



Australian  
**Charities** and  
Not-for-profits  
Commission

**Charity name**

The Trustee For Ecaj Harm Prevention Fund

**Australian Business Number (ABN)**

65692477584

## Information about your charity

### Charity Details

**Your charity's website address:**

www.ecaj.org.au

**Your charity's Address For Service:**

s 22(1)

s 37(1)(c)

### Reporting details

Is your charity an incorporated association? No

Does your charity intend to fundraise in the next reporting period? Yes

**Fundraising in:**

**State or territory**  
New South Wales

**Fundraising licence number**  
CFN/25417

**Your charity's size for the 2023 reporting period:**

Medium, Annual revenue of between \$500,000 and \$2,999,999 (medium charity)







# Charity Programs

## Operations

**Did your charity operate in the 2023 reporting period? Yes**

### **Description of how your charity's programs helped achieve your purpose:**

Publication of articles in online and print media; formal complaints process of Australian Human Rights Commission; Joint public meetings and educational events with other ethnic and faith communities

## Programs

### Program information

#### **Program 1**

Name: Harm Prevention

Classification: Anti-discrimination

Beneficiaries: 'People from a culturally and linguistically diverse background', 'Aboriginal and Torres Strait Islander people'; 'Victims of crime (including family violence)';

Location(s): ACT, Australia;NSW, Australia;NT, Australia;Queensland, Australia;South Australia, Australia;Tasmania, Australia;Melbourne VIC, Australia;Western Australia, Australia;;

Website: [www.ecaj.org.au](http://www.ecaj.org.au)



## People, finance and reporting

### Human Resources

Full time employees: 0

Part time employees: 0

Casual employees: 0

Full time equivalent staff: 0

Volunteers: 5

### Financial Report Details

**Charity reporting period:** 01/07- 30/06

Are you reporting for a period longer or shorter than 12 months? No

#### Financial reporting:

What type of financial report does your charity prepare? General purpose financial statements

Consolidated financial report provided? No

Modified conclusion on financial report? No

Did your charity have any reportable related party transactions in the 2023 reporting period? Yes

Select the relevant transactions from the list below: Fees paid to a related party for providing goods or services to the charity

Include any other relevant details:

#### Financial Report:



Uploaded financial report: FY23 ECAJ Public Fund Annual Financial Report - Audited.pdf

## Income and Expenses

### Revenue

Revenue from government (including grants): \$ .00

Donations and bequests: \$963,000.00

Revenue from providing goods or services: \$ .00

Revenue from investments: \$6,409.00

Other revenue: \$ .00

**Total revenue:** \$969,409.00

**Other income:** \$ .00

**Total gross income:** \$969,409.00

### Expenses

Employee expenses: \$ .00

Grants and donations made for use in Australia: \$ .00

Grants and donations made for use outside Australia: \$ .00

All other expenses: \$712,452.00

**Total expenses:** \$712,452.00

**Net surplus/(deficit):** \$256,957.00

Other comprehensive income:

**Total comprehensive income:** \$256,957.00

## Balance Sheet

### Assets

Total current assets: \$1,411,992.00

Total non-current assets: \$ .00



**Total assets:** \$1,411,992.00

**Liabilities**

Total current liabilities: \$230,900.00

Total non-current liabilities: \$ .00

**Total liabilities:** \$230,900.00

**Net assets/liabilities:** \$1,181,092.00



# Responsible People

## Changes to existing Responsible People

Family name	Given name	Current position	New position or End date
s 22(1)		Vice-president	
		Director	
		Other	
		President	
		Treasurer	

## New Responsible People

Family name	Given name	Current position	Start date
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## Declaration

Title: s 22(1)

Given name: s 22(1)

Family name: s 22(1)

Primary phone number: s 22(1)

Secondary phone number: s 22(1)

Email address: s 22(1)

Position held: Bookkeeper

The declaration relevant to you: Authorised person



## ANNUAL RETURN – FORM AR

*Associations Incorporation Act 1991*  
*Associations Incorporation Regulation 1991*

### PURPOSE

This form is to be used when an association submits an annual return under the *Associations Incorporation Act 1991* (the Act). You can access the legislation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr).

### PRIVACY

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other organisations that have legal authority to request information under prescribed circumstances.

