

From: [REDACTED]
Sent: Monday, 30 January 2012 4:05 PM
To: [REDACTED]
Subject: RE: Urgent: FaHCSIA - Advice on financial matters related to Problem Gambling Reforms [SEC=IN-CONFIDENCE]
Attachments: 45406094 - Official Order (2).pdf

Security Classification:
~~IN-CONFIDENCE~~

Hi [REDACTED]

Official order for your signature is attached. I will also have copies of the official order so that we can execute it tomorrow morning.

Regards,

Paul

From: [REDACTED]@oakton.com.au]
Sent: Monday, 30 January 2012 3:02 PM
To: [REDACTED]
Subject: RE: Urgent: FaHCSIA - Advice on financial matters related to Problem Gambling Reforms [SEC=IN-CONFIDENCE]

Hi [REDACTED]

Brief proposal is attached. Gina Ma and myself are available to come out to FaHCSIA tomorrow morning at 8.30 once you have accepted the proposal.

Cheers

[REDACTED]

[REDACTED]

Oakton Consulting Technology

T +61 2 6230 1997

F +61 2 6230 1919

www.oakton.com.au

From: [REDACTED]@fahcsia.gov.au]
Sent: Monday, 30 January 2012 10:45 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Urgent: FaHCSIA - Advice on financial matters related to Problem Gambling Reforms [SEC=IN-CONFIDENCE]

Hi [REDACTED]

Attached is a draft official order. We would engage you under the department's panel arrangements.

Please let us know if you have any comments on the draft order and notify of specified personnel.

After receiving a quote, I will shortly let you know if it has been accepted.

We will be available to meet with you from 11 am tomorrow.

Regards,

[REDACTED]
Problem Gambling Taskforce
[REDACTED]

From: [REDACTED]
Sent: Friday, 27 January 2012 2:41 PM
To: [REDACTED]@oakton.com.au
Cc: [REDACTED]@fahcsia.gov.au; [REDACTED]
Subject: FW: Urgent: FaHCSIA - Advice on financial matters related to Problem Gambling Reforms [SEC=IN-CONFIDENCE]

Hi [REDACTED]

As discussed, I am working in FaHCSIA's Problem Gambling Taskforce with [REDACTED]

The department is seeking some advice on financial management strategy urgently (by COB Wednesday 1st February) pertaining to the establishment and implementation of the government's trial of poker machine pre commitment technology. A draft scope of works and details of the Commonwealth's offer to Clubs in the ACT is attached.

I would appreciate if you can back to me regarding your organisation's availability to provide this advice as soon as possible given the timeframes.

I will call Monday morning to discuss and provide any further detail you may require.

Regards,

[REDACTED]
Problem Gambling Taskforce
[REDACTED]

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the email by you is prohibited.



Australian Government

Department of Families, Housing,
Community Services and Indigenous Affairs

OFFICIAL ORDER 45406094

STATEMENT OF WORK

This Official Order is placed on 30 January 2012. The Official Order is placed pursuant and subject to the terms and conditions of the Deed between the Department and Oakton Services dated 30 February 2012 and with Deed number 4603771.

Item A [Services and Subcontractors]

The Commonwealth has recently announced a number of reforms to the gambling industry including a trial of Poker machine pre-commitment technology that will be undertaken in the ACT, commencing Feb 2013.

To enable and support this trial the Commonwealth has committed to fund clubs participating in the trial in the ACT a participation fee (which equates to 20% of the club's 2010/11 Gross Gaming Revenue), and assistance for staffing and business planning.

Some of these clubs pay contributions to political parties. The Commonwealth wants to ensure that none of the trial participation payment passes back to any political parties as part of any contribution process. In support of this, the Minister's press release has advised that;

- "all venues will need to enter into an agreement that no Commonwealth funding will be used to support political donations".

Oakton will provide professional, fully defensible advice on what measures can be implemented to ensure integrity and transparency in the process of providing funding to clubs participating in the trial – evidencing that none of Commonwealth funding provided to Clubs for the trial has been paid as political contributions to any party.

Advice is to include but not necessarily be limited to:

- Contractual / agreement requirements;
- Fee payment structures and types – within the current scope of the offer to Clubs in the ACT;
- Reporting processes and requirements;
- Monitoring and oversight; and
- Accounting methodologies.

This advice is required by COB Wednesday 1 February 2012 and is to be provided in a short written report of around 3-5 pages.

