Document 1

Australian Government
Department of Education, Skills and Employment

Obtaining CCIS access

CCIS task card 01

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Who should have access

Access is restricted to staff with a business need for the information.

CCIS user audits

The Intelligence Analytics Team can extract audit reports of user access and activities.

Unauthorised use is prohibited.

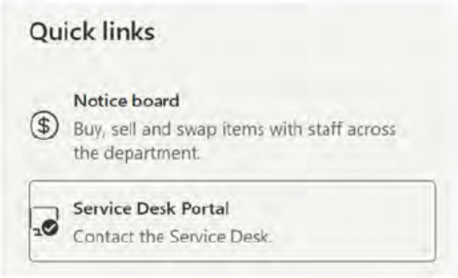
Prerequisites for CCIS access

Supervisors approving access requests must ensure that the requestee has:

- A business need to access the program, and
- Baseline Security approval or have completed the PEP (Pre-Engagement Pack).

Process to obtain access

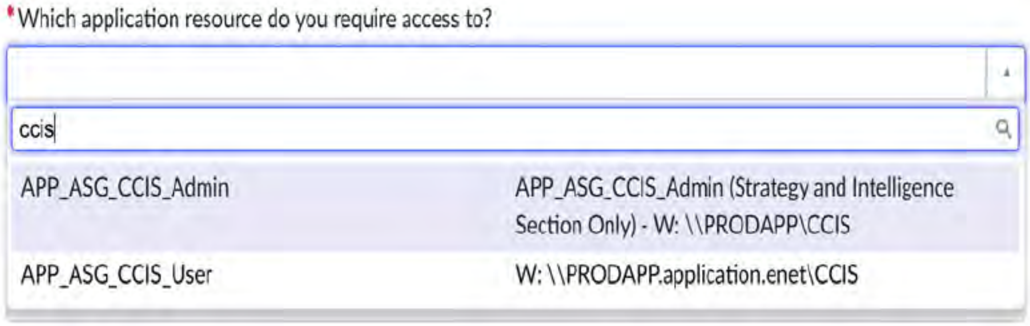
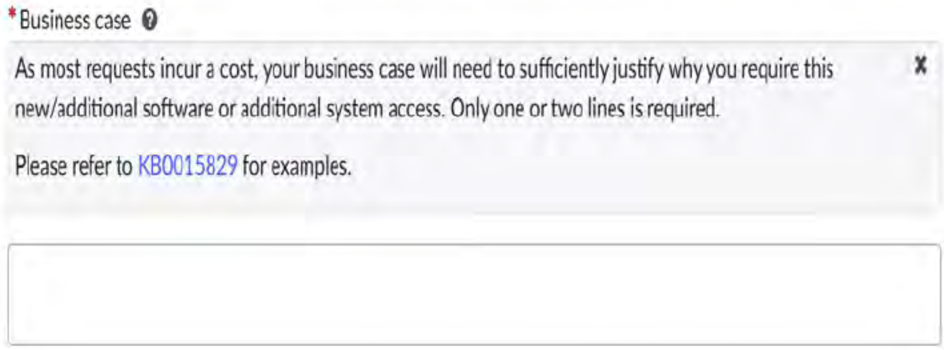
<table>
<tr><th>Step</th><th>Description</th><th>Process</th></tr>
<tr><td>1</td><td>Go to the Service Desk Portal</td><td>
From the intranet home page, access the Service Desk Portal in the ‘Quick Links’:



Select the ICT tab at the top of the page and then choose ‘Resource Groups’

</td></tr>
<tr><td>2</td><td>Open a System Access Request</td><td>
Select Access to Resource – Business Applications

</td></tr>
</table>

Step	Description	Process
3	**Select Search for and select CCIS User**	**Enter CCIS in the search field**  **Select APP_ASG_CCIS_User**
4	**Provide a Business Case**	**Provide your business need for accessing the system** 
6	**Supervisor Approves**	• **Approvers must ensure staff have the prerequisites for access – refer to page 1**
7	**Create Profile**	• **Once you have been approved for the resource, email DESE - CCIS Administration** s 47E(d) **@education.gov.au to create your CCIS profile.** • **Nominate the User ID of an existing CCIS user whose profile is to be used to create yours**
8	**CCIS Admin will notify you when your profile has been created**	

Document 2

Australian Government
Department of Education, Skills and Employment

Accessing CCIS

CCIS task card 02

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Document details

This document is owned by the Intelligence Analytics Section, Financial Integrity Branch. Should you have any feedback on the content contained within this document please contact the team at EDUC - s 47E(d) @education.gov.au

Version control

Version No.	Date	Approver	Comments/Changes
03 05 2021	03/05/2021	s 22	Updated to for desktop access instead of Citrix
21 07 2021	21/07/2021		Updated to remove requirement for shortcut and inclusion of document details
15 11 2022	15/11/2022		Added Accessing CCIS for the first time after the 15/11/2022 update section as per instructions from CCIS Administration
V4	31/03/2025		Updated for iBase 10

Note: The version of this document was valid at the time of its approval. Please regularly check for any updated version.

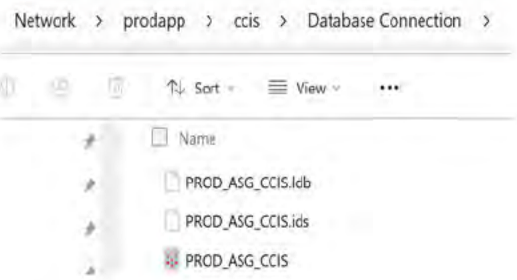
Who should have access?

Access is restricted to officers with a business use for the information.

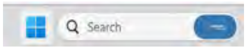
CCIS user audits

The Intelligence Analytics staff can audit user access and activities. Unauthorised use is prohibited.

Accessing CCIS for the first time

Step	Process
Before you start	You need to be authorised as a Child Care Intelligence System (CCIS) User to log on to CCIS. See Task Card 1
Locate Security Files	Open File Explorer, go to Network and locate the security files **"PROD_ASG_CCIS.ids"** and **"PROD_ASG_CCIS.idb"** at \\prodapp\ccis\Database Connection to make sure you can access the correct files. **Do not copy or move these files as this can corrupt the contents.** 

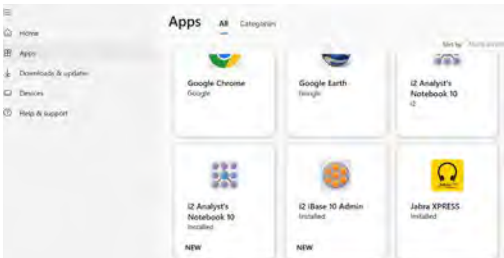
<table>
<tr>
<td>Locate and install CCIS</td>
<td>
Go to File Explorer via the Windows logo at the bottom of the screen page



Select ‘All’

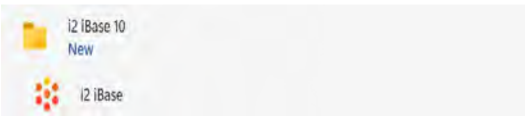
Locate Company Portal

Locate i2 iBase Admin in ‘Apps’ and install



iBase (CCIS) will install into your folders

You will find the application in your apps in the folder ‘i2 Base 10’.



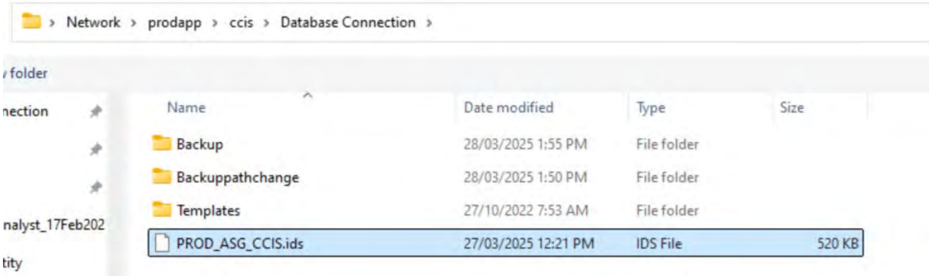
Select the ‘i2 iBase’ icon.
</td>
</tr>
</table>

iBase security logon file and database logon file

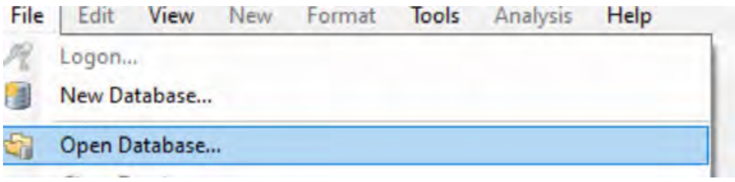
You now need to orientate CCIS to the correct security file to enable system access and then the correct database file to access the data.

Once CCIS appears, select “File > Logon”

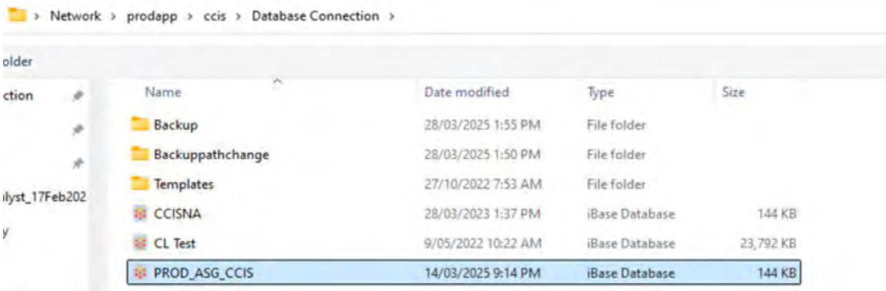
and select the **“PROD_ASG_CCIS.ids”** file.



Once this procedure is complete chose File > Open Database

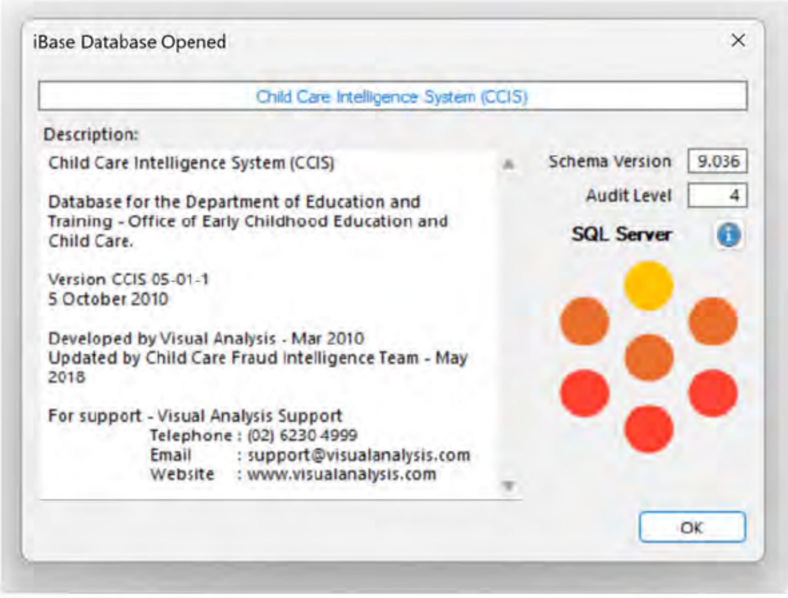


And select PROD_ASG_CCIS_idb



<table>
<tr><th>Step</th><th>Process</th></tr>
<tr><td></td><td>

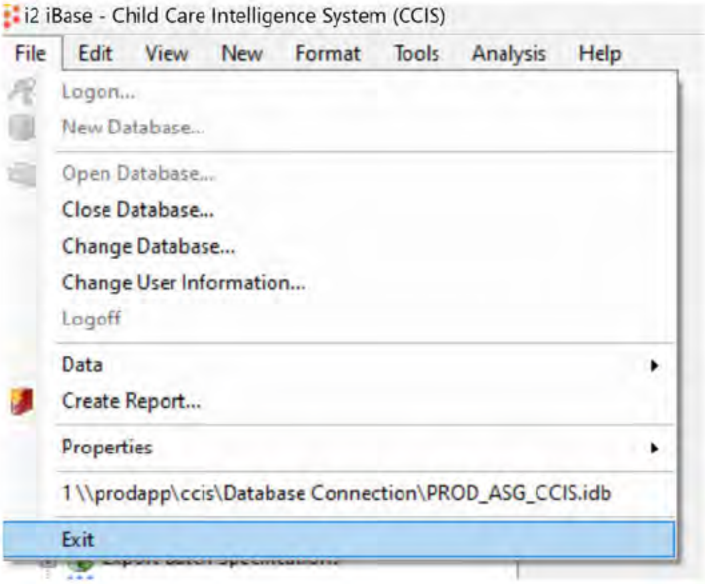
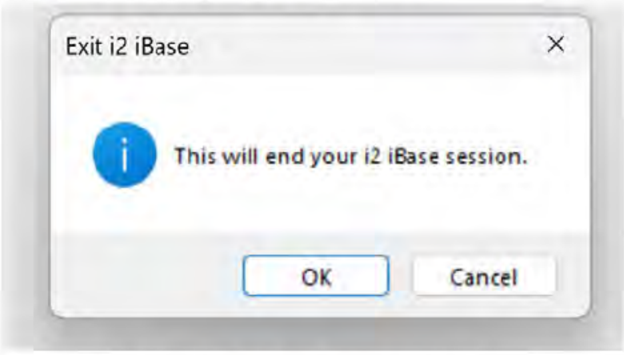
You will eventually see a screen like this



Select 'OK'.

The application will take some time to load, but when it is ready you will see the options available

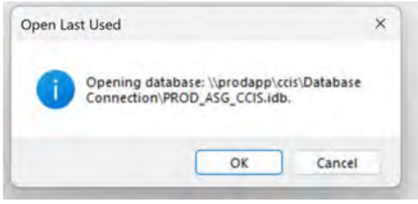
</td></tr>
</table>

Step	Process
Closing CCIS	To finish your CCIS session choose 'Exit' from the File Menu  You will then see this dialogue box  Select 'OK' to exit. CCIS will automatically close.

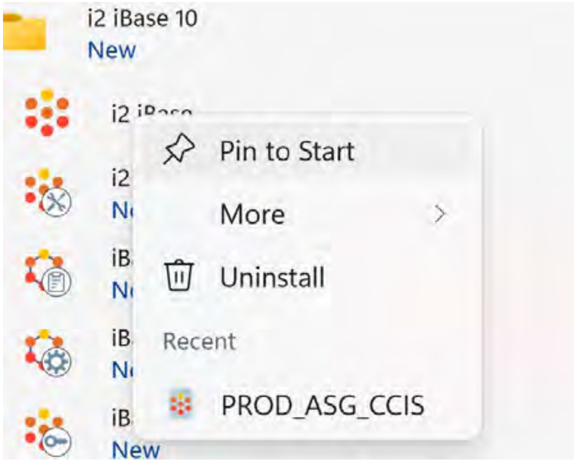
Accessing CCIS regularly

<table>
<tr>
<td>Accessing CCIS</td>
<td>
To access CCIS after you have completed set up, select the icon and the database will load. There is no need to repeat the process of orientating the security or database files.

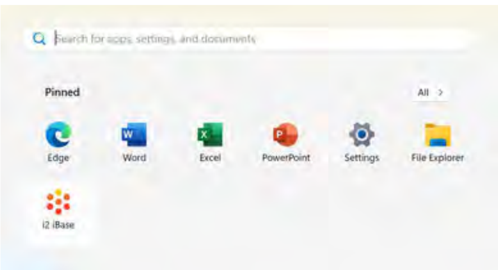
You will be prompted to confirm that you want to use the last database opened



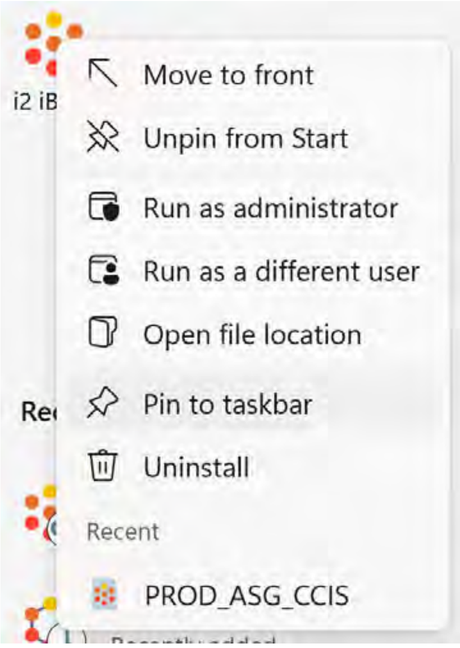
Select ‘OK’

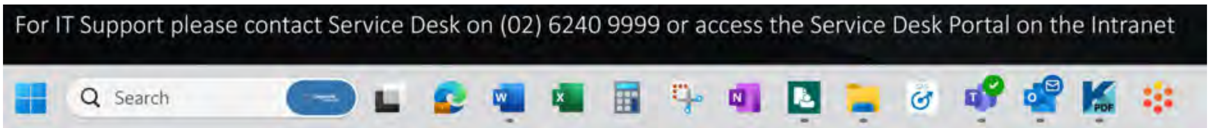
CCIS will now load.
</td>
</tr>
<tr>
<td>Pin to Start Menu</td>
<td>
You can pin CCIS to your Start Menu by selecting the right mouse key while hovering over the icon in the file


Select ‘Pin to Start’ and it will appear in the Start Page



</td>
</tr>
</table>

<table>
<tr>
<td>Pin to Taskbar</td>
<td>You can pin the application to your task bar by hovering over the icon in the Start Page and the select ‘Pin to Taskbar’ using the right mouse key.


