

## Evaluation Worksheet for DFAT Low Risk Procurements

Procurement of: Commercial Advisory Services

<b>Approach to Market / Request for Quote Title:</b>	National Rugby League proposal – due diligence and assessment of investment options
<b>Procurement Method:</b>	Panel Procurement
<b>Standing Offer / Panel Reference</b>	Defence Support Services Panel s 22(1)(a)(ii)
<b>Approach to Market Date:</b>	13/10/2023
<b>Closing Date:</b>	24/10/2023
<b>Evaluation Team Members:</b>	s 22(1)(a)(ii)

### Scoring Scale (Apply to each criterion relating to technical requirements)

Score	Description	Guidelines
5	Excellent	<ul style="list-style-type: none"> <li>Demonstrates an exceptional understanding of the requirements and exceeds the requirement(s) in all ways.</li> <li>Claims are comprehensively substantiated.</li> <li>Represents low or no risk to the Commonwealth.</li> </ul>
4	Very good	<ul style="list-style-type: none"> <li>Demonstrates a thorough understanding of the requirements, meeting all requirements and exceeding some.</li> <li>Claims are well substantiated.</li> <li>Represents low risk to the Commonwealth.</li> </ul>
3	Good	<ul style="list-style-type: none"> <li>Demonstrates a satisfactory understanding of the requirements, generally meeting all requirements.</li> <li>Claims are satisfactorily substantiated.</li> <li>Represents medium risk to the Commonwealth which would be likely reduced to low risk through negotiations.</li> </ul>
2	Marginal	<ul style="list-style-type: none"> <li>Meets some of the requirements.</li> <li>Some claims are unsubstantiated or are poorly substantiated.</li> <li>Represents medium risk to the Commonwealth, which may not be able to be reduced during negotiations or managed in any resultant Deed.</li> </ul>
1	Poor	<ul style="list-style-type: none"> <li>Majority of the requirements are not met.</li> <li>Claims are unsubstantiated.</li> </ul>

Score	Description	Guidelines
		<ul style="list-style-type: none"> <li>Represents a high risk to the Commonwealth and may not be able to be effectively managed.</li> </ul>
0	Unacceptable	<ul style="list-style-type: none"> <li>Tenderer has provided insufficient information to assess.</li> <li>Represents an extreme and unacceptable risk to the Commonwealth.</li> </ul>

**Scoring Scale (Apply to pricing criterion)**

Rating	Guidelines
<b>Favourable</b>	<ul style="list-style-type: none"> <li>Pricing contributes favourably to value for money.</li> <li>Pricing is more competitive than other Tenders.</li> <li>Pricing may be improved further through negotiation.</li> </ul>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>Pricing contributes to value for money.</li> <li>Pricing competitiveness is relative with other Tenders.</li> <li>Pricing may be improved further through negotiation.</li> </ul>
<b>Not Favourable</b>	<ul style="list-style-type: none"> <li>Pricing does not contribute to value for money.</li> <li>Pricing is not as competitive as other Tenders.</li> <li>Pricing may be improved through negotiation.</li> </ul>
<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>Pricing is not acceptable and does not contribute to value for money.</li> <li>Pricing is considerably higher than other Tenders.</li> <li>Pricing is not considered viable.</li> <li>Pricing contains an unacceptable level of assumptions/risk.</li> <li>It is anticipated that pricing negotiations would be difficult, and it may not be possible to achieve an acceptable position for DFAT.</li> </ul>







---

**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 9 November 2023 11:01 AM  
**To:** Kirsty McNeil  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii)  
[SEC=OFFICIAL:Sensitive]  
**Attachments:** Deloitte\_DFAT NRL Proposal Due Diligence & Investment Options (updated approach slides).pdf; Deloitte\_DFAT NRL Proposal Due Diligence & Investment Options (updated proposal).pdf

**OFFICIAL: Sensitive**

Hi Kirsty.

The panel spoke to the team at Deloitte on the issues raised below. Deloitte confirmed that they had the capability to meet our requirements, and offered to specify aspects around negotiation and engagement of their Port Moresby office in an updated document which we received yesterday afternoon (attached – both the updated sections and the full document with these updates included).

s 47E(d)

s 47E(d), s 47C(1)

Regards.

s 22(1)(a)(ii)

---

Director  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 6 November 2023 3:07 PM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

Hi Kirsty,

You don't need to be involved in early discussions with Deloitte unless you want to be. I can progress this with s 22(1)(a)(ii) and keep you updated.

Kind regards,  
s 22(1)(a)(ii)

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>  
**Sent:** Monday, 6 November 2023 1:44 PM  
**To:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii) – very happy for you to progress to discussion with Deloitte.

Will this just be the panel? Or do you need me?

Kirsty

---

**From:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Monday, 6 November 2023 11:00 AM  
**To:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Dear Kirsty.

Please find attached the assessment panel's recommendation relating to RFQTS Number s 22(1)(a)(ii) (signed by two of the panel with the third member's endorsement via the email below).

s 47E(d)

The panel is happy to discuss our recommendation with you.

Regards,

s 22(1)(a)(ii)

---

Director  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Monday, 6 November 2023 10:50 AM  
**To:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi

Approved

Thanks

s 22(1)(a)(ii)

---

Assistant Director | India Economic Section (INE)  
India Branch | South and Central Asia Division (SXD)  
South and Southeast Asia Group

Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Monday, 6 November 2023 10:45 AM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** NRL Commercial Provider - Panel recommendation - s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Dear s 22(1)(a)(ii)

Please find attached our final assessment report for RFQTS Number s 22(1)(a)(ii) National Rugby League proposal – due diligence and assessment of investment options.

I'd be grateful for your approval via return email. I'll obtain hardcopy signatures and scan for file in due course.

Thanks again,

s 22(1)(a)(ii)

---

Director  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)  
[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

---

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 25 October 2023 11:12 AM  
**To:** s 22(1)(a)(ii)  
**Subject:** RE: Proposals received for NRL procurement [SEC=OFFICIAL:Sensitive]

Hi all,

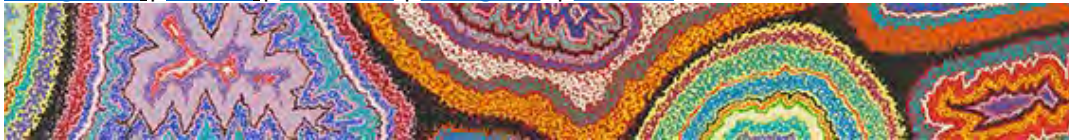
s 47E(d)

Many thanks,

s 22(1)(a)(ii)

---

Pacific Sports Section  
Polynesia and Partnerships Branch | Polynesia, Micronesia and Development Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)  
[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

---

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 25 October 2023 7:45 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; @dfat.gov.au>; s 22(1)(a)(ii)  
**Subject:** RE: Proposals received for NRL procurement [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii) I'll follow up with Procurement this morning.

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, 24 October 2023 5:06 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; @dfat.gov.au>; s 22(1)(a)(ii)  
**Subject:** RE: Proposals received for NRL procurement [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii)

s 47E(d)

s 47E(d)

Thanks,

s 22(1)(a)(ii)

---

Director

Polynesia and Sports Branch | Polynesia, Micronesia and Development Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)[@dfat.gov.au](mailto:@dfat.gov.au)>**Sent:** Tuesday, 24 October 2023 3:08 PM**To:** s 22(1)(a)(ii)[@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii)[@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii)[@dfat.gov.au](mailto:@dfat.gov.au)>**Subject:** Proposals received for NRL procurement [SEC=OFFICIAL:Sensitive]**OFFICIAL: Sensitive**

Hi team,

Please find the two proposals received for the NRL procurement attached.

Let me know if I can assist with anything.

Many thanks,

s 22(1)(a)(ii)

---

Pacific Sports Section

Polynesia and Partnerships Branch | Polynesia, Micronesia and Development Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 6 November 2024 9:35 AM  
**To:** s 22(1)(a)(ii)  
**Subject:** FW: Seeking your Approval to Approach the Market - NRL proposal [SEC=OFFICIAL:Sensitive]  
**Attachments:** DFAT RFQ - NRL proposal.pdf; Risk register.xlsx

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

Please find ATM attached.

Thanks,

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, October 13, 2023 10:00 AM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Mat Kimberley <Mat.Kimberley@dfat.gov.au>  
**Subject:** RE: Seeking your Approval to Approach the Market - NRL proposal [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks Kirsty, I'll get the RFQ out to the vendors this morning.

Many thanks,

s 22(1)(a)(ii)

---

**From:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Sent:** Friday, 13 October 2023 9:58 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Mat Kimberley <Mat.Kimberley@dfat.gov.au>  
**Subject:** RE: Seeking your Approval to Approach the Market - NRL proposal [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii) approval granted to approach the market.

Kirsty

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Thursday, 12 October 2023 3:41 PM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Seeking your Approval to Approach the Market - NRL proposal [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Kirsty,

Seeking your approval to approach the market for quotations from consulting firms to provide commercial advice on an approach to due diligence and the assessment of investment options related to the National Rugby League (NRL) proposal.

Many thanks,

s 22(1)(a)(ii)

---

### **National Rugby League proposal – due diligence and assessment of investment options**

<b>Procurement Method</b>	Open Tender via existing panel (s 22(1)(a)(ii))	s 47E(d)
<b>Initial Agreement Period</b>	23 October 2023 – 31 December 2023	s 47E(d)
<b>Extension Option</b>	Option to extend contract for a further six months to 30 June 2024	s 47E(d)
<b>Risk – overall assessment</b>	Low	

### **Requirement**

The Pacific Sports Section (PSS) is looking to engage a consultant to provide commercial advice on an s 47E(d)

s 47E(d)

#### Procurement Method

There is a Defence Support Services Panel that covers this type of procurement. It is s 22(1)(a)(ii) and its Panel Standing Offer Notice is s 22(1)(a)(ii)

#### Value for Money Consideration

By conducting a open tender via an established panel arrangement, value for money will be achieved by:

- Obtaining quotes from a number of consultancies with a strong track record, a good understanding of the requirements listed above as well as an existing presence and networks in Papua New Guinea, to ensure the selected vendor is well-placed to meet our needs.
- Accessing an existing panel arrangement that was established via an open tender process ensures the market was adequately tested to achieve a better value for money outcome for the Department. Approaching 3 suppliers from the panel arrangement further tests the suppliers participating under the arrangement and provides more rigour for the evaluation process.

With these requirements in mind, we have conducted additional research and decided to approach the following vendors for quotes:

s 47E(d)

#### ATM/RFQ and Agreement/Contract Templates Proposed

s 22(1)(a)(ii) RFQ template and Official Order template.

#### Estimated Value

The value of the procurement is estimated to be in the range of approximately s 47E(d)

The specialist skills required include the expertise described below.

#### *Commercial*

The selected vendor would undertake the following roles:

- provide general advice in respect of commercial and financial matters;
- s 47E(d)

#### *Sports management*



Sports management expertise, specific to rugby league, will be engaged via the selected to s 47E(d)

### Risks

This procurement has been assessed as being low risk.

The following risks have been identified and the proposed mitigation method is:

Risk	Mitigation
Vendor may be unable to complete project in required timeframe.	<p>We will work closely with the vendor to ensure the project is adequately resourced to enable them to complete the work on time and to the required standard.</p> <p>We will direct the vendor to subcontract as required, to ensure sufficient capacity to complete different elements of the services, and prioritise to ensure essential work is completed on time.</p> <p>We will have regular meetings with the selected vendor to check on the status of the project and ensure the work is progressing as needed.</p> <p>There will be strong Whole-of-Government oversight and governance mechanisms in place, including an IDC.</p>
Quotes may come in over our budget for this work.	<p>We will approach three vendors to enable the team to get a clearer understanding of market rates for this type of work. We will negotiate with our preferred supplier and we will provide clear instruction regarding the scope of work required. We will prioritise the scope of work to ensure feasibility within available budget.</p>
Confidentiality of commercial-in-confidence or other sensitive data may be compromised.	<p>Services will be procured using the DSS official order template and deed of standing offer - both with provisions regarding intellectual property and data security. The vendor will only be provided with sensitive data on an as-needs basis.</p> <p>In addition, the Taskforce team will engage closely with DFAT's Legal Division, and externally engaged probity adviser and legal provider throughout the procurement process.</p>

---

#### Declaration by financial Delegate

In approving the above proposal, I confirm that this approach to market is consistent with required policies and process, including the *Public Governance Performance and Accountability Act 2013*, DFAT's Financial Framework and DFAT's Procurement Policy. I am satisfied that the method of procurement is commensurate with the scope, scale and risk of the procurement and will ensure value for money.

