

# The Premier's Anzac Prize 2023



## EXPRESSION OF INTEREST TO CHAPERONE STUDENTS

(Tip: please save this application form to your computer hard-drive to complete electronically)

Expressions of interest are sought from registered teachers at Queensland state schools or Queensland accredited non-state schools to chaperone students selected to participate in the 2023 Premier's Anzac Prize (the Prize) program, and the tour in April 2023 (14-29 April 2023 TBC). This expression of interest form has eight parts [A – H].

The selected two chaperones will be responsible for the students participating in the Prize, for the full duration of the program and the tour, at all times. This may involve obtaining and consenting to medical treatment for students, administering or assisting a student to administer their medication or administering first aid. Additionally, chaperones will be extensively involved in preparations prior to the tour departure.

Chaperones will be expected to dedicate a significant amount of their personal time to coordinating various components of the program and tour.

Duties will include:

- assisting in developing the detailed tour itinerary
- running web conferences with participants (including running the pre-departure cultural/safety and travel briefings)
- creating and managing Anzac research tasks and other pre-departure activities for the students
- managing and coordinating the fundraiser for the Mates4Mates organisation
- assisting in media preparations before, during and after the tour
- developing and maintaining relationships with the students' schools
- preparing, coordinating and assisting students in the holding of private services at memorials while on tour
- undertaking any necessary training and demonstrating the necessary IT skills to fulfil the duties of a chaperone.

A lead and general chaperone will be appointed. Both will be required to take on roles before, during and after the tour.

For further information please see the conditions of entry [Part D], tour rules [Part F] and role of chaperone [Part G].

Alternatively, you may contact the Project Officer (the Premier's Anzac prize) on (07) 3513 5725.

### What is the Premier's Anzac Prize?

The Queensland Government recognises that Anzac Day is owned by all Australians and the tradition of respecting the sacrifice of our forefathers must be passed down through the generations.

The Prize will give eight eligible students a life changing opportunity to experience the Anzac tradition firsthand.

While on tour students will attend ceremonies in the United Kingdom (London and Harefield) and across the Western Front and commemorate Anzac Day at Villers-Bretonneux in France. Two chaperones will be selected to lead and accompany the selected students.

The Prize program includes:

- a two-day research workshop, preceded by a tour briefing in January 2023 (findings are recorded in [Historypin](#))
- a research program to be started by each recipient upon selection in the program and to be completed by the end of February 2023
- a commemorative crosses project by engaging with local primary school students
- a fundraiser for the [Mates4Mates](#) organisation
- a 16-day tour of important memorial sites in United Kingdom (London) and Western Front Battlefields in Belgium and France

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The Prize program costs covered by the department are:

- attendance cost for a tour briefing and two-day workshop in January 2023
- return international airfares (economy)
- visas
- land travel
- travel insurance
- accommodation
- most meals
- tour uniform: 3 polos, a cap, jacket, beanie and scarf
- entry fees for all site visits
- commemoration ceremony items
- transfers from region to Brisbane (chaperones located within reasonable driving distance to Brisbane will be responsible for their own transfers to and from Brisbane).

Participants pay for:

- personal expenses
- passport application
- spending money
- mobile/phone charges
- vaccinations
- personal clothing and items
- excess fee payable for insurance claims made against the travel insurance policy.

For an example of the activities included in the tour, please view the tour diary entries and photos on the 2019 Tour page <https://education.qld.gov.au/about-us/budgets-funding-grants/scholarships/premiers-anzac-prize/last-years-tour> or previous years' videos on the Resources page <https://education.qld.gov.au/about-us/budgets-funding-grants/scholarships/premiers-anzac-prize/resources>.

## Privacy Notice

The Department of Education (the department) is collecting the personal information on this form for the purpose of administering the Prize, assessing the Expressions of Interest, to verify information provided on this form, to contact applicants and endorsing principals (for example, to request further information) and for selecting the chaperones for the Prize tour. The information on this form will be made available to employees of the Queensland Government involved in administering the Prize. The information you provide will be used for planning and organising the Prize tour including obtaining travel insurance and making arrangements to cater for special requirements (where possible).