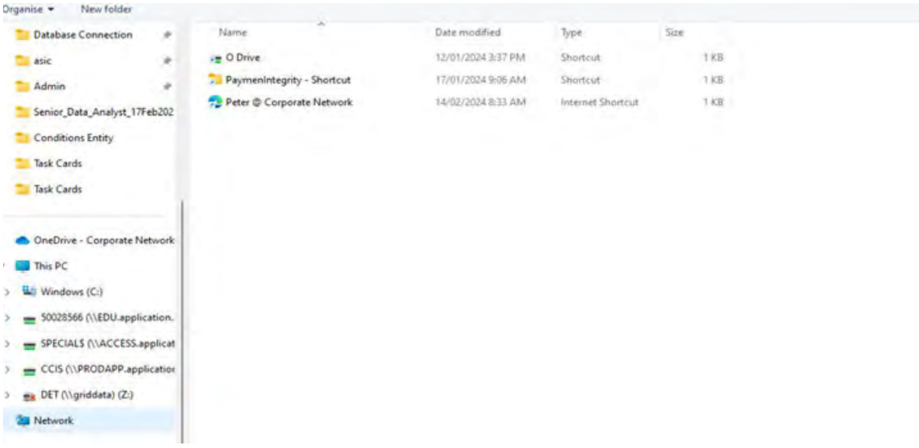
It will appear on your task bar at the bottom of your screen

</td>
</tr>
</table>

Resetting your access

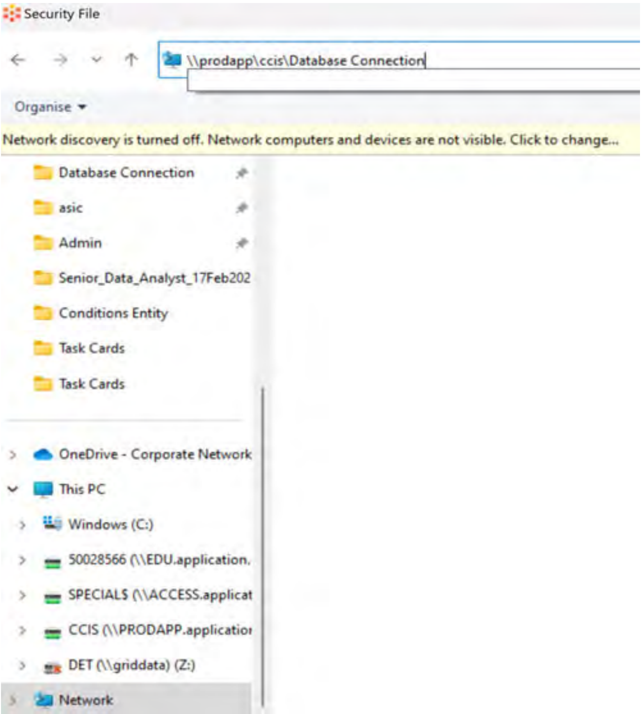
In the event you receive an error message regarding the security file, close the database and then logoff. Then select ‘Logon’ and check that the application is orientated to the correct security file. If it isn’t, then you need to change the location to the correct pathway

\\prodapp\ccis\Database Connection

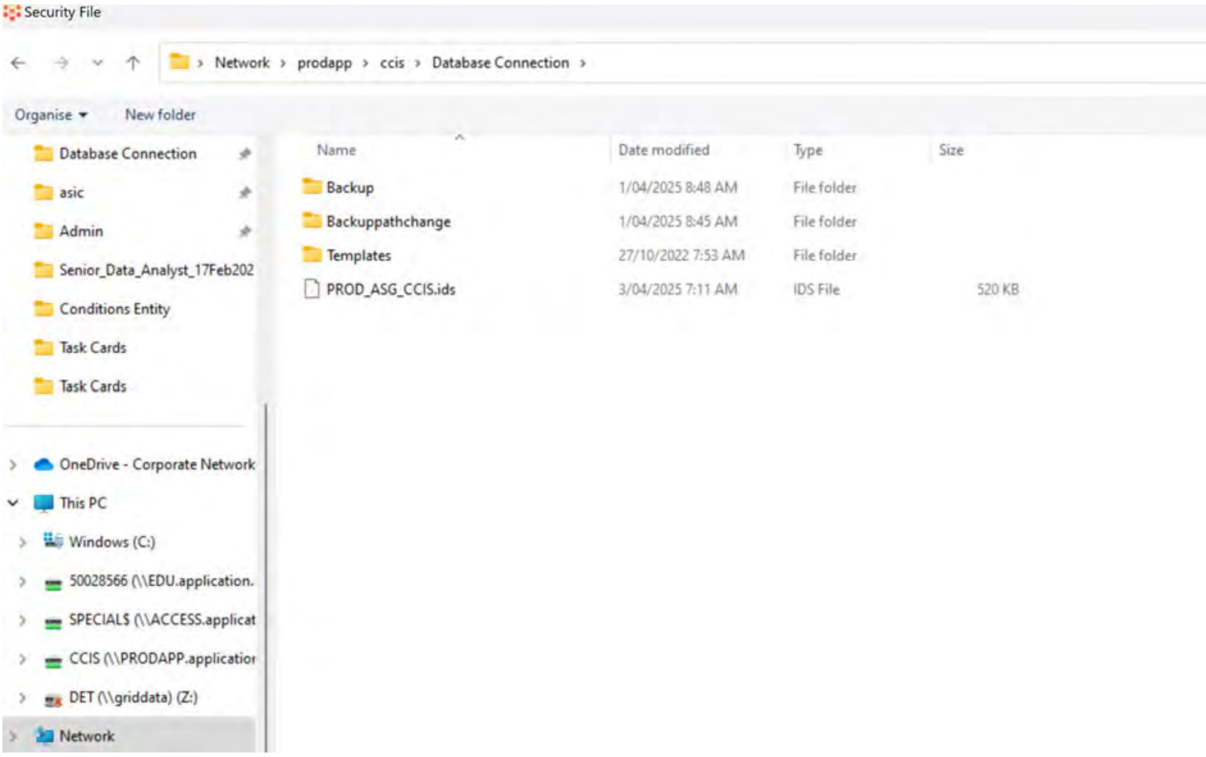
Select Logon and then from your folder options select ‘Network’



When the Network window opens paste \\prodapp\ccis\Database Connection into the search bar



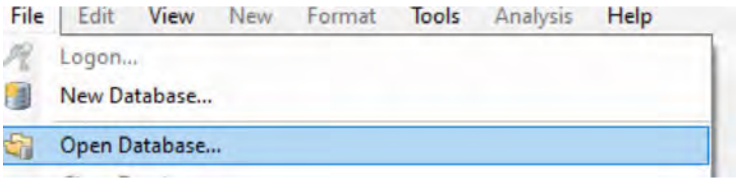
Select Enter and the file location screen appears



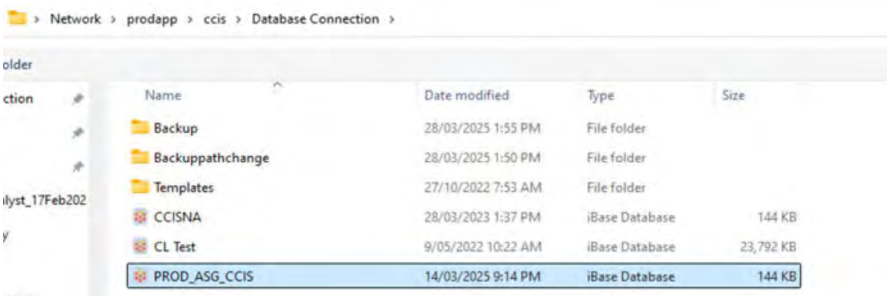
Now select PROD_ASG_CCIS.ids and then select ‘OK’.

Then continue to follow the instructions for selecting the database

Chose File > Open Database



And select PROD_ASG_CCIS_idb



Document 3

Australian Government
Department of Employment and Workplace Relations

11 March 2025

s 22
Chief Operating Officer
Department of Education
50 Marcus Clarke Street
CANBERRA ACT 2501

Extension to the MoU between the Department of Employment and Workplace Relations and the Department of Education

Dear s 22

This letter records our agreement to extend the *Department of Employment and Workplace Relations Memorandum of Understanding: Provision of services to the Department to Education* (the MoU) from 30 June 2025 as outlined in Clause 2.1 of the MoU, to 30 June 2026.

In accordance with Clause 2.2 of the MoU, a review of the ongoing arrangements occurred in November-December 2024. Following this review, both Parties agree:

1. to continue the current arrangements, to ensure the continuity of services provided; and
2. that a subsequent review will take place within 12 months of the date of the last person to sign this letter.

SIGNED for and on behalf of the Department of Employment and Workplace Relations	
Name	s 22
Position	Chief Operating Officer
Date	11/3/25.
Signature	s 22

SIGNED for and on behalf of the Department of Education	
Name	s 22
Position	Chief Operating Officer
Date	13/3/25.
Signature	s 22

This letter will be attached to the MoU as a formal record of our agreement to continue the current arrangements for up to a further 12 months.

Kind regards

s 22

Chief Operating Officer
Australian Government Department of Employment and Workplace Relations

Australian Government
Department of Employment and Workplace Relations

Department of Employment and Workplace Relations Memorandum of Understanding

Provision of services to the Department of Education

1 July 2022 – 30 June 2025

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s 22

Purpose

1. Scope

This Memorandum of Understanding (MoU) covers the delivery of services by the Department of Employment and Workplace Relations (the department) to the Department of Education (the customer).

2. Roles, Responsibilities and Governance

This MoU provides a clear definition of roles and responsibilities, Charging Arrangements, robust performance reporting/accountability and an effective governance framework to support the delivery of quality services (refer protocols 3 to 5 inclusive) and the TSD Charging Model (incorporating protocols 6 to 8 inclusive).

3. Currency and Legal Effect

This MoU contains all services that the department provides to the customer and supersedes all earlier arrangements.

This MoU does not create any legal relationship or legally binding obligations.

4. Change Management

Changes to the services can only be agreed in accordance with the change management process at protocol 1. Issues management and escalation will be resolved in accordance with protocol 2.

Approval of Memorandum of Understanding

The undersigned are the Authorised Officers for this MoU.

SIGNED for and on behalf of the Department of Employment and Workplace Relations	
Signature: s 22	Date:
Print Name: s 22	Title: **Chief Operating Officer**
SIGNED for and on behalf of the Department of Education	
Signature: s 22 s 22	Date: 6/4/23.
Print Name: s 22	Title: **Chief Operating Officer**

This MoU may be signed in 2 or more counterparts. All signed conterparts including service schedules constitute one document.

Memorandum of Understanding

1. Parties to the agreement

The Department of Employment and Workplace Relations (the department)

Department Contacts	
Chief Operating Officer	s 22 Deputy Secretary Corporate and Enabling Services
Chief Information Officer	s 22 First Assistant Secretary Technology and Services
Chief Financial Officer	s 22 First Assistant Secretary Finance and Budget
MoU Manager	Assistant Secretary, Parliamentary and Governance
MoU Manager Support	Director, Corporate Governance **Email:** s 47E(d) @dewr.gov.au
Communication Contact	Director, Corporate Governance **Postal Address:** GPO Box 9880, CANBERRA ACT 2601 **Physical Address:** 50 Marcus Clarke Street, CANBERRA ACT 2601 **Email:** s 47E(d) @dewr.gov.au

AND

The Department of Education (the customer)

Customer Contacts	
Chief Operating Officer	s 22 Deputy Secretary Corporate and Enabling Services
Chief Financial Officer	s 22 , First Assistant Secretary Financial Management
MoU Manager	s 22 , Assistant Secretary Financial and Resource Management
MoU Manager Support	Director, Procurement & Grants Policy and Services **Email** s 47E(d) @education.gov.au **Phone:** s 22
Communication Contact	Director, Procurement & Grants Policy and Services **Postal Address:** GPO Box 9880, CANBERRA ACT 2601 **Physical Address:** 50 Marcus Clarke Street, CANBERRA ACT 2601 **Email:** s 47E(d) @education.gov.au

2. Term

2.1. This MoU will commence on 1 July 2022 and, subject to clause 7, expire on 30 June 2025.

2.2. At least 3 months prior to the expiration date a review will be undertaken, and ongoing arrangements will be agreed by both parties.

2.3. The expiration of this MoU will not end service provision. In the absence of a new agreement or notice of discontinuance, services will continue to be provided until terminated or suspended by agreement.

3. Communication

3.1. The parties will send communications to the other party's communication contact (as specified in clause 1) or to another person as notified in writing by the other party.

3.2. In the event of an interruption to an ICT service, the department will notify the customer's staff, who have elected to receive notifications, informing them of the disruption.

3.3. In the event of an interruption to a non-ICT service, the department will provide advice, where agreed, to the customer for its distribution to relevant staff via internal channels.

4. Relationship principles

4.1. The parties acknowledge that the department is providing services and giving effect to the customer's instructions, to facilitate the customer's undertaking of its portfolio responsibilities.

4.2. The agreed arrangements to be provided by the department to the customer are outlined in the protocols and schedules.

4.3. The parties acknowledge that this MoU records their expectations, commitments and obligations, but does not give rise to legally enforceable obligations.

4.4. Each party will in the agreement of this MoU:

4.4.1. Act in a manner consistent with their legal obligations

4.4.2. Act in good faith towards the other, consistent with the intention of this MoU

4.4.3. Use all reasonable endeavours to perform its commitments and give full effect to the arrangements contained or implied in this MoU

4.4.4. Promptly disclose to the other, any interest it has or acquires which may differ to the interest of the other party in connection with a service, or this MoU

4.4.5. Promptly inform the other of any security issues impacting its organisation or the enterprise services, if it impacts the customer's ability to provide its business services in any way

4.4.6. Immediately notify the other party if an act or omission of the party, a subcontractor or their officers, employees or agents, or any other circumstances, may have a material impact on the department's ability to provide the services.

4.5. Neither party will issue a media release or make any comment to the media or the public concerning any aspect of this MoU or the services without first consulting the other party.

5. Risk management and business continuity

5.1. The department will manage risk in accordance with its risk management framework. Where the levels of risk tolerance differ between the department and the customer, a separate risk framework and/or plan may be established, or specific elements be added to the service to meet the customer's risk appetite.

5.2. The department has developed business continuity plans to assist with compliance and assurance levels required by the customer and the department's legislative obligations within the Australian Public Service (APS) context.

5.3. The department will maintain business continuity plans for services delivered and disaster recovery plans for applications managed by the department. Technology and Services Division (TSD) is responsible for the delivery of the infrastructure disaster recover function, including testing and reporting. Digital Solutions Division (DSD) is responsible for application recovery. Business areas remain responsible for their own business continuity and planning.

5.4. The customer is responsible for internal business continuity processes in the context of service delivery and applications managed by the customer.

5.5. The risk management framework and relevant plans will be made available within 5 business days upon receipt of a written request from the customer to the department's MoU Manager support (as specified in clause 1). Note that in some cases extracts from the department's risk system or a version of the requested plan with redacted sections may be supplied.

6. Confidential information, privacy and freedom of information

6.1. Subject to clause 6.2, a party must not, without prior written consent from the other party, disclose any confidential information of the other party to any person.

6.2. Confidential information may be disclosed by a party:

6.2.1. to comply with accountability obligations to Parliament, its committees or the Auditor-General

6.2.2. to meet its commitments, or to exercise its obligations, under this MoU

6.2.3. to enable effective management or auditing of the services delivered under the MoU

6.2.4. if authorised or required by law to be disclosed

6.2.5. if it is in the public domain.

6.3. The parties acknowledge that the customer is the custodian of information, including personal information, stored by the department on behalf of the customer. The department has no role in determining what information is collected from individuals by the customer or stored on behalf of the customer. The department, and any subcontractor of the department, must act in accordance with the reasonable directions of the customer in relation to the handling of customer data stored by the department on the customer's behalf.

6.4. The department must ensure the customer can access, change, extract and delete the personal information stored on behalf of the customer.

6.5. The department, and any subcontractor of the department, must not access, extract, change or delete personal information unless directed or authorised by the customer to do so, or where authorisation by the customer has been taken to be given in the following circumstances:

6.5.1. it is reasonably necessary to provide the services

6.5.2. it has received a request from the customer as outlined in clause 6.8

6.5.3. the department becomes aware of circumstances it reasonably considers needs its immediate and urgent action. The department will notify the customer should this occur.

6.6. The customer is responsible for ensuring that all required collection notices are provided, and/or consents obtained from relevant individuals, as required by the *Privacy Act 1988* (Privacy Act).

6.7. The customer is responsible for processing requests from individuals to access or to correct their personal information and will:

6.7.1. ensure relevant individuals are made aware that any requests for change to personal information must be made to the customer. The department will refer any requests received from individuals to the customer

6.7.2. provide appropriate direction to the department, as required, to ensure compliance with both parties' obligations under the *Privacy Act* in relation to the access or correction of records.

6.8. To request that the department access or handle personal information, the customer must provide the scope of the request including the actions required, the personal information to be accessed and the time period the department is granted access to undertake the action.

6.9. If either of the parties receives a privacy complaint alleging an interference with the privacy of an individual in relation to information stored by the department on behalf of the customer:

6.9.1. the party receiving that complaint will immediately notify the other party of the nature of the complaint and such details of that complaint as are necessary to minimise any (or further) interference

6.9.2. the party is to keep the other informed as to the progress of that complaint as it relates to their actions

6.9.3. the parties agree to co-operate with any reasonable request or direction should the Australian Information Commissioner direct either of the parties to take particular action.

6.10. The department must immediately notify the customer if it becomes aware of a potential breach (including an eligible data breach) under the *Privacy Act* in relation to the provision of services.

6.11. For the purposes of clause 6.10, the parties agree to consult and cooperate in:

6.11.1. carrying out an assessment to determine whether it is an eligible data breach in accordance with the *Privacy Act*.

6.11.2. taking all reasonable action to mitigate the risk of serious harm to any of the individuals to whom the personal information relates.

6.11.3. if assessed to be an eligible data breach, notifying the Australian Information Commissioner and affected individuals in accordance with the *Privacy Act*.

6.12. Both parties acknowledge that the customer may receive requests under the *Data Availability and Transparency Act 2022 (DAT Act)* for information stored by the department on behalf of the customer.

6.13. The department agrees to assist the customer in accessing relevant data in relation to requests under the *DAT Act* if required.

6.14. The department agrees that:

6.14.1. where the customer has received a request under the *Freedom of Information Act 1982* (Cth) (*FOI Act*) for access to a document created by, or in the possession of the department, or any subcontractor of the department, the customer may require the department to provide the document to the customer

6.14.2. the department must assist the customer in respect of the customer's obligations under the *FOI Act*, as required by the customer.

6.15. For the purposes of clause 6.14, 'document' has the same meaning as in the *FOI Act*.

7. Discontinuing the arrangements under this MoU

7.1. Either party may, at any time, by not less than 90 days written notice to the other, unless a different notice period is agreed, change the service or seek a change of service consumed under this MoU in accordance with the relevant protocol. Discontinuation will take effect on and from the expiry of the period of notice.

7.2. In the event of any discontinuance or reduction under clause 7, initiated by either party, the initiating party must reimburse the other for any fees, costs, charges and/or expenses it has incurred (or a proportion thereof) as a consequence of that discontinuance.

7.3. It is recognised that Charges may result from the termination of any underlying third-party contractual arrangements the department has entered into to support this MoU. An appropriate proportion of the Charges resulting from the termination may be passed through to the customer, where applicable.

7.4. Where this MoU is discontinued, the department and the customer will ensure that activities required by the other party to facilitate the discontinuance are undertaken efficiently and effectively to minimise the cost and operational impact of the transition.

7.5. In the event of a significant discontinuation staff may need to transfer between the department and the customer (as agreed between the parties).

7.6. In the event of a Machinery of Government change or significant Government decision affecting a party or service under this MoU, the parties will promptly and cooperatively review and determine if the MoU is to be discontinued or whether any consequent changes to the MoU be required. Should consequent changes be required the parties will execute and implement an appropriate variation and use all reasonable endeavours to ensure the continuity of services under the MoU and maintain the integrity of the charging model (outlined in protocol 4).

Protocols to the MoU

PROTOCOL 1. Governance and change management

Governance

1.1. A senior level Governance Committee for Memoranda of Understanding for Services the Department of Employment and Workplace Relations are providing to the Department of Education and Services the Department of Education are providing to the Department of Employment and Workplace Relations comprised of senior representatives from the department and the customer will provide high level and strategic oversight. The Governance Committee will:

1.1.1. oversee the delivery of services

1.1.2. review strategic, efficient, and effective delivery and management of the services

1.1.3. monitor the services, including delivery of outcomes and cost, and for agreeing any changes to the agreed services, including:

1.1.3.1. ensure action items and delivery milestones identified remain on track

1.1.3.2. expeditiously resolve significant issues that are escalated to the Committee

1.1.3.3. review known and new risks and develop action items that will mitigate or remediate these risks.

1.1.3.4. sign off on any completed work/projects and reprioritise work/projects, if needed.

1.2. On a day-to-day basis, the MoU Manager for the parties (as specified in Clause 1) will oversee the effective functioning of this MoU. The MoU Managers will meet quarterly, or as needed, to resolve any issues.

1.3. The MoU Managers for the parties will facilitate an effective working partnership by:

1.3.1. ensuring the coordination of key activities

1.3.2. monitoring performance in the delivery of services

1.3.3. resolving local issues that have strategic significance, for either party

1.3.4. promoting early engagement and development of strategic direction, for either party

1.3.5. providing a forum for discussion of significant issues of mutual interest

1.3.6. endorsing any changes to the schedules to this MoU (in accordance with clause 1.8 of this protocol)

1.3.7. making decisions based on recommendations from any supporting committees and workings groups.

1.4. The department will engage with the customer to develop an agreed process for escalation of issues in relation to this MoU as per protocol 2. Tolerances and controls will be put in place and agreed upon in order to streamline escalation processes to the governance committee.

1.5. Additional governance arrangements may be applicable to specific services and are as outlined in relevant service schedules.

Change management

1.6. As described in clause 7.1, if either party initiates a change to the services, they must provide at least 90 days written notice to the other party via the MoU Governance Committee of its intentions.

1.7. The outlined process applies to the management of changes to the MoU, protocols and/or services provided by the department over the life of the MoU.

1.8. Non-administrative changes to this MoU must be recorded in writing and signed by each party:

- 1.8.1. COOs will sign off any changes to the MoU Head Agreement and Protocols
- 1.8.2. each service schedule will be signed by the primary delivering FAS and primary receiving FAS
- 1.8.3. initially, the MoU Governance Committee will note the classification of proposed changes to be either Administrative, Advice-only or Material
- 1.8.4. for administrative changes, the department's and the customer's MoU Managers will endorse changes
- 1.8.5. all endorsed changes will be submitted to the Chief Operating Officers (COOs) for information
- 1.8.6. once changes are approved, the department's MoU Manager Support contact will inform the relevant customer agency with the date of effect of the changes. The MoU/protocols/schedules will be updated to reflect the changes.

