Document Proofreading Report

# Cost Analysis

• Total Input Tokens: 27,368

• Total Output Tokens: 15,875

• Estimated API Cost: $0.7193

# Complete Document Proofreading Report

Total segments: 18

Total issues: 145

## Identified Issues

### Issue 1: Spelling and Terminology Consistency

\*\*Location\*\*: [Paragraph 6]

**Original:** "acknowledgment"

**Issue:** The document uses "acknowledgment" in one instance and "acknowledgement" in another. Australian English typically uses "acknowledgement."

**Suggestion:** "acknowledgement"

### Issue 2: Redundant Repetition

\*\*Location\*\*: [Paragraph 10] and [Paragraph 11]

**Original:** "Service provider’s details"

**Issue:** The same heading is repeated consecutively without any apparent reason.

**Suggestion:** Remove one instance of "Service provider’s details" to avoid redundancy.

### Issue 3: Inconsistent List Numbering

\*\*Location\*\*: [Paragraph 21 (List item)] to [Paragraph 24 (List item)]

**Original:** "1.1, 1.2, 1.3, 1.4"

**Issue:** The numbering format is inconsistent with the main list, which uses whole numbers (e.g., 1, 2, 3). Subsections should be clearly distinguished from main sections.

**Suggestion:** Ensure consistent formatting by using "1.1, 1.2, 1.3, 1.4" as subsections under the main section "1."

### Issue 4: Missing Section Number

\*\*Location\*\*: [Paragraph 36 (List item)]

**Original:** "5.2 Referees"

**Issue:** There is no "5.1" listed, which suggests a missing section or numbering error.

**Suggestion:** Check for a missing section or correct the numbering to ensure logical flow.

### Issue 5: Unclear Phrase

\*\*Location\*\*: [Paragraph 73]

**Original:** "Presenting key findings to discuss interpretations and implications before reporting means we can present reports that are not only grounded in the evidence but are accepted by key stakeholders and are actionable."

**Issue:** The sentence is lengthy and could be clearer with better punctuation.

**Suggestion:** "By presenting key findings to discuss interpretations and implications before reporting, we ensure our reports are grounded in evidence, accepted by key stakeholders, and actionable."

### Issue 6: Incorrect Use of Apostrophe

\*\*Location\*\*: [Paragraph 80]

**Original:** "ARTD is a leading public policy consulting firm. Our core business is working with government agencies and non-government organisations to deliver comprehensive program evaluation services, providing robust evidence to inform policy decisions, co-design service models and delivery strategies, track outcomes, and continuously improve performance."

**Issue:** The phrase "co-design service models and delivery strategies" lacks parallel structure.

**Suggestion:** "co-designing service models and delivery strategies"

### Issue 7: Missing Comma

\*\*Location\*\*: [Paragraph 82]

**Original:** "We bring a deep understanding of the challenges faced by organisations providing services to individuals impacted by DFV gained through numerous projects for State and Commonwealth governments and non-government organisations."

**Issue:** The sentence is missing a comma after "DFV" to separate clauses.

**Suggestion:** "We bring a deep understanding of the challenges faced by organisations providing services to individuals impacted by DFV, gained through numerous projects for State and Commonwealth governments and non-government organisations."

### Issue 8: Inconsistent Capitalisation

\*\*Location\*\*: [Our understanding of the services required → The program → Paragraph 110]

**Original:** "Legal Services Commission of SA, which contributes free legal information, advice and education:"

**Issue:** The colon at the end of the sentence is unnecessary and inconsistent with other list items.

**Suggestion:** Remove the colon at the end of the sentence.

### Issue 9: Redundant Phrase

\*\*Location\*\*: [Our understanding of the services required → The evaluation → Paragraph 124]

**Original:** "The evaluator will be required to identify or develop data collection tools and methods (both qualitative and quantitative) appropriate for SAWK clients, staff and other stakeholders; prepare and submit an application to a suitable Human Research Ethics Committee (HREC) as required; analyse program data and track against service delivery and outcome frameworks; synthesise data from all sources and present findings clearly in a final report."

**Issue:** The phrase "both qualitative and quantitative" is redundant as it is already implied by "data collection tools and methods."

**Suggestion:** "The evaluator will be required to identify or develop data collection tools and methods appropriate for SAWK clients, staff and other stakeholders; prepare and submit an application to a suitable Human Research Ethics Committee (HREC) as required; analyse program data and track against service delivery and outcome frameworks; synthesise data from all sources and present findings clearly in a final report."

No issues found in other sections.

## Identified Issues

### Issue 1: Clarity

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 134]

**Original:** "One of the key points for clarification will be the goals for the evaluation, and this information will shape the scope and focus of the project."

**Issue:** The sentence structure is slightly awkward and could be clearer.

**Suggestion:** "One of the key points for clarification will be the goals of the evaluation, as this information will shape the scope and focus of the project."

