



Australian Government
 Department of Education,
 Skills and Employment

Work Order

Evaluation of Literacy and Mathematics Initiatives

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the Department of Education, Skills and Employment to Dandolo Partners International ABN: 48 757 017 061 (Panel Member) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Evaluation of Literacy and Mathematics Initiatives
2	AusTender notifications:	
	Procurement Title:	RFQ for Evaluation of Literacy and Mathematics Initiatives
	Standing Offer Notice:	SON3352211
3	Agency Details	Department of Education Skills and Employment Literacy and Numeracy Team, Schools and Youth Group
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: s 22
		Position:
		Postal Address: 50 Marcus Clarke Street, Canberra
		Phone Number: s 22
		Email Address:
5	Panel Member's Full Name	Dandolo Partners International

6	Service category Panel Member appointed through	1. Research Services <input type="checkbox"/> 2. Evaluation Services <input checked="" type="checkbox"/> 3. Data Analysis Services <input type="checkbox"/> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/> 5. Operational Support Services – Data Management <input type="checkbox"/> 6. Operational Support Services – Editorial and Writing <input type="checkbox"/> 7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> 8. User-Centred Design Services – for research services <input type="checkbox"/>
7	Panel Member's project manager (and Contact Officer for receipt of notices)	Name: s 47F Position: Postal Address: 1/155 Queen Street, Melbourne VIC 3000 Phone Number: s 47F Email Address:
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.
9	Additional Project Specific Insurance Requirements	Nil <i>Note: Travel insurance is required for all travel associated with this Work Order. It will be the responsibility of the Panel Member to maintain travel insurances as appropriate</i>

SUMMARY OF TIMEFRAMES AND PROJECT COSTS			
<i>Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.</i>			
10 a	Term of Work Order	Date of Work Order:	29 June 2022
		Commencement date:	28 June 2022
		Completion date:	30 June 2023
10 b	Work Order Periods of Extension	Extension period	N/A
11	Work Order Amount	Total project components (ex GST):	\$809,640
		Total other expenses (ex GST):	\$43,000
		Work Order total (ex GST):	\$852,640
		Work Order total (inc. GST):	\$937,905
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s 47G(1)(a)
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICES		
<p><i>Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.</i></p>		
13	Services to be provided:	A description of the agreed services to be provided is at Attachment A: Scope of Services . Further information about the required services is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
14	Deliverables to be provided:	A full description of the deliverables is included in the Attachment A: Scope of Services and reflected in the agreed Deliverables and Payment Schedule table in this Work Order.
15	Methodology	A description of the methodology is contained in Attachment A: Scope of Services . Further information about the methodology is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
16	Additional Specific Requirements as per the RFQ for this project:	<p>The Mathematics initiatives must be assessed using the approved methodology at least six months after they are released (noting that they are expected to be released progressively in 2022, so will need to be evaluated in stages).</p> <p>Final reports and other documents produced as final deliverables for the project must meet the set of online standards set out in the Web Content Accessibility Guidelines (WCAG 2.0) to ensure the report and documents are accessible to users of all abilities.</p>
17	Special Conditions as per the RFQ for this project:	Dandolo Partners must ensure that staff working on the Evaluation all have relevant police and working with vulnerable people checks. All relevant police and working with vulnerable people checks must be completed by Dandolo Partners, at their cost, prior to them being engaged by the Department.

s 47(1)(b), 47F

PROJECT MATERIALS		
<i>Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.</i>		
21	Agency Material (for this project) <i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>	
	Description of Agency Material to be provided /made available to the Panel Member	<ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative
	Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>	
	Description of Material	N/A
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.

23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment D: Deed of Confidentiality.</i>		
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.

27	DELIVERABLES PAYMENT TABLE		
Milestone	s 47(1)(b)		
1 Payment 1			
2			
3			
4			
5 Payment 2			
6			
7			
8 Payment 3			
9 Payment 4			
10			
11			
WORK ORDER TOTAL	\$852,640	\$85,265	\$937,905

s 47(1)(b)

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE		
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>		
28	Milestone	Due date
	Milestone 1, <i>Payment 1</i>	28 June 2022
	Milestone 5, <i>Payment 2</i>	7 October 2022
	Milestone 8, <i>Payment 3</i>	1 May 2023
	Milestone 9, <i>Payment 4</i>	15 June 2023

s 47(1)(b)

s 47(1)(b)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words "tax invoice" stated prominently;
- the Panel Member's name and Australian Business Number (ABN);
- the Agency's name and address;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;

- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and
- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved 'other expenses' are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department's travel policy for non-SES employee travel (**Attachment E**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

Attachment A

Scope of Services

Evaluation of Literacy and Mathematics Initiatives

This document sets out the deliverables that will be provided by Dandolo Partners under the Evaluation of Literacy and Mathematics Initiatives.

Background

The Department of Education, Skills and Employment (the department) requires the assistance of Dandolo Partners to conduct an evaluation of a suite of Literacy and Mathematics Initiatives funded by the Australian Government over the period 2019-2023.

The Australian Government funded these initiatives to:

- ensure that students in the early years who are struggling with reading or with gaining core mathematics and numeracy skills can be identified early using evidence-based assessment tools
- ensure that school leaders and teachers have the resources and professional learning they need to act on the results from these assessments
- support this by providing freely available, nationally coordinated, high quality professional learning and resources for teachers of Foundation to Year 10 students
- support teachers and families to work together to support a child's literacy and mathematics and numeracy skills development at home.

The suite comprises a voluntary Year 1 Check, a Hub, and professional learning initiatives in the two domains of Literacy and Mathematics. The objectives of the individual initiatives are set out below.

Literacy Initiatives	Mathematics Initiatives
<p>Year 1 Phonics Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Phonics Check (based on the UK Phonics Check) on the Literacy Hub. • Equip teachers to identify Year 1 students who are struggling to learn to read. 	<p>Year 1 Number Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Number Check and supporting guidance resources on the Mathematics Hub. • Equip teachers to identify Year 1 students who are struggling to develop core mathematics and numeracy skills.
<p>Literacy Hub</p> <ul style="list-style-type: none"> • Develop an online Literacy Hub of quality, evidence-based resources and professional learning materials aligned to the Australian Curriculum for Foundation-Year 10 teachers, school leaders and families. • Develop quality, evidence-based resources for families that complement the Phonics Check. • Build teacher capacity to better identify students who are falling behind in learning to read, and build teacher and family capacity to use appropriate literacy interventions. 	<p>Maths Hub</p> <ul style="list-style-type: none"> • Develop an online Maths Hub of quality evidence-based resources and provide quality assured learning resources aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, representing a range of teaching pedagogies, to support teachers, school leaders, students and families. • Provide access to resources for Foundation to Year 10 teachers and students to enable them to develop their mathematical knowledge, skills and understanding.

Literacy Initiatives	Mathematics Initiatives
<p>Professional Learning: Targeted Assistance Program (TAP)</p> <ul style="list-style-type: none"> • Develop and deliver a Targeted Assistance Program to provide selected disadvantaged schools with additional phonics and literacy training and resources via a coaching and advisory service. • Recruit five Literacy Coaches to deliver support to up to 100 schools. • Develop Professional Learning material for participating teachers and school leaders, customised to meet the specific needs of participating schools. • Establish online communities of practice to provide opportunities for teachers and school leaders to exchange learnings and build sustainability. 	<p>Professional Learning: Mathematics MOOCs</p> <ul style="list-style-type: none"> • Develop free, open access, online courses in mathematics and numeracy to teachers of Foundation to Year 10 students. • Enable teachers and students from all backgrounds to develop their level of knowledge, skills and understanding in numeracy and mathematics. • Develop Mathematics MOOCs that are aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>. • Develop face-to-face professional learning and ongoing support for teachers in priority or disadvantaged schools. <p>Professional Learning: Explicit Teaching Modules</p> <ul style="list-style-type: none"> • Develop free online modules, webinars and podcasts providing professional support to Foundation-Year 6 teachers to enable them to: <ul style="list-style-type: none"> ○ teach mathematics concepts explicitly (explaining and demonstrating specific strategies) ○ coach their students to articulate their thought processes in mathematics problem solving.

The purpose of the evaluation is to assess the design, implementation, reach and impact of this suite of literacy and mathematics initiatives. The evaluation findings will be used to inform future program design, delivery decisions and policy direction.

Dandolo Partners will need to work closely with Education Services Australia (ESA) and its subcontractors to obtain and/or collect qualitative and quantitative data and contextual information.

Project Objective/s

- Provide an evidence-based assessment of:
 - whether the objectives of each initiative have been met
 - the reach of each initiative, including access and usage
 - the impact on student learning outcomes, for those initiatives where this can be measured
 - how well the design of each initiative meets stakeholder needs, and any suggested improvements
 - the effectiveness of each initiative, and of the initiatives overall.
- Provide recommendations and options for the future.

Services to be provided and methodology

The services to be provided include an assessment of the design, implementation, reach and impact of a suite of literacy and mathematics initiatives funded by the Australian Government over the period 2019-2023.

s 47(1)(b)

s 47(1)(b)

Milestones

Milestone
1 <i>Payment 1</i>
2
3
4
5 <i>Payment 2</i>
6
7
8 <i>Payment 3</i>
9 <i>Payment 4</i>
10
11

s 47(1)(b)

Due date
28 June 2022
mid July 2022
29 July 2022
19 September 2022
7 October 2022
2 November 2022
March 2023
1 May 2023
15 June 2023
June 2023
30 June 2023



Australian Government
**Department of Education,
Skills and Employment**

DEED OF CONFIDENTIALITY

THIS DEED OF CONFIDENTIALITY is made on the.....day of.....2022

by (hereinafter called "the Confidant")

WHEREAS:

- A. The Confidant is an employee or subcontractor of
Click here to insert the contractor's full legal ("the Contractor").
- B. The Contractor has entered into a Contract with the Commonwealth of Australia ('the Commonwealth') for the evaluation of literacy and mathematics initiatives funded by the Australian Government ("the Services").
- C. For the purposes of carrying out the Services, the Contractor and the Confidant may have access to certain Confidential Information.
- D. The Contractor has undertaken that it will not disclose the Commonwealth's Confidential Information without the prior permission of the Commonwealth.
- E. The Commonwealth has required the Contractor to obtain from its employees and employees of its subcontractors engaged in the performance of the Services a written undertaking relating to the non-disclosure of confidential information.

The Confidant covenants as follows:

- 1. In this Deed "Confidential Information" includes information that:
 - (a) is by its nature confidential;
 - (b) is "Our Confidential Information" and/or "Personal Information" as defined in the contract between the Commonwealth and the Contractor for the Services;

- (c) is designated by the Commonwealth, other than in this Deed, as confidential;
- (d) the Confidant knows or ought to know is confidential; and

2. The Confidant undertakes to keep secret and protect and preserve the confidential nature and secrecy of all Confidential Information. In particular the Confidant shall not, without the prior written approval of the Commonwealth, use, copy, access, modify or disclose to any person other than the Commonwealth, any Confidential Information relating to the Services, except as provided for by this Deed. In giving written approval the Commonwealth may impose such terms and conditions as it thinks fit.

3. Clause 2 does not prevent the Confidant from disclosing Confidential Information which is:

- (a) already known by the Confidant, with no obligation of confidentiality, prior to the disclosure thereof;
- (b) publicly known or becomes publicly known not due to any unauthorised act of the Confidant;
- (c) rightfully received from a third party;
- (d) independently developed by the Confidant without use of the Commonwealth's Confidential Information; or
- (e) required to be disclosed pursuant to a legal requirement provided that the Confidant gives the Commonwealth written notice of such requirement prior to any disclosure.

4. The Confidant shall use, access, modify, disclose or retain the Confidential Information only for the purpose of the performance of the Services as contemplated by the Commonwealth. The Confidant shall not disclose the Confidential Information to the Contractor or any subcontractor, employee, servant or agent of the Contractor except on a need to know basis for the purpose of performing the Services.

5. Upon termination of the Contract or upon the request of the Commonwealth, the Confidant shall return all copies of the Confidential Information, including any Confidential Information stored or contained in computer readable form, to the Commonwealth, or certify in writing that all copies of the Confidential Information have been destroyed.

6. The Confidant must keep the Commonwealth indemnified against any and all losses, costs, damages, expenses, claims or actions inclusive of all reasonable legal fees and disbursements incurred or sustained by the Commonwealth as a result of or arising out of any breach of an obligation of the Confidant pursuant to this Deed or any other person who has access to the Confidential Information through the Confidant.

7. The Confidant acknowledges that the publication or communication of any fact or document which has come to the Confidant's knowledge or into the Confidant's possession or custody by virtue of the performance of the Services (other than to the person to whom the Confidant is authorised to publish or disclose the fact or document) may be an offence

under section 70 of the *Crimes Act 1914*. Such an offence attracts substantial penalties, including imprisonment.

8. The Confidant acknowledges that a breach of this Deed may cause irreparable harm to the Commonwealth for which monetary damages may not be an adequate remedy. Accordingly, in addition to other remedies that may be available, the Commonwealth may seek and obtain injunctive relief against such a breach or threatened breach.

9. The Confidant remains bound by this Deed notwithstanding the termination of the Contract between the Contractor and the Commonwealth or the termination of the employment or subcontracting arrangement between the Contractor and the Confidant.

IN WITNESS WHEREOF this Deed has been duly executed on the date first mentioned above:

SIGNED SEALED AND DELIVERED

by
(printed name) (signature)

in the presence of:

.....
(printed name) (signature)



Australian Government
**Department of Education,
Skills and Employment**



Travel Policy

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1. Purpose

- 1.1 The Department of Education, Skills and Employment (DESE) Travel Policy (the policy) provides direction to employees and non-employees travelling on official business.

2. Accountability

- 2.1 The department follows a 'reasonable and actual costs incurred' method for payment of travel related costs, supported by the issue of a department credit card. These cards are issued to ongoing employees who are required to frequently travel for official business and on a case-by-case basis to a non-employee (contractor).
- 2.2 When employees travel, their judgement, conduct and behaviour must reflect expectations of that of an Australian Public Service (APS) employee.
- 2.3 When travelling for work, you must take reasonable care of your own health and safety, you must also take reasonable care to ensure that your actions do not adversely affect the health and safety of others.
- 2.4 Prior to organising travel, you should consider if there is an alternate means of conducting business for example, via phone or online.
- 2.5 The following applies when travelling on official business:
 - compliance with this policy for all domestic and international travel
 - travel must be organised to ensure maximum value to the Australian Government
 - travel must be undertaken when it is the most effective way to achieve departmental objectives
 - travel expenditure must always be appropriate and defensible. High cost accommodation and substantial expenditure on food and alcohol is not considered appropriate
 - employees must not incur personal expense, monetary gain or any other type of benefit from the travel.
- 2.6 All employees must seek approval prior to undertaking any travel, this is captured via a trip request which must be submitted through HUB to the traveller's delegate for approval. To determine the appropriate financial delegate, please refer to the [Financial Delegation schedules](#).
- 2.7 When approving travel for official purposes, delegates should be flexible in accommodating the needs of employees, taking into account their personal circumstances for example family responsibilities, their safety, security and risk factors, their disability and other relevant factors that may affect their ability to travel.

- 2.8 Employees who travel and delegates approving travel are fully accountable for their official travel activities. Section 15(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) requires that public money be spent in an efficient, effective, economical and ethical manner. In order to ensure that the department remains compliant with Section 15(a) of the PGPA Act, expenditure must be consistent with all relevant policies of the Commonwealth.
- Department of Education and Training [Enterprise Agreement 2016–2019](#)
 - [Accountable Authority Instruction \(AAI\) 2.2](#) Spending Approval and AAI 2.18 Official Travel
 - [AAI 3.3](#) Commonwealth credit cards and credit vouchers
 - [Financial Delegation schedules](#)
 - [PGPA Act](#)
 - [Public Service Act 1999](#)
 - [Safe driving guide](#)
 - Any individual conditions of employment.
- 2.9 Delegates are responsible for confirming the appropriateness of any expenditure before approving travel. If a delegate approves travel arrangements that are inconsistent with departmental policy or procedures, the arrangements and the reasons for the approval are to be documented by the delegate. This document must be filed on the traveller's Content Manager file.
- 2.10 The department credit card is used to enter into a commitment to spend relevant money to meet all approved expenses (including travel related costs) in accordance with the department's Travel Policy and the AAI's. For further details on what is an acceptable expense on a department credit card, refer to [AAI 3.3 Commonwealth credit cards and credit vouchers](#).
- 2.11 All staff remain accountable and are to adhere to the department's [Information Security Policy](#) (ISP) when travelling on official business.

3. Insurance cover while on domestic travel

- 3.1 [The Enterprise Risk team](#) is the department's Comcover insurance contact. Information about insurance cover for an employee while on official travel is also available on the [Insurance and claims intranet page](#).

4. Travel approval

- 4.1 All employees must seek approval prior to undertaking travel and a [trip request](#) must be submitted through HUB to the traveller's delegate for approval. To determine who can approve the financial commitment related to official travel, refer to the [Financial Delegation schedules](#).
- 4.2 Local transport is travel and parking that is not part of an approved domestic trip and occurs within your home city between 7am-7pm Monday to Friday (excluding public holidays). Employees can self-approve local transport with a limit of up to \$200 (GST inclusive) per day and local parking with a limit up to \$80 (GST inclusive) per day, as per directions in the [Financial Delegation schedules](#).
- 4.3 Senior Executive Service (SES) officials are required to have their domestic travel, or that of their family members, approved by their manager or by an official with a higher-level classification to their own.

- 4.4 Domestic travel undertaken by the National Skills Commissioner must be approved by the Chief Operating Officer. In the event the Chief Operating Officer is unavailable, the travel can be approved by the Chief Financial Officer. Should both the Chief Operating Officer and the Chief Financial Officer be unavailable, the travel can be approved by the Secretary.
- 4.5 Approval in relation to International travel (based on the total estimated cost), for an individual, a delegation and/or a group, must be sought from:
- the Secretary of the department for official international travel up to \$20,000
 - the Portfolio Minister for official international travel over \$20,000.
- 4.6 The department maintains an international network of Australia based staff posted overseas and Locally Employed Staff. These staff, while based in one country, are required to support a number of countries within their jurisdiction. Where a staff member is required to travel within their jurisdiction, although the travel may be considered 'international' travel, approval from the Secretary is not required. However, approval must be sought from the First Assistant Secretary, International Division.
- 4.7 Approval from the Secretary is not required for international posting related travel. Further information can be obtained from the department's [International Division](#).
- 4.8 In instances where travel is required at short notice for example, an extension of travel arrangements or emergency travel initiated out of hours, prior verbal approval or another agreed method is required from the delegate. Both the traveller and the delegate must record written evidence of this approval within 5 business days. The traveller must follow-up with an official HUB trip request within 5 business days.

5. Making travel arrangements

- 5.1 Where the government has established [coordinated procurements](#) for a particular travel activity, you must use the arrangement established for that activity, unless:
- an exemption has been provided in accordance with the Commonwealth Procurement Rules or reimbursement is to be provided to a third party (i.e. a non-Commonwealth traveller that cannot access coordinated travel procurements) for airfares, accommodation and/or car rental
 - a travel allowance is to be provided for accommodation arrangements.
- 5.2 [QBT](#) is the Whole-of-Australian-Government (WoAG) contracted travel provider. An [online customer portal](#) is available for employees to book travel and is the preferred method of booking.
- 5.3 Through the QBT system, employees can book:
- air travel (including excess baggage)
 - charter travel
 - group travel and conference arrangements
 - short-term, self-drive rental vehicles
 - hire car with driver
 - bus, rail and sea travel
 - accommodation at Australian Government rates.

5.4 All bookings for air travel must be made through [QBT](#). Accommodation and car hire arrangements should also be made through [QBT](#).

5.5 When making travel arrangements, employees should follow the procedure below:

- Once an initial verbal approval has been provided, to make a booking, employees can login to the QBT online customer portal and confirm the relevant travel options required.
- Employees can then complete a trip request via HUB, including the estimated costs and the [QBT](#) booking number. Employees must then submit the trip request to their delegate for approval. It is the responsibility of the employee to ensure that the trip request is approved by the delegate.

Note: for air travel the time entered should reflect one hour before the flight departure time and for arrivals, the time entered should reflect one hour after the flight arrival.

5.6 If employees need to change their booking they can contact [QBT](#) direct on 1300 659 163 or via email for [domestic travel](#) and for [international travel](#). Some bookings can also be modified via the QBT [online customer portal](#). Further information on booking through [QBT](#) is available on the [travel and expenses intranet page](#).

6. Air travel

6.1 When booking air travel, all employees must purchase the Lowest Practical Fare (LPF) available on the day the travel is booked, and which fits the business requirements of the traveller. Further information regarding LPF can found in the [Resource Management Guide No. 404: Official Domestic Travel – Use of the lowest practical fare](#).

6.2 In assessing the LPF it is not appropriate to consider:

- a preference for a particular airline
- a preference for jets or full-service airlines
- access to airline lounges
- accumulating airline benefits, such as reward or loyalty points.

6.3 Non-SES employees are entitled to Economy Class air travel within Australia. This class of travel must always be used unless a higher class of travel is specifically authorised by the delegate.

6.4 Using a higher class of air travel must be documented on the employee's Content Manager file as well as their department credit card statement acquittal.

6.5 Delegates should only approve a higher class of air travel when:

- the normal class of service is not available at the required time and flights at other times cannot meet the employee's business requirements,
- medical conditions dictate such a requirement (supporting medical documentation must be made available to the delegate upon request and a file note must be placed on the traveller's Content Manager file),
- an employee is required for essential business purposes to travel directly with another person travelling at a higher class who is also undertaking travel for official business.

6.6 SES employees and employees in receipt of temporary performance loading at the SES level may be eligible to undertake Business Class air travel where this has been provided for in their employment conditions. SES employees are entitled to business class airfares for official travel to

destinations within Australia, except for travel within the Canberra, Sydney and Melbourne region. For travel within this region, only economy class airfares are entitled.

7. Motor vehicle arrangements

Taxis

- 7.1 Taxis should only be used for official purposes, such as to and from the airport on the day of travel and from departmental offices to other work-related locations. Taxis may also be used to travel between commercial accommodation and work locations at a temporary station when such use represents an efficient use of relevant money.
- 7.2 Department credit cards are the preferred method of payment for meeting taxi expenditure. The department will meet the cost of taxis for an employee while on official travel; to and from places of business, to attend business related events e.g. meetings and training courses. These trips must be recorded through HUB and acquitted through the department [credit card acquittal](#) process.
- 7.3 When local transport and local parking is not part of an approved trip request, the credit card holder can self-approve this expenditure. In practice, the employee is not required to get verbal or written approval from a delegate prior to utilising their credit card for local transport or local parking. This is only applicable if it occurs within the same state or territory as the credit card holder's primary office location, and between the hours of 7 AM to 7 PM, Monday to Friday (excluding public holidays).
- 7.4 Where an employee does not hold a credit card and is required to travel by taxi, the alternative is to pay for the taxi fare and then request a reimbursement via HUB. Prior approval from the delegate is required.
- 7.5 Employees are to meet their own costs for any personal travel for example to and from non-commercial accommodation, restaurants and places of entertainment.
- 7.6 The department does not support the use of ridesharing services for example Uber, Ola and DiDi.

Vehicle hire/rental

- 7.7 The use of motor vehicle hire is determined by business requirements. Rental cars may be used as a cost-effective alternative to taxi travel within a metropolitan area, to air travel, or when travel by air is not feasible.
- 7.8 It is the traveller's responsibility to complete appropriate details in HUB and obtain delegate approval prior to confirming the vehicle hire/rental.
- 7.9 Vehicle hire can be arranged through [QBT](#). Should you need assistance, please contact the [Travel and Credit Card team](#).
- 7.10 All car rental expenses are charged to the Diners Virtual Card, and not the Mastercard. This number can be obtained by contacting the [Travel and Credit Card team](#).
- 7.11 Employees must ensure that vehicle collection and return times are adhered to in order to minimise any additional hire cost charges.
- 7.12 All hire cars will be provided with a fuel card, which must be used for fuel purchases.

- 7.13 All hire cars are provided with “MAX” insurance protection.
- 7.14 Private hire cars should only be used where there is a clear business reason, and the expense is publicly defensible.
- 7.15 If an employee is involved in an accident in a rental car they must:
- report the accident immediately to the police and rental car company
 - report the accident immediately to their manager
 - report the accident via the [work health and safety](#) reporting system on the intranet.
- 7.16 Further information can be found on the [Car Hire](#) intranet site.

Use of private vehicle

- 7.17 Private vehicles should not be used for official business travel except where alternative transport, including air, vehicle hire/rental, coach, train or taxi, is either not available or not operationally efficient. When the use of a private vehicle is deemed necessary, prior approval from the delegate must be obtained.
- 7.18 Prior to approving the use of a private vehicle for official business travel, the delegate must sight documents to confirm:
- the vehicle is registered
 - the vehicle has comprehensive insurance which must include intermittent business use to cover the cost associated with any accident or mechanical failure
 - the employee holds a current valid driver’s licence.
- 7.19 Where the delegate provides approval for an employee to use their private vehicle for official business purposes, the employee will be entitled to a flat rate [Motor Vehicle Allowance \(MVA\)](#) of 75 cents per kilometre, capped at the cost of the [LPF](#) of the day of the employees travel.
- 7.20 Kilometres travelled should be determined using the most direct route. The online [NRMA Trip Planner](#) should be used as supporting documentation of the number of kilometres travelled. A copy of this supporting documentation is to be saved on the employees Content Manager file.
- 7.21 The department credit card must not be used to purchase fuel (or any other running costs) when the employee is using a private vehicle for official business travel. The cost of fuel is provided as part of the MVA.

SES Motor Vehicles

7.22 The total remuneration package for SES can include:

- an SES Allowance or
- no allowance, as the allowances have been rolled into the base salary.

7.23 SES officers undertaking local transport in their home location, must use their personal vehicle to undertake that transport (this includes local parking costs).

7.24 SES officers must not claim MVA or use the department credit card to purchase fuel.

7.25 For SES officers undertaking domestic travel, which is part of an approved trip request, outside of their home location, the preferred and most efficient option is to hire a vehicle through QBT. This is subject to the conditions outlined in sections 7.7 to 7.16 of this policy.

Safe driving

7.26 Prior to undertaking any trips involving motor vehicle travel, an employee must familiarise themselves with the department's [Safe Driving Guide](#).

7.27 Employees undertaking long-distance trips whether by rental vehicle or their private vehicle must ensure that they take rest breaks and other precautions to avoid driver fatigue as outlined in the Safe Driving Guide.

8. Part day travel allowance (non-SES only)

8.1 A non-SES employee will be entitled to a part day travel allowance of \$40 when they are required to travel for official business purposes. The trip must be for a period of 10 hours or more with no overnight stay. This allowance will be generated automatically and payable to employees through the payroll. Employees should note that this allowance is taxable.

