	Position Required	Frequency	Teleconference/ Onsite	Location
[insert]	[insert]	[insert]	On-site	[insert]
[insert]	[insert]	[insert]	On-site	[insert]

C.A.2(f) Facilities and Assistance Offered by the Customer

The Customer will provide the Supplier with access to a team of AFP Appointees (approximately 3 full time appointees) to assist with the Review.

C.A.2(g) Customer Material

[insert description of any Customer material to be provided to the Consultant, or otherwise insert 'Unspecified'.]

C.A.2(h) Conflicts of Interest

Commented [A3]: We recommend the Supplier is provided a Col form.

1. The Supplier warrants that, other than as previously declared in writing to the Customer, at the Contract Start Date no actual, perceived or potential conflicts of interest exist, or are anticipated, relevant to the performance by the Supplier of its obligations under the Contract. At any time during the period of this Contract, the Customer may require the Supplier to execute a conflict of interest declaration in the form specified by the Customer.
2. As soon as a Supplier becomes aware that an actual, perceived or potential conflict has arisen or is likely to arise during the Contract Term, the Supplier will:
 - a. immediately notify the Customer;
 - b. promptly provide the Customer with all relevant information relating to the conflict; and
 - c. comply with any reasonable requirements notified by the Customer to resolve or otherwise manage the conflict.
3. As soon as practicable, any verbal information provided by the Supplier must be followed by detailed written confirmation.
4. If the Supplier fails to notify the Customer as set out in clause C.A(h)2 or does not comply with the Customer's reasonable requirements to resolve or manage the conflict, the Customer may terminate this Contract in accordance with clause C.C.16 (Termination for Cause).

C.A.2(i) Public Interest Disclosure

Public officials (including service providers under a Commonwealth contract) who suspect wrongdoing within the Commonwealth public sector can raise their concerns under the *Public Interest Disclosure Act 2013* (PID Act). Prior to making a disclosure, refer to information available at: <http://www.ombudsman.gov.au/about/making-a-disclosure/information-for-disclosers>.

All Public Interest Disclosure matters (relating to this procurement) should be referred to:

Reference ID: 728375987

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Name/Position:	Authorised Officer
Email Address:	PID@AFP.gov.au
Telephone:	02 5126 0000

C.A.2(j) Complaints Handling

Any complaints relating to this procurement should be referred to:

Name/Position:	AFP Procurement Complaints Officer
Email Address:	AFP-RFT@afp.gov.au
Telephone:	02 5126 0000

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C.A.3 Contract Price

The maximum Contract Price inclusive of GST and all taxes and charges will not exceed s47G as set out below.

Fee Rates

Position Role/Level	Days	Daily Fee (GST Inclusive)	Total Fee (GST Inclusive)
Consultant	50		s47G

Total Fees s47G GST Inclusive

Adjustment to Fixed Pricing for Contract Variation/Extension

Not applicable

Expenses

The Supplier may only claim reimbursement for expenses when the expense is nominated in the table below, and the Customer has granted specific written approval prior to the relevant expense being incurred.

Additionally:

- a) all domestic air travel must be economy class,
- b) amounts claimed for accommodation and other expenses must not exceed the total amount specified in Table 2 of TD 2018/11 or any replacement Taxation Determination issued by the Australian Taxation Office, and
- c) a claim for reimbursement is submitted supported by a copy of the paid Tax Invoice.

Description/Comments	Cost GST Exclusive	GST Component	Total Cost GST Inclusive
The Customer will reimburse reasonable airfares, accommodation and taxis where the Customer approves travel to a location outside of the ACT			

Maximum Estimated Expenses (not included above) \$0.00 GST Inclusive

Commented [A4]: Please include any amounts anticipated for expenses, if any.

C.A.3(a) Payment Schedule

If the Supplier incurs any reimbursable expenses, the Customer will reimburse the Supplier at cost (exclusive of GST) on submission of a claim for reimbursement supported by a copy of the paid Tax Invoice.

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C.A.4 Contract Managers and Addresses for Notices

Contract Managers are responsible for issuing or accepting any written Notices under this Contract and are the contact points for general liaison.

C.A.4(a) Customer's Contract Manager:

The person occupying the position of: Coordinator - Executive Secretariat & Communications
Currently: [REDACTED]
Telephone: [REDACTED]
Mobile: s22(1)(a)(ii)
Email Address: [REDACTED]
Postal Address: 47 Kings Ave
Barton ACT 2600

C.A.4(b) Customer's Address for Invoices:

Addressee Name/Position Title: Client Account Services
Telephone: [REDACTED]
Email Address: s22(1)(a)(ii)
Postal Address: GPO Box 401
Canberra ACT 2601

The Customer's preferred method of invoicing is by email.

C.A.4(c) Supplier's Contract Manager:

Name: Mr John Lawler
Position Title:
Telephone: [insert telephone number]
Mobile: [insert mobile number]
Email Address: [insert email address]
Postal Address: [insert address]
[insert address]
[insert suburb] [insert state] [insert postcode]

C.A.4(d) Supplier's Address for Notices

Name: Mr John Lawler
Position Title:
Email Address: [insert email address]
Postal Address: [insert address]
[insert address]
[insert suburb] [insert state] [insert postcode]

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