1) Contracts – Class 1, 2 and 3 contracts		
a) **Contract ID**	5271*	**To be allocated by SCU Legal Office*
b) **Name of contractor**	Australian OpCo Pty Ltd t/as Campus Travel	
c) **Business address of contractor**	Suite 8, Level 12, 316 Adelaide Street Brisbane Q 4000	
d) **Details of any related body corporate of contractor who will be involved in carrying out of any of the contractor's obligations**	Nil	
e) **Date of contract**	15/12/2011	
f) **Date contract became effective**	2/4/2012	
g) **Duration of contract**	3 years	
h) **Provide particulars of the project to be undertaken, the goods or services to be provided or real property to be leased/transferred**	Travel Service Provider. Flights,Accomodation and Car Hire	
i) **Amount payable to contractor**	i) $1 500 000 PA	Provide estimate if necessary
	ii) ☐ Actual ☒ Estimate	
j) **Can the amount payable under the contract be varied?**	i) ☒ Yes ☐ No*	*If 'no', go to question 1(k)
	ii) Specify the clause of the contract	
	iii) Provide further details below about how amount may be varied	Contract amount will vary depending on actual travel
k) **Can the contract be renegotiated?**	i) ☐ Yes ☒ No*	*If 'no', go to question 1(l)
	ii) Specify the clause of the contract	
	iii) Provide further details about how the contract can be renegotiated	
l) **Did the contract involve a tender?**	i) ☒ Yes ☐ No*	*If 'no', go to question 1(m)
	i) Specify the method of tendering	1 open EOI then 2 select tenders
	ii) Summarise the criteria against which the various tenders were assessed (this may be provided as a separate attachment)	as attached
m) **Is the contractor being paid for providing operational and/or maintenance services?**	i) ☐ Yes ☒ No*	*If 'no', go to question 2(a)
	ii) Specify the clause of the contract	
	iii) Summarise the basis for payment (this may be provided as a separate attachment)	

2) Contracts – Class 2 and 3 contracts

Additional information may need to be disclosed on the Contracts Register if the contract is a Class 2 or Class 3 contract. If you respond 'yes' to any of these questions in section 2, you must also complete section 3.

a) Indentifying Class 2 contracts	i) Was there a tender process, where the proposed contract was NOT made publicly available and the terms and conditions of the contract were negotiated directly with the contractor?	☐ Yes ☒ No
	ii) Have the terms of the contract been substantially negotiated (regardless of whether there was a tender)?	☐ Yes ☒ No
	iii) Is one or more of the parties obliged to maintain or operate infrastructure or assets for 10 years or more?	☐ Yes ☒ No
	iv) Does the contract involve a privately financed project (as identified by the NSW Treasury Guidelines)?	☐ Yes ☒ No
	v) Does the contract involve the transfer of a significant SCU asset to another party in exchange for the transfer of an asset to SCU?	☐ Yes ☒ No
b) Identifying Class 3 contracts	i) Is the contract valued at $5 000 000 or more?	☐ Yes* ☒ No
	*If you responded 'yes' to this question, the Contracts Register must contain a copy of the contract. Email a scanned copy of the contract to the SCU Legal Office along with this form.	

3) Contracts – Additional details required for Class 2 and 3 Contracts

Where applicable, the following additional information is required for Class 2 and 3 contracts. Indicate if the question is relevant and provide details as required. If not relevant, choose 'not applicable' (NA).

a) Provide particulars of future transfers of significant assets to SCU/the State at zero, or nominal, cost to SCU/the State, including the date of their proposed transfer	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(b)
	ii) Specify details:	
b) Provide particulars of future transfers of significant assets to the contractor, including the date of their proposed transfer	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(c)
	ii) Specify details:	
c) Provide the results of any cost-benefit analysis of the contract conducted by SCU	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(d)
	ii) Specify details:	
d) Provide the components and quantum of the public sector comparator if used	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(e)
	ii) Specify details:	
e) Provide a summary of information used in the contractor's full base case	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(f)
	ii) Specify details:	

financial model (e.g. the pricing formula for tolls or usage charges)		
f) Provide particulars of how risk, during the construction and operational phases of a contract to undertake a specific project (such as construction, infrastructure or property development), is to be apportioned between the parties, quantified (where practicable) in net present-value terms and specifying the major assumptions involved.	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(g)
	ii) Specify details:	
g) Provide particulars of any other key elements of the contract	i) ☐ Relevant to this contract ☒ Not applicable*	*If N/A, go to question 3(f)
	ii) Specify details:	

4) Exclusion of Contracts under section 32 of the GIPA Act		
Where Class 3 contracts are not disclosed, further information must be given, including the reasons for the non-disclosure.		
a) Is this a Class 3 Contract and is all or part of the contract to be excluded from the Contracts Register?	☐ Yes ☒ No	
b) If the answer to 4 a) is 'yes', which part(s) are excluded?		
c) On what basis is the contract or part(s) thereof excluded from the Contracts Register?	• Would it reveal commercial-in-confidence provisions of a contract?	☐ Yes* ☐ No
	• Would it reveal details of any unsuccessful tender?	☐ Yes* ☐ No
	• Would it reveal any matter that could reasonably be expected to affect public safety or security?	☐ Yes* ☐ No
	• Is there an overriding public interest against disclosure (as defined under GIPA)	☐ Yes* ☐ No
	*If 'yes' to any of the above, please provide details below or on an attachment	