PROTOCOL 2. Issues management and escalation

2.1. Both parties will work cooperatively and in good faith to resolve any issues relating to the delivery of services in accordance with the resolution process.

2.2. Notwithstanding that an issue arises or is unresolved, the services will continue to be provided and both parties will meet their commitments under this MoU until the expiry or agreed discontinuance of this MoU, or the relevant schedule, under clause 7.

Resolution process

2.3. The first point of contact for raising issues or complaints relating to the delivery of the services should be with the area delivering the services as outlined within the Service Schedule.

2.4. The MoU Governance Committee Terms of Reference sets out the process if further escalation is required. The Terms of Reference are provided at Appendix A to this document.

2.5. Additional points of ICT escalation are in the table below. The department's first point of contact will seek to address issues directly with the customer and/or the department service owner, wherever possible.

Escalation Process	Name	Details
First point of contact and initial escalation	Service Desk	**Ph:** s 47E(d) **Email:** s 47E(d) @dewr.gov.au
Second escalation	TSD Customer and Financial Modelling team	**Ph:** s 47E(d) **Email:** s 47E(d) @dewr.gov.au
Third escalation	Assistant Secretary, IT Workplace, Environment and Customer Support Branch	**Ph:** s 22 **Email:** s 22 @dewr.gov.au
Formal dispute resolution	Chief Information Officer, First Assistant Secretary, Technology and Services Division	**Ph:** s 22 **Email:** s 22 @dewr.gov.au

2.6. The ultimate decision makers for any unresolved issues will be the COOs of the department and the customer.

PROTOCOL 3. Reporting, auditing and assurance

Performance reporting

3.1. The department and the customer agree to provide available information to the other entity when reasonably requested to do so (for example, to assist in satisfying an entity's reporting and accountability requirements).

3.2. The entities may agree to specific reporting requirements, and these should be articulated in the relevant services schedule.

3.3. The department will manage the services it delivers, through performance measures and associated reporting referencing the service levels as applicable to individual services.

3.4. Both entities will review the appropriateness of performance measures and reporting whenever there are significant changes made to a service.

Provision of data and information to meet reporting requests

3.5. The customer is required to respond to requests from its Minister and the Parliament in relation to its portfolio responsibilities. As the department holds and controls data and information that the customer may need to meet its obligations the department will, upon receiving a written request from a SES officer of the customer, provide the customer access to information or data it holds or controls, in an agreed format and in accordance with applicable information law.

3.6. To ensure adequate processing and clearance times are available for the department, generally, a minimum of 5 business days are required from the date the request is received, or as otherwise agreed.

3.7. In instances where requests for data require a timeframe less than that identified in clause 3.6, the department will ensure it is responsive to the imposed timeframes. To ensure the department can meet any imposed timeframes, the customer needs to ensure the request for data is provided as soon as possible from receipt of the original request.

3.8. The department will engage with the customer to agree to a timeframe, data requirements and quality requirements for the provision of necessary briefs and information.

3.9. Where the data is held by the customer, reciprocal arrangements will apply.

Auditing and assurance

3.10. The parties agree to provide any information and access to systems that is requested by the ANAO relying on its information gathering powers under the *Auditor-General Act 1997*, to either party.

3.11. The customer agrees to provide the department with sufficient access to relevant information related to its internal audit activity and financial reporting necessary for the department to meet its obligations under relevant legislation and auditing standards.

3.12. Upon written request, the department agrees to provide the customer with information on the outcomes of internal audit activities and the status of the implementation of recommendations, including closed recommendations that relate to the services provided.

3.13. The department agrees to provide sufficient assurance over the department's system of internal control relevant to any provided delegations and financial reporting for those services provided by the department to assist the customer in meeting its obligations under relevant legislation and auditing standards.

PROTOCOL 4. Charges, invoicing and payments

Charging arrangements

4.1. Ongoing services are shown in the schedules of this MoU.

4.2. Charges associated with the delivery of ongoing services will be transparent.

4.3. The Charges for services are specified in the individual service schedules (as relevant).

4.4. Charges will be reviewed and agreed upon annually, in advance of the commencement of the new financial year (refer TSD Charging Model incorporating protocols 6, 7 and 8).

4.5. Any cost for equipment or services, outside of what is described in this MoU, are additional to the Charges and must first be agreed, in writing, between the parties before the equipment or services are provided.

4.6. If either party incurs any fees, charges, costs or expenses due to any act or omission of the other party, the party responsible for the act or omission will reimburse the other party within 30 days of receiving a written demand together with supporting documentation.

Annual charges associated with the delivery of ongoing services included in the charging model

4.7. The services included in the charging model are shown in the pricing schedule and identified in the cost recovery section of service schedules as one of the following cost recovery methods:

Cost Recovery Method	Definition
Per User	Calculated by the number of users or licences allocated to the customer to allow access to the service.
Pass-through	The direct pass through of any charges associated with the delivery of the service from a third-party provider. This includes but is not limited to telephony, cloud service providers and printing invoicing.
Percentage of Use	Based on the amount of the whole departmental costs used by the customer and recovered as either full percentage of use or a marginal percentage of use.
Through Supported Service/Indirectly	The operational costs for these services are captured through associated services.
As per the Service Schedule	A customised approach to cost recovery may be agreed by both parties and reflected in the Service Schedule.

4.8. These Charges include costs incurred by the department in the provision, management and administration of the services.

4.9. Charges will be presented to the customer monthly or quarterly in the form of invoices. User volume data will be provided monthly to give the customer visibility to audit validity of service consumption.

4.10. Charges for ongoing services will be reviewed annually by the department to account for the changing nature of the costs related to providing services. Customers will be consulted during the review. The department will provide timely guidance on the coming financial year's Charges.

4.11. Annual Charges do not include items marked as quotable in the service schedules and the provision of new services or projects not provided as at 30 June 2022 (refer protocol 4 clauses 4.12 and 4.13 for further detail of Charges associated with these items).

Charges associated with scoping and delivery of additional or new services or projects (including quotable services) and ad-hoc or one-off services

4.12. The department may appoint one or more project managers to manage requests for additional or new services or projects. Upon agreeing to provide a quote, a project manager will provide the customer with a Statement of Work, Implementation Plan and Cost Estimate for the delivery of the service or project.

4.13. A material change in the scope of a schedule will require a Project Variation Request and a new Charge to be calculated and agreed to by both parties.

Charges associated with scoping and delivery of services or projects for Financial Year 2022-23 (including quotable services) and ad-hoc or one-off services

4.14. The Chief Financial Officers for the department and the customer will finalise the cost of charges associated with the supply of services by the department to the customer during the financial year 2022-23 by no later than 26 May 2023.

4.15. The final cost of charges to be approved by the Chief Operating Officers for the department and the customer no later than 16 June 2023.

Goods and services tax

4.16. In any circumstance where it is found that Goods and Services Tax (GST) should be imposed on a supply made under this MoU, but was not otherwise provided for under the existing MoU supply arrangements:

4.16.1. The consideration otherwise provided for that supply under the MoU will be increased by the amount of that GST and will be paid in full or part (as relevant) by the party receiving the supply, within 30 days of receiving a written demand from the party making the supply

4.16.2. The right of the department to recover any amount in respect of GST under the MoU is subject to the issuing of the relevant tax invoice or adjustment note to the customer.

Invoice and payment arrangements

4.17. Where possible invoices will be consolidated and will be issued to the customer on a quarterly basis, or as detailed in the schedules.

4.18. For charging model based ongoing services, the customer will receive an annual true-up relating to the provision of ongoing services provided under this MoU.

4.19. All relevant supporting documentation will be provided with invoices (which may be via links to relevant electronic records).

4.20. Additional or new services, projects or ad-hoc services will be invoiced on the completion of all work unless otherwise agreed between parties.

4.21. All payments by the customer will be made electronically to the bank account nominated by the department.

PROTOCOL 5. Overarching departmental and customer responsibilities

Joint commitments

5.1. In the delivery of services there are responsibilities that apply to the department and the customer, at an organisational and individual level. The department and customer will maintain accreditation (as required) and adhere to relevant legislation, Commonwealth requirements and departmental policies. The customer is responsible for authorising and accepting risk.

The department's commitments

5.2. The department will use all reasonable endeavours to ensure that services are delivered:

5.2.1. at a high professional standard of skill, care and diligence

5.2.2. in a prompt and cost-effective manner

5.2.3. in a manner that ensures it is fit for purpose

5.2.4. in accordance with the applicable schedule and service levels

5.2.5. within the timeframes negotiated with the customer.

5.3. The department may engage subcontractors to deliver all or part of a service; nevertheless, the department will remain fully responsible for the delivery of the service. The customer will be advised should this occur. Upon written request from the customer, the department will provide details of the authorised subcontractors.

5.4. Department internal policies may be made available to the customer upon request.

The customer's commitments

5.5. In return for the department providing the services, the customer will pay the department the Charges for the services in the manner agreed.

5.6. The customer is to ensure it provides the department with necessary delegations and authority in the provision of the services, if required. *[Both the department and the customer are expected to have appropriate arrangements in place whereby their respective Secretaries authorise and delegate particular functions to certain roles, as required and necessary].*

5.7. The customer will provide the department, including its authorised subcontractors, with reasonable access to its premises in connection with the delivery of the services.

5.8. The customer will comply with any reasonable queries or requests from the department, including any timeframes specified, in relation to customer commitments, by responding promptly in writing.

IT security responsibilities

5.9. The customer is responsible for developing any security plans for its own specific systems and any outsourced services it uses. The department has the right to reject the use of externally provided services if the risk level it introduces is deemed unacceptable.

5.10. It is a requirement of the Australian Signals Directorate's (ASD) Information Security Manual (ISM) for the department to institute an Information (IT) Security policy. The customer is able to add specific elements to the policy for its organisation, however any changes to the core policy components will need to be discussed and agreed to by the department's authorised approval forum to determine the potential impact on the IT services provided.

5.11. The department will provide reporting mechanisms that detail its position in relation to the ASD's 'Strategies to Mitigate Cyber Security Incidents – Mitigation Details' for the systems that the department is wholly responsible for. Effort to implement the controls associated with the 'Essential 8' strategies which includes the mandatory 'Top 4' will be prioritised. The remaining strategies will be implemented after identification of the level of protection required. The customer is required to notify the department of the level of protection it requires so that the relevant strategies, based on the risk to its business, can be implemented where it is possible.

5.12. In the case of a security breach, cyber-attack or data spill impacting or exposing the customer, both parties agree to inform the other immediately of the scale, scope and remedial action.

IT Operational arrangements

5.13. Details relating to the operational arrangements for IT governance, engagement and reporting are outlined in:

5.13.1. Schedule 2.18 Digital Application Development Services and

5.13.2. Schedule 2.19 Digital Application Support and Maintenance (Business as Usual) Services.

Technology and Services Division Charging Model

This Charging Model details the way in which charges are applied to ICT s 22 / services delivered by the Department of Employment and Workplace Relations (the department) to the Department of Education (the customer). All charges are set annually and charges applied in accordance with this model.

PROTOCOL 6. ICT Service Charges

6.1. ICT Service charges are set annually based on the cost model that is used for all shared services clients of the department using the future financial year forecast of budget (as outlined in protocol 4). Change to the ICT cost model is governed by the IT Consultative Committee under the MoU with existing clients.

6.2. ICT services are invoiced quarterly in arrears based on consumption metrics outlined in protocol 4 for that quarter as calculated by the cost model.

6.3. Price adjustments or an adjustment of charges may occur where there is an increase or decrease of over $500,000 to total aggregated operating costs. The department will share both increases or efficiencies made to the cost base with the customer consuming ICT services. The department will notify the customer prior to any credit or increased charge.

6.4. The department will reuse and reassign licences where possible to minimise charges to the customer in accordance with the Software Licence Management Policy.

6.5. Monthly reporting will be provided to the customer on users and some software usage.

6.6. The prices charged to the customer for ICT service are for operational costs only and exclude capital costs.

6.7. The contribution to the Infrastructure and Property services capital program is determined through the annual ICT Investment cycle and agreed by the department and customer.

6.8. Oncosts relating to customer NPPs that are delivered by the department on behalf of the customer are to be recovered by the department.

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PROTOCOL 8. Cost Model

8.1. The cost model is the standard model used for cost allocation and pricing for the department's services delivered by Technology and Services Division for all clients using the services.

8.2. The services included in the charging model are shown in the pricing schedule and identified in the cost recovery section of relevant service schedules as one of the following cost recovery methods:

Cost Recovery Method	Definition
Per User	Calculated by the number of users or licences allocated to the customer to allow access to the service.
Pass-through	The direct pass through of any charges associated with the delivery of the service from a third-party provider. This includes but is not limited to telephony, cloud service providers and printing invoicing.
Percentage of Use	Based on the amount of the whole departmental costs used by the customer and recovered as either full percentage of use or a marginal percentage of use.
Through Supported Service/Indirectly	The operational costs for these services are captured through associated services.
As per the Service Schedule	A customised approach to cost recovery may be agreed by both parties and reflected in the Service Schedule.

8.3. The charging methodology for each service is outlined below:

TSD Charging arrangements for 2022–23

Cost Recovery Method	Service Name	Primary cost driver/s	Calculation to determine charge	Charge Base
Per User	Desktop ICT Service Bundle	Software Licence / Staffing	The full cost to maintain this service has been calculated through the TSD cost model. The charges are derived from the full cost base divided by the number of users licenced through O365 suite.	User numbers
	s 22			Variable / Per licence assigned

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2.18. Digital Application Development Services

Information and Communication Technology – Digital Solutions Division (DSD)	
Digital Application Development Services	Provision of IT application development services supported by the department's project management, and governance processes and procedures.

Service Inclusions	
Sub-service	Description
Application Development	IT application development including analysis, design, build, testing, implementation, project management services and deployment services.
Supporting Services	Strategic planning, business case development and costing, DTA representation, architectural services, service design, user research, user experience and interface design, discovery activities and prototyping.

Service Exclusions
Services provided by the department's Technology and Services Division (TSD).

Service Associations
Digital Application Support and Maintenance (Business as Usual) Services – Schedule 2.19 to this MoU.

Cost Recovery

All items under this service schedule are Quotable items and as such must be first approved as outlined in the Governance of Quotable items section in this schedule.

Services are cost recovered using the Department of Finance costing model, charging for time and materials. The cost recovery model is - **Cost recovery** = (**cost of staff time**) + (**direct cost of purchases**, if charged):

- **Cost of Staff and contractor time** – The department records all staff time against the customer's maintenance and development items. Standard rates apply for staff from APS1 to EL2 (including salary, annual leave accrual, superannuation and long service leave) and direct contracted rates for contractors including GST.
- **Direct cost of purchases** made for the customer's software or projects, for example consultancies or specific client requested tools. These are to be pre-approved in writing by the customer.

Invoicing

The department will invoice the customer on a quarterly basis with a break down by each project. Invoices will be sent to the Education Project Portfolio Office (PPO) and CFO.

Key Department Stakeholders	
Department Service Owner	Assistant Secretary, Architecture, Design and Development
Department Service Manager	Director level – Dependent on sub-service and customer

Reporting

To support delivery assurance the department will provide monthly:

- Project level reporting for all approved projects to the relevant Senior Responsible Officer (SRO)/Lead Project Manager and the relevant program governance board.
- Portfolio status reporting to the Education PPO and the DEWR & Education MoU Governance Committee.

The project level and Portfolio status reporting will include:

- Delivery Dashboard of projects by phase, total expenditure, and forecast.
- Project summary with status of each project against Budget, resources and scope.
- Key activities for the period
- Key activities for the next period
- Budget summary actual and forecast
- Risks and Issues for escalation
- Delivery progress against Epics, Features and Stories

The department will provide:

- An annual Management Representation Letter outlining the systems and controls DEWR maintains to ensure the integrity of the production applications and compliance with Government IT Security and control requirements.
- A Quarterly planned budget to DEWR & Education MoU Governance Committee to ensure the effective management of the budget and scope.

The department's CDO will provide input into reporting, and attend as necessary, the customers Audit Committee and Risk Committees.

Additional reporting and assurance requirements to be defined and determined as needed.

Governance of Quotable Item

Quotable work for Application Development (Projects) and related Application Development Support Services delivered by the department to the customer will be governed as per the process below:

- The customer will provide the department with an External Costing Request via the Education PPO.
- The department will develop a Statement of Work (SoW) including costings and assumptions for services and provide the costing to the initiating education policy area and the Education PPO.
- The customer is responsible for approving work to commence, and for advising the department of the SRO /Lead Project Manager for any given SoW.
- Upon receipt of approval of work from the customer, the department will confirm and accept delivery of the approved SoW, establish a project for reporting purposes, allocate resources and commence delivery. *Note: given the potential passage of time between costing and commencement approval the department will need to confirm acceptance of the work as part of this process.*
- Delivery will be managed directly with the relevant education policy area in conjunction with the SRO/Lead project Manager.

NOTE: Where a Program Change Request is required it will follow the above process with a subsequent update to the SoW.

Department Responsibilities
Develop, approve and share supporting security assessments for IT applications including Authority to Operate and Security Risk Management Plans.
Develop IT applications in line with relevant whole of government frameworks and standards, including IT security requirements and controls such as the PSPF and ISM.
Resource management and allocation to support the customer's applications and projects.
Establish and monitor risk plans in RiskNet2 which will be jointly managed by the department and customer.

Department Responsibilities
Ensure business applications leverage enterprise digital platforms and capabilities and aligns with the ICT Strategy (DofE and DEWR), the Digital Business Strategy and the Digital Government Strategy.

Customer Responsibilities
Participate in the department's governance and agile development processes.
Provide business requirements and signoff in a timely manner.
Provide User Acceptance Testing and sign off prior to software releases (when required).
Sign-off/approval of system releases (where relevant).
Develop change management artefacts (training, support material to affected end users).
Engage with the department to support Digital Transformation Agency (DTA) reporting requirements including Wave Reporting, 10-year investment planning and digital prioritisation reporting and others as required.

Joint Responsibilities
Work collaboratively to deliver value for money, safe and secure IT applications that meet government outcomes and benefits.
Work in partnership and in good faith.
Collaboratively review this service schedule on an annual basis at the DEWR & Education MoU Governance Committee.

Disclaimer
Work is only able to commence when resources have been sourced and onboarded. As such delays in accepting additional work over and above the existing resource levels may occur and may depend upon availability of market resources.

Endorsement by Department of Employment and Workplace Relations	
Name	s 22
Position	First Assistant Secretary, Digital Solutions Division
Date	13/4/23
Signature	s 22

Endorsement by Department of Education	
Name	s 22
Position	First Assistant Secretary, Financial Management Division
Date	17/04/2023 s 22
Signature	

2.19. Digital Application Support and Maintenance (Business as Usual) Services

Information and Communication Technology – Digital Solutions Division (DSD)	
Digital Application Support and Maintenance (BAU) Services	Provision of IT application support and maintenance (Business as Usual) services for production systems hosted by DEWR.

Service Inclusions	
Sub-service	**Description**
Application support and maintenance ongoing service	Provide ongoing support for production operations, system monitoring, maintenance, defect resolution, minor change, release management and codebase support necessary for the effective operations of production digital Education systems hosted by DEWR.
Application support and maintenance supporting services	Strategic planning, business case development and costing, report development, release management, DTA representation and security advice.

Service Exclusions

Services provided by the department's Technology and Services Division (TSD).

Service Associations

Digital Application Development Services – Schedule 2.18 of the MoU.

Cost Recovery

Digital Application Support and Maintenance (Business as usual) services are charged using the following cost recovery model - **Cost recovery** = (**cost of staff time**) + (**direct cost of purchases**, if charged):

- **Cost of Staff and contractor time** the department records all staff time against the customer's maintenance and development items. Standard rates apply for staff from APS1 to EL2 (including salary, annual leave accrual, superannuation and long service leave) and direct contracted rates for contractors including GST.
- **Direct cost of purchases** made for the customer's software, for example consultancies or specific customer requested tools. These are to be pre-approved in writing by the customer.

