

From: s. 22(1)(a)(ii)
To: [Malcolm MCALLISTER](#)
Cc: s. 22(1)(a)(ii) [Jillian SEGAL](#)
Subject: RE: Next steps for university scorecard project [SEC=OFFICIAL]
Date: Wednesday, 22 October 2025 4:20:45 PM
Attachments: [image001.png](#)

OFFICIAL

Hi Malcolm

Just a quick follow up on this... conscious that time is of the essence if we want to get this rolling before the end of the year. Please let me know if there's anything more you need, and next steps.

Thanks!

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

Chief of Staff

Australia's Special Envoy to Combat Antisemitism

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

OFFICIAL

From: s. 22(1)(a)(ii)
Sent: Monday, 20 October 2025 4:04 PM
To: Malcolm MCALLISTER s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Cc: s. 22(1)(a)(ii) @ASECA.GOV.AU>
Subject: RE: Next steps for university scorecard project [SEC=OFFICIAL]

OFFICIAL

Hi Malcolm

To address your questions below:

As per the original tender process (RFx25630) ASECA is seeking to appoint an independent person or organisation to 'audit' members of Universities Australia as to their design and application of policy regarding antisemitism on campus, and their efforts to a) address antisemitism and b) ensure Jewish staff and students feel safe and welcome on campus.

The original tender, which ran for two weeks, was sent to 5 selected bidders, including three independent consulting firms and two law firms. Unfortunately the tender received no official bids. We have re-thought the process and believe that the project could be equally well delivered (at the same cost to the Department) by a credentialed, eminent Australian. Typical individuals would be retired jurists or university vice chancellors.

As such, we compiled the following list of appropriate eminent individuals:

1. Emeritus Professor Greg Craven AO GCSG: former Vice Chancellor of Australian Catholic University (ACU), Emeritus Professor Constitutional Law at ACU
2. s. 47F(1) [redacted]
[redacted]
3. s. 47F(1) [redacted]
[redacted]
[redacted]
4. s. 47F(1) [redacted]
[redacted]
[redacted]
5. s. 47F(1) [redacted]
[redacted]

We would consider any of the above individuals to be completely capable of delivering a series of comprehensive, independent reports over the intended two years of the project in accordance with the original brief.

Given the nature of these individuals, it would be inappropriate to approach them all concurrently and have them 'compete' for the appointment. The most appropriate method, in our opinion, is to work our way down the list one individual at a time, and seek an expression of interest based on a fixed fee per year over two years.

We would consider Greg Craven to be first choice for this project given his standing both as a former university administrator and as a respected jurist.

Any contract with these individuals would be fully compliant with Department policy.

Please let me know if you have any further questions

Thanks and regards

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

Chief of Staff

Australia's Special Envoy to Combat Antisemitism

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

OFFICIAL

From: Malcolm MCALLISTER s. 22(1)(a)(ii) <[s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)>

Sent: Monday, 20 October 2025 2:14 PM

To: s. 22(1)(a)(ii) <[s.22\(1\)\(a\)\(ii\)@ASECA.GOV.AU](mailto:s.22(1)(a)(ii)@ASECA.GOV.AU)>

Subject: Next steps for university scorecard project [SEC=OFFICIAL]

OFFICIAL

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

As discussed last week, as we have issued a Request For Quote to the open market via a panel and no responses were received we have demonstrated that an open competitive process was undertaken without success. That means that a Limited Tender process is appropriate under Commonwealth Procurement Rules.

As a next step I'm hoping you're able to assist us with a strong and well-documented business case clearly stating the market research undertaken and how a particular individual/organisation was identified and providing justification as to why they are considered unique to be able to provide the necessary skills and capability to deliver this specific outcome. From our earlier discussion I understand that you and Jillian had developed a short-list of potential candidates. The thought process by which you arrived at that list and from that to your preferred candidate would greatly assist.

From that we'll prepare and get cleared the relevant procurement documentation.

For entering into the contract the supplier will need to have an ABN (where contracts are or exceed \$100K) and be registered for GST (for contracts over \$75K).

Happy to discuss.

Kind regards

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under the Freedom of Information Act 1982

Malcolm McAllister
Assistant Secretary
Special Envoy Support and Grants Programs Branch
Office for Multicultural Affairs
Immigration Group | Department of Home Affairs
P: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)



OFFICIAL

From: s. 22(1)(a)(ii)
To: s. 47G(1)(a)
Cc: s. 22(1)(a)(ii) ; [Envoy Support](#); [Info ASECA](#); s. 22(1)(a)(ii)
Subject: FOR SIGNATURE - Commonwealth Contract - ASECA University Report Card procurement [SEC=OFFICIAL]
Date: Friday, 14 November 2025 10:53:53 AM
Attachments: [Commonwealth Contract - ASECA University Report Card - 14 November 2025 - ready for signature.docx](#)

OFFICIAL

Good morning Professor Craven AO,

I am pleased to inform you that your tender submission has been successful. We greatly appreciate the time, effort and expertise you invested in your proposal.

Attached is the contract for your review and signature. At your earliest convenience, please sign and return the document so that the Commonwealth representative may also sign and finalise the agreement.

If you have any questions, please don't hesitate to reach out. On behalf of the Special Envoy to Combat Antisemitism and her office, we look forward to working together.

Best,

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

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

A/g Director, Envoy Support
 Special Envoy Support and Grants Programs
 Office for Multicultural Affairs
 Immigration Group | Department of Home Affairs
 M: s. 22(1)(a)(ii)
 E: s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)



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Australian Government

Commonwealth Contract – Goods and Services

Reference ID: ASECA – University Report Card

Customer

Customer Name: Department of Home Affairs
Customer ABN: 33 380 054 835
Address: 6 Chan Street
Belconnen ACT 2617
Australia

Supplier

Full Name of the Legal Entity: Gregory s. 47G(1)(a) Craven
Supplier ABN: s. 47G(1)(a)
Address: s. 47G(1)(a)

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Statement of Work

C.A.1 Key Events and Dates

This Contract commences on the Contract Start Date or the date this Contract is executed, whichever is the latter, and continues for the Contract Term unless:

- a) it is terminated earlier

Event	Details
Contract Start Date:	Upon execution by both parties
Contract Term:	This Contract will terminate on 30 June 2027
Contract Extension Option:	The Contract Term will not be extended

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C.A.2 The Requirement

The Supplier will deliver an independent audit and assessment of all members of Universities Australia regarding their policies, practices, and campus environments as they relate to antisemitism. The objective is to ensure universities are accountable for fostering environments free from hostility, harassment, and intimidation, and to support Jewish staff and students in feeling safe and welcome on campus.

The Supplier must:

- Audit all members of Universities Australia on their antisemitism policies and practices.
- Assess each university's implementation of effective practices and standards, complaints systems, and campus environment for Jewish staff and students.
- Survey Jewish students and staff at each university, administer structured questionnaires to university administrations, collect and analyse data from multiple sources and evaluate performance against criteria set by the Special Envoy.
- Assign grades for each criterion based on weighted scoring and produce final electronic report cards for each university, subject to approval by the Special Envoy.
- Deliver annual reports and participate in monthly/ad hoc meetings with ASECA and the Special Envoy.
- Engage with relevant stakeholders, including communal organisations and ombudsman offices, to gather and analyse data from multiple sources.

Assessment Criteria

Each university will be evaluated and scored against the following criteria:

Primary Criteria

1. **Policy Settings**
 - o Effectiveness of university policies addressing access to campus grounds, regulation of protest conduct, and display of flags/imagery and promotional material.
 - o Effectiveness of university policies addressing protest and related conduct within campus buildings on campuses both in educational and non-educational contexts.
 - o Effectiveness of university policies in mandating respectful discourse (including online), consistent with vigorous intellectual debate and the French Code.
2. **Complaint Processes and Policy Enforcement**
 - o Accessibility and transparency of university complaint processes.
 - o Publication of de-identified reports on the number and nature of complaints received, the number of complaints resolved since the last report, and timeframes for resolution of outstanding complaints.
 - o Follow-up with complainants to assess satisfaction with the process.
3. **Definition of Antisemitism**
 - o Adoption of a definition of antisemitism. If so, identify what definition is being used.
 - o Operationalisation of the definition for disciplinary, complaints, racial discrimination and/or other purposes.
4. **Training for Antisemitism Awareness**
 - o Provision of training for antisemitism awareness to senior executives and frontline staff.
 - o Alignment of learning outcomes with the training program endorsed by the Special Envoy.

Additional Matters

- **Ambient antisemitism on campus**
 - o Initiatives undertaken to support Jewish students, staff, and visitors within the past 12 months.
 - o Experience of Jewish students and staff over the past 12 months.
 - o Incidents targeting Jews, Zionists, or Israelis, within the past 12 months.
 - o Reporting of incidents and management of complaints.

Deliverables

- Initial report cards for the Group of Eight (Go8) universities, followed by the remaining 31 members of Universities Australia.
- Annual follow-up assessments and progress reports.
- Final results for inclusion in the Special Envoy's concluding report to the Prime Minister in July 2027.
- Electronic report cards for each university, in guidance with and subject to approval by the Special Envoy.

