

**ANNEXURE 2 - current NESA information - note these roles will transition to the Department of Education from 5 May 2025 and some information may be subject to change following the transition**

**The Fee (Clause 5)**

- (a) The Authorised Person will be paid on a fee for service basis per application as detailed below.
- i) \$286.00 for the first student (by way of application review meeting with applicant and student).
  - ii) \$97.00 for each sibling of the first student at the same application review meeting with the applicant and students.
  - iii) \$97.00 where applicant failed to attend meeting.
  - iv) \$97.00 where a site visit is required (change of address).
  - v) \$144.00 where an application is reviewed by way of documentation only.
  - vi) \$286.00 for attendance at ½ day Policy/Procedure Meetings and NSW Civil and Administrative Tribunal hearings.
  - vii) \$572.00 for attendance at full day Policy/Procedure Meetings and NSW Civil and Administrative Tribunal hearings.

**NOTE:** These fees for service apply from 1 May 2024.

It is anticipated that the Authorised Person will be allocated a minimum of 10 applications per annum.

The fees remunerate the contractor for the preparation for a meeting, duration of meeting, part travelling time to and from the meeting, review of applications by way of documentation, preparation and submission of a report and recommendation and associated administrative tasks or attendance at any policy/procedure meetings/telephone conferences.

- (b) The Authorised Person will be paid reasonable reimbursable costs on the following basis:
- i) NESA stationery provided to contractor at no cost.
  - ii) NESA will arrange Public Risk Insurance by the NESA'S TMF insurance arrangements.
  - iii) Travel costs limited to motor vehicle kilometric distance rates as published by the Australian Taxation Office (multiplied by a loading factor of 1.25 in recognition of travelling time) and subject to the distance costs being met by the Contractor for the first 20 kilometres travelled each day on official business.
  - iv) Actual costs of accommodation based on receipts up to a maximum of the daily rate for the relevant country centre and subject to approval of prior submitted itineraries.
- (c) All fees pursuant to (a) and reimbursement of reasonable costs specified at (b) will be paid by NESA within twenty eight (28) working days of NESA's representative being provided with an invoice which itemises the services (supported by documentation) provided.