Many thanks,

s 22(1)(a)(ii)

---

Pacific Sports Section

Polynesia and Partnerships Branch | Polynesia, Micronesia and Development Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.



















Policy/program/project or investment name:																			
Date of last review:						Date of next review:										Country/ies:			
Risk register owner:						Delegate:										Sector/s:			
Objective/s:																			
Risk event - what could happen?	Risk sources - what could cause the event to happen?	Risk impacts - what would happen if the event occurs?	Inherent Risk <small>Risk rating before any controls</small>			Controls  What's currently in place to prevent, mitigate and monitor this risk?	Control Owner  Who oversees operation of the control?	Overall control effectiveness	Residual Risk Rating <small>Risk rating once controls are applied</small>			Evaluation  Will we accept, reduce or avoid this risk?	Treatments  What actions are required?	Treatment Owner  Who will be responsible for implementing the treatment?	Implementation date for proposed control/s	Target Risk Rating <small>Expected risk rating when all controls are</small>			Does this risk need to be escalated?
			Likelihood	Consequence	Risk rating				Likelihood	Consequence	Risk rating					Likelihood	Consequence	Risk rating	
Quotes may come in over our budget for this work.	s 47E(d)						s 47E(d)												
Vendor may be unable to complete project in required timeframe.																			
Confidentiality of commercial-in-confidence or other sensitive data may be compromised.																			

---

**From:** Corporate Procurement  
**Sent:** Wednesday, 11 October 2023 2:30 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) ; Corporate Procurement  
**Subject:** RE: Urgent - Review of procurement documents [SEC=OFFICIAL:Sensitive]  
**Attachments:** RFQ template procurement reviewed.docx; PNG NRL due diligence and delegate approval document - procurement reviewed.docx

**OFFICIAL: Sensitive**

Hi again,

Apologies, please find both documents, attached.

s 22(1)(a)(ii)

---

Assistant Director | Procurement and Grants Section  
Budget and Policy Branch | Finance Division (ACT Office)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 6 October 2023 1:49 PM  
**To:** Corporate Procurement s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: Urgent - Review of procurement documents [SEC=OFFICIAL]  
**Importance:** High

**OFFICIAL**

Hi s 22(1)(a)(ii)

s 47E(d)

Many thanks,

s 22(1)(a)(ii)

---

Pacific Sports Section  
Polynesia and Partnerships Branch | Polynesia, Micronesia and Development Division  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

---

**From:** Corporate Procurement s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 6 October 2023 12:57 PM

**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** Corporate Procurement s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: Urgent - Review of procurement documents [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Acknowledging receipt of your email. We will try and work to your deadline, however COB Tuesday will be more likely.

I've previously discussed this arrangement with s 22(1)(a)(ii) s 47E(d)

Regards,

s 22(1)(a)(ii)

---

Assistant Director | Procurement and Grants  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Friday, 6 October 2023 12:19 PM  
**To:** Corporate Procurement s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** Urgent - Review of procurement documents [SEC=OFFICIAL]  
**Importance:** High

**OFFICIAL**

Dear Corporate Procurement team,

I've just submitted two procurement documents (ATM minute and draft RFQ) for review using the agreement clearance worksheet.

s 47E(d)

Please let me know if there are any issues with this timeframe.

Many thanks,

s 22(1)(a)(ii)

---

Pacific Sports Section  
Polynesia and Partnerships Branch | Polynesia, Micronesia and Development Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)  
[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.



















---

**From:** Corporate Procurement  
**Sent:** Friday, 22 September 2023 3:33 PM  
**To:**  
**Cc:** s 45(1) ; Corporate Procurement  
**Subject:** RE: s 47E(d)  
SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Afternoon s 22(1)(a)(ii)

Thanks for your time yesterday.

s 47E(d)

I'm on leave for the coming week, but have briefed s 22(1)(a)(ii) on the proposed arrangement for these commercial advisory services.

We're working on identifying any other panel arrangements (outside of DSS) that could potentially suit the requirement.

Regards,

s 22(1)(a)(ii)

---

Assistant Director | Procurement and Grants  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Thursday, 21 September 2023 3:22 PM  
**To:** Corporate Procurement s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Re: s 47C(1)  
SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii)

I'm free from around 3.45pm today and most of tomorrow.

Happy to have a brief chat on some first order issues if that's useful, and then try and arrange a time tomorrow with Freehills?

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Director

Polynesia and Sports Branch | Polynesia, Micronesia and Development Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) s 47F(1)

**From:** "Corporate Procurement" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Date:** Thursday, 21 September 2023 at 2:41:59 pm

**To:** "s 22(1)(a)(ii)" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Cc:** "s 22(1)(a)(ii)" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>, "s 22(1)(a)(ii)" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>, "s 22(1)(a)(ii)" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>, "Corporate Procurement" <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** RE: s 47C(1)

[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

Let me know what your availability is like and we can catch up as soon as you are free.

Regards,

s 22(1)(a)(ii)

Assistant Director | Procurement and Grants

Budget and Policy Branch | Finance Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Sent:** Wednesday, 20 September 2023 9:59 AM

**To:** Corporate Procurement <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Cc:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** s 47C(1)

[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi FPS.

Hoping we can have a discussion in the next couple of days as we commence the process to engage a commercial consultancy s 47C(1)



s 47C(1)

s 47E(d)

Timeframe, as always, is urgent. s 47E(d)

Can you let me know when might suit for a chat to give you some further background?

Many thanks,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

---

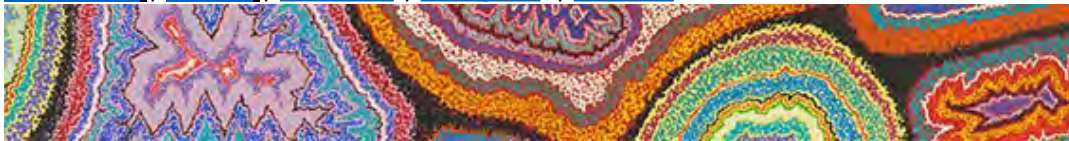
Director

Polynesia and Sports Branch | Polynesia, Micronesia and Development Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii) | s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

**Unique Identifier:** s 22(1)(a)(ii)**Item Type:** 11. Agreement: Services/ Work Order - New**Previous Clearances**

Clearance Type	Agreement Clearance Number	Date Clearance provided
Approval to Approach the Market Minute	2018/19 -	11/10/2023
Request for tender document [RFT/ RFQ]	2018/19 -	11/10/2023
Approval of Evaluation Outcome Minute	2018/19 -	
Agreement [Contract/ Grant/ Services Order]	2018/19 -	
Approval to Commit and Enter into an Arrangement Minute	2018/19 -	

**Agreement Manager**

Requester Name	Contact Number	Email Address
s 22(1)(a)(ii)	s 22(1)(a)(ii)	s 22(1)(a)(ii) dfat.gov.au

s 22(1)(a)(ii) I am aware that I need to obtain the necessary approvals to proceed and that I have discussed this item with my supervisor.  
s 22(1)(a)(ii) I certify that I have complied with the requirements of the Indigenous Procurement Policy and have documented the outcome.

Alternate Contact	Division / Post
	Pacific Division (PAD)

**Agreement Details**

Agreement Title				
National Rugby League Proposal - s 47E(d)				
Legal Name of Supplier/ Partner		Procurement Method	Funding	
Deloitte		1-Procurement - Open tender	Departmental	
ATM/ Agreement Number	Amendment Number	Standing Offer Number	Start Date	End Date
		s 22(1)(a)(ii)	16/11/2023	14/03/2024

**Amendment Amount (excluding GST)**

Local Currency	Amount	Amendment Amount in AUD
AUD	575,000.00	AUD 575,000.00

**Total Amount (excluding GST)**

Local Currency	Amount	Total Amount in AUD
AUD	575,000.00	AUD 575,000.00

**Requester Comments**

We have consulted with Department of Finance and AGS. Both parties are satisfied with current drafting. Attached file includes draft work order, ATM and evaluation outcome.

**Date Submitted**

13/11/2023

**Clearing Officer**

Clearing Officer	s 22(1)(a)(ii)
Date allocated to Clearing Officer 13/11/2023	

Is the partner on any World Bank, ADB, AG or DFAT non-compliance or counter-terrorism lists? No

Note: DFAT cannot enter into an agreement with a supplier/Partner that appears on any of the above lists.

**Comments by Clearing Officer**

Hello, I have reviewed the attached documntation and given that this a panel arrangement under \$1.5mil I am comfortable with the approach and am assured that the correct processes have been followed. Thank you.

**Date submitted for legal clearance****Legal Officer**

Legal Officer
Comments from Legal Officer

Date legal clearance provided

Clearing Manager

Clearing Managers 22(1)(a)(ii)

Comments by Clearing Manager

H 22(1)(a)(ii) Thank you for the opportunity to review your documentation. Please see a reviewed draft order attached with comment. For auditing purposes, suggest the third member of your evaluation committee also sign the evaluation outcome document. Please let me know if you have any questions regarding my review. Thanks 22(1)(a)(ii)

Date clearance completed13/11/2023

Clearance below threshold amountNo

Item not clearedNo

AttachmentsApproval to Commit and Enter into an Arrangement  
SECOFFICIALSensitive.msg  
Procurement Reviewed - Evaluation Outcome.pdf  
Procurement Reviewed - Official Order (Deloitte Draft).docx

Version: 10.0  
Created at 13/11/2023 11:55 AM bys 22(1)(a)(ii)  
Last modified at 13/11/2023 3:45 PM byS 22(1)(a)(ii)

Close

**From:** s 47F(1) <s 47F(1) deloitte.com.au>  
**Sent:** Wednesday, 8 November 2023 5:20 PM  
**To:** s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Cc:** Kirsty McNeil; s 47F(1) s 47F(1)  
**Subject:** RE:[EXTERNAL] Deloitte s 22(1)(a)(ii) - National Rugby League Proposal  
 [SEC=OFFICIAL:Sensitive]  
**Attachments:** Deloitte\_DFAT NRL Proposal Due Diligence & Investment Options (updated approach slides).pdf; Deloitte\_DFAT NRL Proposal Due Diligence & Investment Options (updated proposal).pdf

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Afternoon s 22(1)(a)(ii)

As promised, please find attached our updated proposal based on our meeting on Tuesday 6<sup>th</sup> November.

For ease of reading, we have provided two documents for your reference:

- 1) Full updated proposal
- 2) Update document ONLY containing the following revised sections:
  - a. Cover letter
  - b. Our Approach
  - c. Our Team & Commercial

To balance the need for time to review AND the desire to move quickly, we would like to propose another meeting with DFAT and our leadership team tomorrow afternoon (e.g. 4pm AEDT). At the meeting we can address whether the updated proposal meets your requirements, any outstanding questions you may have and then discuss how you would like to proceed.

Thanks again for the opportunity and we look forward to discussing this updated proposal with you further.

If you would like me to set up the meeting at the time proposed please advise.

Kind Regards

s 47F(1)

---

**From:** s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Date:** Wednesday, 8 November 2023 at 9:59 am  
**To:** s 47F(1) <s 47F(1) deloitte.com.au>, s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>, s 22(1)(a)(ii) <s 22(1)(a)(ii) finance.gov.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>, s 47F(1) <s 47F(1) deloitte.com.au>, s 47F(1) <s 47F(1) deloitte.com.au>, s 47F(1) <s 47F(1) deloitte.com.au>, s 47F(1) <s 47F(1) deloitte.com.au>  
**Subject:** [EXT]RE: [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) - National Rugby League Proposal  
 [SEC=OFFICIAL:Sensitive]

Thanks s 47F(1)

Look forward to seeing this shortly.

