

**HEADQUARTERS PROJECT ACT
DEED OF CONFIDENTIALITY REGISTER**

Position	Internal/External	Signed Deed of Confidentiality	Probity Briefing	Participation in Evaluation	Conflict of Interest registered	Details of Conflict	Resolution / Decision
Assistant Director, Assets Management	Internal	Yes	Yes	No	No		
Assistant Director, Headquarters, Strategy & Governance EA to AS, Communication & Media Branch	Internal	Yes	No	No	No	My husband's brother went to school with someone in the Snow family. I have never had contact with this person. I am unsure of his first name. I think they are still friends.	Attended Probity Briefing. No further action required.
Director, DJAS	External	Yes	Yes	No	Yes	Daryl Jackson Alastair Swayn Pty Ltd is currently engaged by the following property developers/owners: Capital Airport Group (CAG) - various projects at Majura Business Park and some fitout works for tenancies at the Brindabella Business Park. KDN Group - minor refurbishment works at 15 National Circuit. Centuria - entrance level upgrades at 54 & 60 Marcus Clarke Street. Canberra Grammar School - various refurbishment projects (the CAG Managing Director Stephen Byron is on the School Board and has a CAG staff member attend project design meetings). I am involved in all projects abovementioned excluding Canberra Grammar School.	DJAS will not be involved in the procurement process for the 3 Molonglo building.
Project Director	External	Yes	Yes	Yes	No		
Senior Interior Designer	External	Yes	Yes	No	No		
Contractor	External	Yes	Yes	Yes	No		
Programme Manager, ICT Infrastructure Operations Branch	Internal	Yes	Yes	No	No		
APS6, Headquarters, Strategy & Governance	Internal	Yes	Yes	No	No		
A/g Senior Public Affairs Officer	Internal	Yes	No	No	No		
FAS, Corporate Services	Internal	Yes	No	Yes	No		
EO to Deputy Commissioner Operations	Internal	Yes	No	No	No		
Project Officer, Headquarters, Strategy & Governance	Internal	Yes	Yes	Yes	No		
Assistant Secretary, PACS	Internal	Yes	Yes	Yes	No		
Senior Technical Advisor	External	Yes	Yes	Yes	No		
Special Advisor	External	Yes	Yes	Yes	Yes	My daughter goes to school with Stephen Byron's (MD CAG) daughter. She also goes to school with the daughters of Paul Powderley (Colliers Internationl), George Kathaklakis (NDH Property & President of the PLA Act). I play golf at Royal Canberra where the following also Play: Barry Morris, Paul Powderley, Graham Potts. I have met all of the above both socially and in my business undertaking and have sound relationships with all of them	This person will not to be involved in the procurement process evaluation. This person is no longer currently working on the project.

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Project Officer, Headquarters, Strategy & Governance	Internal	Yes	Yes	Yes	Yes	During my previous employment with Daryl Jackson Alastair Swayn I was assigned to undertake design work for the Canberra Airport. During my employment with ACBPS I worked on projects which required approvals and involvement of ISPT.	The individual attended Probity Briefing. The previous design work was not related to the procurement process or broader project. While the individual was involved in developing the procurement documentation all documentation was reviewed by Probity, Legal and endorsed by Executive prior to release to market. The individual was not involved in the evaluation decision making process. No further action required.
Manages property portfolio for Defence	External	Yes	No	No	No		
EA to Deputy Secretary Corporate Group	Internal	Yes	Yes	No	No		
EA to Deputy Commissioner Operations	Internal	Yes	No	No	No		
Contractor working with DIBP Finance Division	External	Yes	No	No	Yes	I work for Synergy Group Australia and have been engaged by the Finance Division at the DIBP (and formerly Customs). Over the past year I have been working at the Department on a part-time basis. I am aware that DIBP was considering a joint approach to the market for accommodation with the Dept of Defence and the ABS but I was not aware that this was confidential information. I became aware of this information during the project conception late last year (November) when there was some initial thinking that I may be available to assist with the engagement given my recent experience in preparing cost-benefit analyses for other clients, combined with my prior knowledge of DIBP. However, it was decided I was not required to assist on this piece of work. As a result, I was not involved once the engagement had been formalised/commenced.	Signed Deed was received by DIBP HQ team on 5 February 2016. In his declaration, person states that he was provided with details of the Government Agencies involved with the procurement in November 2015 during a project conception at Synergy Group. He also states that he wasn't aware that this information was confidential, and that he hasn't discussed it with anyone outside the meeting in question. Finance has requested a meeting with Synergy Group to discuss probity concerns relating to the Headquarters Project ACT. The project team has also followed up with the internal Finance Division employees to obtain signed Confidentiality Agreements.
Director, ICT Divisional Performance & Coordination	Internal	Yes	Yes	No	No		
First Assistant Secretary, Corporate Support Division	Internal	Yes	No	Yes	No		
Director, Commercial Services	Internal	Yes	Yes	Yes	No		
Executive Assistant to Brad Clark	Internal	Yes	Yes	No	No		
Public Affairs Officer 3	Internal	Yes	Yes	No	No		
A/g Assistant Secretary, Communication & Media Branch	Internal	Yes	No	No	No		
Senior Cost Planner	External	Yes	Yes	No	No		
Director, Panels & Contracts Section	Internal	Yes	Yes	No	No		
EA to Deputy Secretary Visa & Citizenship Services Group	Internal	Yes	No	No	No		
EA to Assistant Secretary, PACS Branch	Internal	Yes	Yes	No	No		
Public Affairs Officer 3	Internal	Yes	Yes	No	No		
EA to Deputy Commissioner Support	Internal	Yes	No	No	No		
A/g Director, ACT Office Accommodation	External	Yes	Yes	Yes	No		
Contractor	External	Yes	Yes	Yes	No		
EO to Deputy Secretary, Corporate Group	Internal	Yes	Yes	No	No		
Assistant Director, Property, Strategy & Governance	Internal	Yes	Yes	No	No		
Senior Project Manager	External	Yes	Yes	Yes	No		
Assistant Secretary, Procurement & Contracts Branch	Internal	Yes	No	No	No		

