



Australian Government
Department of Home Affairs

SCHEDULE 5 – OFFICIAL ORDER STATEMENT OF WORK (1850229)

This Official Order is placed on 17 September 2018. The Official Order is placed pursuant and subject to the terms and conditions of the **Research, Evaluation and Data Deed of Standing Offer** between the Department of Social Services ABN36 342 015 855 and Griffith University ABN 78 106 094 461 dated 1st May 2017 and with Deed number 60002716 ("Deed").

The Customer placing the Official Order is the Department of Home Affairs.

Item A [Services and Subcontractors]

Details of the Services

Services Categories

The Supplier will provide Services in relation to the following Services Category/Categories set out below.

- | | |
|--|-------------------------------------|
| 1. Social Policy Research Services Category | <input type="checkbox"/> |
| 2. Evaluation and Program Review Services Category | <input checked="" type="checkbox"/> |
| 3. Investment in Data Services Category | <input type="checkbox"/> |
| 4. Professional Development Services Category | <input type="checkbox"/> |

Project and objectives

Project Title: Improving Risk Assessment of Immigration Detainees

Griffith University Reference: 03/07/3651
s. 47E(d)





Background

s. 47E(d)

The Home Affairs Corporate Plan 2018-19 references the important of this body of work:

- under the Australian Border Force, Role and priorities contains under the Operational Priority for Migration Systems the requirement for Safe, secure and sustainable detention.
- An effective SRAT is a key tool in achieving that goal.

There is a need to enhance the current system to reflect more variables than is currently captured, to better reflect a nuanced view of a detainee such as their risk, needs and responsively, as per those used in the criminal justice practice.

Project Details, objectives and Milestones

Stage 1 aims are:

1. To understand the concept of risk in Australian immigration detention centres.
2. To review the current empirical work (both Australian and international) concerning risk in immigration detention centres.
3. To provide a background on the development, function and psychometric properties actuarial risk assessment tools.

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Aim 1:

To address the first aim it will be necessary to understand the broader context of immigration detention in Australia. Specifically, the service provider will develop a sound understanding of:

- Who, why and for how long are people detained?
- What is the nature of their detention (with family, frequency of movement within the system, reason for detention)?
- What is the nature of the risk to themselves, other detainees and the Australian population more broadly?
- Do these risks vary across the different populations in detention centres?
- Do these risks vary across different detention centres (contexts)?

To answer these questions, the service provider will use publicly available data and ABF administrative data (as appropriate), along with interviews with key stakeholders.

Aim 2:



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Aim 3:

To address this aim, the service provider will provide a summary of:

- The development of risk assessment tools;
- Including an understanding of the four generations of tools;
- The psychometric properties of risk assessment tools (reliability and validity); and
- The limitations and considerations associated with the use of psychometric risk assessment tools.

This will provide the necessary background to ensure stakeholders are aware of what is involved in the development of a psychometrically sound risk assessment tool.

Aim 4:

There are already psychometrically sound assessment tools to assess the risk of suicide, mental disorder, violence and offending. In this section, the service provider will identify these risk assessment tools (and tools to assess other identified forms of risk), examine their psychometric properties and address whether these tools are appropriate for detainees in immigration detention centres.

In particular, the service provider will assess the population samples used to validate existing risk assessment tools to determine their generalisability to an immigration detention population. The service provider will pay attention to the feasibility of using existing risk assessment tools with the immigration detention population given issues such as:

- Potential language issues;
- Cultural differences in the understanding;
- Expression of mental disorder;
- Vulnerability; and
- Symptom presentation.



In addition, the service provider will consider the most effective timing for assessment(s) of risk (if possible).

s. 47G(1)(a)

Skills

Not applicable

Subcontractors (clause 2.7 of Schedule 4)

Subcontractor 1

Not applicable

Business Continuity Plan (clause 2.10 of Schedule 4)

The Supplier is not required to maintain a Business Continuity Plan.

Knowledge Transfer (clause 18 of Schedule 4)

The Supplier is not required to provide knowledge transfer assistance to the Customer.

Item B [Contract Material]

As per the details at Item A [Services and Subcontractors], **Project and objectives**

Item C [Contract Commencement and Timeframe]

Contract Commencement Date (clause 2.1.1 of Schedule 4)

The Contract Commencement Date is 17 September 2018.