Kind regards,

s 22(1)(a)(ii)

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** s 47F(1) <s 47F(1) deloitte.com.au>  
**Sent:** Tuesday, 7 November 2023 5:27 PM  
**To:** s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) finance.gov.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 47F(1) <s 47F(1) deloitte.com.au>; s 47F(1) <s 47F(1) deloitte.com.au>; s 47F(1) <s 47F(1) deloitte.com.au>; s 47F(1) <s 47F(1) deloitte.com.au>  
**Subject:** [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) - National Rugby League Proposal [SEC=OFFICIAL:Sensitive]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii) and s 22(1)(a)(ii)

Thanks again for your time today.

We are in the process of updating our proposal based on today's conversation and remain on track to provide you something by COB tomorrow.

We are confident we have a clear understanding of the project requirements, however if we need any more information, we will reach out to you directly.

Look forward to discussing further in the coming days.

Kind regards,  
s 47F(1)

---

**From:** s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)  
**When:** 10:00 am - 11:00 am 7 November 2023  
**Subject:** Deloitte s 22(1)(a)(ii) - National Rugby League Proposal [SEC=OFFICIAL:Sensitive]  
**Location:** Microsoft Teams Meeting

**OFFICIAL: Sensitive**

Hi s 47F(1)

Thanks again for your time today. As discussed, we wanted to find some time tomorrow morning to discuss your RFQ (attached), go into greater detail about our work requirements s 47E(d) and to discuss next steps.

Please feel free to forward this invite on to relevant people at Deloitte.

Kind regards,

s 22(1)(a)(ii)

---

s 22(1)(a)(ii)

---

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

---

**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 30 November 2023 9:33 AM  
**To:** s 47F(1) s 47F(1) s 47F(1)  
**Cc:** Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]  
**Attachments:** s 22(1)(a)(ii)

**OFFICIAL: Sensitive**

Hi all,

Thanks for sending through your comments on the work order.

s 47E(d), s 47C(1)

Please let me know if you would like to discuss further.

Kind regards,  
s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 47F(1)

---

**From:** s 22(1)(a)(ii) @finance.gov.au>  
**Sent:** Thursday, 9 November 2023 6:20 PM  
**To:** s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** s 47C(1)

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**OFFICIAL:Sensitive**

Hi s 22(1)(a)(ii)

s 47E(d), s 47C(1)







\*\*

Cheers,

s 22(1)(a)(ii)

Classification: OFFICIAL:Sensitive

Classified by: s 22(1)(a)(ii) finance.gov.au on: 9/11/2023 5:45:22 PM

---

From: s 22(1)(a)(ii)

Sent: Thursday, November 9, 2023 5:45 PM

To: s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>

Cc: s 22(1)(a)(ii) @finance.gov.au>

Subject: RE: Draft Work Order Deloitte [SEC=OFFICIAL:Sensitive]

**OFFICIAL:Sensitive**

Hi <sup>s 22(1)(a)(ii)</sup> (and <sup>s 22(1)(a)(ii)</sup>

Please find **attached** some initial comments on the legals s 47E(d), s 47C(1)

s 47E(d), s 47C(1)

Happy to discuss.

Thanks,

s 22(1)(a)(ii)

Classification: OFFICIAL:Sensitive

Classified by: s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au) on: 9/11/2023 3:08:42 PM

---

From: s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

Sent: Thursday, November 9, 2023 3:10 PM

To: s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [finance.gov.au](mailto:finance.gov.au)>; s 22(1)(a)(ii)

s 22(1)(a)(ii) [@finance.gov.au](mailto:@finance.gov.au)>

Subject: s 47C(1) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi All,

Please find attached a draft work order for Deloitte. Appreciate any feedback (today if possible)

Following any comments/edit I will send to AGS, corporate procurement and then Kirsty.

Kind regards,

s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

**Be careful with this message**

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.



ATTACHMENT D – DSS PANEL DEED

OFFICIAL ORDER

Issued via Dynamic Sourcing for Panels (DS4P)

The Official Order, once executed by the Commonwealth (represented by the Entity listed below) and delivered in accordance with the Defence Support Services (DSS) Panel (s 22(1)(a)(ii)) will constitute acceptance by the Commonwealth of the Service Provider's offer to supply the Services specified in this Official Order, in accordance with the DSS Panel Deed of Standing Offer.

ACCEPTANCE OF QUOTATION BY COMMONWEALTH

<b>RFQTS Number:</b>	s 22(1)(a)(ii)
<b>Received Quotation Number:</b>	s 22(1)(a)(ii)
<b>Entity/Department:</b>	Department of Foreign Affairs and Trade (DFAT)
<b>Commencement Date for Order:</b>	This Contract will Commence upon signature by both parties.
<b>End Date of Order:</b>	<p>This contract will expire on 14/03/2024 unless terminated earlier or extended in accordance with the terms of this Contract.</p> <p><b>Extension Option/s:</b></p> <p>DFAT may, at its absolute discretion, extend this Contract by period (or periods) of up to 12 months in total by giving the Service Provider notice in writing before the date on which this Contract would otherwise expire.</p>
<b>Services</b>	The Service Provider must provide the Services specified in the Statement of Requirements (SOR) at Attachment A.
<b>Milestones</b>	s 47E(d)
<b>Fees, Allowances and Costs</b>	<p>Total fixed fee is \$632,500 inc. GST. To be paid in three equal monthly instalments, subject to successful delivery of the milestones and all related services.</p> <p>The fees are inclusive of all disbursements and expenses including incidentals, domestic travel and accommodation.</p>

	<p>International travel costs do not form part of the fixed fee. Any international travel expenses will be charged at cost and are in addition to the quoted fee. DFAT must approve any international travel expenses prior to them being accrued. The upper limit for international travel under this contract is \$50,000.</p>
<p><b>Purchase Order Number:</b> (Per Entity requirement)</p>	<p>As per RFQTS number and quotation, or if different as per annex to this Official Order.</p>
<p><b>Confidentiality Requirements:</b></p>	<p>As per RFQTS number and quotation or if different as per annex to this Official Order.</p> <p>The Service Provider acknowledges and agrees that the Services involve access to sensitive information and that it must comply with the confidentiality protocols issued from time to time by DFAT in addition to the requirements of the DSS Panel Deed.</p>
<p><b>Special Conditions:</b></p>	<p><b>Protection of reputation</b></p> <p>The Service Provider must not engage in any conduct which:</p> <ul style="list-style-type: none"> <li>(a) Places, or has the potential to place, the Commonwealth in breach of any provision of any agreement related to confidentiality to which the Commonwealth is a party and the existence of which, and the scope, nature and tenor of which, have been made known to the Service Provider or of which the Service Provider has become aware; or</li> <li>(b) Is otherwise likely to cause damage to DFAT or the Australian Government's reputation.</li> </ul> <p><b>Compliance with Contract and Probity requirements</b></p> <p>The Service Provider must, in respect of those of its personnel involved in the provision Services specified in the Order (including Specified Personnel):</p> <ul style="list-style-type: none"> <li>(a) Draw to their attention the obligations with respect to confidentiality and conflicts of interest under this Contract;</li> <li>(b) Put in place and maintain appropriate administrative procedures so as to ensure that the relevant personnel observe the Service Provider's obligations under this Contract; and</li> <li>(c) Maintain a register of all persons having access to the Commonwealth's Confidential Information, setting out their names and roles in relation to the provision of the Services, which register must promptly be made available to DFAT upon request.</li> </ul> <p>The Service Provider will at all times comply with, and take all reasonable steps to ensure that its personnel comply with, any applicable probity procedures or process requirements as notified to the Service Provider by DFAT from time to time either directly or through the probity adviser.</p>



s 47E(d)

The Service Provider agrees that DFAT may also require any other finalised Deliverable to be provided to DFAT, other stakeholders and/or the PNG NRL Bid Board subject to clause 1.5 and 1.6 contained in Attachment A - Statement of Requirements.

The Service Provider will make the finalised deliverables (including the final report) available to s 47E(d) the Commonwealth.

DFAT agrees that DFAT will not make any claim or demand or bring any proceedings against the Service Provider as a result of the Service Provider providing a copy of the deliverables to s 47E(d)

To the maximum extent permitted by law, the Service Provider is not responsible to DFAT or any other party for any loss that DFAT or any other party may suffer in connection with the access to or use of the deliverables by a third party.

#### Significant events

1. For the purposes of this clause, 'Significant Event' means:
  - (a) any adverse comments or findings made by a court, commission, tribunal or other statutory or professional body regarding the conduct or performance of the Service Provider or its officers, employees, agents or Subcontractors that impacts or could be reasonably perceived to impact on their professional capacity, capability, fitness or reputation; or
  - (b) any other significant matters, including the commencement of legal, regulatory or disciplinary action involving the Service Provider or its officers, employees, agents or Subcontractors, that may adversely impact on compliance with Commonwealth policy and legislation or the Commonwealth's reputation.
2. The Service Provider must immediately issue DFAT a Notice on becoming aware of a Significant Event.
3. The Notice issued under clause 2 must provide a summary of the Significant Event, including the date that it occurred and whether any Specified Personnel or other personnel engaged in connection with the Services were involved.
4. DFAT may notify the Service Provider in writing that an event is to be considered a Significant Event for the purposes of this clause, and where this occurs the Service Provider must issue a Notice under clause 2 in relation to the event within three (3) Business Days of being notified by DFAT.



	<p>5. Where reasonably requested by DFAT, the Service Provider must provide DFAT with any additional information regarding the Significant Event within three (3) Business Days of the request.</p> <p>6. If requested by DFAT, the Service Provider must prepare a draft remediation plan and submit that draft plan to DFAT for approval within ten (10) Business Days of the request.</p> <p>7. A draft remediation plan prepared by the Service Provider under clause 6 must include the following information:</p> <ul style="list-style-type: none"> <li>(a) how the Service Provider will address the Significant Event in the context of the Services, including confirmation that the implementation of the remediation plan will not in any way impact on the delivery of the Services or compliance by the Service Provider with its other obligations under the Contract; and</li> <li>(b) how the Service Provider will ensure events similar to the Significant Event do not occur again; and</li> <li>(c) any other matter reasonably requested by DFAT.</li> </ul> <p>8. DFAT will review the draft remediation plan and either approve the draft remediation plan or provide the Service Provider with the details of any changes that are required. The Service Provider must make any changes to the draft remediation plan reasonably requested by the Customer and resubmit the draft remediation plan to DFAT for approval within three (3) Business Days of the request unless a different timeframe is agreed in writing by DFAT. This clause 8 will apply to any resubmitted draft remediation plan.</p> <p>9. Without limiting its other obligations under the Contract, the Service Provider must comply with the remediation plan as approved by DFAT. The Service Provider agrees to provide reports and other information about the Service Provider's progress in implementing the remediation plan as reasonably requested by DFAT.</p> <p>10. A failure by the Service Provider to comply with its obligations under this clause will be a material breach of the Contract. The Commonwealth's rights under this clause are in addition to and do not otherwise limit any other rights the Commonwealth may have under the Contract. The performance by the Service Provider of its obligations under this clause will be at no additional cost to the Commonwealth</p> <p><b>Criteria for Deliverables</b></p> <p>DFAT will consider each deliverable to be successfully delivered if the deliverable meets the requirements for that Deliverable as specified in this Agreement or as otherwise agreed in writing.</p> <p><b>DFAT Obligations</b></p> <p>DFAT must use reasonable endeavours to:</p> <ul style="list-style-type: none"> <li>(a) make timely decisions in connection with the Services;</li> </ul>
--	--

