

# Paulina Rakic Senior Adviser

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LLM, 2005

BComm/LLB (Hons), 1998

## Profile

Paulina is a Senior Adviser at Proximity, having previously worked in a number of firms advising both public and private clients in a number of areas including contracting, tendering, immigration and taxation law.

Paulina graduated from the University of Canberra in 1998 with a Bachelor of Laws, and completed a Masters of Law specialising in Government and Taxation at the University of Sydney in 2005.

Paulina has worked on a number of major projects, where she has gained valuable experience in providing legal and probity advice on major procurement processes including drafting procurement documents and a variety of agreements. She has also spent a number of months in the corporate legal unit in the Department of Agriculture, Fisheries and Forestry advising on various statutory interpretation issues and procurement related issues.

Paulina has also advised public sector clients on various legal issues as they arise including those issues relating to the *Financial Management and Accountability Act* and the *Commonwealth Authorities and Companies Act*.

Prior to joining Proximity, Paulina was a Senior Associate at Fragomen Global where she was a member of the Best Practices team managing the templates and best practices for the Australian offices.

## Skills

> Select Skills

Describe them

## Experience

### Legal and probity advice

Centrelink

Year  
Link

Advising Centrelink on procurement processes for a number of projects including:

- Supply and delivery of envelopes for bulk mail distribution;
- Supply, delivery and distribution of cut-sheet office paper;
- provision of professional market research services; and
- provision of services of temporary administrative and public relations personnel,

Department of Education,  
Science & Training

Year  
Link



Advising the Department of Education, Science and Training on its Career Education Lighthouse Schools Project RFT

## Department of Transport and Regional Services

-  Year
-  Link

Drafting templates for the Department of Transport and Regional Services for use in the establishment of Multi-Use Lists.

## Airservices Australia

-  Year
-  Link

As part of a team, providing probity advice to Airservices Australia on the Australian Aeronautical Message System RFT.

## Airservices Australia

-  Year
-  Link

As part of a team, advising Airservices Australia on the procurement process for design, manufacture and installation of ADS-B Avionics units

## Contractual advice

### Australian Food and Grocery Council

-  Year
-  Link

Advising the Australian Food and Grocery Council on its acquisition of the Beverage Industry Environment Council, including the preparation of transfer agreements.

## Centrelink

-  Year
-  Link

Drafting a contract template for Centrelink to enable procurement clustering with other agencies in the Department of Human Services

## CSIRO

-  Year
-  Link

Advising CSIRO on contractual issues for a number of projects including:

- Development and Licence Contract;
- Open Services Agreement; and
- Flagship Project Agreement.

## Secondments

### Corporate Legal Unit – Department of Agriculture, Fisheries & Forestry

-  Year
-  Link

Secondment to the Corporate Legal Unit of the Australian Government Department of Agriculture, Fisheries and Forestry which included:

- a) acting as probity adviser on its internal audit services RFT;
- b) acting as legal and probity adviser on its Management Development Program Tender;
- c) Providing advice on the delegation of functions under the *Financial Management and Accountability Act*;
- d) Providing statutory interpretation advice on the Export Control (Prescribed Goods – General) Orders 2005;
- e) Drafting template documents for the suspension and revocation of registered establishments under the Export Control (Meat and Meat Products) Orders 2005 and the Export Control (Fish and Fish Products) Orders 2005;
- f) Advising on the release of confidential information to the Queensland Government;
- g) Advising on the use of closed circuit television surveillance; and

- h) Drafted a suite of documents for the compliance agreement process pursuant to section 66B of the *Quarantine Act*.

## Centrelink

-  Year
-  Link

Secondment to Centrelink to provide legal advice on various contract and procurement issues. The secondment required me to be the sole legal adviser in a procurement team to provide legal advice as needed on a day to day basis. This also included drafting template documents for the appointment of indigenous ambassadors.