Contract Completion Date (clause 2.1.1 of Schedule 4)

The Contract Completion Date is 30 June 2019




Australian Government
Department of Home Affairs

s. 47G(1)(a)

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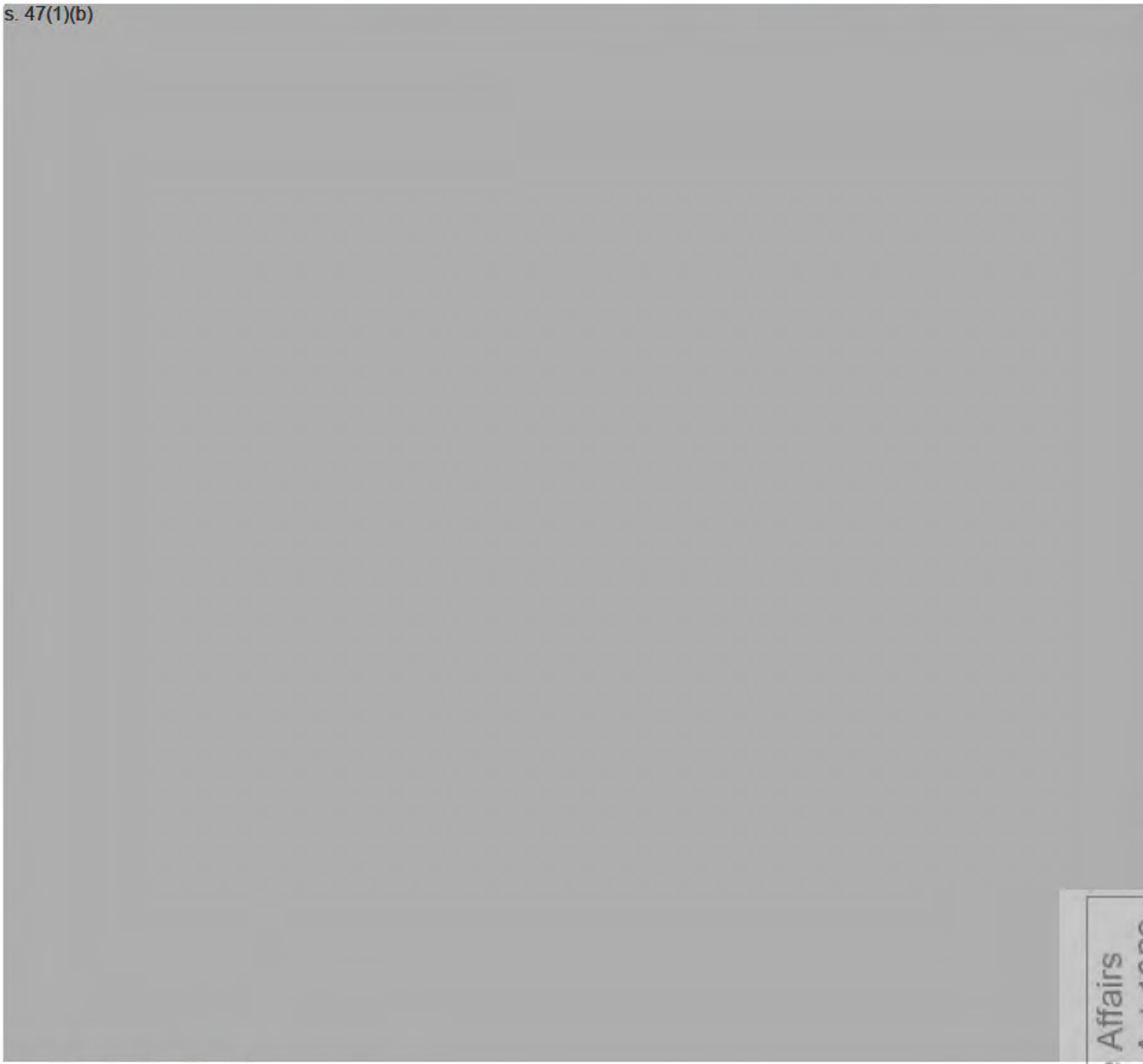
s. 47(1)(b)

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s. 47(1)(b)




Item F [Invoices]

Invoices (clause 3 of Schedule 4)