Milestones & Meetings

- Preliminary meeting with the Special Envoy prior to university engagement.
- Draft reports shared with universities for feedback.
- Annual reports in 2026 and 2027 on each university performance.
- Monthly meetings to update ASECA Advisors and the Special Envoy on progress.
- Ad hoc meetings to escalate issues or blockers in undertaking services.

Performance Measures & Evaluation

- Compliance with Key Performance Indicators (KPIs) and other performance measures as set out in this document.
- Evaluation of supplier response against criteria including understanding of required services, capability, experience, standards, and value for money with ratings applied in accordance with a specified scale (Very Good, Good, Satisfactory, Poor, Unsatisfactory).

Risk Management

- Supplier must adhere to risk controls including regular reviews, contract management training, stakeholder engagement, and compliance with departmental policy.
- Conflicts of interest must be declared and managed.

Contractual & Policy Compliance

- Data storage must comply with agency requirements (no offshore storage).
- Supplier must comply with relevant Commonwealth policies, including the Commonwealth Child Safe Framework, Privacy Act, and procurement-connected policies.

C.A.2(a) Commonwealth Supplier Code of Conduct

The Commonwealth expects its suppliers to conduct themselves with high standards of ethics such that they consistently act with integrity and accountability. The Commonwealth Supplier Code of Conduct (Code) outlines the Commonwealth's minimum expectations of suppliers and their subcontractors while under contract with the Commonwealth.

The Supplier must comply with Commonwealth Contract Terms [Clause C.C.23], which creates a number of obligations in connection with the Code. Without limiting the requirements in Commonwealth Contract Terms [Clause C.C.23.2b], during the term of the Contract, the Supplier must provide the information specified below (if any) to the Customer in connection with its compliance with the Code:

Further information on the Code can be found at:

<https://www.finance.gov.au/government/procurement/commonwealth-supplier-code-conduct>.

C.A.2(b) Standards

The Supplier must ensure that any goods and services provided under this Contract comply with all applicable Australian standards and any Australian and international standards specified in this Statement of Work. The Supplier must ensure that it obtains copies of all relevant certifications and maintains records

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evidencing its compliance with those standards. If requested by the Customer, the Supplier must enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with those standards.

Web Content Accessibility

As applicable, the Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at:

<https://www.w3.org/WAI/intro/wcag>.

Australian Standards (AS)

The Supplier must ensure that all services, and works provided under this contract comply with the relevant Australian Standard(s), including but not limited to:

AS Number	Title
AS ISO 10002:2018	Quality management – Customer satisfaction – Guidelines for complaints handling in organisations
AS/NZS ISO 31000:2018	Risk management – Guidelines - For risk assessment and management, including child safety risks
AS ISO/IEC 27001:2015	Information Security Management

Commonwealth Child Safe Framework

The Supplier must comply with the Commonwealth Child Safe Framework. While this is not an Australian Standard (AS/NZS), it is a mandatory set of requirements for Commonwealth entities. The Framework includes obligations for conducting risk assessments, incorporating child safety clauses in contracts, and ensuring ongoing monitoring of child safety practices.

Reference: <https://www.childsafety.gov.au/resources/commonwealth-child-safe-framework-policy-document>

Australian Human Rights Commission National Principles for Child Safe Organisations

The Supplier must comply with the National Principles for Child Safe Organisations, as developed by the Australian Human Rights Commission. These principles are widely adopted and referenced in government procurement and contracts, and set out best practice for creating child-safe environments.

Performance Measures

The Supplier is required to comply with the following Key Performance Indicators, sustainability targets or other performance measures to demonstrate progress towards achievement of the Requirement:

- Timely delivery of milestones and reports, including annual and progress reports on university performance.
- Maintain regular stakeholder engagement through monthly/ad hoc meetings with ASECA Advisors and the Special Envoy.
- Satisfaction with the timeliness, accuracy and relevancy of data collection and analysis across multiple sources, including universities, communal organisations, and ombudsman reports.
- Evaluation findings of university performance are completed in accordance with Special Envoy defined criteria which includes policy settings, complaint processes, adoption of antisemitism definitions, and training for antisemitism awareness.
- Assessment findings provide evidence-based insights of campus culture and inclusivity for Jewish students, staff, and visitors.
- Incident reporting and analysis of antisemitic incidents are completed within agreed timeframes and meet quality standards and are informed by objective risk and subjective impact.
- Assignment of individual and overall grades are completed accurately and based on weighted scoring across all criteria.

- Production of electronic report cards for each university in line with Special Envoy guidance and subject to Special Envoy approval.
- Adherence to phased delivery schedules and conduct a progress report 12 months later for all universities.
- Conduct annual follow-up assessments.
- Support for sustainability objectives, including minimising environmental impact and responsible resource use in service delivery.

Monitoring and Reporting

The Supplier must provide regular reports and evidence of progress towards achievement of the Requirement, as detailed in this document. Performance against KPIs and sustainability targets will be reviewed periodically, and the Supplier must implement corrective actions as required to ensure continuous improvement.

C.A.2(c) Security Requirements

- The Supplier must maintain strict confidentiality regarding all official information accessed during their duties.
- The Supplier must not disclose any sensitive or protected information to unauthorised persons, either during or after the contract period.

C.A.2(d) Work Health and Safety

Prior to commencement of this Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential work health and safety (WHS) issues anticipated to arise during the term of this contract and assign management of each issue identified to the party best able to manage it. For all issues assigned to the Supplier, the Supplier will provide the Customer with a WHS plan for approval and no work will commence until the plan is approved unless agreed in writing by the Customer.

Throughout the Contract Term, the Customer and the Supplier will proactively identify and cooperate to manage any WHS issues that arise.

Prior to commencement of this Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential work health and safety (WHS) issues anticipated to arise during the term of this contract and assign management of each issue identified to the party best able to manage it. For all issues assigned to the Supplier, the Supplier will provide the Customer with a WHS plan for approval and no work will commence until the plan is approved unless agreed in writing by the Customer.

Throughout the Contract Term, the Customer and the Supplier will proactively identify and cooperate to manage any WHS issues that arise.

C.A.2(e) Delivery and Acceptance

Where the Customer rejects any deliverables under Clause C.C.11 [*Delivery and Acceptance*] the Customer will specify a timeframe in which the Supplier is required to rectify deficiencies, at the Supplier's cost, so that the deliverables meet the requirements of this Contract. The Supplier must comply with any such requirement. Rectified deliverables are subject to acceptance under Clause C.C.11 [*Delivery and Acceptance*].

The Supplier will refund all payments related to the rejected deliverables unless the relevant deliverables are rectified and accepted by the Customer.

If the Supplier is unable to meet the Customer's timeframe, the Customer may terminate this Contract in accordance with Clause C.C.16 [*Termination for Cause*].

Milestone Description: Preliminary Meeting

- **Milestone:** Preliminary meeting with the Special Envoy prior to contact with universities.
- **Acceptance Criteria:** Attendance and documented outcomes of the meeting, including agreed approach and timelines.
- **Delivery/location/email:** As directed by the Special Envoy and ASECA office.
- **Due date:** As agreed by the Special Envoy / ASECA office.

Milestone Description: Initial Data Collection and Stakeholder Engagement

- **Milestone:** Completion of initial data collection from Jewish student and staff representatives, university administrations, and other stakeholders for the Go8 universities.
- **Acceptance Criteria:** Submission of evidence of data collection and engagement activities; approval by the Special Envoy.
- **Delivery/location/email:** As directed by the Special Envoy and ASECA office.
- **Due date:** As agreed by the Special Envoy / ASECA office.

Draft Reports for Feedback

- **Milestone:** Draft report cards shared with universities for feedback.
- **Acceptance Criteria:** Confirmation of receipt by universities and incorporation of feedback into final reports.
- **Delivery/location/email:** Email - as directed by the Special Envoy and ASECA office.
- **Due date:** As agreed by the Special Envoy / ASECA office.

Annual Reporting

- **Milestone:** Annual reports delivered in 2026 and 2027 on each university's performance.
- **Acceptance Criteria:** Reports submitted to the Special Envoy within one week of each tranche of report cards being finalised; approval by the Special Envoy.
- **Delivery/location/email:** Email - as directed by the Special Envoy and ASECA office.
- **Due date:** As agreed by the Special Envoy / ASECA office.

Monthly Progress Meetings

- **Milestone:** Monthly meetings to update the Special Envoy and ASECA Advisors on progress.
- **Acceptance Criteria:** Attendance records and meeting minutes provided; action items tracked and resolved.
- **Delivery/location/email:** Online/In person/telephone - as directed by the Special Envoy and ASECA office.
- **Due date:** On a monthly basis, at a mutually convenient time.

Ad Hoc Issue Escalation

- **Milestone:** Ad hoc meetings as required to escalate any issues or blockers in undertaking services/audit.
- **Acceptance Criteria:** Issues documented and resolved in accordance with contract management procedures.
- **Delivery/location/email:** As required, issues documented via email.
- **Due date:** Ongoing, as required.

Final Report and Contract Completion

- **Milestone:** Delivery of final report cards for all universities.
- **Acceptance Criteria:** Acceptance and approval of final deliverables by the Special Envoy; inclusion in the Special Envoy's concluding Annual Report to the Prime Minister.
- **Delivery/location/email:** Email - as directed by the Special Envoy and ASECA office.
- **Due date:** 30 June 2027.