### INSTRUCTIONS FOR COMPLETION

- If competing by hand, please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- Contact Access Canberra if a payment is needed for payment options.
- Please retain your receipt as evidence of payment.

### IMPORTANT INFORMATION

- The incorporation of an association creates a legal entity, under the management of the committee members. The committee members are held accountable for ensuring that the association operates in compliance with applicable laws including the Act and the *Associations Incorporation Regulation 1991* (the Regulation).
- The public officer is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with Access Canberra.
- The Act prohibits any person from serving as a committee member or the public officer if that person is insolvent or bankrupt, unless the ACT Supreme Court grants leave under S 63 of the Act. A search should be conducted of the records held by the Australian Financial Security Authority (AFSA) at [www.afsa.gov.au](http://www.afsa.gov.au) before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.
- **All associations must have their accounts reviewed or audited. The total revenue of the association will determine whether a review or an audit is conducted.** Reviews and audits cannot be undertaken by a person who is a member or officer of the association or has prepared or assisted with the preparation of the association's accounts. A **reviewer** undertakes a review of the association's accounting records and provides a report in relation to the association's finances, but does not have to provide audited financial statements. An **auditor** must be a member of the Institute of Chartered Accountants in Australia or the Institute of Public Accountants or CPA Australia or registered as an auditor under the Corporations Act. The auditor must audit the accounts in accordance to proper accounting standards and provide financial statements and a report attesting that the accounts are a true and accurate record of the association's finances. For further information please see part 5 of the *Associations Incorporation Act 1991*.

### LODGEMENT AND CONTACT INFORMATION

**Email:**  
[accesscanberra.bil@act.gov.au](mailto:accesscanberra.bil@act.gov.au)

**General Enquiries:**  
 (02) 6207 3000

**Fax Number:**  
 (02) 6207 0424

**Post:**  
 Access Canberra  
 Business and Industry Licensing  
 GPO Box 158  
 Canberra, ACT 2601

**In Person:**  
 Please visit  
[www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr)  
 Or call **132281** to find an  
 Access Canberra Service Centre

### TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



## ANNUAL RETURN – FORM AR

Associations Incorporation Act 1991  
Associations Incorporation Regulation 1991

<b>1. ASSOCIATION NAME</b>		<b>ASSOCIATION NUMBER</b>	
EXECUTIVE COUNCIL OF AUSTRALIAN JEWRY Inc.		A04520	
<b>2. PREFERRED POSTAL ADDRESS OF ASSOCIATION</b>			
PO BOX 3105			
		<b>STATE / TERRITORY</b>	<b>POSTCODE</b>
MANUKA		ACT	2603
<b>3. EMAIL ADDRESS OF ASSOCIATION</b> (if any)		info@ecaj.org.au	
<b>4. ADDRESS OF REGISTERED OFFICE OF ASSOCIATION</b> (optional - however registered office must be in the ACT)		<b>OFFICE HOURS</b>	
s 37(1)(c)		FROM:	TO:
		STATE / TERRITORY	POSTCODE
		ACT	s 37(1)(e)
<b>5. NAME AND ADDRESS OF CURRENT PUBLIC OFFICER</b> (The public officer must be an ACT resident aged 18 years or older. If you do not want your residential address on the public record, please list an alternative address in the ACT)			
<b>TITLE</b> ( <i>Mr, Ms</i> )	<b>GIVEN NAMES</b>	<b>SURNAME</b>	
s 22(1)			
<b>HOME ADDRESS</b> ( <i>Property Name, Unit, Flat No, Street Number, Street Name</i> )			
s 22(1)			
<b>CITY / SUBURB / TOWN</b>	<b>STATE / TERRITORY</b>	<b>POSTCODE</b>	
s 22(1)	ACT	s 22(1)	
<b>HOME TELEPHONE NUMBER</b>	<b>MOBILE TELEPHONE NUMBER</b>		
( )	s 22(1)		
<b>WORK TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>		
	s 22(1)		
<b>6. PARTICULARS OF ANNUAL RETURN</b>			
Starting date of association's financial year	01/07/2021	Ending date of association's financial Year	30/06/2022
Date audit/review completed	11/11/2022	Date of Annual General Meeting (AGM)	27/11/2022
Number of Members	44	If the accounts were not presented at the AGM, please specify the date of the general meeting at which the audited accounts were passed	

