Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Work Order 3 – eReturns Transition

1. Contents

Work Order 3 – eReturns Transition 1
1. Work Order 2
2. Contract Details 2
Attachment 1 – Statement of Work 8
Attachment 2 – Charges 9
Attachment 3 – Transition In Plan 10
Attachment 4 – Not Used 10
Attachment 5 – Not Used 10
Attachment 6 – Not Used 10
Attachment 7 – Seller's Personnel 11
Attachment 8 – Not Used 19

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

1. Work Order

1.1.1 The ***Seller*** has offered under clause 1.9 of the ***Head Agreement*** to provide the ***Services*** on the terms and conditions set out in Part B of the ***Head Agreement*** and in this ***Contract***.

1.1.2 This ***Contract*** comprises:

(a) Part B of the ***Head Agreement***; and

(b) this ***Work Order*** and its attachments.

2. Contract Details

1	***Work Order number***	**3**
1A	***Work Order Value***	$4,317,157.23 AUD (excl. GST)
2	***Parties* to this *Contract***	***Buyer*** and ***Seller***
3	***Services* required**	See **Attachment 1 – Statement of Work**.
4	***Contract Start Date*** (Clause 6.3.3)	16 March 2026. Execution Date is when both **Parties** execute **Work Order 3**.
5	***Contract End Date*** (Clause 6.3.3)	30 November 2026
6	***Contract Period*** (Clause 6.3.3)	From the Contract Start Date to the Contract End Date, unless terminated earlier.
7	***Contract Option Period*** (Clause 6.3.5)	Not applicable.
8	***Transition In*** (Clause 7.1)	Not applicable.
9	**Plans** (Clause 8.14)	Not applicable.
10	**Warranty Period** (Clause 8.19)	12 weeks for Release 1 4 weeks for Release 1.1

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

11	**Knowledge Transfer** (Clause 10.2)	Default position in clause 10.2 applies.
12	**Performance Framework – Service Levels and Critical Deliverables** (Clause 11)	See **Schedule C – Statement of Requirement – Attachment 2 – Performance Assessment and Management Framework** Only SLA 1 to 8 and 13 applies to this Work Order 3
13	***Buyer's Material*** (Clause 13.1.1)	The Buyer will provide Seller's Personnel with security passes, copy of or access to relevant Buyer policies, a laptop computer, peripherals, relevant Buyer software and access to the Buyer IT environment. For the avoidance of doubt, use of and access to Buyer's Material, equipment and the Buyer IT environment by Seller's Personnel is subject in all cases to the Seller's Personnel complying and continuing to comply with all obligations relating to background checks and security clearances. The **Seller** must ensure that any **Buyer's Material** provided to the **Seller's Personnel** is returned to the **Buyer** at the end of the **Work Order** term and in the same condition (fair wear and tear excepted) in which it was issued.
14	***Buyer's Personnel*** (Clause 13.2.1)	**Buyer's Personnel** to be made available to the **Seller** and invite Seller's Personnel to relevant meetings and workshops.
15	***Buyer Facilities*** (Clauses 13.3.1 and 13.4.1)	The **Buyer** will give the **Seller** access to the **Buyer's Premises** at 10-12 Mort Street, Canberra ACT and any other **Buyer's Premises** as approved by the **Buyer**. The **Buyer** will provide the Seller with the **Buyer Supplied Items** and **Buyer Dependencies** listed at section 8 of the **Statement of Work**.
16	s 47E(d)	
17	***Approval*** (Clause 15)	• s 47E(d) • Wireframes • Go Live Release Deliverable – Release 1 • Go Live Release Deliverable – Release 2
18	**Charges** (Clause 16.1.1)	See **Attachment 2 – Charges**.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

18A	**Warranty Period Fund** (Clause 8.19.5)	Warranty Services will be provided by the hyper care resources. As such, Defects that arise during Warranty Period will be remediated by the Seller within the Charges on a time and material basis for those hyper care resources.
19	**Invoice Address** (Clause 16.3.1)	As per Item 9 of Schedule A of the ***Head Agreement***
20	**Electronic funds transfer details** (Clause 16.4.3)	As per Item 9 of Schedule A of the ***Head Agreement***
21	***Contract Representatives*** (Clause 17.1.1)	***Buyer's Representative*** As per Item 4 of Schedule A of the **Head Agreement** ***Seller's Representative*** As per Item 5 of Schedule A of the ***Head Agreement***
22	***Seller's Personnel*** (Clause 19.2.3)	See **Attachment 7 – Seller's Personnel** and **Attachment 1- Statement of Work**
23	***Seller's Personnel Unavailability Period*** (Clause 19.2.4(b))	10 **Business Days**
24	***Key Service Partner*** (Clause 19.3)	Nil
25	**Approved Subcontractors** (Clauses 19.3.5, 19.4.1, and 19.5.1)	s 47G(1)(a) [redacted]
26	***Seller's Personnel*** **or Classes of Personnel required to undertake clearances and vetting processes** (Clause 19.14.1)	See **Attachment 7 – Seller's Personnel**.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

27		
28	**Shipping and warehousing** (Clause 20.14.2)	Not applicable.
29	***Risk Management Plan*** (Clause 20.15.2)	Not applicable.
30	***Buyer's Confidential Information*** (Clause 21.4 and definition)	All information generated by, relating to or received from the ***Buyer***, ***Buyer's Personnel*** or ***Other Sellers***, including but not limited to information relating to Buyer's customers, commercial dealings, technology systems, finances, infrastructure, compliance programs and/or security systems and/or procedures as well as ***Buyer's Data***
31	***Seller's Confidential Information*** (Clause 21.4 and definition)	As per Head Agreement, including personal Information of each ***Seller's Personnel,*** the ***Rate Card*** but not total ***Contract*** value and any intellectual property utilised in the delivery of the Services.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