	<p>(b) evaluate the adequacy of the Services, as they have been described in the Statement of Requirements, for DFAT's particular purposes and needs;</p> <p>(c) provide the Service Provider with accurate and complete information (including updated information) in a timely manner as agreed throughout the engagement.</p> <p>(d) facilitate the provision of relevant third party information to the Service Provider where requested by the Service Provider in order to provide the Services.</p>
<b>Total number of Service Provider Personnel (FTE) agreed in this Official Order:</b>	At Service Providers' discretion.
<b>Location(s):</b>	Various. Physical attendance will be expected at specified meetings, including travel to Canberra, Sydney and potentially Port Moresby.
<b>Service Provider Details:</b>	<p>s 47G(1)(a)</p> <p>s 47F(1)</p> <p>8 Brindabella Circuit Canberra ACT 2609</p> <p>s 47F(1) <a href="http://deloitte.com.au">deloitte.com.au</a></p> <p>s 47F(1)</p>
<b>Specified Personnel:</b>	<p>s 47F(1)</p> <p>Lead Partner – Australian Sports Practice</p> <p>s 47F(1)</p> <p>Partner - Finance Consulting</p> <p>s 47F(1)</p> <p>Principal – Sports Specialist Australian Sports Practice</p> <p>s 47F(1)</p> <p>Director – Strategy</p> <p>s 47F(1)</p> <p>Director – Finance Consulting</p> <p>s 47F(1)</p> <p>Senior Manager - Strategy Consulting</p> <p>s 47F(1)</p> <p>Manager – Finance Consulting</p>

<b>Invoicing Address and Requirements:</b>  	Claims for payment must meet the requirements of clause 5.3 of the Deed, and any other requirements provided here.  <b>Invoices are to be submitted to:</b> 10 John McEwen Cres, RG Casey building, Barton, ACT, 2600  Invoices must be submitted to s 22(1)(a)(ii) dfat.gov.au and must contain any other requirements for the invoice e.g. that the purchase order no. must be quoted in the invoice
<b>Signature of Commonwealth Representative:</b> s 47F(1)   <b>Signature of the Commonwealth's authorised representative</b>  <u>KIRSTY MCNEIL</u> <b>Name of authorised representative</b>  <u>ASSISTANT SECRETARY, DFAT</u> <b>Position of authorised representative</b>  <u>1 DECEMBER 2023</u> <b>Date</b>	<b>Signature of Service Provider Representative:</b> s 47F(1)   <b>Signature of the Service Provider's authorised representative</b>  s 47F(1)  <u></u> <b>Name of authorised representative</b>  Lead Partner  Deloitte Australian Sports Practice  <u></u> <b>Position of authorised representative</b>  Friday 1 December 2023  <u></u> <b>Date</b>
<p>(Except as provided in the Deed, all correspondence in relation to this Contract is to be forwarded to this officer).</p>	



## Attachment A - Statement of Requirements

### 1 GENERAL

1.1 The Service Provider acknowledges and agrees that the Commonwealth is its "client" for the provision of the Services and that the Commonwealth is entitled to rely on the Service Provider's advice, models, reports and any other work materials prepared, developed or provided by the Service Provider.

1.2 s 47E(d)

1.3 The Service Provider will provide the Commonwealth with a sign-off letter, or similar, in an agreed format on its advice and other deliverables in respect of the Services, subject to such customary limitations as may be agreed.

1.4 Where materials are prepared by the Service Provider for the benefit of the Commonwealth s 47E(d) DFAT may require the Service Provider to s 47E(d)

1.5 The Service Provider acknowledges and agrees that DFAT may share the advice, models, reports and any other work materials prepared, developed or provided by the Service Provider within the Commonwealth subject to DFAT ensuring that the relevant Commonwealth Entity:

- (i) is aware of any limits placed on the use of the deliverables; and
- (ii) treats the deliverables as confidential and does not use or disclose the deliverables to any other third party without the consent of the Service Provider.

1.6 s 47E(d)

1.7 The Commonwealth acknowledges that the Service Provider will in some cases need to rely on information provided by other parties; however, the Service Provider must

identify any information it suspects is incomplete, inaccurate, based on unrealistic assumptions or that is no longer current.

- 2 SERVICES** Following receipt of a s 47E(d) , the Service Provider has been engaged to provide advice on two issues:

s 47E(d)

- 2.2** The Service Provider is expected to provide ongoing advice throughout the engagement regarding the risks and opportunities for the Commonwealth's approach and engagement strategy on these issues. The Service Provider is also expected to have regard to the key objectives of the Australian government when advising the Commonwealth.
- 2.3** Consistent with the detailed tender response (refer page 17), the Services will include three work streams to address the two issues in clause 2.1:

Description	Activities	Output
s 47E(d)		

- 2.4 The timeframes for the above workstreams will be in accordance with those detailed in the tender response (refer page 21 of tender response) and the milestones set out above.
- 2.5 In addition to these work streams, the adviser will be expected to provide advice presentations if in the form of reports and requested by DFAT that include but are not limited to:

s 47E(d)

s 47E(d), s 45(1)

s 47E(d), s 45(1)

### 3 PROJECT MANAGEMENT OFFICE

- 3.1 The Service Provider will be required to work closely with other external advisers engaged by the Commonwealth and, where necessary, the advisers of counterparties. The Service Provider will establish and operate a Project Management Office (**PMO**).
- 3.2 The PMO will provide the full-suite of project/transaction management services and be the "arms and legs" for DFAT – including (but not limited to):
  - (i) coordinating and prioritising activities;
  - (ii) managing all Requests for Information (**RFIs**) and clarification questions;
  - (iii) undertaking all of the planning tasks set out below;
  - (iv) preparing status reports, key issues lists, timetables and similar materials, as required, to monitor and evaluate progress and drive forward due diligence activities, and confidential discussions;
  - (v) scheduling and circulating draft agenda for meetings as set out below;
  - (vi) maintaining a contact list of key personnel involved;
  - (vii) pro-active monitoring of all Milestones and sub-tasks necessary to complete Milestones; and
  - (viii) related activities as reasonably required to support the oversight of the project including the preparation of materials for DFAT.



- 3.3 The Service Provider will staff the PMO with appropriately skilled and qualified personnel. The Service Provider undertakes to inform and keep Department updated, in writing, of the names and position of its personnel working in the PMO. The Service Provider will nominate a lead contact for the PMO.

## 4 PLANNING

- 4.1 The Service Provider, through establishing and resourcing the PMO, must take all reasonable steps to support DFAT, including (but not limited to):
- (i) develop a Project Plan for approval by DFAT that includes key deliverables, dependencies and priorities;
  - (ii) prepare a risk management plan, risk register and related project governance materials;
  - (iii) develop and regularly update a detailed timetable, including identifying interdependencies (**Timetable**); and
  - (iv) in consultation with DFAT, determine the optimal project management structures, frequency of meetings and reporting arrangements, noting the expectation that there will be regular meetings required **s 47E(d)**
- 4.2 The Service Provider must engage in the planning for the due diligence process, including the planning of the most effective and efficient review of materials and participate in other meetings and presentations.

## 5 REPORTING

- 5.1 The Service Provider, via the PMO, will prepare and submit weekly (or as otherwise requested) progress reports to DFAT, and if directed by DFAT, for stakeholders. These reports may be required to include the status of key issues/risks, an update on the key deliverables, dependencies and priorities (as identified in the Project Plan) as well as a Timetable and a list of any non-conformities and the rectification steps recommended.
- 5.2 The Service Provider, via the PMO, will maintain a list with:
- (i) all key issues to be resolved through further negotiations; and
  - (ii) the current status of all key aspects of due-diligence, including (but not limited to) a list of all outstanding RFIs and questions to be answered by counterparties.
- 5.3 Where requested by DFAT, the Service Provider must prepare and provide written reports on specific matters or issues relevant to the Services. Where relevant, the reports must be produced in the following form:
- (i) the issues must be addressed by providing, where appropriate, a full range of options, indicating the advantages and disadvantages of each option; and



- (ii) a recommendation must be made to the most appropriate course of action in light of identified objectives.

## 6 PROBITY AND PROCESS

- 6.1 The Service Provider must at all times comply with its obligations under the probity requirements notified to the Service Provider from time to time. This will include a requirement for the Service Provider to complete and keep up to date a corporate Conflict of Interest Declaration and for all personnel of the Service Provider (whether Specified Personnel or not) undertaking work in relation to the Contract completing individual Conflict of Interest Declarations.
- 6.2 The Service Provider and its personnel will also be required to give relevant undertakings to maintain confidentiality and comply with information management protocols. The Service Provider may be required by counterparties involved in the project to enter into additional Non-Disclosure Agreements.
- 6.3 The Service Provider must provide to DFAT transparent, full and timely disclosure of any and all events which it reasonably foresees may (or could be perceived to) materially impact on the provision of the Services, or may otherwise affect, influence or bias the conduct of the Service Provider.

## 7 ACCOUNTABILITY AND AUDIT

- 7.1 The Service Provider must:
  - (i) use its best endeavours to ensure that the parts of this engagement for which the Service Provider is responsible are conducted according to the highest standards of probity and accountability required of a Commonwealth entity under relevant legislation, including (but not limited to) the *Public Governance, Performance and Accountability Act 2013* and the *Auditor-General Act 1997*;
  - (ii) generate and provide access to an audit trail on all aspects of the Services, or any other work the Service Provider was responsible for, so as to assist in the event that the Parliament, Australian National Audit Office (ANAO) or any other government agency or committee undertakes an investigation into the preparation, process, conduct or execution of the project, and make available such personnel as are required to assist in the conduct of any subsequent audit; and
  - (iii) where any such investigation is conducted by the Parliament, the ANAO or any other government agency or committee:
    - (A) comment on such draft documents as the Commonwealth, may require;
    - (B) assist DFAT to respond to any queries raised.

## 8 MEETINGS AND MISCELLANEOUS

- 8.1 Without limitation to the foregoing, the Service Provider must:

- (i) participate in meetings, wherever held, as reasonably required or as necessary for the proper performance of the Services;
- (ii) participate in committees and meetings as required from time to time;
- (iii) consult with DFAT before engaging with counterparties, stakeholders or their advisers;
- (iv) liaise and work collaboratively with other advisers engaged by the Commonwealth as may be required for the proper performance of the Services or to achieve the Commonwealth's objectives;
- (v) ensure that all probity requirements (including all Conflict of Interest Declarations) are observed by personnel and kept up to date;
- (vi) refer any inquiries from media to DFAT and otherwise comply with all reasonable directions from DFAT in relation to media or public relations matters; and
- (vii) advise and assist in respect of post completion matters, as required by DFAT including, without limitation, any claims or any proceedings brought by a counterparty (even where the matter may arise outside of the duration of the Work Order).



**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 1 December 2023 5:05 PM  
**To:** s 47F(1) s 47F(1) s 47F(1)  
**Cc:** Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] RE:DFAT Comments on Deloitte work order  
 [SEC=OFFICIAL:Sensitive]  
**Attachments:** KirstyMcNeil2023-12-0116-59-33-055.pdf

Hi s  
 47F(1)

For your records, please find attached our signed work order.

Kind regards,  
 s 22(1)(a)(ii)

Policy Officer | Pacific Infrastructure Portfolio  
 Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
 s 22(1)(a)(ii)

**From:** s 47F(1) @deloitte.com.au>  
**Sent:** Friday, 1 December 2023 4:41 PM  
**To:** s 47F(1) @deloitte.com.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1)  
 <s 47F(1) deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @ags.gov.au>; s 22(1)(a)(ii)  
 <s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** [EXTERNAL] RE:DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Please see attached signed Work Order.

Looking forward to kicking off!

s  
 47F(1)

s 47F(1)  
 s 47F(1)

**From:** s 47F(1) @deloitte.com.au>  
**Date:** Friday, 1 December 2023 at 3:10 pm  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1) @deloitte.com.au>; s 47F(1)  
 <s 47F(1) deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @ags.gov.au>; s 22(1)(a)(ii)

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>**Subject:** Re: DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]Thanks <sup>s 22(1)(a)(ii)</sup> will organise signing before COB today.

We are all lined up on our end for a kick off meeting on Monday 12-2pm if you are still good for that time.

We are looking forward to getting started.