Annual Work Plan

- The parties acknowledge that services provided under this schedule can only be provided by the department within the funding provided by the customer.
- An annual **Work Plan** will be developed and agreed by the parties. The purpose of the annual **Work Plan** is to describe the Application support and maintenance services to be provided for production digital Education systems hosted by DEWR. The annual **Work Plan** will outline target BAU services and the target level of support for that year within the funding provided by the customer.
- Detail about the process to develop the annual **Work Plan** is contained in the section *Governance of the Workplan* below.
- In addition to the services defined under the annual **Work Plan**, the department holds the authority to charge up to 20 hours per week without separate approval for application support and maintenance supporting services. If a need arises for the department to charge more than 20 hours per week, the department will seek prior approval from the customer.

Invoicing

The department will invoice the customer on a quarterly basis. Invoices will be sent to the Education Project Portfolio Office (PPO) and CFO.

Key Department Stakeholders	
Department Service Owner	Assistant Secretary, Data Platforms and Education Systems
Department Service Manager	Director level – Dependent on sub-service and customer

Reporting

To provide assurance over the support and maintenance (Business as Usual) services for production digital Education systems hosted by DEWR the department will provide monthly reporting:

- against digital Application Support and Maintenance activities to the PPO.
- table a copy of the monthly reports at the DEWR & Education MoU Governance Committee.

The monthly reports will include:

- Financial expenditure and forecast
- Number of production incidents and resolution (format to be developed)
- Environmental management (upgrades and patching) as currently provided by TSD to the CSO
- Health of each supported system, including compliance with security requirements (format to be developed)
- Risks and Issues for escalation (format to be developed)

The department will provide:

- An annual Management Representation Letter outlining the systems and controls DEWR maintains to ensure the integrity of the production digital Education systems hosted by DEWR, including compliance with Government IT Security and control requirements.
- A Quarterly planned budget to the DEWR & Education MoU Governance Meeting Committee to ensure the effective management of the budget and scope.

The department's CDO will provide input into reporting, and attend as necessary, the customers Audit Committee and Risk Committees.

Additional reporting requirements to be defined and determined as needed.

Governance of Workplan

The annual **Work Plan** will be established between the department and the customer in May – June each year and will be governed by the following below:

- The customer will advise an annual fixed amount/limit in June each year for provision of services under this schedule. This amount may be increased during the financial year by agreement of both parties.
- The customer will advise the department of the appointed Business System Owner for any given supported system.
- The department will assess and propose the target level of support for systems and services that can be provided within the fixed annual amount/limit based on priority and risk.
- The department and the customer will agree the proposed annual **Work Plan.**
- The department will provide to the DEWR & Education MoU Governance committee prior to the commencement of each financial year the draft annual **Work Plan** for endorsement.

NOTE: If throughout the year, there is a change required to the annual **Work Plan**, the changes can be proposed by the department or the customer and will follow the above process with a subsequent update to the **Work Plan.** Any change will include the cost and time required to increase or decrease the underlying required resource profile.

Department Responsibilities
Provide support and maintenance that is consistent with relevant whole of government frameworks and standards, including IT security requirements and controls.
Triage and continuously manage the backlog of production issues through prioritising with the Business System Owner as new issues emerge.
Assess, cost, plan, fix, test and deploy production defects that require code changes.
Manage code pipelines and deployments.
Respond to and coordinate incident resolution and issue management.
Perform system health checks

Customer Responsibilities
Engage with the department throughout the development of ICT strategic plans, ICT/digital enabled business cases and ICT costings.
Provide first level production support.
Support analysis of requirements and production issues.
Provide User Acceptance Testing and sign off prior to software releases, production verification and defect fixes (when required).
Develop change management artefacts (training, support material to affected end users).
Provide sign-off/approval of system releases (where relevant).
Engage with the department to support Digital Transformation Agency (DTA) reporting requirements including Wave Reporting, 10-year investment planning and digital prioritisation reporting and others as required.

Joint Responsibilities
Work in partnership to administer, manage and maintain systems and do so in good faith.
Support ongoing investment required to operate joint applications to ensure the stability, security and efficiency of systems.
Collaboratively review this service schedule on an annual basis at the DEWR & Education MoU Governance committee.

Disclaimer
Unapproved work will not be undertaken or absorbed by the department.

Endorsement by Department of Employment and Workplace Relations	
Name	s 22
Position	First Assistant Secretary, Digital Solutions Division
Date	13/4/23
Signature	s 22

Endorsement by Department of Education	
Name	s 22
Position	First Assistant Secretary, Financial Management Division
Date	17/04/2023 s 22
Signature	

Document 4

FROM **INFORMATION**
TO **INSIGHT**

TAX INVOICE

Department of Education, Skills and Employment - ECCC
Attention: s 22
50 Marcus Clark,
Canberra,
ACT,
Australia,
0262402609

Invoice Date
20 Jul 2022

Invoice Number
AUINV181189

Reference
PO # 4500146367 / Work Order -DMS086

ABN
24 075 960 075

Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

s 22

Description	Quantity	Unit Price	GST	Amount AUD
s 47G			10%	16,000.00
VA Quote # AU0027938				
			Subtotal	16,000.00
			TOTAL GST 10%	1,600.00
			TOTAL AUD	**17,600.00**

Due Date: 19 Aug 2022

Terms
- Currency for this invoice is in Australian Dollar (AUD).
- Payment terms: 30 days from date of issue.
- Please Note: The customer is liable for any taxation liability that is applicable for the provision of the product and/or service being purchased whether the tax is local or otherwise. The invoice is to be paid in full by the customer and no monies will be withheld by the customer for the payment of any taxes, excise or other form of government payment.
- Visual Analysis is an authorised Business Partner of IBM Australia.
- This invoice is provided under the terms of the IBM Support Provider Program.

s 47G

PAYMENT ADVICE

Customer	Department of Education, Skills and Employment - ECCC
Invoice Number	AUINV181189
Amount Due	**17,600.00**
Due Date	19 Aug 2022
Amount Enclosed	

Enter the amount you are paying above

To: Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

Document 5

Reference 4389 | Outcome: Approved | COMPLETE

Additional Contacts

Procurement Plan

Use of this procurement plan template is to assist Procuring Officials to describe the requirements, expected cost, method, risk assessment and document the delegate's approval to approach the market and enquiries undertaken to assess value for money. This form was developed to be consistent with the Commonwealth Procurement Rules, Accountable Authority Instructions and Procurement Best Practice.

The Accountable Authority Instructions (AAIs) require that all procurements valued at $10,000 (including GST, if any) or above must have a procurement plan that describes the requirements, expected cost, method, risk assessment and documents the delegate's approval to approach the market and enquiries undertaken to assess value for money.

The AAIs mandate that prior to undertaking any procurements valued at $10,000 or above, the Procuring Official must have completed the Indigenous Procurement Policy (IPP) training on LearnHUB in the last 12 months.

If you require assistance, please contact the Procurement Team on email at procurement@education.gov.au

Submitting Officer
(required)

s 22 @education.gov.au) s 22 @education.gov.au

Organisational unit
(required)

Department of Education

Are you completing this plan on the behalf of another staff member?
(required)

Yes No

1. Indigenous Procurement Policy Training

Have you completed the 'Supporting Indigenous Businesses and their Communities: an Introduction to the Commonwealth Indigenous Procurement Policy' training on LearnHub in the last 12 months?
(required)
Under the Accountable Authority Instructions, prior to undertaking any procurements valued at $10,000 or above you must have completed the 'Supporting Indigenous Businesses and their Communities: an Introduction to the Commonwealth Indigenous Procurement Policy' training on LearnHub in the last 12 months.

Yes No

Provide the date you completed the IPP training on LearnHub
(required)

31/08/2022

2. Procurement Details

HPE Content Manager File Number
(required)
Enter the HPE Content Management Number where Procurement Documents will be stored in accordance with CPRs 7.2-7.5:
Records

7.2 *Officials* must maintain for each *procurement* a level of documentation

ESE22/3718-7

commensurate with the scale, scope and risk of the *procurement*.

7.3 Documentation should provide accurate and concise information on:

a. the requirement for the *procurement*;

b. the process that was followed;

c. how value for money was considered and achieved;

d. relevant approvals; and

e. relevant decisions and the basis of those decisions.

7.4 *Relevant entities* **must** have access to evidence of agreements with suppliers, in the form of one or a combination of the following documents: a written contract, a purchase order, an invoice or a receipt.

7.5 Documentation **must** be retained in accordance with the *Archives Act 1983*.

Important Note

HPE Content Manager file number should be used as the Procurement Reference Number in all procurement documentation. For assistance using HPE Content Manager, please the Information Management Intranet Page.

HP Records

- You must save the approved Procurement Plan in the relevant HP Records Manager file (and/or create a file for this purpose) in accordance with the Practical Guide: Record Keeping in Procurement.
- The HPE Content Manager file number should also be used as the Procurement Reference Number in all procurement documentation.

Procurement Title
(required)
Provide a brief description suitable for public reporting (e.g. AusTender reporting or Senate Estimates. Do not use acronyms.)

Reimbursement to DEWR for payment of software licences from Visual Analysis.

Total Estimated Value (GST inclusive)
(required)
Note: This is an **estimation** of the expected **maximum value** of the procurement.

$46,867.95

Important Note: To accurately estimate the total value of the procurement you must include any extensions, options, renewals, GST applicable fees, licenses, support costs and end of life disposal cost etc.

How was the value estimated?
(required)
Provide additional information on how the value was estimated, as needed, to satisfy the Delegate that the estimate is appropriate to the procurement.

Direct confirmation of the portion of fees paid by DEWR to Visual Analysis.
This is a reimbursement of the fees attributed to Education (FITO)

3. Required Goods or Services

Select from the below list of the most common United Nations Standard Products and Services Code titles used for reporting on AusTender (if available). If no suitable category is available, you may add your own description. Note that for all ICT procurements, including hardware, software, ICT consultancy services or contractors, you will also need to complete an ICT Sourcing Request.

Select the category of goods or services that you require
(required)

Software maintenance and support

Is your requirement primarily for Services?
(required)
Select "Yes" for services or "No" for goods

(selected) Yes ( ) No

Please include your Statement of Requirements (SOR) and deliverables
(required)
Provide appropriate background information to demonstrate to the Delegate why the particular good or service is required and how it will contribute to business outcomes.

This is a continuation of licencing for ibase services provided by Visual Analysis and purchased by DEWR. We continue to use ibase for CCIS investigation case management.

Is your procurement for services directly to children?
(required)
Have you completed the mandatory Commonwealth Child Safe Framework training on Learnhub? If not, please complete the training before proceeding with your procurement.

( ) Yes (selected) No

Will the goods or services include activities that involve contact with children that is a usual part of, and more than incidental to, the funded activity?
(required)

( ) Yes (selected) No

4. Consultancy Services

Does this procurement meet the criteria of a 'Consultancy Service'?

If you are unsure what classifies as a consultancy arrangement, refer to the Consultancy Guidance and Information.

Tick the criteria that apply to your proposed arrangement?

- [ ] Will the services involve the development of an intellectual output that will assist the department's decision-making?
- [ ] Will the intellectual output represent a view of the service provider (as opposed to the department's view)?
- [ ] Is the independent intellectual output the sole or majority element of the proposed services?

If you answered "Yes" to the three questions above, then your proposed procurement is a consultancy.

You must obtain approval from the relevant Deputy Secretary prior to approaching the market.

Is your proposed arrangement a consultancy?
(required)

( ) Yes (selected) No

5. Indigenous Suppliers

Will the goods or services will be delivered primarily in a remote area?
(required)

( ) Yes (selected) No

Important Note:

There are many capable Indigenous owned businesses listed on Supply Nation. Low value, low risk procurements are opportunities for the department to give small to medium Indigenous enterprises a chance to demonstrate and grow their business capability, so long as they offer value for money.

Were any suppliers identified?
(required)

○ Yes ◉ No

Add attachments if needed

No uploaded files.

6. Procurement Method

If the procurement value is at or over $80,000, the Additional Rules for Procurements at or above the relevant procurement threshold in Division 2 of the Commonwealth Procurement Rules apply, unless you are applying a relevant Exemption. This threshold applies to all procurements (other than for construction services).

Identify which procurement method you propose to use:
(required)

Limited Tender (In accordance with paragraph 10.3 of the Commonwealth Procurement Rules (CPR))

Limited Tender (exemption under Appendix A of the Commonwealth Procurement Rules (CPR))

Open Tender via an existing Standing Offer Notice (also known as Panel Arrangements)

Open Tender via AusTender (which may include multi-stage procurements). The delegate must approve an Evaluation Plan before the Request for Tender is released.

○ Procurement process via a Panel Arrangement

◉ Limited Tender (In accordance with paragraphs 9.9- 9.11 of the Commonwealth Procurement Rules (CPR))

When conducting a Limited Tender Process between $10,000 and $1,000,000, you must use the Commonwealth Contracting Suite (CCS) to generate the following documents unless otherwise advised by Procurement:

- Approach to Market Template (also known as an RFQ)
- Commonwealth Contract
- Evaluation Plan (this template is recommended for high value, high risk or sensitive procurements)
- Probity Plan (this template is recommended for high value, high risk or sensitive procurements)

Describe how you will identify and select suppliers: (Your approach must be consistent with the procurement method selected.)
(required)

S 4.4 of the Commonwealth Procurement Rules

Achieving value for money

Achieving value for money is the core rule of the CPRs. Officials responsible for a procurement must be satisfied, after

reasonable enquires, that the procurement achieves a value for money outcome. Procurements should:

a. encourage competition and be non-discriminatory;

b. use public resources in an efficient, effective, economical and ethical manner that

The services are a continuation for the provision of software and support for the ibase CCIS investigations case management system.

is not inconsistent with the policies of the Commonwealth3 ;

c. facilitate accountable and transparent decision making;

d. encourage appropriate engagement with risk; and

e. be commensurate with the scale and scope of the business requirement.

Provide Supplier/s to be approached (required)	Supplier is the only source for this software that is used by the department.

7. Procurement Timetable

Estimated procurement timetable

You must provide sufficient time for potential suppliers to prepare & lodge responses to an Approach to Market (ATM).

Note: Open tenders via AusTender (Request for Tender) must comply with the minimum time limits outlined in Division 2 of the CPRs. For multi-stage procurements, each stage must comply with the minimum time limits.

Approach to market date (dd/mm/yyyy) (required)	16/12/2022
Closing date for responses (dd/mm/yyyy) (required)	23/12/2022
Final date to evaluate responses (dd/mm/yyyy) (required)	10/01/2023
Contract start date (dd/mm/yyyy) (required)	1/03/2023

8. Contract

You must seek legal advice on your draft contract where you propose to:

- Change any standard terms and conditions in a Commonwealth or departmental template contract
- Are considering or entering into a non-Commonwealth contract or agreement
- The commitment has a value of $2 million or more (GST inclusive), or
- A contingent liability is included.

What terms and conditions will apply to the contract?
(required)
Standard contract terms from the Commonwealth Contracting Suite

Standard contract terms under the department's Long Form Services Contract (This contract may be used for procurements estimated at over $1 million)

- ○ Standard contract terms from the Commonwealth Contracting Suites
- ◉ Standard terms under a Deed of Standing Offer (Panel Arrangement)
- ○ Standard contract terms under the department's Long Form Services Contract
- ○ Non-standard or other contract terms and/or conditions

Will the contract have any extension options/clauses? (required)	○ Yes ◉ No
For procurements resulting in contracts over $100,000, will there be any additional confidentiality provisions over and above the standard Commonwealth Terms and Conditions? (required)	○ Yes ◉ No

Is legal advice required?
(required)

Yes No

3. Risk Assessment

Undertake an initial evaluation to assess the risk profile for your procurement using the Risk in Procurement Guide. Should you have any questions relating to your Risk Assessment, please contact the Enterprise Risk Management Team.

Have you completed a Risk Assessment?
(required)

Yes
No

Is there anything further you would like to add?
(required)

Yes No

10. Reallocate or Submit to Delegate

Do you need to have this application reviewed by your Line Manager?
(required)
"Please note, if a FAS or DS is the approving delegate, this must be sent to their EO as the reviewing official"

Yes No

Please select the **Approving Authority** in the Delegate Details section below and **Submit**.

Submission

Submitted on 06 Jul 2023 10:23 by s 22 @education.gov.au) s 22 @education.gov.au

Delegate Details

Approving Authority s 22 @education.gov.au

Outcome: Approved Effective: 06-07-2023 Recorded: 06-07-2023 View Comments

By submitting this form, you are confirming the information provided to the Delegate is correct and that you are aware of your obligations under the Commonwealth Procurement Rules (CPRs), Accountable Authority Instructions (AAIs) and the *Public, Governance, Performance and Accountability (PGPA) Act 2013.*

Amendment History

☐ Include deleted

Application	Title	Status	Outcome	Last Updated
4389	[4389] s 22 - Complete [this application]	Complete	Approved	6/07/2023

Document 6

Reference 4391 | Outcome: Approved | COMPLETE

Introduction

When to use this form?

This form is to be used for any proposal or commit to expend relevant money. This form's primary purpose is to assist officials' document the necessary accountabilities in the approval of the commitment (spending) of money and the entering, varying or administering of an agreement. Officials must exercise the power to commit or expend relevant money consistently with their duties under section 25 to 29 of the PGPA Act (General Duties of Officials), the Accountable Authority Instructions (AAIs) (PDF) and with the terms of the delegation or authorisation.

Important note: If this form is required for instances such as PDMS, you can now complete, submit and print this form without sending to the delegate for approval.

Approval for commitment and expenditure proposal must be obtained prior to entering into contracts or funding agreements. If approval is not obtained prior to entering into the arrangement this will be reported as non-compliance of the PGPA Act section 23 in the department's Financial Management Compliance System.

Request Type

Select the procurement type (required)
General (any other expenditure not identified in categories D1 to D10 or other schedules)

Is this form required for instances such as PDMS or similar (i.e. no delegate approval is required)? d)
Yes No

Requestor Details

Your name (required)
s 22 @education.gov.au) s 22 @education.gov.au

Your Organisation Unit (required)
...n / Financial Integrity Branch / Fraud Investigations and Tactical Ops

Telephone number
s 22

Mobile number d)
s 22

Proposed Commitment

Please provide a brief description of what you are seeking the section 23 for (required)
Reimbursement to DEWR for purchase of software licences from Visual Analysis. The licences are for continued use of ibase CCIS Investigations Case Management Software. DEWR paid for the licences and as a result of changes due to the MOG, is requesting reimbursement of Education's portion of the costs.

Is this a new request or a variation of an existing request? (required)
New request
Variation

Is this purchase above $10,000 inc GST? (required)
Yes No

Procurement Plan IDs (required)
[4389] s 22 Complete
Department of Education

Do you require approval for granting guarantees, indemnities or warranties? (required)
Yes No

Please provide any key justifications for the spending of relevant money.
(required)

The reimbursement is for the continuation of licences to operate ibase CCIS Investigations Case Management system. DEWR has purchased the licences and this payment is to reimburse DEWR for the portion used by Education.

Proposed Commitment Expenditure

Proposed start date of the arrangement/contract
(required)

1/03/2023

Proposed end date of the arrangement/contract
(required)

28/02/2024

Does this proposal involve a commitment or expenditure of relevant money that might become payable for which there is insufficient Appropriation (outside of current year expenditure)?
(required)

- Yes (has commitments in the future financial years)
- No (current financial year only)

Select the current financial year
(required)

2022-23

Select the proposed funding source
(required)

- Departmental
- Administered
- Capital
- Grants

Please include the proposed expenditure, including GST. [illegible] If you need to add multiple expenditure lines, [illegible]

ed Expenditure Information

Compliance - General

Has all the Accountable Authority Instructions been complied with?
(required)

Yes No

Is the amount of relevant money within the delegates limit as set out in the Financial Delegations Schedule?

Yes No

Compliance - Indigenous Business

Has the Indigenous Procurement Policy been complied with?
(required)

- Yes
- No
- N/A

Please provide supporting evidence that a search was undertaken on Supply Nation's Indigenous Business Directory

Software is only available from Visual Analysis. This is a reimbursement to DEWR who paid for the software and are seeking payment from Education for their portion of the licences.

Risk Assessment

You may be required to complete a risk assessment for your procurement. To determine if a risk assessment is required, please refer to this document.