32	**Requirements for holding *Buyer's* Material** (Clause 21.5.1)	All ***Services*** must be performed on the ***Buyer's Systems*** using ***Buyer*** supplied laptops. ***Buyer's Material*** must be protected from disclosure to a ***Third Party***, and laptops must be kept secure and within the relevant ***Seller's Personnel's*** control. ***Seller's Personnel*** must comply with: a. All relevant onboarding requirements which apply to use of or access to ***Buyer's Material***, systems and laptops. Refer to Item 8, above; and b. such other requirements as directed by the ***Buyer*** from time to time.
33	**Deletion of *Buyer's Material*** (Clauses 21.5.1 and 21.5.11)	***Seller's Personnel*** will access ***Buyer's Material*** at ***Buyer Facilities*** and/or through the ***Buyer's Equipment***. ***Buyer's Material*** must not be removed from ***Buyer facilities*** or the ***Buyer's Equipment*** (as relevant) and may not be retained by the ***Seller***
34	***IPR Register*** (Clause 23.4)	The **Seller** will update the **IPR Register** developed under Work Order 1.
35	**Liability Cap adjustment** (Clause 26.2.1)	Default position in ***Head Agreement*** applies.
36	***Disengagement Plan*** (Clause 29.1.1)	Not used.
37	**Timeframe for provision of draft *Disengagement Plan*** (Clause 29.1.2)	Not applicable.
38	**Timeframe for compliance with *Approved Disengagement Plan*** (Clause 29.1.5)	Not applicable.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

39	**Timeframe for commencement of *Approved Disengagement Plan* – in the case of expiration** (Clause 29.1.5(a))	Not applicable.
40	**Timeframe for commencement of *Approved Disengagement Plan* – in the case of termination** (Clause 29.1.5(b))	Not applicable.
41	**Specific Terms**	Not applicable
42	**Modern Slavery** (Section 17.1.1 of **Schedule O – Applicable Requirements**)	Section 17 applies.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Attachment 1 – Statement of Work

See separate document.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Work Order 3 – Attachment 1 – Statement of Work

Contents

Work Order 3 – Attachment 1 – Statement of Work **1**
1. Introduction **2**
2. Objectives **2**
3. Scope of Services **2**
3.1 Overview 2
3.2 eReturns Transition MVP 3
3.3 MVP Forms 3
3.4 MVP Data 3
3.5 MVP Integrations 3
3.6 Remaining eReturns Transition 4
3.7 Remaining Forms 4
3.8 Remaining Data 5
3.9 Testing 5
3.10 Deployment & Go-Live 6
3.11 Out of Scope Items 6
4. eReturns Transition Deliverables and Artefacts **6**
5. Indicative Delivery Schedule **8**
5.1 eReturns Transition MVP 8
5.2 Remaining eReturns Transition 9
6. Resource Management and Specified Personnel **12**
6.1 Resource Management 12
6.2 Seller's Personnel 12
6.3 Specified Personnel 15
7. Ceremonies and Governance **16**
8. Buyer Supplied Items and Buyer Dependencies **16**
9. Risks and Assumptions **21**

1. Introduction

1.1.1 This ***Work Order*** outlines the scope and requirements for the delivery of **eReturns Transition** by the ***Seller*** as part of the ***Buyer's*** FAD Reform Program (**FAD Program**).

1.1.2 The **eReturns Transition** entails the transition of the financial year returns forms and supporting form management functionality from the current eReturns solution to the new Disclosure Portal.

1.1.3 The ***Seller*** will mobilise and establish a multi-disciplinary team (**MDT**) that will design, implement, test and support the deployment the new Funding and Disclosure Solutions (**FAD Solutions**) for the **eReturns Transition** which consists of:

(a) The minimal viable product ("MVP") of the **eReturns Transition** (**eReturns Transition MVP**), which will be delivered as part of Release 1 of the FAD Program by 1 July 2026 ("**Release 1"**). The **eReturns Transition MVP** consists of:

s 47E(d)

(b) The remainder of the **eReturns Transition** scope will be delivered as part of Release 1.1 **(Remaining eReturns Transition).** The **Remaining eReturns Transition** will be delivered after **Release 1**. The **Remaining eReturns Transition** consists of:

s 47E(d)

2. Objectives

2.1.1 The objective of this ***Work Order*** is to establish and operate an MDT that will:

(a) Deliver the **eReturns Transition MVP** scope as part of **Release 1**.

(b) Deliver the **Remaining eReturns Transition** scope as part of **Release 1.1.**

3. Scope of Services

3.1 Overview

3.1.1 Under this ***Work Order***, the ***Seller*** will design, build, test and support the deployment of the **eReturns Transition** in accordance with the FAD Agile Product Delivery Framework and the FAD Technical Assurance Plan.

3.1.2 The ***Seller*** will perform the following services in relation to the delivery of the **eReturns Transition**:

(a) Business analysis and requirements elicitation provided from the ***Buyer***;

(b) Documentation of ***Buyer*** requirements into Features, User Stories and Acceptance Criteria;

(c) UI/UX design;

(d) Detailed technical design;

(e) Development and build;

(f) s 47E(d)

(g) s 47E(d) [redacted]

(h) s 47E(d) [redacted]

(i) 12 weeks of hyper care support post deployment in PROD for Release 1;

(j) 4 weeks of hyper care support post deployment in PROD for Release 1.1.

3.2 eReturns Transition MVP

3.2.1 The **Seller** will perform the services set out in section 3.1.2 to deliver the eReturns Transition MVP, s 47E(d) [redacted] The eReturns Transition MVP will be delivered as part of Release 1.

3.3 s 47E(d) [redacted]

3.3.1 The ***Seller*** will perform services to develop the s 47E(d) [redacted] as listed in the table below to provide s 47E(d) [redacted]

s 47E(d) [redacted]

3.4 s 47E(d) [redacted]

3.4.1 The ***Seller*** will make agreed updates and changes to the physical data model of the Disclosure database to support the enablement of the s 47E(d) [redacted]

3.4.2 s 47E(d) [redacted]

3.5 s 47E(d) [redacted]

3.5.1 The ***Seller*** will build the four s 47E(d) [redacted] required for the **eReturns Transition** scope as listed in the table below:

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

AEC Australian Electoral Commission

[redacted]

3.6 Remaining eReturns Transition

3.6.1 The ***Seller*** will perform the services set out in section 3.1.2 to deliver the Remaining eReturns Transition, s 47E(d) [redacted]. The Remaining eReturns Transition will be delivered as part of Release 1.1.

3.7 Remaining Forms

3.7.1 The ***Seller*** will perform services to deliver the five (5) remaining Forms as listed in the table below:

Ref	Form	Description
1	Donor Annual Return – Individual	Form for individual donors to declare donations made and received for a financial year.
2	Donor Annual Return – Organisation	Form for organisation donors to declare donations made and received for a financial year.

3	Third Party Annual Return	Form for third parties to declare electoral expenditure and gifts received for a financial year.
4	Member of the House of Representatives Annual Return	Form for members of the House of Representatives to declare donations received for a financial year.
5	Senator Financial Year Annual Return	Form for senators to declare donations received for a financial year.