7. REGISTER OF MEMBERS										
Address in the ACT at which the register of members may be viewed										
§ 22(1)										
	STATE / TERRITORY	POSTCODE								
§ 22(1)	ACT	§ 22(1)								
8. FINANCIAL INFORMATION										
Name of Financial Institution	Branch Location									
§ 47G(1)(a), § 47G(1)(b)	§ 47G(1)(a), § 47G(1)(b)									
9. CATEGORY OF ASSOCIATION – Please read ‘important information’ on the first page for details on the definitions and requirements for Reviewers and Auditors.										
<p><b>Large Associations:</b> If the association's total revenue is \$1,000,000 or more it will need to appoint an auditor. <b>Please attach the audited financial statements and the <u>signed and dated</u> auditor's report to this form.</b></p>										
<p><b>Medium Associations:</b> If the association's total revenue is \$400,000 or more but less than \$1,000,000 the association must appoint an auditor who can review <u>or</u> audit the association's accounts. If a review is conducted the auditor must state in a report:</p> <ul style="list-style-type: none"> <li>Whether, on the basis of the review, anything has come to the reviewer's attention that causes the reviewer to believe that the accounting records do not satisfy the requirements of Part 5 of the Act.</li> <li>Whether the reviewer has been given all information, explanation and assistance necessary for the conduct of the review.</li> <li>Whether the association has kept accounting records sufficient to be prepared and reviewed.</li> <li>Whether the association has kept other records as required by the Act.</li> </ul> <p>If a review is conducted <b>please attach the <u>signed and dated</u> reviewer's report</b> and provide the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 30%; padding: 5px;">Total Income</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 5px;">Total Expenses</td> <td></td> </tr> <tr> <td style="padding: 5px;">Assets</td> <td></td> </tr> <tr> <td style="padding: 5px;">Liabilities</td> <td></td> </tr> </table> <p>Should a full audit of the association's accounts be undertaken <b>please attach the audited financial statements and the <u>signed and dated</u> auditor's report to this form.</b></p>			Total Income		Total Expenses		Assets		Liabilities	
Total Income										
Total Expenses										
Assets										
Liabilities										
<p><b>Small Associations:</b> If the association's gross receipts are less than \$400,000 the accounts must be reviewed and a written report provided by the reviewer which states if anything has come to the reviewer's attention that causes the reviewer to believe that the accounting records do not satisfy the requirements of Part 5 of the Act. <b>Please attach the reviewer's <u>signed and dated</u> report to this form</b> and complete the information below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 30%; padding: 5px;">Total Income</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 5px;">Total Expenses</td> <td></td> </tr> <tr> <td style="padding: 5px;">Assets</td> <td></td> </tr> <tr> <td style="padding: 5px;">Liabilities</td> <td></td> </tr> </table>			Total Income		Total Expenses		Assets		Liabilities	
Total Income										
Total Expenses										
Assets										
Liabilities										
10. PARTICULARS OF AUDITOR/REVIEWER										
GIVEN NAMES	SURNAME	QUALIFICATIONS OF AUDITOR (If applicable)								
§ 22(1)	§ 22(1)									
ADDRESS										
§ 22(1)										

**11. NAME AND ADDRESS OF EACH CURRENT COMMITTEE MEMBER**

(The committee listed should be those elected as a result of the AGM. If you do not want your residential address on the public record, please provide an alternative address which can include a PO box. If more than 7 committee members please copy this page)

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
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s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
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s 22(1)				

COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				
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s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				
COMMITTEE POSITION	TITLE <i>(Mr, Ms)</i>	GIVEN NAME	SURNAME	EMAIL
s 22(1)				
ADDRESS				DATE OF APPOINTMENT
s 22(1)				
12. STATEMENT BY PUBLIC OFFICER AND COMMITTEE				
(Must be completed by the public officer and two committee members)				
As current office-bearers of this association, we certify under 79(1)(e) of the Act that the particulars shown on this form are true and correct, and reflect the association's compliance with those provisions of the Act that apply in relation to:				
<ul style="list-style-type: none"> <li>i) the preparation of the annual statement of the association's accounts; and</li> <li>ii) the review or audit of the accounts and the presentation of the review or audited statement of accounts at the annual general meeting of the association.</li> </ul>				
We confirm that the committee listed in this document reflects the outcome of the AGM and that the AGM was called and conducted in accordance with the association's rules/constitution lodged with Access Canberra.				
s 22(1)				
Signature			28 / 11 /2022 Date	s 22(1) Print name, Position
s 22(1)				
Signature			28 / 11 /2022 Date	s 22(1) Print name, Position