Have you undertaken a risk assessment?
(required)

Yes No

Legal Services

Does the commitment have a value of $2 million or more (GST inclusive)?
(required)

Yes No

Are non-standard terms and conditions used?
(required)

Yes No

Delegate Approval

Do you want your Manager to review the application before submitting to the Financial Delegate?
(required)

Yes No

Next Steps:

1. Using the user search function below, select the appropriate financial delegate/s to approve this expenditure based on the value and category you have selected above
2. Once complete, click the 'Submit' button and it will workflow to your nominated financial delegate/s for review.

Section 23 Delegate s 22 @education.gov.au

Outcome: Approve Effective: 06-07-2023 Recorded: 06-07-2023 View Comments

Please provide additional comments (if required)

Please upload any additional document/s for the delegate/s to review (if required)

Invoice 1800032762 - ICTSR-22-1978 - ECCC.PDF

ICTSR-22-1978.pdf

GRd - Invoice AUINV181308 - ECCC.pdf

Submission Record

Submitted on 06 Jul 2023 11:32 by s 22 @education.gov.au) s 22 @education.gov.au

The Department of Education
The Department of Employment and Workplace Relations ABN 96 584 957 427

Document 6, Attachment A

Purchase order 4500166474
24/7/2023

ABN 12 862 898 150

TAX INVOICE

Document Date:	19.06.2023
Contact officer:	Accounts Receivable
Phone number:	1800 680 103
Customer Reference:	6400/1800032762
Customer No:	101045
Payment Due Date:	19.07.2023

On any correspondence,
please quote: 6400/1800032762
Email: accountsreceivable@sdo.gov.au

Invoice To:
DEPARTMENT OF EDUCATION
GPO BOX 9880
CANBERRA ACT 2601

Payment is required by the due date above, otherwise interest may be charged on any overdue amounts. If this invoice is not paid by the due date it may be referred to a debt collection agency.

Item	Description	Net Amount	GST Amount	Total Amount
001	* DEWR: ICTSR-22-1978 – ANB & iBase Renewal	$46,867.95		$46,867.95
Total Supply:		**$46,867.95**	**$0.00**	**$46,867.95**

Page: 1 of 1

B PAY

Biller Code: 980268
Ref: 1800 0327 6220 239

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

Payments can be deposited directly into account: Department of Education Official Departmental Account
BSB 092009 ACC NO: 120930

Please quote Customer Number and Reference.
Remittance Advices are to be forwarded to the CRM, Department of Education or electronically to accountsreceivable@sdo.gov.au
Alternatively:
Please forward this remittance advice with payment to:
Service Delivery Office
One Canberra Avenue, Forrest, ACT 2603
Cheques Payable to: CRM Department of Education

If Paying by credit card please complete the following details:

Identify Card Type: [ ]Mastercard [ ]Visa [ ]American Express

Card Number:______________________ Expiry Date:__________

Name of Card Holder:______________________ Signature:______________________

Pmnt Amt:______________ Date:__________ Cust Ref: 6400/1800032762

* * * * * **A RECEIPT WILL NOT BE ISSUED UNLESS REQUESTED** * * * * *

® Registered to BPAY Pty Ltd ABN 69 079 137 518

ICT Sourcing Request – ICTSR-22-1978 – s 22

Form details

Form number	ICTSR-22-1978
Date created	13/12/2022 10:19 AM
Created by	s 22

Requestor details

Full name	s 22
User ID	s 22
Organisation unit name	Business Management
Physical address	Level 2, 140-180 City Walk CANBERRA ACT 2601
Mailing address	GPO Box 9828 CANBERRA ACT 2601 Location Code: C140CW2
Telephone	s 22
Email	s 22 @dewr.gov.au
Mobile	

ICT goods and services

ICT goods or services
ICT goods

ICT goods type
Software
Desktop Software - Desktop - License and Maintenance

Procurement details

Procurement title
Analyst's Notebook and iBase Subscription Renewal
Estimated value (GST inclusive)
$180,000.00
HPE Content Manager file number
Not answered
Required date
1/03/2023
Procurement urgency
Standard (42 Days SLA)
Days provided
79
Procurement type
Renewal or variation

ICTSR/SRM/Work Order Number
ICTSR 17308 PO_4500145558
Amount of variation
$0.00
Delivery contact
Definitive Media Librarian

Business case

Key deliverables
Renewal of iBase and Analyst's Notebook licenses for the period 1 March 2023 to 28 Feb 2024 per the attached SOR. PLEASE REQUEST SEPARATE QUOTES FOR EACH AGNECY/TEAM. Education Fraud team require their own licenses following the MoG however s 22 and ECCC are reducing their licenses. s 22 and 1 x iBase User license from ECCC should be transferred to Education. s 22 DEWR Fraud Team - confirmed as required by s 22 , Director Education Fraud Team - confirmed as required by s 22 , A/g Director ECCC - confirmed as required by s 22 on behalf of s 22 Skills Compliance Team - confirmed as required by s 22
Business benefits
iBase provides powerful solutions for configuring, capturing, controlling, analysing and displaying complex information and relationships in link and entity data. iBase is both a database application and a modelling and analysis tool.

Market research

Provide justification to support renewal or variation
Renewal of support and maintenance for this product will ensure it complies with the Software Management Policy, which states all software, including Cloud Subscriptions need to have current support and maintenance to be allowed on the network.

Preferred vendor name
Visual Analysis
Vendor ABN
Not answered
Will this procurement be going direct to a single vendor?
Yes
Will you be utilising a panel?
Yes
Panel Name / SON Ref
DTA Software Licensing and Services (SON3490955)

Provide other panel name / SON Ref
N/A
Limited Tender Category
N/A

Provide justification to support direct to a single vendor
Visual Analysis is the preferred supplier of IBM ANB and iBase products. VA have developed, customised and enhanced the version of i2 products currently used by the department.

Indigenous Procurement Policy

Did you search supply nation for an Indigenous supplier and what was the outcome?
Yes, but was unable to identify a supplier.
Supplier name
N/A
Provide IPP justification
N/A
Reason for not searching Supply Nation
N/A
Provide search details and the outcome
Searched Supply Nation for both iBase and Analyst's Notebook but the search returned no results

Funding

Project code
Not answered
Project name
Not answered
Will this procurement incur ongoing costs?
No
Will this procurement use Corporate IT Account (CITA) Funding?
Yes

Funding details

Estimated OpEx ($AUD Incl GST)
$180,000.00
Estimated CapEx ($AUD Incl GST)
$0.00

Risk assessment

Does this procurement have high risks or extreme risks?
No
Risk Management plan ID
151

See attached risk assessment in the e-mail for details

Request submit details

Request submit	13/12/2022 10:19 AM
Delegate name	s 22
Contract manager name	s 22
Comments	Please note: this procurement will incur ongoing fees in the 23-24 FY of approx. $189,000 if the business areas wish to renew. This estimate needs to be added to the CITA budget for next year please.

ICT Procurement team approval

ICT Procurement team member name	s 22
ICT Procurement team approval	14/12/2022 09:28 AM
Comments	Not answered

Delegate approval

Delegate name	s 22
Delegate approval	17/12/2022 04:01 PM
Comments	Not answered

ICT procurement action

ICT Procurement officer’s name	s 22
ICT procurement team action	19/12/2022 9:22 AM
Comments	Not answered

Date Received: 21.04.2023
PO#: 4500152402
GR/confirmation#: 287396
Processing Officer: s 22

FROM **INFORMATION** TO **INSIGHT**

TAX INVOICE

Department of Education, Skills and Employment - ECCC
Attention: DML Librarian
50 Marcus Clark,
Canberra,
ACT,
Australia,
0262402609

Invoice Date
21 Apr 2023

Invoice Number
AUINV181308

Reference
PO : 4500152402

ABN
24 075 960 075

Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH
AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

Description	Quantity	Unit Price	GST	Amount AUD
s 47G			10%	7,216.74
			10%	3,285.82
			10%	36,365.40
VA Quote reference AU0028101				
Renewal period from 01/03/2023 - 29/02/2024				
			Subtotal	46,867.96
			TOTAL GST 10%	4,686.79
			TOTAL AUD	**51,554.75**

Due Date: 21 May 2023

Terms
- Currency for this invoice is in Australian Dollar (AUD).
- Payment terms: 30 days from date of issue.
- Please Note: The customer is liable for any taxation liability that is applicable for the provision of the product and/or service being purchased whether the tax is local or otherwise. The invoice is to be paid in full by the customer and no monies will be withheld by the customer for the payment of any taxes, excise or other form of government payment.
- Visual Analysis is an authorised Business Partner of IBM Australia.
- This invoice is provided under the terms of the IBM Support Provider Program.

s 47G

PAYMENT ADVICE

Customer	Department of Education, Skills and Employment - ECCC
Invoice Number	AUINV181308
Amount Due	**51,554.75**
Due Date	21 May 2023
Amount Enclosed	
	Enter the amount you are paying above

To: Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

Australian Government
Department of Employment and Workplace Relations

GPO Box 9880
Canberra, ACT, 2601

ABN 96 584 957 427
Date of Issue 03.07.2023

VISUAL ANALYSIS PTY LTD
PO BOX 5108
BRADDON ACT 2612

Purchase Order

Purchase Order No.	4500158151
Vendor No.	307734
Contract No.	4400061052
Order Enquiries	FF_CUTOVER01
Payment Terms	1 day

Send Invoice to:
s 47E(d) @sdo.gov.au

Attention:
Accounts Payable

Important: Invoices must be sent as a PDF by email or as an e-invoice using the PEPPOL online framework. Purchase Order No. **4500158151** must be quoted on your invoice.

Line No	Description	Delivery Date	Qty	Unit Price (GST Inc)	GST	Amount (GST Inc)
s 22						
40	RITM0266847 -ANB&iBase -SkillsTrain DEWR *** Item completely delivered ***		1.00	55,132.00	5,012.00	55,132.00
50	RITM0266847 - ANB&iBase - CorpFraud DEWR *** Item completely delivered ***		1.00	23,160.54	2,105.50	23,160.54
60	RITM0266847 - ANB&iBase - ECCC (EDU) *** Item completely delivered ***		1.00	56,472.26	5,133.84	56,472.26
70	RITM0266847 - ANB&iBase - CorpFraud EDU *** Item completely delivered ***		1.00	3,121.58	283.78	3,121.58
80	RITM0266847 -ANB&iBase- MigratSkill DEWR Effective:01/03/2024 to Expiry:28/02/2025 *** Item completely delivered ***		1.00	162,294.00	14,754.00	162,294.00

The Department of Employment & Workplace Relationship is e-invoicing enabled and can receive invoices via this channel. Please email the Procurement Team on procurementandgrants@dewr.gov.au to make arrangements.

Special Conditions

A `correctly rendered invoice' is one that quotes the purchase order number and is sent as a PDF by email to s 47E(d) @sdo.gov.au, or as an e-invoice via a certified PEPPOL Access Point. Invoices rendered incorrectly will be returned unpaid to the supplier for correction. Maximum payment terms only apply to correctly rendered invoices where satisfactory delivery of goods or services are acknowledged.

Goods and services purchased under this Purchase order will be required to meet the WHS legislative requirements. In particular, Material Safety Data Sheets (MSDS) must be provided for all hazardous substances being purchased, as required under the WHS legislation.

Australian Government

Department of Employment and Workplace Relations

VISUAL ANALYSIS PTY LTD
PO BOX 5108
BRADDON ACT 2612

PO Number 4500158151

Date of Issue 03.07.2023

Line No	Description	Delivery Date	Qty	Unit Price (GST Inc)	GST	Amount (GST Inc)
90	RITM0301626 - SID Enhancements *** Item completely delivered ***		1.00	33,000.00	3,000.00	33,000.00
s 22						
120	RITM0380487-ANB&Ibase - Skills&Com DEWR	28/02/2026	1.00	60,645.20	5,513.20	60,645.20
130	RITM0380487-ANB&Ibase - CorpFraud DEWR	28/02/2026	1.00	25,476.55	2,316.05	25,476.55
140	RITM0380487-ANB&Ibase - ECCC -EDU	28/02/2026	1.00	62,119.48	5,647.23	62,119.48
150	RITM0380487-Ibase - CorpFraud - EDU	28/02/2026	1.00	3,476.00	316.00	3,476.00
160	RITM0380487-Ibase -MigrationSkills-DEWR	28/02/2026	1.00	36,102.00	3,282.00	36,102.00
	Total Price (including GST if applicable)				$ 53,067.39	$ 583,741.25

Special Conditions

A `correctly rendered invoice' is one that quotes the purchase order number and is sent as a PDF by email to s 47E(d) @sdo.gov.au, or as an e-invoice via a certified PEPPOL Access Point. Invoices rendered incorrectly will be returned unpaid to the supplier for correction. Maximum payment terms only apply to correctly rendered invoices where satisfactory delivery of goods or services are acknowledged.

Goods and services purchased under this Purchase order will be required to meet the WHS legislative requirements. In particular, Material Safety Data Sheets (MSDS) must be provided for all hazardous substances being purchased, as required under the WHS legislation.

Australian Government
Department of Employment and Workplace Relations

Document 8

ABN 96 584 957 427

TAX INVOICE

Document Date: 28.05.2025
Contact officer: Accounts Receivable
Phone number: 1800 680 103
Customer Reference: 4400/1800002603
Customer No: 101045
Payment Due Date: 27.06.2025

On any correspondence,
please quote: 4400/1800002603
Email: s 47E(d) @sdo.gov.au

Invoice To:
DEPARTMENT OF EDUCATION
GPO BOX 9880
CANBERRA ACT 2601

Payment is required by the due date above, otherwise interest may be charged on any overdue amounts. If this invoice is not paid by the due date it may be referred to a debt collection agency.

Item	Description	Net Amount	GST Amount	Total Amount
001	*RITM0394201 -ANB&Ibase (EDU)	$56,472.25		$56,472.25
Total Supply:		$56,472.25	$0.00	$56,472.25

Page: 1 of 1

Biller Code: 257113
Ref: 1800 0026 0320 256

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

Payments can be deposited directly into account:Department of Employment and Workplace Relations Official Departmental Account BSB 092009 ACC NO: 120906

Please quote Customer Number and Reference.
Remittance Advices are to be forwarded to the CRM, Department of Employment and Workplace Relations or electronically to s 47E(d) @sdo.gov.au
Alternatively:
Please forward this remittance advice with payment to:
Service Delivery Office
One Canberra Avenue, Forrest, ACT 2603
Cheques Payable to: CRM Department of Employment and Workplace Relations

If Paying by credit card please complete the following details:

Identify Card Type: [ ]Mastercard [ ]Visa [ ]American Express

Card Number:______________________ Expiry Date:__________

Name of Card Holder:______________________ Signature:______________________

Pmnt Amt:______________Date:__________Cust Ref: 4400/1800002603

* * * * * A RECEIPT WILL NOT BE ISSUED UNLESS REQUESTED * * * * *

® Registered to BPAY Pty Ltd ABN 69 079 137 518

Document 9

Reference 10251 Outcome: Approved COMPLETE

Contacts

Add contacts/users to view forms
Contacts listed can VIEW only.

Contacts cannot edit the form and save. Please allocate the form to a contact user to edit form.

Only the allocated user can edit the form and save.

Person or Group	Phone No.	Role
s 22 Regulatory Policy and Strategy Branch	s 22	Contact role

Introduction

When to use this form?

This form is to be used for any proposal or commit to expend relevant money. This form's primary purpose is to assist officials' document the necessary accountabilities in the approval of the commitment (spending) of money and the entering, varying or administering of an agreement. Officials must exercise the power to commit or expend relevant money consistently with their duties under section 25 to 29 of the PGPA Act (General Duties of Officials), the Accountable Authority Instructions (AAIs) (PDF) and with the terms of the delegation or authorisation.

Important note: If this form is required for instances such as PDMS, you can now complete, submit and print this form without sending to the delegate for approval.

Approval for commitment and expenditure proposal must be obtained prior to entering into contracts or funding agreements. If approval is not obtained prior to entering into the arrangement this will be reported as non-compliance of the PGPA Act section 23 in the department's Financial Management Compliance System.

The term 'arrangement' in this form refers to: contracts, grants agreements, funding agreements, memorandum of understanding (MOU) and any other instruments between parties that creates rights and obligations.

Request Type

Select the arrangement (required): ICT (capital, services and contractors)

Is this form required for instances such as PDMS or similar (i.e. no delegate approval is required)? (required): Yes No

Requestor Details

Your name (required): s 22 @education.gov.au

Your Organisation Unit (required): ...th Group / Child Care Division / Regulatory Policy and Strategy Branch

Telephone number (required): s 22

Mobile number

Proposed Commitment

Please provide a brief description of what you are seeking the section 23 for
(required)

To engage Visual Analysis, the Australian licensees for the iBase software application, to undertake updates to Education's deployment of this software (CCIS) to enable the Department to record Statements of Tax Records as part of a Government initiative to ensure childcare provider compliance.

Is this a new request or a variation of an existing request?
(required)

New request
Variation

Is this purchase above $10,000 (GST inc if applicable)?
(required)

Yes No

Do you require approval for granting guarantees, indemnities or warranties?
(required)

Yes No

Please provide any key justifications for the spending of relevant money.
(required)

This work is necessary to comply with a departmental budget measure.

https://sharedservicescentre.sharepoint.com/sites/EDU-STRforCCS

Proposed Commitment Expenditure

Proposed start date of the arrangement
(required)

7/07/2025

Proposed end date of the arrangement
(required)

14/07/2025

Does this proposal involve a commitment or expenditure of relevant money across more than one financial year?
(required)

Yes (has commitments in previous or future financial years)
No (current financial year only)

Select the current financial year
(required)

2025-26

Total value of the commitment (GST inc - if applicable). The total value MUST be the maximum amount that might become payable i.e. ensure the amount is original contract value + any variations.
(required)

$7,590.00

Proposed Funding Source

Select the proposed funding source
Departmental cost centres must begin with E or F.
Administered costs centres must begin with A.

(required)

- ( ) Departmental (selected)
- ( ) Administered
- ( ) Capital

Please include the proposed expenditure, including GST. To add a line of expenditure, please click on the "Add Expenditure" button. If you need to add multiple expenditure lines, click the "Add Expenditure" button again to create a new line.

If doing a variation, you MUST add every financial year and amount from the date of commencement to the contract end date. The total amount in the expenditure grid MUST equal the new contract value amount (GST inc)

If you are using the MAS Panel (1% of the GST excl. value) or People Panel (1.5% of the GST excl. value), please record the panel fee in a new line in the expenditure grid using the following:
Type: Panel Fees
Cost Centre: Use a Departmental cost centre beginning with E or F
GL Code: 441735
Supplier name: Department of Finance
Supplier ABN: 61970632495

Proposed Expenditure Information

Type (required)	Currency (required)	Amount (inc GST) (required)	Cost Centre (required)	GL Code (required)	Supplier Name (required)	Supplier ABN (required)	Financial Year (2021-2022 format) (required)	Internal order (if applicable)
ICT (capit...	AU...	7590.00	F2134	441445	Visual Analysi	24075960075	2025-2026	

Total 7,590.00

Compliance - General

Has all the Accountable Authority Instructions been complied with?
(required)

( ) Yes (selected) ( ) No

Is the amount of relevant money within the delegates limit as set out in the Financial Delegations Schedule?
(required)

( ) Yes (selected) ( ) No

Compliance - Indigenous Business

Has the Indigenous Procurement Policy been complied with?
(required)

- ( ) Yes
- ( ) No
- ( ) N/A (selected)

Please provide supporting evidence that a search was undertaken on Supply Nation's Indigenous Business Directory

There are no indigenous suppliers who can provide this service. The supplier is Australian licensee.

Risk Assessment

You may be required to complete a risk assessment for this arrangement. To determine if a risk assessment is required, please refer to this document.

Have you undertaken a risk assessment?
(required)

Yes No

Legal Services

Does the commitment have a value of $2 million or more (GST inc if applicable)?
(required)

Yes No

Delegate Approval

Do you want your Manager to review the application before submitting to the Financial Delegate?
(required)

Yes No

Next Steps:

1. Using the user search function below, select the appropriate financial delegate/s to approve this expenditure based on the value and category you have selected above
2. Once complete, click the 'Submit' button and it will workflow to your nominated financial delegate/s for review.