Table 3: Remaining Forms

3.8 Remaining Data

3.8.1 The ***Seller*** will make agreed updates and changes to the s 47E(d) to support the enablement of the **Remaining Forms**. s 47E(d)

3.8.2 s 47E(d)

s 47E(d)

3.9.4 The ***Seller*** will also support the ***Buyer*** in their planning, execution, management and reporting of the s 47E(d)

s 47E(d)

s 47E(d)

3.10 Deployment & Go-Live

s 47E(d)

3.10.3 For Release 1, the ***Seller*** will provide hyper care support for a period of 12 weeks commencing from deployment into PROD for **eReturns Transition MVP**.

3.10.4 For Release 1.1, the Seller will provide hyper care support for a period of 4 weeks commencing from deployment into PROD for **Remaining eReturns Transition**. Where applicable, the ***Seller*** will work with the ***Buyer*** to enable technical deployment into PROD to support an earlier release.

3.10.5 Hyper care supports consists of production support activities and Defect remediation during the Warranty Period.

s 47E(d)

(c) Business Go-Live readiness activities, such as change management and communication, including s 47E(d) This will be managed by the ***Buyer's*** Stakeholder Engagement, Education and Change (SEEC) team.

4. eReturns Transition Deliverables and Artefacts

4.1.1 The ***Seller*** will develop the following Deliverables and artefacts as specified in the below table, which identifies if it is subject to Approval and / or Acceptance. The timeframes for the Deliverables and artefacts subject to Approval and / or Acceptance will be agreed with the ***Buyer*** during the Discover phase.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

No	Deliverables	Specification	Approval or Acceptance
1	Features, User Stories and Acceptance Criteria	Documentation of requirements into Features, User Stories and Acceptance Criteria for the eReturns Transition scope.	N/A
2	s 47E(d)		
3	Wireframes	Wireframes for the eReturns Transition forms on the new Disclosure Portal.	Approval
4	s 47E(d)		
5			
6			
7	Go Live Release Deliverable – Release 1	Checklist of the completion of eReturns Transition MVP scope for Go-Live as part of Release 1.	Approval
8	Go Live Release Deliverable – Release 1.1	Checklist of the completion of the remaining eReturns Transition scope for Go-Live as part of Release 1.1.	Approval

Table 4: eReturns Transition Deliverables and Artefacts

4.1.2 The Seller will make the required updates to the deliverables and artefacts above for the Remaining eReturns Transition scope.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

5. Indicative Delivery Schedule

5.1 eReturns Transition MVP

5.1.1 The below figure outlines the indicative delivery schedule for **eReturns Transition MVP**:

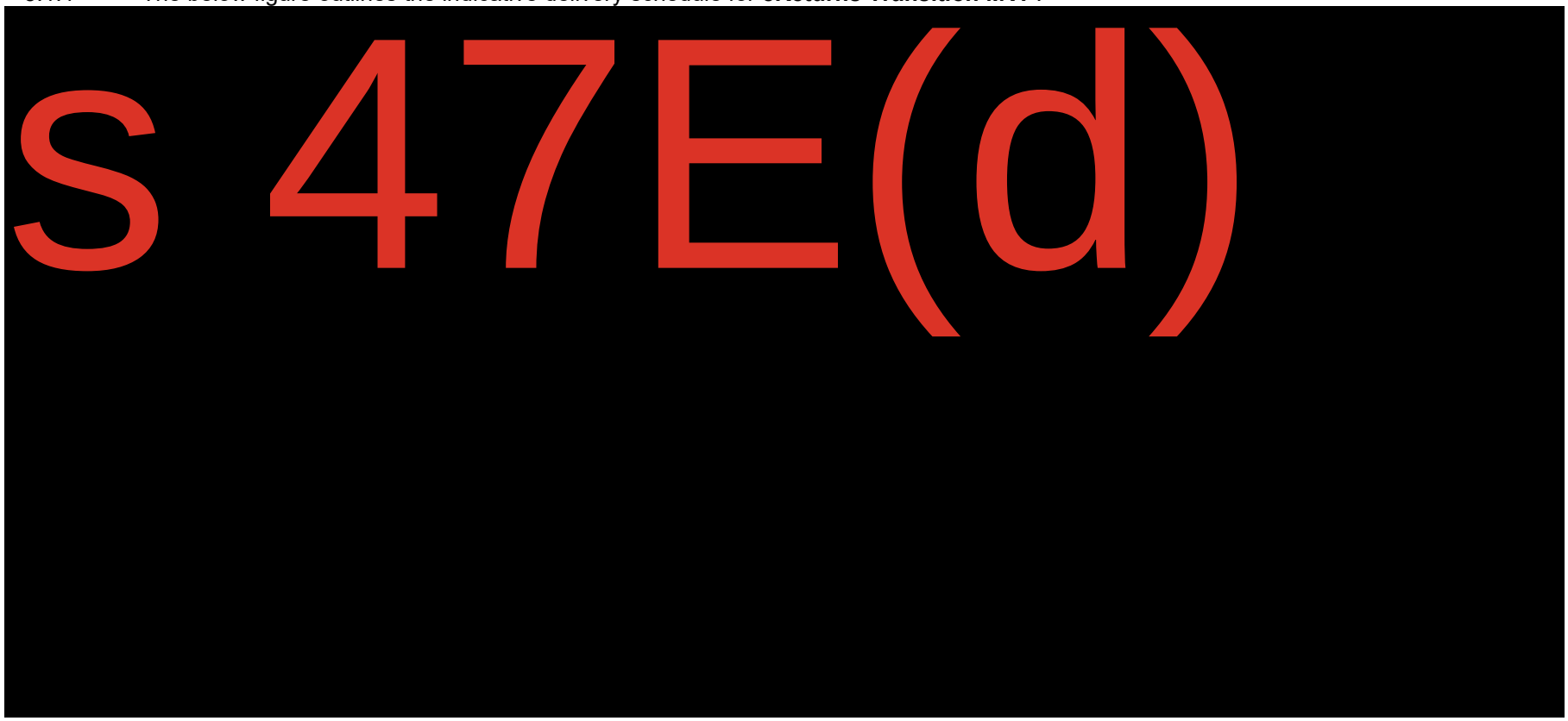


Figure 1: eReturns Transition MVP Indicative Delivery Schedule

5.1.2 Three (3) checkpoints have been included within the delivery schedule for **eReturns Transition MVP** in **Release 1** to review and align on any changes to timeframes and / or capacity as needed, including any changes based on revised timings for **Release 1** or changes from the strategic solution for Returns / Referendum Workflows required for January 2027 readiness to support Calendar Annual Returns:

(a) **Checkpoint 1:** Checkpoint to review and validate the detailed scope definition captured in Discovery against the scope outlined in the Work Order to reaffirm and / or adjust estimates and delivery timeframes as needed and confirm status and completion of ***Buyer*** dependencies to enable **eReturns Transition MVP** delivery.