8.2 Any additional entitlement is at the discretion of the traveller's delegate and must be approved prior to the travel. No meal or incidental expenses are to be charged to the department credit card.

9. Travel involving an overnight stay

Daily caps

9.1 The [Travel Rates](#) provide the applicable rates for travel involving an overnight stay, dependent on destination and employment classification. The daily cap provides guidance on reasonable costs to travellers and their delegates without impeding flexibility. The daily cap is inclusive of accommodation, meals and incidentals.

9.2 The expenditure on accommodation, breakfast, lunch and dinner (not incidentals) may be incurred in any combination, so long as it does not exceed the agreed trip request costs. However, a traveller should be mindful of the daily cap, using it as a guide for reasonable costs to be incurred for meals and accommodation.

[Paragraph 9.6](#) provides for circumstances where accommodation is not available within exceeds the cap.

9.3 [Meals and incidentals](#) are only applicable when a trip contains an overnight stay.

- 9.4 Other approved expenditure, such as taxi fares and car parking fees, is not included in the daily cap.

Commercial accommodation

- 9.5 All accommodation expenses for official business travel must be charged to the department credit card.
- 9.6 In circumstances where accommodation within the allowed daily cap is not available, the delegate may approve a higher rate. The additional accommodation is required to be documented in HUB for delegate approval before travel commences. It is recommended that quotes be provided as evidence of the required higher rate.
- 9.7 Under the WoAG arrangements, accommodation bookings are not to be made directly with individual hotels or via internet sites. Booking commercial accommodation through QBT at the Australian Government rates is the preferred method. However, for accommodation only, employees may choose to book accommodation directly through the AOT web portal.
- 9.8 Where the accommodation required is not listed on the QBT portal, the details of the accommodation found at the location should be provided directly to QBT and they will book the accommodation on the employee's behalf. For all accommodation bookings, employees need to be mindful of the terms and conditions of booking such as cancellation fees and non-refundable upfront bookings. If QBT are unable to locate required accommodation you may try the [AOT](#) portal.
- 9.9 Under the department credit card arrangements, it is important for employees to plan their accommodation requirements in advance. Accommodation bookings are the employee's responsibility and should be made at the same time as other travel arrangements.
- 9.10 To ensure the efficient and effective spending of public money, employees should stay in accommodation as close as possible to the location at which the official business is being undertaken, thus reducing the cost of local transport such as taxis, ferries, buses etc.
- 9.11 If an accommodation provider does not accept the department credit card, the cardholder's delegate may approve a cash payment to be withdrawn from an ATM. Where a cash payment is made, expenses must be acquitted through the provision of tax invoices and receipts. All unspent cash must be returned as part of the employees [credit card acquittal process](#).
- 9.12 Upon check out of commercial accommodation, employees must ensure that all charges are correct on the provider's account, and that only approved business travel expenses are charged to the department credit card.

Non-commercial accommodation

- 9.13 Where an employee chooses to stay in non-commercial/private accommodation, such as with family or friends, no accommodation expenses will be paid by the department.
- 9.14 A sum of \$55 per night is allowed to meet expenses such as taking the host(s) to dinner, or to purchase items to contribute to the costs of the employee's stay. Non-commercial accommodation allowance will be generated automatically and payable to employees through their salary (noting this allowance is taxable). The accommodation type selected in the HUB trip request must be 'non-commercial accommodation'.

- 9.15 Employees are to meet their own costs for any personal travel such as taxi fares, including to and from non-commercial accommodation, restaurants and places of entertainment. The delegate, at their discretion, may approve transport costs to and from non-commercial accommodation. In such instances, there is to be no additional transport costs to the department over that which would be reasonable if staying in commercial accommodation.

Meals and incidentals

- 9.16 Meals and incidentals are only applicable when a trip contains an overnight stay. No meal or incidental expenditure is to be charged on the department credit card for one-day trips unless a delegate has provided prior approval.
- 9.17 Meals are considered as regular occasions in a day (breakfast, lunch, dinner), when a reasonable amount of food is eaten. For the purpose of this policy, a snack is not considered a meal.
- 9.18 Incidental expenditure is miscellaneous expenditure incurred as a result of a trip typically of a personal nature, for example phone calls to home, snacks or coffee. Whilst this is to be spent at the traveller's discretion, it should be paid for using the cash withdrawn from an ATM.
- 9.19 The daily cap as detailed in the [Travel Rates](#) document will be calculated based on the commencement and end time of a trip and whether some or all meals are provided in conjunction with the travel. For example, a traveller who departs at 10:00am may be entitled to lunch and dinner, but not breakfast. Alternatively, a traveller who returns at 5pm may be entitled to breakfast and lunch, but not dinner.
- 9.20 Should an employee require an increase to the specified daily rate for the location to which they are travelling, written approval from their delegate is required prior to undertaking the travel. A written record of this approval must be entered into HUB and retained on the employees Content Manager travel file.
- 9.21 Where a meal is provided as part of a work-related function, the daily cap must be reduced by the relevant amount.
- 9.22 The department does not support the use of online food delivery platforms for example, Uber Eats, Menulog and Deliveroo.

Cash payments for minor expenses – meals/incidentals

- 9.23 For an overnight stay, an incidentals allowance of \$20 cash can be withdrawn from an ATM. This allowance can be used for items such as snacks and coffee.
- 9.24 An additional \$20 cash allowance can also be withdrawn from an ATM to replace a meal being charged on their department credit card; *however, this is limited to one meal a day*. All other meals must be purchased using the department credit card.
- 9.25 It is expected that withdrawals will be made immediately before or during the period of travel. Should circumstances such as unavailability or malfunction of ATM prevents this, a withdrawal may be made within two days of the trip completion.
- 9.26 Any cash withdrawal from an ATM will reduce the daily allowance cap, available to the traveller, by the amount withdrawn.

- 9.27 Receipts do not need to be kept for these minor cash expenses and any unspent proportion does not need to be returned to the department.

Cash payments (other expenses)

- 9.28 Given the extensive coverage of the department credit card, it is anticipated that cash payments will be the exception rather than the rule. In circumstances where the traveller's delegate is satisfied that the department credit card cannot be used, an employee may withdraw cash from an ATM to meet these travel expenses. For acquittal purposes, travellers are to retain all tax invoices and receipts and confirm that the costs incurred were in accordance with this policy.

10. Travel to rural and remote areas

- 10.1 Where an employee travels to a rural or remote area, the employee should take reasonable steps to make enquiries with the local vendors to identify whether or not an establishment accepts the department credit card.
- 10.2 Where it is known, or anticipated, that the department credit card will not be accepted, the delegate may approve an acquittable cash payment, available via an ATM, to meet all travel expenses. The cash payment will be up to the applicable daily cap as prescribed in the relevant [Travel Rates](#).
- 10.3 For employees who travel frequently to rural or remote areas, the branch/state manager can provide a written one-off approval for acquittable cash payments and higher rates if necessary. This should be reviewed on a regular basis.
- 10.4 On return to the employee's home base, the employee is required to fully acquit the cash payment (other than the [\\$40 cash allowance for minor expenses](#)) against tax invoices and receipts. Any excess acquittable cash payment is to be repaid via a pay deduction.

11. Travel outside normal working hours

- 11.1 Employees eligible for flex time, who are required to travel on long business trips occurring outside their regular hours of duty but within the bandwidth, the time spent travelling can be claimed as flex time.
- 11.2 The start and finish times of the 12-hour bandwidth may be adjusted in recognition of travel time with the approval of the delegate.
- 11.3 Travel time will not be paid as overtime.
- 11.4 Where employees are directed to travel outside the bandwidth, the delegate and the employee should agree on reasonable time off in lieu. In exceptional circumstances, this may be recognised on an hour for hour basis.
- 11.5 Time off in lieu of long business travel should be granted as soon as possible after the hours have been worked. Delegates should not refuse reasonable requests.
- 11.6 Employees should not commence work on any day without having at least a minimum of eight hours break, including reasonable travelling time, from the previous day's work. This is including any planned overtime, unless specifically approved by your delegate. Refer to the [Working Hours Policy](#) for further information.

12. Personal leave in conjunction with official travel

- 12.1 Official travel is to be conducted via the most appropriate and cost-effective means. In some cases, employees may request approval to include a personal component of travel in conjunction with approved business travel.
- 12.2 Any personal leave, which exceeds the business travel component, must not be approved.
- 12.3 Combining personal time during official travel could incur a Fringe Benefit Tax (FBT) liability. For taxation purposes, personal time is leave of a personal nature, and includes annual leave, flex time, and leave without pay. It could also include weekends. If the delegate approves the combination of business and private travel, and the total travel period is for six or more nights in a row, a travel diary that complies with the Australian Taxation Office's (ATO) FBT record-keeping requirements, is required.
- 12.4 If the personal leave days are greater than 50 per cent of the total number of days of travel (i.e. official days plus personal days), then as per the ATO guidance, the trip is deemed to have a dual purpose, i.e. personal and official. Therefore, FBT is applicable to 50 per cent of the airfare paid by the department. The [Financial Reporting and Treasury team](#) must be consulted to determine the FBT implications.
- 12.5 Where there are additional costs to the department, leave would not normally be approved unless under exceptional circumstances. If approved, any additional costs must be repaid to the department. Please seek further guidance from [the Travel and Credit Cards team](#) before proceeding with your request.
- 12.6 Where a non-SES employee wishes to use personal leave in conjunction with official travel, written approval must be sought from the relevant Assistant Secretary. SES employees must obtain their manager's written approval where they seek to use personal leave in conjunction with official travel.
- 12.7 Where an employee seeks to extend official travel in conjunction with personal time that does not involve leave for example over a weekend, prior approval must be sought from the traveller's delegate. The employee must submit a trip request to the delegate via HUB. The delegate must record their reason for approving the request using the comments field.
- 12.8 Section 23(3) of the PGPA Act notes that the travel delegate is to:
- critically examine the need for, and timing of, the proposed official travel and request for personal time to ensure that it has not been arranged to obtain a personal benefit, or that it may give such a perception
 - consider all of the financial implications of the proposed travel to ensure that the department will not incur any additional costs as a result of the private travel. Refer to **Paragraph 17.11** as Comcover Insurance does not cover travellers for the duration of their private travel.
 - document their reasons for approving the combined private and business travel.

13. Travel Allowance (TA) Claim Form for trips over 21 days

- 13.1 Payment arrangements and relevant payable allowances for travel expenses, while an employee is away from their home base, are reviewed after 21 days in the one location. This reimbursement is paid based on reasonable actual expenses, and not the [Travel Rates](#) applying to this policy.

- 13.2 A trip home will not be regarded as a break in a 21-day period of travel away from home. Where a traveller has undertaken trips of between 15 and 21 days within a three-month period, the Finance Branch may approach the delegate in order for further details to be provided relating to the various trips.
- 13.3 Where employees have concurrent travel arrangements, this should be entered as one transaction, thereby ensuring that travel allowances for each trip are calculated accurately. This requires that any business travel required while on reviewed TA should be approved as a side trip within the original trip approval, not via a separate trip number.
- 13.4 The HUB Trip Request must reflect the full period of travel. A travel allowance will be calculated in line with the employee's trip request for the first 21 days. The remaining period of the extended trip will be processed on actual expenditure incurred within the first 21 days. The TA will be processed via the [HR team](#) and paid directly into an employee's salary. All queries regarding entitlements for travel in excess of 21 days are to be directed to the [HR Team](#) in the first instance.
- 13.5 Should the trip be in relation to a relocation, the travel allowance will be calculated in accordance with the department's [Relocation Policy](#).

14. Other costs arising from travel

- 14.1 Where an employee incurs additional expenses as a result of undertaking official business travel, the delegate may approve reimbursement of reasonable expenses.
- 14.2 Where an employee with family caring responsibilities is required to travel away from home for official purposes, the department will provide reimbursement for the full cost of 'additional commercial care' (over normal caring arrangements). Reimbursement will be dependent upon the provision of tax invoices and receipts by the employee and will be the net of any applicable government assistance.
- 14.3 Where commercial family care is not available, for example in remote areas, the delegate has the discretion to approve the cost of care provided by other arrangements, up to \$60 per night subject to provision of satisfactory evidence.
- 14.4 Employees can seek reimbursement for parking costs when utilising their private vehicle to attend a business-related meeting or other departmental approved event including training.

15. Non-employee travel

- 15.1 If there is a requirement for a non-employee to travel, a reimbursement/invoicing arrangement is the preferred method for payment of travel related expenses.
- 15.2 Where the non-employee is a consultant or contractor, arrangements for reimbursing the cost of travel would normally be included in their contract agreement with the department (up to an Economy Class airfare and the daily meals and accommodation allowance cap for non-SES employees). This arrangement involves the consultant or contractor organising and paying for their own travel expenses (including incidentals) up front. In order for the consultant or contractor to seek reimbursement of those expenses, they must provide a tax invoice or the equivalent supporting evidence, such as a receipt and or statutory declaration, to the department delegate for approval.
- 15.3 Non-employees (contractors), on a case-by-case basis, may be issued with a department credit card. In such cases, a business case must be forwarded to the DCFO through the [Travel and Credit Cards team](#) for consideration. Please contact [the Travel and Credit Cards team](#) for further advice.
- 15.4 Where the non-employee travel involves committee/board members, the process for booking travel is normally specified in the relevant program guidelines. If the process is not specified in the program guidelines, an employee may use their department credit card to book airfares and pay for accommodation. Where the department credit card cannot be used (such as for meals and taxis, or when the travel is ad-hoc), a reimbursement and/or invoicing arrangement should apply.
- 15.5 Non-SES accommodation, meals and incidentals rates and the LPF available on the day the travel is booked are to be used in determining the rate of reimbursement/payment for non-employees, unless otherwise specified in the program guidelines or contractor/consultant contract.
- 15.6 Approval in writing must be given by a delegate for all expenditures relating to non-employee's travel prior to any travel arrangements or payments being made, including where (in exceptional circumstances) higher rates are approved. For audit purposes, all approvals, receipts and supporting documentation must be retained and filed by the organising area within the department.
- 15.7 Non-employee travellers are not covered by Comcover insurance for official travel and are required to provide proof of insurance prior to any travel.

16. Loyalty schemes, benefits and airport lounge memberships

- 16.1 Frequent flyer points or loyalty reward points will no longer accrue under the WoAG travel arrangements.
- 16.2 The department's Enterprise Agreement provides for airline membership for departmental employees who are expected to travel more than eight business trips in a 12 month period.
- 16.3 Airline status points accrued during the course of official business travel may be used to pay for airport lounge memberships, providing the terms of the above point 16.2 are satisfied.
- 16.4 Employees may join airline lounge memberships at their own expense at the reduced corporate rates or through salary packaging.

17. International travel

- 17.1 In accordance with the ISP, all staff undertaking international travel must complete an [International Travel Notification](#) prior to travelling.
- 17.2 International travel comprises all travel outside Australia by departmental officials based in Australia, except where travel is related to overseas postings.
- 17.3 The Overseas Conditions of Service reference manual provides the conditions and entitlements applicable to employees posted overseas for official business purposes.
- 17.4 For details relating to any travel that involves overseas postings, officials should contact the [Counsellor and Support team](#), Access Branch, International Division.
- 17.5 Arranging international travel can be a lengthy process. It is recommended that you commence organising your international travel 4 - 5 weeks before your departure date.
- 17.6 All international travel proposals (with the exception of posted staff) must be submitted as a minute to the Secretary for approval by the relevant First Assistant Secretary or Deputy Secretary. Prior to providing the minute to the Secretary, the minute must be reviewed by the [Travel and Credit Card team](#). The team will ensure that the minute contains all of the appropriate information and will initiate the international travel trip process (noting that the formalisation of the request will not occur until [Travel and Credit Card team](#) have received advice that the international travel has been approved).
- 17.7 When completing a request for approval for international travel, the Deputy Secretaries must consider:
 - value for money and whether there is a more cost-effective alternative
 - the role the proposal plays within departmental objectives
 - relevant personal security/safety issues relating to the proposed travel
 - the travel risk management section in this policy
 - travel in countries for the International Counsellor Network, especially where a Counsellor is responsible for posts in two countries, or their jurisdiction encompasses a number of countries.
- 17.8 The Australian Government Security Vetting Agency (AGSVA) requires officials to report all overseas travel including any private travel. Officials should maintain accurate records of any overseas travel and comply with any pre-departure or post-travel obligations such as reporting planned travel or participating in security briefings.
- 17.9 If you hold a security clearance, you must advise the department's security advisor of your travel itinerary before you travel overseas even if it is for personal reasons.
- 17.10 It is the official's responsibility to report any lost or stolen departmental or personal equipment (which has multifactor authentication) while travelling by completing the Security Incident report in *FormsCentral*.

Travel insurance

- 17.11 The department's Comcover insurance policy provides coverage for travellers on official travel, however; it does not cover officials during periods of leave while undertaking official travel. If

leave is taken while travelling overseas for official purposes, it is strongly recommended that the official takes out personal travel insurance to cover this period.

17.12 Officials seeking information regarding Comcover policy terms, conditions and limits or needing to make a travel claim should refer to the [Insurance and Claims](#) page on the intranet or contact the [Enterprise Risk team](#).

Travel risk management

17.13 The department will not knowingly expose officials to personal security/safety risks. Accordingly, under no circumstances should an official be placed in a position to travel to a destination that has a cautionary Department of Foreign Affairs and Trade (DFAT) Travel Advisory, against their wishes.

17.14 All officials undertaking or recommending international travel should be aware of all relevant aspects of the [DFAT Smartraveller website](#), specifically the section: [Travel advice explained](#) and the 'Advice for travellers' on the homepage of that website.

17.15 All officials undertaking international travel must, prior to departure, register with DFAT on the [Smartraveller](#) website.

17.16 The registration information provided will help DFAT locate officials in an emergency. It may also be used to communicate other information to travellers such as, new travel advisories, notice of elections and information on other matters relevant to officials overseas.

17.17 When an official is considering travelling to a destination that is subject to a cautionary DFAT travel advisory, the official and line manager must discuss the proposal with their relevant First Assistant Secretary.

17.18 In making a judgement regarding the proposed travel, the First Assistant Secretary must:

- be aware that personal security/safety of officials is paramount
- carry out a risk assessment, taking into account all relevant factors.

17.19 Relevant factors that must be considered when completing a risk assessment include:

- the exact nature of travel being considered
- the specific nature of the DFAT travel advisory together with additional information that DFAT may provide
- the level of priority given to the work
- any alternative ways of meeting the department's business needs.

17.20 Any decisions made must be recorded in the [International Travel Minute](#), reflecting the relevant circumstances.

17.21 Should the First Assistant Secretary remain uncertain, having considered the facts, they should seek advice from the [Security Emergency and Continuity team](#), Risk and Strategy Branch.

Workers' compensation

17.22 Any official undertaking international business travel is covered for workers' compensation under the *Safety, Rehabilitation and Compensation Act 1988*.

- 17.23 Officials seeking information on workers compensation should refer to the intranet or contact [People Culture and Capability Branch](#).

Health and medical

Injections and vaccinations

- 17.24 The department will cover costs of recommended vaccinations when employees are required to travel overseas for official purposes.
- 17.25 Employees should access the health and general information for their travel destinations from the [Department of Foreign Affairs and Trade](#) or [Travel Doctor](#) websites.
- 17.26 Should an employee require vaccinations, it should be arranged directly with the [Travel Doctor](#). Any vaccination related payments should be made on the department credit card and copies of vaccination documents forwarded to the [Counsellor and Support team](#), Access Branch, International Division, for record keeping purposes.

Medical assistance

- 17.27 [International SOS](#) is the provider of overseas medical assistance, healthcare, and emergency services. The department's international SOS membership number can be provided by the Travel and Credit Card team prior to international travel.
- 17.28 If an official becomes ill during international travel, the Commonwealth will pay for the cost of any medical or hospital treatment related to the illness and the official will be deemed to be on duty for that period.
- 17.29 If an official obtains essential emergency dental treatment, the official is entitled to be reimbursed an amount equal to the amount by which the cost exceeds the cost of treatment in Australia that is the same as or, if such treatment is not available in Australia, similar to the treatment.
- 17.30 Provisions applying in the event of the death of an official on overseas travel and for compassionate travel for family are available from [People Culture and Capability Branch](#).
- 17.31 Prior to considering your individual travel requirements, you should access the [International SOS](#) website for current information regarding international health and medical issues. This website is not a substitute or replacement for medical or personal safety advice but does provide valuable information.
- 17.32 For 24/7 help in an emergency, employees should contact the nearest [International SOS](#) alarm centre. These centres are staffed by doctors, logistics coordinators and security experts, and the alarm centres can provide medical advice, assistance in your location, or arrange for an evacuation. Contact the [International SOS](#) on 02 9372 2468.

Deep Vein Thrombosis (DVT)

- 17.33 The department acknowledges the danger of DVT for long haul air travel. The department strongly urges all employees travelling internationally to implement guidance offered by airlines to eliminate the risk of developing DVT.

17.34 Where an employee is required to travel on official business on an international flight, the official may be reimbursed for the cost of 'Flight Socks'.

Official passports

17.35 The DFAT issues passports, both in Australia and overseas, to be used as evidence of identity and citizenship by all Australians who are travelling overseas, in accordance with the provisions of the [Australian Passports Act 2005](#) and other relevant legislation.

17.36 All officials undertaking international travel as a representative of the department must use an official passport. Personal passports should only be used for official travel in exceptional circumstances, for example, where such travel is urgent and unforeseen.

17.37 An official passport will require 10 business days (approximately) to be issued. In an emergency, an official passport may be issued in three business days, but this will incur an additional charge and should not be relied upon.

17.38 To obtain an official passport you will need to contact the [Travel and Credit Cards team](#) by email to arrange for completion of a [passport application form](#). You should not apply for a passport unless your travel has been approved.

17.39 The [Travel and Credit Cards team](#) is responsible for the safe keeping of all official passports not in active use. You must return your passport to the [Travel and Credit Cards team](#) no later than five business days from your return to work.

17.40 If your official passport is approaching expiry, you will need to apply for a new passport. Many countries will not allow you to travel if your passport has less than six months until its expiry date.

17.41 If a passport is lost overseas, then you should report the loss to the nearest Australian Diplomatic or Consular Mission (details will be provided in the travel diary – see separate section on [Travel Diary](#)).

17.42 If a passport is lost in Australia, you are required to file a report with Passports Australia either [online](#) or by calling on 131 232. You must also advise the [Travel and Credit Cards team](#).

17.43 Passports must be kept in a secure location at all times and upon return from your international travel, the passport must be returned to the [Travel and Credit Cards team](#) for safe keeping.

17.44 Further information on passports is available from the [Australian Passport Office](#).

Visas

17.45 Once you have 'in-principle approval' for your international travel and have received your passport, you must contact the [Travel and Credit Cards team](#) to discuss any visa requirements.

17.46 Official passports carry strict visa requirements and travel on official business is governed by different visa requirements to that of personal overseas travel. This could mean employees require a visa for official travel, where they may not be required for personal travel.

17.47 The issuance of visas depends on external entities. Allowing adequate lead-time is important. Visas cannot be arranged until a passport is issued and itinerary approved and booked. Each visa

can take up to 10 working days to be issued and in some circumstances, the application will need to be sent interstate.

Travel diaries

- 17.48 All international travellers will be issued with and are encouraged to use a travel diary to assist in recordkeeping and the trip acquittal process. The diary also includes a range of information including itinerary, emergency contacts and details of allowances provided.
- 17.49 The [Travel and Credit Card team](#) will provide you with a travel diary once your bookings and allowance calculations are completed.
- 17.50 Although the majority of expenditure during international travel will be paid on the department credit card, travellers must retain all receipts where possible and document details of expenditure where receipts were not available. Where receipts are not available, a Statutory Declaration is required.
- 17.51 This requirement is designed to provide travellers with a tool to ensure the accountability of expenditure (either publicly or for audit purposes).

Rest periods

- 17.52 Where international air travel totals more than 12 hours, all officials are entitled to take reasonable rest period.
- 17.53 You should incorporate reasonable rest periods when developing travel itineraries that involve journeys with a travelling time of more than twelve hours. You are not required to be on duty until you have had a reasonable opportunity to recuperate (a rest period) at the destination, during a stopover or on return to Australia. Please consult with your SES manager as to what would be considered a reasonable rest period. The [Travel and Credit Card team](#) can also provide guidance on reasonable rest periods where required.

International air travel

- 17.54 Employees required to travel on official international business are entitled to business class travel on international flights by the most direct route.
- 17.55 The Australian Government policy regarding best fare of the day (BFOD) applies equally to international travel as it does to domestic. See [Resource Management Guide No. 405: Official International Travel – Use of the best fare of the day](#).
- 17.56 Although travel bookings are paid for on the department credit card, officials should retain boarding passes and upload these to their Content Manager travel file.
- 17.57 When arranging your flight itinerary with the [Travel and Credit Card team](#) you must make every endeavour to obtain the BFOD for your international travel. In assessing the BFOD it is appropriate for you to consider:
- obtaining the three mandatory quotes
 - any health and safety issues
 - connectivity of flights

- relevant opportunity costs and benefits of travel (i.e. agency costs per hour of person travelling)
- provision of relevant in-flight services, such as meals, that can affect the total cost of travel
- achieving a work-life balance or managing carer responsibilities.

17.58 In assessing the BFOD, it is not appropriate for you to be influenced by preferences for airlines, access to airline lounges or accumulating frequent flyer benefits.

Travel management service provider

17.59 [QBT](#) are contracted to provide a complete travel management service to the department.

17.60 You must book all international travel flights through [QBT](#). When contacting [QBT](#), you must obtain at a minimum, 2 quotes (3 if possible) when deciding the best option for the department and for the business being conducted.

17.61 [QBT](#) may also be used for accommodation bookings. Consider your individual travel requirements and discuss them with a [QBT](#) travel consultant. No bookings should be made without 'in-principle approval' for international travel.

Overseas accommodation

17.62 Officials required to travel on official business internationally are entitled to four star international chain hotel accommodation.

17.63 Officials will manage their own accommodation bookings and should adhere to the relevant Employment Conditions Abroad (ECA) daily accommodation rates, as advised by the [Travel and Credit Card team](#), for their destination.

17.64 All accommodation should be paid for by the department credit card and receipts retained in all circumstances. Copies of all accommodation receipts, regardless of whether the expenditure was paid for with the department credit card, must be provided to the [Travel and Credit Card team](#).

17.65 When arranging your accommodation bookings you may do so personally or use the services of the department's travel management service provider. You should ensure that the department credit card is accepted by the establishment prior to confirming any booking arrangements.

17.66 You should restrict the cost of accommodation to the relevant ECA rates as advised by the [Travel and Credit Card team](#).

17.67 If you are unable to find suitable accommodation within the ECA rates, then you should seek approval for the additional accommodation costs as part of your International Travel - Request for Approval form.