Some of your personal information, including your name, the school you teach at and your answers to the selection criteria in Part C and information in Part A and B below, will be used to create a short biography of the successful candidates. This biography will be disclosed to the Minister of Education (the Minister) the Premier and their staff, Members of Parliament, the program's corporate sponsors and will be made public (for example it may be put in a media release, given to media organisations and will be put on the internet).

Your workplace contact details may be provided to the Minister, the Premier, their staff, Members of Parliament, the program's corporate sponsors and media representatives for the purpose of contacting you about your selection as a chaperone. Some of the information you provide will be disclosed to insurance organisations, tour operators, airlines, travel companies, accommodation providers and other external parties involved in providing services to the group as part of the overseas tour.

Some of the information you provide, for example, information about any special requirements or medical conditions, may be given to the other chaperone selected for the tour, for the purpose of assisting the department to comply with its duty of care to you, the other chaperone and the students on the tour. Relevant information will be given to medical professionals in the event you require medical attention on the tour.

The information will not be used or disclosed for any other purpose without your consent unless the use or disclosure is required or authorised by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact the Project Officer (the Premier's Anzac Prize) on (07) 3513 5725.



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## PART A - APPLICANT DETAILS (AS PER YOUR PASSPORT OR BIRTH CERTIFICATE)

Title	Surname	Given name/s
Date of birth		Gender
Home address		
Town/suburb/city		Post code
School name		
School type	State Catholic Independent Other	
School address		
Town/suburb/city		Post code
Teacher of (list subjects)		
Email		
Mobile		Work phone
Queensland College of Teachers registration number		Department of Education employee ID (if applicable)
Do you have a current exemption card from the Queensland Public Safety Business Agency (please refer to <a href="https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services">https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services</a> )		Yes (attach a copy) No, I agree to apply for an exemption card if I am selected to chaperone for the Prize.
Current passport with validity up to 31 October 2023? <i>Successful applicants can organise the required passport when they are notified they have been selected as a chaperone.</i>		Yes No, I agree to apply for a passport if I am selected to chaperone for the Prize.
Student protection training	Yes I completed training on (date)	
First aid training—Level 2 required	Yes No, I agree to complete if I am selected to chaperone for the Prize.	

**Applications close 5pm Friday 12 August 2022**



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## SPECIAL REQUIREMENTS

Please consider the information provided and all information about the program and the tour, and provide details of any special requirements you may have for the events and tour if your application is successful. For example: adjustments for impairment; mobility aides or assistance; religious requirements; medical conditions; dietary requirements (e.g. allergies, halal, vegetarian, gluten free); and any special requirements for air travel or accommodation. If you will not have any special requirements, please indicate N/A below. *Further information may be requested to assess if and/or how your special requirements can be accommodated on the tour.*

## PART B: PRINCIPAL COMMENTS AND ENDORSEMENT

The principal must disclose all information known to them that is relevant to the applicant's ability to undertake the responsibilities and duties of the chaperone and to the work history of the applicant.

The applicant will be representing Queensland for the Prize program and 2023 tour and will be responsible for the health and welfare of the students. In providing your endorsement for the applicant's expression of interest to be a chaperone for the Prize program and 2023 tour, please consider the teacher's experience, knowledge (with particular relevance to the selection criteria) and contribution to your school community. If relevant information about the applicant comes to your attention after you have provided this endorsement and you wish to revoke your endorsement, you are obliged to promptly inform the department.

Principal's comments (min. 100 words):

### Principal's declaration

#### The applicant

is a teacher at this school and has completed student protection training (or equivalent) on

I have read the applicant's response to Part C: selection criteria.

I endorse the applicant's expression of interest and suitability to chaperone students participating in the Prize program and 2023 tour.

I will provide the necessary time release if the applicant is selected and will negotiate appropriate leave arrangements. For the lead chaperone this will involve additional time release for planning and preparation.

Principal name

Phone number

School name

Email

Principal signature\*

Date

\*Print the completed forms before signing and dating, then scan and email to [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au)



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## PART C: SELECTION CRITERIA

This section allows you to outline your suitability to chaperone the tour. Note that text box sizes are fixed. If you wish to provide additional information, please attach this as a separate document when submitting your application.