### Issue 2: Grammar

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 139]

**Original:** "Following the inception meeting it would also be helpful to have an online meeting..."

**Issue:** A comma is needed after "Following the inception meeting" for correct punctuation.

**Suggestion:** "Following the inception meeting, it would also be helpful to have an online meeting..."

### Issue 3: Clarity

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 144]

**Original:** "This will not be written up as a separate literature review but will inform the program theory, evaluation plan, data collection methods and materials, analysis approach, and will help us to contextualise and interpret the findings."

**Issue:** The sentence is lengthy and could be clearer with better punctuation.

**Suggestion:** "This will not be written up as a separate literature review but will inform the program theory, evaluation plan, data collection methods and materials, and analysis approach. It will also help us to contextualise and interpret the findings."

### Issue 4: Grammar

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 147]

**Original:** "Ideally, early in the project we will check data collection for completeness and explore the possibility of collecting any additional items necessary..."

**Issue:** A comma is needed after "Ideally, early in the project" for correct punctuation.

**Suggestion:** "Ideally, early in the project, we will check data collection for completeness and explore the possibility of collecting any additional items necessary..."

### Issue 5: Clarity

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 153]

**Original:** "Process evaluation of SAWK (Section 2.2.2) will provide useful context for interpreting outcomes data and be a valuable source of insights for continuous improvement."

**Issue:** The phrase "outcomes data" could be clearer with an article.

**Suggestion:** "Process evaluation of SAWK (Section 2.2.2) will provide useful context for interpreting the outcomes data and be a valuable source of insights for continuous improvement."

### Issue 6: Grammar

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 155]

**Original:** "During the workshop we will collaborate with stakeholders to develop the program theory..."

**Issue:** A comma is needed after "During the workshop" for correct punctuation.

**Suggestion:** "During the workshop, we will collaborate with stakeholders to develop the program theory..."

### Issue 7: Clarity

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 157]

**Original:** "If the program logic workshop option is chosen, this will enable key stakeholders to contribute to the development of program theory and key evaluation questions; otherwise, we will base these on discussions with the client and a review of relevant models and conceptual frameworks for social prescribing."

**Issue:** The sentence is lengthy and could be clearer with better punctuation.

**Suggestion:** "If the program logic workshop option is chosen, it will enable key stakeholders to contribute to the development of program theory and key evaluation questions. Otherwise, we will base these on discussions with the client and a review of relevant models and conceptual frameworks for social prescribing."

### Issue 8: Grammar

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 158]

**Original:** "Once we have integrated feedback, we will produce draft data collection instruments."

**Issue:** The sentence is correct, but it could be clearer with a slight rephrasing.

**Suggestion:** "After integrating feedback, we will produce draft data collection instruments."

No issues found in other sections.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 165 (Numbered list)]

**Original:** "Because SAWK is targeted to children and young people who have experienced DFV we feel the clients of the programs are likely to meet the definition of vulnerable and therefore the need for formal review by a HREC is triggered."

**Issue:** The sentence is missing a comma after "DFV" to separate the clauses properly.

**Suggestion:** "Because SAWK is targeted to children and young people who have experienced DFV, we feel the clients of the programs are likely to meet the definition of vulnerable and therefore the need for formal review by a HREC is triggered."

### Issue 2: Clarity

\*\*Location\*\*: [Methodology → Stage 1: Evaluation design and planning → Paragraph 167]

**Original:** "The merit and integrity of the proposed project, ensuring that any risks are justifiable by potential benefits, methods are appropriate, the study builds on current knowledge, and appropriate skills, expertise and resources are available"

**Issue:** The sentence is a fragment and lacks a main verb.

**Suggestion:** "We will ensure the merit and integrity of the proposed project by justifying any risks with potential benefits, using appropriate methods, building on current knowledge, and ensuring that appropriate skills, expertise, and resources are available."

### Issue 3: Grammar

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 177]

**Original:** "Our team are specialists in data analysis techniques, from coding and thematic analysis of qualitative data and advanced statistical analysis of quantitative data."

**Issue:** "Team" is a collective noun and should be followed by "is" instead of "are."

**Suggestion:** "Our team is specialists in data analysis techniques, from coding and thematic analysis of qualitative data to advanced statistical analysis of quantitative data."

### Issue 4: Clarity

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 187]

**Original:** "Stephanie will negotiate with data custodians and service providers to understand data assets and limitations, to facilitate secure transfer and storage, and ensure that the datasets are of high quality and can be accurately analysed and interpreted."

**Issue:** The sentence structure is slightly awkward due to the repetition of "to" before each clause.

**Suggestion:** "Stephanie will negotiate with data custodians and service providers to understand data assets and limitations, facilitate secure transfer and storage, and ensure that the datasets are of high quality and can be accurately analysed and interpreted."

