

From: [Assurance Reviews](#)
To: s 22
Cc: s 22; [Berlioz-Nott, Laurent](#); Alex.Engel@ag.gov.au; s 22
Subject: RE: ACIC National Firearms Register - First Gateway Review [SEC=OFFICIAL]
Date: Wednesday, 10 July 2024 9:36:00 AM
Attachments: [image001.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

OFFICIAL

Good morning s 22

Thank you for your email. I can confirm the Planning Meeting is scheduled for 1.30pm-4.30pm on Wednesday, 25 September 2024.

Kind regards

s 22



s 22 | Coordination, Scheduling and Resource Officer

Assurance Reviews Unit

Data Policy and Assurance Branch

Digital ID and Data Policy Division

Government And Resource Management

Department of Finance

T: s 22 (Direct) | T: 02 6215 2144 (Assurance Reviews Unit) | E:

s 22 @finance.gov.au

A: 1 Canberra Avenue, Forrest ACT 2601



From: s 22 @ag.gov.au>

Sent: Friday, July 5, 2024 1:32 PM

To: assurance.reviews@finance.gov.au; s 22 @finance.gov.au>

Cc: s 22 @finance.gov.au>; s 22 @finance.gov.au>;

s 22 @finance.gov.au>; [Berlioz-Nott, Laurent](mailto:Laurent.Berlioz-Nott@acic.gov.au) <Laurent.Berlioz-Nott@acic.gov.au>

Subject: RE: ACIC National Firearms Register - First Gateway Review [SEC=OFFICIAL]

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Good Afternoon s 22

I am happy to confirm that Alex Engel is available for either the 9:30am or the 1:30pm time for the proposed Planning meeting on the 25 September.

If you are able to confirm the preferred time with Alex that would be great. I would also ask that you cc me into the response to assist in the planning of that meeting.

Many thanks

s 22

s 22

Director

Firearms Reform and Permissions Section

Transnational Crime Branch | Criminal Justice Division

Attorney-General's Department | 3-5 National Circuit, Barton ACT 2600

Ph: s 22 | Mobile: s 22

Email: s 22 @ag.gov.au

Web: ag.gov.au



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From: Assurance Reviews

Sent: Wednesday, June 26, 2024 1:04 PM

To: Berlioz-Nott, Laurent <Laurent.Berlioz-Nott@acic.gov.au>; Alex.Engel@ag.gov.au

Cc: s 22 @finance.gov.au; s 22 @finance.gov.au;

s 22 @finance.gov.au>

Subject: ACIC National Firearms Register - First Gateway Review [SEC=OFFICIAL]

OFFICIAL

Good afternoon Laurent and Alex,

Thank you for your time meeting with us on Thursday, 20 June 2024, we appreciated the opportunity to understand more about the program. The upcoming First-Stage Gateway Review for the ACIC National Firearms Register Program is specifically designed to assist entities in defining the program by examining the business need and formulation of the business case.

Below are suggested dates for the Gateway Review:

Planning Meeting: Wednesday, 25 September 2024 (**Please confirm** either 9:30am to 12:30pm or 1:30pm to 4:30pm)

Review Week: Monday, 14 October to Friday, 18 October 2024 (inclusive)

ACTION REQUIRED:

1. **Please confirm** the proposed timing is appropriate by **Wednesday, 3 July 2024**.
2. **Please confirm** Senior Responsible Official (SRO) availability during the review. The times that they are required is detailed in the **attached** Entity Responsibilities document. Also **attached**

for the SRO's assistance is the SRO Q&A Information Sheet.

I have **attached** a First-Stage report template for your information to better understand what the review will cover. This template differs slightly to the information in our [Resource Management Guide](#), however the template will provide you with an overview of the different focus areas and the probing questions the review team may be asking in a First-Stage review (Appendix C). The template is designed to be flexible so the review team will use their judgement as they work through the different focus area questions (particularly if any questions do not appear to be relevant in the context of the program or the review).