1. Demonstrated interest in Australian war history (min. 200 words):

2. Past chaperoning (including domestic) and international travel experience and if possible, particular reference to United Kingdom (London) and the Western Front:



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3. Demonstrated commitment to encouraging students to enter the Premier's Anzac Prize:

4. Evidence of expertise in extended excursion management and responsibility (must have experience in planning, organising and running tours):



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5. Previous personal/school involvement in the commemoration of Anzac Day and raising awareness of the Anzac Legacy.

6. Evidence of demonstrated information technology skills such as managing social media platforms, running web conferences, utilising Dropbox (or similar file sharing programs), the Learning Place (or similar Blackboard), developing presentations, taking quality photos/videos and the use of iPads and other portable equipment:



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7. Teaching experience:

8. How does the experience of participating in the tour benefit the teaching of the Anzac tradition in Queensland schools?

9. Additional information:

10. Please indicate which chaperone role/s you would like to be considered for:

General Chaperone      Lead Chaperone

Please note additional specific chaperone duties will be allocated based on skills. You may tick one or both options. Below is a summary of the duties chaperones will be responsible for:

- General Chaperone duties may include: extensive information technology tasks, photography, video/photo editing as well as media-related items (e.g. television or newspaper interviews), student and parent liaison, assist in selecting eight students through shortlisting process, preparing tour documentation. General Chaperone will be overseen by the Lead Chaperone.
- Lead Chaperone will lead all aspects of the pre-tour activities, tour, lead liaison with the tour company and department, ensure overall safety of group, including planning and arranging the duties of the chaperones. The Lead Chaperone will have extensive experience in leading student tours, with a preference for tours to the Western Front.





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## PART D - CONDITIONS OF ENTRY

The applicant must be a registered teacher at a Queensland state school or Queensland accredited non-state school and must have full registration before the pre-tour activities commence and maintain that registration for the duration of the program and tour.

Expressions of interest must be received by 5pm Friday 12 August 2022. Late applications will not be accepted. Early lodgement is welcome.

The applicant must submit a completed and signed expression of interest form [Parts A-H].

The Queensland Government will cover the chaperones' tour expenses including travel visa and airport taxes, insurance, accommodation and meals. Chaperones' personal expenses including excess baggage, passport costs, vaccinations, personal clothing and items and any excess payable for claims made against the travel insurance policy must be covered by chaperones.

The selection of the chaperone will be at the discretion of the Department of Education (the department) and there is no appeal process.

Successful chaperones will be requested to assist in the shortlisting process of the student applications (expected to be conducted in September/October 2022).

Successful applicants must be prepared to feature in media and promotional activities — see consent form [Part H] which must be completed, signed and submitted at the time of entry. Applicants may revoke their consent at any time as per the provisions of the consent form, however they will no longer be considered for the Prize and tour.

If a selected chaperone revokes their consent, their participation in further aspects of the Prize and travel may be terminated by the department.

At the department's discretion, the tour/Prize is subject to change in itinerary and/or cancellation in the event there are unforeseen circumstances such as safety concerns. In the event a chaperone is denied a visa or passport, they will not be able to travel or may not be able to enter particular countries and will need to return home. Successful applicants must have a passport with validity up to 31 October 2023. Successful applicants can organise the required passport when they are notified they have been selected as a chaperone.

No responsibility will be taken for incomplete, late, misdirected, damaged or lost applications.

These conditions of entry may be altered where necessary, and any changes will be notified at [www.qld.gov.au/anzacprize](http://www.qld.gov.au/anzacprize).

## PART E - APPLICANT'S DECLARATION

By signing below, I (the Applicant) declare:

I have read and understood the privacy notice on page 1 of [Part A]. In particular, I note that my workplace contact details may be provided to media representatives for the purpose of them contacting me about the tour.

I have read, understood and agree to the conditions of entry [Part D], above

I have read and understood the chaperone tour rules [Part F] and if I am selected for the tour I agree to comply with the tour rules

I have read, understood and signed the consent form [Part H]

I am available to assist in the shortlisting of student applications in September/October 2022.