### Issue 5: Punctuation

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 190]

**Original:** "In this case, we would seek to interview key representatives from the three partner organisations (Women’s Safety Services SA, Relationships Australia SA, and Legal Services Commission of SA) to understand how they conceptualise and deliver the program, the challenges and enablers for implementation, and what outcomes they would anticipate."

**Issue:** The sentence is missing a comma before "to understand" for better readability.

**Suggestion:** "In this case, we would seek to interview key representatives from the three partner organisations (Women’s Safety Services SA, Relationships Australia SA, and Legal Services Commission of SA), to understand how they conceptualise and deliver the program, the challenges and enablers for implementation, and what outcomes they would anticipate."

### Issue 6: Grammar

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 191]

**Original:** "Members of the nominated project team have considerable experience in conducting evaluations in healthcare and human services settings, including interviews and focus groups with service providers, administrators, and managers."

**Issue:** The sentence is correct, but the phrase "considerable experience in conducting evaluations" could be more concise.

**Suggestion:** "Members of the nominated project team have extensive experience conducting evaluations in healthcare and human services settings, including interviews and focus groups with service providers, administrators, and managers."

### Issue 7: Clarity

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 197]

**Original:** "We will adopt a purposive sampling strategy, focusing on stakeholders with greatest knowledge of the program."

**Issue:** The phrase "with greatest knowledge of the program" is slightly awkward.

**Suggestion:** "We will adopt a purposive sampling strategy, focusing on stakeholders who have the greatest knowledge of the program."

No issues found in other sections.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 202]

**Original:** "Research involving children and adolescents raises specific ethical concerns around their capacity to understand the evaluation, assent and consent, and conflicting interests of parents and children."

**Issue:** The phrase "around their capacity to understand the evaluation, assent and consent, and conflicting interests of parents and children" is awkward and unclear. It is not clear whether "evaluation" refers to the research evaluation or the children's understanding.

**Suggestion:** "Research involving children and adolescents raises specific ethical concerns regarding their capacity to understand the evaluation process, give assent and consent, and manage conflicting interests between parents and children."

### Issue 2: Clarity

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 203]

**Original:** "Despite the challenges, we believe that collecting qualitative data directly from program participants will be valuable to obtain a full picture of any effects the program may have had on desired outcomes, document unintended consequences, and provide an opportunity for them to have their say on services they use, to inform possible improvements."

**Issue:** The sentence is long and complex, making it difficult to follow.

**Suggestion:** "Despite the challenges, we believe that collecting qualitative data directly from program participants will be valuable. This data will help us obtain a full picture of any effects the program may have had on desired outcomes, document unintended consequences, and provide participants with an opportunity to express their views on the services they use, informing possible improvements."

### Issue 3: Consistency

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 204]

**Original:** "Depending on logistics and participant preferences, interviews may be conducted face-to-face (e.g., at the service provider premises, if several interviews can be arranged to occur consecutively over a period of two days) or via Teams/Zoom or phone."

**Issue:** The use of "Teams/Zoom" is inconsistent with the rest of the document, which should maintain a consistent style for listing options.

**Suggestion:** "Depending on logistics and participant preferences, interviews may be conducted face-to-face (e.g., at the service provider premises, if several interviews can be arranged to occur consecutively over a period of two days), via Teams or Zoom, or by phone."

### Issue 4: Grammar

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 205]

**Original:** "We would suggest applying to Bellberry regarding the interviews, with a second application to the Aboriginal Health Research Ethics Committee to cover any interviews with Aboriginal families (and the consultations with First Nations group, described below)."

**Issue:** The phrase "First Nations group" should be plural to match "consultations."

**Suggestion:** "We would suggest applying to Bellberry regarding the interviews, with a second application to the Aboriginal Health Research Ethics Committee to cover any interviews with Aboriginal families (and the consultations with First Nations groups, described below)."

### Issue 5: Punctuation

\*\*Location\*\*: [Methodology → Stage 2: Data collection and analysis → Paragraph 206]

**Original:** "Informed consent to be contacted will be requested using a straightforward, easy-read participant information sheet."

**Issue:** The term "easy-read" should be hyphenated as "easy-to-read" for clarity.

**Suggestion:** "Informed consent to be contacted will be requested using a straightforward, easy-to-read participant information sheet."

### Issue 6: Punctuation

\*\*Location\*\*: [Methodology → Stage 4: Synthesis and final reporting → Paragraph 227]

**Original:** "The sensemaking workshop will give us the opportunity to discuss interpretation of findings and their implications before delivering the draft written report."

**Issue:** The term "sensemaking" is typically hyphenated as "sense-making."

**Suggestion:** "The sense-making workshop will give us the opportunity to discuss interpretation of findings and their implications before delivering the draft written report."