Reports

Report Card Production

These report cards must:

- Be based on structured data collection from Jewish student and staff representatives, university administrations, and other relevant stakeholders.
- Include performance evaluations against criteria defined by the Special Envoy, using weighted scoring.
- Be submitted in electronic format and subject to approval by the Special Envoy prior to publication.

Assessment Criteria

Each report card must evaluate the university's performance across the following domains:

- Policy settings related to campus conduct and respectful discourse.
- Complaint processes and enforcement transparency.
- Adoption and operationalisation of a definition of antisemitism.
- Antisemitism awareness training for staff and executives.
- Ambient antisemitism indicators and campus inclusivity efforts.

Reporting Schedule

- Initial assessments of the Go8 universities must be completed within the first phase of the contract.
- Remaining member universities of Universities Australia must be assessed in subsequent phases to enable annual follow-up assessments.
- Final report cards must be delivered no later than 30 June 2027, in alignment with the Special Envoy's concluding Annual Report to the Prime Minister.

Approval and Quality Assurance

- All reports must meet the standards outlined in the Requirements.
- Reports must be reviewed and approved by the Special Envoy prior to dissemination/publication.
- The Supplier must maintain professional standards and ensure accuracy, impartiality, and confidentiality in all reporting activities.

C.A.2(f) Meetings

The Supplier must attend and actively participate in all meetings as reasonably required by the Customer for the performance of the contracted services. The Supplier will provide reasonable notice of meeting times, locations, and agendas. The Supplier must ensure that appropriate personnel attend each meeting, are adequately prepared, and provide relevant updates, reports, or information as requested.

The Supplier must document and promptly action any decisions, tasks, or outcomes arising from meetings in accordance with the Customer's instructions and contract requirements.

C.A.2(g) Facilities and Assistance Offered by the Customer

The Supplier acknowledges that it will not have access to departmental facilities, including physical office space, secure systems, or on-site resources. Accordingly, the Customer will provide reasonable assistance to enable the Supplier to perform its obligations remotely.

Support and Communication

The Customer will:

- Facilitate access to communication channels such as email, virtual meeting platforms, and secure file transfer systems.
- Provide timely responses to requests for information or clarification to support project milestones and deliverables.
- Offer reasonable assistance from departmental personnel to help the Supplier understand operational processes and requirements

Project/Research Assistance

The Supplier agrees to organise, engage and manage the required support, including:

- Funding of a research assistant that will be included in the overall cost of the Contract and be listed as a Subcontractor and as such, the Supplier will be responsible for paying the research assistant and provide evidence of payment to the Customer as part of regular reporting.

Security and Policy Compliance

The Supplier must:

- Comply with all departmental policies, procedures, and security protocols when handling Customer Material or engaging with departmental personnel.
- Ensure that all personnel involved have completed required security clearances and training, where applicable.

C.A.2(h) Customer Material

The Supplier acknowledges that it will not have access to departmental systems and must therefore comply with the following obligations when handling Customer Material:

Permitted Use

The Supplier may only access, use, store, or transmit Customer Material as strictly necessary for the performance of contracted services and in accordance with written instructions provided by the Customer.

Security and Confidentiality

The Supplier must ensure that all Customer Material, including confidential, personal, or sensitive information, is protected from unauthorised access, disclosure, alteration, or loss. This includes implementing appropriate physical and digital safeguards independent of departmental systems.

Restrictions on Reproduction and Distribution

The Supplier must not copy, reproduce, or distribute Customer Material except where expressly authorised in writing by the Customer.

Incident Reporting

Any actual or suspected data breach, security incident, or unauthorised access to Customer Material must be reported immediately to the Customer in accordance with departmental incident reporting procedures.

Return or Destruction

Upon completion of the contract or at the Customer's request, the Supplier must return or securely destroy all Customer Material in accordance with departmental data retention and disposal policies.

Acknowledgement of Privilege

The Supplier acknowledges that access to Customer Material is a privilege and may be revoked at any time at the Customer's sole discretion.

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For the purposes of this Contract, Customer Material includes any material provided by the Customer to the Supplier for the purpose of undertaking the Requirement, and any material that includes, builds on or is developed from that material. This includes the following, but not limited to:

- Stakeholder mapping information, including contact lists or related information
- Special Envoy's Terms of Reference, role or office descriptions and internal guidance
- General talking points, briefing documents/background information/papers, policy materials
- Or any material that uses or includes this information

C.A.2(i) Conflicts of Interest

The Supplier has declared that it has no Conflicts of Interest relevant to the performance of its obligations under this Contract.

C.A.2(j) Public Interest Disclosure

For information about how to make a Public Interest Disclosure, please refer to the information provided on the Customer's website: <https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/public-interest-disclosure>.

All Public Interest Disclosure matters (relating to this procurement) should be referred to:

Name/Position:	Authorised Officer (AO)
Email Address:	disclosures@homeaffairs.gov.au
Telephone:	N/A

C.A.2(k) Complaints Handling

For information about how to make a complaint, please refer to the information provided on the Customer's website: www.homeaffairs.gov.au.

Any complaints relating to this procurement should be referred to:

Name/Position:	Procurement Officer
Email Address:	Procurement@homeaffairs.gov.au

If your issue is not resolved refer <https://www.finance.gov.au/business/procurement/complaints-handling-charter-complaints> for more information relating to complaints.

C.A.3 Contract Price

The maximum Contract Price inclusive of GST, all taxes and charges and subcontracted services, will not exceed **\$232,466.30** as set out below.

Fixed Price (including all expenses)

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Year 1	Performed Requirement in accordance with Customer's direction and approval, and to the satisfaction of the Customer (November 2025 – June 2026)	s. 47G(1)(a)		
Year 2	Performed Requirement in accordance with Customer's direction and approval, and to the satisfaction of the Customer (July 2026-June 2027)			

Total Fixed Price for Services \$232,466.30 GST Inclusive

C.A.3(a) Payment Schedule

Progress payments of the *Total Fixed Fees and Charges* (inclusive of any GST and all taxes and charges) will be made monthly in equal instalments of the agreed annual contract amount for each financial year.

If the Supplier incurs any reimbursable expenses, the Customer will reimburse the Supplier at cost (exclusive of GST) on submission of a claim for reimbursement supported by a copy of the paid Tax Invoice.

Invoicing should occur on a monthly basis. All invoices will need to be sent to:

s. 22(1)(a)(ii) @homeaffairs.gov.au

Travel

This clause governs domestic travel undertaken by the Contractor while performing services under this Contract within Australia.

It is anticipated there will be limited need for travel. All domestic travel must be pre-approved in writing by the Customer and must be booked (including accommodation) through Home Affairs. The Supplier may only claim reimbursement when the Customer has granted specific written approval prior to the relevant expense being incurred.

The Supplier will be reimbursed for reasonable and necessary travel expenses incurred during approved domestic travel, subject to the following conditions:

- Air travel must be economy class unless otherwise approved.
- Accommodation prices must be in accordance with Home Affairs' Official Travel Policy and appropriate to the location.
- Meals and incidentals will be reimbursed in accordance with the Australian Government's travel allowance rates.
- Ground transport (e.g. taxis, rideshare, public transport) must be cost-effective and supported by receipts.

Reimbursement claims must be submitted within 14 days of travel completion and must include:

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- Itemised receipts for all expenses.
- A completed travel claim form.
- Evidence of prior approval.

The following expenses will not be reimbursed:

- Alcoholic beverages.
- Personal expenses unrelated to the contract.
- Travel undertaken without prior written approval.

The Supplier must comply with all relevant Australian Government travel policies and guidelines, including any applicable departmental instructions.

The Government reserves the right to audit travel claims and request additional documentation. Any overpayments or unauthorised claims must be repaid promptly.

C.A.4 Contract Managers and Addresses for Notices

Contract Managers are responsible for issuing or accepting any written Notices under this Contract and are the contact points for general liaison.

C.A.4(a) Customer's Contract Manager:

The person occupying the position of: A/g Director
Currently: s. 22(1)(a)(ii)
Mobile: s. 22(1)(a)(ii)
Email Address: s. 22(1)(a)(ii)@homeaffairs.gov.au
Postal Address: 6 Chan Street
Belconnen
Canberra, ACT 2617
Australia

C.A.4(b) Customer's Address for Invoices:

Addressee Name/Position Title: s. 22(1)(a)(ii), A/g Director
Telephone: s. 22(1)(a)(ii)
Peppol ID:
Email Address: s. 22(1)(a)(ii)@homeaffairs.gov.au
Postal Address: 6 Chan Street
Belconnen
Canberra, Australian Capital Territory 2617
Australia

The Customer's preferred method of invoicing is by email. All invoices must contain a purchase order number which will be provided by the Department of Home Affairs once the contract has been verified by the relevant business areas.