I am available for the tour briefing and two-day workshop in January, and travel in April 2023

I am medically fit to travel, including being able to walk at least 10 km each day while on the tour. I will inform the organisers if my health changes such that I am not medically fit to travel

I will comply with all COVID-19 mandates and conditions (if applicable at the time of travel) including but not limited to the Department of Education, Australian state and federal authorities, travel provider(s) and host countries.

all information provided in this application form is true and accurate to the best of my knowledge.

Applicant signature\*

Date

\*Please scan, sign and email the completed form to [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au).

Applications must be received by **5pm Friday 12 August 2022**.

Please keep a copy of your completed Expression of Interest form for your records. If you are successful you will be required to be familiar with the conditions of entry and the tour rules and to keep the department informed of any relevant changes to the information you have supplied (for example if any of the contact details or medical information changes).



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## PART F - CHAPERONE TOUR RULES

### Before the tour

I agree:

- it is my responsibility to:
  - › arrange and pay for a passport that is valid up to 31 October 2023 and ensure there are no restrictions on me travelling to the tour destinations (United Kingdom [London], Belgium and France) and any stopover countries. Visas will be arranged and paid for by the the department.
  - › seek medical advice about and pay for any vaccinations
  - › pay for any incidentals that may arise in connection with the Prize, including excess baggage fees, personal expenses, any excess payable for claims made against the travel insurance policy, spending money
  - › arrange transfers to and from Brisbane (this is only applicable to chaperones located within reasonable driving distance to Brisbane. Chaperone's domestic flights will be paid for where required)
- to supply a copy of my passport to the organisers upon request
- to supply the completed *Chaperone Medical Information and Acceptance of Liability for Medical Costs Form* when requested
- to promptly advise organisers of any changes to information supplied on the expression of interest form and any issues which may affect my participation in the tour as a chaperone (for example a change to my health, family situation, financial circumstances, employment, or a need for any special requirements or assistance on the tour)
- to comply with all reasonable requests by the organisers for any additional information or documentation for the purposes of organising the program and tour activities, including but not limited to arranging and booking transport, insurance, tours and accommodation
- to participate in all pre-tour program activities, briefings and complete a questionnaire about the tour
- to assist in developing the pre-tour program activities and detailed daily tour itinerary
- to run web conferences with participants (for example, the pre-departure cultural/safety and travel briefings)
- to manage and coordinate the fundraiser for the Mates4Mates organisation
- to create and manage Anzac research tasks for the students
- to undertake any necessary training.

### Before the tour and for the duration of the tour

I agree:

- my participation in the tour is dependent upon me remaining a registered teacher (full registration) employed at a Queensland state school or Queensland accredited non-state school
- that I will be representing Queensland for the Prize program and the 2023 tour, I will be responsible for students while they are overseas. Therefore, the department may revoke my selection as a chaperone for the tour before the tour commences, or terminate my participation as a chaperone after the tour has commenced, if:
  - › I am subject to discipline by my employer
  - › the department determines, in its absolute discretion, that I have been guilty of misconduct (misconduct means (a) inappropriate or improper conduct in an official capacity; or (b) inappropriate or improper conduct in a private capacity that reflects or would be likely to reflect adversely on the Prize
  - › the department determines, in its absolute discretion, that I may pose an unacceptable risk to participants' health, safety or wellbeing
  - › I breach or do not comply with these tour rules.
- if I revoke the consent given in the consent form [Part H], my further participation as a chaperone will terminate, as the tour will involve many media and promotional activities
- if my participation as a chaperone is terminated, I will be responsible for all costs from the time I am notified of the termination (including, for example, accommodation, transport and the cost of returning to Australia)



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- that the department is not responsible for any loss or damages (including loss of income) suffered by me, which is caused by or arises from me withdrawing from the tour or from organisers notifying me that my selection for the tour has been revoked or terminated
- to develop and maintain relationships with the winning students' schools
- to manage the closed Facebook group created for sharing important information with students and their parents.