### Issue 7: Consistency

\*\*Location\*\*: [Methodology → Timetable and deliverables → Paragraph 237]

**Original:** "This is based on an assumed start date of Monday, 3 March 2025."

**Issue:** The date format should be consistent with Australian style, which typically uses "3rd March 2025."

**Suggestion:** "This is based on an assumed start date of Monday, 3rd March 2025."

### Issue 8: Consistency

\*\*Location\*\*: [Methodology → Timetable and deliverables → Paragraph 239]

**Original:** "Note. \*This timing assumes that data collection from clients can begin in August, allowing three months for ethics approval."

**Issue:** The use of "Note." should be followed by a colon for consistency with typical formatting.

**Suggestion:** "Note: \*This timing assumes that data collection from clients can begin in August, allowing three months for ethics approval."

No issues found in the remaining sections.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Capability and capacity → Capability → Paragraph 252]

**Original:** "managers, staff and clients A collaborative development approach will help to ensure the evaluation plan is feasible to implement,"

**Issue:** There is a missing punctuation mark (a full stop) between "clients" and "A collaborative development approach."

**Suggestion:** "managers, staff and clients. A collaborative development approach will help to ensure the evaluation plan is feasible to implement,"

### Issue 2: Clarity

\*\*Location\*\*: [Capability and capacity → Capability → Paragraph 251]

**Original:** "Our team are specialists in data techniques including coding and thematic analysis of qualitative data and advanced statistical analysis of quantitative data."

**Issue:** The subject "team" is singular, so it should be followed by "is" instead of "are."

**Suggestion:** "Our team is specialists in data techniques including coding and thematic analysis of qualitative data and advanced statistical analysis of quantitative data."

### Issue 3: Clarity

\*\*Location\*\*: [Capability and capacity → Capability → Paragraph 252]

**Original:** "Through the co-design process, the activities required to undertake evaluation will be identified and scoped, with emphasis given to the resources and skills required to implement these activities within the required timeframes."

**Issue:** The sentence is slightly awkward due to the repetition of "required." It could be rephrased for clarity.

**Suggestion:** "Through the co-design process, the activities necessary for undertaking the evaluation will be identified and scoped, with emphasis on the resources and skills needed to implement these activities within the required timeframes."

### Issue 4: Consistency

\*\*Location\*\*: [Capability and capacity → Capability → Paragraph 257]

**Original:** "If required, we can provide summary and brochure versions or PowerPoint presentations, to communicate findings to wider audiences."

**Issue:** The phrase "summary and brochure versions" is inconsistent in format. It should be "summary versions and brochures" for parallel structure.

**Suggestion:** "If required, we can provide summary versions and brochures or PowerPoint presentations to communicate findings to wider audiences."

### Issue 5: Punctuation

\*\*Location\*\*: [Capability and capacity → Capability → Paragraph 250]

**Original:** "acknowledge limitations, and provide strategic recommendations."

**Issue:** There is an extra space after the comma.

**Suggestion:** "acknowledge limitations, and provide strategic recommendations."

### Issue 6: Punctuation

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 262]

**Original:** "With your agreement, the team will be able to draw on the expertise and capacity of other ARTD staff if required – a full list of staff and their CVs is provided on our website www.artd.com.au."

**Issue:** There should be a comma after "website" for clarity.

**Suggestion:** "With your agreement, the team will be able to draw on the expertise and capacity of other ARTD staff if required – a full list of staff and their CVs is provided on our website, www.artd.com.au."

### Issue 7: Clarity

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 261]

**Original:** "We have a sophisticated internal project management system that enables us to monitor and adjust staff workloads in advance so we know that our proposed team has the capacity to deliver this work plan and can make sure that they continue to do so throughout the project."

**Issue:** The sentence is lengthy and could be split for better readability.

**Suggestion:** "We have a sophisticated internal project management system that enables us to monitor and adjust staff workloads in advance. This ensures that our proposed team has the capacity to deliver this work plan and can continue to do so throughout the project."

No issues found in the remaining sections.

## Identified Issues

### Issue 1: [Grammar]

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 268]

**Original:** "This gives her additional insight to the decision-making challenges facing policy makers and administrators, as well as their information needs."

**Issue:** The phrase "insight to" should be "insight into" to correctly convey the meaning.

**Suggestion:** "This gives her additional insight into the decision-making challenges facing policy makers and administrators, as well as their information needs."

### Issue 2: [Consistency]

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 276]

**Original:** "Her clients have included the National Mental Health Commission, the NSW Ministry of Health, the Australian Government Department of Health and Aged Care, Lifeline Australia, the Australian Commission on Safety and Quality in Health Care, Mission Australia, Paul Ramsay Foundation, eSafety Commissioner, various Primary Health Networks, and many other agencies and organisations."