Section 23 Delegate

s 22 @education.gov.au

Outcome: Approve Effective: 02-07-2025 Recorded: 02-07-2025 View Comments

Please provide additional comments (if required)

Under the current MOU between DEWR and Education, DEWR are responsible for contracting ICT services. However, given the low value of this expenditure, DEWR have elected to allow Education to undertake this procurement rather than conducting an ICT procurement.

Please see attached emails from DEWR and Education Procurement.

Please upload any additional document/s for the delegate/s to review (if required)

- QT_Education iBase Schema Change.pdf
- FW Financial Integrity Branch - Engaging ICT Services - Response SECOFFICIAL.msg
- STR-001 - Statement of Tax Record Requirements for Child Care Subsidy - Internal Policy - FINAL version 1.0.pdf
- Procurement Approval of Minor ICT Expenditure.msg

Submission Record

Submitted on 02 Jul 2025 07:20 by

s 22 @education.gov.au View Declaration

Document 9, Attachment A

ABN: 24 075 960 075

VA QUOTE AU0028898

To s 22
,
,
ACT,
Australia,

Date	14/04/2025
Account	CTH Department of Education
Contact	s 22 @education.gov.au
Amount	AU$ 7,590.00

Item & Description	List Price	Qty	Amount
s 47G			AU$ 6,900.00

Sub Total	**AU$ 6,900.00**
GST	AU$ 690.00
Grand Total	**AU$ 7,590.00**

Important Notes:

Term & Conditions:

- If the above quote relates to a software renewal, the renewal must be finalised (Invoice Paid) before your current support period expires to avoid any late payment fees.
- This quote is valid until for 30 days from date of issue
- This quote is in Australian Dollars (AUD)
- To accept this quote, please provide a purchase order to accounts@va-worldwide.com
- Payment Terms are 30 days from date of Invoice
- By accepting this quote, you accept the i2 License Agreement and Additional Licensing Terms found at https://i2group.com/legal
- Please Note: The customer is liable for any taxation liability that is applicable for the provision of the product and / or service being purchased, whether the tax is local or otherwise. The invoice is to be paid in full by the Customer and no monies will be withheld by the Customer for the payment of any taxes, excise or other form of government payment.

Visual Analysis Pty Ltd
Canberra, L3, 59 Wentworth Ave, Kingston, ACT 2604
Phone:+61 (0)2 6230 4999

Document 9, Attachment B

From: s 22
To:
Cc:
Subject: FW: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]
Date: Wednesday, 4 June 2025 4:36:57 PM
Attachments: image007.png
image008.png
image009.png
image001.png
image003.png

Hi s 22

Can you please progress this via a business case to the CIO office with the VA quote and support from Procurement on the direct approach.

Regards,

s 22
Director, Intelligence Analytics
Regulatory Policy and Strategy Branch
P:s 22 M:s 22

From: s 22 @Education.gov.au>
Sent: Wednesday, 4 June 2025 4:21 PM
To: s 22 @education.gov.au>; s 22 @dewr.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 22 @dewr.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22 ,

I'm comfortable with this ICT procurement being undertaken by the department directly given the low value (and DEWR's advice) however we would still consider this an ICT procurement and therefore would require a delegate with the appropriate financial delegation to approve the spending prior to entering into an agreement with VA Worldwide. s 22 does not hold a relevant financial delegation for this type of expenditure.

s 22 (through the s 47E(d) @education.gov.au) must approve ICT related expenditure. Once you have obtained s 22 approval, you can continue to pay for this service via credit card.

Should there be additional information that suggests this is not an ICT procurement, I'm happy to receive it and reconsider this advice. For the purpose of the financial delegations, ICT expenditure is defined below.

D5	ICT (capital, services and contractors)	ICT capital includes the following: 1. ICT equipment over $5,000 2. all mobile phones and mobile computing devices such as iPads and tablet PC's irrespective of cost 3. all purchased ICT software on a centrally managed server available to all staff or individual software licenses, if $200,000 or above. ICT capital items do not include technologies related to embedded microprocessors that are focused on providing specific functions within machinery (ie cars, elevators, security systems etc). ICT contractors include external personnel engaged under a contract created with the sole purpose of providing ICT services. ICT services includes hardware and/or software implementation, support or assurance services.

Thanks

s 22

s 22
Director

Procurement, Grants and Financial Framework Team
Financial and Resource Management Branch | Financial Management Division
Australian Government Department of Education
Working on Ngunnawal Country
Phone:s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

A close up of a blue and orange background Description automatically generated

The Department of Education acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past and present.

The artwork *Guwanyi wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.

From: s 22 @education.gov.au>
Sent: Wednesday, 4 June 2025 11:55 AM
To: s 22 @dewr.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 22 @dewr.gov.au>; s 22 @Education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Thank you for the below.

s 22 – we will proceed with the credit card payment to VA Worldwide to undertake the works given s 22 advice below. Can you please advise ASAP if you have any concerns with this as we do not want to breach AAIs or our procurement rules.

Regards,

s 22
Director, Intelligence Analytics
Regulatory Policy and Strategy Branch
P:s 22 M:s 22

From: s 22 @dewr.gov.au>

Sent: Wednesday, 4 June 2025 11:42 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 22 @dewr.gov.au>; s 22 @Education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Thank you for your email and apologies for the delay.

I have discussed this briefly with s 22 from Dep Education Procurement team.

As discussed with s 22, my preference would be utilising a Credit Card due to the low value of this procurement.

It will be a massive administrative process to go through an approach to market, approvals, and PO creation.

However, if the Dep Education procurement policy won't support that, then we do not have any options.

Not trying to provide you any excused, however this is a very busy period for my team with end of financial year processes.

Our humble apologies for the delay, I will advice you as soon as I hear back from s 22

Thanks and Regards
s 22

Assistant Director - ICT Contractors
ICT Procurement | IT Workplace, Environment and Customer Support Branch
Technology and Services Division
Australian Government Department of Employment and Workplace Relations
Phone s 22 | Ext. s 22
www.dewr.gov.au

From: s 22 @education.gov.au>
Sent: Tuesday, 3 June 2025 11:37 AM
To: s 22 @dewr.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 22 @dewr.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22 ,

Can you please provide a response by this by COB today? This is an urgent piece of work that needs to be implemented to support a budget measure. I will need to escalate this to my band1/2 if no resolution can be reached.

Regards,

s 22
Director, Intelligence Analytics
Regulatory Policy and Strategy Branch
P: s 22 M: s 22

From: s 22 @education.gov.au>
Sent: Monday, 2 June 2025 9:15 AM
To: s 22 @dewr.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>
Subject: FW: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Has any progress been made on determining if this is a DEWR IT procurement, or can Education directly contract the services of VA to undertake this work?

Regards

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

A close up of a blue and orange background Description automatically generated

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From: s 22
Sent: Tuesday, 20 May 2025 1:31 PM
To: s 22 @dewr.gov.au>
Subject: FW: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

His 22

Thanks for the conversation.

Please read this email from the bottom up.

I have highlighted some significant parts of the conversation.

I believe this work should be undertaken directly by Education based on the exception highlighted in blue

I believe that based on the highlighted email exchange, we have satisfied the requirement for Education to proceed with this work, provided DEWR has no objection.

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phones 22 | Mobiles 22
Website | Linkedin | Instagram | Facebook | X | Newsroom

A close up of a blue and orange background Description automatically generated

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From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 6 May 2025 9:31 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

His 22

Your emails to Procurement satisfy that AAI requirement.

See - ICT Procurement

Note - as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement *not* using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).

Regards

s 22
Assistant Director
Procurement,Grants and Financial Frameworks | Financial and Resource Management Branch | Financial Management Education
Australian Government Department of Education
Working on Ngunnawal Country

A close up of a blue and orange background Description automatically generated

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From: s 22 @education.gov.au>
Sent: Tuesday, 6 May 2025 9:32 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

His 22

Where do I obtain the 'Education ICT procurement form'. It's referred to in the AAI, but I cant find it on the intranet.

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

A close up of a blue and orange background Description automatically generated

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From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 22 April 2025 11:23 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Again acknowledging it is a small tweak to a system – and small value.

Your AS doesn't have delegation for ICT procurement – and with Digital Services expanding their role/oversight in the department - the A/g CIO may be the best bet – I think a quick call to s 22 (cc'd) may help sort out this small AAI/Delegation requirement.

With respect to TSD's involvement – I will also defer to Digital Services – as under the MoU DEWR are responsible for any systems they supply to Education. It may be that under the MoU DEWR must help you out – and perhaps we should not undertake changes outside of our ownership of a system.

The process to administer a procurement is at Process for procurements under $10,000.

If the supplier is not on the Digital Market Place – then using the CCS contract templates are required - Commonwealth Contracting Suite (CCS) | Department of Finance. It just protects the department and the delegate in applying all the standard government clauses and requirements. Again acknowledging a small piece of work.

Please give me a yell if you get stuck.

Regards

s 22
Assistant Director
Procurement Grants Policy and Services | Financial and Resource Management Branch | Financial Management
Education
Australian Government Department of Education
Working on Ngunnawal Country

A close up of a blue and orange background Description automatically generated

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From: s 22 @education.gov.au>
Sent: Tuesday, 22 April 2025 11:30 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Good morning,

Thanks for the information.

I note on the Procurement website there is an opportunity to make an ICT procurement directly

Note – as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement not using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).

We have approval from our delegate (AS s 22) to purchase these services from VA. If we provide an email to Procurement from the delegate approving this purchase, does that then enable us to purchase directly from VA as per the AAI? Or do we require approval from the CFO?

TSD is aware to this proposed procurement and has no interest except for providing the contractor with access to the administration function of the application.

Regards,

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

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The Department of Education acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past and present.

The artwork *Guwanyi wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.

From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 22 April 2025 10:27 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>
Subject: Financial Integrity Branch - Engaging ICT Services - Response

Hi s 22

If iBase is one of the systems/functionality delivered to Education by DEWR under the MoU then it will be best to loop in Education Digital Services in the conversation – in case there is technical or strategic considerations. s 47E(d) @education.gov.au>

In short – for systems supplied by DEWR to Education under the MoU - DEWR administers the changes and the procurement of a supplier to build them – and Education reimburses DEWR for the changes. See ICT Procurement – snipped below for you. It might be handy to note that delegation for ICT procurement sits with a few specific people – approval to proceed is usually an email for small procurement and an EC for larger/complex ones - Combine3. It is fully acknowledged the change is low value.

> ICT Procurement services are provided to the department by the Department of Employment and Workplace Relations (DEWR) ICT Procurement Team.
>
> **Note** - as per 2.1.12 of the Accountable Authority Instructions prior to approaching the market, officials must prepare a procurement plan in FMCS even if DEWR is providing the procurement service.
>
> **Note** - only the COO, CFO, Deputy CFO and CIO have delegation for ICT procurements. See Column D5 of page 4 of the Instrument of Delegation (PDF).
>
> To engage DEWR to assist with your ICT procurement you **must** complete an ICT Sourcing Request (ICTSR) form for all procurements, including:
>
> - ICT contractors (labour hire)
> - ICT consultants
> - Cloud-based services and ICT services delivered by third parties
> - Hardware and software
> - Telecommunications services
>
> **Note** - as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement *not* using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).
>
> This section details critical steps and information that will assist users to determine an appropriate process to follow based on their business requirement.

It might be best to reach out to DEWR to confirm the nature of ownership of the system if not known - s 47E(d) @dewr.gov.au – they may request the ITSR is submitted (the tool

The CIO office also has several ICT contracts in place to deliver services like you describe to the department – which you may be able to access.

Please email back if you get stuck.

Regards

s 22
Assistant Director
Procurement Grants Policy and Services | Financial and Resource Management Branch | Financial Management
Education
Australian Government Department of Education
Working on Ngunnawal Country

A close up of a blue and orange background Description automatically generated

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The artwork *Guwanyi wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.

From: s 22 @education.gov.au>
Sent: Tuesday, 22 April 2025 10:03 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>
Subject: Engaging ICT Services? [SEC=OFFICIAL]

Good morning,

There has been a direction that the Department will obtain a Statement of Tax Record from entities seeking to access the Child Care Subsidy scheme, as part of the 'fit and proper' entity test.

The capturing of this information needs to be recorded in an internal system Child Care Intelligence System (CCIS), which is part of system (iBase) shared with and maintained by DEWR.

To enable the information to be captured the user screen views in CCIS must be changed, which is not a function Education can undertake.

To enable these changes, we have approached Visual Analytics, the Australian licensee of iBase, to undertake these changes on our behalf.

The quoted cost of making these changes is $7,590.

Is this an ICT procurement?

What is the pathway I need to follow for this procurement?

I have read the ICT procurement intranet page, but this seems to involve significant inputs for a simple procurement from the only available supplier, with a cost that can be paid by credit card.

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

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Document 9.
Attachment C

Australian Government
Department of Education

Statement of Tax Record requirements for Child Care Subsidy – Internal policy

Document ID: STR-001

FOR INTERNAL USE ONLY

Document details

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Statement of Tax Record requirements for Child Care Subsidy – Internal policy

1. Purpose

This policy sets out and supports the operationalisation of the Statement of Tax Record (STR) requirements for Child Care Subsidy (CCS). It is an overarching STR policy document and should be read in conjunction with the supplementary STR policy guides.

This policy can be used as a reference to further develop and refine standard operating procedures and business processes relating to the use of the STR in CCS.

This policy applies to all staff assessing STRs as part of fit and proper considerations of child care providers.

2. Date of effect

This policy is effective from 1 April 2025.

3. Policy statement

From 1 April 2025:

- All new child care providers applying to administer the CCS will be required to provide STRs as part of their application for approval. This policy applies to new provider applications submitted on or after 1 April 2025. It does not apply to new provider applications that are submitted prior to 1 April 2025.
- Existing approved providers may be required to provide STRs on request from the department e.g. audit/compliance review.

Note: Existing providers applying to add a service to their existing approval are not required to provide STRs as part of their application. There is no mandatory requirement for the provision of STRs in this circumstance.

The STR can be used as a risk indicator when considering a provider’s fitness and propriety to be involved in the administration of the CCS and identify further information required to assess fitness and propriety.

4. Statement of Tax Record issuance by the Australian Taxation Office

Providers can request STRs from the Australian Taxation Office (ATO). Entities registered with the ATO can apply for STRs by accessing ATO online services and STRs will be provided through the same online service. Corporate trustees that have a Tax File Number (TFN), but do not have an Australian Business Number (ABN) cannot apply for an STR online and providers will need to contact the ATO by phone 13 28 66 to request an STR.

Upon submitting a request for an STR, providers will receive a 'Receipt for Request' within 24 hours of the request. The receipt includes a receipt number and date and time of submission. STRs will usually be issued by the ATO within 4 business days from receipt of the STR application. STR applications made by phone may take longer than 4 business days for STRs to be issued by the ATO.

An STR will be issued indicating whether the provider has met or not met the criteria of having a satisfactory engagement with the Australian taxation system.

A satisfactory STR will be issued if the following conditions are met:

i. The applicant is up-to-date with registration requirements which may include being registered for an ABN and Good and Services Tax (GST), and having a TFN;
ii. The applicant has lodged at least 90 per cent of all income tax returns, Fringe Benefit Tax returns and Business Activity Statements that were due in the last 4 years or the period of operation if less than 4 years. Reasonable delays in lodgements due to extensions agreed to by the ATO will not affect the receipt of a satisfactory STR; and
iii. On the date the STR is issued, the applicant does not have $10,000 or greater in overdue debt due to the ATO (excluding debt subject to a taxation objection, review or appeal under the provisions of Part IV C of the *Taxation Administration Act 1953*). If the applicant has entered into a payment plan with the ATO, they will meet this criterion.

If the provider has an Australian tax record of less than 4 years, they must also meet additional conditions. These include stating:

i. whether it is an Australian resident for tax purposes;
ii. that it will comply with and pay all their Australian tax obligations;
iii. that it has no tax related convictions in the last 4 years inside or outside of Australia (applicable to Australian and foreign entities); and
iv. that it is complying with or does not have tax obligations inside and/or outside of Australia.

Once the ATO receives the statements, an STR will be issued stating that a provider has met the criteria but has a tax record of less than 4 years. The STR will be based on the tax records that are available to the ATO.

If a provider has not met the criteria for having satisfactory engagement with the Australian tax system, they will receive an unsatisfactory STR.

Each STR will be issued with an accompanying 'Statement of Tax Record – Tax Payer Report'. This document is provided by the ATO for the applicant's reference only and is not required to be submitted to the department with an STR. The department cannot compel the provider to supply the Taxpayer Report because tax information is considered protected information under tax legislation. However, a provider may voluntarily give the department a copy of the Taxpayer Report, which provides information about the STR criteria that was met or not met. Providers can contact the ATO to take corrective action.

5. Statement of Tax Record validity

An STR will be issued with a validity period of 6 months or 12 months, depending on whether a provider has an Australian tax record of less than 4 years or more than 4 years.

Providers with an Australian tax record of:

- less than 4 years will receive an STR with 6 months validity.
- more than 4 years will receive an STR with 12 months validity.

6. Statement of Tax Record as part of fit and proper person considerations

Under the Family Assistance Law, a provider must be a fit and proper person to be involved in the administration of CCS and ACCS.

Section 194E of the *A New Tax System (Family Assistance) (Administration) Act 1999* (the Administration Act) sets out the fit and proper person considerations. The STR information should be considered, alongside other information, when having regard to:

- s194E (1)(a) – any non-compliance by a relevant person with a law of the Commonwealth or a State or Territory.

An STR gives an indication about a provider's satisfactory or unsatisfactory engagement with the Australian tax system. Depending on the provider's entity type, more than one STR may need to be provided to the department (e.g. partnerships/partners, trusts/trustees). STRs should be considered alongside other information (specified under the Family Assistance Law) to determine whether a new provider is fit and proper to be approved, or whether an existing provider should have continued approval, for the purposes of the family assistance law.

s 47E(d)

7. Requirement to provide Statement of Tax Record

Child Care Subsidy Secretary's Rules 2017

Section 194A of the Administration Act and section 6 of the *Child Care Subsidy Secretary's Rules 2017* (Secretary's Rules) together require that new provider applications must include STRs issued by the

s 47E(d)

ATO with a date of issue no more than 30 days before the date of application. If a provider is a partnership, STRs will need to be included for the partnership and each of the partners. If a provider is a trustee of a trust, STRs will need to be included for the trustee and the trust. This requirement only applies to new provider applications from 1 April 2025. Should the STR not be provided, the application will be taken not to have been made.

There is no mandatory requirement for existing approved providers to include STRs in their application to add a service to their approval (i.e. section 7 of the Secretary's Rules, which is relevant to applications under section 196A of the Administration Act to add a service, does not require STRs to be included as part of those applications).

A New Tax System (Family Assistance) (Administration) Act 1999

Sections 154 and 158 of the Administration Act detail the general power of the Secretary (or Secretary's delegate) to obtain information or documents and the requirement to do so by written notice (respectively). Information or documents can only be required if the Secretary (or delegate) reasonably believes that the person will be able to provide the information or document, in accordance with section 153A of the Administration Act. These provisions give the Secretary (or Secretary's delegate) the power to require information or documents (such as an STR) from providers where it is relevant to the consideration of an approved provider's continued approval.

Existing approved providers will be able to obtain STRs from the ATO and produce it to the department. Even if providers do not have an STR in their possession at the time they receive the notice, they still need to apply for an STR.

8. Statement of Tax Record policy guides

This policy is the overarching internal policy (Document reference: STR-001) and other supplementary guides provide additional information to support operationalisation of the STR requirements in the CCS.

Document ID	STR guide	SharePoint Location
STR-001	Statement of Tax Record requirements for Child Care Subsidy – **Internal policy** *[this document]*	
STR-002	Statement of Tax Record requirements for Child Care Subsidy – **ATO & Department of Education** *[agreed requirements between ATO and Department of Education for the purposes of IT system enhancements]*	
STR-003	Statement of Tax record requirements for Child Care Subsidy – **Unsatisfactory STR**	
STR-004	Statement of Tax Record requirements for Child Care Subsidy – **Entity types**	
STR-005	Statement of Tax Record requirements for Child Care Subsidy – **Imposing Conditions**	

9. Operational and enabling teams

Any updates to this policy document and other supplementary guides should consider the impact on the following teams and any changes should be communicated with these teams.