17.68 If you are unable to pay for your accommodation by the department credit card, you may withdraw the necessary funds from an ATM facility. In this circumstance, you must obtain full receipts for the expenditure and provide them to the [Travel and Credit Card team](#) on your return. Any unspent funds must be repaid to the department.

International travel cap - meals and incidentals

- 17.69 Officials are entitled to an International Travel Cap (ITC) for meals and incidental/ad-hoc costs deemed to have been incurred as part of an official international trip. This cap will be based on the ECA rates as advised by the [Travel and Credit Card team](#).
- 17.70 The ITC is a "whole of trip cap" arrangement. This means that the expenditure on breakfast, lunch and dinner may be incurred in any combination provided it does not exceed the ITC "whole of trip cap". This is to provide officials with the flexibility to adjust to circumstances that international travel can produce, individual expenses will be required to pass a reasonableness test.
- 17.71 All meal payments related to ITC are to be paid for by department credit card, where possible.
- 17.72 All incidental expenditure should be paid with cash obtained from cash withdrawal(s) made on the department credit card.
- 17.73 As the ITC is a cap, not an entitlement, any shortfall in ITC balance at the completion of the international travel will remain unspent.
- 17.74 Any excess in ITC expenditure will be subject to a claim for additional expenses or reimbursement at the conclusion of the trip. See Section 14 other costs arising from travel.
- 17.75 Officials are not entitled to ITC expenses while on personal leave. See Section 17.92 personal leave during overseas travel.
- 17.76 The itinerary for the approved travel should be provided to the [Travel and Credit Card team](#) to calculate your ITC and provide your meal and incidental details.

Meals

- 17.77 You may split the ITC for any meal expenditure provided you do not exceed the cap over the total period of your travel. Note you cannot sacrifice meal expenditure to increase your incidental allowance.
- 17.78 Although provided with flexibility to manage meal expenses you must at all times consider your requirement under the APS values and code of conduct to use Commonwealth resources in a proper manner. The expectation being that you will ensure that each individual expense passes a test of reasonableness (travellers should use the individual meal rates as a guide).
- 17.79 You should make all meal payments relating to ITC with a department credit card or, where more appropriate, withdraw the necessary funds from an ATM facility.
- 17.80 If you are unable to pay for your meals by a department credit card, you may withdraw the necessary funds from an ATM facility. In this event, you must obtain full receipts for the expenditure and provide the receipts to the [Travel and Credit Card team](#) on your return.

Incidentals

- 17.81 All incidental expenditure should be paid with by cash which is obtained by a cash withdrawal made on the department credit card.

Hospitality received

- 17.82 If an official is in receipt of allowances or hospitality (including meals as part of official duties) from an external organisation, which effectively duplicates any component of ITC, then the amount of ITC is to be reduced accordingly.
- 17.83 In the instance where an official is informed of hospitality to be received overseas in advance of their trip, they must inform the [Travel and Credit Card team](#), so that appropriate ITC adjustments can be made if necessary. Equally, if you received hospitality while overseas on official travel, you must inform the [Travel and Credit Card team](#) on your return so that adjustments to your ITC can be made.

Additional travel expenses

- 17.84 Costs of additional travel expenses such as conference fees, taxi, bus and rail expenses are additional to any ITC and should be paid for by the department credit card.
- 17.85 Where the Secretary is satisfied, that any accommodation or ITC rates are insufficient to meet costs of the official, additional receipted expenses incurred may be approved/reimbursed.
- 17.86 If you are unable to pay for your miscellaneous travel by the department credit card, you may withdraw the necessary funds from an ATM facility. In this situation, you must obtain full receipts for the expenditure and provide the receipts to the [Travel and Credit Card team](#) on your return.
- 17.87 When seeking reimbursement for additional travel expenses not paid by the department credit card, all claims including receipts must be forwarded to the [Travel and Credit Card team](#).

Equipment and clothing claims

- 17.88 Any requests for equipment/clothing expenses must be endorsed by the First Assistant Secretary in the international travel - request for approval form, including justification. Approved equipment/clothing expenses should be incurred on the department credit card.

Variations to trips

- 17.89 If your international travel is extended or shortened for whatever reason, then your approved ITC amount may require adjustment upon acquittal.
- 17.90 You should use your judgement as to how much your ITC is estimated to increase or decrease based on the daily rates provided in your travel diary.

Trip acquittal

- 17.91 All officials must provide the [Travel and Credit Cards team](#) with a completed international travel - request for approval form, their travel diary and any necessary receipts within ten working days of their return to Australia.

Personal leave during overseas travel

- 17.92 Including a component of personal travel is subject to written approval by the Secretary prior to the taking of personal leave and is not to be considered an entitlement.

Recall to duty

17.93 In exceptional circumstances, an official who is already overseas may be recalled to duty to attend a meeting, symposium or other activity deemed important to the department. In most cases, for example where the official is currently on leave, the official will already have met travel costs.

17.94 If required to travel to a different centre to undertake the duty, then travel and accommodation costs will be met, and the ITC adjusted.

18. Attachment A – Travel Rates

Overview

The department obtains its travel rates from the Australian Tax Office (ATO). The ATO reviews the domestic travel and related allowance amounts for public officers each year with no changes to its published rates since 2019.

Meals and incidentals rates (daily cap)

Classification	Breakfast \$	Lunch \$	Dinner \$	Incidentals \$	Sub- total \$	Accommodation	Daily cap
SES	36.10	51.15	71.55	20.00	178.80	See tables below	Sub-total + accommodation
Non-SES	28.15	31.65	53.90	20.00	133.70		

Meal and incidental entitlements for travel involving overnight stays (daily cap)

Time of departure	Day of departure	Day of return and full days
Before 7am	B, L, D, I \$178.80 (SES) \$133.70 (non-SES)	I \$20.00 (SES) \$20.00 (non-SES)
After 7am	L, D, I \$142.70 (SES) \$105.55 (non-SES)	B, I \$56.10 (SES) \$48.15 (non-SES)
After 1pm	D, I \$91.55 (SES) \$73.90 (non-SES)	B, L, I \$107.25 (SES) \$79.80 (non-SES)
After 7pm	I \$20.00 (SES) \$20.00 (non-SES)	B, L, D, I \$178.80 (SES) \$133.70 (non-SES)

Key: B = breakfast L = lunch D = dinner I = incidentals

Employees who undertake travel on official business and are required to be away from home overnight will be entitled to have their actual travel expenditure within the daily cap (as per the above table) paid for or reimbursed by the department. For an overnight stay, employees must pay for these meals/incidentals by their department credit card.

For overnight stays, the incidentals of \$20 is to be withdrawn from an automatic teller machine. The traveller can withdraw an extra \$20 to replace a meal being placed on their department credit card; however, this is limited to one meal a day. Receipts do not need to be kept for these minor expenses and any unspent proportion does not need to be returned to the department. All other meals are to be purchased using the department credit card.

Any cash withdrawal will reduce the daily rates available for accommodation and other meals or incidental costs by the amount withdrawn.

Capital cities accommodation rates per night

Location	Accommodation rate	
	§	
	SES	Non-SES
Adelaide	209	157
Brisbane	257	175
Canberra	246	168
Darwin	293	220
Hobart	196	147
Melbourne	265	173
Perth	265	180
Sydney	265	188

High cost country centres accommodation rates per night

Location	SES §	Non-SES §	Location	SES §	Non-SES §
Albany (WA)	195	179	Kalgoorlie (WA)	195	172
Alice Springs (NT)	195	150	Karratha (WA)	215	215
Ballarat (VIC)	195	148	Katherine (NT)	195	158
Bathurst (NSW)	195	135	Kununurra (WA)	204	204
Bega (NSW)	195	145	Launceston (TAS)	195	141
Benalla (VIC)	195	137	Mackay (QLD)	195	161
Bendigo (VIC)	195	135	Maitland (NSW)	195	152
Bordertown (SA)	195	149	Mount Gambier (SA)	195	137
Bourke (NSW)	195	165	Mount Isa (QLD)	195	160
Bright (VIC)	195	162	Mudgee (NSW)	195	146
Broken Hill	195	139	Muswellbrook (NSW)	195	143
Broome (WA)	220	220	Newcastle (NSW)	195	169
Bunbury (WA)	195	155	Newman (WA)	195	170
Burnie (TAS)	195	164	Norfolk Island	195	190
Cairns (QLD)	195	153	Northam (WA)	195	140
Carnarvon (WA)	195	156	Orange (NSW)	195	155
Castlemaine (VIC)	195	146	Port Hedland (WA)	195	175
Chinchilla (QLD)	195	143	Port Lincoln (SA)	195	170
Christmas Island (WA)	195	184	Port Macquarie (NSW)	195	158
Cocos (Keeling) Islands (WA)	302	302	Port Pirie (SA)	195	150
Coffs Harbour (NSW)	195	137	Queanbeyan (NSW)	195	139
Colac (Vic)	195	138	Queenstown (TAS)	195	136

Location	SES \$	Non-SES \$	Location	SES \$	Non-SES \$
Dalby (QLD)	195	162	Roma (QLD)	195	139
Dampier (WA)	195	175	Shepparton (VIC)	195	145
Derby (WA)	195	170	Swan Hill (VIC)	195	136
Devonport (TAS)	195	158	Tennant Creek (NT)	195	146
Emerald (QLD)	195	156	Toowoomba (QLD)	195	144
Esperance (WA)	195	155	Thursday Island (QLD)	200	200
Exmouth (WA)	195	190	Townsville (QLD)	195	143
Geraldton (WA)	195	165	Wagga Wagga (NSW)	195	144
Gladstone (QLD)	195	155	Wangaratta (VIC)	195	139
Gold Coast (QLD)	209	209	Weipa (QLD)	195	138
Gosford (NSW)	195	140	Whyalla (SA)	195	145
Halls Creek (WA)	195	170	Wilpena-Pound (SA)	195	193
Hervey Bay (QLD)	195	157	Wollongong (NSW)	195	155
Horn Island (QLD)	200	200	Wonthaggi (VIC)	195	146
Horsham (VIC)	195	148	Yulara (NT)	400	400
Jabiru (NT)	216	216			

Tier 2 country centre rates per night

Location	SES \$	Non-SES \$	Location	SES \$	Non-SES \$
Albury (NSW)	195	134	Kadina (SA)	195	134
Ararat (VIC)	195	134	Kingaroy (SA)	195	134
Armidale (NSW)	195	134	Lismore (NSW)	195	134
Ayr (QLD)	195	134	Mildura (VIC)	195	134
Bairnsdale (VIC)	195	134	Naracoorte (SA)	195	134
Bundaberg (QLD)	195	134	Nowra (NSW)	195	134
Ceduna (SA)	195	134	Port Augusta (SA)	195	134
Charters Towers (NSW)	195	134	Portland (VIC)	195	134
Cooma (NSW)	195	134	Renmark (SA)	195	134
Dubbo (NSW)	195	134	Rockhampton (QLD)	195	134
Echuca (VIC)	195	134	Sale (VIC)	195	134
Geelong (VIC)	195	134	Seymour (VIC)	195	134
Goulburn (NSW)	195	134	Tamworth (NSW)	195	134
Griffith (NSW)	195	134	Tumut (NSW)	195	134
Gunnedah (NSW)	195	134	Warrnambool (VIC)	195	134
Hamilton (VIC)	195	134	Wodonga (VIC)	195	134
Innisfail (QLD)	195	134			

Other country centres

Where a country centre is not detailed above, the accommodation rate is \$195 for SES and \$114 for non-SES.

Non-commercial accommodation rate

SES and non-SES employees who stay in non-commercial accommodation will be paid an amount of \$55 per night on return from the trip. This amount is paid through the payroll system and is taxed accordingly.

19. Document Particulars

Policy Owner	Finance Branch
Document Status	Final
Point of contact	Director, Financial Framework and Operations
Approver	s 22
Approval authority	s 22 Financial Management Division
Date of approval	23 February 2022



Request for Quotation – SON3352211

Research and Evaluation Services panel

This Request for Quotation (including its attachments) is issued by the Department of Education, Skills and Employment in accordance with clause 4.1 (Request for Quotation) of the Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed), established between the Department of Education, Skills and Employment (the Department) and selected Panel Members.

When responding to this RFQ you must be a member of the RES Panel as registered on AusTender. If at any time a non-panel member responds to a RFQ sent through the RES Panel arrangement, this will be seen as being non-compliant and the RFQ response will be excluded from the process and will not be given another opportunity to resubmit a response.

RFQ Title	Evaluation of Literacy and Mathematics Initiatives
RFQ closing date Responses must be received by this date/time to be considered – no late responses will be accepted.	5:00pm AEST, 17 March 2022
RES Panel Service Category Group	<input type="checkbox"/> Category 1 Research Services <input checked="" type="checkbox"/> Category 2 Evaluation Services
Department contact details for RFQ	Contact: Literacy and Numeracy Team Email: LanguagesLiteracyandNumeracy@dese.gov.au

Department requirements for this RFQ

Item no.	Description	Details
1.	Proposed Contract Period	Start date: 2 May 2022 End date: 30 June 2023
2.	Contract Extension Option Period	Any contract extension will be subject to delegate approval.
3.	Required Services	Please see attached Statement of Requirements.
4.	Methodology	Respondent to describe their proposed methodology for the required services. Further details are included in the Statement of Requirements.
5.	Documentation	The Department may provide to the Panel Member Departmental Material. The Panel Member must ensure that the Departmental Material is used strictly in accordance with any conditions or restrictions specified in Schedule 4: Contract Supply Terms of the Deed and any direction by the Department.
6.	Selection criteria Please note in preparing your response to this RFQ Panel Members should ensure they address this selection criteria.	The preferred supplier will be selected based on the submission that provides the best value for money as determined by assessment against the following selection criteria. The chosen Respondent may sub-contract elements of the Evaluation to gain the expertise required to conduct all components of the project. 1. Expertise and understanding of the context <ul style="list-style-type: none"> • Expertise in literacy, mathematics and numeracy in school education settings • Demonstrated understanding of: <ul style="list-style-type: none"> – factors that influence children’s literacy, mathematics and numeracy achievement, including teaching and student engagement – recent trends in literacy, mathematics and numeracy education in Australia – how the project aligns with the Australian Curriculum (including the current review).

Item no.	Description	Details
		<p>2. Strong evaluation methodology</p> <ul style="list-style-type: none"> • Demonstrated understanding of the evaluation issues and requirements • Soundness of proposed methodology • Suitability of proposed qualitative and quantitative data collection and analysis techniques • Experience of ethics/research approvals and police and WWVP checks across multiple jurisdictions and school systems <p>3. Strong stakeholder engagement capability</p> <ul style="list-style-type: none"> • Demonstrated knowledge, skills and experience in managing stakeholder engagement in an evaluation context, including with: <ul style="list-style-type: none"> – school teachers, school leaders and other relevant school staff – students in Foundation - Year 10 – state and territory departments of education and non-government education systems – contractors and consultants including Education Services Australia. <p>4. Ability to deliver</p> <ul style="list-style-type: none"> • Depth, width, expertise and capacity of proposed team (including proposed subcontractors, if any) • Experience in and approach to project management • Realistic deliverables and timeframes • Ability to communicate clearly and present high-quality reports. <p>5. Value for money</p>
7.	Intellectual Property Rights – ownership of Contract Material	The Department owns the intellectual property rights in Contract Material as per Schedule 4: Contract Supply Terms of the Deed.
8.	Insurance	As per Schedule 1, clause 4 of the Deed, Panel Members are required to submit a copy of their current insurance certificates of currency with their quote.
9.	Pricing	<p>As per Clause 4.1.3 of the Deed, “Any fees specified in any Quotation must be based on rates that do not exceed the Panel Maximum Rates” under their Deed.</p> <p>Pricing should include and itemise all components required to complete the project in the time period specified such as consultant fees, participant recruitment/incentives, travel etc.</p> <p>Panel members are advised to submit proposals in the range of \$600,000-\$900,000 GST excl, and to consider including more than one pricing option, with clear explanation of the differing inclusions and outcomes of each pricing option.</p> <p>Pricing for this Quote is to be provided in the format at <u>Attachment B</u>.</p> <p>A Key Milestones/Deliverables and Payment Schedule at <u>Attachment C</u> will also need to be completed based on the pricing in <u>Attachment B</u>.</p>

Item no.	Description	Details
10.	Travel	<p>Where Panel Members are required to travel on behalf of the Department, the following travel payments and processes will apply.</p> <p>All travel costs should be included in the overall project budget and quoted response.</p>
11.	Other requirements	<p>Location/s</p> <p>Travel to metro, regional and remote locations to visit schools and relevant stakeholders, as required.</p> <p>Special Conditions</p> <p>Not Applicable.</p> <p>Security Clearance Requirements</p> <p>As per the Deed of Standing Offer.</p> <p>Data Security</p> <p>Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.</p> <p>Confidential Information</p> <p>The Department’s confidential information is listed under Item 5 of Schedule 1 of the Deed. If the Panel Member has information specific to the delivery of the services being offered in relation to this project that are different to those listed in Item 5 of Schedule 1 of the Deed, these are to be listed under ‘Other requirements’ in Attachment A.</p> <p>Standard Form of Quotation</p> <p>The Panel Member must respond using the ‘Standard Form of Quotation’ (at Attachment A) and provide all the information as detailed. Responses that do not include all the information may be excluded from further consideration. In preparing your response to this RFQ Panel Members should ensure they address the selection criteria listed in Item 6.</p>
12.	Conditions of Lodgement	<p>The Department reserves the right to, among other things:</p> <ul style="list-style-type: none"> • not proceed with this procurement • change, vary or modify its requirements at any time with prior notification to all parties • provide responses to any questions about this RFQ to all relevant parties • extend the closing date and time on notification to all parties • not accept the lowest priced response • at any time, approach the market to conduct a tender or other procurement process in relation to the subject matter of this RFQ • enter into negotiations with, or seek information from, a selected respondent or selected respondents.

Item no.	Description	Details
		<p>In submitting your response, you acknowledge that:</p> <ul style="list-style-type: none"> • nothing in this request will be construed as creating any legally binding contract (express or implied) • the terms of the request are based exclusively on this RFQ, and any addenda to this RFQ that has been issued • the department is not responsible for any costs or expenses incurred by your organisation in addressing the requirements of this RFQ • you have: <ul style="list-style-type: none"> ○ examined this RFQ, any documents referenced in this RFQ, other relevant information provided ○ relied entirely upon your own enquiries in respect of the subject matter of your response ○ not relied on any warranty, representation, conduct, letter, document or arrangement made by the department, whether oral or in writing, except as expressly provided in this RFQ or any addenda issued to the RFQ ○ satisfied yourself as to the correctness and sufficiency of your response, including prices.

Attachment A – Standard form of quotation

Quotation	
Please fill out the below details and attach your proposal responding to the RFQ.	
<p>1) [Insert name of Panel Member] submits a Quotation in accordance with the Deed of Standing Offer for the <i>Supply of Research and Evaluation Services (RES) as part of a refreshable panel (SON 3352211)</i> between the Department of Education, Skills and Employment and the Panel Member.</p> <p>2) The Panel Member confirms that the terms and conditions set out in the Deed, including Maximum Rates and associated Schedules, will remain in effect for the purpose of this RFQ and the delivery of the required services. Further, unless the context otherwise provides, terms used in their RFQ have the same meaning as the given Deed.</p> <p>3) This Quotation will remain valid for a period of 30 days from the date of submission.</p> <p>4) The Panel Member acknowledges that no binding contract (express or otherwise) is created between the department/agency and the Panel Member until the parties execute a Work Order.</p>	
Date	[insert]
RFQ title	[insert]
Panel Member contact details	[insert name and contact details, including business name, ABN, business address, phone and email contact]
Category of Service	[insert category of service in accordance with the Deed of Standing Offer in relation to the Research and Evaluation Services (RES) panel]
Ability to deliver the required services including	[Insert an overall statement of how you will meet the department's service requirements. [This may be submitted in the form of a detailed project proposal and attached to this form]
Methodology	Insert the proposed methodology/approach to delivering the required services including timing and deliverable [This may be submitted in the form of a project proposal and attached to this form]
Responses to the Selection/Evaluation criteria specified in Item 6 of the RFQ	A response should be provided against each of the specified criteria
Specified Personnel	[insert name(s) of the key/specified personnel who will be working on this project and their relevant role.
Subcontractors	[insert names, ABNs and ACNs of any subcontractors that the Panel Member proposes to use to perform the Services. Otherwise insert 'Not applicable'] Note: Any subcontractors not listed on the Panel Member's Deed will require approval in writing from the department/agency before engagement. This may require additional information to be provided by the Panel Member on the subcontractor such as their financial credentials. The Panel Member must provide information about any proposed subcontractor

	as requested by the department (i.e. this information may be requested after submission of the Quotation to assist in the department's evaluation of the Quotation.)
Fee structure	<p><i>[insert here the total GST exclusive and inclusive quotation and complete the Pricing template at Attachment B and the proposed Key Milestones/Deliverable and payment schedule at Attachment C, with a full break down of consultant fees and other expenses on a GST exclusive and inclusive basis.]</i></p> <p>Note: 1. The rates specified here must not exceed the Maximum Rates. 2. The first payment should be no more than 10% in value of the work order total (excluding other expenses).</p>
Referees	<i>[insert contact details for at least 2 referees, including name, organisation, contact number and email]</i>
Other requirements	<i>[insert response to items listed under 'Other requirements' of the RFQ]</i>

Attachment B – Pricing template

As per Clause 4.1.3 of the Deed, 'Any fees specified in any Quotation must be based on rates that do not exceed the Maximum Rates'.

Please complete the below table, noting the following:

- the deliverables and other expenses are to be amended as appropriate for individual projects
- there are three pricing component options for all projects, that may or may not be applicable depending on the project and deliverables being quoted. Amend these components as appropriate and delete where required
- some items/components may not be able to be quoted as GST exclusive and inclusive, (for example participant incentive of \$X is usually just GST inclusive)
- some items/components may not be an exact amount, (for example travel will usually be a best estimate and should be the amount budgeted up to), noting anything over the budgeted amount will not be paid
- optional items/components, (for example extra interviews/groups etc.) should be clearly identified and costed as such.

In completing the table below, Panel Members are encouraged to adjust this table to include the most relevant pricing information for the project RFQ that they are responding to.

CONSULTANT FEES (itemise by hour or daily rate) (remove the one not relevant)						
Project component	Consultant	No. hours or days	Hour or daily rate (remove the one not relevant)		Total fees	Total fees
			GST ex.	GST inc.	GST ex.	GST. inc.
[insert project component]	e.g. Director	[insert]	\$ xxx	\$ xxx	\$ xxx	\$ xxx
Insert / delete rows			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
			\$ xxx	\$ xxx	\$ xxx	\$ xxx
					GST ex.	GST. Inc.
Consultant fees TOTAL					\$ xxx	\$ xxx

PROJECT COMPONENTS (itemise by component) (remove if not relevant)				
Project component description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.

[insert activity/deliverable]		\$ xxx	\$ xxx	\$ xxx
e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
e.g. Focus groups		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Project component cost TOTAL			\$	\$
OTHER EXPENSES <i>These expenses are to be invoiced separately and reimbursed on production of appropriate receipts.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[insert item]		\$ xxx	\$ xxx	\$ xxx
e.g. venue hire		\$ xxx	\$ xxx	\$ xxx
e.g. travel (split out as applicable)		\$ xxx	\$ xxx	\$ xxx
e.g. participant incentives		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Other expenses TOTAL			\$	\$
OPTIONAL EXPENSES <i>If applicable. Optional items must be negotiated with the project team.</i>				
Item description	Quantity	Cost per unit GST ex.	Total GST ex.	Total GST inc.
[insert item] e.g.		\$ xxx	\$ xxx	\$ xxx
Insert / delete rows as required		\$ xxx	\$ xxx	\$ xxx
Optional expenses TOTAL			\$	\$
GRAND TOTAL				
Total value of project		Ex. GST	GST	Inc. GST
	Project components	\$ xxx	\$ xxx	\$ xxx
	Other expenses	\$ xxx	\$ xxx	\$ xxx
	Optional expenses (if applicable)	\$ xxx	\$ xxx	\$ xxx
	GRAND TOTAL	\$ xxx	\$ xxx	\$ xxx

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Department of Education, Skills and Employment. Major changes to the scope or methodology, payments or Work Order end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved other expenses are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised.

Travel

- Where Panel Members are required to travel on behalf of the department/agency, the following travel payments and processes will apply.
- All travel will be conducted in line with the department's travel policy for non-SES employee travel that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member. A copy of the relevant rates can be supplied on request.
- All approved travel is to be paid for up front and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend

Attachment C – Key Milestones/Deliverables and Payment Schedule

Please complete the below table, noting the following:

- The key milestones/deliverables and their due dates may already be set by the project team as part of the RFQ. Proposed changes can be made to these via negotiation with the project team.
- The components and dollar amounts should be consistent with the breakdowns provided in Attachment B.
- Milestone payments should be attached to project components only – other expenses are to be invoiced separately and reimbursed upon production of appropriate receipts to the value expended.
- The first milestone payment should not be more than 10% in value of the overall work order total (excluding other expenses).

DELIVERABLES AND PAYMENT SCHEDULE					
Project components					
Milestone	Deliverables included	Proposed due date	Ex. GST	GST	Inc. GST
[insert milestone] e.g. Stage One	[insert relevant deliverable]		\$ xxx	\$ xxx	\$ xxx
	e.g. Project inception meeting		\$ xxx	\$ xxx	\$ xxx
	e.g. Recruitment		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx
Project components TOTAL			Ex. GST	GST	Inc. GST
			\$ xxx	\$ xxx	\$ xxx
KEY PAYMENT MILESTONES					
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately.</i>					
27	Milestone	Proposed due date	Ex. GST	GST	Inc. GST
	[insert milestone] e.g. Stage One or Milestone 1		\$ xxx	\$ xxx	\$ xxx
	Milestone 2		\$ xxx	\$ xxx	\$ xxx
	Milestone 3		\$ xxx	\$ xxx	\$ xxx
	<i>Insert / delete rows as required</i>		\$ xxx	\$ xxx	\$ xxx

Note 1: Please refer to Schedule 3 [Maximum Rates] of the Deed of Standing Offer for maximum rates.



Statement of Requirements

Evaluation of Literacy and Mathematics Initiatives funded by the Australian Government

1. Introduction

The Department of Education, Skills and Employment (the department) requires the assistance of a Research and Evaluation Services Panel Member to conduct an evaluation of a suite of Literacy and Mathematics Initiatives funded by the Australian Government over the period 2019-2023.

The Australian Government funded these initiatives to:

- support the early identification of students who are struggling with reading or with gaining core mathematics and numeracy skills through the use of evidence-based assessment tools
- support school leaders and teachers with the resources and professional learning they need to act on the results of these assessments. This includes providing freely available, nationally coordinated, high quality professional learning and resources for teachers of Foundation to Year 10 students
- support teachers and families to work together for the benefit of a child's literacy and mathematics and numeracy skills development at home.