C.A.4(c) Supplier's Contract Manager:

Name: Gregory s. 47G(1)(a) Craven
Position Title: s. 47G(1)(a)
Telephone: s. 47G(1)(a)
Mobile: s. 47G(1)(a)
Email Address: s. 47G(1)(a)
Postal Address: s. 47G(1)(a)

C.A.4(d) Supplier's Address for Notices

Name: Gregory s. 47G(1)(a) Craven
Position Title: s. 47G(1)(a)
Email Address: s. 47G(1)(a)
Postal Address: s. 47G(1)(a)

C.A.5 Specified Personnel

Emeritus Professor Greg Craven AO, KGCSG

C.A.6 Subcontractors

The Customer agrees to the Supplier engaging a Research Assistant to undertake work relating to this contract. The Supplier is responsible for engaging and managing the Research Assistant and ensuring their performance and work meets the standards and obligations set out in this contract, including compliance with Australian Standards, confidentiality and conflicts of interest.

The Research Assistant will be engaged, managed and paid by the Supplier.

The total contract price includes all Research Assistant invoices, and the Customer may, at any time, request evidence that the subcontractor has been paid for work undertaken under this contract.

Additional Contract Terms

An executed contract will incorporate the Commonwealth Contract Terms and also the following Additional Contract Terms:

C.B.1 Intellectual Property

The Customer owns the Intellectual Property Rights in the Material created under this Contract.

To the extent the Supplier or a third party holds any Intellectual Property Rights in any existing Material, the Supplier hereby agrees to licence the Customer to enable the Customer to exercise full rights and interests in the Intellectual Property Rights in any Material provided under this contract. The Supplier agrees to create, execute or sign any documents and perform all acts which may be necessary to allow the use of those rights by the Customer for any purpose.

The Customer grants to the Supplier a non-exclusive, non-transferable, irrevocable, royalty-free licence for this Contract Term to exercise the Intellectual Property Rights in the Material for the sole purpose of fulfilling its obligations under this Contract. The licence in this clause is subject to any conditions or limitations of third parties that the Customer notifies to the Supplier.

Intellectual Property Rights in Goods provided under this Contract or pre-existing Intellectual Property of the Supplier, set out below (if any), will not change as a result of this Contract.

Pre-Existing Intellectual Property of the Supplier

Not Applicable

C.B.2 Confidential Information of the Supplier

Not Applicable

C.B.3 Payment Terms

Where the Customer and the Supplier both have the capability to deliver and receive eInvoices through the Peppol framework and have agreed to use eInvoicing, following receipt of a Correctly Rendered Invoice, including acceptance of the Goods and/or Services by the Customer, the Customer will pay the amount of a Correctly Rendered Invoice to the Supplier within 21 calendar days after receiving it, or if this day is not a Business Day, on the next Business Day.

Where the Customer fails to make a payment to the Supplier by the Business Day it is due, the Customer will pay the unpaid amount plus interest on the unpaid amount, provided the amount of interest payable under this clause exceeds A\$100.

Interest payable under this clause will be simple interest calculated in respect of each calendar day from the day after the amount was due and payable, up to and including the day that the Customer effects payment, calculated using the General Interest Charge Rate as published on the Australian Taxation Office website [https://www.ato.gov.au/Rates/General-interest-charge-\(GIC\)-rates/](https://www.ato.gov.au/Rates/General-interest-charge-(GIC)-rates/).

C.B.4 Illegal Workers

Illegal Worker means a non-citizen who:

- a) does not hold a valid visa and who performs Work in Australia; or
- b) holds a valid visa and who performs Work in Australia in breach of a visa condition that:
 - (i) prohibits him or her from working in Australia; or
 - (ii) restricts the Work that he or she may perform in Australia.

Work means any work, whether for reward or otherwise. For more information refer to the "Employing Legal Workers Guide" available at: <http://www.homeaffairs.gov.au/Busi/Empl/Empl/employing-legal-workers/legal-workers-a-guide-for-employers>.

The Supplier must not engage Illegal Workers in any capacity to carry out any Work under or in connection with this Contract and must Notify the Customer immediately if it becomes aware of the involvement of an Illegal Worker in such Work.

The Supplier must remove, or cause to be removed, any Illegal Worker from any involvement in performing its obligations under this Contract (including if engaged by a Subcontractor) and arrange for their replacement at no cost to the Customer and immediately upon becoming aware of the involvement of the Illegal Worker.

If requested in writing by the Customer, the Supplier must provide evidence within 14 days that it has taken all reasonable steps to ensure that it has complied and is complying with its obligations in respect of Illegal Workers.

C.B.5 Immigration and Border Protection Workers

The Supplier acknowledges that it, and its employees, contractors and subcontractor personnel, may be Immigration and Border Protection workers under the Australian Border Force Act 2015 (Cth), and if so, must comply with:

- a) requirements and directions that may be issued under Part 5 of the Australian Border Force Act 2015 (Cth) relating to alcohol and drug tests;
- b) secrecy and disclosure provisions in Part 6 of the Australian Border Force Act 2015 (Cth);
- c) directions given by the Secretary or the Australian Border Force Commissioner to Immigration and Border Protection workers from time to time, which may include directions about security clearances, drugs and alcohol, mandatory reporting and professional standards;
- d) any other obligations under the Australian Border Force Act 2015 (Cth); and
- e) Customer policies issued by the Department of Home Affairs to Immigration and Border Protection workers, as applicable.

If the Supplier, or its employees, contractors or subcontractor personnel who are Immigration and Border Protection workers breach any of their obligations under the Australian Border Force Act 2015 (Cth) or applicable Customer policies, the Customer may, by written notice and in its absolute discretion:

- a) require that the Supplier immediately cease the involvement of specified employees, contractors or subcontractor personnel in the performance of the Services; or
- b) immediately terminate this Contract;

without liability and at no additional cost to the Customer.

The Customer's rights under this clause are in addition to the rights of the Secretary and the Australian Border Force Commissioner under section 57 of the Australian Border Force Act 2015 (Cth). Any termination of this Contract under section 57 is also a valid termination under the terms and conditions of this Contract.

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

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C.C.1 Background 1.1 The Customer requires the provision of certain Goods and/or Services. The Supplier has fully informed itself on all aspects of the Customer's requirements and has responded representing that it is able to meet the Requirement. 1.2 Some terms used in these Commonwealth Contract Terms have been given a special meaning. Their meanings are set out in the Commonwealth Contracting Suite (CCS) Glossary and Interpretation or in the Contract. C.C.2 Relationship of the Parties 2.1 By virtue of this Contract, neither Party is the employee, agent, officer or partner of the other Party nor authorised to bind or represent the other Party. 2.2 Each Party must ensure that its officers, employees, agents or Subcontractors do not represent themselves as being an officer, employee, partner or agent of the other Party. 2.3 In all dealings related to the Contract, the Parties agree to: a) communicate openly with each other and cooperate in achieving the contractual objectives b) act honestly and ethically c) comply with reasonable commercial standards of fair conduct d) consult, cooperate and coordinate activities to identify and address any overlapping work health and safety responsibilities aimed at ensuring the health and safety of workers and workplaces, and e) comply with all reasonable directions and procedures relating to work health and safety, record keeping and security in operation at each other's premises or facilities whether specifically informed or as might reasonably be inferred from the circumstances. C.C.3 Conflicts of Interest 3.1 The Supplier warrants that, other than as previously declared in writing to the Customer at the commencement of the Contract, no Conflicts of Interest exist, relevant to the performance by the Supplier of its obligations under the Contract. 3.2 At any time during the term of the Contract, the Customer may require the Supplier to execute a Conflicts of Interest declaration in the form specified by the Customer. 3.3 As soon as the Supplier becomes aware that a Conflict of Interest has arisen, or is likely to arise during the term of the Contract, the Supplier will: a) immediately report it to the Customer b) provide the Customer with a written report setting out all relevant information within three (3) Business Days, and c) comply with any reasonable requirements notified by the Customer relating to the Conflict of Interest. 3.4 If the Supplier fails to notify the Customer as set out in this clause or does not comply with the	Customer's reasonable requirements to resolve or manage Conflicts of Interest, the Customer may terminate or reduce the scope of the Contract in accordance with C.C.16 [Termination for Cause]. C.C.4 Precedence of Documents 4.1 The Contract is comprised of: a) Additional Contract Terms (if any) b) if the Contract is issued under a DoSO, the Contract Details Schedule c) Statement of Work d) Commonwealth Contract Terms e) CCS Glossary and Interpretation, and f) additional Contract annexes (if any), unless otherwise agreed in writing between the Parties. 4.2 If there is ambiguity or inconsistency between documents comprising the Contract, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency. 4.3 The Contract may be signed and dated by the Parties on separate, but identical, copies. All signed copies constitute one (1) Contract. C.C.5 Governing Law 5.1 The laws of the Australian Capital Territory apply to the Contract. C.C.6 Entire Agreement 6.1 The Contract represents the Parties' entire agreement in relation to the subject matter, at the time this Contract was executed. 6.2 Anything that occurred before the making of this Contract shall be disregarded (unless incorporated into the Contract in writing). However, the Supplier represents that the claims made in its Response to the ATM or the RFQ as relevant remain correct. 6.3 Any agreement or understanding to vary or extend the Contract will not be legally binding upon either Party unless in writing and agreed by both Parties. 6.4 If either Party does not exercise (or delays in exercising) any of its contractual rights, that failure or delay will not prejudice those rights. C.C.7 Survival 7.1 All Additional Contract Terms (if any), plus clauses: C.C.14 [Liability of the Supplier] C.C.17 [Supplier Payments] C.C.20 [Transition Out], and C.C.21 [Compliance with Law and Policy], survive termination or expiry of the Contract. C.C.8 Notices 8.1 A Notice is deemed to be delivered: a) if delivered by hand - on delivery to the relevant address b) if sent by registered post - on delivery to the relevant address, or c) if transmitted by email or other electronic means when it becomes capable of being retrieved by the addressee at the relevant email or other electronic address. 8.2 A Notice received after 5:00 pm, or on a day that is not a working day in the place of receipt, is

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deemed to be delivered on the next working day in that place.