The Supplier must submit correctly rendered tax invoices to the Customer by email to:

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



@abf.gov.au

A correctly rendered tax invoice is one which includes:



- (a) the Reference / Contract / Purchase Order number;
- (b) the name of the Customer's Contact Officer;
- (c) addressed to the Department of Home Affairs ABN 33 380 054 835
- (d) the title of the Services;
- (e) details the fees payable;
- (f) details expenses and costs payable, and attaches original receipts;
- (g) contains written certification in a form acceptable to the Customer that the Supplier has paid all remuneration, fees or other amounts payable to an employee, agent or Subcontractor performing Services under this Contract; and
- (h) meets the requirements of a tax invoice under the GST Act.

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

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

Item G [Intellectual Property]

Customer ownership of Intellectual Property in Contract Material with limited license to Supplier.

Item H [Existing Material]

None specified

Item I [Moral Rights]

None specified

Item J [Use of Commonwealth Material]

None specified

Item K [Facilities and Assistance]

None specified

Item L [Confidential Information]



Additional Customer Confidential Information:

DESCRIPTION	PERIOD OF CONFIDENTIALITY
The Departments Confidential Information includes all information howsoever received or obtained (including orally or in writing) by the Supplier in the course of providing services to the department pursuant to this Official Order, including any formal or informal exercise of the department duties, functions or powers.	Indefinite

Additional Supplier Confidential Information:

DESCRIPTION	PERIOD OF CONFIDENTIALITY
Not applicable	Nil

Item M [Security Requirements]

In accordance with Clause 8.1.4 of the Deed of Standing Offer the Supplier must ensure that all Supplier Specified Personnel and Subcontractors, comply with all security requirements specified in this Official Order, which may include (but are not limited to):

- (i) requirements to comply with the Australian Government's Protective Security Policy Framework (PSPF) and Information Security Manual (ISM);
- (ii) appropriate security clearance classification for those Specified Personnel and Subcontractors who will have access to Security Classified Information;

The Department of Home Affairs expects the Supplier Specified Personnel to adhere to current departmental security instructions.

Security Clearance:

The Department of Home Affairs requires all Supplier Specified Personnel that require non-public access to the Department's premises and/or system networks, or for specified projects to have a minimum BASELINE security clearance prior to commencement unless otherwise specified.

Note: The Contractor will be required to meet the cost of any security clearances that are required.

Employment Suitability Screening and Clearance:

The Department requires all Supplier Specified Personnel that require non-public access to the Departments premises and/or system networks, or for specified projects to obtain and maintain an Employment Suitability Clearance.



Item N [Standards and Best Practice]

Standards for Research on Human Subjects (clause 2.9 of Schedule 4)

None specified

Additional Standards and Guidelines (clause 2.2.1c of Schedule 4)

None specified

Standards for Accessibility of Services (clause 14.3.3 of Schedule 4)

None specified

Indigenous Procurement Policy (clause 14.4 of Schedule 4)

Clauses 14.4.3 to 14.4.5 of Schedule 4 do not apply to the Contract.

As at the Contract Commencement date, the Contract is not a High Value Contract.

Item O [Specified Personnel]

<div>s. 47F(1)</div>	

Item P [Insurance]

No additional insurance specified



Item Q [Contact Officers]

The Customer's Contact Officer is the person holding the position of Commander, Detention Operations Branch, currently:

Name of person William Ries
Postal Address [REDACTED] s. 47E(d)
Physical Address [REDACTED]
Email [REDACTED] s. 22(1)(a)(ii) @abf.gov.au
Phone [REDACTED] s. 22(1)(a)(ii)

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

Name of person [REDACTED] s. 47F(1)
Physical Address [REDACTED] s. 47F(1)
Email [REDACTED] s. 47F(1) @griffith.edu.au
Phone [REDACTED] s. 47F(1)

A party may change their Contact Officer or their details by notifying the other party in writing of the changed details.

Item R [Customer and Addresses for Notices]

For the purposes of the Contract:

The Customer's address for notices is:

Name of person William Ries
Postal Address [REDACTED] s. 47E(d)
Physical Address [REDACTED]
Email [REDACTED] s. 22(1)(a)(ii) @abf.gov.au
Phone [REDACTED] s. 22(1)(a)(ii)

The Supplier's address for notices is:

Name of person [REDACTED] s. 47F(1)
Physical Address [REDACTED]
Email [REDACTED] s. 47F(1) @griffith.edu.au
Phone [REDACTED] s. 47F(1)



A party may change their address for notices by notifying the other party in writing of the changed details.