<hr/> Public Officer Signature	/ / Date	s 22(1) Print name, Public Officer
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OFFICE USE ONLY	
Date Lodged	

~~PROTECTED CABINET~~

Australian Government  
Attorney-General's Department

Sub No: MS23-001445

Date submitted to Office by AGD: 10 November 2023

File No: C22/1519-15

Min No: N/A

ATTORNEY-GENERAL

**Enhancing Security for Jewish Communities - Recommendations Package**

**Deadline: Monday 13 November 2023** to allow funding to commence in a timely manner. This timeframe has been agreed with your office.

**Recommendations:** I recommend that you:

1. **Approve** funding of \$25 million (GST exclusive) from 2023-24 to 2024-25 to the Executive Council of Australian Jewry Inc. (ECAJ)

Approved / Not Approved / Discuss

2. **Approve** the Secretary of the Attorney-General's Department (the department) entering into a funding agreement with ECAJ on behalf of the department, and

Approved / Not Approved / Discuss

3. **Approve** an SES Band 2 officer from the department executing minor variations for the program and managing payments in accordance with milestones set out in the funding agreement.

Approved / Not Approved / Discuss

Attorney-General

13 / 11 / 2023

**AG Comments**

**Key Issues:** This submission seeks your approval of a one-off ad hoc grant for **\$25 million** (GST exclusive) to the ECAJ under the *Enhancing Security for Jewish Communities* program (**the program**). The program provides a one-off ad hoc grant to urgently address the increased security risks to the Jewish Community as a result of the Hamas-Israel conflict (**MS23-001359** refers). Funding can be utilised for:

- security guidance and training
- risk and threat assessments
- critical incident planning
- information technology software (such as databases and licenses)
- security monitoring
- crisis management support
- non-armed security guard services (including response teams and patrols), and
- project management and audit costs.

~~PROTECTED CABINET~~

~~PROTECTED CABINET~~

Office of the Hon Mark Dreyfus KC MP

Attorney-General  
Cabinet Secretary**MINISTERIAL SUBMISSION COVER SHEET**

<b>Ministerial Submission Details</b>			
<b>Sub No:</b>	MS23-001445	<b>Date Sent to AGO:</b>	10 November 2023
<b>Deadline:</b>	<b>Monday 13 November 2023</b> – to allow funding to commence in a timely manner. This timeframe has been agreed with your office.		
<b>Title:</b>	Enhancing Security for Jewish Communities - Recommendations Package		
<b>Business Unit / Agency:</b>	BRCH-NSCJG-CJD-Criminal Law Policy Branch		
<b>Purpose/Objective:</b>	<input checked="" type="checkbox"/> For Approval/Signature/Agreement <input type="checkbox"/> For Info/Noting		
<b>Attorney-General's Office Use</b>			
<b>Responsible AGO Adviser:</b>			

~~PROTECTED CABINET~~



Australian Government  
Attorney-General's Department

**Sub No:** MS23-001445

**Date submitted to Office by AGD:** 10 November 2023

**File No:** C22/1519-15

**Min No:** N/A

**ATTORNEY-GENERAL**

**Enhancing Security for Jewish Communities - Recommendations Package**

**Deadline: Monday 13 November 2023** to allow funding to commence in a timely manner. This timeframe has been agreed with your office.