**Issue:** The list of clients includes both "Paul Ramsay Foundation" and "eSafety Commissioner" without the definite article "the," which is inconsistent with the rest of the list.

**Suggestion:** "Her clients have included the National Mental Health Commission, the NSW Ministry of Health, the Australian Government Department of Health and Aged Care, Lifeline Australia, the Australian Commission on Safety and Quality in Health Care, Mission Australia, the Paul Ramsay Foundation, the eSafety Commissioner, various Primary Health Networks, and many other agencies and organisations."

### Issue 3: [Clarity]

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 277]

**Original:** "She is skilled in both qualitative and quantitative data collection and analysis and integrating findings from various sources in mixed methods evaluation."

**Issue:** The sentence is long and could be clearer with better punctuation.

**Suggestion:** "She is skilled in both qualitative and quantitative data collection and analysis, and in integrating findings from various sources in mixed methods evaluation."

### Issue 4: [Punctuation]

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 282]

**Original:** "including evaluating the Sustaining Tenancies in Social Housing and Tenancy Management pilot, the expansion of the Sustaining Tenancies in Social Housing pilot, and the Assertive Outreach pilot for the Department of Communities and Housing, and the Community Restorative Centre’s Reintegration Housing Support Program."

**Issue:** The sentence contains a list that is not clearly separated, making it difficult to read.

**Suggestion:** "including evaluating the Sustaining Tenancies in Social Housing and Tenancy Management pilot, the expansion of the Sustaining Tenancies in Social Housing pilot, the Assertive Outreach pilot for the Department of Communities and Housing, and the Community Restorative Centre’s Reintegration Housing Support Program."

### Issue 5: [Consistency]

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 283]

**Original:** "Stephanie uses a variety of analytics and visualisations tools including SPSS, Tableau, R and Excel for ARTD’s reporting."

**Issue:** The word "visualisations" should be "visualisation" to maintain parallel structure with "analytics."

**Suggestion:** "Stephanie uses a variety of analytics and visualisation tools including SPSS, Tableau, R, and Excel for ARTD’s reporting."

No issues found in other sections.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 289]

**Original:** "Her experience of tutoring a research and pedagogy subject at Masters level at the University of Western Sydney, using the text Exemplary Teachers of Students in Poverty, heightened her awareness of the importance of cultural sensitivity and inclusivity in early childhood and primary education."

**Issue:** The phrase "at Masters level" should be "at the Master's level" to correctly indicate the level of study.

**Suggestion:** "Her experience of tutoring a research and pedagogy subject at the Master's level at the University of Western Sydney, using the text Exemplary Teachers of Students in Poverty, heightened her awareness of the importance of cultural sensitivity and inclusivity in early childhood and primary education."

### Issue 2: Punctuation

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 293]

**Original:** "Natalie Martino, Senior Consultant  "

**Issue:** There is an extra space after "Consultant."

**Suggestion:** "Natalie Martino, Senior Consultant"

### Issue 3: Clarity

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 296]

**Original:** "This Review evaluated the effectiveness of case management in supporting perpetrators’ engagement with Men’s Behaviour Change Programs."

**Issue:** The word "Review" is unnecessarily capitalised.

**Suggestion:** "This review evaluated the effectiveness of case management in supporting perpetrators’ engagement with Men’s Behaviour Change Programs."

### Issue 4: Repetition

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 303]

**Original:** "She is currently participating in the evaluation of 1800RESPECT and the Domestic, Family, and Sexual Violence Capability Building for Social Responders Project for the for the NSW DCJ Office of Women’s Safety Commissioner."

**Issue:** The phrase "for the" is repeated.

**Suggestion:** "She is currently participating in the evaluation of 1800RESPECT and the Domestic, Family, and Sexual Violence Capability Building for Social Responders Project for the NSW DCJ Office of Women’s Safety Commissioner."

### Issue 5: Consistency

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 305]

**Original:** "Master of Evaluation, University of Melbourne (ongoing, 2026 expected). Graduate Diploma in Political Economy, University of Sydney (2024); Bachelor of International Studies with First Class Honours, University of Wollongong (2020)"

**Issue:** The use of punctuation is inconsistent. A period is used after "2026 expected" but a semicolon is used after "2024."

**Suggestion:** "Master of Evaluation, University of Melbourne (ongoing, 2026 expected); Graduate Diploma in Political Economy, University of Sydney (2024); Bachelor of International Studies with First Class Honours, University of Wollongong (2020)"

No issues found in other sections.

## Identified Issues

### Issue 1: Spelling and Typographical Error

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 318]

**Original:** "Sue's research projects include an exploration of a shared heath care model..."

**Issue:** The word "heath" is a typographical error and should be "health."

**Suggestion:** "Sue's research projects include an exploration of a shared health care model..."

### Issue 2: Article Usage

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 318]

**Original:** "...the cultural and language translation of the a universally available alcohol and drug screening tool..."