Cheers

s 47F(1)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>**Date:** Friday, 1 December 2023 at 2:03 pm**To:** s 47F(1) [@deloitte.com.au](mailto:@deloitte.com.au)>, s 47F(1)[@deloitte.com.au](mailto:@deloitte.com.au)>,s 47F(1) [@deloitte.com.au](mailto:@deloitte.com.au)>**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>, s 22(1)(a)(ii)[@ags.gov.au](mailto:@ags.gov.au)>, s 22(1)(a)(ii)[@dfat.gov.au](mailto:@dfat.gov.au)>**Subject:** [EXT]RE: DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]**OFFICIAL: Sensitive**Hi <sup>s 47F(1)</sup>

Please find attached an updated version of the Deloitte work order that is now ready for contract signature. The relevant signing page is on page 6 of the document.

Please reach out if you have any questions or concerns.

Kind regards,

s 22(1)(a)(ii)

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)**Sent:** Thursday, 30 November 2023 9:33 AM**To:** s 47F(1) [@deloitte.com.au](mailto:@deloitte.com.au)>, s 47F(1)[@deloitte.com.au](mailto:@deloitte.com.au)>, s 47F(1)[@deloitte.com.au](mailto:@deloitte.com.au)>**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>, s 22(1)(a)(ii)[@ags.gov.au](mailto:@ags.gov.au)>, s 22(1)(a)(ii)<s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>**Subject:** DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]**OFFICIAL: Sensitive**

Hi all,

Thanks for sending through your comments on the work order.

We've attached an updated version of the draft work order. In this update, we tracked all changes as compared against the version received from Deloitte last week (the version received yesterday only showed changes as strikethrough/ comments and was a bit difficult to identify the revisions clearly). We have also included a number of

additional changes (beyond those proposed by Deloitte) – which we have shown in yellow highlighting and with accompanying explanatory comments. You will see that we have also made some formatting changes and applied styles to the text (not marked) for consistency.

Please let me know if you would like to discuss further.

Kind regards,

s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited (“DTTL”). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the ‘Deloitte’ network of member firms (including those operating in Australia).







---

**From:** s 22(1)(a)(ii)  
**Sent:** Monday, 27 November 2023 1:56 PM  
**To:** s 47F(1) s 47F(1) s 47F(1)  
**Cc:** Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** DFAT Comments on Deloitte work order [SEC=OFFICIAL]  
**Attachments:** DFAT comments on Deloitte work order .docx

## OFFICIAL

Hi all,

Thanks again for your time this morning, I thought it was a very useful discussion. As requested, please find attached DFAT comments on Deloitte's proposed changes to the work order.

Once you have had a chance to consider our comments we would appreciate it if you could send us a revised work order.

We are very motivated to move quickly and are happy to arrange a discussion as needed to talk through any outstanding items.

Kind regards,  
s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

© Kim Hill, *Among Women* (2011)

*[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

s 22(1)(a)(ii)

---

**From:** Kirsty McNeil  
**Sent:** Wednesday, 15 November 2023 1:17 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** RE: Approval to Commit and Enter into an Arrangement [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii)

I have noted the declaration and approve the Section 23.

Kirsty

**Kirsty McNeil**

---

Assistant Secretary  
Polynesia and Sports Branch | Polynesia Micronesia and Development Division  
Department of Foreign Affairs and Trade  
s 47F(1)

---

**From:** s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Sent:** Wednesday, 15 November 2023 11:25 AM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** FW: Approval to Commit and Enter into an Arrangement [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Kirsty,

Please find attached an updates S23 Minute and work order reflecting your feedback s 47E(d),  
s 47C(1)

Thanks,  
s 22(1)(a)(ii)

---

Dear Kirsty,

I seek your Approval to Commit and Enter into an Arrangement with Deloitte, **s 47G(1)(a)** in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE “**APPROVED**” in your email reply and insert your signature block.

Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) Section 23 [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

<b>Title</b>	National Rugby League proposal – <b>s 47E(d)</b>		
<b>Procurement Method</b>	<u>Panel Procurement</u>	<b>Value (GST inclusive)</b>	\$682,500 (Including an international travel upper limit budget of \$50,000)
<b>Agreement commencement date</b>	Upon contract signing	<b>Initial Period</b>	14/11/2023 - 14-03-2024
<b>Extension Period &amp; Estimated Value</b> (For information – a separate s23 Approval will be sought if extension is required)	Period or periods up to a maximum of 12 months at DFAT's absolute discretion.  Deloitte has estimated an indicative 12 month extension cost of between <b>s 47E(d)</b>  depending on our exact requirements.	<b>Cost Centre/GL Code</b>	<b>s 22(1)(a)(ii)</b>
<b>Contingent Liability Value</b>	Nil	<b>Funding Source</b>	<b>s 47E(d)</b>
<b>Risk – overall assessment</b>	<b>s 47E(d)</b>		

Requirement

DFAT has a requirement for commercial advisory services to provide commercial advice on **s 47E(d)** related to a National Rugby League (NRL) proposal.

Consultation

We have consulted with Department of Finance, AGS and Corporate Procurement throughout this procurement.

Procurement Method

The Approval to Approach the Market is attached to this email.

Due to there not being a suitable supplier from Supply Nation, and in accordance with the *Approval to Approach the Market* the method of procurement was Panel Procurement (reported as Open Tender).

s 47E(d)

Evaluation Process

Quotes were received from all suppliers.

The evaluation was conducted by s 22(1)(a)(ii) (Chair), s 22(1)(a)(ii) and s 22(1)(a)(ii)

The evaluation was conducted in accordance with the evaluation criteria in the [Commonwealth Contracting Suite](#) (CCS) Approach to Market Terms and was consistent with the [DFAT Procurement Policy](#) (see section 27).

The evaluation criteria assessed was:

1. The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.
2. The Service Provider's demonstrated capability and capacity to provide the services described in the scope of work to a very high standard and within the specified timeframes.
3. The relevant experience of nominated Key Personnel in providing similar services to the services described in the scope of work.
4. An overview of the professional and other standards that the Service Provider would apply to the Services rendered and the measures the Service Provider proposes to ensure that the required standards are maintained for the term of the Contract, including around operating with discretion, meeting probity requirements, and managing commercially sensitive and other confidential information.
5. The Service Provider's understanding of the Papua New Guinea market including the existence of a presence and networks in the country.

and was consistent with the [DFAT Procurement Policy](#) (see section 27).

s 47E(d), s 47C(1)













**From:** s 22(1)(a)(ii) @ags.gov.au>  
**Sent:** Friday, 24 November 2023 2:56 PM  
**To:** s 22(1)(a)(ii) Kirsty McNeil; s 22(1)(a)(ii)  
**Cc:** Reid, Cathy; Derix, Clare; s 22(1)(a)(ii)  
**Subject:** RE: AGS comments on Deloitte proposed revisions to draft work order [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] s 22(1)(a)(ii)  
**Attachments:** AGS comments on Deloitte work order (24 Nov 2023)s 22(1)(a)(ii).docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**OFFICIAL: Sensitive  
Legal Privilege**

Hi all

Thanks for your email below s 22(1)(a)(ii)

We've reviewed Deloitte's proposed revisions to the draft Work Order and attach a table of high level comments to you for DFAT's consideration.

s 47E(d), s 42(1)

I'm available to attend the meeting on Monday at 11am. If you'd like to discuss these comments ahead of that meeting, feel free to give me a call on my number below.

Kind regards  
s 22(1)(a)(ii)

---

s 22(1)(a)(ii)  
Senior Lawyer  
Australian Government Solicitor  
s 22(1)(a)(ii)  
s 22(1)(a)(ii) @ags.gov.au

Find out more about AGS at <http://www.ags.gov.au>

**Important:** This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the *Spam Act 2003*, this email is authorised by AGS.

**OFFICIAL: Sensitive  
Legal Privilege**

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Thursday, 23 November 2023 3:50 PM  
**To:** Reid, Cathy <Cathy.Reid@ags.gov.au>; Derix, Clare <Clare.Derix@ags.gov.au>; s 22(1)(a)(ii) @ags.gov.au>; s 22(1)(a)(ii) @ags.gov.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]  
**Importance:** High

Hi AGS team,

We have received the following mark up of our draft Work Order from Deloitte.

s 47E(d), s 42(1)

We are scheduling a call on Monday 11-12 to work through any final issues with Deloitte. If there are any material issues with their mark up, it might be good if someone from your team could join that call?

Kind regards,

s 22(1)(a)(ii)

---

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** s 47F(1) <[@deloitte.com.au](mailto:@deloitte.com.au)>  
**Sent:** Thursday, 23 November 2023 3:27 PM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>; s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>; s 47F(1) <[@deloitte.com.au](mailto:@deloitte.com.au)>  
**Subject:** [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Sorry for the delay in getting this back to you. Finalising work orders always take a little longer than expected unfortunately.

See attached our draft amendments to the work order.

s 47E(d), s 42(1)

I know you are unavailable tomorrow, but I wanted to send this through anyway to keep things moving.

Let me know your thoughts and we can lock in a time on Monday to hopefully finalise and get to work.

Cheers

s 47F(1)

---

**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Date:** Wednesday, 15 November 2023 at 4:09 pm  
**To:** s 47F(1) <[@deloitte.com.au](mailto:@deloitte.com.au)>; s 47F(1) <[@deloitte.com.au](mailto:@deloitte.com.au)>

Cc: Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>, s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>

Subject: [EXT]Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi <sup>s 47F(1)</sup> & s  
47F(1)

Apologies for the delays in getting this across to you, but please find attached a draft Work Order for the NRL Proposal.

Once you have had a chance to consider, please let us know your views and we can either schedule a call to discuss further or move to signing.

Kind regards,  
s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

If you have received this transmission in error please notify us immediately by return e-mail and delete all copies. If this e-mail or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the e-mail or attachments.

---

**From:** s 22(1)(a)(ii) s 22(1)(a)(ii) @ags.gov.au>  
**Sent:** Monday, 27 November 2023 1:39 PM  
**To:** s 22(1)(a)(ii) Kirsty McNeil; s 22(1)(a)(ii)  
**Cc:** Reid, Cathy; Derix, Clare; s 22(1)(a)(ii)  
**Subject:** RE: AGS comments on Deloitte proposed revisions to draft work order [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] s 22(1)(a)(ii)  
**Attachments:** DFAT comments on Deloitte work order - AGS draft for DFAT review (27 Nov 2023) s 22(1)(a)(ii) docx

**OFFICIAL: Sensitive  
Legal Privilege**

Hi all

Thanks for your time this morning with the Deloitte team.

s 47E(d), s 42(1)

Please let us know if you have any questions or would like to discuss further.

Kind regards  
s 22(1) & the AGS team

---

s 22(1)(a)(ii)  
Senior Lawyer  
Australian Government Solicitor  
s 22(1)(a)(ii)  
s 22(1)(a)(ii) [ags.gov.au](http://ags.gov.au)

Find out more about AGS at <http://www.ags.gov.au>

**Important:** This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the *Spam Act 2003*, this email is authorised by AGS.

**OFFICIAL: Sensitive  
Legal Privilege**

---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 24 November 2023 2:56 PM  
**To:** s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>; Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Cc:** Reid, Cathy <Cathy.Reid@ags.gov.au>; Derix, Clare <Clare.Derix@ags.gov.au>; s 22(1)(a)(ii) <Elliot.Yap@ags.gov.au>  
**Subject:** RE: AGS comments on Deloitte proposed revisions to draft work order [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] s 22(1)(a)(ii) ]

**OFFICIAL: Sensitive**

**Legal Privilege**

Hi all

Thanks for your email below <sup>s 22(1)(a)(ii)</sup>

We've reviewed Deloitte's proposed revisions to the draft Work Order and s 47E(d), s 42(1)

I'm available to attend the meeting on Monday at 11am. If you'd like to discuss these comments ahead of that meeting, feel free to give me a call on my number below.

Kind regards  
s 22(1) and the AGS team

---

s 22(1)(a)(ii)  
Senior Lawyer  
Australian Government Solicitor  
s 22(1)(a)(ii)  
s 22(1)(a)(ii) [ags.gov.au](http://ags.gov.au)

Find out more about AGS at <http://www.ags.gov.au>

**Important:** This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the *Spam Act 2003*, this email is authorised by AGS.