The suite comprises a voluntary Year 1 Check, a Hub, and professional learning initiatives in the two domains of Literacy and Mathematics.

	Literacy	Mathematics
Check	Year 1 Phonics Check	Year 1 Number Check
Hub	Literacy Hub	Maths Hub
Professional Learning	Phonics Targeted Assistance Program for Disadvantaged Schools	Mathematics Massive Open Online Courses (MOOCs) Explicit Teaching Modules

2. Purpose

The purpose of the evaluation is to assess the design, implementation, reach and impact of this suite of literacy and mathematics initiatives. The evaluation findings will be used to inform future program design, delivery decisions and policy direction.

3. Background

The Australian Government is committed to making sure every child has the basic building blocks to learn to read. While phonics is just one part of learning to read, alongside phonemic awareness, vocabulary, fluency, and comprehension, studies¹ have shown phonics to be the most effective way of teaching children to read words accurately and fluently. There is clear national and international evidence² in support of phonics for the development of literacy, with phonemic awareness being the strongest predictor of reading capacity. Phonics is recognised in the Australian Curriculum and the Australian Government is committed to ensuring that teachers are equipped to teach these skills.

Given the importance of literacy and numeracy for student outcomes, early identification of students who are struggling is critical. The first national indications of how students are tracking in reading and mathematics are Year 3 NAPLAN results, by which time around five per cent of students are already not meeting the national minimum standards in these areas.

In 2017 the Australian Government assembled an Expert Advisory Panel to provide advice on the development and implementation of a national Year 1 literacy and numeracy check. At the time, some states and territories had early years literacy and numeracy tests, but these varied across jurisdictions and in the extent to which they covered the Australian Curriculum. There were also concerns about limitations of these measures, such as a gap in the assessment of phonics.

The panel's report (available [here](#)) found there was no early assessment of the essential core early reading and numeracy skills in Australia, and that by the time NAPLAN assessments begin in Year 3, it is difficult, expensive, and inefficient to remediate gaps in literacy and numeracy skills that prevent full engagement with the curriculum in middle primary years and beyond.

The panel concluded that there was a role for 'light touch' Year 1 screening assessments of literacy and numeracy, occurring around the middle of the second year of schooling, with the literacy check focusing on phonics and the numeracy check focusing on number sense and position/location. The panel recommended that the Phonics Check be based on existing work in the UK and noted that a new tool would need to be developed for the Number Check.

As a result of these findings, the Australian Government funded a project to develop three literacy initiatives: a voluntary Year 1 Phonics Check; a Literacy Hub; and a professional learning initiative, the Phonics Targeted Assistance Program for Disadvantaged Students (\$10.8 million from 2019-20 to 2021-22).

In response to the decline in Australia's international maths performance in the Trends in International Mathematics and Science Study, and building on the success of the Digital Technologies Massive Open Online Courses and the Digital Technologies Hub, the Government also funded a project to develop four mathematics initiatives: a voluntary Year 1 Number Check; a Maths Hub; and two professional learning

¹ Rose, J. 2006. Independent review of the teaching of early reading. Bristol: Department for Education and Skills

² [Torgesen, 1998, 2004. Avoiding the Devastating Downward Spiral: The Evidence That Early Intervention Prevents Reading Failure](#)
[Cassar, Treiman, Moats, Pollo, & Kessler, 2005. How do the spellings of children with dyslexia compare with those of nondyslexic children?](#)

initiatives - Mathematics Massive Open Online Courses (MOOCs) and Explicit Teaching Modules (\$9.5 million from 2019-20 to 2022-23).

The Mathematics initiatives aim to strengthen the capacity of teachers across the country to teach mathematics through freely available, nationally coordinated, high quality professional learning and resources.

The Phonics and Number checks are intended to provide nationally available assessment tools, aligned to the Australian Curriculum, aimed at supporting improvements in literacy and numeracy performance across Australia. They are voluntary, and not intended to duplicate state and territory assessments.

Literacy Initiatives

The Literacy initiatives are as follows.

	Literacy
Check	Development of voluntary, online, teacher administered Year 1 Phonics Check based on the UK Phonics Screening Check, and a phonics check and reading awareness check for families
Hub	Development of an online Literacy Hub providing professional learning materials for school leaders and teachers, and resources for families that complement the Phonics Check
Professional Learning	Provision of additional phonics and evidence-based literacy training and resources to up to 100 schools through the Phonics Targeted Assistance Program for Disadvantaged Schools

Education Services Australia (ESA) was contracted in February 2020 to deliver the Phonics Check and Literacy Hub initiatives, and they were released in August 2020. The Professional Learning initiative was added to the ESA contract in November 2020, and implementation began in mid-2021.

The Phonics Check is a digitised version of the UK Phonics Screening Check and is designed to help teachers identify students who may need more help in learning to read. It helps teachers identify how well a child can decode written words, by listening to how the child sounds out letter and letter groups, and how they blend these sounds together to make a word. Some of the words in the check are pseudo words which help to confirm a child's understanding of phonics.

The Literacy Hub (www.literacyhub.edu.au) provides school leaders and teachers with freely available online resources and professional learning materials about early literacy development, and families with resources to support their children's literacy development in the home. These resources help families and teachers work together to support early learners to develop their literacy skills.

The Literacy Hub was refreshed in November 2021 with a new look and feel, and over 200 new resources including:

- information on phonics and literacy skills development in the early years
- online professional learning to assist teachers to deliver effective lessons in phonics
- tailored lesson plans, including good-practice teaching strategies and scope and sequence tools
- teacher guides and support for administering the Year 1 Phonics Check
- information for families translated into 11 languages
- over 50 videos illustrating good practice.

The Phonics Targeted Assistance Program for Disadvantaged Schools comprises two components: a coaching and advisory service, and professional learning materials.

Under the first component, five Literacy Coaches have been recruited to deliver a coaching service in up to 100 schools most likely to benefit from the program. The schools were selected in consultation with education authorities on the basis of factors including an Index of Community Socio-Educational Advantage (ICSEA) score below 1000, below average school scores in NAPLAN Year 3 Reading, an above average proportion of students considered developmentally vulnerable using the Australian Early Development Census data or similar, and a lack of similar supports. The coaching service includes:

- development of customised coaching plans for schools, with a specific emphasis on phonics
- ongoing guidance and resources to support schools to implement a Literacy Improvement Plan
- delivery of Professional Learning to teachers with a mixture of online learning and face-to-face workshops
- a Community of Practice for schools to exchange learnings and build sustainability.

An online advisory service using a closed moderated communication platform, currently under development, will support the work of the Literacy Coaches.

Under the second component, professional learning material is being developed, customised and delivered to meet the specific needs of participating schools. This material is to be:

- based on the best available and most up-to-date research and evidence for improving literacy outcomes for children
- relevant to the student needs of participating schools, including children with disabilities, Aboriginal and Torres Strait Islander communities, low socioeconomic areas, rural, remote and regional areas, and culturally and linguistically diverse communities.

The materials include *Leading a Literacy Improvement Plan*, and an e-learning course (including templates, checklists, exemplars and case studies) to assist schools to understand the skills required to develop and implement literacy improvement measures.

Mathematics Initiatives

The Mathematics initiatives are as follows.

	Mathematics
Check	Development of a voluntary, teacher administered Year 1 Number Check for students
Hub	Development of a repository of teaching and learning mathematics and numeracy resources through an online Mathematics Hub
Professional Learning (two initiatives)	Development of Mathematics Massive Open Online Courses (MOOCs) for teachers of Foundation to Year 10 students, supporting face-to-face professional learning Development of Explicit Teaching Modules that will introduce the theories and pedagogy of Explicit Teaching and demonstrate how it can be employed in the teaching of mathematics.

After an open tender process, Education Services Australia was contracted in June 2020 to deliver the project. ESA subcontracted the MOOCs initiative to the University of Adelaide and the Explicit Teaching Modules initiative to the Australian Association of Mathematics Teachers (AAMT).

The Year 1 Number Check and Mathematics Hub were released on 22 February 2022.

The Number Check is Australia's first national Number Check. Assessment items from the Schedule for Early Number Assessment (SENA) managed by the NSW Department of Education were accessed in the development of the Year 1 Number Check. The voluntary, teacher administered Number Check will focus on 'Number' and 'Additive strategies' and assist teachers in identifying students struggling to achieve mathematics and numeracy outcomes.

The Mathematics Hub will host supporting material for teachers as well as some numeracy and mathematics resources for families of primary and secondary students. The Hub will also include information for students, families, and school leaders to support student learning. Further mathematics and numeracy resources will be progressively released on the Mathematics Hub.

The MOOCs will be launched in 2022 on an online platform with links and promotion via the Mathematics Hub. Freely available for all Australian school teachers of Foundation to Year 10 students, the MOOCs will be self-paced and self-directed. The courses are broken into Foundation to Year 2, Years 3-6 and Years 7-10. Project officers in each state and territory will provide face-to-face professional learning and professional development to support teachers engaging with the MOOCs.

The MOOCs include 3 core modules which cover maths mindsets, highlight a range of evidence-based practices and pedagogies, demonstrate ways for embedding Aboriginal and Torres Strait Islander Histories and Cultures within maths learning and explore careers and real-world applications of mathematics. The strand modules include Number, Algebra, Measurement, Geometry, Probability and Statistics. Teachers have the option to focus on two or more strands of their choice. Each module is expected to take 8-10 hours, with the total course being approximately 35-50 hours.

The Explicit Teaching Modules will also be launched in 2022 on the Maths Hub. They will be a series of self-paced online modules to enhance primary school teacher's understanding and skills in the explicit teaching of mathematics and include a suite of webinars and podcasts to complement the 5 core online modules.

Objectives

The objectives of the individual initiatives are set out below.

Literacy Initiatives	Mathematics Initiatives
<p><i>Year 1 Phonics Check</i></p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Phonics Check (based on the UK Phonics Check) on the Literacy Hub. • Equip teachers to identify Year 1 students who are struggling to learn to read. 	<p><i>Year 1 Number Check</i></p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Number Check and supporting guidance resources on the Mathematics Hub. • Equip teachers to identify Year 1 students who are struggling to develop core mathematics and numeracy skills.

Literacy Initiatives	Mathematics Initiatives
<p>Literacy Hub</p> <ul style="list-style-type: none"> • Develop an online Literacy Hub of quality, evidence-based resources and professional learning materials aligned to the Australian Curriculum for Foundation-Year 10 teachers, school leaders and families. • Develop quality, evidence-based resources for families that complement the Phonics Check. • Build teacher capacity to better identify students who are falling behind in learning to read, and build teacher and family capacity to use appropriate literacy interventions. 	<p>Maths Hub</p> <ul style="list-style-type: none"> • Develop an online Maths Hub of quality evidence-based resources and provide quality assured learning resources aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, representing a range of teaching pedagogies, to support teachers, school leaders, students and families. • Provide access to resources for Foundation to Year 10 teachers and students to enable them to develop their mathematical knowledge, skills and understanding.
<p>Professional Learning: Targeted Assistance Program</p> <ul style="list-style-type: none"> • Develop and deliver a Targeted Assistance Program to provide selected disadvantaged schools with additional phonics and literacy training and resources via a coaching and advisory service. • Recruit five Literacy Coaches to deliver support to up to 100 schools. • Develop Professional Learning material for participating teachers and school leaders, customised to meet the specific needs of participating schools. • Establish online communities of practice to provide opportunities for teachers and school leaders to exchange learnings and build sustainability. 	<p>Professional Learning: Mathematics MOOCs</p> <ul style="list-style-type: none"> • Develop free, open access, online courses (MOOCs) in mathematics and numeracy, aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, for teachers of Foundation to Year 10 students. • Enable teachers, and thus students, from all backgrounds to develop their level of knowledge, skills and understanding in numeracy and mathematics. • Provide face-to-face professional learning and ongoing support for teachers in priority or disadvantaged schools. <p>Professional Learning: Explicit Teaching Modules</p> <ul style="list-style-type: none"> • Develop free online modules, webinars and podcasts providing professional learning support for Foundation-Year 6 teachers to enable them to: <ul style="list-style-type: none"> ○ teach mathematics concepts explicitly (explaining and demonstrating specific strategies) ○ coach their students to articulate their thought processes in mathematics problem solving.

4. Project requirements

This project requires the production of a summative evaluation which explores the effectiveness of the Literacy and Mathematics Initiatives. The project will need to be undertaken in four stages:

1. design an evaluation methodology (for approval by the Department) which will provide evidence to meet the evaluation objectives detailed at item 5 below
2. assess the Literacy initiatives using the approved methodology
3. assess the Mathematics initiatives using the approved methodology at least six months after they are released (noting that they are expected to be released progressively in 2022, so will need to be evaluated in stages)
4. provide an evidence-based report, with recommendations and options for the future.

The successful Panel Member will need to work closely with Education Services Australia and its subcontractors to obtain and/or collect qualitative and quantitative data and contextual information.

The successful Panel Member must ensure that staff working on the Evaluation all have relevant police and working with vulnerable people checks. All relevant police and working with vulnerable people checks must be completed by the chosen Panel Member, at their cost, prior to them being engaged by the Department.

5. Evaluation Objectives

- Provide an evidence-based assessment of each initiative covering:
 - whether the objectives have been met
 - effective reach, including assessing access and usage with a particular focus on students with the highest need
 - the quality of the resources, including identifying any gaps
 - the impact on student learning outcomes, where this can be measured
 - how well the design meets stakeholder needs, including any suggested improvements
 - individual and overall effectiveness of the package
- Provide recommendations and options for the future.

6. Methodology

The Panel Member should outline their proposed methodology, including (but not limited to) quantitative and qualitative data collection encompassing:

- the primary target groups (teachers, school leaders, other school staff, students and families)
- other stakeholders, such as representatives from state and territory education departments and non-government education authorities.

The proposal should address the costs and timeframes for gaining necessary ethics approvals and research application processes across multiple jurisdictions, including state and territory departments, Catholic and independent school systems.

The Panel Member should describe their proposed approach to project management (within the project team and with the department), noting that the department expects the chosen Panel Member to work closely with them throughout the project.

The description should include:

- roles, responsibilities and contributions of each team member
- any proposed sub-contractors
- communication mechanisms (type and frequency)
- project management mechanisms (type and frequency)
- purpose and timing of key meetings with the department.

7. Ethics

The Panel Member is expected to consider ethics in their proposal, including cost and time required for external Human Research Ethics Committee (HREC) review should this be deemed necessary. For Department of Education, Skills and Employment staff, an internal ethics risk review of all projects is undertaken before they commence to determine their ethics risk and any requirement for an external HREC.

8. Deliverables

The Panel Member should propose a series of project deliverables with associated timeframes. It is expected that this would include, but not necessarily be limited to:

- detailed project plan
- detailed methodology
- interim reports
- presentations
- key findings
- recommendations
- draft and final reports.

Final Reports must meet Web Accessibility Guidelines WCAG 2.0 and be submitted in both PDF and Microsoft Word format. The release of any reports is subject to ministerial approval.

9. Proposed timetable

The proposed initiation and completion dates are detailed below. The Panel Member should detail other key events/milestones and timeframes in their proposal. Other key dates in the timetable will be incorporated into the Work Order based on the deliverables and timeframes proposed in the chosen Panel Member's proposal and any subsequent negotiation.

Event	Proposed date
Submission of RFQ response to the Department	17 March 2022
Work Order offer	w/c 11 April 2022
Project initiation meeting (Canberra or online)	w/c 2 May 2022
Final report	31 May 2023
Project completion	30 June 2023

10. Evaluation Criteria

The following criteria will be used to evaluate Quotes submitted for this RFQ.

Evaluation Criteria	Weighting
1. Expertise and understanding of the context <ul style="list-style-type: none"> • Expertise in literacy, mathematics and numeracy in school education settings • Demonstrated understanding of: <ul style="list-style-type: none"> – factors that influence children’s literacy, mathematics and numeracy achievement, including teaching and student engagement – recent trends in literacy, mathematics and numeracy education in Australia – how the project aligns with the Australian Curriculum (including the current review). 	30%
2. Strong evaluation methodology <ul style="list-style-type: none"> • Demonstrated understanding of the evaluation issues and requirements • Soundness of proposed methodology • Suitability of proposed qualitative and quantitative data collection and analysis techniques • Experience of ethics/research approvals and police and WWVP checks across multiple jurisdictions and school systems 	30%
3. Strong stakeholder engagement capability <ul style="list-style-type: none"> • Demonstrated knowledge, skills and experience in managing stakeholder engagement in an evaluation context, including with: <ul style="list-style-type: none"> – school teachers, school leaders and other relevant school staff – students in Foundation - Year 10 – state and territory departments of education and non-government education systems – contractors and consultants including Education Services Australia. 	20%
4. Ability to deliver <ul style="list-style-type: none"> • Depth, width, expertise and capacity of proposed team (including proposed subcontractors, if any) • Experience in and approach to project management • Realistic deliverables and timeframes • Ability to communicate clearly and present high quality reports. 	20%
5. Value for money	Not weighted

Panel Members will also be assessed against any risks inherent in, or associated with, the Panel Members’ offer, including:

- risks of any non-compliance or partial compliance with the RFQ and Draft Contract (Official Order), including the likelihood of the department being able to agree a contractual arrangement with the Panel Member
- risks arising from the financial viability of the response
- risks arising from the Panel Member’s previous performance in contractual arrangements for the department or other bodies
- any other risks identified in the Quote evaluation process that have not been considered as part of another evaluation criterion.

s 22

From: s 47F
Sent: Wednesday, 29 June 2022 10:43 AM
To: s 22
Cc: s 22 s 47F
Subject: FW: Signed work order attached
Attachments: ELMI Work Order and Att A Scope of Services - for signature by Dandolo.docx

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22

Thank you for your phone call.

As s 22 is unwell today, please find attached the signed work order ready for execution.

Kind regards,
s 47F

--

s 47F (she/her) | s 47F | dandolopartners international pty ltd

| Office: [Level 1, 155 Queen Street, Melbourne VIC 3000](#)
| Phone: +61 3 9211 0015 | Mobile: s 47F | Website: <http://www.dandolo.com.au>

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From: s 47F
Date: Tuesday, 28 June 2022 at 7:11 pm
To: s 22 s 47F
s 47F
Subject: Signed work order attached

Anticipating your returned signature tomorrow AM...

s 47F and s 47F please see attached and note from s 22 earlier email our intention to issue an invoice tomorrow as soon as we get a countersigned work order

Get [Outlook for iOS](#)



Work Order

Evaluation of Literacy and Mathematics Initiatives

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the Department of Education, Skills and Employment to Dandolo Partners International ABN: 48 757 017 061 (Panel Member) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Evaluation of Literacy and Mathematics Initiatives
2	AusTender notifications:	
	Procurement Title:	RFQ for Evaluation of Literacy and Mathematics Initiatives
	Standing Offer Notice:	SON3352211
3	Agency Details	Department of Education Skills and Employment Literacy and Numeracy Team, Schools and Youth Group
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: s 22
		Position:
		Postal Address: 50 Marcus Clarke Street, Canberra
		Phone Number: s 22
		Email Address:
5	Panel Member's Full Name	Dandolo Partners International

6	Service category Panel Member appointed through	1. Research Services <input type="checkbox"/> 2. Evaluation Services <input checked="" type="checkbox"/> 3. Data Analysis Services <input type="checkbox"/> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/> 5. Operational Support Services – Data Management <input type="checkbox"/> 6. Operational Support Services – Editorial and Writing <input type="checkbox"/> 7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> 8. User-Centred Design Services – for research services <input type="checkbox"/>
7	Panel Member’s project manager (and Contact Officer for receipt of notices)	Name: s 47F Position: Postal Address: 1/155 Queen Street, Melbourne VIC 3000 Phone Number: s 47F Email Address:
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.
9	Additional Project Specific Insurance Requirements	Nil <i>Note: Travel insurance is required for all travel associated with this Work Order. It will be the responsibility of the Panel Member to maintain travel insurances as appropriate</i>

SUMMARY OF TIMEFRAMES AND PROJECT COSTS			
<i>Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.</i>			
10 a	Term of Work Order	Date of Work Order:	June 2022
		Commencement date:	28 June 2022
		Completion date:	30 June 2023
10 b	Work Order Periods of Extension	Extension period	N/A
11	Work Order Amount	Total project components (ex GST):	\$809,640
		Total other expenses (ex GST):	\$43,000
		Work Order total (ex GST):	\$852,640
		Work Order total (inc. GST):	\$937,905
12	Panel Member’s nominated account for EFT payment by the Agency	Bank:	s 47G(1)(a)
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICES		
<i>Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.</i>		
13	Services to be provided:	A description of the agreed services to be provided is at Attachment A: Scope of Services . Further information about the required services is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
14	Deliverables to be provided:	A full description of the deliverables is included in the Attachment A: Scope of Services and reflected in the agreed Deliverables and Payment Schedule table in this Work Order.
15	Methodology	A description of the methodology is contained in Attachment A: Scope of Services . Further information about the methodology is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
16	Additional Specific Requirements as per the RFQ for this project:	The Mathematics initiatives must be assessed using the approved methodology at least six months after they are released (noting that they are expected to be released progressively in 2022, so will need to be evaluated in stages). Final reports and other documents produced as final deliverables for the project must meet the set of online standards set out in the Web Content Accessibility Guidelines (WCAG 2.0) to ensure the report and documents are accessible to users of all abilities.
17	Special Conditions as per the RFQ for this project:	Dandolo Partners must ensure that staff working on the Evaluation all have relevant police and working with vulnerable people checks. All relevant police and working with vulnerable people checks must be completed by Dandolo Partners, at their cost, prior to them being engaged by the Department.

s 47(1)(b), 47F

s 47(1)(b), 47F

PROJECT MATERIALS					
<i>Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.</i>					
21	Agency Material (for this project) <i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>				
	<table border="1"> <tr> <td>Description of Agency Material to be provided /made available to the Panel Member</td> <td> <ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative </td> </tr> <tr> <td>Conditions or restrictions on use of Agency Material</td> <td>The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.</td> </tr> </table>	Description of Agency Material to be provided /made available to the Panel Member	<ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative 	Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.
	Description of Agency Material to be provided /made available to the Panel Member	<ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative 			
Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.				
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>				
	<table border="1"> <tr> <td>Description of Material</td> <td>N/A</td> </tr> <tr> <td>Description of restrictions on the use of Contract Material</td> <td>As per Deed of Standing Offer.</td> </tr> </table>	Description of Material	N/A	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.
	Description of Material	N/A			
Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.				

23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
	<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment D: Deed of Confidentiality.</i>	
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.

27 DELIVERABLES PAYMENT TABLE			
Milestone	s 47(1)(b)		
1 Payment 1			
2			
3			
4			
5 Payment 2			
6			
7			
8 Payment 3			
9 Payment 4			
10			
11			
WORK ORDER TOTAL		\$852,640	\$85,265
			\$937,905

s 47(1)(b)

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE		
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>		
28	Milestone	Due date
	Milestone 1, <i>Payment 1</i>	28 June 2022
	Milestone 5, <i>Payment 2</i>	7 October 2022
	Milestone 8, <i>Payment 3</i>	1 May 2023
	Milestone 9, <i>Payment 4</i>	15 June 2023

s 47(1)(b)

s 47(1)(b)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words "tax invoice" stated prominently;
- the Panel Member's name and Australian Business Number (ABN);
- the Agency's name and address;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;

- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and
- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved 'other expenses' are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department's travel policy for non-SES employee travel (**Attachment E**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the
Commonwealth of Australia as represented
by the Department of Education, Skills and
Employment by its duly authorised
representative in the presence of

←

Signature of representative

Signature of witness ←

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

s 47F

Signed for Dandolo Partners International
Pty Ltd by its duly authorised representative
in the presence of

s 47F

←

28/06/2022

Date

Attachment A

Scope of Services

Evaluation of Literacy and Mathematics Initiatives

This document sets out the deliverables that will be provided by Dandolo Partners under the Evaluation of Literacy and Mathematics Initiatives.

Background

The Department of Education, Skills and Employment (the department) requires the assistance of Dandolo Partners to conduct an evaluation of a suite of Literacy and Mathematics Initiatives funded by the Australian Government over the period 2019-2023.

The Australian Government funded these initiatives to:

- ensure that students in the early years who are struggling with reading or with gaining core mathematics and numeracy skills can be identified early using evidence-based assessment tools
- ensure that school leaders and teachers have the resources and professional learning they need to act on the results from these assessments
- support this by providing freely available, nationally coordinated, high quality professional learning and resources for teachers of Foundation to Year 10 students
- support teachers and families to work together to support a child’s literacy and mathematics and numeracy skills development at home.

The suite comprises a voluntary Year 1 Check, a Hub, and professional learning initiatives in the two domains of Literacy and Mathematics. The objectives of the individual initiatives are set out below.

Literacy Initiatives	Mathematics Initiatives
<p>Year 1 Phonics Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Phonics Check (based on the UK Phonics Check) on the Literacy Hub. • Equip teachers to identify Year 1 students who are struggling to learn to read. 	<p>Year 1 Number Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Number Check and supporting guidance resources on the Mathematics Hub. • Equip teachers to identify Year 1 students who are struggling to develop core mathematics and numeracy skills.
<p>Literacy Hub</p> <ul style="list-style-type: none"> • Develop an online Literacy Hub of quality, evidence-based resources and professional learning materials aligned to the Australian Curriculum for Foundation-Year 10 teachers, school leaders and families. • Develop quality, evidence-based resources for families that complement the Phonics Check. • Build teacher capacity to better identify students who are falling behind in learning to read, and build teacher and family capacity to use appropriate literacy interventions. 	<p>Maths Hub</p> <ul style="list-style-type: none"> • Develop an online Maths Hub of quality evidence-based resources and provide quality assured learning resources aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, representing a range of teaching pedagogies, to support teachers, school leaders, students and families. • Provide access to resources for Foundation to Year 10 teachers and students to enable them to develop their mathematical knowledge, skills and understanding.

Literacy Initiatives	Mathematics Initiatives
<p>Professional Learning: Targeted Assistance Program (TAP)</p> <ul style="list-style-type: none"> • Develop and deliver a Targeted Assistance Program to provide selected disadvantaged schools with additional phonics and literacy training and resources via a coaching and advisory service. • Recruit five Literacy Coaches to deliver support to up to 100 schools. • Develop Professional Learning material for participating teachers and school leaders, customised to meet the specific needs of participating schools. • Establish online communities of practice to provide opportunities for teachers and school leaders to exchange learnings and build sustainability. 	<p>Professional Learning: Mathematics MOOCs</p> <ul style="list-style-type: none"> • Develop free, open access, online courses in mathematics and numeracy to teachers of Foundation to Year 10 students. • Enable teachers and students from all backgrounds to develop their level of knowledge, skills and understanding in numeracy and mathematics. • Develop Mathematics MOOCs that are aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>. • Develop face-to-face professional learning and ongoing support for teachers in priority or disadvantaged schools. <p>Professional Learning: Explicit Teaching Modules</p> <ul style="list-style-type: none"> • Develop free online modules, webinars and podcasts providing professional support to Foundation-Year 6 teachers to enable them to: <ul style="list-style-type: none"> ○ teach mathematics concepts explicitly (explaining and demonstrating specific strategies) ○ coach their students to articulate their thought processes in mathematics problem solving.