<b>Recommendations:</b> I recommend that you:	
1. <b>Approve</b> funding of \$25 million (GST exclusive) from 2023-24 to 2024-25 to the Executive Council of Australian Jewry Inc. (ECAJ)	Approved / Not Approved / Discuss
2. <b>Approve</b> the Secretary of the Attorney-General's Department (the department) entering into a funding agreement with ECAJ on behalf of the department, and	Approved / Not Approved / Discuss
3. <b>Approve</b> an SES Band 2 officer from the department executing minor variations for the program and managing payments in accordance with milestones set out in the funding agreement.	Approved / Not Approved / Discuss
	..... Attorney-General / /2023

**AG Comments**

**Key Issues:** This submission seeks your approval of a one-off ad hoc grant for **\$25 million** (GST exclusive) to the ECAJ under the *Enhancing Security for Jewish Communities* program (**the program**). The program provides a one-off ad hoc grant to urgently address the increased security risks to the Jewish Community as a result of the Hamas-Israel conflict (**MS23-001359** refers). Funding can be utilised for:

- security guidance and training
- risk and threat assessments
- critical incident planning
- information technology software (such as databases and licenses)
- security monitoring
- crisis management support
- non-armed security guard services (including response teams and patrols), and
- project management and audit costs.

s 34(3)

On 27 October 2023, you approved grant opportunity guidelines (**Attachment A**) that set out the parameters of the program and the merit criteria against which ECAJ would be assessed (**MS23-001359** refers).

On 30 October 2023, ECAJ was provided with the grant opportunity guidelines and an application form. On 1 November 2023, your Office agreed to extend the closing date for applications to 5PM AEDT on 6 November 2023. On 6 November 2023, the department received an application for \$25 million from the ECAJ, for a total project period of 15 months (**Attachment B**).

The department has assessed the application for eligibility and merit against the approved guidelines (**Attachment A**). The department has recommended **\$25 million** (GST exclusive) be awarded to the ECAJ.

The project has been assessed as representing value for money and a proper use of Commonwealth resources, consistent with the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs) and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). ECAJ's overall merit score is **65 out of 100**.

If, having considered the department's recommendation and assessment as summarised at **Attachment C**, you are satisfied the allocation of this funding is a proper use of relevant money under subsection 71(1) of the PGPA Act, you can approve up to \$25 million in funding to ECAJ.


#### ***Funding agreement and minor variations***

Should you approve the funding as recommended, the department will commence negotiations with ECAJ and enter into a funding agreement. This agreement will establish payment schedules, reporting milestones and other obligations for ECAJ (such as regular progress reporting to account for activities and expenditure under the program) during the term of the agreement. Given the value of the program, the Secretary is the only departmental officer with a sufficient delegation to execute the funding agreement.

During the course of negotiations and the duration of the program, there may be a requirement for minor variations to be made. The department recommends that you give approval for an SES officer in the department to manage these minor variations on your behalf. The program delegate in the department will be the person performing the role of First Assistant Secretary, Criminal Justice Division (SES Band 2). Variations considered to be major or complex in nature will be provided to you for approval.

s 47G(1)(a), s 47G(1)(b)

s 47G(1)(a), s 47G(1)(b)



**Key Risks and Mitigation:**


*Audit and fraud requirements*

There has been significant external scrutiny of Commonwealth Grants schemes in recent years and any funding decisions you make are subject to review by the ANAO.

In addition, records of ministerial decision-making under grant programs may be released to Parliamentary Committees and to the public in response to requests made under the *Freedom of Information Act 1982*.

Should there be any allegations of fraud related to projects under this program they will be managed by the department in accordance with obligations under the Fraud Rule (section 10 of the *Public Governance, Performance and Accountability Rule 2014*) and the department's fraud control measures. Instances of fraud may be reported to law enforcement authorities where it is determined that criminal activity may have occurred.

s 47G(1)(a), s 47G(1)(b)



*Financial and legal implications*

Spending for the program is authorised by section 298(2)(a) of the *Proceeds of Crime Act 2002* (POCA). This section allows you to approve expenditure from the CAA for crime prevention measures.

§ 7(2)

*Public Reporting*

Information about the award of the grant will be made available on the Australian Government's GrantConnect website 21 days after a funding agreement is entered into, as required by section 5.3 of the CGRGs.

*Conflicts of interest*

In accordance with departmental conflict of interest requirements, all officers involved in the assessment of the application have completed the department's conflict of interest declarations, with no conflicts identified. Officers involved in the ongoing management will also ensure that conflict of interest declarations are made, with any identified conflict registered and appropriately managed. Conflict of interest declarations will be reviewed every six months to maintain currency.