(b) **Checkpoint 2:** Checkpoint to review and validate build progress against detailed scope and schedule and validate detailed inputs to support testing, including details for the s 47E(d) [redacted].

(c) **Checkpoint 3:** Checkpoint to validate overall readiness for Go-Live, including understanding readiness of AEC hyper care arrangements and ways of working, and review and validate the scope and delivery timeline for the **Remaining eReturns Transition** in Release 1.1 based on the detailed learnings and understanding from **eReturns Transition MVP** delivery and reaffirm and / or adjust estimates and delivery timeframes as needed.

5.2 Remaining eReturns Transition

5.2.1 The below figure outlines the indicative delivery schedule for **Remaining eReturns Transition** scope s 47E(d) [redacted].

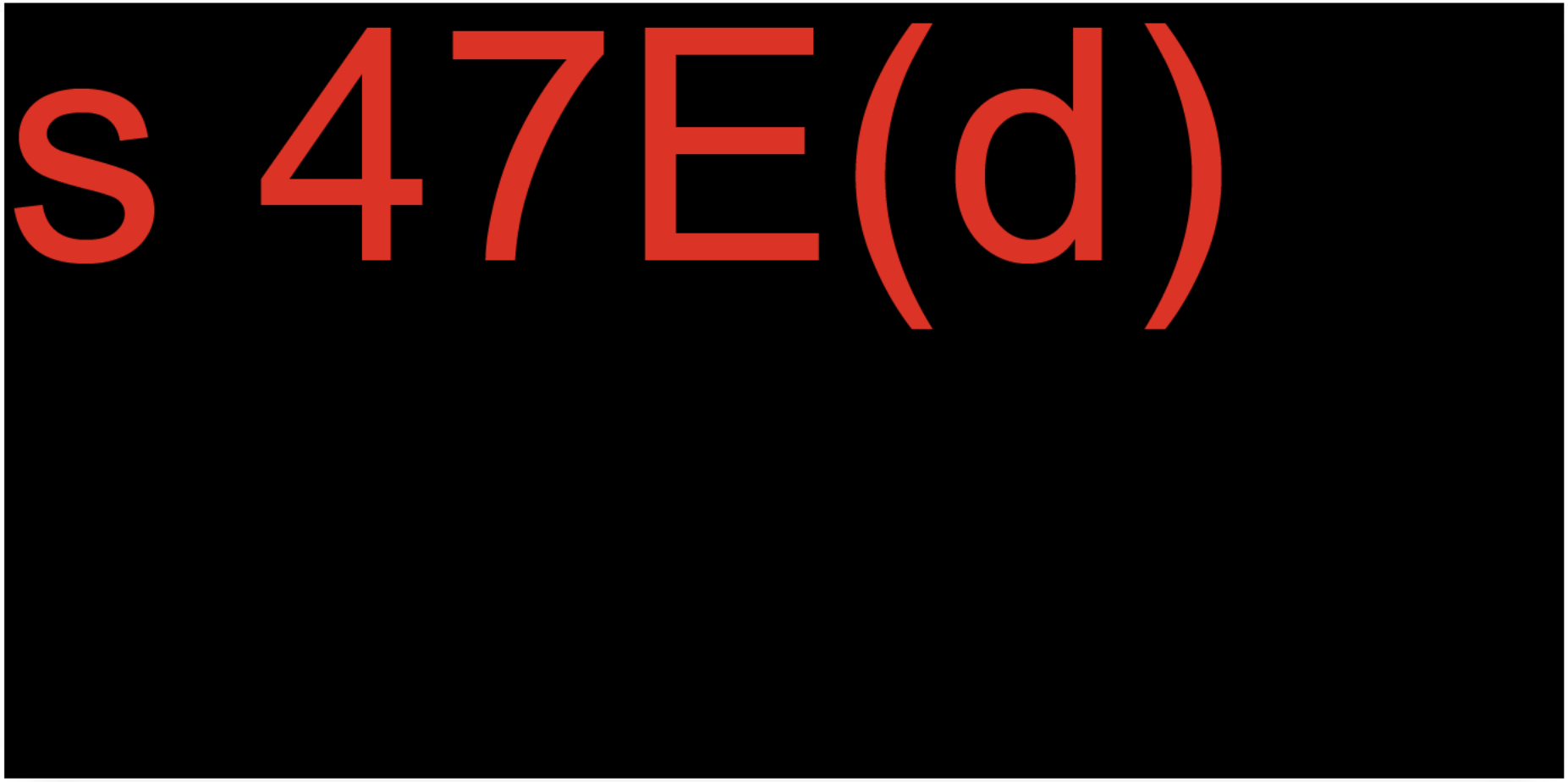


Figure 2: Remaining eReturns Transition Indicative Delivery Schedule

5.2.2 Three (3) checkpoints have been included within the delivery schedule for the **Remaining eReturns Transition** in **Release 1.1** to review and align on any changes to timeframes and / or capacity as needed, including any changes based on revised timings for **Release 1** or changes from the strategic solution for Returns / Referendum Workflows required for January 2027 readiness to support Calendar Annual Returns:

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

(a) **Checkpoint 1:** Checkpoint to review and validate the detailed scope definition captured in Discovery against the scope outlined in the Work Order to reaffirm and / or adjust estimates and delivery timeframes as needed and confirm status and completion of ***Buyer*** dependencies to enable **Remaining eReturns Transition** delivery.