C.C.9 Assignment

- 9.1 The Supplier may not assign any rights under the Contract without the Customer's written consent. To seek consent, the Supplier must provide the Customer with a Notice, which includes full details of the proposed assignee and the rights the Supplier proposes to assign.
- 9.2 To decline consent, the Customer must provide a Notice to the Supplier, setting out its reasons, within twenty (20) Business Days, or such other time as agreed between the Parties, of receiving the Notice seeking consent. Otherwise, the Customer is taken to have consented.

C.C.10 Subcontracting

- 10.1 Subcontracting any part of, or the entire Supplier's obligations under the Contract, will not relieve the Supplier from any of its obligations under the Contract.
- 10.2 The Supplier must ensure that Subcontractors specified in the Contract (if any) perform that part of the Services specified in the Contract. The Supplier must not subcontract any part of its obligations under the Contract, or replace approved Subcontractors, without prior written consent of the Customer. The Customer's written consent will not be unreasonably withheld.
- 10.3 At the Customer's request, the Supplier, at no additional cost to the Customer, must promptly remove from involvement in the Contract any Subcontractor that the Customer reasonably considers should be removed.
- 10.4 The Supplier must make available to the Customer the details of all Subcontractors engaged to provide the Goods and/or Services under the Contract. The Supplier acknowledges that the Customer may be required to publicly disclose such information.
- 10.5 The Supplier must ensure that any subcontract entered into by the Supplier, for the purpose of fulfilling the Supplier's obligations under the Contract, imposes on the Subcontractor the same obligations that the Supplier has under the Contract (including this requirement in relation to subcontracts).

C.C.11 Delivery and Acceptance

- 11.1 The Supplier must provide the Goods and/or Services as specified in the Contract and meet any requirements and standard specified in the Contract.
- 11.2 The Supplier must promptly notify the Customer if the Supplier becomes aware that it will be unable to provide all or part of the Goods and/or Services specified in the Contract and advise the Customer when it will be able to do so.
- 11.3 Any Goods must be delivered free from any security interest. Unless otherwise stated in the Contract, Goods must be new and unused. Any Services must be provided to the higher of the standard that would be expected of an experienced, professional supplier of similar

services and any standard specified in the Contract.

- 11.4 The Customer may reject the Goods and/or Services within ten (10) Business Days after delivery or such longer period specified in the Contract ("Acceptance Period"), if the Goods and/or Services do not comply with the requirements of the Contract.
- 11.5 If during the Acceptance Period circumstances outside the Customer's reasonable control cause a delay in the Customer's evaluation of the compliance of the Goods and/or Services with the Contract, the Customer may give the Supplier a Notice before the end of the original Acceptance Period, setting out the reason for the delay and the revised Acceptance Period date (which must be reasonable having regard to the circumstances causing the delay).
- 11.6 If the Customer does not notify the Supplier of rejection within the Acceptance Period (as extended if applicable), the Customer will be taken to have accepted the Goods and/or Services, though the Customer may accept the Goods and/or Services sooner. Title to Goods transfers to the Customer only on acceptance.
- 11.7 If the Customer rejects the Goods and/or Services, the Customer must issue a Notice clearly stating the reason for rejection and the remedy the Customer requires. No payment will be due for rejected Goods and/or Services until their acceptance.

C.C.12 Licences Approvals and Warranties

- 12.1 At no cost to the Customer, the Supplier must obtain and maintain all Intellectual Property Rights, licences or other approvals required for the lawful provision of the Goods and/or Services and arrange any necessary customs entry for any Goods.
- 12.2 The Supplier must provide the Customer with all relevant third party warranties in respect of Goods. If the Supplier is a manufacturer, the Supplier must provide the Customer with all standard manufacturer's warranties in respect of the Goods it has manufactured and supplied.
- 12.3 To the extent permitted by laws and for the benefit of the Customer, the Supplier consents, and must use its best endeavours to ensure that each author of Material consents in writing, to the use by the Customer of the Material, even if the use may otherwise be an infringement of their Intellectual Property Rights and/or Moral Rights.

C.C.13 Specified Personnel

- 13.1 The Supplier must ensure that the Specified Personnel set out in the Contract (if any) perform the part of the Services specified in that item. The Supplier must ensure that Specified Personnel (if any) are not replaced without the prior written consent of the Customer. The Customer's written consent will not be unreasonably withheld.
- 13.2 At the Customer's reasonable request, the Supplier, at no additional cost to the Customer, must as soon as reasonably practicable replace

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any Specified Personnel that the Customer reasonably considers:

- a) is not performing the Supplier's obligations under the Contract to the standard or within the timeframe reasonably required by the Customer
- b) is not a fit and proper person, or
- c) is not suitably qualified to perform the Services.

13.3 Any Specified Personnel must be replaced with personnel that are acceptable to the Customer.

C.C.14 Liability of the Supplier

- 14.1 The Supplier will indemnify the Customer for any damage claim, cost or loss resulting from any negligent or wilful breach of its obligations or representations under the Contract by the Supplier or its officers, employees, agents or Subcontractors.
- 14.2 The Supplier's obligation to indemnify the Customer will reduce proportionally to the extent that the Customer has contributed to the claim, cost or loss.
- 14.3 Where the Supplier is a member of a scheme operating under Schedule 4 of the *Civil Law (Wrongs) Act 2002* (ACT), or any corresponding Commonwealth, State, Territory or legislation that limits civil liability arising from the performance of their professional services, and where that scheme applies to the Goods and/or Services delivered under the Contract, the Supplier's liability under this clause shall not exceed the maximum amount specified by that scheme or legislation.
- 14.4 The Supplier will maintain adequate insurances for the Contract and provide the Customer with proof when reasonably requested.

C.C.15 Termination or Reduction for Convenience

- 15.1 In addition to any other rights either Party has under the Contract,
- a) the Customer acting in good faith, may at any time, or
 - b) the Supplier, acting in good faith, may notify that it wishes to,
- terminate the Contract or reduce the scope or quantity of the Goods and/or Services by providing a Notice to the other Party.
- 15.2 If the Supplier issues a Notice under this clause, the Supplier must comply with any reasonable directions given by the Customer. The Contract will terminate, or the scope will be reduced in accordance with the Notice, when the Supplier has complied with all of those directions.
- 15.3 If the Customer issues a Notice under this clause, the Supplier must stop or reduce work in accordance with the Notice and comply with any reasonable directions given by the Customer.
- 15.4 In either case, the Supplier must mitigate all loss and expenses in connection with the termination or reduction in scope (including the costs of its compliance with any directions). The Customer will pay the Supplier for Goods and/or Services accepted in accordance with C.C.11 [Delivery and

Acceptance] and the Contract before the effective date of termination or reduction.

- 15.5 If the Customer issues a Notice under this clause, the Customer will also pay the Supplier for any reasonable costs the Supplier incurs that are directly attributable to the termination or reduction, provided the Supplier substantiates these costs to the satisfaction of the Customer.
- 15.6 Under no circumstances will the total of all payments to the Supplier exceed the Contract Price. The Supplier will not be entitled to loss of anticipated profit for any part of the Contract not performed.

C.C.16 Termination for Cause

- 16.1 The Customer may issue a Notice to immediately terminate or reduce the scope of the Contract if:
- a) the Supplier does not deliver the Goods and/or Services as specified in the Contract, or notifies the Customer that the Supplier will be unable to deliver the Goods and/or Services as specified in the Contract
 - b) the Customer rejects the Goods and/or Services in accordance with C.C.11 [Delivery and Acceptance] and the Goods and/or Services are not remedied as required by the Notice of rejection
 - c) the Supplier breaches a material term of the Contract and the breach is not capable of remedy
 - d) the Supplier does not remediate a material breach of the Contract which is capable of remediation within the period specified by the Customer in a Notice of default issued to the Supplier, or
 - e) subject to the Customer complying with any requirements in the *Corporations Act 2001* (Cth), the Supplier:
 - i. is unable to pay all its debts when they become due
 - ii. if incorporated – has a liquidator, receiver, administrator or other controller appointed or an equivalent appointment is made under legislation other than the *Corporations Act 2001* (Cth), or
 - iii. if an individual – becomes bankrupt or enters into an arrangement under *Part IX or Part X of the Bankruptcy Act 1966* (Cth).

16.2 Termination of the Contract under this clause does not change the Customer's obligation to pay any Correctly Rendered Invoice.

C.C.17 Supplier Payments

- 17.1 If the Supplier is required to submit an invoice to trigger payment, the invoice must be a Correctly Rendered Invoice,
- 17.2 The Supplier must promptly provide to the Customer such supporting documentation and other evidence reasonably required by the Customer to substantiate performance of the Contract by the Supplier.