**OFFICIAL: Sensitive  
Legal Privilege**

---

**From:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Sent:** Thursday, 23 November 2023 3:50 PM  
**To:** Reid, Cathy <[Cathy.Reid@ags.gov.au](mailto:Cathy.Reid@ags.gov.au)>; Derix, Clare <[Clare.Derix@ags.gov.au](mailto:Clare.Derix@ags.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [ags.gov.au](mailto:ags.gov.au)>; s 22(1)(a)(ii) s 22(1)(a) [@ags.gov.au](mailto:@ags.gov.au)>  
**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Subject:** FW: [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]  
**Importance:** High

Hi AGS team,

We have received the following mark up of our draft Work Order from Deloitte.

s 47E(d), s 42(1)

We are scheduling a call on Monday 11-12 to work through any final issues with Deloitte. If there are any material issues with their mark up, it might be good if someone from your team could join that call?

Kind regards,  
s 22(1)(a)(ii)

---

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** s 47F(1) <s 47F(1) [deloitte.com.au](mailto:deloitte.com.au)>  
**Sent:** Thursday, 23 November 2023 3:27 PM  
**To:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>; s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 47F(1) <s 47F(1) [deloitte.com.au](mailto:deloitte.com.au)>  
**Subject:** [EXTERNAL] RE:Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Sorry for the delay in getting this back to you. Finalising work orders always take a little longer than expected unfortunately.

See attached our draft amendments to the work order.

s 47E(d), s 42(1)

I know you are unavailable tomorrow, but I wanted to send this through anyway to keep things moving.

Let me know your thoughts and we can lock in a time on Monday to hopefully finalise and get to work.

Cheers

s 47F(1)

---

**From:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Date:** Wednesday, 15 November 2023 at 4:09 pm  
**To:** s 47F(1) <s 47F(1) [deloitte.com.au](mailto:deloitte.com.au)>, s 47F(1) <s 47F(1) [deloitte.com.au](mailto:deloitte.com.au)>  
**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>, s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Subject:** [EXT]Deloitte s 22(1)(a)(ii) [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi s 47F(1) & s 47F(1)

Apologies for the delays in getting this across to you, but please find attached a draft Work Order for the NRL Proposal.

Once you have had a chance to consider, please let us know your views and we can either schedule a call to discuss further or move to signing.

Kind regards,  
s 22(1)(a)(ii)

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

If you have received this transmission in error please notify us immediately by return e-mail and delete all copies. If this e-mail or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the e-mail or attachments.





---

**From:** s 47F(1) @deloitte.com.au>  
**Sent:** Tuesday, 28 November 2023 4:10 PM  
**To:** s 22(1)(a)(ii) s 47F(1) s 47F(1)  
**Cc:** Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** [EXTERNAL] RE:DFAT Comments on Deloitte work order [SEC=OFFICIAL]  
**Attachments:** DFAT comments on Deloitte work s 22(1)(a)(ii) DS4P ATT D -  
Official Order - v0.1\_Deloitte updates99.docx

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

As promised, please find attached a revised version of the work order based on DFAT's feedback.

s 47E(d)

We trust this addresses any concerns and allows us to move forward.

We look forward to hearing from you.

Cheers

s 47F(1)

---

**From:** s 47F(1) @deloitte.com.au>  
**Date:** Monday, 27 November 2023 at 12:59 pm  
**To:** s 22(1)(a)(ii) @dfat.gov.au>, s 47F(1) @deloitte.com.au>, s 47F(1)  
@deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>, s 22(1)(a)(ii) @ags.gov.au>, s 22(1)(a)(ii)  
@dfat.gov.au>  
**Subject:** Re: DFAT Comments on Deloitte work order [SEC=OFFICIAL]

Thanks for the quick response s 22(1)(a)(ii)

s 47E(d)

Regards

s 47F(1)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Date:** Monday, 27 November 2023 at 12:56 pm  
**To:** s 47F(1) @deloitte.com.au>, s 47F(1) @deloitte.com.au>, s 47F(1)  
s 47F(1) @deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>, s 22(1)(a)(ii) @ags.gov.au>, s 22(1)(a)(ii)  
@dfat.gov.au>  
**Subject:** [EXT]DFAT Comments on Deloitte work order [SEC=OFFICIAL]

**OFFICIAL**

Hi all,

Thanks again for your time this morning, I thought it was a very useful discussion. As requested, please find attached DFAT comments on Deloitte's proposed changes to the work order.

Once you have had a chance to consider our comments we would appreciate it if you could send us a revised work order.

We are very motivated to move quickly and are happy to arrange a discussion as needed to talk through any outstanding items.

Kind regards,  
s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @ags.gov.au>  
**Sent:** Wednesday, 29 November 2023 4:19 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** Kirsty McNeil; s 22(1)(a)(ii) Derix, Clare; s 22(1)(a)(ii) Reid, Cathy  
**Subject:** RE: DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive] s 22(1)(a)(ii)  
**Attachments:** DS4P ATT D - DFAT-Deloitte Official Order - AGS update (29 Nov 2023) (49888444.5).docx

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

We have reviewed Deloitte's revisions to, and comments on, the draft work order. It is good to see that they have sought to take on board the feedback we provided on Monday.

s 47E(d), s 42(1)

Please let us know if you have any questions or would like to discuss.

Kind regards  
The AGS team

---

s 22(1)(a)(ii)  
Senior Lawyer  
Australian Government Solicitor  
s 22(1)(a)(ii)  
s 22(1)(a)(ii) [ags.gov.au](http://ags.gov.au)

Find out more about AGS at <http://www.ags.gov.au>

**Important:** This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the *Spam Act 2003*, this email is authorised by AGS.

**OFFICIAL: Sensitive**

**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Tuesday, 28 November 2023 4:17 PM  
**To:** s 22(1)(a)(ii) @ags.gov.au  
**Cc:** Catherine Reid <Catherine.Reid@dfat.gov.au>; Derix, Clare <Clare.Derix@ags.gov.au>; s 22(1)(a)(ii) s 22(1)(a) @ags.gov.au; Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) s 22(1)(a)(ii) dfat.gov.au  
**Subject:** FW: [EXTERNAL] RE:DFAT Comments on Deloitte work order [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi s 22(1)  
( ) (ii)

Would you be able to review these for us tomorrow? Looks like they've moved a bit but keen to get AGS' review.

Kind regards,  
s 22(1)(a)(ii)

Policy Officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 47F(1) @deloitte.com.au  
**Sent:** Tuesday, 28 November 2023 4:10 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au; s 47F(1) @deloitte.com.au; s 47F(1) @deloitte.com.au  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @ags.gov.au; s 22(1)(a)(ii) s 22(1)(a)(ii) dfat.gov.au  
**Subject:** [EXTERNAL] RE:DFAT Comments on Deloitte work order [SEC=OFFICIAL]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

As promised, please find attached a revised version of the work order based on DFAT's feedback.

s 47E(d)

We trust this addresses any concerns and allows us to move forward.

We look forward to hearing from you.

Cheers  
s 47F(1)

---

**From:** s 47F(1) @deloitte.com.au  
**Date:** Monday, 27 November 2023 at 12:59 pm  
**To:** s 22(1)(a)(ii) @dfat.gov.au; s 47F(1) @deloitte.com.au; s 47F(1) s 47F(1) deloitte.com.au  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @ags.gov.au; s 22(1)(a)(ii)

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** Re: DFAT Comments on Deloitte work order [SEC=OFFICIAL]

Thanks for the quick response <sup>s 22(1)(a)(ii)</sup>

s 47E(d)

. We will get on to this now.

Regards

s 47F(1)

---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

**Date:** Monday, 27 November 2023 at 12:56 pm

**To:** s 47F(1) [@deloitte.com.au](mailto:deloitte.com.au)>, s 47F(1)

[@deloitte.com.au](mailto:deloitte.com.au)>,

s 47F(1) [@deloitte.com.au](mailto:deloitte.com.au)>

**Cc:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>, s 22(1)(a)(ii) [@ags.gov.au](mailto:ags.gov.au)>, s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** [EXT]DFAT Comments on Deloitte work order [SEC=OFFICIAL]

## OFFICIAL

Hi all,

Thanks again for your time this morning, I thought it was a very useful discussion. As requested, please find attached DFAT comments on Deloitte's proposed changes to the work order.

Once you have had a chance to consider our comments we would appreciate it if you could send us a revised work order.

We are very motivated to move quickly and are happy to arrange a discussion as needed to talk through any outstanding items.

Kind regards,

s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio

Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation.

Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

If you have received this transmission in error please notify us immediately by return e-mail and delete all copies. If this e-mail or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the e-mail or attachments.

s 22(1)(a)(ii)

---

**From:** Kirsty McNeil  
**Sent:** Wednesday, 13 March 2024 4:37 PM  
**To:** s 22(1)(a)(ii)  
**Cc:**  
**Subject:** RE: Approval to Commit and Enter into an Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii)

Approved.

Kirsty

**Kirsty McNeil**

---

Assistant Secretary  
Polynesia and Sports Branch | Polynesia Micronesia and Development Division  
Department of Foreign Affairs and Trade  
s 47F(1)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Wednesday, March 13, 2024 12:53 PM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Approval to Commit and Enter into an Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Kirsty,

Please find our approval request to enter into an amendment with Deloitte below.

Thanks, s 22(1)(a)(ii)

---

Dear Kirsty

I seek your Approval to Commit and Enter into an Amendment with Deloitte Touche Tohmatsu, ABN 74 490 121 060 in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE "APPROVED" in your email reply and insert your signature block.

Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) (section 23), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are



sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

<b>Title</b>	Proposed Extension to Official Order (RFQTS # s 22(1)(a)(ii))		
<b>Original Procurement Method</b>	<u>Panel Procurement</u>	<b>Initial Agreement Value (GST inclusive)</b>	\$682,500
<b>Date of Prior Approval to Commit and Enter into an Arrangement</b>	15-11-2023	<b>Initial Period</b>	01-12-2023 – 14-03-2024
<b>Estimated Amendment Period</b> (Start date until revised end date)	15-03-2024 – 30-06-2024	<b>Estimated Amendment Value (GST inclusive)</b>	\$605,385
<b>Remaining Extension Options</b>	Yes up to an additional 6 months	<b>Estimated Revised Agreement Value (GST inclusive)</b>	\$1,287,885
<b>Cost Centre/GL Code</b>	s 22(1) ( ) (ii)	<b>Funding Code</b>	s 22(1)(a)(ii)
<b>Funding Source</b>	Departmental		
<b>Risk – overall assessment</b>	Low	Amendment of a Panel Procurement under \$1.5 million	

#### Requirement

DFAT has a requirement for commercial advisory services s 47E(d)

related to a

National Rugby League (NRL) proposal.

#### Agreement Background

On 1/12/2023, DFAT entered into an agreement with Deloitte for commercial advice to s 47E(d)

#### Amendment Details

The proposed Amendment is intended to extend the agreement and amend the scope.

s 47E(d)

Amendment of scope:

DFAT requires greater ongoing support s 47E(d)

This is the first amendment for this agreement.

A draft of the amendment, using the template available from the panel suite is attached for your approval.

#### Value for Money Consideration

We have negotiated with Deloitte to achieve value for money on this contract amendment including by:

- Negotiating a fixed fee
- Capturing our requirement for clear recommendations rather than general guidance
- Capturing our need for flexibility by including language regarding ad hoc requests

#### Funding breakdown

There is sufficient uncommitted budget available to meet the estimated commitment. The amounts that would be payable in under this proposed amendment, including GST, are detailed below:

Year	2023-24	TOTAL
Agreement (ex. GST)	\$550,350	\$550,350
GST	\$55,035	\$55,035
Total (inc. GST)	\$605,385	\$605,385

#### Risk

The procurement remains to be low risk.

#### Recommendation

It is recommended you approve the amendment through an approval to commit and enter into the arrangement with Deloitte for \$605,385 in accordance with the outcome outlined in this approval.