**Issue:** There is an unnecessary repetition of the article "the" before "a universally available."

**Suggestion:** "...the cultural and language translation of a universally available alcohol and drug screening tool..."

### Issue 3: Consistency in Terminology

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 318]

**Original:** "...the piloting an evaluation of culturally adapted Cognitive Behaviour Therapy program..."

**Issue:** The phrase "the piloting an evaluation" is awkward and inconsistent. It should be "the piloting and evaluation."

**Suggestion:** "...the piloting and evaluation of a culturally adapted Cognitive Behaviour Therapy program..."

### Issue 4: Consistency in Terminology

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 326]

**Original:** "...consulting with jurisdictional FDSV policy representatives, as well as sector peak and advocacy bodies..."

**Issue:** The acronym "FDSV" is used here without prior definition. It should be consistent with "DFV" (Domestic and Family Violence) used earlier.

**Suggestion:** "...consulting with jurisdictional DFV policy representatives, as well as sector peak and advocacy bodies..."

### Issue 5: Punctuation

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 328]

**Original:** "Certificate in English Language Teaching to Adults, International House, Sydney, 1999 Bachelor of Arts (Anthropology), University of Queensland, 1997"

**Issue:** There is a missing punctuation mark between the two qualifications.

**Suggestion:** "Certificate in English Language Teaching to Adults, International House, Sydney, 1999; Bachelor of Arts (Anthropology), University of Queensland, 1997"

### Issue 6: Pronoun Consistency

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 312]

**Original:** "Kate has been recognised for their excellence in health research..."

**Issue:** The pronoun "their" is inconsistent with the singular subject "Kate." It should be "her" to maintain consistency.

**Suggestion:** "Kate has been recognised for her excellence in health research..."

### Issue 7: Clarity and Consistency

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 318]

**Original:** "...the piloting an evaluation of culturally adapted Cognitive Behaviour Therapy program..."

**Issue:** The phrase is missing an article before "Cognitive Behaviour Therapy program."

**Suggestion:** "...the piloting and evaluation of a culturally adapted Cognitive Behaviour Therapy program..."

### Issue 8: Consistency in Capitalisation

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 310]

**Original:** "...chiefly in the wellbeing and mental health domain."

**Issue:** The term "wellbeing" is sometimes hyphenated in Australian English as "well-being."

**Suggestion:** "...chiefly in the well-being and mental health domain."

### Issue 9: Clarity and Redundancy

\*\*Location\*\*: [Capability and capacity → Capacity → Paragraph 331]

**Original:** "We have an allocated back-up for key team members should any unforeseen circumstances arise or should we need to draw on extra capacity to deliver the project because of changes to scope or timing."

**Issue:** The phrase "should any unforeseen circumstances arise or should we need to draw on extra capacity" is slightly redundant and could be simplified for clarity.

**Suggestion:** "We have an allocated back-up for key team members in case of unforeseen circumstances or the need for extra capacity due to changes in scope or timing."

No issues found in other sections.

## Identified Issues

### Issue 1: Spelling

\*\*Location\*\*: [Relevant experience and past performance → Paragraph 337]

**Original:** "focussed"

**Issue:** The word "focussed" is an alternative spelling; however, "focused" is more commonly used in Australian English.

**Suggestion:** "focused"

### Issue 2: Punctuation

\*\*Location\*\*: [Relevant experience and past performance → Paragraph 337]

**Original:** "Our curiosity and passion for evaluation, means we make the commitment to all our clients to share our evaluation knowledge and expertise, and to learn from you."

**Issue:** The comma after "evaluation" is unnecessary and disrupts the flow of the sentence.

**Suggestion:** "Our curiosity and passion for evaluation means we make the commitment to all our clients to share our evaluation knowledge and expertise, and to learn from you."

### Issue 3: Clarity

\*\*Location\*\*: [Relevant experience and past performance → Paragraph 347]

**Original:** "Our work, across a range of jurisdictions spans the many agencies that intersect with those who experience domestic and family violence and their children, including the civil and criminal courts, the Federal Family Circuit Court of Australia, the child protection system, mental health and associated human services supports, housing and homelessness supports."

**Issue:** The sentence is lengthy and could be split for clarity. The list of agencies is extensive and may benefit from clearer separation.

**Suggestion:** "Our work spans a range of jurisdictions and many agencies that intersect with those who experience domestic and family violence and their children. This includes the civil and criminal courts, the Federal Family Circuit Court of Australia, the child protection system, mental health services, associated human services supports, and housing and homelessness supports."