## On the tour

I agree:

- to abide by the role of the chaperone [Part G]
- I must comply with the department's International School Study Tour Conduct Standards for Teachers <https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Documents/study-tour-code-of-conduct-teachers.pdf> (for non-state government employees, please contact the Project Officer by email [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au) to obtain a copy)
- if I am a teacher at a state school, I must comply with the Queensland Government's Code of Conduct <https://www.forgov.qld.gov.au/code-conduct-queensland-public-service> and the department's Standard of Practice <https://qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf>
- if I am a teacher at a non-state school, I must comply with the Queensland Government's Code of Conduct, the department's Standard of Practice and International School Study Tour Conduct Standards for Teacher as if these documents apply to me
- to maintain a safe and respectful learning environment for all students participating in the Prize.

## After the Tour

I agree:

- to make presentations on the Prize to schools and communities, if requested
- to participate in all post-tour briefings and complete a survey about the program
- to, within reason, make myself available to participate in the following year's Students' Anzac Day Commemoration Ceremony.

I understand that any breach of these rules may result in my employer being informed and the employer may decide to take further action.

Please note that these tour rules may be updated if the need for additional or varied rules arises. If you are notified of any updates to the rules, you must follow the revised tour rules. The department is not responsible for any loss or damage if these tour rules are broken.



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## PART G – ROLE OF CHAPERONE

As part of the Prize's comprehensive risk management strategy, chaperones are required to read and acknowledge their acceptance of the role of the chaperone as outlined below.

### Overall

- Chaperones are to be courteous to and respectful of supervising staff, other chaperones, student participants, tour guides, transport and accommodation providers and all other persons involved in the tour.
- Chaperones are to be considerate of the general public at all times and respect local customs and values.
- Chaperones are to maintain positive, professional relationships with supervising staff and chaperones participating in the Prize program and tour and should follow all lawful directions of the Lead Chaperone and be punctual at all times.
- Chaperones are to encourage student participation in all activities.
- Chaperones will ensure they note the departure of students from the group and their return and conduct regular roll calls.
- Chaperones should attend all arranged meetings and meals of the tour group (e.g. each morning, to receive information and instructions regarding the day's activities).
- Chaperones must adhere to the laws and lawful directions of local authorities such as police and military, at all times in the countries visited during the tour.
- Chaperones must not consume alcohol, take any illicit drugs or take any medication or substance, which may impair their capacity to drive a motor vehicle or make decisions about a student's medical treatment.
- Chaperones are not to engage in behaviour that a reasonable person would consider inappropriate and to provide a model of good behaviour for the students to follow.
- Chaperones are reminded that it may not be appropriate to use digital devices at specific times such as at monuments of cultural significance or in places of religious significance. In cultures where covering is part of the culture, the taking of photos without permission is considered highly insulting. Close up photos of any individuals or small groups must only be taken with the express permission of the subjects in the photo.
- Chaperones are not permitted to smoke in front of students or indoors.
- Chaperones must comply with all COVID-19 mandates and conditions (if applicable at the time of travel) including but not limited to the Department of Education, Australian state and federal authorities, travel provider(s) and host countries.

### Students

- Chaperones are responsible for the health, safety, well-being and security of the students participating in the Prize 2023 tour for the full duration of the tour, at all times.
- Chaperones must be supportive at all times of students.
- Chaperones must consider the health and well-being of the students in their care and act in the best interests of the students at all times.
- Chaperones may be responsible for obtaining and consenting to medical treatment for students (in the event this is required).
- Chaperones may be required to administer first aid or medication to a student or assist a student to administer their medication.
- Chaperones must be considerate of the varying maturity and ability levels of students during all tour activities.
- Chaperones are to ensure the students under their supervision understand the standards of conduct expected of them for the duration of the tour.
- Chaperones must apply the agreed (as agreed by both chaperones) disciplinary consequences to students who breach the Code of Conduct. Such consequences should be administered fairly and consistently.



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## Airport

- Chaperones are responsible for the safe keeping of their passports, visas and other travel documentation whilst in transit in a passport wallet/lanyard (supplied by the department), to be worn around their necks.
- Chaperones must keep a photo copy of their passport information in a location separate to their passport. Lost documents must be reported to the tour leader at the first available opportunity.
- Chaperones must ensure that students do not leave the tour group unless accompanied by three or more members of the tour group or a chaperone. Chaperones are responsible for tracking departures of students in their group and ensuring all students are accounted for when boarding or leaving aircrafts.
- Chaperones must ensure that their group is ready in a timely fashion and have appropriate documentation to board all flights. Group is to wear the supplied lanyard and name tags.