#### Attachments

- Draft Amendment
- Prior Approval to Commit and Enter into an Arrangement
- Original executed contract

Kind regards,

s 22(1)(a)(ii)

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*



s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 26 June 2024 4:57 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** RE: Approval to Commit and Enter into an Amendment for commercial advisory support [SEC=OFFICIAL:Sensitive]  
**Attachments:** s 22(1)(a)(ii) 2024-06-2616-50-39-627.pdf

**OFFICIAL: Sensitive**

Dear s 22(1)(a)(ii)

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) (section 23), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

APPROVED.

Grateful if you can save my approval in EDRMS for record management purposes.

Kind regards,  
 s 22(1)(a)(ii)

Acting Assistant Secretary  
 Polynesia and Sport Branch (PYB) | Polynesia Micronesia and Development Division (PDD)  
 Department of Foreign Affairs and Trade  
 s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [X](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Brooke Rigney-Lively (2024)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, June 25, 2024 3:28 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Subject:** Approval to Commit and Enter into an Amendment for commercial advisory support [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

Thanks for approving our approach to supplier email yesterday. We went back to Deloitte with yesterday's feedback which they have now actioned.

Can you please review the below S23? If you are happy the proposed extensions is also attached for signing.

Thanks, s 22(1)(a)(ii)

Dear s 22(1)(a)(ii)

I seek your Approval to Commit and Enter into an Amendment with Deloitte, ABN 74 490 121 060) in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE "APPROVED" in your email reply and insert your signature block.

Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) (section 23), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

Title	Proposed Extension to Official Order (RFQTS # s 22(1)(a)(ii))		
<b>Original Procurement Method</b>	Panel	<b>Initial Agreement Value (GST inclusive)</b>	<u>\$682,500</u>
<b>Date of Prior Approval to Commit and Enter into an Arrangement</b>	13-03-2024	<b>Initial Period</b>	01-12-2023-14-03-2024
<b>Amendment Period</b> (Start date until revised end date)	25-06-2024 – 28-08-2024  2 months	<b>Amendment Value (GST inclusive)</b>	\$701, 420 (including up to \$50,000 for travel and third party expenses)
<b>Remaining Extension Options</b>	Yes Until 1 December 2024	<b>Revised Agreement Value (GST inclusive)</b>	\$1,989,305
<b>Cost Centre/GL Code</b>	s 22(1)(a)(ii)	<b>Funding Code</b>	s 22(1)(a)(ii)
<b>Funding Source</b>	Departmental		
<b>Risk – overall assessment</b>	Low	See attached risk register	

### Agreement Background

On 1/12/2023, DFAT entered into an agreement with Deloitte for commercial advice to support Government s 47E(d) until 14/03/2024. On 13/03/2024 DFAT amended the contract to extend the period out until 30/06/2024.

### Amendment Details

The Amendment is to: extend the agreement for commercial advisory support to 28 August s 47E(d)

Amendment Number	Date	Summary of Amendment	Increase/Decrease in financial limit (GST Inc)	Revised Financial Limit (GST Inc)
1	13-03-2024	The amendment extended the agreement and amended the scope of the initial contract.	\$605,385	\$1,287,885

The proposed procurement is from an existing panel or standing offer. The standing order permits either party to propose a contract amendment. Following your approval of our approach to supplier minute, we approached Deloitte with further changes which they have now made.

### Value for Money Consideration

We have negotiated with Deloitte to achieve value for money on this contract:

- Minimizing whole-of-life costs by negotiating a fixed fee
- Capturing our need for flexibility by including language regarding ad hoc requests
- s 47E(d)

### Funding breakdown

There is sufficient uncommitted budget available to meet the commitment. The amounts payable in under this commitment, including GST, are detailed below:

Year	2023-24	2024-25	TOTAL
Agreement (ex. GST)	\$1,170,804.55	\$637,650	1,808,454
GST	\$117,080.45	63,770	180,850

Total (inc. GST)	\$1,287,885	701420	1,989,305
------------------	-------------	--------	-----------

Risk

The procurement remains to be low risk.

Recommendation

It is recommended you approve the amendment through an approval to commit and enter into the arrangement with Deloitte for \$701,400 in accordance with the outcome outlined in this approval.

Attachments

- Approval to Approach the Supplier for an Amendment
  - Draft Amendment
  - Prior Approval to Commit and Enter into an Arrangement
  - Original executed contract
- .....

Kind regards,  
s 22(1)(a)(ii)

\_\_\_\_\_  
Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade  
s 47F(1)





**From:** s 47F(1) @deloitte.com.au>  
**Sent:** Tuesday, 27 August 2024 1:10 PM  
**To:** s 22(1)(a)(ii) Kirsty McNeil; s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Cc:** s 47F(1) s 47F(1)  
**Subject:** [EXTERNAL] RE:Deloitte Contract Extension [SEC=OFFICIAL:Sensitive]  
**Attachments:** 240827\_DFAT NRL Extension Letter (#3)\_v1\_SENT.pdf

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

DFAT Colleagues

Thanks for providing the outline of the potential Deloitte Contract Extension, and for your time in subsequent conversations to describe the asks. As s 47F(1) mentioned below, we are appreciative of the opportunity to continue providing Deloitte's support to DFAT and the Australian Government as part of the Project.

On behalf of s 47F(1) please find attached a draft letter of extension in response to the scope you provided.

s 47E(d)

**Just in terms of providing a summary, this letter:**

1. Outlines the scope, assumptions and fees associated with the three elements of support being sought s 47E(d)
2. Covers the duration of extension ask from the completion of our existing extension (31 August) through to 15 December 2024
3. As it relates to the provision of commercial support, we have rebalanced this team to reflect the anticipated workload on this over the next period. What this will effectively mean is that we are carrying the team as-is until the end of September, and then there will be a decline in resourcing through the periods following, with s 22(1) ceasing continuation on the Project from the end of October 2024. s 47F(1) and I will continue in a reduced (s 47F(1)) capacity to provide leadership continuity, ongoing negotiation advice and support, and will continue to be supported by s 47F(1) who will also be providing delivery support s 47E(d)

s 47E(d)

We welcome the opportunity to discuss this extension and appreciate you may have further changes / clarifications needed.

Please don't hesitate to reach out,

s 47F(1)

s 47F(1)

Deloitte Australia  
Strategy Consulting

Deloitte Consulting Pty Ltd  
QQT, 50 Bridge Street, Sydney, NSW 2000, Australia  
s 47F(1)  
s 47F(1) [deloitte.com.au](https://deloitte.com.au) | [www.deloitte.com.au](https://www.deloitte.com.au)

Please consider the environment before printing.

We work flexibly at Deloitte. I'm sending this message now because it suits me, but I don't expect you to read, respond or action it outside of your preferred hours – learn more about [DeloitteFLEX](#)

---

**From:** s 47F(1) @deloitte.com.au>  
**Sent:** Thursday, August 22, 2024 10:30 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1) @deloitte.com.au>; s 47F(1) <s 47F(1) deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** Re: Deloitte Contract Extension [SEC=OFFICIAL:Sensitive]

Thanks s 22(1)(a)(ii)

Appreciate you sending this through and your ongoing support of Deloitte as part of the broader project team.

We will review the attached and likely contact you for any clarifications so we can respond ASAP.

Kind Regards

s 47F(1)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Date:** Thursday, 22 August 2024 at 10:17 AM  
**To:** s 47F(1) @deloitte.com.au>, s 47F(1) @deloitte.com.au>, s 47F(1) @deloitte.com.au>  
**Cc:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>, s 22(1)(a)(ii) <s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** [EXT]Deloitte Contract Extension [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Deloitte team,

As discussed, DFAT is considering what commercial support we will require following the completion of our current contract on August 31.

We have drafted up a general scope for a potential contract extension which we would like for Deloitte to provide us a quote for as done in previous amendments.

Happy to discuss if useful,

s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

This e-mail and any attachments to it are confidential. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by

contacting the sender and deleting the original e-mail. Liability limited by a scheme approved under Professional Standards Legislation. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the 'Deloitte' network of member firms (including those operating in Australia).

---

**From:** Corporate Procurement  
**Sent:** Monday, 9 December 2024 3:13 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) Corporate Procurement  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Thank you for your email. Confirming that any Amendment that relates only to an extension of time or any other straight-forward amendment without a change of deliverables, should use the [‘Simple’ amendment process](#). Given this amendment will not add value, FPS will not need to review.

Kind regards

s 22(1)(a)(ii)

---

Graduate Trainee | Procurements and Grants Section (FPS)  
Finance Division (FND)  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, December 9, 2024 8:02 AM  
**To:** Corporate Procurement <s 22(1)(a)(ii) dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii)  
s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Good morning,

Further to the below, we are looking at now undertaking a no cost extension to the existing contract (to extend the contract until 31 March 2025), which can be facilitated under the remaining options for this contract.

Can I please confirm if this will need to be cleared by FPS through the complex amendment process? (noting the current contract value is approx \$2.5 million) or if we can use the simple amendment contract process as it is not increasing value or changing the scope.

Kind regards

s 22(1)(a)(ii)

---

Infrastructure Enabling Services Unit  
Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) <[dfat.gov.au](mailto:dfat.gov.au)>  
**Sent:** Friday, November 22, 2024 2:11 PM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** Corporate Procurement <s 22(1)(a)(ii) <[dfat.gov.au](mailto:dfat.gov.au)>  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

## OFFICIAL

Hi s 22(1)(a)(ii)

Not a worry at all – Thank you for the update.

Kind Regards,

s 22(1)(a)(ii)

---

Assistant Director | Procurement and Grants Section  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Brooke Rigney-Lively (2024)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

---

**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Friday, November 22, 2024 2:00 PM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

## OFFICIAL

Hi s 22(1)(a)(ii)

Hope your well.

I just wanted to come back to you on this one to let you know that after further talks with Deloitte, it was decided that DFAT would not be proceeding with this variation.

Kind regards

s 22(1)(a)(ii)

---

Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Sent: Tuesday, November 5, 2024 3:13 PM  
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Corporate Procurement <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Subject: RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Thanks for the quick update – all looks great and strongly links back to the initial procurement/contract.

s 47C(1)

Kind Regards,

s 22(1)(a)(ii)

ement and Grants Section

Budget and Policy Branch | Finance Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Brooke Rigney-Lively (2024)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Sent: Tuesday, November 5, 2024 2:51 PM  
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Angela Foster <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
Subject: RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Please see attached working draft for discussion at meeting at 3pm.

Thanks

s 22(1)(a)(ii)



Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

**From:** Corporate Procurement <s 22(1)(a)(ii) dfat.gov.au>  
**Sent:** Tuesday, November 5, 2024 8:46 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii)  
s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii)  
s 22(1)(a)(ii) @dfat.gov.au>; Corporate Procurement <s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Thank you for your email and time last week.

We have just finalised the Worksheet Agreement, however, we note that the maximum number of attachments was reached so have attached our comments to this email for your action.

There are a number of comments that have not yet been addressed from the initial feedback, and also the meeting s 47E(d)

Kind regards,  
s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Friday, November 1, 2024 2:07 PM  
**To:** Corporate Procurement <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: FPS Comments - Agreement Worksheet 2024/25-264 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Please find attached updated section 23 incorporating suggest changes from our meeting this morning.

Also attached is the agreement (please note there were no comments or suggested changes after FPS initial review, just formatting changes) and updated risk register.

Thanks again for your time and assistance with this matter

Kind regards

s 22(1)(a)(ii)

---

Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** Corporate Procurement <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Sent:** Wednesday, October 30, 2024 2:33 PM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); Corporate Procurement  
<s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Subject:** FPS Comments - Agreement Worksheet 2024/25-264 [SEC=UNOFFICIAL]

Hi s 22(1)(a)(ii)

s 47C(1)

We are happy to chat through them once you've had a chance to look, and have availability on Friday if that is suitable.

Kind Regards,

s 22(1)(a)  
(ii)

---

Assistant Director | Procurement and Grants Section  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Brooke Rigney-Lively (2024)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*



---

**From:** Kirsty McNeil  
**Sent:** Friday, 6 December 2024 4:38 PM  
**To:** s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Subject:** FW: [EXTERNAL] RE:Extending Deloitte Support timeline on NRL Project Contract until 31 March [SEC=OFFICIAL]  
**Attachments:** JessicaStone2024-08-3016-07-33-506\_Deloitte Countersigned\_vSENT.pdf

**OFFICIAL**

Team – what do you think of this option?