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- 17.3 Payment of any invoice is payment on account only, and does not substantiate performance of the Contract.
- 17.4 If the Supplier owes any amount to the Customer in connection with the Contract, the Customer may offset that amount, or part of it, against its obligation to pay any Correctly Rendered Invoice.

C.C.18 Dispute Resolution

- 18.1 For any dispute arising under the Contract both the Supplier and the Customer agree to comply with (a) to (e) of this clause sequentially:
- both Contract Managers will try to settle the dispute by direct negotiation
 - if unresolved within five (5) Business Days, the Contract Manager claiming that there is a dispute will give the other Contract Manager a Notice setting out details of the dispute and proposing a solution. The date the dispute Notice is issued will be the date of the Notice ("Notice Date")
 - if the proposed solution is not accepted by the other Contract Manager within five (5) Business Days of the Notice Date, each Contract Manager will nominate a more senior representative, who has not had prior direct involvement in the dispute. These representatives will try to settle the dispute by direct negotiation
 - failing settlement within twenty (20) Business Days of the Notice Date, the Customer will, without delay, refer the dispute to an appropriately qualified mediator selected by the Customer or, at the Customer's discretion, to the chairperson of an accredited mediation organisation to appoint a mediator, for mediation to commence within thirty (30) Business Days of the Notice Date or such other period as agreed by the Parties, and
 - If the dispute is not resolved within sixty (60) Business Days of the Notice Date, either the Supplier or the Customer may commence legal proceedings or, by agreement, continue the mediation process for a period agreed by the Parties.
- 18.2 Representatives for the Supplier and the Customer must attend the mediation. The nominated representatives must have the authority to bind the relevant Party and act in good faith to genuinely attempt to resolve the dispute.
- 18.3 The Supplier and the Customer will each bear their own costs for dispute resolution. The Customer will bear the costs of a mediator.
- 18.4 Despite the existence of a dispute, the Supplier will continue their performance under the Contract unless requested in writing by the Customer not to do so.
- 18.5 This procedure for dispute resolution does not apply to action relating to C.C.16 [Termination for Cause] or to legal proceedings for urgent interlocutory relief.

C.C.19 Transition In

- 19.1 The Supplier must perform all tasks reasonably required to facilitate the smooth transition of the provision of the Goods and/or Services from any outgoing supplier to the Supplier.

C.C.20 Transition Out

- 20.1 If the Contract expires or is terminated under C.C.16 [Termination for Cause] the Supplier must comply with any reasonable directions given by the Customer in order to facilitate the smooth transition of the provision of the Goods and/or Services to the Customer or to another supplier nominated by the Customer.

C.C.21 Compliance with Law and Policy

- 21.1 The Supplier must comply with, and ensure its officers, employees, agents and Subcontractors comply with all laws applicable to the performance of this Contract and warrants that it will not cause the Customer to breach any laws.
- 21.2 The Supplier must comply with, and ensure its officers, employees, agents and Subcontractors comply with any Commonwealth policies relevant to the Goods and/or Services.
- 21.3 The Supplier agrees to provide such reports and other information regarding compliance with applicable law and Commonwealth policy as reasonably requested by the Customer or as otherwise required by applicable law or policy.
- 21.4 If the Supplier becomes aware of any actual or suspected breach of the requirements set out in 21.A to 21.J below, or any other applicable law or Commonwealth policy, it must:
- Immediately report it to the Customer and provide a written report on the matter within three (3) Business Days unless otherwise set out in these Terms, and
 - comply with any reasonable directions by the Customer in relation to any investigation or further reporting of the actual or suspected breach.

21.A Access to Supplier's Premises and Records

- A.1 The Supplier must maintain and ensure its Subcontractors maintain proper business and accounting records relating to the supply of the Goods and/or Services and performance of the Contract.
- A.2 The Supplier agrees to provide to the Customer, or its nominee, access to the Supplier's or its Subcontractor's premises, personnel, computer systems, documents and other records, and all assistance reasonably requested, for any purpose associated with the Contract or any review of the Supplier's or the Customer's performance under the Contract, including in connection with a request made under the *Freedom of Information Act 1982* (Cth) or an audit or review by the Australian National Audit Office.
- A.3 Unless the access is required for an urgent purpose, the Customer will provide reasonable prior notice to the Supplier.
- A.4 If requested by the Supplier, the Customer will reimburse the Supplier's substantiated reasonable

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- cost for complying with the Customer's request, unless the access is required for the purpose of a criminal investigation into the Supplier, its officers, employees, agents or Subcontractors.
- A.5 The Supplier must not transfer, or permit the transfer of, custody or ownership, or allow the destruction, of any Commonwealth record (as defined in the *Archives Act 1983* (Cth)) without the prior written consent of the Customer. All Commonwealth records, including any held by Subcontractors, must be returned to the Customer at the conclusion of the Contract.
- 21.B Privacy Act 1988 (Cth) Requirements**
- B.1 In providing the Goods and/or Services, the Supplier agrees to comply, and to ensure that its officers, employees, agents and Subcontractors comply with the *Privacy Act 1988* (Cth) and not to do anything, which if done by the Customer would breach an Australian Privacy Principle as defined in that Act.
- 21.C Notifiable Data Breaches**
- C.1 If the Supplier suspects that there may have been an Eligible Data Breach in relation to any Personal Information held by the Supplier as a result of the Contract, the Supplier must:
- immediately report it to the Customer and provide a written report within three (3) Business Days, and
 - carry out an assessment in accordance with the requirements of the *Privacy Act 1988* (Cth).
- C.2 Where the Supplier is aware that there has been an Eligible Data Breach in relation to the Contract, the Supplier must:
- take all reasonable action to mitigate the risk of the Eligible Data Breach causing serious harm to any individual to whom the Personal Information relates
 - take all other action necessary to comply with the requirements of the *Privacy Act 1988* (Cth), and
 - take any other action as reasonably directed by the Customer.
- 21.D Personal Information**
- D.1 The Supplier agrees to provide the Customer, or its nominee, relevant information (including personal information) relating to the Supplier, its officers, employees, agents or Subcontractors, for the purposes of preventing, detecting, investigating or dealing with a fraud or security incident relating to a Contract.
- D.2 When providing personal information of a natural person under this clause, the Supplier warrants it will have obtained the consent of or provided reasonable notification to the person in accordance with the *Privacy Act 1988* (Cth).
- D.3 Nothing in these clauses limits or derogates from the Supplier's obligations under the *Privacy Act 1988* (Cth).
- 21.E Confidential Information**
- E.1 The Supplier agrees not to disclose to any person, other than the Customer, any Confidential Information relating to the Contract or the Goods and/or Services, without prior written approval from the Customer.
- E.2 This obligation will not be breached where:
- the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation), or
 - the Supplier is required by law, an order of the court or a stock exchange to disclose the relevant information, but any such request must be reported by Notice to the Customer without delay and the text of the disclosure provided in writing to the Customer as soon as practicable.
- E.3 The Customer may at any time require the Supplier to arrange for its officers, employees, agents or Subcontractors to give a written undertaking relating to nondisclosure of the Customer's Confidential Information in a form acceptable to the Customer.
- E.4 The Customer will keep any information in connection with the Contract confidential to the extent it has agreed in writing to keep such specified information confidential.
- E.5 The Customer will not be in breach of any confidentiality agreement if the Customer discloses the information for the purposes of managing the Contract or if it is required to disclose the information by law, a Minister or a House or Committee of Parliament, or for accountability or reporting purposes.
- 21.F Security and Safety**
- F.1 When accessing any Commonwealth place, area or facility, the Supplier must comply with any security and safety requirements notified to the Supplier by the Customer or of which the Supplier is, or should reasonably be aware. The Supplier must ensure that its officers, employees, agents and Subcontractors are aware of, and comply with, such security and safety requirements.
- F.2 If directed by the Customer, the Supplier and its officers, employees, agents and Subcontractors are required to undertake a security briefing prior to being able to work inside a Commonwealth office, area or facility.
- F.3 The Supplier must ensure that all information, material and property provided by the Customer for the purposes of the Contract is protected at all times from unauthorised access, use by a third party, misuse, damage and destruction and is returned as directed by the Customer.
- F.4 The Supplier acknowledges that unauthorised disclosure of security-classified information is an offence. Legislation (including the *Criminal Code Act 1995* (Cth)) contains provisions relating to the protection of certain information and sets out the penalties for the unauthorised disclosure of that information.

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21.G Criminal Code

- G.1 The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995* (Cth).
- G.2 The Supplier must ensure that its officers, employees, agents and Subcontractors engaged in connection with the Contract are aware of the information contained in this clause.

21.H Fraud

- H.1 The Supplier must take all reasonable steps to prevent and detect Fraud in relation to the performance of this Contract. The Supplier acknowledges the occurrence of Fraud will constitute a breach of this Contract.
- H.2 If an investigation finds that the Supplier or its officers, employees, agents or Subcontractors have committed Fraud, or the Supplier has failed to take reasonable steps to prevent Fraud, the Supplier must reimburse or compensate the Customer in full.

21.I Taxation

- I.1 The Supplier agrees to comply, and to require its subcontractors to comply, with all applicable laws relating to taxation.