(b) **Checkpoint 2:** Checkpoint to review and validate build progress against detailed s 47E(d) [redacted]

(c) **Checkpoint 3:** Checkpoint to validate overall readiness for Go-Live, including understanding readiness of AEC hyper care arrangements and ways of working.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

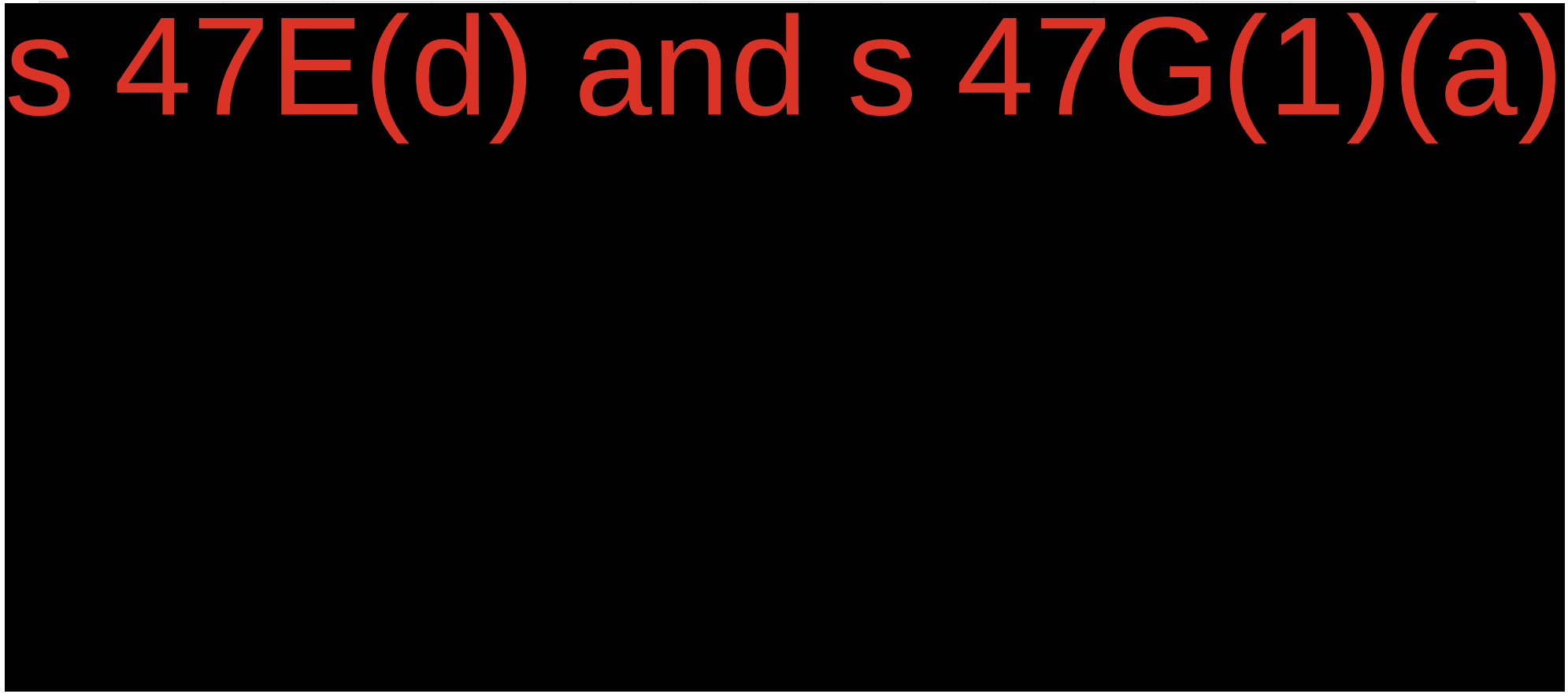
6. Resource Management and Specified Personnel

6.1 Resource Management

6.1.1 The ***Seller*** will provide appropriately skilled resources in the MDT to deliver the **eReturns Transition** scope.

6.2 Seller's Personnel

6.2.1 The following are ***Seller's Personnel*** for the delivery of the **eReturns Transition** scope under this ***Work Order***. The estimated capacity, effort allocation will be finalised ahead of contract signature, in line with the agreed pricing and ***Charges***.



Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47E(d) and s 47G(1)(a)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47E(d) and s 47G(1)(a)

s 47E(d) and s 47G(1)(a)

Table 5: Seller's Personnel for eReturns Transition

6.3 Specified Personnel

*The **Specified Personnel** under **Work Order 3** are identified in the above Tables or will be identified in writing by the Contract Start Date*

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

7. Ceremonies and Governance

7.1.1 The ***Seller*** will participate in Agile Ceremonies and Program Governance forums as set out in table below:

No.	Event and Meetings	Indicative Frequency	Participation
Agile Ceremonies			
1	Pre-PI Planning	Every 3 months	Participate
2	PI Planning	Every 3 months	Participate
3	PI Showcases	Every 6 weeks (mid and end PI)	Participate
4	Sprint Planning	Every 2 weeks	Run (for the eReturns MDT only)
5	Sprint Retro	Every 2 weeks	Run (for the eReturns MDT only)
6	Sprint Review	Every 2 weeks	Run (for the eReturns MDT only)
7	Scrum of Scrums	Weekly	Participate
8	Backlog Refinement	Weekly	Run (for the eReturns MDT only)
Program Governance			
9	Business Advisory Group	Every 2 weeks	As Required
10	Design Authority	Weekly	As Required
11	Architecture Board	Weekly	As Required
12	Leadership / Escalation Meetings	As required.	As Required

Table 6: Ceremonies and Governance

8. Buyer Supplied Items and Buyer Dependencies

8.1.1 The *Buyer will provide the Seller with the below listed items for the purpose of performing the Services described in the Work Order and this Statement of Work. The Seller has a dependency on the Buyer to furnish these items to perform the Services.*

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Tools and Licensing

Ref	Item Description	Quantity	Delivery Data and Location	Comments / Intended Purpose
1	Collaborating and Reporting Tools s 47E(d)	One licence per ***Seller's Personnel*** as required	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	To carry out daily operational and reporting tasks. Required based on role and responsibility.
2		To be determined based on license usage construct	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	To facilitate reporting requirements of any ***Incidents***, ***Service Levels*** and other critical items tracked for ***FAD Program*** delivery.
3		One licence per ***Seller's Personnel*** as required	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	To carry out daily operational and reporting tasks. Required based on role and responsibility.
4		One per ***Seller's Personnel*** as required	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	To carry out daily operational and reporting tasks. Required based on role and responsibility.

Table 7: Tools and Licencing

Devices and Software

Ref	Item Description	Quantity	Delivery Data and Location	Comments / Intended Purpose
1	s 47E(d)	One licence per ***Seller's Personnel***	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	Enables access to collaboration, documentation and reporting platforms.
2	Computers (desktop or laptop)	One per ***Seller's Personnel***	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	Suitable for office-based and remote work.
3	Printer access	As required for ***Seller's Personnel*** working from Canberra	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	For printing reports and other work related notes.

4	Network and system access (incl. remote access tokens) required to perform the Services	For each ***Seller's Personnel*** (including when working remotely)	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	Enables secure access to ***Buyer's Systems***.
5	Wi-Fi access	As required for ***Seller's Personnel*** working from Canberra	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***. Note there are no SIM cards on the laptops	Provided for duration of ***Services***.