The purpose of the evaluation is to assess the design, implementation, reach and impact of this suite of literacy and mathematics initiatives. The evaluation findings will be used to inform future program design, delivery decisions and policy direction.

Dandolo Partners will need to work closely with Education Services Australia (ESA) and its subcontractors to obtain and/or collect qualitative and quantitative data and contextual information.

Project Objective/s

- Provide an evidence-based assessment of:
 - whether the objectives of each initiative have been met
 - the reach of each initiative, including access and usage
 - the impact on student learning outcomes, for those initiatives where this can be measured
 - how well the design of each initiative meets stakeholder needs, and any suggested improvements
 - the effectiveness of each initiative, and of the initiatives overall.
- Provide recommendations and options for the future.

Services to be provided and methodology

The services to be provided include an assessment of the design, implementation, reach and impact of a suite of literacy and mathematics initiatives funded by the Australian Government over the period 2019-2023.

s 47(1)(b)

s 47(1)(b)

Milestones

Milestone	Due date
1 <i>Payment 1</i>	28 June 2022
2	mid July 2022
3	29 July 2022
4	19 September 2022
5 <i>Payment 2</i>	7 October 2022
6	2 November 2022
7	March 2023
8 <i>Payment 3</i>	1 May 2023
9 <i>Payment 4</i>	15 June 2023
10	June 2023
11	30 June 2023

s 22

From: s 47F
Sent: Tuesday, 26 April 2022 8:19 PM
To: s 22 s 47F
Cc: s 22
Subject: Re: Background for work order negotiations meeting [SEC=OFFICIAL]

Some people who received this message don't often get email from s 47F [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Great!

s 47F (he/him) | s 47F | dandolopartners international pty ltd

| Office: [Level 1, 155 Queen Street, Melbourne VIC 3000](#)
 | Phone: +61 3 9211 0015 | Mobile: s 47F | Website: <http://www.dandolo.com.au>

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From: s 22
Date: Tuesday, 26 April 2022 at 8:07 pm
To: s 47F
Cc: s 22
 s 22
Subject: RE: Background for work order negotiations meeting [SEC=OFFICIAL]

OFFICIAL

That's fine^{s 47F} we have no expectation that you'll cover everything off in detail on Thursday! We agree that this is an exploratory conversation, to give us a better understanding of the options, and you a better idea of our priorities and concerns. And as often happens, it may well lead to refinements or refocusing of our collective thinking.

We can talk at the end of the meeting about timeframes for when you can come back to us with something in writing.

Cheers
 s 22

From: s 47F
Sent: Tuesday, 26 April 2022 7:53 PM
To: s 22 s 47F
Cc: s 22
 s 22

s 22

Subject: Re: Background for work order negotiations meeting [SEC=OFFICIAL]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22

Nice to meet you! And thanks for a very helpful email.

We know s 22 and team well from previous work, but it will be great to get to know the wider group.

Can I say at the outset we really valued your request for a core proposal, plus some additional options. That gives us scope for some good conversations about how we can delivery greatest value to you. Thank you also for excluding two of the options that we proposed. That makes sense and still leaves us with a lot of ideas to talk through.

Just given timeframes, we may not be able to provide you with a definitive view on each of the questions you have asked for each of the different options by the time we meet on Thursday. And ideally we'd like to get a sense of your preferences so that we can then do some planning on that basis. But we'll certainly be able to have a good conversation about all the issues you raise and we can bring some more thinking about the options than we put into the proposal.

Looking forward to seeing you on Thursday. I'll be in the building and have a number to call so someone can hopefully collect me from your ECEC colleagues.

Best
s 47F

s 47F (he/him) | s 47F | dandolopartners international pty ltd

| Office: [Level 1, 155 Queen Street, Melbourne VIC 3000](#)

| Phone: +61 3 9211 0015 | Mobile: s 47F | Website: <http://www.dandolo.com.au>

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From: s 22

Date: Tuesday, 26 April 2022 at 7:36 pm

To: s 47F

Cc: s 22

s 22

Subject: Background for work order negotiations meeting [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

To help you prepare for Thursday's meeting, I wanted to let you know which options we have already ruled out, and the questions we would like to explore about the others. But first, some quick background on who will be there.

First, the s 22 of the two teams involved in this project – s 22 of the Literacy and Numeracy Team, which is responsible for the Literacy initiatives, and s 22 of the STEM Team, which is responsible for the Mathematics initiatives. (Note that s 22 is only available for the first half of Thursday’s meeting.) s 22 of the Research and Analysis Team, will also be contributing her expertise to the meeting.

I am in s 22 team, and am the lead project manager for the evaluation at this point, with the support of s 22 s 22 and s 22. When the maths initiatives become the main focus of your work, the lead project manager role will transition over to s 22 in s 22 team.

s 47(1)(b), 47C

I hope this information helps you to prepare for our meeting, and look forward to meeting you on Thursday!

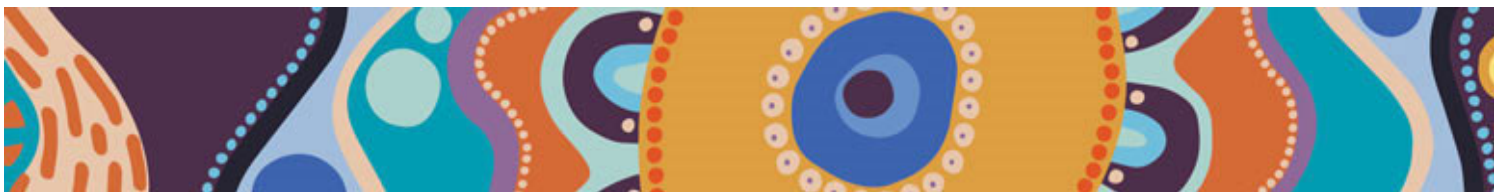
Cheers

s 22

Please note that I work part-time, Tuesdays to Fridays

s 22

Literacy and Numeracy Team | Teaching Practice Branch
Improving Student Outcomes Division
Australian Government Department of Education, Skills and Employment
Phone s 22
www.dese.gov.au



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s 22

From: s 47F
Sent:
To: s 22
Cc: s 47F
Subject: Re: Draft Milestones [SEC=OFFICIAL]

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Looks good to me, s 22

s 47F (he/him) | s 47F | dandolopartners international Pty Ltd

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 | Phone: +61 3 9211 0015 | Mobile: s 47F | Website: <http://www.dandolo.com.au>

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From: s 22
Date: Wednesday, 8 June 2022 at 12:35 pm
To: s 47F
Cc: s 22
 s 47F
Subject: Draft Milestones [SEC=OFFICIAL]

s 47F

Hi s 47F

Here is the draft milestones table in the work order, with the first three dates as we discussed this morning. Let me know if you have any concerns.

Milestone	Due date
1 <i>Payment 1</i>	15 June 2022
2	w/c 20 June 2022
3	15 July 2022
4	19 September 2022
5 <i>Payment 2</i>	7 October 2022
6	2 November 2022
7	March 2023
8	1 May 2023
9 <i>Payment 3</i>	15 June 2023
10	June 2023
11	30 June 2023

Cheers
 s 22

What I'm reading: *Sand Talk: how indigenous thinking can save the world* by Tyson Yunkaporta

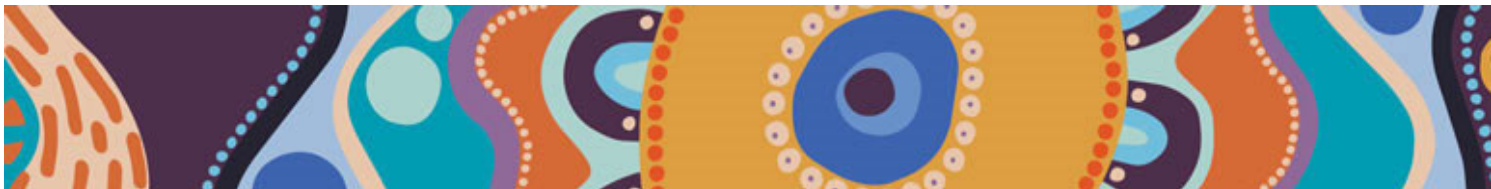
Please note that I work part-time, Tuesdays to Fridays

s 22

Literacy and Numeracy Team | Teaching Practice Branch
Improving Student Outcomes Division
Australian Government Department of Education, Skills and Employment

Phone s 22

www.dese.gov.au



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s 22

From: s 22
Sent: Wednesday, 4 May 2022 9:59 AM
To: s 47F
Cc: s 22
Subject:

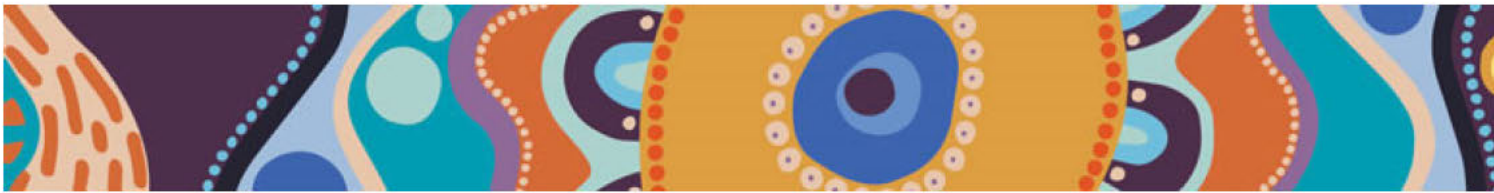
Hi s 47F sorry I didn't get back to you yesterday. The end of the week is fine, or even next Monday.

Cheers
s 22

Please note that I work part-time, Tuesdays to Fridays

s 22

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Australian Government Department of Education, Skills and Employment
Phone s 22
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From: s 47F
Sent: Monday, 2 May 2022 1:35 PM
To: s 22 s 47F
Cc: s 22
s 22

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22

Thanks for your time last week and lovely to meet you and the team.

We are absolutely happy to come back to you with some more detail on the options, consistent with our discussion, as well as some options for 'packaging' under your threshold amount.

If you're comfortable – and to ensure we cover all of the options sufficiently – can we come back to you by the end of the week?

Regards

s 47F

s 47F (he / him) | s 47F | dandolopartners international Pty Ltd

| Office: Level 1, 155 Queen St, Melbourne VIC 3000

| Mobile: s 47F | Website: <http://www.dandolo.com.au>

I respectfully acknowledge the traditional custodians of the land on which we work, the Wurundjeri Woi Wurrung people of the Kulin Nation. I recognise the invaluable contribution that Aboriginal and Torres Strait Islander peoples make to dandolo's work, and to public policy in Australia more broadly.

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From: s 22

Date: Friday, 29 April 2022 at 4:08 pm

To: s 47F

Cc: s 22

s 22

Subject: Follow-up to work order negotiations meeting [SEC=OFFICIAL]

Hi s 22

Thank you for meeting with us yesterday. It was a very productive discussion from our perspective, and we hope that you found it useful too.

s 47(1)(b), 47C

If you are able to do this by Wednesday that would be great, but do let me know if you need an extra couple of days.

Cheers

s 22

Please note that I work part-time, Tuesdays to Fridays

s 22



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From: s 47F
Sent: Tuesday, 26 April 2022 8:19 PM
To: s 22 s 47F
Cc: s 22
s 22
Subject: Re: Background for work order negotiations meeting [SEC=OFFICIAL]

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Great!

s 47F (he/him) | s 47F | dandolopartners international Pty Ltd
| [Office: Level 1, 155 Queen Street, Melbourne VIC 3000](http://www.dandolo.com.au)
| Phone: +61 3 9211 0015 | Mobile: s 47F Website: <http://www.dandolo.com.au>

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From: s 22
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Cc: s 22
s 22
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OFFICIAL

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We can talk at the end of the meeting about timeframes for when you can come back to us with something in writing.

Cheers
s 22

From: s 47F

Sent: Tuesday, 26 April 2022 7:53 PM

To: s 22

s 47F

Cc: s 47F
s 47F

Subject: Re: Background for work order negotiations meeting [SEC=OFFICIAL]

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Hi s 22

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We know s 22 and team well from previous work, but it will be great to get to know the wider group.

Can I say at the outset we really valued your request for a core proposal, plus some additional options. That gives us scope for some good conversations about how we can delivery greatest value to you. Thank you also for excluding two of the options that we proposed. That makes sense and still leaves us with a lot of ideas to talk through.

Just given timeframes, we may not be able to provide you with a definitive view on each of the questions you have asked for each of the different options by the time we meet on Thursday. And ideally we'd like to get a sense of your preferences so that we can then do some planning on that basis. But we'll certainly be able to have a good conversation about all the issues you raise and we can bring some more thinking about the options than we put into the proposal.

Looking forward to seeing you on Thursday. I'll be in the building and have a number to call so someone can hopefully collect me from your ECEC colleagues.

Best
s 47F

s 47F (he/him) | s 47F | dandolopartners international pty ltd

| [Office: Level 1, 155 Queen Street, Melbourne VIC 3000](#)

| Phone: +61 3 9211 0015 | Mobile: s 47F

Website: <http://www.dandolo.com.au>

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From: s 22

Date: Tuesday, 26 April 2022 at 7:36 pm

To: s 47F

Cc: s 22
s 22

Subject: Background for work order negotiations meeting [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

To help you prepare for Thursday's meeting, I wanted to let you know which options we have already ruled out, and the questions we would like to explore about the others. But first, some quick background on who will be there.

First, the s 22 of the two teams involved in this project – s 22 of the Literacy and Numeracy Team, which is responsible for the Literacy initiatives, and s 22 of the STEM Team, which is responsible for the Mathematics initiatives. (Note that s 22 is only available for the first half of Thursday's meeting.) s 22 s 22 of the Research and Analysis Team, will also be contributing her expertise to the meeting.

I am in s 22 team, and am the lead project manager for the evaluation at this point, with the support of s 22 s 22 and s 22. When the maths initiatives become the main focus of your work, the lead project manager role will transition over to s 22 in s 22 team.

s 47(1)(b), 47C

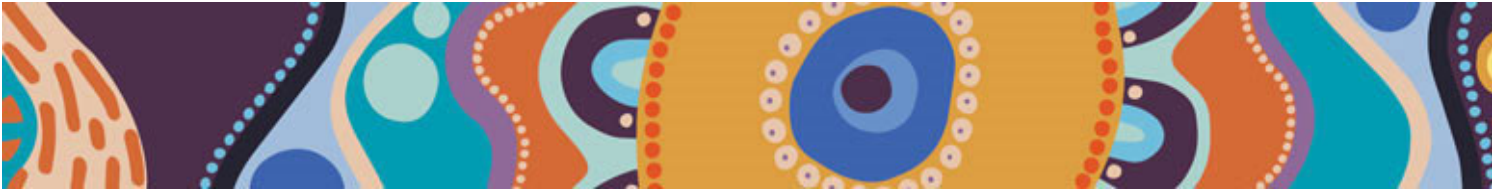
I hope this information helps you to prepare for our meeting, and look forward to meeting you on Thursday!

Cheers
s 22

Please note that I work part-time, Tuesdays to Fridays

s 22

Literacy and Numeracy Team | Teaching Practice Branch
Improving Student Outcomes Division
Australian Government Department of Education, Skills and Employment
Phone s 22
[www._____](#)



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s 22

From: s 47F
Sent: Thursday, 30 June 2022 9:29 AM
To: s 47F s 22
Cc: s 22 DESE - Phonics; s 47F
Subject: ed [SEC=OFFICIAL]

Some people who received this message don't often get email from s 47F [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks for the update, s 47F & s 22

I have the invoices loaded into our system and will issue on receipt of the purchase order number.

Kind regards,
s 47F

s 47F (she/her) | s 47F | dandolopartners international Pty Ltd

| Office: [Level 1, 155 Queen Street, Melbourne VIC 3000](#)
| Phone: +61 3 9211 0015 | Mobile: s 47F | Website: <http://www.dandolo.com.au>

I respectfully acknowledge the traditional custodians of the land on which we work, the Wurundjeri Woi Wurrung people of the Kulin Nation. I recognise the invaluable contribution that Aboriginal and Torres Strait Islander peoples make to dandolo's work, and to public policy in Australia more broadly.

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From: s 47F
Date: Wednesday, 29 June 2022 at 5:25 pm
To: s 22 s 47F
Cc: s 22 DESE - Phonics <Education-Phonics@dese.gov.au>, s 47F
Subject: Re: Signed work order attached [SEC=OFFICIAL]

I feel like this deserves some kind of fireworks and, possibly more realistically, champagne popping.

Full credit to you and team for negotiating tight timeframes and shifting sands.

s 47F you can stand down on the invoicing front.

We are really looking forward to working with you all.

Best
s 47F

Get [Outlook for iOS](#)

From: s 22

Sent: Wednesday, June 29, 2022 5:17:50 PM

To: s 47F

s 22

Cc: s 22

DESE - Phonics

<Education-Phonics@dese.gov.au>; s 47F
s 47F

Subject: RE: Signed work order attached [SEC=OFFICIAL]

Hi s 47F

With much relief I'm attaching the executed work order. I am very much looking forward to working with dandolo partners on this exciting project!

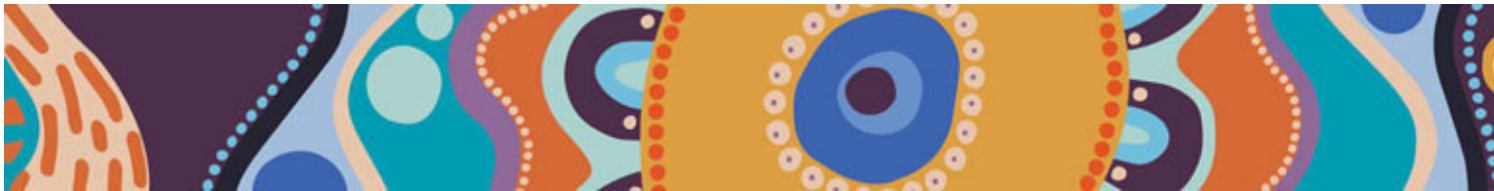
We did however give you some incorrect advice earlier regarding the invoice. Turns out we can't create a purchase order until the system reopens on 1 July so we don't require an invoice from you right now. Once we are able to set up a purchase order next week we will advise you to send an invoice with the relevant number on it and we will then be able to process the payment. For now we have everything we need to ensure this payment is accrued within our system.

Thank you so much for your patience as we worked through the caretaker and new government period.

s 22

Literacy and Numeracy Team
Improving Student Outcomes Division
Australian Government Department of Department of Education, Skills and Employment
P: s 22 | Mob: s 22 | E: s 22
www.dese.gov.au

Please note I work part-time Mon - Thurs



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From: s 47F

Sent: Tuesday, 28 June 2022 7:31 PM

To: s 22

Cc: s 22

s 22

DESE - Phonics <Education-Phonics@dese.gov.au>; s 47F

s 47F

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Thank YOU s 22 . And best wishes for few symptoms and a speedy recovery

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From: s 22

Sent: Tuesday, June 28, 2022 7:23:30 PM

To: s 47F

Cc: s 22

s 22

DESE - Phonics <Education-Phonics@dese.gov.au>; s 47F

s 47F

Subject: RE: Signed work order attached [SEC=OFFICIAL]

That is fabulous s 47F , thank you!

I'm coming down with a cold (not COVID) and may not make it online tomorrow, so please remember to copy s 22 and DESE-Phonics on all corro so that nothing gets missed 😊

Cheers

s 22

What I'm reading: *Messiah*, text by Charles Jennens, music by GF Handel

Please note that I work part-time, Tuesdays to Fridays

s 22

Literacy and Numeracy Team | Teaching Practice Branch

Improving Student Outcomes Division

Australian Government Department of Education, Skills and Employment

Phone s 22

www.dese.gov.au



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From: s 47F

Sent: Tuesday, 28 June 2022 7:12 PM

To: s 22

s 47F

s 47F

Subject: Signed work order attached

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Anticipating your returned signature tomorrow AM...

s 47F and s 47F please see attached and note from s 22 earlier email our intention to issue an invoice tomorrow as soon as we get a countersigned work order

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s 22

From: s 22
Sent: Wednesday, 29 June 2022 5:18 PM
To: s 47F s 22
Cc: s 22 DESE - Phonics; s 47F
Subject: RE: Signed work order attached [SEC=OFFICIAL]
Attachments: Work Order - Evaluation of Literacy and Mathematics Initiatives - FINAL executed 29 June 2022.pdf

Hi s 47F

With much relief I'm attaching the executed work order. I am very much looking forward to working with dandolo partners on this exciting project!

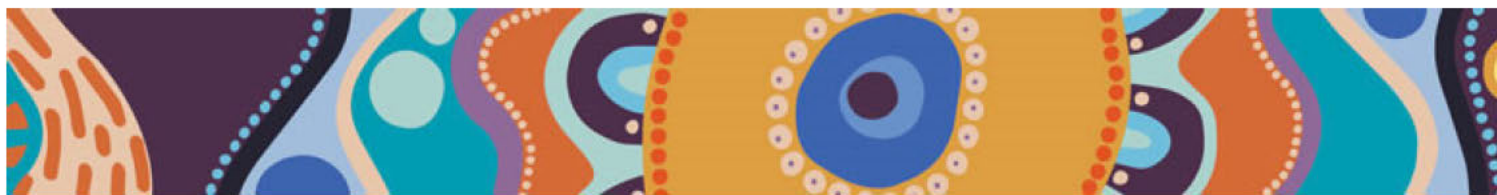
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To: ^{s 47F}

Cc: ^{s 22}

^{s 22}

DESE - Phonics <Education-Phonics@dese.gov.au>; ^{s 47F}

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Subject: RE: Signed work order attached [SEC=OFFICIAL]

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^{s 22}

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^{s 22}

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Sent: Tuesday, 28 June 2022 7:12 PM

To: ^{s 22}

^{s 47F}

^{s 47F}

Subject: Signed work order attached

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Work Order

Evaluation of Literacy and Mathematics Initiatives

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the Department of Education, Skills and Employment to Dandolo Partners International ABN: 48 757 017 061 (Panel Member) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Evaluation of Literacy and Mathematics Initiatives
2	AusTender notifications:	
	Procurement Title:	RFQ for Evaluation of Literacy and Mathematics Initiatives
	Standing Offer Notice:	SON3352211
3	Agency Details	Department of Education Skills and Employment Literacy and Numeracy Team, Schools and Youth Group
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: s 22
		Position:
		Postal Address: 50 Marcus Clarke Street, Canberra
		Phone Number: s 22
		Email Address:
5	Panel Member's Full Name	Dandolo Partners International

6	Service category Panel Member appointed through	<table border="0"> <tr> <td>1. Research Services</td> <td><input type="checkbox"/></td> <td>2. Evaluation Services</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3. Data Analysis Services</td> <td><input type="checkbox"/></td> <td>4. Operational Support Services – Human Research Ethics Committees</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. Operational Support Services – Data Management</td> <td><input type="checkbox"/></td> <td>6. Operational Support Services – Editorial and Writing</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7. Operational Support Services – Quality Assurance and Peer Review</td> <td><input type="checkbox"/></td> <td>8. User-Centred Design Services – for research services</td> <td><input type="checkbox"/></td> </tr> </table>	1. Research Services	<input type="checkbox"/>	2. Evaluation Services	<input checked="" type="checkbox"/>	3. Data Analysis Services	<input type="checkbox"/>	4. Operational Support Services – Human Research Ethics Committees	<input type="checkbox"/>	5. Operational Support Services – Data Management	<input type="checkbox"/>	6. Operational Support Services – Editorial and Writing	<input type="checkbox"/>	7. Operational Support Services – Quality Assurance and Peer Review	<input type="checkbox"/>	8. User-Centred Design Services – for research services	<input type="checkbox"/>
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7. Operational Support Services – Quality Assurance and Peer Review	<input type="checkbox"/>	8. User-Centred Design Services – for research services	<input type="checkbox"/>															
7	Panel Member's project manager (and Contact Officer for receipt of notices)	<table border="1"> <tr> <td>Name:</td> <td>s 47F</td> </tr> <tr> <td>Position:</td> <td></td> </tr> <tr> <td>Postal Address:</td> <td>1/155 Queen Street, Melbourne VIC 3000</td> </tr> <tr> <td>Phone Number:</td> <td>s 47F</td> </tr> <tr> <td>Email Address:</td> <td></td> </tr> </table>	Name:	s 47F	Position:		Postal Address:	1/155 Queen Street, Melbourne VIC 3000	Phone Number:	s 47F	Email Address:							
Name:	s 47F																	
Position:																		
Postal Address:	1/155 Queen Street, Melbourne VIC 3000																	
Phone Number:	s 47F																	
Email Address:																		
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.																
9	Additional Project Specific Insurance Requirements	<p>Nil</p> <p><i>Note: Travel insurance is required for all travel associated with this Work Order. It will be the responsibility of the Panel Member to maintain travel insurances as appropriate</i></p>																

SUMMARY OF TIMEFRAMES AND PROJECT COSTS			
<i>Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.</i>			
10 a	Term of Work Order	Date of Work Order:	29 June 2022
		Commencement date:	28 June 2022
		Completion date:	30 June 2023
10 b	Work Order Periods of Extension	Extension period	N/A
11	Work Order Amount	Total project components (ex GST):	\$809,640
		Total other expenses (ex GST):	\$43,000
		Work Order total (ex GST):	\$852,640
		Work Order total (inc. GST):	\$937,905
12	Panel Member's nominated account for EFT payment by the Agency	Bank:	s 47G(1)(a)
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICES		
<i>Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.</i>		
13	Services to be provided:	A description of the agreed services to be provided is at Attachment A: Scope of Services . Further information about the required services is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
14	Deliverables to be provided:	A full description of the deliverables is included in the Attachment A: Scope of Services and reflected in the agreed Deliverables and Payment Schedule table in this Work Order.
15	Methodology	A description of the methodology is contained in Attachment A: Scope of Services . Further information about the methodology is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
16	Additional Specific Requirements as per the RFQ for this project:	The Mathematics initiatives must be assessed using the approved methodology at least six months after they are released (noting that they are expected to be released progressively in 2022, so will need to be evaluated in stages). Final reports and other documents produced as final deliverables for the project must meet the set of online standards set out in the Web Content Accessibility Guidelines (WCAG 2.0) to ensure the report and documents are accessible to users of all abilities.
17	Special Conditions as per the RFQ for this project:	Dandolo Partners must ensure that staff working on the Evaluation all have relevant police and working with vulnerable people checks. All relevant police and working with vulnerable people checks must be completed by Dandolo Partners, at their cost, prior to them being engaged by the Department.

s 47(1)(b), 47F

s 47(1)(b), 47F

s 47(1)(b), 47F

PROJECT MATERIALS					
<i>Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.</i>					
21	Agency Material (for this project) <i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>				
	<table border="1"> <tr> <td>Description of Agency Material to be provided /made available to the Panel Member</td> <td> <ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative </td> </tr> <tr> <td>Conditions or restrictions on use of Agency Material</td> <td>The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.</td> </tr> </table>	Description of Agency Material to be provided /made available to the Panel Member	<ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative 	Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.
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Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.				
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>				
	<table border="1"> <tr> <td>Description of Material</td> <td>N/A</td> </tr> <tr> <td>Description of restrictions on the use of Contract Material</td> <td>As per Deed of Standing Offer.</td> </tr> </table>	Description of Material	N/A	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.
	Description of Material	N/A			
Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.				