## Transport

- Chaperones must ensure that all students' board at the appropriate times and all tour members wear seatbelts / life jackets (if directed to) and safety helmets when/if provided and behave appropriately whilst travelling.

## Accommodation

- Chaperones must advise another chaperone or the lead chaperone if they venture away from their accommodation at night.
- Chaperones should not leave their chaperone group unattended at any time, unless there is a clear acceptance of another chaperone that they will temporarily take responsibility for the group and also be within acceptable student /chaperone ratios.
- If chaperones wish to take their chaperone group somewhere outside the official touring (e.g. shop to purchase snacks), then they must seek the permission of the Lead Chaperone and provide details of their plans.

## Meals

- Chaperones must be in close proximity to any students from their chaperone group who have severe food allergies at all meals and be prepared to administer first aid.

## Touring

- Chaperones must wear appropriate clothing when visiting religious or revered sites. Female chaperones should wear slacks or a dress or blouse and skirt (at least below the knees), preferably with elbow-length or longer sleeves (no bare shoulders or upper arms) and must wear a headscarf (or hooded jacket) when instructed to do so by the tour leader or tour company representative. No underclothing to be visible outside over garments. No clothing of such sheer material as to make the wearer's body visible beneath the garment. Male chaperones should wear long trousers and a sleeved shirt.
- Chaperones should be prepared to remove their shoes when entering a mosque.
- Chaperones should not take students of the opposite gender to the toilet or put themselves in a compromising position where their actions may be hard to defend, unless in an emergency and a chaperone of the opposite gender is not present. In this case, chaperones would accompany the student to the toilet but not enter. Chaperones should avoid, where possible, entering the rooms of students who are alone.
- Chaperones must ensure they and the students wear the tour uniform supplied by DE International at the Dawn Service, morning tea, Le Hamel Service and at other activities as determined by mutual agreement of both chaperones.
- Students must remain as a group, or with their chaperone group, while touring. Students must first seek the permission of a chaperone to depart the group and then partner with two or more other students or a chaperone to accompany them. Students must report back to the same chaperone when they return back to the tour group.



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## Health / wellbeing / safety

- All chaperones must have current Working with Children Checks.
- Chaperones who have any difficulties of a personal, financial or social nature should speak to the tour leader so that they can be addressed.
- All chaperones must have current certification in Level 2 First Aid.
- All chaperones must be able to walk at least 10 km each day while on the tour.

## Communications / media

- Chaperones will assist in media preparations for the Prize before, during and after the tour.
- A closed Facebook group will be created for tour participants, their families, chaperones and departmental staff to communicate through and follow prior to, during and after the tour.
- Chaperones and their families must not make any adverse comments to the public or media (including through social media) about the tour. Any issues should be directed to and addressed to the lead chaperone or DE International.
- In an emergency, the department of Foreign Affairs and Trade (DFAT) is the designated spokesperson on all matters and all communications must be directed through them. A contact number for DFAT will be provided if/ when required.
- No chaperone is to speak to the media without the permission of the Lead Chaperone whilst on tour.
- Chaperones must wear their supplied tour clothing for all media photo opportunities and remove all non-tour clothing or accessories or other items as requested by the Lead Chaperone.



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## PART H – CONSENT FORM

July 2022

Dear parent/carer/individual

### **Introduction to the Project Consent Form (attached) for the Premier's Anzac Prize**

This letter is to inform you about how the Department of Education (the department) will use, record and disclose your or your child's personal information and material. It outlines:

- what information we record; and
- where and how we will use the materials.

Examples of personal information, which may be used and disclosed (subject to consent), include part of a person's name, image/photograph, voice/video recording or year level.

Materials that are created by you or your child, whether as an individual or part of a team, may be replicated in full or modified for purpose. This includes copyright material, including written, artistic or musical works, video or sound recording created in connection with the project.

Personal information may include identifying each person who contributed to the creation. The material and personal information may also represent Indigenous knowledge or culture.