Item S [Publications]

Not applicable

Item T [Limited Liability]

Not applicable

Item U [Transfer of Information Outside Australia]

Not applicable

Item V [Cyber Security]

- 1 The purpose of clauses 1, 2 and 3 is to set out the Supplier's additional obligations in respect of Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information:
 - (a) in respect of which the Supplier has custody or control for purposes connected with this Contract; or
 - (b) which are accessed, transmitted or stored using or on the Supplier's information systems or equipment under this Contract.
- 2 The Supplier must:
 - (a) do all things that a reasonable and prudent entity would do to ensure that all Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information is protected at all times from unauthorised access or use by a third party or misuse, damage or destruction by any person;
 - (b) provide protective measures for the Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information that are no less rigorous than accepted industry standards and commensurate with the consequences and probability of unauthorised access to, or use, misuse or loss of, the Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information;
 - (c) without limiting clauses 2(a) or 2(b), comply with all security regulations or procedures or directions as are specified in the Contract or given by the Customer from time to time regarding any aspect of security of, or access to, the Customer's information, material or premises; and
 - (d) develop for acceptance by the Customer a Commonwealth Data Protection Plan (CDPP) that sets out how the Supplier and the Customer will deal with and discharge their obligations in respect of Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information during the provision of the Services. The CDPP must:



- (i) be consistent with the requirements of the Contract (including clauses 2(a) and 2(b) of this Item V);
- (ii) be consistent with the requirements of the *Privacy Act 1988* (Cth);
- (iii) specifically deal with cybercrime risks, including unauthorised access;
- (iv) be consistent with the Australian Government's Protective Security Policy Framework (PSPF) and Information Security Manual (ISM); and
- (v) set out the steps and processes that the Supplier and the Customer will follow to protect the Customer Confidential Information from unauthorised access, use, misuse, destruction or loss,

and once accepted, the CDPP will form part of the Contract and the Supplier must comply with it unless the Customer otherwise agrees in writing.

3 If the Supplier becomes aware of any actual or suspected:

- (a) action taken through the use of computer networks that result in an actual or potentially adverse effect on the Supplier's information system and/or Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information residing on that system (**Cyber Incident**); or
- (b) any other unauthorised access or use by a third party or misuse, damage or destruction by any person (**Other Incident**),

the Supplier must:
 - (c) notify the Customer in writing immediately (and no longer than 12 hours after becoming aware of the Cyber Incident or Other Incident); and
 - (d) comply with any directions issued by the Customer in connection with the Cyber Incident or Other Incident, including in relation to:
 - (i) notifying the Australian Cyber Security Centre, or any other relevant body, as required by the Customer;
 - (ii) obtaining evidence about how, when and by whom the Supplier's information system and/or the Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information has or may have been compromised, providing it to the Customer on request, and preserving and protecting that evidence for a period of up to 12 months;
 - (iii) implementing any mitigation strategies to reduce the impact of the Cyber Incident or Other Incident or the likelihood or impact of any future similar incident; and
 - (iv) preserving and protecting Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information (including as necessary reverting to any backup or alternative site or taking other action to recover Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information).



- 4 The Supplier must take out and maintain insurance to protect against the risks of a Cyber Incident, and comply with the provisions of clause 10 of Schedule 4 in respect of that insurance.
- 5 The Supplier must ensure that:
 - (a) all subcontracts and other supply chain arrangements, which may allow or cause access to Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information, contain no provisions that are inconsistent with clauses 1, 2, 3 or 4 or 5 of this Item V; and
 - (b) all Personnel and any Subcontractors who have access to Customer Confidential Information, Additional Customer Confidential Information and/or Personal Information comply with clauses 2 and 3 of this Item V.