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Director	External	Yes	Yes	No	Yes	Daryl Jackson Alastair Swayn Pty Ltd is currently engaged by the following property developers/owners: Capital Airport Group (CAG) - various projects at Majura Business Park and some fitout works for tenancies at the Brindabella Business Park. KDN Group - minor refurbishment works at 15 National Circuit. Centuria - entrance level upgrades at 54 & 60 Marcus Clarke Street. Canberra Grammar School - various refurbishment projects (the CAG Managing Director Stephen Byron is on the School Board and has a CAG staff member attend project design meetings). I am not directly involved with any of the abovementioned projects.	DJAS will not be involved in the procurement process for the 3 Molonglo building.
EL2 ICT Architecture	Internal	Yes	Yes	No	No		
EO to Deputy Secretary Visa & Citizenship Services Group	Internal	Yes	No	No	No		
Public Affairs Officer	Internal	Yes	Yes	No	No		
Deputy Secretary, Corporate Group	Internal	Yes	No	Yes	No		
Agency Security Advisor	Internal	Yes	Yes	Yes	No		
ABS COO	External	Yes	No	Yes	No		
Assistant Director, Freedom of Information Section	Internal	Yes	No	No	No		
EA to FAS Corporate Services	Internal	Yes	No	No	Yes	Relationship: Karen Emms Project Manager at Canberra Airport Group with whom has been dealing with DIBP for the Headquarters Project is an immediate relative, being staff members Aunty.	On 25/7/2016, Internal Legal Officer called staff member directly to discuss probity principles and her disclosed conflict of interest, and also e-mailed staff member a document with the key probity principles to read. Staff member acknowledged receipt of this e-mail. Legal Officer confirmed to staff member that she did not need to sign any additional documents.
Senior Procurement Officer	Internal	Yes	Yes	No	No		
Executive Assistant to Brad Clark	Internal	Yes	Yes	No	No		
ABS CFO	External	Yes	No	Yes	No		
EO to Deputy Secretary Policy Group	Internal	Yes	No	No	No		
EA to Deputy Secretary Intelligence & Capability Group	Internal	Yes	No	No	No		
EA to Deputy Secretary Policy Group	Internal	Yes	No	No	No		
EO to FAS, Corporate Support	Internal	Yes	Yes	No	No		
A/g EO to Deputy Secretary, Corporate Group	Internal	Yes	No	No	No		
Contractor	External	Yes	Yes	Yes	No		
Tenant Advocate for CAG Negotiations	External	Yes	No	No	No		
Director, National Property Section	External	Yes	Yes	Yes	No		
ICT Operations and Projects	Internal	Yes	Yes	No	No		
EO to Deputy Commissioner Support	Internal	Yes	No	No	No		
A/g EO to Deputy Commissioner Operations	Internal	Yes	No	No	No		
EA to FAS, Corporate Support Division	Internal	Yes	Yes	No	No		
A/g Director, Property Facilities Management	Internal	Yes	Yes	No	Yes	I know Mark Terracini personally as his children go to the same school as mine. I am aware that he is involved in consulting for this project.	Attended Probity Briefing. No further action required.

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Director, Headquarters, Strategy & Governance	Internal	Yes	Yes	Yes	Yes	While I do not believe there is a conflict of interest I have dealt with all proponents previously; previous dealings have been through earlier RFT processes. Outside of the earlier processes I have no interactions with the proponents.	Attended Probity Briefing. No further action required.
Headquarters, Strategy & Governance	Internal	Yes	Yes	No	No		
Assistant Secretary, PACS (outgoing)	Internal	Yes	No	No	No		
A/g FAS, Corporate Services Division	Internal	Yes	No	No	No		
Project Manager	External	Yes	Yes	Yes	No		
Assistant Director, Headquarters, Strategy & Governance	Internal	Yes	Yes	No	No		
A/g Director, Corporate Communication	Internal	Yes	No	No	No		
Chief Information Officer, FAS ICT Division	Internal	Yes	No	No	No		
A/g EA to FAS, Corporate Services Division	External	Yes	Yes	No	No		
EO to Deputy Secretary Intelligence & Capability Group	Internal	Yes	No	No	No		
EO to Deputy Secretary Strategic Reform Group	Internal	Yes	No	No	No		
EA to Deputy Secretary Strategic Reform Group	Internal	Yes	No	No	No		
Contractor	External	Yes	Yes	Yes	No		
EO to Deputy Secretary, Corporate Group	Internal	Yes	No	No	No		
A/g EA to Deputy Secretary, Corporate Group	Internal	Yes	No	No	No		
Capital Works	External	Yes	No	No	Yes	Commercial Professional relationship with Capital Airport Group	Attended Probity Briefing. No further action required.
Director, Travel and Fleet	Internal	Yes	Yes	No	Yes	I was a member of the previous ACBPS Tender Evaluation Committee for the new ACBPS building.	Attended Probity Briefing. No further action required.
ICT Project Manager	Internal	Yes	Yes	No	No		
EA to AS, Procurement & Contracts Branch	Internal	Yes	No	No	No		
Project Manager	External	Yes	Yes	Yes	No		
Senior Cost Planner	External	Yes	Yes	No	No		