23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
	<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment D: Deed of Confidentiality.</i>	
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.

27 DELIVERABLES PAYMENT TABLE			
Milestone	s 47(1)(b)		
1 Payment 1			
2			
3			
4			
5 Payment 2			
6			
7			
8 Payment 3			
9 Payment 4			
10			
11			
WORK ORDER TOTAL	\$852,640	\$85,265	\$937,905

s 47(1)(b)

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE		
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>		
28	Milestone	Due date
	Milestone 1, <i>Payment 1</i>	28 June 2022
	Milestone 5, <i>Payment 2</i>	7 October 2022
	Milestone 8, <i>Payment 3</i>	1 May 2023
	Milestone 9, <i>Payment 4</i>	15 June 2023

s 47(1)(b)

s 47(1)(b)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words "tax invoice" stated prominently;
- the Panel Member's name and Australian Business Number (ABN);
- the Agency's name and address;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;

- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and
- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved 'other expenses' are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department's travel policy for non-SES employee travel (**Attachment E**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

Attachment A

Scope of Services

Evaluation of Literacy and Mathematics Initiatives

This document sets out the deliverables that will be provided by Dandolo Partners under the Evaluation of Literacy and Mathematics Initiatives.

Background

The Department of Education, Skills and Employment (the department) requires the assistance of Dandolo Partners to conduct an evaluation of a suite of Literacy and Mathematics Initiatives funded by the Australian Government over the period 2019-2023.

The Australian Government funded these initiatives to:

- ensure that students in the early years who are struggling with reading or with gaining core mathematics and numeracy skills can be identified early using evidence-based assessment tools
- ensure that school leaders and teachers have the resources and professional learning they need to act on the results from these assessments
- support this by providing freely available, nationally coordinated, high quality professional learning and resources for teachers of Foundation to Year 10 students
- support teachers and families to work together to support a child's literacy and mathematics and numeracy skills development at home.

The suite comprises a voluntary Year 1 Check, a Hub, and professional learning initiatives in the two domains of Literacy and Mathematics. The objectives of the individual initiatives are set out below.

Literacy Initiatives	Mathematics Initiatives
<p>Year 1 Phonics Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Phonics Check (based on the UK Phonics Check) on the Literacy Hub. • Equip teachers to identify Year 1 students who are struggling to learn to read. 	<p>Year 1 Number Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Number Check and supporting guidance resources on the Mathematics Hub. • Equip teachers to identify Year 1 students who are struggling to develop core mathematics and numeracy skills.
<p>Literacy Hub</p> <ul style="list-style-type: none"> • Develop an online Literacy Hub of quality, evidence-based resources and professional learning materials aligned to the Australian Curriculum for Foundation-Year 10 teachers, school leaders and families. • Develop quality, evidence-based resources for families that complement the Phonics Check. • Build teacher capacity to better identify students who are falling behind in learning to read, and build teacher and family capacity to use appropriate literacy interventions. 	<p>Maths Hub</p> <ul style="list-style-type: none"> • Develop an online Maths Hub of quality evidence-based resources and provide quality assured learning resources aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, representing a range of teaching pedagogies, to support teachers, school leaders, students and families. • Provide access to resources for Foundation to Year 10 teachers and students to enable them to develop their mathematical knowledge, skills and understanding.

Literacy Initiatives	Mathematics Initiatives
<p>Professional Learning: Targeted Assistance Program (TAP)</p> <ul style="list-style-type: none"> • Develop and deliver a Targeted Assistance Program to provide selected disadvantaged schools with additional phonics and literacy training and resources via a coaching and advisory service. • Recruit five Literacy Coaches to deliver support to up to 100 schools. • Develop Professional Learning material for participating teachers and school leaders, customised to meet the specific needs of participating schools. • Establish online communities of practice to provide opportunities for teachers and school leaders to exchange learnings and build sustainability. 	<p>Professional Learning: Mathematics MOOCs</p> <ul style="list-style-type: none"> • Develop free, open access, online courses in mathematics and numeracy to teachers of Foundation to Year 10 students. • Enable teachers and students from all backgrounds to develop their level of knowledge, skills and understanding in numeracy and mathematics. • Develop Mathematics MOOCs that are aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>. • Develop face-to-face professional learning and ongoing support for teachers in priority or disadvantaged schools. <p>Professional Learning: Explicit Teaching Modules</p> <ul style="list-style-type: none"> • Develop free online modules, webinars and podcasts providing professional support to Foundation-Year 6 teachers to enable them to: <ul style="list-style-type: none"> ○ teach mathematics concepts explicitly (explaining and demonstrating specific strategies) ○ coach their students to articulate their thought processes in mathematics problem solving.

The purpose of the evaluation is to assess the design, implementation, reach and impact of this suite of literacy and mathematics initiatives. The evaluation findings will be used to inform future program design, delivery decisions and policy direction.

Dandolo Partners will need to work closely with Education Services Australia (ESA) and its subcontractors to obtain and/or collect qualitative and quantitative data and contextual information.

Project Objective/s

- Provide an evidence-based assessment of:
 - whether the objectives of each initiative have been met
 - the reach of each initiative, including access and usage
 - the impact on student learning outcomes, for those initiatives where this can be measured
 - how well the design of each initiative meets stakeholder needs, and any suggested improvements
 - the effectiveness of each initiative, and of the initiatives overall.
- Provide recommendations and options for the future.

Services to be provided and methodology

The services to be provided include an assessment of the design, implementation, reach and impact of a suite of literacy and mathematics initiatives funded by the Australian Government over the period 2019-2023.

s 47(1)(b)

s 47(1)(b)

Milestones

Milestone
1 <i>Payment 1</i>
2
3
4
5 <i>Payment 2</i>
6
7
8 <i>Payment 3</i>
9 <i>Payment 4</i>
10
11

s 47(1)(b)

Due date
28 June 2022
mid July 2022
29 July 2022
19 September 2022
7 October 2022
2 November 2022
March 2023
1 May 2023
15 June 2023
June 2023
30 June 2023

s 22

From: s 22
Sent: Tuesday, 28 June 2022 5:57 PM
To: s 47F
Cc: s 47F s 22
Subject: Work Order: Evaluation of Literacy and Mathematics Initiatives [SEC=OFFICIAL:Sensitive]
Attachments: ELMI Work Order and Att A Scope of Services - for signature by Dandolo.docx; ELMI Work Order Atts B - E.pdf

Hi s 22

As foreshadowed, please find attached the following work order documents for Dandolo Partners to undertake the Evaluation of Literacy and Mathematics Initiatives:

- Work Order and Attachment A – Scope of Services
- ELMI Work Order Attachments B-E.

That makes us (just) on schedule for the process I sent earlier today. 😊

STEPS	TIMING	STATUS
1. we send you draft work order	hopefully this afternoon	✓
2. you sign and return	by tomorrow morning	
3. our delegate executes the agreement	by tomorrow afternoon	
4. we return it to you	tomorrow afternoon	
5. you send us an invoice for the first payment (s 47(1)(b) dated on execution of work order)	tomorrow afternoon	

Let me know if you have any questions or issues.

Cheers

s 22

What I'm reading: *Messiah*, text by Charles Jennens, music by GF Handel
 Please note that I work part-time, Tuesdays to Fridays

s 22

Literacy and Numeracy Team | Teaching Practice Branch
 Improving Student Outcomes Division
 Australian Government Department of Education, Skills and Employment
 Phone s 22
www.dese.gov.au



The Department of Education, Skills and Employment acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to their community. We pay our respects to them and their cultures, and Elders past, present and emerging.



Work Order

Evaluation of Literacy and Mathematics Initiatives

Authority and Context

This Work Order is issued by the Commonwealth of Australia as represented by the Department of Education, Skills and Employment to Dandolo Partners International ABN: 48 757 017 061 (Panel Member) in accordance with clauses 4.2 and 5 of the *Deed of Standing Offer for the Supply of Research and Evaluation Services (RES) as part of a Refreshable Panel of Suppliers (the Deed)*.

In accordance with clause 5 of the Deed, this Work Order, once executed by both parties, is a separate and independent Contract formed between the Agency and the Panel Member. This contract will comprise:

- (a) the Work Order, including details of the services to be provided;
- (b) any Special Conditions, as outlined in the Work Order;
- (c) the terms and conditions contained in Schedule 4 [Contract Supply Terms] of the Deed; and
- (d) clauses 6.1 [Maximum Rates] and 7.3 [Insurance Requirements] of the Deed.

Unless the context otherwise provides, defined terms used in this Work Order have the same meaning as given in Schedule 4 [Contract Supply Terms] of the Deed.

GOVERNANCE		
1	Project Title	Evaluation of Literacy and Mathematics Initiatives
2	AusTender notifications:	
	Procurement Title:	RFQ for Evaluation of Literacy and Mathematics Initiatives
	Standing Offer Notice:	SON3352211
3	Agency Details	Department of Education Skills and Employment Literacy and Numeracy Team, Schools and Youth Group
4	Agency's Project Manager (and Contact Officer for receipt of notices)	Name: s 22
		Position:
		Postal Address: 50 Marcus Clarke Street, Canberra
		Phone Number: s 22
		Email Address:
5	Panel Member's Full Name	Dandolo Partners International

6	Service category Panel Member appointed through	1. Research Services <input type="checkbox"/> 2. Evaluation Services <input checked="" type="checkbox"/> 3. Data Analysis Services <input type="checkbox"/> 4. Operational Support Services – Human Research Ethics Committees <input type="checkbox"/> 5. Operational Support Services – Data Management <input type="checkbox"/> 6. Operational Support Services – Editorial and Writing <input type="checkbox"/> 7. Operational Support Services – Quality Assurance and Peer Review <input type="checkbox"/> 8. User-Centred Design Services – for research services <input type="checkbox"/>
7	Panel Member’s project manager (and Contact Officer for receipt of notices)	Name: s 47F Position: Postal Address: 1/155 Queen Street, Melbourne VIC 3000 Phone Number: s 47F Email Address:
8	Insurances	Panel Members are required to provide certificates of currency for all of their Insurance Policies at the time of signing the Work Order.
9	Additional Project Specific Insurance Requirements	Nil <i>Note: Travel insurance is required for all travel associated with this Work Order. It will be the responsibility of the Panel Member to maintain travel insurances as appropriate</i>

SUMMARY OF TIMEFRAMES AND PROJECT COSTS			
<i>Note: All payments are subject to the terms and conditions set out in the Contract Supply Terms under the RES Panel Deed.</i>			
10 a	Term of Work Order	Date of Work Order:	June 2022
		Commencement date:	28 June 2022
		Completion date:	30 June 2023
10 b	Work Order Periods of Extension	Extension period	N/A
11	Work Order Amount	Total project components (ex GST):	\$809,640
		Total other expenses (ex GST):	\$43,000
		Work Order total (ex GST):	\$852,640
		Work Order total (inc. GST):	\$937,905
12	Panel Member’s nominated account for EFT payment by the Agency	Bank:	s 47G(1)(a)
		Account Name:	
		BSB:	
		Account Number:	

SUMMARY OF SERVICES		
<i>Note: All Services must be provided in accordance with the terms and conditions set out in under the RES Panel Deed.</i>		
13	Services to be provided:	A description of the agreed services to be provided is at Attachment A: Scope of Services . Further information about the required services is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
14	Deliverables to be provided:	A full description of the deliverables is included in the Attachment A: Scope of Services and reflected in the agreed Deliverables and Payment Schedule table in this Work Order.
15	Methodology	A description of the methodology is contained in Attachment A: Scope of Services . Further information about the methodology is contained in Attachment B: Dandolo Proposal and Attachment C: Literacy and Numeracy initiatives – Fieldwork options .
16	Additional Specific Requirements as per the RFQ for this project:	The Mathematics initiatives must be assessed using the approved methodology at least six months after they are released (noting that they are expected to be released progressively in 2022, so will need to be evaluated in stages). Final reports and other documents produced as final deliverables for the project must meet the set of online standards set out in the Web Content Accessibility Guidelines (WCAG 2.0) to ensure the report and documents are accessible to users of all abilities.
17	Special Conditions as per the RFQ for this project:	Dandolo Partners must ensure that staff working on the Evaluation all have relevant police and working with vulnerable people checks. All relevant police and working with vulnerable people checks must be completed by Dandolo Partners, at their cost, prior to them being engaged by the Department.

s 47(1)(b), 47F

s 47(1)(b), 47F

PROJECT MATERIALS		
<i>Note: Please refer to the Deed of Standing Offer, noting in particular Agency and Panel requirements under Schedule 4 of the Deed of Standing Offer.</i>		
21	Agency Material (for this project) <i>Note: See Clause 5.1 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Material.</i>	
	Description of Agency Material to be provided /made available to the Panel Member	<ul style="list-style-type: none"> Any contracts and variations developed as part of the Literacy and Mathematics Initiatives, other documentation relevant to governance and project deliverables, and any research and reviews related to the initiatives Contact details of the organisations undertaking work as part of the Literacy and Mathematics Initiatives, including ESA and their subcontractors Meeting minutes, planning, and reporting documents from each initiative
	Conditions or restrictions on use of Agency Material	The material listed above is confidential and not to be reproduced unless otherwise agreed in writing by the Department.
22	Contract Material (for this project) <i>Note: See Clause 5.2 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Contract Material.</i>	
	Description of Material	N/A
	Description of restrictions on the use of Contract Material	As per Deed of Standing Offer.

23	Agency Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Agency Confidential Information.</i>	
	Description of Agency Confidential Information	N/A
	Period of confidentiality	N/A
	<i>NOTE: For every new work order under the RES Panel, the selected panel member's staff are required to sign Attachment D: Deed of Confidentiality.</i>	
24	Panel Member Confidential Information (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See Clause 6 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed for any pre-agreed Panel Member Confidential Information.</i>	
	Description of Panel Member Confidential Information	N/A
	Period of confidentiality	N/A
25	Agency Data (for this project and additional to that listed in the Deed of Standing Offer) <i>Note: See Clause 7 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of Agency Data	N/A
	Authorisations required to use Agency Data	Agency Data must be used strictly in accordance with any conditions or restrictions specified in Item 7 of Schedule 4: Contract Supply Terms of the Deed and any direction by the department.
26	Security Requirements (for this project and additional to that listed in the Deed of Standing Offer) <i>NOTE: See clauses 7 and 8 (Schedule 4) of the Work Order [Contract Supply Terms] under the Deed.</i>	
	Description of security requirements	As per Deed of Standing Offer.

27	DELIVERABLES PAYMENT TABLE			
Milestone	s 47(1)(b)			
1 Payment 1				
2				
3				
4				
5 Payment 2				
6				
7				
8 Payment 3				
9 Payment 4				
10				
11				
WORK ORDER TOTAL		\$852,640	\$85,265	\$937,905

s 47(1)(b)

Payment Schedule

The table below sets out the schedule for payments and the due dates. These payment amounts should be made up of project components only, not other expenses such as travel costs. If a portion of a component is not delivered e.g. smaller number of interviews or workshops conducted, then the component payment will be altered to reflect the actual quantities delivered.

Other expenses are to be invoiced separately with the relevant receipts.

KEY PAYMENT SCHEDULE		
<i>Milestone payments are made up of project components only. Other expenses are to be invoiced separately. See notes for information about the requirements for issuing a valid tax invoice.</i>		
28	Milestone	Due date
	Milestone 1, <i>Payment 1</i>	28 June 2022
	Milestone 5, <i>Payment 2</i>	7 October 2022
	Milestone 8, <i>Payment 3</i>	1 May 2023
	Milestone 9, <i>Payment 4</i>	15 June 2023

s 47(1)(b)

s 47(1)(b)

Notes

Changes to Work Order

Minor changes to the Work Order may be made if agreed in writing between the Panel Member and the Agency. Major changes to the scope or methodology, payments or end date must be made through an agreed Work Order Variation.

Additional/optional items

Any additional/optional items included in the quote must be negotiated before the Work Order is finalised and included as appropriate with the relevant conditions for approval and payment.

Invoicing requirements

A single correctly rendered invoice must be provided for each individual milestone payment, expense payment etc. Invoices with more than one item to be paid (e.g. 2 milestones or a combined milestone and expense payment) will not be able to be processed and will be returned for resubmission.

A valid correctly rendered tax invoice between the Panel Member and the Agency must contain the following:

- the words "tax invoice" stated prominently;
- the Panel Member's name and Australian Business Number (ABN);
- the Agency's name and address;
- the date of issue of the tax invoice;
- the title of the Work Order, the Work Order number and Purchase Order Number;

- details of fees, allowances and costs properly payable under this Work Order including the items (i.e. deliverables or milestones) to which they relate;
- the total amount payable (including GST); and
- the GST amount shown separately.

Any invoices that do not comply with the above will not be able to be processed and will be returned for correction.

Other expenses

- All 'other expenses' must be included in the above table. Funds budgeted and approved against specific line items cannot be moved to other items without agreement in writing. Funds expended above the accepted budget and line item will not be reimbursed.
- All approved 'other expenses' are to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed. Invoices must be clearly itemised including specific quantities of items delivered where appropriate.

Travel

Where Panel Members are required to travel on behalf of the Agency, the following travel payments and processes will apply.

- All travel will be conducted in line with the department's travel policy for non-SES employee travel (**Attachment E**) that includes economy airfares only at the lowest practical airfare for the day and non-SES travel rates for all meals, accommodation and incidental expenses. Expenses outside the non-SES rates will not be paid and will be responsibility of the Panel Member.
- All approved travel is to be paid for up front by the Panel Member and reimbursement sought with a correctly rendered tax invoice and supporting receipts/invoices with the approved rates and description for all items claimed.
- Disallowable expenses – the following will not be reimbursed:
 - Non-business related items (such as personal phone calls, mini-bar expenses, laundry costs, etc.)
 - Accommodation costs that have been met by another person or entity
 - Meal costs:
 - Where meals are provided at an event being attended
 - That have been met by another person or entity
 - Where accommodation or travel costs include meals (even if the meals are sourced elsewhere due to personal preference)
 - Alcoholic beverages of any type
 - Airport lounge membership or passes
 - Excess baggage, unless specifically approved by the department
 - Accompanied travel
 - Compensation for non-commercial accommodation such as staying with a family member or friend.

EXECUTION OF THE WORK ORDER:

Executed as a contract.

Signed for and on behalf the Commonwealth of Australia as represented by the Department of Education, Skills and Employment by its duly authorised representative in the presence of

←

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

Signed for Dandolo Partners International Pty Ltd by its duly authorised representative in the presence of

←

Signature of representative

Signature of witness

Name of representative (print)

Name of witness (print)

Position of representative (print)

Date

Attachment A

Scope of Services

Evaluation of Literacy and Mathematics Initiatives

This document sets out the deliverables that will be provided by Dandolo Partners under the Evaluation of Literacy and Mathematics Initiatives.

Background

The Department of Education, Skills and Employment (the department) requires the assistance of Dandolo Partners to conduct an evaluation of a suite of Literacy and Mathematics Initiatives funded by the Australian Government over the period 2019-2023.

The Australian Government funded these initiatives to:

- ensure that students in the early years who are struggling with reading or with gaining core mathematics and numeracy skills can be identified early using evidence-based assessment tools
- ensure that school leaders and teachers have the resources and professional learning they need to act on the results from these assessments
- support this by providing freely available, nationally coordinated, high quality professional learning and resources for teachers of Foundation to Year 10 students
- support teachers and families to work together to support a child’s literacy and mathematics and numeracy skills development at home.

The suite comprises a voluntary Year 1 Check, a Hub, and professional learning initiatives in the two domains of Literacy and Mathematics. The objectives of the individual initiatives are set out below.

Literacy Initiatives	Mathematics Initiatives
<p>Year 1 Phonics Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Phonics Check (based on the UK Phonics Check) on the Literacy Hub. • Equip teachers to identify Year 1 students who are struggling to learn to read. 	<p>Year 1 Number Check</p> <ul style="list-style-type: none"> • Provide a voluntary Year 1 Number Check and supporting guidance resources on the Mathematics Hub. • Equip teachers to identify Year 1 students who are struggling to develop core mathematics and numeracy skills.
<p>Literacy Hub</p> <ul style="list-style-type: none"> • Develop an online Literacy Hub of quality, evidence-based resources and professional learning materials aligned to the Australian Curriculum for Foundation-Year 10 teachers, school leaders and families. • Develop quality, evidence-based resources for families that complement the Phonics Check. • Build teacher capacity to better identify students who are falling behind in learning to read, and build teacher and family capacity to use appropriate literacy interventions. 	<p>Maths Hub</p> <ul style="list-style-type: none"> • Develop an online Maths Hub of quality evidence-based resources and provide quality assured learning resources aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>, representing a range of teaching pedagogies, to support teachers, school leaders, students and families. • Provide access to resources for Foundation to Year 10 teachers and students to enable them to develop their mathematical knowledge, skills and understanding.

Literacy Initiatives	Mathematics Initiatives
<p>Professional Learning: Targeted Assistance Program (TAP)</p> <ul style="list-style-type: none"> • Develop and deliver a Targeted Assistance Program to provide selected disadvantaged schools with additional phonics and literacy training and resources via a coaching and advisory service. • Recruit five Literacy Coaches to deliver support to up to 100 schools. • Develop Professional Learning material for participating teachers and school leaders, customised to meet the specific needs of participating schools. • Establish online communities of practice to provide opportunities for teachers and school leaders to exchange learnings and build sustainability. 	<p>Professional Learning: Mathematics MOOCs</p> <ul style="list-style-type: none"> • Develop free, open access, online courses in mathematics and numeracy to teachers of Foundation to Year 10 students. • Enable teachers and students from all backgrounds to develop their level of knowledge, skills and understanding in numeracy and mathematics. • Develop Mathematics MOOCs that are aligned to the <i>Australian Curriculum: Mathematics</i> and the <i>Numeracy general capability</i>. • Develop face-to-face professional learning and ongoing support for teachers in priority or disadvantaged schools. <p>Professional Learning: Explicit Teaching Modules</p> <ul style="list-style-type: none"> • Develop free online modules, webinars and podcasts providing professional support to Foundation-Year 6 teachers to enable them to: <ul style="list-style-type: none"> ○ teach mathematics concepts explicitly (explaining and demonstrating specific strategies) ○ coach their students to articulate their thought processes in mathematics problem solving.

The purpose of the evaluation is to assess the design, implementation, reach and impact of this suite of literacy and mathematics initiatives. The evaluation findings will be used to inform future program design, delivery decisions and policy direction.

Dandolo Partners will need to work closely with Education Services Australia (ESA) and its subcontractors to obtain and/or collect qualitative and quantitative data and contextual information.

Project Objective/s

- Provide an evidence-based assessment of:
 - whether the objectives of each initiative have been met
 - the reach of each initiative, including access and usage
 - the impact on student learning outcomes, for those initiatives where this can be measured
 - how well the design of each initiative meets stakeholder needs, and any suggested improvements
 - the effectiveness of each initiative, and of the initiatives overall.
- Provide recommendations and options for the future.

Services to be provided and methodology

The services to be provided include an assessment of the design, implementation, reach and impact of a suite of literacy and mathematics initiatives funded by the Australian Government over the period 2019-2023.

s 47(1)(b)

s 47(1)(b)

Milestones

s 47(1)(b)

Milestone
1 <i>Payment 1</i>
2
3
4
5 <i>Payment 2</i>
6
7
8 <i>Payment 3</i>
9 <i>Payment 4</i>
10
11

Due date
28 June 2022
mid July 2022
29 July 2022
19 September 2022
7 October 2022
2 November 2022
March 2023
1 May 2023
15 June 2023
June 2023
30 June 2023

2 pages deleted under ss 47(1)(b), 47F



Australian Government
**Department of Education,
Skills and Employment**

DEED OF CONFIDENTIALITY

THIS DEED OF CONFIDENTIALITY is made on the.....day of.....2022

by (hereinafter called "the Confidant")

WHEREAS:

- A. The Confidant is an employee or subcontractor of
Click here to insert the contractor's full legal ("the Contractor").
- B. The Contractor has entered into a Contract with the Commonwealth of Australia ('the Commonwealth') for the evaluation of literacy and mathematics initiatives funded by the Australian Government ("the Services").
- C. For the purposes of carrying out the Services, the Contractor and the Confidant may have access to certain Confidential Information.
- D. The Contractor has undertaken that it will not disclose the Commonwealth's Confidential Information without the prior permission of the Commonwealth.
- E. The Commonwealth has required the Contractor to obtain from its employees and employees of its subcontractors engaged in the performance of the Services a written undertaking relating to the non-disclosure of confidential information.

The Confidant covenants as follows:

- 1. In this Deed "Confidential Information" includes information that:
 - (a) is by its nature confidential;
 - (b) is "Our Confidential Information" and/or "Personal Information" as defined in the contract between the Commonwealth and the Contractor for the Services;

- (c) is designated by the Commonwealth, other than in this Deed, as confidential;
- (d) the Confidant knows or ought to know is confidential; and

2. The Confidant undertakes to keep secret and protect and preserve the confidential nature and secrecy of all Confidential Information. In particular the Confidant shall not, without the prior written approval of the Commonwealth, use, copy, access, modify or disclose to any person other than the Commonwealth, any Confidential Information relating to the Services, except as provided for by this Deed. In giving written approval the Commonwealth may impose such terms and conditions as it thinks fit.

3. Clause 2 does not prevent the Confidant from disclosing Confidential Information which is:

- (a) already known by the Confidant, with no obligation of confidentiality, prior to the disclosure thereof;
- (b) publicly known or becomes publicly known not due to any unauthorised act of the Confidant;
- (c) rightfully received from a third party;
- (d) independently developed by the Confidant without use of the Commonwealth's Confidential Information; or
- (e) required to be disclosed pursuant to a legal requirement provided that the Confidant gives the Commonwealth written notice of such requirement prior to any disclosure.