Branch	Team	Key function related to STR
Regulatory Operations	Provider Approvals	Assessments of applications for CCS provider approvals
	Provider Audits	Audits of CCS approved providers
	Compliance Procedures and Operations	Investigations of CCS approved providers
	Compliance Governance and Operations	Investigations of CCS approved providers
Regulatory Policy and Strategy	Internal Review	Internal reviews of certain department decisions under the Administration Act
	Intelligence Analytics	Data reports and visualisations to support compliance reporting
	Integrity Capability and Engagement	Facilitate engagement with the ATO about STR related matters
Child Care Subsidy	Strategic Communication and Sector Education	Develop and publish content for the department's website, subscriber mailouts, social media channels and video content
	Business Engagement and Support (CCS Provider Helpdesk sub-team)	Provision of front-line support for approved child care providers and services operating under CCS
Corporate, Early Childhood and Youth Legal Branch	Early Childhood and Youth Legal Team	Provision of legal advice and services to the Early Childhood and Youth Group

Appendices

Background

The Australian Government has responsibility to ensure that the significant investment through Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS) is administered properly by child care providers and assure the public that their tax dollars are being used appropriately.

The Statement of Tax Record (STR) was initially introduced by Government to reduce shadow economy activity and increase the integrity of government procurement[2]. As part of the 2024-25 Budget, the Government committed to additional activities to strengthen the payment and accuracy of the CCS program through new measures that build strong and sustainable foundations for future reform of early childhood education and care.

The expanded use of the STR in government payment programs such as the CCS program creates an even playing field to encourage child care providers administering CCS/ACCS payments to have a satisfactory engagement with the Australian tax system as part of the fit and proper requirements for providers under the Family Assistance Law.

The use of the STR will form part of a provider's fit and proper person assessment in the CCS program and aims to increase the financial integrity of the CCS. The implementation of the STR in the CCS program will reinforce the long-standing requirement that providers have in demonstrating their fitness and propriety to administer CCS/ACCS under the Family Assistance Law.

[2] Shadow Economy Procurement Connected Policy – Increasing the integrity of government procurement | Treasury.gov.au

Example 1: Statement of Tax Record – Satisfactory

<ReturnUnclaimedAddressBarcode>

Australian Government
Australian Taxation Office

<FIRST NAME> <SURNAME>
<ORGANISATION>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<LOCALITY> <STATE> <POSTCODE>
<COUNTRY>

Our reference: <BET ID>
ABN: <ABN>
Date of issue: <DD Month CCYY>
Date of expiry: <DD Month CCYY>

Statement of tax record - Satisfactory

- <Entity name> has met the criteria for a satisfactory tax record
- This statement may be required for your Child Care Subsidy Approval or to administer the Child Care Subsidy.

This statement of tax record is issued to <Entity Name> to confirm that this entity has met the criteria of having a satisfactory engagement with the Australian tax system, as detailed in the Statement of Tax Record requirements for Child Care Subsidy.

For further information on how the criteria are applied to determine the outcome of a statement of tax record see **ato.gov.au/STR**

Other required documents

Patnership

This entity is a partnership. Each partner that is directly involved in administering the Child Care Subsidy also needs to provide a statement of tax record to satisfy the Statement of Tax Record requirements for Child Care Subsidy.

Yours faithfully,
<Deputy Commissioner's Name>
Deputy Commissioner of Taxation

EXXXX1-SXXXX1-FXXXXX Page 1 of 2 75145.501298-10-2024

Important information

Statement of tax record

1. This statement of tax record is issued in accordance with the Statement of Tax Record requirements for Child Care Subsidy ('the Policy').

2. The requirements for a satisfactory statement of tax record are detailed in the Policy.

Limitations of information

3. This statement of tax record is based on the limited criteria as outlined in the Policy and may not be suitable for other purposes.

4. This statement is not an ATO determination of the entity's tax compliance.

5. This statement is not evidence of the financial viability of the entity.

6. This statement is based on information from our systems. This may include information provided by the entity under Australia's self-assessment regime.

7. This statement of tax record may include statements the entity made when they applied for this statement of tax record.

This document does not replace the necessary due diligence and other checks that the Commonwealth would normally undertake even if the statement of tax record is satisfactory.

How long the statement is valid

8. The statement of tax record is valid for 12 months from the time of issue with the exception of entities that have no or less than four years Australian tax record. The statement for these entities is valid for six months.

Falsifying Commonwealth issued documents

9. If a statement of tax record is falsified and used to meet the requirement for administering the Child Care Subsidy, it could constitute an offence under the *Criminal Code Act 1995*.

For more information

ATO website - **ato.gov.au/STR**

Department of Education website - **education.gov.au/early-childhood**

For information about your rights and obligations, go to **ato.gov.au/taxpayerscharter**

Example 2: Statement of Tax Record – Unsatisfactory

Australian Government
Australian Taxation Office

<FIRST NAME> <SURNAME>
<ORGANISATION>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<LOCALITY> <STATE> <POSTCODE>
<COUNTRY>

Our reference: <BET ID>
ABN: <ABN>
Date of issue: <DD Month CCYY>
Date of expiry: <DD Month CCYY>

Statement of tax record - Unsatisfactory

- <Entity name> has not met the criteria for a satisfactory tax record
- This statement may be required for your Child Care Subsidy Approval or to administer the Child Care Subsidy.

This statement of tax record is issued to <Entity Name> to confirm that this entity has not met the criteria of having a satisfactory engagement with the Australian tax system, as detailed in the Statement of Tax Record requirements for Child Care Subsidy.

For further information on how the criteria are applied to determine the outcome of a statement of tax record see **ato.gov.au/STR**

If you need help correcting any issues, refer to the next page for further information.

Other required documents

Trust

This entity is a trust. The trustee will also need to provide a statement of tax record to satisfy the Statement of Tax Record requirements for Child Care Subsidy.

Yours faithfully,
<Deputy Commissioner's Name>
Deputy Commissioner of Taxation

EXXXX1-SXXXX1-FXXXXX Page 1 of 2 75145 501298-10-2024

Important information

Statement of tax record

1. This statement of tax record is issued in accordance with the Statement of Tax Record requirements for Child Care Subsidy ('the Policy').

2. The requirements for a satisfactory statement of tax record are detailed in the Policy.

Limitations of information

3. This statement of tax record is based on the limited criteria as outlined in the Policy and may not be suitable for other purposes.

4. This statement is not an ATO determination of the entity's tax compliance.

5. This statement is not evidence of the financial viability of the entity.

6. This statement is based on information from our systems. This may include information provided by the entity under Australia's self-assessment regime.

7. This statement of tax record may include statements the entity made when they applied for this statement of tax record.

This document does not replace the necessary due diligence and other checks that the Commonwealth would normally undertake even if the statement of tax record is satisfactory.

How to correct an unsatisfactory statement of tax record

8. To meet the criteria for having a satisfactory statement of tax record, you need to:
   a. have current registration, including your Australian business number, GST, and tax file number.
   b. have lodged at least 90% of each type of lodgment, including your income tax, business activity statement and fringe benefits tax that were due in the last four years.
   c. pay any undisputed outstanding debts over $10,000 or set up a payment plan. For help with payment plans, go to **ato.gov.au/paymentplan**

      If your disputed debt is under review, please contact us on **13 28 66.**

9. Once you have corrected any issues, you can reapply for a new statement of tax record. If you need help to take corrective action, you can visit our website at **ato.gov.au/STR**

10. If you think the results of this statement don't match the information you gave us, please contact us on **13 28 66.**

How long the statement is valid

11. The statement of tax record is valid for 12 months from the time of issue with the exception of entities that have no or less than four years Australian tax record. The statement for these entities is valid for six months.

Falsifying Commonwealth issued documents

12. If a statement of tax record is falsified and used to meet the requirement for administering the Child Care Subsidy, it could constitute an offence under the *Criminal Code Act 1995*.

For more information

ATO website - **ato.gov.au/STR**

Department of Education website - **education.gov.au/early-childhood**

For information about your rights and obligations, go to **ato.gov.au/taxpayerscharter**

Page 2 of 2

Example 3: Statement of Tax Record – Receipt

Australian Government
Australian Taxation Office

Receipt Number: 10001000100010
ABN: 51 824 753 556
4 July 2024

Receipt for Statement of Tax Record request

- Your request for a Statement of Tax Record was successfully submitted on 4 July 2024 at 11.24 am AEST.
- Your receipt number is at the top of this page

Dear

Thank you for your request for a Statement of Tax Record.

The Statement of Tax Record will be available through our Online services for individuals using myGov.

In most cases it will take only a short time to process. However it could take up to 4 working days.

If you have provided your email address, we will send you an email notification when your Statement of Tax Record is available.

Yours sincerely,
Louise Clarke
Deputy Commissioner of Taxation

NEED HELP?

Visit us at **ato.gov.au/STR** for more information about Statements of Tax Record.

SAMPLE

E00000-S00000-F0000000 Page 1 of 1 75145.501297-11-2018

From: s 22
To: EDUC - Procurement
Cc: s 22
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]
Date: Tuesday, 6 May 2025 10:02:00 AM
Attachments: image002.png
image003.png
image004.png

Thanks s 22

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

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From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 6 May 2025 9:31 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Your emails to Procurement satisfy that AAI requirement.

See - ICT Procurement

- Telecommunications services

Note - as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement *not* using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).

Regards

s 22
Assistant Director
Procurement,Grants and Financial Frameworks | Financial and Resource Management Branch | Financial Management Education
Australian Government Department of Education
Working on Ngunnawal Country

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From: s 22 @education.gov.au>
Sent: Tuesday, 6 May 2025 9:32 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Where do I obtain the 'Education ICT procurement form'. It's referred to in the AAI, but I cant find it on the intranet.

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

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From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 22 April 2025 11:23 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>; s 22 @education.gov.au>; s 47E(d) @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Hi s 22

Again acknowledging it is a small tweak to a system – and small value.

Your AS doesn't have delegation for ICT procurement – and with Digital Services expanding their role/oversight in the department - the A/g CIO may be the best bet – I think a quick call to s 22 (cc'd) may help sort out this small AAI/Delegation requirement.

With respect to TSD's involvement – I will also defer to Digital Services – as under the MoU DEWR are responsible for any systems they supply to Education. It may be that under the MoU DEWR must help you out – and perhaps we should not undertake changes outside of our ownership of a system.

The process to administer a procurement is at Process for procurements under $10,000.

If the supplier is not on the Digital Market Place – then using the CCS contract templates are required - Commonwealth Contracting Suite (CCS) | Department of Finance. It just protects the department and the delegate in applying all the standard government clauses and requirements. Again acknowledging a small piece of work.

Please give me a yell if you get stuck.

Regards

s 22
Assistant Director
Procurement Grants Policy and Services | Financial and Resource Management Branch | Financial Management Education
Australian Government Department of Education
Working on Ngunnawal Country

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The Department of Education acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past and present.

The artwork *Guwanyi wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.

From: s 22 @education.gov.au>
Sent: Tuesday, 22 April 2025 11:30 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>
Subject: RE: Financial Integrity Branch - Engaging ICT Services - Response [SEC=OFFICIAL]

Good morning,

Thanks for the information.

I note on the Procurement website there is an opportunity to make an ICT procurement directly

Note – as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement not using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).

We have approval from our delegate (AS s 22) to purchase these services from VA. If we provide an email to Procurement from the delegate approving this purchase, does that then enable us to purchase directly from VA as per the AAI? Or do we require approval from the CFO?

TSD is aware to this proposed procurement and has no interest except for providing the contractor with access to the administration function of the application.

Regards,

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
Website | LinkedIn | Instagram | Facebook | X | Newsroom

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From: EDUC - Procurement <procurement@education.gov.au>
Sent: Tuesday, 22 April 2025 10:27 AM
To: s 22 @education.gov.au>
Cc: s 22 @education.gov.au>; EDUC - Procurement <procurement@education.gov.au>
Subject: Financial Integrity Branch - Engaging ICT Services - Response

Hi s 22

If iBase is one of the systems/functionality delivered to Education by DEWR under the MoU then it will be best to loop in Education Digital Services in the conversation – in case there is technical or strategic considerations. s 47E(d) @education.gov.au>

In short – for systems supplied by DEWR to Education under the MoU - DEWR administers the changes and the procurement of a supplier to build them – and Education reimburses DEWR for the changes. See ICT Procurement – snipped below for you. It might be handy to note that delegation for ICT procurement sits with a few specific people – approval to proceed is usually an email for small procurement and an EC for larger/complex ones - Combine3. It is fully acknowledged the change is low value.

> ICT Procurement services are provided to the department by the Department of Employment and Workplace Relations (DEWR) ICT Procurement Team.
>
> **Note** – as per 2.1.12 of the Accountable Authority Instructions prior to approaching the market, officials must prepare a procurement plan in FMCS even if DEWR is providing the procurement service.
>
> **Note** - only the COO, CFO, Deputy CFO and CIO have delegation for ICT procurements. See Column D5 of page 4 of the Instrument of Delegation (PDF).
>
> To engage DEWR to assist with your ICT procurement you **must** complete an ICT Sourcing Request (ICTSR) form for all procurements, including:
>
> - ICT contractors (labour hire)
> - ICT consultants
> - Cloud-based services and ICT services delivered by third parties
> - Hardware and software
> - Telecommunications services
>
> **Note** - as per 2.6.5 of the Accountable Authority Instructions (PDF) if a business area has agreement from their delegate to undertake the ICT procurement *not* using the DEWR service, they must complete the Education ICT Procurement Form (an email to procurement@education.gov.au satisfies this requirement).
>
> This section details critical steps and information that will assist users to determine an appropriate process to follow based on their business requirement.

It might be best to reach out to DEWR to confirm the nature of ownership of the system if not known - s 47E(d) @dewr.gov.au – they may request the ITSR is submitted (the tool

The CIO office also has several ICT contracts in place to deliver services like you describe to the department – which you may be able to access.

Please email back if you get stuck.

Regards

s 22
Assistant Director
Procurement Grants Policy and Services | Financial and Resource Management Branch | Financial Management
Education
Australian Government Department of Education
Working on Ngunnawal Country

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From: s 22 @education.gov.au>
Sent: Tuesday, 22 April 2025 10:03 AM
To: EDUC - Procurement <procurement@education.gov.au>
Cc: s 22 @education.gov.au>
Subject: Engaging ICT Services? [SEC=OFFICIAL]

Good morning,

There has been a direction that the Department will obtain a Statement of Tax Record from entities seeking to access the Child Care Subsidy scheme, as part of the 'fit and proper' entity test.

The capturing of this information needs to be recorded in an internal system Child Care Intelligence System (CCIS), which is part of system (iBase) shared with and maintained by DEWR.

To enable the information to be captured the user screen views in CCIS must be changed, which is not a function Education can undertake.

To enable these changes, we have approached Visual Analytics, the Australian licensee of iBase, to undertake these changes on our behalf.

The quoted cost of making these changes is $7,590.

Is this an ICT procurement?

What is the pathway I need to follow for this procurement?

I have read the ICT procurement intranet page, but this seems to involve significant inputs for a simple procurement from the only available supplier, with a cost that can be paid by credit card.

Regards,

s 22
Assistant Director, Integrity Detection

I work part time on Monday & Tuesday

Intelligence Analytics | Financial Integrity Branch | Child Care Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
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Document 10

RITM0512463

State

Open

ICTSR - I2- iBase and Analyst Notebook renewals- Multiple Teams

Item

ICT Sourcing Request (ICTSR)

Requested for

s 22

Approval

Approved

Stage

Market Approach Initiated

- Activity
- Attachments
- **Request Details**
- Associated Approvals

Requested for

s 22

Are you procuring ICT Goods or Services?

ICT Services

Select the ICT Service type

Software/Cloud Services

Procurement title

I2- iBase and Analyst Notebook renewals- Multiple Teams

Estimated value of procurement ($AUD incl GST)

$242750.30

Required date

28/02/2026

Procurement type

Renew a Contract/Agreement

Provide justification to support renewal or variation

This software is used by multiple places within the department, and all areas request continued use. The existing Digital Sourcing Contract has no remaining extension options. We will set up a new contract as part of this procurement activity.

Key deliverables

Multiple business areas have requested for i2 ibase, ibase designer and Analyst Notebook Licences. The breakdown of licences is as follows. Breakdown of requests: Analyst Notebook: s 22 Corporate Fraud at DEWR: 4 Early Childhood and Child Care: 3 Skills and Compliance: 8 Total: 25 analyst Notebook Licences. i2 iBase Licences: Skills and Compliance: 12x Corporate Fraud DEWR: 7x Corporate Fraud Education: 2x Early Childhood and Child Care: 31x Additional 12 iBase Licences required for s 22 team- systems and reform projects Total Licences: 64 licences for iBase Total: Analyst Notebook x 25 i2 iBase x 64 This has been approved by multiple teams, all teams' approvals attached. Migration Skills Assessment team will not be renewing their 12 licences.

Provide business benefits

The information and intelligence capabilities resulting from Skills and Training iBase systems will provide a range of benefits, including: The identification of compliance related risks, such as risks to particular programs or behaviors and methodologies, and capability to report on trends: The ability to measure the potential costs of non-compliance to the department, the Commonwealth and the Australian public and better predict potential exposures to non-compliance: The ability to develop and undertake proactive, intelligence-led compliance activities, while better targeting of limited compliance resources to known compliance issues or risks: providing enhanced Executive and internal reporting of non-compliance matters, ensuring clear line of sight of compliance issues, and the ability to use lessons learned to inform and improve policies, programs and processes.

Preferred vendor/s - Name

Visual Analysis

Did you search Supply Nation for an Indigenous supplier and what was the outcome?

Yes, but was unable to identify a supplier

Provide search details and the outcome

Visual Analysis are the sole supplier of i2 iBase licences in Australia.

Will this procurement be going direct to a single vendor?

Yes

Provide justification to support direct to a single vendor

Visual Analysis also do not have any reseller partners, so we must approach the OEM directly.

Will you be utilising a panel?

No

Is this procurement project related?

No

Will this procurement incur ongoing costs?

No

Does this procurement require capital-operating funding splits?

No

Have you been given funding codes?

No

ICTSR Finance Approval - Funding Plan

[Click to view ICTSR Finance Approval - Funding Plan]

Risk management plan ID

151

I do not have a risk management plan ID

false

Does this procurement have high risks or extreme risks?

No

What is the highest classification of information that the goods/services will store, process or transmit?

PROTECTED

What would the business impact be if this software, or the data within it, becomes lost or unavailable?

Low-Medium Business Impact (i.e. limited damage)

What would the business impact be if the software were to be covertly controlled or manipulated by a malicious actor? For example, tampering with system records, inserting fabricated records, or creating fake system users.