### Issue 4: Consistency

\*\*Location\*\*: [Relevant experience and past performance → Our experience with conducting evaluations of a similar scope, scale and complexity → Paragraph 364]

**Original:** "Evaluation the Southport Specialist Domestic and Family Violence Court Justice Response"

**Issue:** The phrase "Evaluation the Southport Specialist Domestic and Family Violence Court Justice Response" is missing a preposition.

**Suggestion:** "Evaluation of the Southport Specialist Domestic and Family Violence Court Justice Response"

### Issue 5: Punctuation

\*\*Location\*\*: [Relevant experience and past performance → Our experience with conducting evaluations of a similar scope, scale and complexity → Paragraph 365]

**Original:** "Evaluation of programs for women in contact with the criminal justice system, (including the Sexual Violence Counselling Service)"

**Issue:** The comma before the parenthesis is unnecessary.

**Suggestion:** "Evaluation of programs for women in contact with the criminal justice system (including the Sexual Violence Counselling Service)"

### Issue 6: Grammar

\*\*Location\*\*: [Relevant experience and past performance → Our experience with conducting evaluations of a similar scope, scale and complexity → Paragraph 366]

**Original:** "Evaluation of Safer Pathway (Women NSW, 2019)."

**Issue:** "Safer Pathway" should be "Safer Pathways" for consistency with previous mentions.

**Suggestion:** "Evaluation of Safer Pathways (Women NSW, 2019)."

No issues found in other sections.

## Identified Issues

### Issue 1: Spelling

\*\*Location\*\*: [Paragraph 416]

**Original:** "Kinchela Boys Aboriginal Home Corporattion (KBAHC)"

**Issue:** There is a spelling mistake in the word "Corporattion."

**Suggestion:** "Kinchela Boys Aboriginal Home Corporation (KBAHC)"

### Issue 2: Punctuation

\*\*Location\*\*: [Paragraph 368]

**Original:** "including an evaluation of Camp Quality for Camp Quality, and an evaluation of Respite and Information Services for Young Carers for the Department of Social Services – both evaluations involved extensive interviews and focus groups with children and young people."

**Issue:** The comma after "Camp Quality" is unnecessary and creates confusion.

**Suggestion:** "including an evaluation of Camp Quality and an evaluation of Respite and Information Services for Young Carers for the Department of Social Services – both evaluations involved extensive interviews and focus groups with children and young people."

### Issue 3: Clarity

\*\*Location\*\*: [Paragraph 368]

**Original:** "For the evaluation of Camp Quality, where we interviewed children with cancer, their siblings, and their parents/ carers, members of the project team undertook specialised training in how to create a safe, secure and supportive environment for the children we interacted with."

**Issue:** The phrase "parents/ carers" should be consistent with the use of "carers" elsewhere in the document.

**Suggestion:** "For the evaluation of Camp Quality, where we interviewed children with cancer, their siblings, and their carers, members of the project team undertook specialised training in how to create a safe, secure and supportive environment for the children we interacted with."

### Issue 4: Punctuation

\*\*Location\*\*: [Paragraph 369]

**Original:** "All team members who will have direct contact with children during the Review will have the required relevant working with children/ vulnerable people registrations in the relevant jurisdiction/s before any direct work with children or vulnerable people commences, and will ensure these checks remain current and are maintained for the duration of the contract."

**Issue:** The slash in "jurisdiction/s" is awkward and inconsistent with the rest of the document.

**Suggestion:** "All team members who will have direct contact with children during the Review will have the required relevant working with children or vulnerable people registrations in the relevant jurisdictions before any direct work with children or vulnerable people commences, and will ensure these checks remain current and are maintained for the duration of the contract."

### Issue 5: Formatting

\*\*Location\*\*: [Paragraph 377]

**Original:** "Evaluation of the Access to Early Learning Program (Victorian Department of Education, 2023 -2024)"

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Evaluation of the Access to Early Learning Program (Victorian Department of Education, 2023–2024)"

### Issue 6: Formatting

\*\*Location\*\*: [Paragraph 378]

**Original:** "Evaluation of six Toward Zero Suicide Prevention Initiatives (Ministry of Health, 2020 - ongoing)"

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Evaluation of six Toward Zero Suicide Prevention Initiatives (Ministry of Health, 2020–ongoing)"

### Issue 7: Formatting

\*\*Location\*\*: [Paragraph 380]

**Original:** "COVID Intensive Learning Support Program (NSW Department of Education, 2022 - 2024)"

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "COVID Intensive Learning Support Program (NSW Department of Education, 2022–2024)"

### Issue 8: Formatting

\*\*Location\*\*: [Paragraph 386]

**Original:** "Recent examples demonstrating our experience in this area include:"

**Issue:** The list that follows should be formatted consistently with the rest of the document, using a numbered list format.