Table 8: Devices and Software

Facilities

Ref	Item Description	Quantity	Delivery Data and Location	Comments / Intended Purpose
1	Building passes	One per ***Seller's Personnel*** on ***Buyer's Premises***	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	Provided for the duration of ***Services***, managed during onboarding/offboarding.
2	Desks and workspace	Sufficient to accommodate all ***Seller's Personnel*** on ***Buyer's Premises***	As part of the resource onboarding process – within 10 ***Business Days*** after request by the ***Seller***	For duration of ***Services***.

Table 9: Facilities

Other Dependencies

No.	Category	Description	Impact	Mitigation / Category
1	Dependency	Onboarding: The ***Buyer*** to onboard ***Seller Personnel*** in line with the start dates listed in Seller's Personnel table (table 5). Any onboarding delays may impact delivery timelines.	High	The ***Seller*** to proactively submit onboarding materials and the ***Buyer*** to accelerate onboarding processes.
2	Dependency	Requirements: The ***Buyer*** to provide detailed business requirements for delivery of the eReturns Transition based on	High	The ***Buyer*** to provide these requirements by the end of 25 March 2026.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

No.	Category	Description	Impact	Mitigation / Category
		legislative requirements and obligations.		
3		s 47E(d)		
4				
4				
5				
6				

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

No.	Category	Description	Impact	Mitigation / Category
	s 47E(d)			
7				
8	Dependency	Approval: ***Buyer*** stakeholder availability to review and approval deliverables within three (3) business days.	High	Frequent and ad-hoc design walk through with the relevant teams. Pro-active engagement with the Regulatory division via the ***Buyer's*** Product Management Team (PMT) to fast-track decisions.
9	s 47E(d)			
10				

Table 10: Other Dependencies

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

AEC Australian Electoral Commission

9. Risks and Assumptions

9.1.1 The following Risks and Assumptions have been identified in relation to the delivery of the **eReturns Transition**:

No.	Category	Description	Impact	Mitigation / Category
1	s 47E(d)			
2				
3				
4				
5				
6				
7				

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

No.	Category	Description	Impact	Mitigation / Category
	s 47E(d)			
8	Assumption	Change management: Change management and business readiness activities are out of scope.	High	The ***Buyer's*** Stakeholder Engagement, Education and Change (SEEC) team to own and manage overall change and business readiness activities for Release 1, including eReturns Transition.
9	s 47E(d)			
10				
11				
12				
13				
14				

Table 11: Risks and Assumptions

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Attachment 2 – Charges

See Attachment 2 – Pricing Tables.

Assumptions

In line with clause 2.1.4 of **Schedule F – Charges** and **Schedule F – Annexure B – Pricing Tables** of the ***Head Agreement***, the ***Seller*** proposes to provide ***Services*** for the proposed scope of work outlined in the ***Work Order*** and the ***Statement of Work*** and related documents, based on the below assumptions and dependencies and any specified in the Statement of Work. Any changes to these assumptions and dependencies, the ability of the ***Buyer*** to deliver ***Buyer's Material***, ***Buyer Supplied Items*** or ***Buyer Dependencies***, the scope of services or schedule, may impact price and require a variation to amend the ***Work Order*** accordingly.

1. All fees are quoted in AUD exclusive of GST.
2. The price provided is based on the ***Buyer's*** FAD Rate Cards and follows a Time and Material (T&M) commercial construct.
3. T&M pricing does not include contingency, unless specified.
4. T&M charges are expected to be applied in line with the resource forecast and any overtime, weekend work, pass through expenses, will be applied on actuals.
5. Pricing is predicated on the current understanding of the eReturns Transition solution and delivery schedule as outlined in the **Attachment 1 – Statement of Work**.
6. The following resource optimisations and efficiencies have been applied to the resource profile for Release 1.1:



7. ***Seller Personnel*** will work either both the ***Seller's*** or ***Buyer's*** offices or in their home location, as well as offsite from their home or other remote locations. Minimal travel for key executive workshops is included only for leadership team members – any additional expenses will need to mutually agreed prior to incurring the costs.
8. Travel costs have not been factored into pricing. If the ***Buyer*** requires and requests travel for ***Seller Personnel***, travel is to be charged to the ***Buyer*** on actuals.
9. The ***Seller*** will not provide any Intellectual Property (either third party or ***Seller*** owned) under this engagement.
10. The ***Buyer*** shall obtain all consents necessary from third parties where required for the ***Seller*** to perform its obligations hereunder.
11. ***Seller*** hyper care resources will provide services for a period of 12 weeks following Release 1 and 4 weeks following Release 2. Hyper care resources will provide production support activities and Defect remediation during the Warranty Period. As such, no additional Warranty Period Fund has been included in the pricing.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

FAD Program - Work Order #3 eReturns Transition

Pricing Tables

Australian Electoral Commission

for an ICT Delivery Partner for the Funding and Disclosure Reform Program

March 2026

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Tbl. 1 - Labour Rates

Agreed Labour Rates Reference

Table 1 - Agreed Labour Rates

Note:

1. **Table 1.1 - Labour Rates:** The skills and levels listed are based on SFIA 9 categories. Sellers should provide daily rates for each skill and level based on the Standard Rate only. Tiered Rates will be automatically calculated based on the discount applied from Table 1.2. The rate card below includes all required skills and levels for the Buyer. If a Seller considers that additional roles (not listed) are necessary to meet the requirements, they may insert at the bottom of Table 1.1. Each additional role should include a SFIA skill name, SFIA skill code, SFIA skill level and SFIA identifier.

2. **Table 1.2 – Volume Discounts:** The Buyer seeks a lower rate for longer term engagements.Sellers should complete this table by specifying percentage-based discounts applicable to cumulative labour engagements exceeding 100 days. Discount tiers are segmented as follows: 101–200 days, 201–300 days and over 301 days. These discounts will be applied to the Standard Rates listed in Table 1.1 and auto-calculate the corresponding Tier 1, Tier 2 and Tier 3 daily rates. If no discount applies, Sellers should enter "0%" for each tier

3. A "day" in the context of the daily rate is defined as 8 hours of effort, performed at any time within a 24-hour period of a calendar day.

4. If the effort consumed for Labour Rates is less than 8 hours, the rates will be prorated by dividing the consumed hours by 8 and multiplying by the applicable Labour Rate.