**AGD Clearing Officer:** Sarah Chidgey, Deputy Secretary § 22(1)

**Date Cleared:** 9 November 2023

**Branch Head:** Susan McKeag, Assistant Secretary Criminal Law Policy Branch, § 22(1)

**Dept Action Officer:** § 22(1), Director Crime Prevention Section, § 22(1)

**Attachments:**

- **Attachment A** – Grant opportunity guidelines – Enhancing Security for Jewish Communities
- **Attachment B** – Application from ECAJ
- **Attachment C** – Summary of the merit assessment for the Enhancing Security for Jewish Communities application



## Enhancing Security for Jewish Communities Ad hoc grant opportunity guidelines

<b>Opening date</b>	31 October 2023
<b>Closing time and date</b>	5:00 PM Australian Eastern Daylight Time on Sunday, 5 November 2023
<b>Commonwealth policy entity:</b>	Attorney-General's Department
<b>Administering entity</b>	Attorney-General's Department
<b>Enquiries:</b>	If you have any questions, please contact the Crime Prevention Section at <a href="mailto:crimeprevention@ag.gov.au">crimeprevention@ag.gov.au</a> .
<b>Date guidelines released:</b>	30 October 2023
<b>Type of grant opportunity</b>	One-off ad hoc



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## 1. About the grant

As a result of the Hamas-Israel conflict, there have been reports of antisemitic rhetoric and threats increasing across Australia. On 12 October 2023 the Director-General of Security publicly referred to the potential for street protests to escalate into opportunistic violence with 'little or no warning'. The purpose of the grant is to provide one-off, ad hoc funding to the Executive Council of Australian Jewry Inc (ECAJ) to rapidly implement additional security measures for the Jewish community in the context of the Hamas-Israel conflict, with a focus on Jewish schools and pre-schools.

This grant will contribute to the achievement of the Attorney-General's Department Program 1.6 Criminal Justice: Building a safe and secure Australia.

The Attorney-General's Department (the department/we) will administer the grant according to the Commonwealth Grant Rules and Guidelines (CGRGs).

The grant awarded is being provided under the *Proceeds of Crime Act 2002* (POCA). The POCA provides a scheme to trace, restrain and confiscate the proceeds of crime against Commonwealth law. Section 298(2)(a) of the POCA authorises the Attorney-General to fund community safety programs for crime prevention measures.

## 2. Grant amount and grant period

The grant will provide up to \$25 million from 2023-24 to 2024-25.

You must complete all associated projects by March 2025.

The grant is being provided on a one-off basis and the available funding is non-recurrent.

## 3. The grant selection process

The grant opportunity has been established as a one-off, ad hoc grant in accordance with the CGRGs. The department considers this an appropriate type of selection process as there is an urgent need to uplift security at Jewish sites nationally, with a focus on Jewish schools and pre-schools.

The ECAJ has been identified as the appropriate recipient as it is the recognised peak body for the Jewish community in Australia and is in a unique position to coordinate the delivery of security-related services to the Jewish community nationally, in an agile and responsive way, according to localised threat assessments and need. The ECAJ has an existing role in coordinating community safety services nationally to the Jewish community, and has valuable relationships with Australia's law enforcement and intelligence agencies.

The ECAJ application must meet all eligibility criteria for the grant as set out below, in order to receive funding.



### 3.1 Eligibility criteria

The Executive Council of Australian Jewry Inc, **ABN 17 162 489 951**, is the only eligible entity able to apply under this grant opportunity.

### 3.2 Eligible grant activities

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

To be eligible expenditure, the grant activities must help to address the community-safety threats faced by the Australian Jewish community, with a focus on improving safety at Jewish schools and pre-schools.

Eligible grants activities include:

- security guidance and training
- risk and threat assessments
- critical incident planning
- minor security infrastructure works including the installation or upgrade of security camera systems, access controls, security lighting, fences and gates, detection and alarm systems
- costs involved in the purchase or upgrade/hire of software (including user licences) where its directly related to the project
- security monitoring
- crisis management support and coordination
- non-armed security guard services (including response teams and patrols) licensed by the relevant state or territory agency
- associated project management costs (capped at 5 per cent of the agreed grant amount); and
- project audit costs (capped at 5 per cent of the agreed grant amount).