Gateway Process:

To assist you with the process, below is an overview of the various stages of the review process that we touched on during the meeting and includes what is required from you in the lead up to the review.

1. Pre-review preparation

- Once dates are confirmed, we will send out an email to confirm a range of logistical details.
- We will pull together a proposed review team list (consisting of four members) based on a number of factors including the skills/expertise and clearance required and the type of review being conducted. The team list will be shared with you for your clearance of any potential conflicts of interest with any of the reviewers.
- Once you have cleared the team list, we will conduct a procurement process to formally engage the reviewers for this review.

2. Planning Meeting

- This is an opportunity for the review team to meet with the SRO and the Program Team to discuss the current status of the program and agree on the scope of the review. The SRO doesn't need to attend the entire meeting, but it is useful if they can be there, preferably at the beginning, to set the scene and outline their expectations of the review.
- The Review Team Leader will confirm the scope of the review with the SRO after the planning meeting.

Things to do before the planning meeting:

- We will send you a draft planning meeting agenda for you to populate with relevant details (i.e. ACIC attendees including their contact details etc). We will distribute the final agenda to attendees prior to the meeting.
- Prepare a list of key documentation that will need to be reviewed by the review team prior to, and, during the review. An example document list can be found at Appendix A in our Resource Management Guide.
- Prepare a list of key stakeholders that will need to be interviewed by the review team during the review.
- It is useful to also draft an interview schedule for the review. This will allow the review team to consider the schedule and request any adjustments:
 - Interviews are scheduled for the first three days of the review. The review team prefers to interview key program personnel (including the SRO) on the first day if possible.
 - Interviews usually last between 30-45mins with a 15 min break in between, however the exact timing required with each interviewee will be confirmed by the

review team at the planning meeting.

- Key stakeholders will need to be informed of the dates in advance so they can be available for interviews.
- Organise access to any relevant New Policy Proposals and First Pass Business Cases, including the Cabinet Decision, noting these are likely to be PROTECTED Cabinet documents.
- Provide the review team with some pre-reading material at least one week prior to the planning meeting so they can familiarise themselves with the program.
 - We will work with you to determine the best way to provide reviewers with access to any classified documents.
- Arrange appropriate meeting room facilities, equipment, unescorted security passes, onsite car parking (for the review team if possible) and catering for the duration of the planning meeting and review week.
 - Catering is only required for the review week.
 - If the review team will be interviewing stakeholders from other jurisdictions, video conferencing is preferred if possible (rather than teleconference).
- Prepare a presentation (1-2 hours) on the program. Further guidance on what to include in the presentation will be provided in the draft planning meeting agenda we send you.

3. Review Week

- The schedule for the review week will be discussed and agreed at the planning meeting. As stated above, the review team will usually spend the first three days conducting interviews with key stakeholders and reviewing any classified information that could not be distributed prior to the review. They will also meet with the SRO at the end of each day to discuss the findings and raise any issues that arise.
- The review team will spend the fourth day drafting the review report which will be presented to the SRO at the end of that day – this is the SRO's opportunity to comment on the report by the following morning. On the final day, the review team will finalise the report and present it to the SRO. This process is usually finalised by lunch time but can be extended to the end of the day if required.



Things to do before the review week:

- Book time in the SRO's diary for the required meetings with the review team (as per the **attached** Entity Responsibility document).
- Finalise and confirm interviews with key stakeholders and provide interviewees with an Interviewee Brief and the Review Team List (we will provide you with these documents) so they can familiarise themselves with the information prior to their interview.
- Confirm appropriate meeting room facilities, equipment, security passes, onsite car parking (for the review team), and catering for the duration of the review week.
- Provide access to additional documentation requested by the review team.

I hope this is helpful for your planning. Please don't hesitate to contact me if you have any questions.

Kind regards

s 22

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s 22 @finance.gov.au

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