K

---

**From:** s 47F(1) @deloitte.com.au>  
**Sent:** Thursday, December 5, 2024 4:09 PM  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 47F(1) @deloitte.com.au>; s 47F(1) @deloitte.com.au>  
**Subject:** [EXTERNAL] RE:Extending Deloitte Support timeline on NRL Project Contract until 31 March

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

s 22(1)(a)(ii)

s  
4

---

s 47F(1)  
Lead Partner – Australian Sports Practice  
s 47F(1)

---

**From:** s 47F(1) @deloitte.com.au>  
**Date:** Thursday, 5 December 2024 at 4:05 pm  
**To:** Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>  
**Cc:** s 47F(1) @deloitte.com.au>, s 47F(1) @deloitte.com.au>  
**Subject:** Extending Deloitte Support timeline on NRL Project Contract until 31 March

Hi Kirsty

Thank you for making time to meet on Wednesday morning. It was great hearing first-hand reflections from you and Jamie in relation to what's been achieved and to understand more about what's next for the project. It has been a big 12-18 months and whilst there is more to come, you have set this project up incredibly well and we have really enjoyed being part of the team.

s 47E(d)

Our contract with DFAT currently ends on 30 December 2024, however with the above in mind, we would like to offer a \$0 cost extension to end of March 2025.

Should you wish to proceed, we believe the most sensible course of action (subject to your own contracting and procurement processes) would be to update the end date of our current contract with you (see attached), on email acceptance that:

1. Up to 1 day per week collectively of my <sup>s 47F(1)</sup>  
the Project during the period of 30 Dec <sup>s 47E(d)</sup> time would be made available to support DFAT on  
March 2025

Please let me know if you would like to proceed.

s  
47F(1)

s 47F(1)

Lead Partner – Australian Sports Practice

s 47F(1)

s [deloitte.com.au](https://deloitte.com.au)

s 47F(1) [deloitte.com.au](https://deloitte.com.au)



Worldwide Olympic and Paralympic Partner

This e-mail and any attachments to it are confidential and are intended solely for the use of the recipient to whom it is addressed. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail and any attachments. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](https://www.deloitte.com/about) to learn more. Deloitte's liability is limited by a scheme approved under Professional Standards Legislation. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the Deloitte network of member firms (including those operating in Australia).

---

**From:** Corporate Procurement  
**Sent:** Friday, 21 June 2024 4:01 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) Corporate Procurement  
**Subject:** RE: Contract Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii)

Yes – pending action of the changes suggested.

Kind regards,

s 22(1)(a)(ii)

---

Procurement and Grants (FPS)  
Budget and Policy Branch (BGB) | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, June 21, 2024 3:59 PM  
**To:** Corporate Procurement  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: Contract Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi team,

Thanks for the review, we will action changes.

Subject to delegate approvals are we able to then approach the supplier and document an amendment?

Thanks,  
s 22(1)(a)(ii)

---

Policy Officer | Pacific Infrastructure Projects  
Pacific Infrastructure Branch | Pacific Strategy Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** Corporate Procurement <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>  
**Sent:** Friday, June 21, 2024 3:25 PM  
**To:** s 22(1)(a)(ii) <s 22(1)(a)(ii) [dfat.gov.au](mailto:dfat.gov.au)>

Cc: s 22(1)(a)(ii) @dfat.gov.au>; Corporate Procurement  
<s 22(1)(a)(ii) dfat.gov.au>  
Subject: RE: Contract Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Good afternoon s 22(1)(a)(ii)

Thank you for your submission through the Worksheet Agreement: [2018-19 - Approval To Approach The Supplier For An... \(satin.io\)](#)

Please note the relevant clearing officer/ manager comments and reviewed attachments in the above link, for your action. Unless you have any specific questions, there is no need for us to review updates/changes.

Kind regards,

s 22(1)(a)(ii) s 22(1)(a)(ii)

---

Procurement and Grants Section  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

*Lead. Transform. Sustain.*

[www.dfat.gov.au](http://www.dfat.gov.au)

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)



---

From: s 22(1)(a)(ii) @dfat.gov.au>  
Sent: Wednesday, June 19, 2024 1:45 PM  
To: Corporate Procurement <s 22(1)(a)(ii) dfat.gov.au>  
Cc: s 22(1)(a)(ii) @dfat.gov.au>  
Subject: Contract Amendment [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Team,

We have lodged a new checklist on the FPS website to approve an approaching a supplier for amendment email.

We are currently in a very busy period of the project and are looking to finalise the amendment before the end of the week before our delegate goes on leave.

We assess that the amendment is low risk and would appreciate an expedited review to make sure we can finalise the amendment this week.

Kind regards,

s 22(1)(a)(ii)

---

Policy officer | Pacific Infrastructure Portfolio  
Pacific Infrastructure Branch | Strategic Infrastructure Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)



**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 26 September 2024 2:41 PM  
**To:** Accounts Payable  
**Cc:** Office of the Pacific Operations Hub; s 22(1)(a)(ii)  
**Subject:** FOR ACTION : Process Invoice : CC 1000 / non-ODA Contract / PO s 22(1)(a)(ii) /Deloitte / Inv s 22(1)(a)(ii) [SEC=OFFICIAL]  
**Attachments:** NRL2024-01 - Contract - Commercial Advisory Services - Deloitte - Signed 1 Dec 23.pdf; NRL2024-01 - Sec23 Approval - Commercial Advisory Services - Deloitte - Approved 15 Nov 23.pdf; NRL2024-01 Contract V1 - Commercial Advisory Services - Deloitte - Signed 13 Mar 24.pdf; NRL2024-01 Sec23 V1 - Commercial Advisory Services - Deloitte - Approved 13 Mar 24.pdf; NRL2024-01 Contract V2 - Commercial Advisory Services - Deloitte - Signed 26 Jun 24.pdf; NRL2024-01 Sec23 V2 - Commercial Advisory Services - Deloitte - Approved 26 Jun 24.pdf; NRL2024 -01 Contract V3 - Commercial Advisory Services - Deloitte - Signed 30 Aug 24.pdf; NRL2024 -01 Sec23 V3 - Commercial Advisory Services - Deloitte - Signed 30 Aug 24.pdf; 5. 25 Sept 2024 Deloitte Invoice\_s 22(1)(a)(ii)\_Extension 2\_24 June to 31 August 2024.pdf

OFFICIAL

Good Afternoon

Please process the attached invoice.

	Payment Codes
Invoice Number	s 22(1)(a)(ii)
Company Code	
Contract Number	
Purchase Order Number	
Material Document Number	
Parked Document Number	
Line Number/s (if payment required across two lines)	
S23 EDRMS Attached	Yes

Kind Regards

s 22(1)(a)(ii)

---

Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)



---

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 19 November 2024 4:14 PM  
**To:** s 22(1)(a)(ii) s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] Deloitte Invoices s 22(1)(a)(ii) [SEC=OFFICIAL]

**OFFICIAL**

Thanks, s 22(1)(a)(ii)

s 22(1)(a)(ii) – we are good to process this invoice. Apologies for the delay.

Kind regards,  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

---

Acting Director | NRL Taskforce  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, November 19, 2024 4:10 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Deloitte Invoices s 22(1)(a)(ii) [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)  
( ) (ii)

Confirming Deloitte has been providing these services for the period outlined in the invoice.

Thanks,  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, November 19, 2024 3:55 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: [EXTERNAL] Deloitte Invoices 8005292300 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii)

Can you please confirm that Deloitte was undertaking the services from 2 September to 15 October (i.e. the time before I started)? Noting the invoice does not charge for the full amount and covers services that continue to be delivered.

Kind regards,

s  
22(1)

---

**From:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>  
**Sent:** Wednesday, November 13, 2024 11:05 AM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** FW: [EXTERNAL] Deloitte Invoices s 22(1)(a)(ii) [SEC=OFFICIAL]

**OFFICIAL**

s 47C(1)

---

**From:** Accounts Payable <[accounts.payable@dfat.gov.au](mailto:accounts.payable@dfat.gov.au)>  
**Sent:** Wednesday, November 13, 2024 10:02 AM  
**To:** Kirsty McNeil <[Kirsty.McNeil@dfat.gov.au](mailto:Kirsty.McNeil@dfat.gov.au)>  
**Subject:** FW: [EXTERNAL] Deloitte Invoices s 22(1)(a)(ii) [SEC=OFFICIAL]

**OFFICIAL**

Good morning Kirsty,

Please find attached a Tax Invoice from Deloitte Touche Tohmatsu for your action.

Kind Regards,

s 22(1)(a)(ii)

Accounts Payable Officer | Financial Operations Section (FOS)  
Financial Services and Transformation Branch | Finance Division  
Department of Foreign Affairs and Trade  
[www.dfat.gov.au](http://www.dfat.gov.au)  
[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

---

**From:** s 47F(1) <[@deloitte.com.au](mailto:@deloitte.com.au)>  
**Sent:** Wednesday, November 13, 2024 9:37 AM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** [EXTERNAL] Deloitte Invoices 8005258480 & 8005292300

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear Team,

This is just a courtesy email to confirm that you have received the attached invoices and if you have a possible payment date.

Your assistance is greatly appreciated.

Many thanks.

Kind Regards.

Senior Credit Consultant / Credit Management / National Finance  
Deloitte Touche Tohmatsu

s 47F(1)

s 22(1) [@deloitte.com.au](mailto:@deloitte.com.au) | [www.deloitte.com.au](http://www.deloitte.com.au)  
(a)(ii)

**Deloitte**

Please consider the environment before printing.

This e-mail and any attachments to it are confidential and are intended solely for the use of the recipient to whom it is addressed. You must not use, disclose or act on the e-mail if you are not the intended recipient. If you have received this e-mail in error, please let us know by contacting the sender and deleting the original e-mail and any attachments. Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more. Deloitte's liability is limited by a scheme approved under Professional Standards Legislation. Nothing in this e-mail, nor any related attachments or communications or services, have any capacity to bind any other entity under the Deloitte network of member firms (including those operating in Australia).

**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 21 November 2024 11:12 AM  
**To:** Accounts Payable  
**Cc:** s 22(1)(a)(ii) ; Office of the Pacific Operations Hub  
**Subject:** FOR ACTION : Process Invoice : CC 1000 / non-ODA Contract / PO s 22(1)( ) (ii) /Deloitte / Inv s 22(1)(a)(ii) [SEC=OFFICIAL]  
**Attachments:** NRL2024-01 - Contract - Commercial Advisory Services - Deloitte - Signed 1 Dec 23.pdf; NRL2024-01 - Sec23 Approval - Commercial Advisory Services - Deloitte - Approved 15 Nov 23.pdf; NRL2024-01 Contract V1 - Commercial Advisory Services - Deloitte - Signed 13 Mar 24.pdf; NRL2024-01 Sec23 V1 - Commercial Advisory Services - Deloitte - Approved 13 Mar 24.pdf; NRL2024-01 Contract V2 - Commercial Advisory Services - Deloitte - Signed 26 Jun 24.pdf; NRL2024-01 Sec23 V2 - Commercial Advisory Services - Deloitte - Approved 26 Jun 24.pdf; NRL2024-01 Contract V3 - Commercial Advisory Services - Deloitte - Signed 30 Aug 24.pdf; NRL2024-01 Sec23 V3 - Commercial Advisory Services - Deloitte - Signed 30 Aug 24.pdf; 6. 25 Oct 2024 Deloitte Invoice s 22(1)(a)(ii) .pdf

**OFFICIAL**

Good Morning,

Please process the attached invoice.

	Payment Codes
Invoice Number	s 22(1)(a)(ii)
Company Code	
Contract Number	
Purchase Order Number	
Material Document Number	
Parked Document Number	
Line Number/s (if payment required across two lines)	
S23 EDRMS Attached	Yes

Kind Regards

s 22(1)(a)(ii)

Key Sectors Branch | Office of the Pacific  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