Low-Medium Business Impact (i.e. limited damage)

Will the goods/services require administrative access to operate in the department? (e.g. security products)

No

Will the business/supplier have administrative access to the goods/services? (e.g. cloud services)

No

Contract manager

s 22

Delegate approver

s 22

Comments

The software requested for renewal are used by multiple teams within the department, as well as several teams within the client agency portfolio. This has been approved and confirmed by the following: - s 22 , Director Intelligence, s 22 Director-Fraud Intelligence and Investigations, DEWR - s 22 , Director, Early Childhood and Child Care s 22 | Director – Intelligence (A/g), s 22 s 22 Director,Skills Compliance Intelligence - s 22 , A/g Director, Integrity and Fraud Team

Document 11

Australian Government
Department of Employment and Workplace Relations

Approval of commitment or expenditure of relevant money

When to use this form? *This form can be used for essentially any proposal to commit or expend relevant money. This form's primary purpose is to assist officials document the necessary accountabilities in the approval of the commitment (spending) of money and the entering, varying or administering of an agreement. Officials must exercise the power to commit or expend relevant money consistently with their duties under section 25 to 29 of the PGPA Act (General Duties of Officials)[1], the Accountable Authority Instructions (AAIs) and with the terms of the delegation or authorisation.*

Requesting officer details

Name:	s 22	Branch:	Property, ICT Procurement and Security	Phone Ext.	s 22

Details of the proposed commitment or expenditure of relevant money

Brief description of commitment or expenditure of relevant money	**RITM0512463 – iBase and Analysts Notebook (multiple teams)** Renewal of software and support for 64x i2 iBase and 25x i2 Analysts Notebook licences, split between multiple business areas across the Department of Employment and Workplace Relations (DEWR), the Department of Education (DoE), s 22 s 22 The initial contract term is 12 months, from 28/02/2026 to 27/02/2027. The i2 subscriptions in use by DEWR and its client agencies ensure that the Skills and Training iBase systems can continue to deliver essential information and intelligence capabilities that support DEWR and its client agencies. This includes the identification of compliance-related risks such as risks associated with specific programs, behaviours, and methodologies, along with an improved ability to report on emerging trends. These capabilities will also enable more accurate measurement of the potential costs of non-compliance to the department, the Commonwealth, and the Australian public, supporting better prediction of potential exposure to non-compliance. Maintaining access to these systems will strengthen the department's capacity to design and implement proactive, intelligence-led compliance activities by ensuring that limited compliance resources can be directed toward known issues or risks. The renewal will also enhance Executive and internal reporting of non-compliance matters by ensuring clear visibility of compliance issues and enabling the use of lessons learned to inform and improve policies, programs, and operational processes. Visual Analysis provided separate quotes for each business area. All seven (7) business areas have reviewed and approved the renewal of its respective allocation of licences and has accepted responsibility for the costs associated with the corresponding quotation, as outlined below. Please note that unit prices differ for each quote because renewals are calculated as a percentage of the original licence purchase price, meaning licences bought in different years retain the pricing and discounts that applied at the time. Many older DEWR licences still carry legacy discounts, resulting in varied unit prices across quotes: s 22

[1] Further information can be found on the intranet or contact financialreporting@dese.gov.au

- AU0029047 for the renewal software and support for 12x iBase and 8x Analysts Notebook renewal for Skills and Compliance (DEWR). Approved by s 22 Director, Compliance Intelligence | Skills Compliance and Integrity Unit (SCIU). Total: $60,645.20 ex GST / $66,709.72 inc GST, funded out of E1949.

- AU0029048 for the renewal software and support for 7x iBase and 4x Analysts Notebook licences for the DEWR Fraud Intelligence and Investigations team. Approved by s 22 , Director, Fraud and Integrity | Enterprise Risk, Assurance and Investigation Branch.
  Total: $25,476.55 ex GST / $28,024.21 inc GST, funded out of E1949.

- AU0029049 for the renewal software and support for 3x Analysts Notebook and 31x iBase licences for the Early Childhood and Childcare team (DoE). Approved by s 22 Director, Intelligence Analytics, Integrity Policy and Strategy Branch. Total: $62,119.49 ex GST / $68,331.44 inc GST, funded out of E6000.

s 22

- AU0029074 for the renewal of 2x i2 iBase User S&S licences for the Integrity and Fraud team (DoE). Approved by s 22 Director, Integrity and Fraud | Parliamentary, Audit and Risk Branch.
  Total: $3,476.00 ex GST / $3,823.60 inc GST, funded out of E6000.

- AU0029094 for the renewal of 12x i2 iBase User S&S licences. These licences have been transferred from the Trade Recognition team to the Quality Systems and Assurance Team. Approved by s 22 Director, Quality Systems and Assurance Team | Assurance and Risk Management.
  Total: $36,102.00 ex GST / $39,712.20 inc GST, funded out of E1949

<u>Funding Implications:</u>

1. The total value of the initial contract will be $220,683.91 ex GST / $242,752.30 inc GST
2. TSD IT – DWE cost centre, E1949 – Infrastructure – Servers, will cover $122,223.75 ex GST / $134,446.13 inc GST.
3. The remaining total, $98,460.16 ex GST / $108,306.18 inc GST, will be covered out of cost centre: E6000 – Pass through Client Services. Client agencies will reimburse DEWR for this amount through a cost recovery process after the procurement has been finalised.
4. s 22 approved the commitment of additional CITA funds to cover the budget shortfall for the portion to be paid out of E1949.

As per the outcome of FOCI-2025-041, IBM Australia Pty Ltd have been assessed as LOW risk (37/100). IBM purchased i2 in 2011. To mitigate any contractual risks, DEWR will engage under a Digital Sourcing Contract. The clauses and T&C's have already been negotiated with Visual Analysis.

Total value of the spending proposal	2025-26 (Current year)	2026-27 (Budget Year)	2027-28 (FE1)	2028-29 (FE2)	2029-30 (FE3)
Total (Ex GST)	$74,367.45	$146,316.46			
Total (Inc GST)	$81,804.20	$160,948.10			
Total contract value	$220,683.91 ex GST / $242,752.30 inc GST				

2% CAF payable to DTA (ex GST)	N/A				

Proposed date arrangement/contract will be entered into[2] :
Start Date: 28/02/2026 to 27/02/2027

Funding details:
DEWR Cost Centre: E1949 GL: 441445
Client agency Cost Centre: E6000 GL: 441445

Proposed funding source:
Departmental

Is this request replacing or amending an existing arrangement? Yes ☑ No ☐
Replacing the Digital Sourcing Contract set up under *ICTSR 22-1978* in February 2023.

Key justifications for the commitment or expenditure of relevant money:
Renewal of support and maintenance for this product will ensure it complies with the Software Asset Management Policy, which states all software, including Cloud Subscriptions need to have current support and maintenance to be allowed on the network.

Have the current Commonwealth Procurement Rules or Commonwealth Grants Rules and Guidelines been complied with? Yes ☑ No ☐

Has the Indigenous Procurement Policy been complied with? Yes ☑ No ☐

Has AAI 2.1 Planning a procurement and AAI 2.2 Spending approval been complied with?
Yes ☑ No ☐

Is this a procurement for a consultancy services? Yes ☐ No ☑
Has Associate/Deputy Secretary approval been sought (as required under AAI 2.5 Consultancy arrangements)?

Is the amount of relevant money within the delegate's limit as set out in the Financial Delegations Instrument? Yes ☑ No ☐

Does this proposal involve a commitment or expenditure of relevant money that might become payable for which there is insufficient Appropriation (outside of current year expenditure)?
Yes ☐ No ☑

Have you undertaken a risk assessment? Yes ☑ No ☐

Risk ID 151

Have you sought legal advice from Legal services? Yes ☐ No ☑
Legal advice is required where either the commitment has a value of $2 million or more (GST inclusive), standard terms and conditions are not being used, or a contingent liability is included.
Please provide details where relevant.

Does the proposed contract involve the grant of an indemnity, guarantee or warranty (i.e. a contingent liability)? Yes ☐ No ☑

If yes, then you will need to seek Legal advice before written endorsement by your relevant section 60 Delegate. Please attach your section 60 delegate's approval, or where section 23 section delegate is also the section 60 delegate, ensure section 60 check box is checked below.

If this is unknown at the time of the initial commitment or expenditure of relevant money, a further approval is required.

[2] Approval for commitment and expenditure proposal must be obtained prior to entering into contracts or funding agreements. If approval is not obtained prior to entering into the arrangement this should be reported as a breach of PGPA Act section 23 in the department's Financial Management Compliance System, TORQUE.

Delegate Approval

I am satisfied that this proposal promotes the proper use and management of public resources, achievement of the purpose of the department and promotes financial sustainability of the department. I approve the commitment to spend relevant money in my capacity as a delegate under section 23 of the PGPA Act. The approval is subject to the limits and conditions specified in Schedule 1 of department's current financial delegations.

For the purpose of entering into, varying or administering the arrangement, I approve the spending proposal in my capacity as a delegate of: *Financial Framework (Supplementary Powers) Act 1997, S32B* ☐ *Public Governance, Performance and Accountability Act* ☑ Check appropriate box ☑ above, noting FFSP Act will be relevant for grant programmes listed in Schedules 1AA and 1AB of the FFSP Regulations.	**Section 60 Delegate approval - where required** **For the purpose of the grant of an indemnity, guarantee or warranty:** *Section 60, Public Governance, Performance and Accountability Act* ☐ Check box ☑ above only if applicable, noting that the approval is subject to the limits and conditions specified in the department's current financial delegations.

Name	s 22	
Position	Assistant Secretary, Infrastructure, Platforms and Projects Branch s 22	
Signature		**Date** 23/2/2026

Conditions for entering into arrangements:

Delegate may approve a proposal to spend money subject to conditions which must be complied with by those who subsequently enter into an arrangement e.g. by signing a contract or agreement.

Date: 26/02/2026
PO: 4500179185
GR: 378357
Processing Officer: s 22

Document 12

FROM INFORMATION TO INSIGHT

TAX INVOICE

Department of Employment and Workplace Relations
Attention: ICT Procurement (Software)
GPO Box 9880
CANBERRA ACT 2601
AUSTRALIA

Invoice Date
25 Feb 2026

Invoice Number
AUINV181749

Reference
PO # 4500179185

ABN
24 075 960 075

Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH
AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

Description	Quantity	Unit Price	GST	Amount AUD
s 47G			10%	9,605.49
			10%	52,514.00
Renewal Period : 01/03/2026 - 28/02/2027				
VA Quotes # AU0029049 - Early Childhood and Child Care				
			Subtotal	62,119.49
			TOTAL GST 10%	6,211.95
			TOTAL AUD	**68,331.44**

Due Date: 27 Mar 2026
Terms
Currency for this invoice is in AUD Dollar.
Payment terms: Please pay on or before due date.
Please Note: The customer is liable for any taxation liability that is applicable for the provision of the product and/or service being purchased whether the tax is local or otherwise. The invoice is to be paid in full by the customer and no monies will be withheld by the customer for the payment of any taxes, excise or other form of government payment.
Visual Analysis is an authorized Business Partner of i2 Group.
This invoice is provided under the terms of the i2 Group Partner Program and i2 License Agreement.

s 47G

PAYMENT ADVICE

To: Visual Analysis Pty Ltd
Level 3, 59 WENTWORTH AVENUE KINGSTON ACT 2604
accounts@va-worldwide.com

Customer	Department of Employment and Workplace Relations
Invoice Number	AUINV181749
Amount Due	**68,331.44**
Due Date	27 Mar 2026
Amount Enclosed	

Enter the amount you are paying above

Document 13

Australian Government
Department of Employment and Workplace Relations

ABN 96 584 957 427

TAX INVOICE

Document Date: 09.04.2026
Contact officer: Accounts Receivable
Phone number: 1800 680 103
Customer Reference: 4400/1800003533
Customer No: 101045
Payment Due Date: 09.05.2026

On any correspondence,
please quote: 4400/1800003533
Email: s 47E(d) @sdo.gov.au

Invoice To:
DEPARTMENT OF EDUCATION
GPO BOX 9880
CANBERRA ACT 2601

Payment is required by the due date above, otherwise interest may be charged on any overdue amounts. If this invoice is not paid by the due date it may be referred to a debt collection agency.

Item	Description	Net Amount	GST Amount	Total Amount
001	* RITM0512463 -iBase&ANB (EDU)	$62,119.49		$62,119.49
Total Supply:		**$62,119.49**	**$0.00**	**$62,119.49**

Page: 1 of 1

B PAY

Biller Code: 257113
Ref: 1800 0035 3320 262

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

Payments can be deposited directly into account:Department of Employment and Workplace Relations Official Departmental Account BSB 092009 ACC NO: 120906

Please quote Customer Number and Reference.
Remittance Advices are to be forwarded to the CRM, Department of Employment and Workplace Relations or electronically to s 47E(d) @sdo.gov.au
Alternatively:
Please forward this remittance advice with payment to:
Service Delivery Office
One Canberra Avenue, Forrest, ACT 2603
Cheques Payable to: CRM Department of Employment and Workplace Relations

If Paying by credit card please complete the following details:

Identify Card Type: [ ]Mastercard [ ]Visa [ ]American Express

Card Number:________________________ Expiry Date:__________ CVV:______

Name of Card Holder:__________________________ Signature:______________________

Pmnt Amt:________________Date:___________Cust Ref: 4400/1800003533

* * * * * **A RECEIPT WILL NOT BE ISSUED UNLESS REQUESTED** * * * * *

Search

My Ta

My Ti

My Fa

Corporate ▾ ICT ▾ Information management ▾ Physical security Property services ▾ Service catalogue Knowledge base Qu

Home > My Request - RITM0512463

Number
RITM0512463

ICTSR - I2- iBase and Analyst Notebook renewals- Multiple Teams

Item
ICT Sourcing Request (ICTSR)

MS Requested for
s 22

Approval
Not Yet Requested

Stage
ICT Procurement Review

Activity Attachments Request De...

Requested for
s 22

Are you procuring ICT Goods or Services?
ICT Services

Select the ICT Service type
Software/Cloud Services

Procurement title
I2- iBase and Analyst Notebook renewals- Multiple Teams

Estimated value of procurement ($AUD incl GST)
$180000.00

Required date
28/02/2026

Procurement type
Renew a Contract/Agreement

Provide justification to support renewal or variation
This software is used by multiple places within the department and all areas request continued use.

Key deliverables
Multiple business areas have requested for i2 ibase, ibase designer and Analyst Notebook Licences. The breakdown of licences is as follows.
Breakdown of requests:

Analyst Notebook:
s 22

s 22

Corporate Fraud DEWR	4
Early Childhood and Child Care	3
Skills and Compliance	8
Total:	25 analyst Notebook Licences.

i2 iBase Licences:

Skills and Compliance	12
Corporate Fraud DEWR	7
Corporate Fraud Education	2
Early Childhood and Child Care	31

Total Licences: 52 licences for iBase

Total:
Analyst Notebook x 25
i2 iBase x 52

This has been approved by multiple teams, all teams approvals attached.
Migration Skills Assessment team will not be renewing their 12 licences.

Provide business benefits
The information and intelligence capabilities resulting from Skills and Training iBase systems will provide a range of benefits, including: The identification of compliance related risks, such as risks to particular programs or behaviors and methodologies, and capability to report on trends: The ability to measure the potential costs of non-compliance to the department, the Commonwealth and the Australian public and better predict potential exposures to non�compliance: The ability to develop and undertake proactive, intelligence-led compliance activities, while better targeting of limited compliance resources to known compliance issues or risks: providing enhanced Executive and internal reporting of non-compliance matters, ensuring clear line of sight of compliance issues, and the ability to use lessons learned to inform and improve policies, programs and processes.

Preferred vendor/s - Name
Visual Analysis

Did you search Supply Nation for an Indigenous supplier and what was the outcome?
Yes, but was unable to identify a supplier

Provide search details and the outcome
There are no other suppliers for this other than Visual Analysis.

Will this procurement be going direct to a single vendor?
Yes

Provide justification to support direct to a single vendor
Visual Analysis are the sole provider of i2 iBase licenses in Australia

Will you be utilising a panel?
No

Is this procurement project related?
No

Will this procurement incur ongoing costs?
No

Does this procurement require capital-operating funding splits?
No

Have you been given funding codes?
No

Risk management plan ID
151

I do not have a risk management plan ID
false

Does this procurement have high risks or extreme risks?
No

What is the highest classification of information that the goods/services will store, process or transmit?
PROTECTED

What would the business impact be if this software, or the data within it, becomes lost or unavailable?
Low-Medium Business Impact (i.e. limited damage)

What would the business impact be if the software were to be covertly controlled or manipulated by a malicious actor? For example, tampering with or creating fake system users.
Low-Medium Business Impact (i.e. limited damage)

Will the goods/services require administrative access to operate in the department? (e.g. security products)
No

Will the business/supplier have administrative access to the goods/services? (e.g. cloud services)
No

Contract manager
s 22

Delegate approver
s 22

Comments
The software requested for renewal are used by multiple team within department and within client agencies too. This has been approved and confirme

s 22

s 22 , Director-Fraud Intelligence and Investigations, DEWR
s 22 , Director, Early Childhood and Child Care
s 22
-s 22 ,Director,Skills Compliance Intelligence
-s 22 , A/g Director, Integrity and Fraud Team

From: s 22
Sent: Wednesday, 3 August 2022 11:05 AM
To: s 22
Cc:
Subject: RE: RE: iBase Upgrade and longer terms arrangements [SEC=OFFICIAL]

Thanks s 22

s 22 – would you be able to discuss with s 22 the implementation of this when appropriate?

Kind regards
s 22

Acting Assistant Secretary and Chief Internal Auditor
Phone s 22 | Mobile s 22

Making Flexibility Work - if you receive an email from me outside of business hours, I'm sending it at a time that suits me. I don't expect you to read it or reply until the next business day.

From: s 22
Sent: Wednesday, 3 August 2022 11:17 AM
To: s 22
Cc: s 22
Subject: CM: RE: iBase Upgrade and longer terms arrangements [SEC=OFFICIAL]

Thanks s 22 , I support this approach. I think it gives as an options that best balances the operational needs of both departments while also ensuring that it is agile enough to meet any future needs.

Many thanks
s 22

Assistant Secretary and Chief Internal Auditor

Enterprise Risk, Audit and Investigation Branch
Legal and Assurance Division
Australian Government Department of Employment and Workplace Relations
Phone s 22 | Mobile s 22
dewr.gov.au

From: s 22
Sent: Wednesday, 3 August 2022 11:14 AM
To: s 22
Cc:
Subject: iBase Upgrade and longer terms arrangements [SEC=OFFICIAL]

Hi s 22 and s 22

A couple of weeks ago I had a conversation with s 22 regarding iBase on a few issues:

- Timing of the latest upgrade
- Migration out of FORTRESS of the historical holdings
- Ongoing arrangements for the use of iBase.

Upgrade
IT will be upgrading to the latest version (9.0.5) of iBase on 24 August (all things going well). s 22 you will be pleased to know that this will introduce a few of those features we'd been waiting for.

Historical holdings
The historical holdings of iBase have been moved out of from FORTESS into the standard environment now that we are all on the Protected platform (although we have been asked to stay out of it this week). New connections will need to be established but Nigel will let us know what that is and when we can use it. This holding has all of the historical cases, will be read-only and not split out by department. We MoG in and out so often it doesn't seem to make sense. Sometimes the queries we get for historical cases don't provide enough information to determine which department it sits in so it seems more logical to have access to all, and all investigators have NV1 clearances so we have a level of integrity and assurance that the information will be accessed in an appropriate manner.

Ongoing use of iBase
The bigger issue is the longer term use of iBase and the fact we move in and out of the same department yet we still need to use iBase, and all our historical information is held in there. Based on the shut down of the SSC and where we ended up after that (having iBase expertise in one department and not the other), I am proposing that we do not separate out the databases like we did then (or rather create new databases), rather we continue to use a single instance of iBase with single database however each referral and case that gets created is locked down by 'department', effectively putting a wall between DE and DEWR staff seeing each other's cases.

The advantages of this approach is that:

- Security is applied with each referral/case being locked down.
- Structural changes undertaken in DEWR that DESE had been working or are implemented into DE, noting that changes to the structure of iBase should be consulted between both departments.
- We don't end up in the future with two database they have been designed differently over time that can't be migrated, if required.
- Expertise of iBase is not required to be maintained across both departments which provides efficiencies – particularly for DE that has less or a requirement.
- Both DE and DEWR are able to rely on iBase as an ongoing tool supporting our compliance with the Commonwealth Fraud Control Framework and the Australian Government Investigation Standard.

If we separate databases (one for DE, one for DEWR) and we are joined together again, it means in the future users may need to work in two databases (if they are working on cases covering either education or employment). While I don't see this as a significant issue, it is an unnecessary complication that I think can be navigated through by other means.

This arrangement won't impact other users of iBase outside of the corporate functions, so the Skills compliance database and the child care compliance and investigations instances will not be impacted as they have completely separate databases (and also can't see ours).

s 22 , let me know if you have any concerns with any of the above or if you approve the arrangement.

Happy to discuss if you have any questions.

Regards
s 22

Acting Assistant Secretary and Chief Internal Auditor

Audit, Investigation and Risk Branch
People, Parliamentary and Corporate Division
Australian Government Department of Education
Phone s 22 | Mobile s 22
www.dese.gov.au

Making Flexibility Work - if you receive an email from me outside of business hours, I'm sending it at a time that suits me. I don't expect you to read it or reply until the next business day.

Submit a Fraud Tip-off: Fraud Hotline: 02 6121 5450 | Email: fraud@dese.gov.au | Anonymous tip-off: https://dese-gov-au.whispli.com/reportfraud