Australian Government
Department of Home Affairs

SIGNED for and on behalf of the Commonwealth of Australia as represented by the
Department of Home Affairs ABN 33 380 054 835, by its duly authorised delegate in the
presence of:

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

William Ries [Signature of Delegate]
Commander, Detention Operations

On: s. 47E(d)

[Insert date]

In the presence of:

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

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

[Signature of Witness]

SIGNED for and on behalf of Griffith University ABN 78 106 094 461 by:

s. 47F(1)

s. 47F(1)

[Insert name of Signatory] [Signature]

s. 47F(1)

Griffith Enterprises

[Insert Signatory's work title]

On: s. 47E(d)

[Insert date]

In the presence of:

s. 47F(1)

s. 47F(1)

[Insert name of Witness] [Signature]

TAX INVOICE



ABN : 78 106 094 461

ATTENTION: s. 22(1)(a)
Department of Home Affairs
PO Box 25
Belconnen ACT 2616
Australia

s. 47E(d) FOI Request FA 20/10/00855
Document 2

FINANCE
UNIVERSITY ADMINISTRATION
Griffith University
170 Kessels Road, Nathan, QLD 4111
Australia
Phone 61 7 3735 7701
Fax 61 7 3735 3738
fin-acctsreceivable@griffith.edu.au

LINE NO	DETAILS	GST EXCL AMOUNT	GST AMOUNT	GST INC AMOUNT
1	s. 47G(1)(a) Title: Improving Risk Assessment of Immigration Detainees s. 47F(1) s. 47G(1)(a)	s. 47(1)(b)		
s. 47E(d) Total (AUD)		s. 47(1)(b)		

REMITTANCE ADVICE

Payment options are listed below.
Please quote invoice when making payment.
Email payment details to
remitadv@griffith.edu.au

s. 47E(d)



Biller Code: 29264
Ref: 212 917 530 001 414 860

By Electronic Funds Transfer

s. 47G(1)(a)

Please Quote Customer Number and Invoice Number
and email payment details to remitadv@griffith.edu.au

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TAX INVOICE



ABN : 78 106 094 461

ATTENTION: s. 22(1)(a)
Department of Home Affairs
PO Box 25
Belconnen ACT 2616
Australia

s. 47E(d) FOI Request FA 20/10/00855
Document 3

FINANCE
UNIVERSITY ADMINISTRATION
Griffith University
170 Kessels Road, Nathan, QLD 4111
Australia
Phone 61 7 3735 7701
Fax 61 7 3735 3738
fin-acctsreceivable@griffith.edu.au

LINE NO	DETAILS	GST EXCL AMOUNT	GST AMOUNT	GST INC AMOUNT
1	s. 47G(1)(a) Title: Improving Risk Assessment of Immigration Detainees s. 47F(1) s. 47G(1)(a)	s. 47(1)(b)		
s. 47E(d) Total (AUD)		s. 47(1)(b)		

REMITTANCE ADVICE

Payment options are listed below.
Please quote invoice when making payment.
Email payment details to
remitadv@griffith.edu.au

s. 47E(d)



Bill Code: 29264
Ref: 212 917 530 001 390 318

By Electronic Funds Transfer

s. 47G(1)(a)

Please Quote Customer Number and Invoice Number
and email payment details to remitadv@griffith.edu.au

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TAX INVOICE



ABN : 78 106 094 461

ATTENTION: s. 22(1)(a)(ii)
Department of Home Affairs
PO Box 25
Belconnen ACT 2616
Australia

s. 47E(d)

FOI Request FA 20/10/00855
Document 4

FINANCE
UNIVERSITY ADMINISTRATION
Griffith University
170 Kessels Road, Nathan, QLD 4111
Australia
Phone 61 7 3735 7701
Fax 61 7 3735 3738
fin-acctsreceivable@griffith.edu.au

LINE NO	DETAILS	GST EXCL AMOUNT	GST AMOUNT	GST INC AMOUNT
1	s. 47G(1)(a) Title: Improving Risk Assessment of Immigration Detainees s. 47F(1) s. 47G(1)(a))	s. 47(1)(b)		
s. 47E(d) Total (AUD)		s. 47(1)(b)		

REMITTANCE ADVICE

Payment options are listed below.
Please quote invoice when making payment.
Email payment details to
remitadv@griffith.edu.au

s. 47E(d)

By Electronic Funds Transfer

s. 47G(1)(a)

Please Quote Customer Number and Invoice Number
and email payment details to remitadv@griffith.edu.au



Biller Code: 29264
Ref: 212 917 530 001 390 078

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