The program delegate (a Senior Executive Service officer in the department) may approve other items of expenditure that will assist in addressing threats faced by the Jewish community in Australia during the life of the grant, if the activities meet the purpose of this grant opportunity.



If your application is successful, we may ask you to verify project costs that you provided in your application prior to entering a grant agreement. You may need to provide evidence, such as quotes, for costs.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure. Evidence you need to supply may include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Costs directly associated with the implementation and coordination of grant activities from 19 October 2023 may be eligible expenditure. Any such project management costs are limited to a maximum of 5 percent of total approved grant amounts.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project. Any audit costs in addition to the specified capped amount must be met by the grantee. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

### **Eligible Contract expenditure**

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do, for example engaging security guards. These can include contracting:

- another organisation; or
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform; and
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved; and
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements; and



- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### 3.3 Ineligible grant activities

The following are ineligible grant activities:

- construction (including of guard houses), major renovation or extensions of buildings including, but not limited to, the building or substantially modifying of walls or other building structures
- personal protection for specific individuals; and
- activities that have separately received funding under the *Securing Faith-Based Places* grant program, or any other Commonwealth, state or territory grant program (other than where additional support to broaden the scope of these activities is required)

The grant cannot be used for the following costs:

- costs incurred, other than those for project management as identified on page 5 of these guidelines, prior to us notifying you of the outcome of the application
- as an in-kind contribution in another grant application process
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers hardware, printers or photocopiers and the construction, renovation or extension of facilities such as buildings or laboratories
- costs such as rental, renovations and utilities
- non-project related staff training and development costs
- insurance costs (participants must acquire adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- maintenance costs
- costs of purchasing, leasing, depreciation of or development of land
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges, or other structures



- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting (other than advertisement and recruitment of a project manager to manage the implementation of the project), and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- routine operating expenses including communications, accommodation, overheads and consumables, e.g. paper, printer cartridges and office supplies
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities, including websites, customer relationship management systems, databases, the cost of ongoing subscription-based software and IT support memberships, and warranties for purchases that are not directly related to the project
  - the initial purchase of software and databases may be considered an eligible expense
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees, and bank charges)
- costs related to preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- fund-raising or sponsorship costs; and
- travel (domestic or overseas) costs.

This list is not exhaustive and applies only to the expenditure of the grant funds.

Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program. Such costs will be identified by the program delegate during the funding period.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

### 3.4 Grant assessment

The grant is subject to an acceptable proposal and project plan that includes:

- contact name and position details for the accountable officer for the grant
- project description



- project start and end date
- details of project milestones including the key activities relevant to each milestone
- project budget; and
- how the proposed measures will deliver on the intended outcomes of the program.

The proposal is required to provide sufficient information to allow the following assessment criteria to be evaluated:

**Criterion 1:** A project plan, detailing how the ECAJ will work with the National Council for Jewish Community Security and Community Security Group to address particular threats faced by the Australian Jewish community **(50 points)**

- a) Your project plan should outline:
- a. How you will identify priority sites, and ensure appropriate, risk-based distribution of funds across Australia, with a focus on Jewish schools
  - b. How you will demonstrate that the project was successful (including an evaluation plan for the conclusion of the funding); and
  - c. how you propose to manage recurrent expenses (e.g. the presence of security guards), where required beyond the grant funding period.

**Criterion 2:** How your project represents value for money and will achieve the best outcome for money spent **(30 points)**.

- a) You should include details about:
- a. How you will verify that project costs represent value for money
  - b. How you will ensure that project funding can be clearly identified and managed, so that it does not duplicate funding for activities that may receive funding from Commonwealth, State or local government grants for similar purposes; and
  - c. How you will verify project expenditure, including eligible contract expenditure.

**Criterion 3:** Your capability and resources to deliver the project immediately, in a coordinated and agile manner across Australia **(20 points)**

- a) You should include details about:
- a. How you will manage the project
  - b. How you will identify and mitigate key risks to the project



- c. Details of any key personnel that will have responsibility for the project
- d. Details of any partner organisations that will be utilised to deliver the project; and
- e. How you will ensure that security guards engaged (where applicable) meet relevant state and territory licensing requirements.