21.J Public Interest Disclosure

- J.1 The Supplier must familiarise itself with the *Public Interest Disclosure Act 2013* (Cth) and acknowledges that public officials, including service providers and their Subcontractors under a Commonwealth contract, who suspect wrongdoing within the Commonwealth public sector may raise their concerns under the *Public Interest Disclosure Act 2013* (Cth).
- J.2 Information for disclosers is available at <https://www.ombudsman.gov.au/Our-responsibilities/making-a-disclosure>.

21.K National Anti-Corruption Commission Act 2022 (Cth) Requirements

- K.1 The Supplier acknowledges that in providing the Goods and/or Services to the Customer under the Contract, it is a contracted service provider for the purposes of the *National Anti-Corruption Commission Act 2022* (Cth) (NACC Act).
- K.2 The Supplier must comply with any reasonable request, policy or direction issued by the Customer and otherwise cooperate with the Customer in relation to any action taken by the Customer required or authorised by the NACC Act.

C.C.22 Notification of Significant Events

- 22.1 The Supplier must immediately issue the Customer a Notice on becoming aware of a Significant Event.
- 22.2 The Notice issued under clause 22.1 must provide a summary of the Significant Event, including the date that it occurred and whether any Specified Personnel or other personnel engaged in connection with the Goods and/or Services were involved.
- 22.3 The Customer may notify the Supplier in writing that an event is to be considered a Significant Event for the purposes of this clause, and where

this occurs the Supplier must issue a Notice under clause 22.1 in relation to the event within three (3) Business Days of being notified by the Customer.

- 22.4 Where reasonably requested by the Customer, the Supplier must provide the Customer with any additional information regarding the Significant Event within three (3) Business Days of the request.

- 22.5 If requested by the Customer, the Supplier must prepare a draft remediation plan and submit that draft plan to the Customer's Contract Manager for approval within ten (10) Business Days of the request.

- 22.6 A draft remediation plan prepared by the Supplier under clause 22.5 must include the following information:

- how the Supplier will address the Significant Event in the context of the Goods and/or Services, including confirmation that the implementation of the remediation plan will not in any way impact on the delivery of the Goods and/or Services or compliance by the Supplier with its other obligations under the Contract, and
- how the Supplier will ensure events similar to the Significant Event do not occur again, and
- any other matter reasonably requested by the Customer.

- 22.7 The Customer will review the draft remediation plan and either approve the draft remediation plan or provide the Supplier with the details of any changes that are required. The Supplier must make any changes to the draft remediation plan reasonably requested by the Customer and resubmit the draft remediation plan to the Customer for approval within three (3) Business Days of the request unless a different timeframe is agreed in writing by the Customer. This clause 22.7 will apply to any resubmitted draft remediation plan.

- 22.8 Without limiting its other obligations under the Contract, the Supplier must comply with the remediation plan as approved by the Customer. The Supplier agrees to provide reports and other information about the Supplier's progress in implementing the remediation plan as reasonably requested by the Customer.

- 22.9 A failure by the Supplier to comply with its obligations under this clause C.C.22 will be a material breach of the Contract. The Customer's rights under this clause C.C.22 are in addition to and do not otherwise limit any other rights the Customer may have under the Contract. The performance by the Supplier of its obligations under this clause C.C.22 will be at no additional cost to the Customer.

C.C.23 Compliance with the Commonwealth Supplier Code of Conduct

- 23.1 The Supplier must comply with, and ensure that its officers, employees, agents and Subcontractors comply with, the Code in connection with the performance of this Contract.
- 23.2 The Supplier must:

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- a) periodically monitor and assess its, and its officers', employees', and agents' compliance with the Code; and
 - b) on request from the Customer, promptly provide information regarding:
 - i. the policies, frameworks or systems it has established to monitor and assess compliance with the Code; and
 - ii. the Supplier's compliance with clause 23.1.
- 23.3 The Supplier must immediately issue the Customer a Notice on becoming aware of any breach of clause 23.1. The Notice must include a summary of the breach, the date that the breach occurred, and details of the personnel involved.
- 23.4 Where the Customer identifies a possible breach of clause 23.1, it may issue the Supplier a Notice, and the Supplier must, within three (3) Business Days of receiving the Notice, either:
- a) where the Supplier considers a breach has not occurred: advise the Customer that there has not been a breach and provide information supporting that determination; or
 - b) where the Supplier considers that a breach has occurred: issue a Notice under clause 23.3 and otherwise comply with its obligations under this clause C.C.23.
- 23.5 Notwithstanding clause 23.4, a Customer may notify the Supplier in writing that it considers that the Supplier has breached clause 23.1, in which case the Supplier must issue a Notice under clause 23.3 and otherwise comply with its obligations under this clause C.C.23.
- 23.6 A failure by the Supplier to comply with its obligations under any part of this clause will be a material breach of the Contract.
- 23.7 Nothing in this clause or the Code limits, reduces or derogates from the Supplier's other obligations under the Contract. The Customer's rights under this clause are in addition to and do not otherwise limit any other rights the Customer may have under the Contract. The performance by the Supplier of its obligations under this clause will be at no additional cost to the Customer.
- 23.8 The Supplier agrees that the Customer or any other Commonwealth agency may take into account the Supplier's compliance with the Code in any future approach to market or procurement process.



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Commonwealth Contracting Suite Glossary and Interpretation

Glossary

In the Commonwealth Contracting Suite (CCS):

“Additional Contract Terms” means the terms and conditions set out in the section of the Approach to Market, RFQ or the Contract as relevant with the heading ‘Additional Contract Terms’.

“Additional DoSO Terms” means the terms and conditions set out in the section of the DoSO with the heading ‘Additional DoSO Terms’.

“Approach to Market” or **“ATM”** means the notice inviting Potential Suppliers to participate in the relevant procurement.

“Business Days” means a day that is not a Saturday, a Sunday or a public holiday or bank holiday in the place concerned, as defined by the *Corporations Act 2001* (Cth), and also excludes the period between Christmas Day and New Year’s Day.

“Closing Time” means the closing time and date as specified in the Approach to Market.

“Commonwealth Contracting Suite” or **“CCS”** means the suite of proprietary documents developed for Commonwealth procurements.

“Commonwealth Procurement Rules” means the legislative instrument issued by the Finance Minister under section 105B of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), which establishes the framework under which entities govern and undertake their own procurement.

“Commonwealth Supplier Code of Conduct” or **“Code”** means the Commonwealth Supplier Code of Conduct, as published on 1 July 2024, as updated from time to time.

“Confidential Information” means any information that any Party does not wish to be shared outside those involved in the Contract or Standing Offer Arrangement. It can include anything that has been acquired, developed or made available to any of the Parties in the course of the relationship between the Parties. It includes, but is not limited to, information:

- a) specifically identified as confidential in the Contract or DoSO
- b) where disclosure would cause unreasonable detriment to the owner of the information or another party, or
- c) where the information was provided under an understanding that it would remain confidential.

“Conflicts of Interest” means any real or apparent situation where the personal interests of the Supplier, its officers, employees, agents or Subcontractors could improperly influence the Supplier’s performance of the Contract or DoSO as relevant.

“Contract” means the documents (specified in the Commonwealth Contract Terms or the Commonwealth Purchase Order Terms as relevant) as executed or amended from time to time by agreement in writing between the Supplier and the Customer.

“Contract Details Schedule” means the section in a Contract issued under the DoSO with the heading ‘Contract Details Schedule’.

“Contract Manager” means the ‘Contract Manager’ for the Customer or Supplier representative (as relevant) specified in the Contract.

“Contract Price” means the maximum contract price specified in the Contract, including any GST component payable, but does not include any simple interest payable on late payments.

“Correctly Rendered Invoice” means an invoice that:

- a) is correctly addressed and includes any purchase order number or other Customer reference advised by the Customer’s Contract Manager and the name and specified contact details of the Customer’s Contract Manager
- b) relates only to the Goods and/or Services that have been accepted by the Customer in accordance with the Contract or a payment or milestone schedule identified in the Contract
- c) is correctly calculated and charged in accordance with the Contract
- d) is for an amount which, together with previously Correctly Rendered Invoices, does not exceed the Contract Price, and
- e) is a valid tax invoice in accordance with the GST Act.

“Customer” means the party specified in the Contract as the Customer.

“Deed of Standing Offer” or **“DoSO”** means the documents (specified in the Commonwealth DoSO Terms) as executed or amended by agreement in writing between the Lead Customer and the Supplier.

Commonwealth Contracting Suite Glossary and Interpretation

"Delivery and Acceptance" means the process by which Goods and/or Services are delivered to the Customer and accepted by the Customer as meeting the terms specified in the Contract.

"DoSO Manager" means the 'DoSO Manager' for the Lead Customer or Supplier representative (as relevant) specified in the DoSO.

"Electronic invoicing" or **"eInvoicing"** means the automated exchange of invoices directly between the Customer and Supplier's software or financial systems via the Peppol network, as long as both Parties are Peppol eInvoicing enabled.

"Eligible Data Breach" means an 'Eligible Data Breach' as defined in the *Privacy Act 1988* (Cth).