4. The Confidant shall use, access, modify, disclose or retain the Confidential Information only for the purpose of the performance of the Services as contemplated by the Commonwealth. The Confidant shall not disclose the Confidential Information to the Contractor or any subcontractor, employee, servant or agent of the Contractor except on a need to know basis for the purpose of performing the Services.

5. Upon termination of the Contract or upon the request of the Commonwealth, the Confidant shall return all copies of the Confidential Information, including any Confidential Information stored or contained in computer readable form, to the Commonwealth, or certify in writing that all copies of the Confidential Information have been destroyed.

6. The Confidant must keep the Commonwealth indemnified against any and all losses, costs, damages, expenses, claims or actions inclusive of all reasonable legal fees and disbursements incurred or sustained by the Commonwealth as a result of or arising out of any breach of an obligation of the Confidant pursuant to this Deed or any other person who has access to the Confidential Information through the Confidant.

7. The Confidant acknowledges that the publication or communication of any fact or document which has come to the Confidant's knowledge or into the Confidant's possession or custody by virtue of the performance of the Services (other than to the person to whom the Confidant is authorised to publish or disclose the fact or document) may be an offence

under section 70 of the *Crimes Act 1914*. Such an offence attracts substantial penalties, including imprisonment.

8. The Confidant acknowledges that a breach of this Deed may cause irreparable harm to the Commonwealth for which monetary damages may not be an adequate remedy. Accordingly, in addition to other remedies that may be available, the Commonwealth may seek and obtain injunctive relief against such a breach or threatened breach.

9. The Confidant remains bound by this Deed notwithstanding the termination of the Contract between the Contractor and the Commonwealth or the termination of the employment or subcontracting arrangement between the Contractor and the Confidant.

IN WITNESS WHEREOF this Deed has been duly executed on the date first mentioned above:

SIGNED SEALED AND DELIVERED

by
(printed name) (signature)

in the presence of:

.....
(printed name) (signature)



Australian Government
**Department of Education,
Skills and Employment**



Travel Policy

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1. Purpose

- 1.1 The Department of Education, Skills and Employment (DESE) Travel Policy (the policy) provides direction to employees and non-employees travelling on official business.

2. Accountability

- 2.1 The department follows a 'reasonable and actual costs incurred' method for payment of travel related costs, supported by the issue of a department credit card. These cards are issued to ongoing employees who are required to frequently travel for official business and on a case-by-case basis to a non-employee (contractor).
- 2.2 When employees travel, their judgement, conduct and behaviour must reflect expectations of that of an Australian Public Service (APS) employee.
- 2.3 When travelling for work, you must take reasonable care of your own health and safety, you must also take reasonable care to ensure that your actions do not adversely affect the health and safety of others.
- 2.4 Prior to organising travel, you should consider if there is an alternate means of conducting business for example, via phone or online.
- 2.5 The following applies when travelling on official business:
 - compliance with this policy for all domestic and international travel
 - travel must be organised to ensure maximum value to the Australian Government
 - travel must be undertaken when it is the most effective way to achieve departmental objectives
 - travel expenditure must always be appropriate and defensible. High cost accommodation and substantial expenditure on food and alcohol is not considered appropriate
 - employees must not incur personal expense, monetary gain or any other type of benefit from the travel.
- 2.6 All employees must seek approval prior to undertaking any travel, this is captured via a trip request which must be submitted through HUB to the traveller's delegate for approval. To determine the appropriate financial delegate, please refer to the [Financial Delegation schedules](#).
- 2.7 When approving travel for official purposes, delegates should be flexible in accommodating the needs of employees, taking into account their personal circumstances for example family responsibilities, their safety, security and risk factors, their disability and other relevant factors that may affect their ability to travel.

- 2.8 Employees who travel and delegates approving travel are fully accountable for their official travel activities. Section 15(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) requires that public money be spent in an efficient, effective, economical and ethical manner. In order to ensure that the department remains compliant with Section 15(a) of the PGPA Act, expenditure must be consistent with all relevant policies of the Commonwealth.
- Department of Education and Training [Enterprise Agreement 2016–2019](#)
 - [Accountable Authority Instruction \(AAI\) 2.2](#) Spending Approval and [AAI 2.18](#) Official Travel
 - [AAI 3.3](#) Commonwealth credit cards and credit vouchers
 - [Financial Delegation schedules](#)
 - [PGPA Act](#)
 - [Public Service Act 1999](#)
 - [Safe driving guide](#)
 - Any individual conditions of employment.
- 2.9 Delegates are responsible for confirming the appropriateness of any expenditure before approving travel. If a delegate approves travel arrangements that are inconsistent with departmental policy or procedures, the arrangements and the reasons for the approval are to be documented by the delegate. This document must be filed on the traveller's Content Manager file.
- 2.10 The department credit card is used to enter into a commitment to spend relevant money to meet all approved expenses (including travel related costs) in accordance with the department's Travel Policy and the AAIs. For further details on what is an acceptable expense on a department credit card, refer to [AAI 3.3 Commonwealth credit cards and credit vouchers](#).
- 2.11 All staff remain accountable and are to adhere to the department's [Information Security Policy](#) (ISP) when travelling on official business.

3. Insurance cover while on domestic travel

- 3.1 [The Enterprise Risk team](#) is the department's Comcover insurance contact. Information about insurance cover for an employee while on official travel is also available on the [Insurance and claims intranet page](#).

4. Travel approval

- 4.1 All employees must seek approval prior to undertaking travel and a [trip request](#) must be submitted through HUB to the traveller's delegate for approval. To determine who can approve the financial commitment related to official travel, refer to the [Financial Delegation schedules](#).
- 4.2 Local transport is travel and parking that is not part of an approved domestic trip and occurs within your home city between 7am-7pm Monday to Friday (excluding public holidays). Employees can self-approve local transport with a limit of up to \$200 (GST inclusive) per day and local parking with a limit up to \$80 (GST inclusive) per day, as per directions in the [Financial Delegation schedules](#).
- 4.3 Senior Executive Service (SES) officials are required to have their domestic travel, or that of their family members, approved by their manager or by an official with a higher-level classification to their own.

- 4.4 Domestic travel undertaken by the National Skills Commissioner must be approved by the Chief Operating Officer. In the event the Chief Operating Officer is unavailable, the travel can be approved by the Chief Financial Officer. Should both the Chief Operating Officer and the Chief Financial Officer be unavailable, the travel can be approved by the Secretary.
- 4.5 Approval in relation to International travel (based on the total estimated cost), for an individual, a delegation and/or a group, must be sought from:
- the Secretary of the department for official international travel up to \$20,000
 - the Portfolio Minister for official international travel over \$20,000.
- 4.6 The department maintains an international network of Australia based staff posted overseas and Locally Employed Staff. These staff, while based in one country, are required to support a number of countries within their jurisdiction. Where a staff member is required to travel within their jurisdiction, although the travel may be considered 'international' travel, approval from the Secretary is not required. However, approval must be sought from the First Assistant Secretary, International Division.
- 4.7 Approval from the Secretary is not required for international posting related travel. Further information can be obtained from the department's [International Division](#).
- 4.8 In instances where travel is required at short notice for example, an extension of travel arrangements or emergency travel initiated out of hours, prior verbal approval or another agreed method is required from the delegate. Both the traveller and the delegate must record written evidence of this approval within 5 business days. The traveller must follow-up with an official HUB trip request within 5 business days.

5. Making travel arrangements

- 5.1 Where the government has established [coordinated procurements](#) for a particular travel activity, you must use the arrangement established for that activity, unless:
- an exemption has been provided in accordance with the Commonwealth Procurement Rules or reimbursement is to be provided to a third party (i.e. a non-Commonwealth traveller that cannot access coordinated travel procurements) for airfares, accommodation and/or car rental
 - a travel allowance is to be provided for accommodation arrangements.
- 5.2 [QBT](#) is the Whole-of-Australian-Government (WoAG) contracted travel provider. An [online customer portal](#) is available for employees to book travel and is the preferred method of booking.
- 5.3 Through the QBT system, employees can book:
- air travel (including excess baggage)
 - charter travel
 - group travel and conference arrangements
 - short-term, self-drive rental vehicles
 - hire car with driver
 - bus, rail and sea travel
 - accommodation at Australian Government rates.

5.4 All bookings for air travel must be made through [QBT](#). Accommodation and car hire arrangements should also be made through [QBT](#).

5.5 When making travel arrangements, employees should follow the procedure below:

- Once an initial verbal approval has been provided, to make a booking, employees can login to the QBT online customer portal and confirm the relevant travel options required.
- Employees can then complete a trip request via HUB, including the estimated costs and the [QBT](#) booking number. Employees must then submit the trip request to their delegate for approval. It is the responsibility of the employee to ensure that the trip request is approved by the delegate.

Note: for air travel the time entered should reflect one hour before the flight departure time and for arrivals, the time entered should reflect one hour after the flight arrival.

5.6 If employees need to change their booking they can contact [QBT](#) direct on 1300 659 163 or via email for [domestic travel](#) and for [international travel](#). Some bookings can also be modified via the QBT [online customer portal](#). Further information on booking through [QBT](#) is available on the [travel and expenses intranet page](#).

6. Air travel

6.1 When booking air travel, all employees must purchase the Lowest Practical Fare (LPF) available on the day the travel is booked, and which fits the business requirements of the traveller. Further information regarding LPF can found in the [Resource Management Guide No. 404: Official Domestic Travel – Use of the lowest practical fare](#).

6.2 In assessing the LPF it is not appropriate to consider:

- a preference for a particular airline
- a preference for jets or full-service airlines
- access to airline lounges
- accumulating airline benefits, such as reward or loyalty points.

6.3 Non-SES employees are entitled to Economy Class air travel within Australia. This class of travel must always be used unless a higher class of travel is specifically authorised by the delegate.

6.4 Using a higher class of air travel must be documented on the employee's Content Manager file as well as their department credit card statement acquittal.

6.5 Delegates should only approve a higher class of air travel when:

- the normal class of service is not available at the required time and flights at other times cannot meet the employee's business requirements,
- medical conditions dictate such a requirement (supporting medical documentation must be made available to the delegate upon request and a file note must be placed on the traveller's Content Manager file),
- an employee is required for essential business purposes to travel directly with another person travelling at a higher class who is also undertaking travel for official business.

6.6 SES employees and employees in receipt of temporary performance loading at the SES level may be eligible to undertake Business Class air travel where this has been provided for in their employment conditions. SES employees are entitled to business class airfares for official travel to

destinations within Australia, except for travel within the Canberra, Sydney and Melbourne region. For travel within this region, only economy class airfares are entitled.

7. Motor vehicle arrangements

Taxis

- 7.1 Taxis should only be used for official purposes, such as to and from the airport on the day of travel and from departmental offices to other work-related locations. Taxis may also be used to travel between commercial accommodation and work locations at a temporary station when such use represents an efficient use of relevant money.
- 7.2 Department credit cards are the preferred method of payment for meeting taxi expenditure. The department will meet the cost of taxis for an employee while on official travel; to and from places of business, to attend business related events e.g. meetings and training courses. These trips must be recorded through HUB and acquitted through the department [credit card acquittal](#) process.
- 7.3 When local transport and local parking is not part of an approved trip request, the credit card holder can self-approve this expenditure. In practice, the employee is not required to get verbal or written approval from a delegate prior to utilising their credit card for local transport or local parking. This is only applicable if it occurs within the same state or territory as the credit card holder's primary office location, and between the hours of 7 AM to 7 PM, Monday to Friday (excluding public holidays).
- 7.4 Where an employee does not hold a credit card and is required to travel by taxi, the alternative is to pay for the taxi fare and then request a reimbursement via HUB. Prior approval from the delegate is required.
- 7.5 Employees are to meet their own costs for any personal travel for example to and from non-commercial accommodation, restaurants and places of entertainment.
- 7.6 The department does not support the use of ridesharing services for example Uber, Ola and DiDi.

Vehicle hire/rental

- 7.7 The use of motor vehicle hire is determined by business requirements. Rental cars may be used as a cost-effective alternative to taxi travel within a metropolitan area, to air travel, or when travel by air is not feasible.
- 7.8 It is the traveller's responsibility to complete appropriate details in HUB and obtain delegate approval prior to confirming the vehicle hire/rental.
- 7.9 Vehicle hire can be arranged through [QBT](#). Should you need assistance, please contact the [Travel and Credit Card team](#).
- 7.10 All car rental expenses are charged to the Diners Virtual Card, and not the Mastercard. This number can be obtained by contacting the [Travel and Credit Card team](#).
- 7.11 Employees must ensure that vehicle collection and return times are adhered to in order to minimise any additional hire cost charges.
- 7.12 All hire cars will be provided with a fuel card, which must be used for fuel purchases.

- 7.13 All hire cars are provided with “MAX” insurance protection.
- 7.14 Private hire cars should only be used where there is a clear business reason, and the expense is publicly defensible.
- 7.15 If an employee is involved in an accident in a rental car they must:
- report the accident immediately to the police and rental car company
 - report the accident immediately to their manager
 - report the accident via the [work health and safety](#) reporting system on the intranet.
- 7.16 Further information can be found on the [Car Hire](#) intranet site.

Use of private vehicle

- 7.17 Private vehicles should not be used for official business travel except where alternative transport, including air, vehicle hire/rental, coach, train or taxi, is either not available or not operationally efficient. When the use of a private vehicle is deemed necessary, prior approval from the delegate must be obtained.
- 7.18 Prior to approving the use of a private vehicle for official business travel, the delegate must sight documents to confirm:
- the vehicle is registered
 - the vehicle has comprehensive insurance which must include intermittent business use to cover the cost associated with any accident or mechanical failure
 - the employee holds a current valid driver’s licence.
- 7.19 Where the delegate provides approval for an employee to use their private vehicle for official business purposes, the employee will be entitled to a flat rate [Motor Vehicle Allowance \(MVA\)](#) of 75 cents per kilometre, capped at the cost of the [LPF](#) of the day of the employees travel.
- 7.20 Kilometres travelled should be determined using the most direct route. The online [NRMA Trip Planner](#) should be used as supporting documentation of the number of kilometres travelled. A copy of this supporting documentation is to be saved on the employees Content Manager file.
- 7.21 The department credit card must not be used to purchase fuel (or any other running costs) when the employee is using a private vehicle for official business travel. The cost of fuel is provided as part of the MVA.

SES Motor Vehicles

7.22 The total remuneration package for SES can include:

- an SES Allowance or
- no allowance, as the allowances have been rolled into the base salary.

7.23 SES officers undertaking local transport in their home location, must use their personal vehicle to undertake that transport (this includes local parking costs).

7.24 SES officers must not claim MVA or use the department credit card to purchase fuel.

7.25 For SES officers undertaking domestic travel, which is part of an approved trip request, outside of their home location, the preferred and most efficient option is to hire a vehicle through QBT. This is subject to the conditions outlined in sections 7.7 to 7.16 of this policy.

Safe driving

7.26 Prior to undertaking any trips involving motor vehicle travel, an employee must familiarise themselves with the department's [Safe Driving Guide](#).

7.27 Employees undertaking long-distance trips whether by rental vehicle or their private vehicle must ensure that they take rest breaks and other precautions to avoid driver fatigue as outlined in the Safe Driving Guide.

8. Part day travel allowance (non-SES only)

8.1 A non-SES employee will be entitled to a part day travel allowance of \$40 when they are required to travel for official business purposes. The trip must be for a period of 10 hours or more with no overnight stay. This allowance will be generated automatically and payable to employees through the payroll. Employees should note that this allowance is taxable.

8.2 Any additional entitlement is at the discretion of the traveller's delegate and must be approved prior to the travel. No meal or incidental expenses are to be charged to the department credit card.

9. Travel involving an overnight stay

Daily caps

9.1 The [Travel Rates](#) provide the applicable rates for travel involving an overnight stay, dependent on destination and employment classification. The daily cap provides guidance on reasonable costs to travellers and their delegates without impeding flexibility. The daily cap is inclusive of accommodation, meals and incidentals.

9.2 The expenditure on accommodation, breakfast, lunch and dinner (not incidentals) may be incurred in any combination, so long as it does not exceed the agreed trip request costs. However, a traveller should be mindful of the daily cap, using it as a guide for reasonable costs to be incurred for meals and accommodation.

[Paragraph 9.6](#) provides for circumstances where accommodation is not available within exceeds the cap.

9.3 [Meals and incidentals](#) are only applicable when a trip contains an overnight stay.

- 9.4 Other approved expenditure, such as taxi fares and car parking fees, is not included in the daily cap.

Commercial accommodation

- 9.5 All accommodation expenses for official business travel must be charged to the department credit card.
- 9.6 In circumstances where accommodation within the allowed daily cap is not available, the delegate may approve a higher rate. The additional accommodation is required to be documented in HUB for delegate approval before travel commences. It is recommended that quotes be provided as evidence of the required higher rate.
- 9.7 Under the WoAG arrangements, accommodation bookings are not to be made directly with individual hotels or via internet sites. Booking commercial accommodation through QBT at the Australian Government rates is the preferred method. However, for accommodation only, employees may choose to book accommodation directly through the AOT web portal.
- 9.8 Where the accommodation required is not listed on the QBT portal, the details of the accommodation found at the location should be provided directly to QBT and they will book the accommodation on the employee's behalf. For all accommodation bookings, employees need to be mindful of the terms and conditions of booking such as cancellation fees and non-refundable upfront bookings. If QBT are unable to locate required accommodation you may try the [AOT](#) portal.
- 9.9 Under the department credit card arrangements, it is important for employees to plan their accommodation requirements in advance. Accommodation bookings are the employee's responsibility and should be made at the same time as other travel arrangements.
- 9.10 To ensure the efficient and effective spending of public money, employees should stay in accommodation as close as possible to the location at which the official business is being undertaken, thus reducing the cost of local transport such as taxis, ferries, buses etc.
- 9.11 If an accommodation provider does not accept the department credit card, the cardholder's delegate may approve a cash payment to be withdrawn from an ATM. Where a cash payment is made, expenses must be acquitted through the provision of tax invoices and receipts. All unspent cash must be returned as part of the employees [credit card acquittal process](#).
- 9.12 Upon check out of commercial accommodation, employees must ensure that all charges are correct on the provider's account, and that only approved business travel expenses are charged to the department credit card.

Non-commercial accommodation

- 9.13 Where an employee chooses to stay in non-commercial/private accommodation, such as with family or friends, no accommodation expenses will be paid by the department.
- 9.14 A sum of \$55 per night is allowed to meet expenses such as taking the host(s) to dinner, or to purchase items to contribute to the costs of the employee's stay. Non-commercial accommodation allowance will be generated automatically and payable to employees through their salary (noting this allowance is taxable). The accommodation type selected in the HUB trip request must be 'non-commercial accommodation'.

- 9.15 Employees are to meet their own costs for any personal travel such as taxi fares, including to and from non-commercial accommodation, restaurants and places of entertainment. The delegate, at their discretion, may approve transport costs to and from non-commercial accommodation. In such instances, there is to be no additional transport costs to the department over that which would be reasonable if staying in commercial accommodation.

Meals and incidentals

- 9.16 Meals and incidentals are only applicable when a trip contains an overnight stay. No meal or incidental expenditure is to be charged on the department credit card for one-day trips unless a delegate has provided prior approval.
- 9.17 Meals are considered as regular occasions in a day (breakfast, lunch, dinner), when a reasonable amount of food is eaten. For the purpose of this policy, a snack is not considered a meal.
- 9.18 Incidental expenditure is miscellaneous expenditure incurred as a result of a trip typically of a personal nature, for example phone calls to home, snacks or coffee. Whilst this is to be spent at the traveller's discretion, it should be paid for using the cash withdrawn from an ATM.
- 9.19 The daily cap as detailed in the [Travel Rates](#) document will be calculated based on the commencement and end time of a trip and whether some or all meals are provided in conjunction with the travel. For example, a traveller who departs at 10:00am may be entitled to lunch and dinner, but not breakfast. Alternatively, a traveller who returns at 5pm may be entitled to breakfast and lunch, but not dinner.
- 9.20 Should an employee require an increase to the specified daily rate for the location to which they are travelling, written approval from their delegate is required prior to undertaking the travel. A written record of this approval must be entered into HUB and retained on the employees Content Manager travel file.
- 9.21 Where a meal is provided as part of a work-related function, the daily cap must be reduced by the relevant amount.
- 9.22 The department does not support the use of online food delivery platforms for example, Uber Eats, Menulog and Deliveroo.

Cash payments for minor expenses – meals/incidentals

- 9.23 For an overnight stay, an incidentals allowance of \$20 cash can be withdrawn from an ATM. This allowance can be used for items such as snacks and coffee.
- 9.24 An additional \$20 cash allowance can also be withdrawn from an ATM to replace a meal being charged on their department credit card; *however, this is limited to one meal a day*. All other meals must be purchased using the department credit card.
- 9.25 It is expected that withdrawals will be made immediately before or during the period of travel. Should circumstances such as unavailability or malfunction of ATM prevents this, a withdrawal may be made within two days of the trip completion.
- 9.26 Any cash withdrawal from an ATM will reduce the daily allowance cap, available to the traveller, by the amount withdrawn.

- 9.27 Receipts do not need to be kept for these minor cash expenses and any unspent proportion does not need to be returned to the department.

Cash payments (other expenses)

- 9.28 Given the extensive coverage of the department credit card, it is anticipated that cash payments will be the exception rather than the rule. In circumstances where the traveller's delegate is satisfied that the department credit card cannot be used, an employee may withdraw cash from an ATM to meet these travel expenses. For acquittal purposes, travellers are to retain all tax invoices and receipts and confirm that the costs incurred were in accordance with this policy.

10. Travel to rural and remote areas

- 10.1 Where an employee travels to a rural or remote area, the employee should take reasonable steps to make enquiries with the local vendors to identify whether or not an establishment accepts the department credit card.
- 10.2 Where it is known, or anticipated, that the department credit card will not be accepted, the delegate may approve an acquittable cash payment, available via an ATM, to meet all travel expenses. The cash payment will be up to the applicable daily cap as prescribed in the relevant [Travel Rates](#).
- 10.3 For employees who travel frequently to rural or remote areas, the branch/state manager can provide a written one-off approval for acquittable cash payments and higher rates if necessary. This should be reviewed on a regular basis.
- 10.4 On return to the employee's home base, the employee is required to fully acquit the cash payment (other than the [\\$40 cash allowance for minor expenses](#)) against tax invoices and receipts. Any excess acquittable cash payment is to be repaid via a pay deduction.

11. Travel outside normal working hours

- 11.1 Employees eligible for flex time, who are required to travel on long business trips occurring outside their regular hours of duty but within the bandwidth, the time spent travelling can be claimed as flex time.
- 11.2 The start and finish times of the 12-hour bandwidth may be adjusted in recognition of travel time with the approval of the delegate.
- 11.3 Travel time will not be paid as overtime.
- 11.4 Where employees are directed to travel outside the bandwidth, the delegate and the employee should agree on reasonable time off in lieu. In exceptional circumstances, this may be recognised on an hour for hour basis.
- 11.5 Time off in lieu of long business travel should be granted as soon as possible after the hours have been worked. Delegates should not refuse reasonable requests.
- 11.6 Employees should not commence work on any day without having at least a minimum of eight hours break, including reasonable travelling time, from the previous day's work. This is including any planned overtime, unless specifically approved by your delegate. Refer to the [Working Hours Policy](#) for further information.

12. Personal leave in conjunction with official travel

- 12.1 Official travel is to be conducted via the most appropriate and cost-effective means. In some cases, employees may request approval to include a personal component of travel in conjunction with approved business travel.
- 12.2 Any personal leave, which exceeds the business travel component, must not be approved.
- 12.3 Combining personal time during official travel could incur a Fringe Benefit Tax (FBT) liability. For taxation purposes, personal time is leave of a personal nature, and includes annual leave, flex time, and leave without pay. It could also include weekends. If the delegate approves the combination of business and private travel, and the total travel period is for six or more nights in a row, a travel diary that complies with the Australian Taxation Office's (ATO) FBT record-keeping requirements, is required.
- 12.4 If the personal leave days are greater than 50 per cent of the total number of days of travel (i.e. official days plus personal days), then as per the ATO guidance, the trip is deemed to have a dual purpose, i.e. personal and official. Therefore, FBT is applicable to 50 per cent of the airfare paid by the department. The [Financial Reporting and Treasury team](#) must be consulted to determine the FBT implications.
- 12.5 Where there are additional costs to the department, leave would not normally be approved unless under exceptional circumstances. If approved, any additional costs must be repaid to the department. Please seek further guidance from [the Travel and Credit Cards team](#) before proceeding with your request.
- 12.6 Where a non-SES employee wishes to use personal leave in conjunction with official travel, written approval must be sought from the relevant Assistant Secretary. SES employees must obtain their manager's written approval where they seek to use personal leave in conjunction with official travel.
- 12.7 Where an employee seeks to extend official travel in conjunction with personal time that does not involve leave for example over a weekend, prior approval must be sought from the traveller's delegate. The employee must submit a trip request to the delegate via HUB. The delegate must record their reason for approving the request using the comments field.
- 12.8 Section 23(3) of the PGPA Act notes that the travel delegate is to:
- critically examine the need for, and timing of, the proposed official travel and request for personal time to ensure that it has not been arranged to obtain a personal benefit, or that it may give such a perception
 - consider all of the financial implications of the proposed travel to ensure that the department will not incur any additional costs as a result of the private travel. Refer to **Paragraph 17.11** as Comcover Insurance does not cover travellers for the duration of their private travel.
 - document their reasons for approving the combined private and business travel.

13. Travel Allowance (TA) Claim Form for trips over 21 days

- 13.1 Payment arrangements and relevant payable allowances for travel expenses, while an employee is away from their home base, are reviewed after 21 days in the one location. This reimbursement is paid based on reasonable actual expenses, and not the [Travel Rates](#) applying to this policy.

- 13.2 A trip home will not be regarded as a break in a 21-day period of travel away from home. Where a traveller has undertaken trips of between 15 and 21 days within a three-month period, the Finance Branch may approach the delegate in order for further details to be provided relating to the various trips.
- 13.3 Where employees have concurrent travel arrangements, this should be entered as one transaction, thereby ensuring that travel allowances for each trip are calculated accurately. This requires that any business travel required while on reviewed TA should be approved as a side trip within the original trip approval, not via a separate trip number.
- 13.4 The HUB Trip Request must reflect the full period of travel. A travel allowance will be calculated in line with the employee's trip request for the first 21 days. The remaining period of the extended trip will be processed on actual expenditure incurred within the first 21 days. The TA will be processed via the [HR team](#) and paid directly into an employee's salary. All queries regarding entitlements for travel in excess of 21 days are to be directed to the [HR Team](#) in the first instance.
- 13.5 Should the trip be in relation to a relocation, the travel allowance will be calculated in accordance with the department's [Relocation Policy](#).