### **Purpose of the consent**

This Project Consent Form relates to the Premier's Anzac Prize.

The Premier's Anzac Prize includes the entry processes, the selection of the recipients, research program, the tour in or about April 2023 and pre- and post-tour events (including the 2024 Students' Anzac Day Commemoration Ceremony). Further details are available from [www.qld.gov.au/anzacprize](http://www.qld.gov.au/anzacprize).

It is the department's usual practice to take photographs or record images and occasionally to publish limited personal information and materials for the purpose of promoting Queensland education.

To achieve this purpose the department may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. The department may also use images on a range of materials including (but not limited to) advertising, marketing materials, presentations and publications.

Because of this, the Project Consent Form provides consent for personal information and a licence for materials to be published online or in other public forums.

The department holds images in its Digital Asset Management Library and these may be used by the Queensland Government to promote a range of initiatives.

The department needs to receive consent in writing before it uses or discloses an individual's personal information or materials in a public forum. The attached form is a record of the consent provided.



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## **Voluntary**

It is your choice whether to give consent.

## **Consent may be withdrawn**

Consent may be withdrawn at any time by you.

If you wish to withdraw consent please notify the departmental contact in writing (whether by email or letter). The department will confirm the receipt of your request if you provide an address.

The department will endeavour to take down content that is in its direct control; however, published information and materials cannot be deleted and the department is under no obligation to communicate changes to consent with other entities/ third parties.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images and materials), to be deleted or restricted from use once published.

## **Media sources used**

The department will publish images and materials on a range of social media, websites and traditional media sources subject to your consent. Please see the following webpage for a full list of sources where the project may be published.

<https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>

## **Duration**

The consent is ongoing unless you decide to withdraw your consent.

## **Who to contact**

If you have any questions or wish to withdraw consent please contact the Project Officer (Premier's Anzac Prize) at [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au).

Please retain this letter for your records and return the signed consent form.

Renay Williams  
Acting Manager, Global Opportunities  
DE International  
State Schools - Rural, Remote & International  
Department of Education  
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# The Premier's Anzac Prize 2023



## Project Consent Form The Premier's Anzac Prize

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES (including individuals)

Parent/carer to complete for students under 18. Independent students may complete on their own behalf and if under 18 a witness is required. Otherwise, the consent is to complete.

Full name: .....

Date of birth: .....

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

No name  First Name  Full Name

▶ Image/photograph ▶ School Name ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image

▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE AND TIMELINE FOR CONSENT

If consent is given in section 4 of the form below:

- The personal information and materials (as detailed in section 2) will be recorded, used and/or disclosed (published) by the school, Department of Education (DoE) and the Queensland Government for the following purposes (the approved purpose):
  - any activities engaged in during the course of the project, as described in the attached letter, or purposes of public relations, promotion, advertising, recruitment advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities.
- The personal information and materials (as detailed in section 2) will be disclosed (published) for the approved purpose via social media, online or in printed or other forms of media as set out at <https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>, including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials; and transfer of the personal information outside of Australia in the course of the operation of the website.

**Consent is ongoing unless it is withdrawn as outlined in the attached letter.**

### 4 CONSENT AND AGREEMENT To record the consent please sign the top of the following page

#### ▶ CONSENTER – for the person giving consent

I am (tick as applies):

parent/carer of the identified person in section 1

the identified person in section 1 (if an individual, independent student, teacher or volunteer)

recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials identified in section 2 for the approved purpose as detailed in section 3.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Project Consent Form is a legally binding and enforceable agreement between the consentor, the department and the State. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person, in section 1 as an author or performer of the licensed, materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.



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Print name of student .....

Print name of individual/consenter .....

Signature or mark of individual/consenter .....

Date .....

Signature or mark of student (if an independent student).....

Date .....

### **SPECIAL CIRCUMSTANCES**

In many circumstances only the above signatures are necessary. However there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect). Another occasion may be where the consenter is an independent student and under 18.

#### **► WITNESS – for consent from an independent student or where the explanatory letter and Project Consent Form were read.**

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Project Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

#### **► Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and Project Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the Project Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and Project Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the individual's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form and may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please use the contact details identified in the Introduction to the Project Consent Form.