"End Date" means the date specified in the Contract or DoSO (as relevant) on which the agreement ceases.

"Fraud" means dishonestly obtaining a benefit from the Commonwealth or causing a loss to the Commonwealth by deception or other means and includes alleged, attempted, suspected or detected fraud.

"General Interest Charge Rate" means the general interest charge rate determined under section 8AAD of the *Taxation Administration Act 1953* (Cth) on the day payment is due, expressed as a decimal rate per day.

"Goods and/or Services" means:

- a) the Goods and/or Services and any Material, and
- b) all such incidental Goods and/or Services that are reasonably required to achieve the Requirement of the Customer,

as specified in the Contract and, where relevant, offered under a Standing Offer Arrangement.

"GST" means a Commonwealth goods and services tax imposed by the GST Act.

"GST Act" means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

"Indigenous Procurement Policy" means the procurement connected policy as described at the National Indigenous Australians Agency website <https://www.niaa.gov.au/resource-centre/indigenous-affairs/indigenous-procurement-policy>.

"Intellectual Property Rights" means all intellectual property rights which may subsist in Australia or elsewhere, whether or not they are current or future or registered or capable of being registered, including without limitation in relation to, copyright, designs, trade marks (including unregistered marks), business and company names, domain names, databases, circuit layouts, patents, inventions, discoveries, know-how, trade secrets and confidential information, but excluding Moral Rights.

"Lead Customer" means the party specified in the DoSO as the Lead Customer.

"Material" means any material used or brought into existence as a part of, or for the purpose of producing the Goods and/or Services, and includes but is not limited to documents, equipment, information or data stored by any means.

"Moral Rights" means the rights in Part IX of the *Copyright Act 1968* (Cth), including the right of attribution, the right against false attribution and the right of integrity.

"Notice" means an official notice or communication under the Contract or DoSO (as relevant) in writing, from one Contract or DoSO Manager to the other Contract or DoSO Manager (as the case may be), at the postal address, or email address, or facsimile number set out in the Contract or DoSO or as notified by the relevant Party.

"Peppol" means the Pan-European Public Procurement On-Line framework as described at the Australian Taxation Office website <https://softwaredevelopers.ato.gov.au/eInvoicing>.

"Party" or **"Parties"** means (as relevant) the Customer and Supplier specified in the Contract or the Lead Customer and Supplier specified in the DoSO.

"Personal Information" means information relating to a natural person as defined in the *Privacy Act 1988* (Cth).

"Potential Customer" means an Australian Government entity that is identified within the DoSO as being able to use the Standing Offer Arrangement.

"Potential Supplier" means any entity who is eligible to respond to an ATM.

"Pricing Schedule" means a schedule of maximum pricing rates that a Supplier can offer in an RFQ for Goods and/or Services as set out in the DoSO.

"Public Interest Certificate" means a certificate issued under section 22 of the *Government Procurement (Judicial Review) Act 2018* (Cth).

"Referenced Material" means any materials referenced in the ATM, including but not limited to, reports, plans, drawings or samples.

"Request for Quote" or **"RFQ"** means any notice inviting quotations to provide specific Goods and/or Services under the DoSO.

Commonwealth Contracting Suite Glossary and Interpretation

"Required Capabilities" means:

- a) in the DoSO ATM, the description of the Lead Customer's required Goods and/or Services. These may be categorised into several descriptions of Required Capabilities.
- b) in the DoSO, the description of the Goods and/or Services that a Supplier is approved to offer.

"Requirement" means the description of the Goods and/or Services in:

- a) for the purposes of the Commonwealth ATM Terms, the section of the Approach to Market with the heading 'The Requirement'
- b) for the purposes of the Commonwealth Contract Terms, the section of the Contract with the heading 'The Requirement', or
- c) for the purposes of the Commonwealth Purchase Order Terms, the Customer's purchase order or similar ordering document setting out the Goods and/or Services.

"Response" means information provided by a Potential Supplier or Supplier demonstrating their capacity and capability to:

- a) provide the Requirement under the ATM or Request for Quote, or
- b) meet a Required Capability under the DoSO ATM.

"Satisfactory" in relation to the Shadow Economy Policy only, means the Statement of Tax Record meets the conditions set out in Part 6.b of the Shadow Economy Policy or, if the circumstances in Part 6.c of the Shadow Economy Policy apply, the conditions set out in Part 8 of the Shadow Economy Policy.

"Shadow Economy Policy" means the Shadow economy – increasing the integrity of government procurement: Procurement connected policy guidelines March 2019 available at <https://treasury.gov.au/publication/p2019-t369466>.

"Significant Event" means:

- a) any adverse comments or findings made by a court, commission, tribunal or other statutory or professional body regarding the conduct or performance of the Supplier or its officers, employees, agents or Subcontractors that impacts or could be reasonably perceived to impact on their professional capacity, capability, fitness or reputation, or
- b) any other significant matters, including the commencement of legal, regulatory or disciplinary action involving the Supplier or its officers, employees, agents or Subcontractors, that may adversely impact on compliance with Commonwealth policy and legislation or the Commonwealth's reputation.

"Specified Personnel" means personnel specified in the Contract, or who are accepted by the Customer in accordance with clause C.C.13 [Specified Personnel].

"Standing Offer Arrangement" means the DoSO arrangement, any Contract that is executed under the DoSO and any other document that applies to it.

"Standing Offer Details" means the section of the DoSO with the heading 'Standing Offer Details'.

"Statement of Requirement" means the section of the Approach to Market with the heading 'Statement of Requirement'.

"Statement of Tax Record" means a statement of tax record issued by the Australian Taxation Office following an application made in accordance with the process set out at https://www.ato.gov.au/Business/Bus/Statement-of-tax-record/?page=1#Requesting_an_STR.

"Statement of Work" means the section or schedule of the Contract (as the case may be) with the heading 'Statement of Work'.

"Subcontractor" means an entity contracted by the Supplier to supply some or all of the Goods and/or Services required under the Contract.

"Supplier" means a party specified in the Contract or the DoSO as the Supplier.

"Valid" in relation to the Shadow Economy Policy only, means the Statement of Tax Record is valid in accordance with Part 7.e of the Shadow Economy Policy.

Commonwealth Contracting Suite Glossary and Interpretation

Interpretation

In the Commonwealth Contracting Suite, unless stated otherwise:

- a) if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning
- b) words in the singular include the plural and words in the plural include the singular
- c) the words 'including', 'such as', 'particularly' and similar expressions are not used as and are not intended to be interpreted as words of limitation
- d) a reference to dollars is a reference to Australian dollars
- e) a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision
- f) clause headings are for reference only and have no effect in limiting or extending the language of the terms to which they refer, and
- g) the following clause references used in Commonwealth Contracting Suite documents refer to that section or part of the relevant CCS document listed in the table below:

Clause Reference	Section / Part	CCS Document
A.A.[x]	Statement of Requirement	CCS Approach to Market (ATM)
A.B.[x]	Commonwealth Approach to Market (ATM) Terms	
A.C.[x]	Additional Contract Terms	
C.A.[x]	Statement of Work	Commonwealth Contract
C.B.[x]	Additional Contract Terms	
C.C.[x]	Commonwealth Contract Terms	
P.C.[x]	Commonwealth Purchase Order Terms	Commonwealth Purchase Order Terms
D.A.[x]	CCS DoSO ATM	CCS Deed of Standing Offer (DoSO)
D.B.[x]	Commonwealth DoSO ATM Terms	
D.C.[x]	DoSO ATM Response Form	
D.D.[x]	CCS DoSO	
D.D.3(x)	Additional DoSO Terms	
D.E.[x]	Commonwealth DoSO Terms	
R.A.[x]	Schedule 1 - Statement of Work	CCS DoSO RFQ and Contract
R.B.[x]	Schedule 2 - Additional Contract Terms	
R.C.[x]	Schedule 3 - Supplier's Response Form	
R.D.[x]	Contract Details Schedule	

Contract Signing Page

The Parties agree that by signing this Commonwealth Contract – Goods and Services, they enter into a Contract comprising:

- a) Additional Contract Terms (if any)
- b) Statement of Work
- c) Commonwealth Contract Terms
- d) Commonwealth Contracting Suite Glossary and Interpretation
- e) Contract Annex 1 – Supplementary Information (if any).

EXECUTED as an Agreement

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Home Affairs

ABN 33 380 054 835 by its duly authorised delegate in the presence of

Signature of witness

Signature of delegate

Name of witness (*print*)

Name of delegate (*print*)

Position of delegate (*print*)

Date:

Executed by S. 47G(1)(a)

in the presence of:

Signature of witness

Signature of trustee

Name of witness (*print*)

Name of trustee (*print*)

Date:

Released by Department of Home Affairs
under the Freedom of Information Act 1982

From: [Greg Craven](#)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii) ; [Envoy Support](#); [Info ASECA](#); s. 22(1)(a)(ii)
Subject: Re: FOR SIGNATURE - Commonwealth Contract - ASECA University Report Card procurement [SEC=OFFICIAL]
Date: Friday, 14 November 2025 10:56:45 AM

Thank you s. 22(1)(a)(ii). I will get onto it with all my electronic incompetence

Best

Greg

Greg Craven

Emeritus Professor AO, KGCSG

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