Business Continuity Plan

The Service Provider is not required to maintain a Business Continuity Plan.

Item B [Contract Material]

All work prepared or undertaken by the Contractor as a result of this contract becomes the property of the Department. This includes all documents relating to the procurement process.

The written advice provided to the Department should be submitted electronically via email, either as an attachment (in Microsoft Word format or other formats approved by the Department) or in the body of the email.

Folio 032

In reviewing documents any comments or suggested amendments should be made electronically in track changes. The Department reserves the right to agree or disagree with these comments or suggested amendments.

Item C [Contract Commencement and Timeframe]

Contract Commencement Date

The Contract Commencement Date is 30 January 2012.

Contract Completion Date

The Contract Completion Date is 3 February 2012.

Timeframe

DELIVERABLE	DUE DATE
Short written report provided to the department (3-5 pages)	1 February 2012

Item D [Fees]

Fees are based on an hourly rate of:



s47G - business

The total fees payable under this Contract must not exceed \$6742.65 (GST inclusive).

Item E [Expenses and Costs]

None Specified.

Item F [Invoices]

The Service Provider must submit correctly rendered tax invoices to the Department. A correctly rendered tax invoice is one which:

1. includes the Official Order number;
2. includes the title of the Services;
3. includes the name of the Department's Contact Officer;
4. details the fees payable;
5. details expenses and costs payable, and attaches original receipts;
6. contains written certification in a form acceptable to the Department that the Service Provider has paid all remuneration, fees or other amounts payable to an employee, agent or Subcontractor performing Services under the Contract; and
7. is a tax invoice.

The due date for payment by the Department is 30 days after receipt by the Department of a correctly rendered invoice.

Folio 033

Payment will be effected by electronic funds transfer (EFT) to the Service Provider's bank account specified at Schedule 3.

Item G [Existing Material]

None Specified.

Item H [Moral Rights]

None Specified.

Item I [Commonwealth Material]

All documents relating to the procurement process.

Item J [Use of Commonwealth Material]

The Contractor must ensure that all Commonwealth Material is securely held in a Class B safe, and is only accessible by Personnel directly involved in delivery of the Services and who require access to perform their obligations under the Contract.

The Contractor must ensure that any Material provided by FaHCSIA to the Contractor for the purposes of this Contract is used strictly in accordance with any conditions, restrictions or directions given by FaHCSIA. The Contractor must at the expiration or termination of this Contract deliver to FaHCSIA or otherwise deal with all copies of the Material as directed by FaHCSIA.

Item K [Facilities and Assistance]

None Specified.

Item L [Confidential Information]

Department Confidential Information:

DESCRIPTION	PERIOD OF CONFIDENTIALITY
Not Applicable	Ongoing

Service Provider Confidential Information:

None Specified.

Item M [Security Requirements]

None Specified.

Item N [Standards and Best Practice]

None Specified.

Folio 034

All redactions on this
page: s22 -
irrelevant information

Item O [Specified Personnel]

The Specified Personnel providing the contract services are:

[REDACTED]

Item P [Insurance]

None Specified

Item Q [Contact Officers]

The Department's Contact Officer is the person holding the position of Project Officer, currently:

[REDACTED]

Problem Gambling Taskforce
PO Box 7576
Canberra Business Centre ACT 2610

The East Wing
Tuggeranong Office Park,
Cnr Soward Way and Athllon Dr
Greenway

[REDACTED]@fahcsia.gov.au
[REDACTED]

The Contractor's Contact Officer is the person holding the position of Partner, Assurance Services, currently:

[REDACTED]

45 Wentworth Avenue Kingston ACT 2604
CANBERRA ACT 2601

[REDACTED]@oakton.com.au
[REDACTED]

Folio 035

SIGNED for and on behalf of

THE COMMONWEALTH OF AUSTRALIA as represented by the Department of Families,
Housing, Community Services and Indigenous Affairs, by:

[Insert name of Signatory]

[Signature]

[Insert Signatory's work title]

On:

[Insert date]

In the presence of:

[Insert name of Witness]

[Insert occupation witness]

SIGNED for and on behalf of *[Insert name of Service Provider]*, ABN *[Insert]* by:

[Insert name of Director]

[Signature of Director]

On:

[Insert date]

And:

*[Insert name of Director /
Company Secretary]*

*[Signature of Director / Company
Secretary]*

On:

[Insert date]