5. A maximum of 40 hours per week is allowed for each Seller Personnel specified to work under a Work Order, unless otherwise approved by the Buyer.

Table 1.1 - Labour Rates

						101 - 200 days		201 - 300 days		> 301 days	
				Standard Rates		Tier 1		Tier 2		Tier 3	
SFIA Skill Name	SFIA Skill Code	SFIA Skill Level	SFIA Identifier	Daily Rate (excl. GST)	Daily Rate (incl. GST)	Daily Rate (excl. GST)	Daily Rate (incl. GST)	Daily Rate (excl. GST)	Daily Rate (incl. GST)	Daily Rate (excl. GST)	Daily Rate (incl. GST)
s 47, s 47G											

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Table 1.2 - Volume Discount

Volume Range (Days)	Discount (%)
Tier 1: 101 - 200 days	s 47, s 47G
Tier 2: 201 - 300 days	
Tier 3: > 301 days	

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Tbl. 2 - MDT Pricing

WO3 - e-Returns Transition Pricing for the Funding and Disclosure Reform Program

Table 2 - Work Order #3 - eReturns Transition Pricing Table

Note:

1. Following table outlining the proposed resourcing approach for the e-Return MDT.
2. **Table 2.1 - MDT Scenario**: Completed this table by providing the following role-specific inputs:
- Role Title / Description;
- SFIA Role Identifier;
- FTE Allocation; and
- Estimated Total Days of Effort.

3. The SFIA Skill Code and Skill Level fields will auto-populate based on the Role Identifier entered, referencing **Table 1.1 – Labour Rates**. The Applicable Daily Rate (excl. GST) will also auto-populate based on the Estimated Total Days of Effort and the corresponding discounts from **Table 1.2 – Volume Discounts**.

Table 2.1 - MDT - e-Return

Role Title / Description	SFIA Identifier	SFIA Skill Name	SFIA Skill Code	SFIA Skill Level	FTE Allocation	Estimated Total Days of Effort	Daily Rate - Standard (exc. GST)	Effort Days @ Standard Rate	Labour Rates – Tier 1 (101-200 Days) (exc. GST)	Effort Days @ Tier 1 Rate	Labour Rates – Tier 2 (201-300 Days) (exc. GST)	Effort Days @ Tier 2 Rate	Labour Rates – Tier 3 (>300 Days) (exc. GST)	Effort Days @ Tier 3 Rate	Extended Charges (exc. GST)
s 47, s 47G															

Subtotal (excl. GST)	s 47, s 47G
GST (10%)	
Total Charges (incl. GST)	

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Table 3 - Approved Pass-Through Expenses

Note to Seller:

1. Table 3.1 - Approved Pass-Through Expenses: Sellers must provide es imates for any applicable expenses, including travel and accommodation, where required.

Table 4.1 - Approved Pass-Through Expenses

Cost Description	Charge Basis	Unit of Measure	Unit Price (excl. GST)	Frequency	Estimated Quantity	Subtotal	Notes
s 47, s 47G							

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

TH. 6 – WOG Indicative Resource Profile

Table 6 - WOG Resource Profile

Note:

1. The resource profile provide an indicative view based on the solution and high level delivery plan.

s 47, s 47G, s 47E(d)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Table 4 - Seller Assumptions, Caveats and Dependencies

Note

1. All assumptions, caveats and dependencies relevant to the pricing response should be included in **Table 5 - Seller Assumptions, Caveats and Dependencies**.

Table 4.1 - Seller Assumptions, Caveats and Dependencies

ID	Reference to Document	Reference to Section	Assumption, Caveat or Dependency	Price Impact ($)	Note to Price Impact

s 47E(d), s 47G

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Attachment 3 – Transition In Plan

Not used.

Attachment 3 – Appendix 1 – Transition In Project Schedule

Not Used.

Attachment 4 – Disengagement Plan

Not Used.

Attachment 5 – Service Levels and Critical Deliverables

Not used.

Attachment 6 – Acceptance Test Plan

Not used.

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

Attachment 7 – Seller's Personnel

The following are ***Seller's Personnel*** (including ***Specified Personnel***) under this **Work Order 3**.

s 47 and 47E(d)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47 and 47E(d)

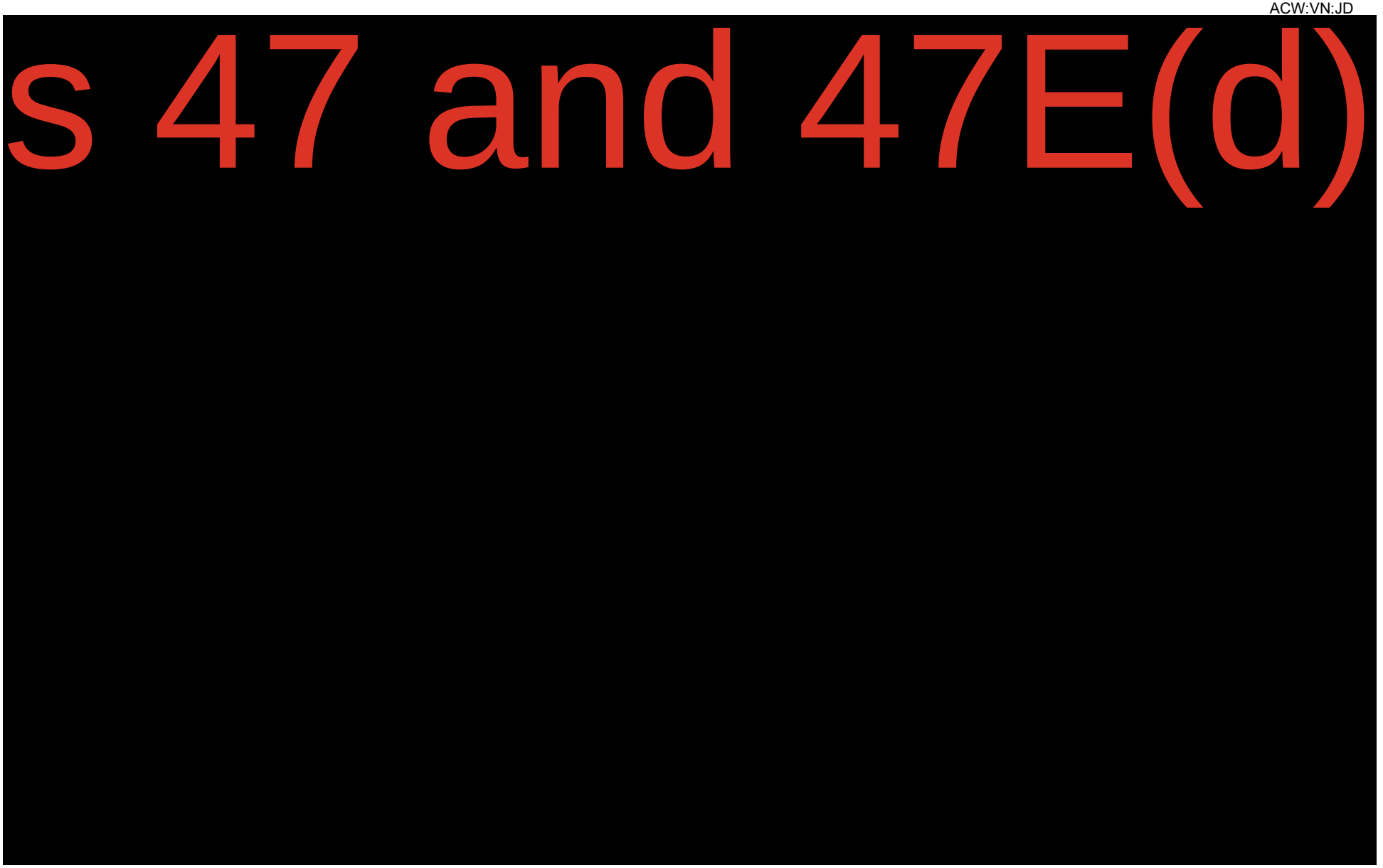
Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47 and 47E(d)