### 3.5 How to submit your proposal

To submit your proposal, you must:

- complete an application form that we provide you with
- provide all information requested
- address all eligibility criteria, and
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should contact us immediately at [crimeprevention@ag.gov.au](mailto:crimeprevention@ag.gov.au). If we find an error or information that is missing, we may ask for clarification or additional information from you.

#### **Mandatory Documents**

In addition to responding to the above assessment criteria, you will be required to provide:

- audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts
- confirmation that your organisation is not an organisation listed on the National Redress Scheme's website as an institution that has not joined or signified its intent to join the Scheme ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- evidence of capacity to comply with relevant laws
- confirmation that you are not proposing to undertake any activities for which you are currently receiving grants from the Commonwealth, state or territory governments (except where supplementation to expand those activities has been identified); and
- confirmation of current licences (where these are required/appropriate).



## 4. Who will assess the application?

We will assess the application and information provided against the relevant assessment criteria (refer 3.4 above).

We may make additional inquiries to clarify or substantiate claims made during the application process.

## 5. Who will approve the grant?

We will provide advice to the Attorney-General about the merits of the application, as well as a recommendation about funding.

The Attorney-General will make a decision whether to approve or not approve the grant. The Attorney-General's decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded; and
- the terms and conditions of the grant.

We cannot review a decision about the merits of your application.

## 6. Notification of the grant

We will advise you of the outcome of your grant application in writing.

We will advise you of any specific conditions attached to the grant.

### 6.1 The grant agreement/Payment of the grant

You must enter into a legally binding grant agreement with the Commonwealth. We use a standard grant agreement template. Each agreement has general terms and conditions that cannot be changed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Attorney-General's Department. We will identify these in the agreement.

The grant agreement will state the:

- maximum grant amount to be paid
- eligible and ineligible expenditure
- proportion of eligible expenditure covered by the grant



- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- any reporting requirements (including evaluation); and
- the allocation of funding, including a payment schedule.

We must execute a grant agreement with you before we can make any payments. Project management costs incurred from 19 October 2023 until a grant agreement is executed may be an eligible expense. Such costs must be directly related to this program. We are not responsible for any other expenditure until a grant agreement is executed. The Commonwealth may recover grant funds if there is a breach of the grant agreement.

If you enter an agreement under this grant opportunity, you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs, except where supplementation is required due to the increased risk environment.

You will have 30 days from the date we notify you of your success to execute the grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not accept the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not affect the project as approved by the delegate.

## 6.2 Grant acquittal and reporting

The grantee must submit reports in line with the timeframes in the grant agreement. Sample templates are provided for these reports in the grant agreement. Reports will include:

- a plan for expenditure of the awarded funds, including prioritisation of specific sites and the reasoning behind this
- progress against agreed project milestones
- contributions of participants directly related to the grant activity; and
- eligible expenditure of grant monies.

The grantee will also be responsible for:

- managing allocations of funding to partner organisations required to execute grant activities



- meeting the terms and conditions of the grant agreement and managing the grant activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement; and
- participating in a grant program evaluation as specified in the grant agreement.

## 7. Announcement of the grant

Your grant will be listed on the Australian Government's [GrantConnect](#) website 21 days after the date of effect, as required by Section 5.3 of the CGRGs.

## 8. Grant evaluation

The Attorney-General's Department will evaluate this grant to measure how well the outcomes and objectives have been achieved.

Your grant agreement will require you to provide information to help with this evaluation.

## 9. Project specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements.

## 10. Probity

The Attorney-General's Department will make sure that the grant process is fair, according to these guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 10.1 Conflicts of Interest

Any conflicts of interest could affect the performance of the grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or



- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999. Committee members and other officials including the decision maker must also declare any conflicts of interest.

## 11. Privacy

Unless the information you provide to us is confidential information or personal information as per below, we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs,
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

The Attorney-General may:

- make an announcement of the grant to the public
- publish personal information on the Attorney-General's Department website.

You may read the full Privacy Policy on the Attorney-General's Department, for more information on:

- what is personal information



- how we collect, use, disclose and store your personal information
- how you can assess and correct your personal information.

### 11.1 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval.

The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the Attorney-General
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.



## 11.2 Freedom of Information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.