14. Other costs arising from travel

- 14.1 Where an employee incurs additional expenses as a result of undertaking official business travel, the delegate may approve reimbursement of reasonable expenses.
- 14.2 Where an employee with family caring responsibilities is required to travel away from home for official purposes, the department will provide reimbursement for the full cost of 'additional commercial care' (over normal caring arrangements). Reimbursement will be dependent upon the provision of tax invoices and receipts by the employee and will be the net of any applicable government assistance.
- 14.3 Where commercial family care is not available, for example in remote areas, the delegate has the discretion to approve the cost of care provided by other arrangements, up to \$60 per night subject to provision of satisfactory evidence.
- 14.4 Employees can seek reimbursement for parking costs when utilising their private vehicle to attend a business-related meeting or other departmental approved event including training.

15. Non-employee travel

- 15.1 If there is a requirement for a non-employee to travel, a reimbursement/invoicing arrangement is the preferred method for payment of travel related expenses.
- 15.2 Where the non-employee is a consultant or contractor, arrangements for reimbursing the cost of travel would normally be included in their contract agreement with the department (up to an Economy Class airfare and the daily meals and accommodation allowance cap for non-SES employees). This arrangement involves the consultant or contractor organising and paying for their own travel expenses (including incidentals) up front. In order for the consultant or contractor to seek reimbursement of those expenses, they must provide a tax invoice or the equivalent supporting evidence, such as a receipt and or statutory declaration, to the department delegate for approval.
- 15.3 Non-employees (contractors), on a case-by-case basis, may be issued with a department credit card. In such cases, a business case must be forwarded to the DCFO through the [Travel and Credit Cards team](#) for consideration. Please contact [the Travel and Credit Cards team](#) for further advice.
- 15.4 Where the non-employee travel involves committee/board members, the process for booking travel is normally specified in the relevant program guidelines. If the process is not specified in the program guidelines, an employee may use their department credit card to book airfares and pay for accommodation. Where the department credit card cannot be used (such as for meals and taxis, or when the travel is ad-hoc), a reimbursement and/or invoicing arrangement should apply.
- 15.5 Non-SES accommodation, meals and incidentals rates and the LPF available on the day the travel is booked are to be used in determining the rate of reimbursement/payment for non-employees, unless otherwise specified in the program guidelines or contractor/consultant contract.
- 15.6 Approval in writing must be given by a delegate for all expenditures relating to non-employee's travel prior to any travel arrangements or payments being made, including where (in exceptional circumstances) higher rates are approved. For audit purposes, all approvals, receipts and supporting documentation must be retained and filed by the organising area within the department.
- 15.7 Non-employee travellers are not covered by Comcover insurance for official travel and are required to provide proof of insurance prior to any travel.

16. Loyalty schemes, benefits and airport lounge memberships

- 16.1 Frequent flyer points or loyalty reward points will no longer accrue under the WoAG travel arrangements.
- 16.2 The department's Enterprise Agreement provides for airline membership for departmental employees who are expected to travel more than eight business trips in a 12 month period.
- 16.3 Airline status points accrued during the course of official business travel may be used to pay for airport lounge memberships, providing the terms of the above point 16.2 are satisfied.
- 16.4 Employees may join airline lounge memberships at their own expense at the reduced corporate rates or through salary packaging.

17. International travel

- 17.1 In accordance with the ISP, all staff undertaking international travel must complete an [International Travel Notification](#) prior to travelling.
- 17.2 International travel comprises all travel outside Australia by departmental officials based in Australia, except where travel is related to overseas postings.
- 17.3 The Overseas Conditions of Service reference manual provides the conditions and entitlements applicable to employees posted overseas for official business purposes.
- 17.4 For details relating to any travel that involves overseas postings, officials should contact the [Counsellor and Support team](#), Access Branch, International Division.
- 17.5 Arranging international travel can be a lengthy process. It is recommended that you commence organising your international travel 4 - 5 weeks before your departure date.
- 17.6 All international travel proposals (with the exception of posted staff) must be submitted as a minute to the Secretary for approval by the relevant First Assistant Secretary or Deputy Secretary. Prior to providing the minute to the Secretary, the minute must be reviewed by the [Travel and Credit Card team](#). The team will ensure that the minute contains all of the appropriate information and will initiate the international travel trip process (noting that the formalisation of the request will not occur until [Travel and Credit Card team](#) have received advice that the international travel has been approved).
- 17.7 When completing a request for approval for international travel, the Deputy Secretaries must consider:
- value for money and whether there is a more cost-effective alternative
 - the role the proposal plays within departmental objectives
 - relevant personal security/safety issues relating to the proposed travel
 - the travel risk management section in this policy
 - travel in countries for the International Counsellor Network, especially where a Counsellor is responsible for posts in two countries, or their jurisdiction encompasses a number of countries.
- 17.8 The Australian Government Security Vetting Agency (AGSVA) requires officials to report all overseas travel including any private travel. Officials should maintain accurate records of any overseas travel and comply with any pre-departure or post-travel obligations such as reporting planned travel or participating in security briefings.
- 17.9 If you hold a security clearance, you must advise the department's security advisor of your travel itinerary before you travel overseas even if it is for personal reasons.
- 17.10 It is the official's responsibility to report any lost or stolen departmental or personal equipment (which has multifactor authentication) while travelling by completing the Security Incident report in *FormsCentral*.

Travel insurance

- 17.11 The department's Comcover insurance policy provides coverage for travellers on official travel, however; it does not cover officials during periods of leave while undertaking official travel. If

leave is taken while travelling overseas for official purposes, it is strongly recommended that the official takes out personal travel insurance to cover this period.

17.12 Officials seeking information regarding Comcover policy terms, conditions and limits or needing to make a travel claim should refer to the [Insurance and Claims](#) page on the intranet or contact the [Enterprise Risk team](#).

Travel risk management

17.13 The department will not knowingly expose officials to personal security/safety risks. Accordingly, under no circumstances should an official be placed in a position to travel to a destination that has a cautionary Department of Foreign Affairs and Trade (DFAT) Travel Advisory, against their wishes.

17.14 All officials undertaking or recommending international travel should be aware of all relevant aspects of the [DFAT Smartraveller website](#), specifically the section: [Travel advice explained](#) and the 'Advice for travellers' on the homepage of that website.

17.15 All officials undertaking international travel must, prior to departure, register with DFAT on the [Smartraveller](#) website.

17.16 The registration information provided will help DFAT locate officials in an emergency. It may also be used to communicate other information to travellers such as, new travel advisories, notice of elections and information on other matters relevant to officials overseas.

17.17 When an official is considering travelling to a destination that is subject to a cautionary DFAT travel advisory, the official and line manager must discuss the proposal with their relevant First Assistant Secretary.

17.18 In making a judgement regarding the proposed travel, the First Assistant Secretary must:

- be aware that personal security/safety of officials is paramount
- carry out a risk assessment, taking into account all relevant factors.

17.19 Relevant factors that must be considered when completing a risk assessment include:

- the exact nature of travel being considered
- the specific nature of the DFAT travel advisory together with additional information that DFAT may provide
- the level of priority given to the work
- any alternative ways of meeting the department's business needs.

17.20 Any decisions made must be recorded in the [International Travel Minute](#), reflecting the relevant circumstances.

17.21 Should the First Assistant Secretary remain uncertain, having considered the facts, they should seek advice from the [Security Emergency and Continuity team](#), Risk and Strategy Branch.

Workers' compensation

17.22 Any official undertaking international business travel is covered for workers' compensation under the *Safety, Rehabilitation and Compensation Act 1988*.

- 17.23 Officials seeking information on workers compensation should refer to the intranet or contact [People Culture and Capability Branch](#).

Health and medical

Injections and vaccinations

- 17.24 The department will cover costs of recommended vaccinations when employees are required to travel overseas for official purposes.
- 17.25 Employees should access the health and general information for their travel destinations from the [Department of Foreign Affairs and Trade](#) or [Travel Doctor](#) websites.
- 17.26 Should an employee require vaccinations, it should be arranged directly with the [Travel Doctor](#). Any vaccination related payments should be made on the department credit card and copies of vaccination documents forwarded to the [Counsellor and Support team](#), Access Branch, International Division, for record keeping purposes.

Medical assistance

- 17.27 [International SOS](#) is the provider of overseas medical assistance, healthcare, and emergency services. The department's international SOS membership number can be provided by the Travel and Credit Card team prior to international travel.
- 17.28 If an official becomes ill during international travel, the Commonwealth will pay for the cost of any medical or hospital treatment related to the illness and the official will be deemed to be on duty for that period.
- 17.29 If an official obtains essential emergency dental treatment, the official is entitled to be reimbursed an amount equal to the amount by which the cost exceeds the cost of treatment in Australia that is the same as or, if such treatment is not available in Australia, similar to the treatment.
- 17.30 Provisions applying in the event of the death of an official on overseas travel and for compassionate travel for family are available from [People Culture and Capability Branch](#).
- 17.31 Prior to considering your individual travel requirements, you should access the [International SOS](#) website for current information regarding international health and medical issues. This website is not a substitute or replacement for medical or personal safety advice but does provide valuable information.
- 17.32 For 24/7 help in an emergency, employees should contact the nearest [International SOS](#) alarm centre. These centres are staffed by doctors, logistics coordinators and security experts, and the alarm centres can provide medical advice, assistance in your location, or arrange for an evacuation. Contact the [International SOS](#) on 02 9372 2468.

Deep Vein Thrombosis (DVT)

- 17.33 The department acknowledges the danger of DVT for long haul air travel. The department strongly urges all employees travelling internationally to implement guidance offered by airlines to eliminate the risk of developing DVT.

17.34 Where an employee is required to travel on official business on an international flight, the official may be reimbursed for the cost of 'Flight Socks'.

Official passports

17.35 The DFAT issues passports, both in Australia and overseas, to be used as evidence of identity and citizenship by all Australians who are travelling overseas, in accordance with the provisions of the [Australian Passports Act 2005](#) and other relevant legislation.

17.36 All officials undertaking international travel as a representative of the department must use an official passport. Personal passports should only be used for official travel in exceptional circumstances, for example, where such travel is urgent and unforeseen.

17.37 An official passport will require 10 business days (approximately) to be issued. In an emergency, an official passport may be issued in three business days, but this will incur an additional charge and should not be relied upon.

17.38 To obtain an official passport you will need to contact the [Travel and Credit Cards team](#) by email to arrange for completion of a [passport application form](#). You should not apply for a passport unless your travel has been approved.

17.39 The [Travel and Credit Cards team](#) is responsible for the safe keeping of all official passports not in active use. You must return your passport to the [Travel and Credit Cards team](#) no later than five business days from your return to work.

17.40 If your official passport is approaching expiry, you will need to apply for a new passport. Many countries will not allow you to travel if your passport has less than six months until its expiry date.

17.41 If a passport is lost overseas, then you should report the loss to the nearest Australian Diplomatic or Consular Mission (details will be provided in the travel diary – see separate section on [Travel Diary](#)).

17.42 If a passport is lost in Australia, you are required to file a report with Passports Australia either [online](#) or by calling on 131 232. You must also advise the [Travel and Credit Cards team](#).

17.43 Passports must be kept in a secure location at all times and upon return from your international travel, the passport must be returned to the [Travel and Credit Cards team](#) for safe keeping.

17.44 Further information on passports is available from the [Australian Passport Office](#).

Visas

17.45 Once you have 'in-principle approval' for your international travel and have received your passport, you must contact the [Travel and Credit Cards team](#) to discuss any visa requirements.

17.46 Official passports carry strict visa requirements and travel on official business is governed by different visa requirements to that of personal overseas travel. This could mean employees require a visa for official travel, where they may not be required for personal travel.

17.47 The issuance of visas depends on external entities. Allowing adequate lead-time is important. Visas cannot be arranged until a passport is issued and itinerary approved and booked. Each visa

can take up to 10 working days to be issued and in some circumstances, the application will need to be sent interstate.

Travel diaries

- 17.48 All international travellers will be issued with and are encouraged to use a travel diary to assist in recordkeeping and the trip acquittal process. The diary also includes a range of information including itinerary, emergency contacts and details of allowances provided.
- 17.49 The [Travel and Credit Card team](#) will provide you with a travel diary once your bookings and allowance calculations are completed.
- 17.50 Although the majority of expenditure during international travel will be paid on the department credit card, travellers must retain all receipts where possible and document details of expenditure where receipts were not available. Where receipts are not available, a Statutory Declaration is required.
- 17.51 This requirement is designed to provide travellers with a tool to ensure the accountability of expenditure (either publicly or for audit purposes).

Rest periods

- 17.52 Where international air travel totals more than 12 hours, all officials are entitled to take reasonable rest period.
- 17.53 You should incorporate reasonable rest periods when developing travel itineraries that involve journeys with a travelling time of more than twelve hours. You are not required to be on duty until you have had a reasonable opportunity to recuperate (a rest period) at the destination, during a stopover or on return to Australia. Please consult with your SES manager as to what would be considered a reasonable rest period. The [Travel and Credit Card team](#) can also provide guidance on reasonable rest periods where required.

International air travel

- 17.54 Employees required to travel on official international business are entitled to business class travel on international flights by the most direct route.
- 17.55 The Australian Government policy regarding best fare of the day (BFOD) applies equally to international travel as it does to domestic. See [Resource Management Guide No. 405: Official International Travel – Use of the best fare of the day](#).
- 17.56 Although travel bookings are paid for on the department credit card, officials should retain boarding passes and upload these to their Content Manager travel file.
- 17.57 When arranging your flight itinerary with the [Travel and Credit Card team](#) you must make every endeavour to obtain the BFOD for your international travel. In assessing the BFOD it is appropriate for you to consider:
- obtaining the three mandatory quotes
 - any health and safety issues
 - connectivity of flights

- relevant opportunity costs and benefits of travel (i.e. agency costs per hour of person travelling)
- provision of relevant in-flight services, such as meals, that can affect the total cost of travel
- achieving a work-life balance or managing carer responsibilities.

17.58 In assessing the BFOD, it is not appropriate for you to be influenced by preferences for airlines, access to airline lounges or accumulating frequent flyer benefits.

Travel management service provider

17.59 [QBT](#) are contracted to provide a complete travel management service to the department.

17.60 You must book all international travel flights through [QBT](#). When contacting [QBT](#), you must obtain at a minimum, 2 quotes (3 if possible) when deciding the best option for the department and for the business being conducted.

17.61 [QBT](#) may also be used for accommodation bookings. Consider your individual travel requirements and discuss them with a [QBT](#) travel consultant. No bookings should be made without 'in-principle approval' for international travel.

Overseas accommodation

17.62 Officials required to travel on official business internationally are entitled to four star international chain hotel accommodation.

17.63 Officials will manage their own accommodation bookings and should adhere to the relevant Employment Conditions Abroad (ECA) daily accommodation rates, as advised by the [Travel and Credit Card team](#), for their destination.

17.64 All accommodation should be paid for by the department credit card and receipts retained in all circumstances. Copies of all accommodation receipts, regardless of whether the expenditure was paid for with the department credit card, must be provided to the [Travel and Credit Card team](#).

17.65 When arranging your accommodation bookings you may do so personally or use the services of the department's travel management service provider. You should ensure that the department credit card is accepted by the establishment prior to confirming any booking arrangements.

17.66 You should restrict the cost of accommodation to the relevant ECA rates as advised by the [Travel and Credit Card team](#).

17.67 If you are unable to find suitable accommodation within the ECA rates, then you should seek approval for the additional accommodation costs as part of your International Travel - Request for Approval form.

17.68 If you are unable to pay for your accommodation by the department credit card, you may withdraw the necessary funds from an ATM facility. In this circumstance, you must obtain full receipts for the expenditure and provide them to the [Travel and Credit Card team](#) on your return. Any unspent funds must be repaid to the department.

International travel cap - meals and incidentals

- 17.69 Officials are entitled to an International Travel Cap (ITC) for meals and incidental/ad-hoc costs deemed to have been incurred as part of an official international trip. This cap will be based on the ECA rates as advised by the [Travel and Credit Card team](#).
- 17.70 The ITC is a "whole of trip cap" arrangement. This means that the expenditure on breakfast, lunch and dinner may be incurred in any combination provided it does not exceed the ITC "whole of trip cap". This is to provide officials with the flexibility to adjust to circumstances that international travel can produce, individual expenses will be required to pass a reasonableness test.
- 17.71 All meal payments related to ITC are to be paid for by department credit card, where possible.
- 17.72 All incidental expenditure should be paid with cash obtained from cash withdrawal(s) made on the department credit card.
- 17.73 As the ITC is a cap, not an entitlement, any shortfall in ITC balance at the completion of the international travel will remain unspent.
- 17.74 Any excess in ITC expenditure will be subject to a claim for additional expenses or reimbursement at the conclusion of the trip. See Section 14 other costs arising from travel.
- 17.75 Officials are not entitled to ITC expenses while on personal leave. See Section 17.92 personal leave during overseas travel.
- 17.76 The itinerary for the approved travel should be provided to the [Travel and Credit Card team](#) to calculate your ITC and provide your meal and incidental details.

Meals

- 17.77 You may split the ITC for any meal expenditure provided you do not exceed the cap over the total period of your travel. Note you cannot sacrifice meal expenditure to increase your incidental allowance.
- 17.78 Although provided with flexibility to manage meal expenses you must at all times consider your requirement under the APS values and code of conduct to use Commonwealth resources in a proper manner. The expectation being that you will ensure that each individual expense passes a test of reasonableness (travellers should use the individual meal rates as a guide).
- 17.79 You should make all meal payments relating to ITC with a department credit card or, where more appropriate, withdraw the necessary funds from an ATM facility.
- 17.80 If you are unable to pay for your meals by a department credit card, you may withdraw the necessary funds from an ATM facility. In this event, you must obtain full receipts for the expenditure and provide the receipts to the [Travel and Credit Card team](#) on your return.

Incidentals

- 17.81 All incidental expenditure should be paid with by cash which is obtained by a cash withdrawal made on the department credit card.

Hospitality received

- 17.82 If an official is in receipt of allowances or hospitality (including meals as part of official duties) from an external organisation, which effectively duplicates any component of ITC, then the amount of ITC is to be reduced accordingly.
- 17.83 In the instance where an official is informed of hospitality to be received overseas in advance of their trip, they must inform the [Travel and Credit Card team](#), so that appropriate ITC adjustments can be made if necessary. Equally, if you received hospitality while overseas on official travel, you must inform the [Travel and Credit Card team](#) on your return so that adjustments to your ITC can be made.

Additional travel expenses

- 17.84 Costs of additional travel expenses such as conference fees, taxi, bus and rail expenses are additional to any ITC and should be paid for by the department credit card.
- 17.85 Where the Secretary is satisfied, that any accommodation or ITC rates are insufficient to meet costs of the official, additional receipted expenses incurred may be approved/reimbursed.
- 17.86 If you are unable to pay for your miscellaneous travel by the department credit card, you may withdraw the necessary funds from an ATM facility. In this situation, you must obtain full receipts for the expenditure and provide the receipts to the [Travel and Credit Card team](#) on your return.
- 17.87 When seeking reimbursement for additional travel expenses not paid by the department credit card, all claims including receipts must be forwarded to the [Travel and Credit Card team](#).

Equipment and clothing claims

- 17.88 Any requests for equipment/clothing expenses must be endorsed by the First Assistant Secretary in the international travel - request for approval form, including justification. Approved equipment/clothing expenses should be incurred on the department credit card.

Variations to trips

- 17.89 If your international travel is extended or shortened for whatever reason, then your approved ITC amount may require adjustment upon acquittal.
- 17.90 You should use your judgement as to how much your ITC is estimated to increase or decrease based on the daily rates provided in your travel diary.

Trip acquittal

- 17.91 All officials must provide the [Travel and Credit Cards team](#) with a completed international travel - request for approval form, their travel diary and any necessary receipts within ten working days of their return to Australia.

Personal leave during overseas travel

- 17.92 Including a component of personal travel is subject to written approval by the Secretary prior to the taking of personal leave and is not to be considered an entitlement.

Recall to duty

17.93 In exceptional circumstances, an official who is already overseas may be recalled to duty to attend a meeting, symposium or other activity deemed important to the department. In most cases, for example where the official is currently on leave, the official will already have met travel costs.

17.94 If required to travel to a different centre to undertake the duty, then travel and accommodation costs will be met, and the ITC adjusted.

18. Attachment A – Travel Rates

Overview

The department obtains its travel rates from the Australian Tax Office (ATO). The ATO reviews the domestic travel and related allowance amounts for public officers each year with no changes to its published rates since 2019.

Meals and incidentals rates (daily cap)

Classification	Breakfast \$	Lunch \$	Dinner \$	Incidentals \$	Sub- total \$	Accommodation	Daily cap
SES	36.10	51.15	71.55	20.00	178.80	See tables below	Sub-total + accommodation
Non-SES	28.15	31.65	53.90	20.00	133.70		

Meal and incidental entitlements for travel involving overnight stays (daily cap)

Time of departure	Day of departure	Day of return and full days
Before 7am	B, L, D, I \$178.80 (SES) \$133.70 (non-SES)	I \$20.00 (SES) \$20.00 (non-SES)
After 7am	L, D, I \$142.70 (SES) \$105.55 (non-SES)	B, I \$56.10 (SES) \$48.15 (non-SES)
After 1pm	D, I \$91.55 (SES) \$73.90 (non-SES)	B, L, I \$107.25 (SES) \$79.80 (non-SES)
After 7pm	I \$20.00 (SES) \$20.00 (non-SES)	B, L, D, I \$178.80 (SES) \$133.70 (non-SES)

Key: B = breakfast L = lunch D = dinner I = incidentals

Employees who undertake travel on official business and are required to be away from home overnight will be entitled to have their actual travel expenditure within the daily cap (as per the above table) paid for or reimbursed by the department. For an overnight stay, employees must pay for these meals/incidentals by their department credit card.

For overnight stays, the incidentals of \$20 is to be withdrawn from an automatic teller machine. The traveller can withdraw an extra \$20 to replace a meal being placed on their department credit card; however, this is limited to one meal a day. Receipts do not need to be kept for these minor expenses and any unspent proportion does not need to be returned to the department. All other meals are to be purchased using the department credit card.

Any cash withdrawal will reduce the daily rates available for accommodation and other meals or incidental costs by the amount withdrawn.

Capital cities accommodation rates per night

Location	Accommodation rate	
	§	
	SES	Non-SES
Adelaide	209	157
Brisbane	257	175
Canberra	246	168
Darwin	293	220
Hobart	196	147
Melbourne	265	173
Perth	265	180
Sydney	265	188

High cost country centres accommodation rates per night

Location	SES §	Non-SES §	Location	SES §	Non-SES §
Albany (WA)	195	179	Kalgoorlie (WA)	195	172
Alice Springs (NT)	195	150	Karratha (WA)	215	215
Ballarat (VIC)	195	148	Katherine (NT)	195	158
Bathurst (NSW)	195	135	Kununurra (WA)	204	204
Bega (NSW)	195	145	Launceston (TAS)	195	141
Benalla (VIC)	195	137	Mackay (QLD)	195	161
Bendigo (VIC)	195	135	Maitland (NSW)	195	152
Bordertown (SA)	195	149	Mount Gambier (SA)	195	137
Bourke (NSW)	195	165	Mount Isa (QLD)	195	160
Bright (VIC)	195	162	Mudgee (NSW)	195	146
Broken Hill	195	139	Muswellbrook (NSW)	195	143
Broome (WA)	220	220	Newcastle (NSW)	195	169
Bunbury (WA)	195	155	Newman (WA)	195	170
Burnie (TAS)	195	164	Norfolk Island	195	190
Cairns (QLD)	195	153	Northam (WA)	195	140
Carnarvon (WA)	195	156	Orange (NSW)	195	155
Castlemaine (VIC)	195	146	Port Hedland (WA)	195	175
Chinchilla (QLD)	195	143	Port Lincoln (SA)	195	170
Christmas Island (WA)	195	184	Port Macquarie (NSW)	195	158
Cocos (Keeling) Islands (WA)	302	302	Port Pirie (SA)	195	150
Coffs Harbour (NSW)	195	137	Queanbeyan (NSW)	195	139
Colac (Vic)	195	138	Queenstown (TAS)	195	136

Location	SES \$	Non-SES \$	Location	SES \$	Non-SES \$
Dalby (QLD)	195	162	Roma (QLD)	195	139
Dampier (WA)	195	175	Shepparton (VIC)	195	145
Derby (WA)	195	170	Swan Hill (VIC)	195	136
Devonport (TAS)	195	158	Tennant Creek (NT)	195	146
Emerald (QLD)	195	156	Toowoomba (QLD)	195	144
Esperance (WA)	195	155	Thursday Island (QLD)	200	200
Exmouth (WA)	195	190	Townsville (QLD)	195	143
Geraldton (WA)	195	165	Wagga Wagga (NSW)	195	144
Gladstone (QLD)	195	155	Wangaratta (VIC)	195	139
Gold Coast (QLD)	209	209	Weipa (QLD)	195	138
Gosford (NSW)	195	140	Whyalla (SA)	195	145
Halls Creek (WA)	195	170	Wilpena-Pound (SA)	195	193
Hervey Bay (QLD)	195	157	Wollongong (NSW)	195	155
Horn Island (QLD)	200	200	Wonthaggi (VIC)	195	146
Horsham (VIC)	195	148	Yulara (NT)	400	400
Jabiru (NT)	216	216			

Tier 2 country centre rates per night

Location	SES \$	Non-SES \$	Location	SES \$	Non-SES \$
Albury (NSW)	195	134	Kadina (SA)	195	134
Ararat (VIC)	195	134	Kingaroy (SA)	195	134
Armidale (NSW)	195	134	Lismore (NSW)	195	134
Ayr (QLD)	195	134	Mildura (VIC)	195	134
Bairnsdale (VIC)	195	134	Naracoorte (SA)	195	134
Bundaberg (QLD)	195	134	Nowra (NSW)	195	134
Ceduna (SA)	195	134	Port Augusta (SA)	195	134
Charters Towers (NSW)	195	134	Portland (VIC)	195	134
Cooma (NSW)	195	134	Renmark (SA)	195	134
Dubbo (NSW)	195	134	Rockhampton (QLD)	195	134
Echuca (VIC)	195	134	Sale (VIC)	195	134
Geelong (VIC)	195	134	Seymour (VIC)	195	134
Goulburn (NSW)	195	134	Tamworth (NSW)	195	134
Griffith (NSW)	195	134	Tumut (NSW)	195	134
Gunnedah (NSW)	195	134	Warrnambool (VIC)	195	134
Hamilton (VIC)	195	134	Wodonga (VIC)	195	134
Innisfail (QLD)	195	134			

Other country centres

Where a country centre is not detailed above, the accommodation rate is \$195 for SES and \$114 for non-SES.

Non-commercial accommodation rate

SES and non-SES employees who stay in non-commercial accommodation will be paid an amount of \$55 per night on return from the trip. This amount is paid through the payroll system and is taxed accordingly.

19. Document Particulars

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