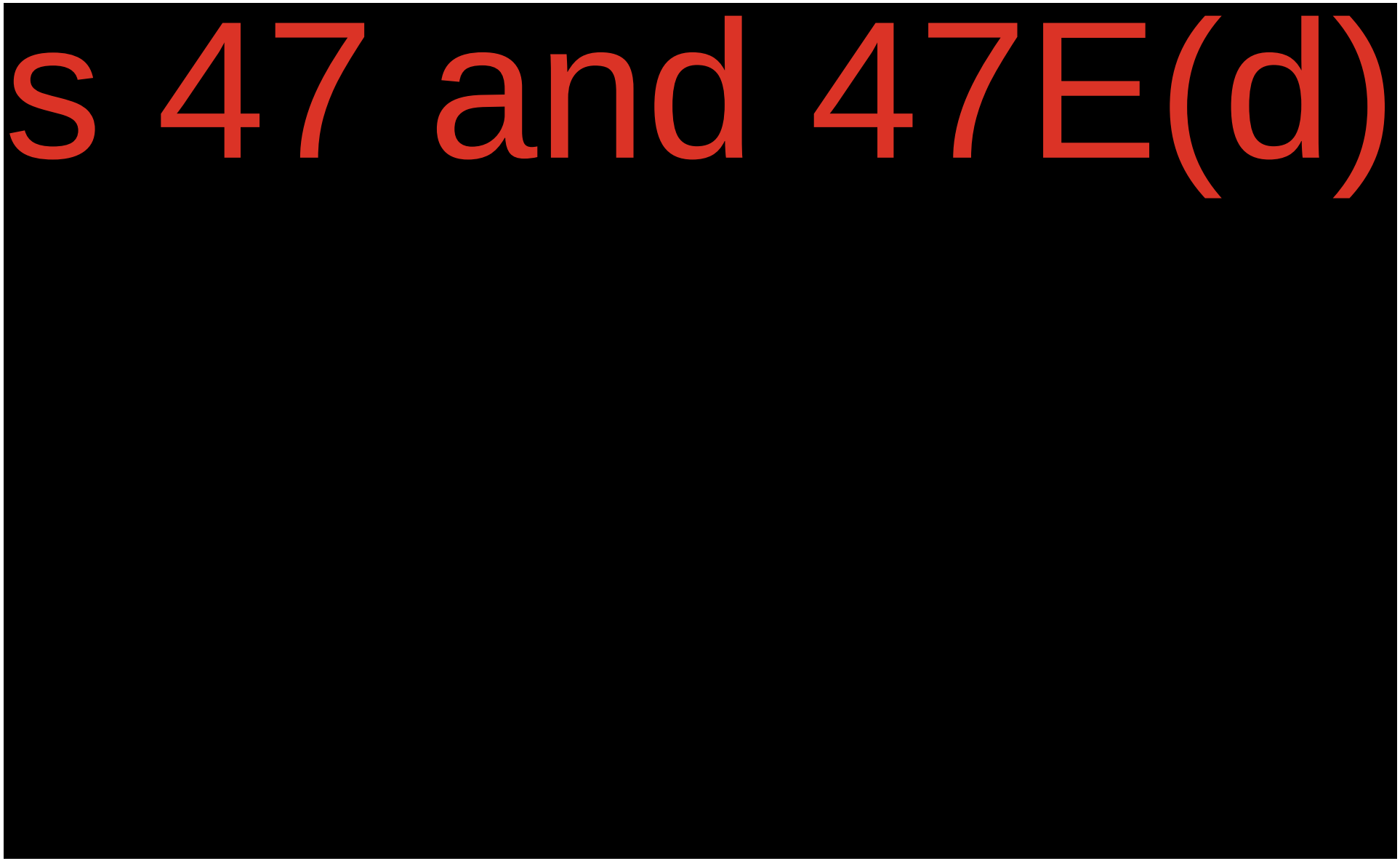
Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47 and 47E(d)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830



Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830



Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47 and 47E(d)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47 and 47E(d)

Docusign Envelope ID: 3AF19498-E090-401B-8DA4-95D35A43B830

s 47E(d)

Execution Version 1.1
ACW:VN:JD

AEC Australian Electoral Commission

Executed as an Agreement

Signed for and on behalf of the **Commonwealth of Australia** represented by the **Australian Electoral Commission** ABN 21 133 285 851 by its duly authorised representative/delegate in the presence of:)

s 47F (1)(a)

Signature of Witness

s 47F (1)(a)

Signature of Delegate/Authorised Representative

s 22

Print name of Witness

RACHEL HOUGHTON

Print name of Delegate/Authorised Representative

CHIEF OPERATING OFFICER

Position of Delegate/Authorised Representative

Executed by **Accenture Australia Pty Ltd** ABN 49 096 776 895 in accordance with section 126 of the *Corporations Act 2001* (Cth) by its authorised representative and by signing this document the signatory declares that they are authorised to sign this document:)

s 47F .....

Name of Authorised Representative

s 47F (1)(a)

Signature of Authorised Representative

March 16, 2026

Date