**Suggestion:** "Recent examples demonstrating our experience in this area include:"

### Issue 9: Formatting

\*\*Location\*\*: [Paragraph 388]

**Original:** "Evaluation framework and strategy for Housing 2041 and the 2023-27 Action Plan (NSW, Department of Planning and Environment, 2023)."

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Evaluation framework and strategy for Housing 2041 and the 2023–27 Action Plan (NSW, Department of Planning and Environment, 2023)."

### Issue 10: Formatting

\*\*Location\*\*: [Paragraph 389]

**Original:** "Evaluation of the Sustaining Tenancies in Social Housing (STSH) and the Tenancy Management Pilot (TMP) (Department of Communities and Justice, 2019-2023)."

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Evaluation of the Sustaining Tenancies in Social Housing (STSH) and the Tenancy Management Pilot (TMP) (Department of Communities and Justice, 2019–2023)."

### Issue 11: Formatting

\*\*Location\*\*: [Paragraph 391]

**Original:** "Future Directions Service Improvement Initiatives Evaluation (NSW Department of Communities and Justice, 2019-2023)."

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Future Directions Service Improvement Initiatives Evaluation (NSW Department of Communities and Justice, 2019–2023)."

### Issue 12: Formatting

\*\*Location\*\*: [Paragraph 395]

**Original:** "Evaluation of the Queensland Drug and Alcohol Court (Queensland Department of Justice and Attorney General, 2019 - 2024)"

**Issue:** There is an inconsistency in the spacing around the dash in the date range.

**Suggestion:** "Evaluation of the Queensland Drug and Alcohol Court (Queensland Department of Justice and Attorney General, 2019–2024)"

### Issue 13: Formatting

\*\*Location\*\*: [Paragraph 399]

**Original:** "Evaluation the Southport Specialist Domestic and Family Violence Court Justice Response (Queensland Department of Justice and Attorney-General, 2021)"

**Issue:** The phrase "Evaluation the Southport Specialist" is missing a word for clarity.

**Suggestion:** "Evaluation of the Southport Specialist Domestic and Family Violence Court Justice Response (Queensland Department of Justice and Attorney-General, 2021)"

### Issue 14: Formatting

\*\*Location\*\*: [Paragraph 409]

**Original:** "Byron Cultural Watering Plan Project (Department of Planning and Environment, 2023-2023)"

**Issue:** The date range "2023-2023" is redundant and should be simplified.

**Suggestion:** "Byron Cultural Watering Plan Project (Department of Planning and Environment, 2023)"

### Issue 15: Clarity

\*\*Location\*\*: [Paragraph 404]

**Original:** "We believe a reconciled Australia is one that is comfortable with truth telling."

**Issue:** The phrase "truth telling" should be hyphenated for clarity.

**Suggestion:** "We believe a reconciled Australia is one that is comfortable with truth-telling."

### Issue 16: Formatting

\*\*Location\*\*: [Paragraph 413]

**Original:** "Abcare (Coffs Harbor Aboriginal Community Care Centre Inc)."

**Issue:** The location "Coffs Harbor" should be spelled "Coffs Harbour" to match Australian spelling conventions.

**Suggestion:** "Abcare (Coffs Harbour Aboriginal Community Care Centre Inc)."

No issues found in sections not listed above.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Cultural experience → Paragraph 421]

**Original:** "We recognise that different stakeholder groups have different interests and perspectives on how a service is working, and any changes that are needed."

**Issue:** The sentence is slightly awkward due to the placement of "and any changes that are needed." It could be clearer.

**Suggestion:** "We recognise that different stakeholder groups have different interests and perspectives on how a service is working and on any changes that are needed."

### Issue 2: Clarity

\*\*Location\*\*: [Cultural experience → Paragraph 422]

**Original:** "Recent projects we have facilitated stakeholder consultations and forums include:"

**Issue:** The sentence is missing a verb or conjunction to connect the elements properly.

**Suggestion:** "Recent projects where we have facilitated stakeholder consultations and forums include:"

### Issue 3: Consistency

\*\*Location\*\*: [Cultural experience → Paragraph 424]

**Original:** "Strategic Plan for the Coronial Jurisdiction of NSW (Departments of Communities and Justice, 2023)"

**Issue:** "Departments of Communities and Justice" should be consistent with other mentions, which use "Department."

**Suggestion:** "Strategic Plan for the Coronial Jurisdiction of NSW (Department of Communities and Justice, 2023)"

### Issue 4: Consistency

\*\*Location\*\*: [Cultural experience → Paragraph 425]

**Original:** "Strategic Plan for Children’s Court of NSW (Departments of Communities and Justice, 2023)"

**Issue:** Same as Issue 3, "Departments" should be "Department" for consistency.

**Suggestion:** "Strategic Plan for Children’s Court of NSW (Department of Communities and Justice, 2023)"

### Issue 5: Consistency

\*\*Location\*\*: [Cultural experience → Paragraph 428]

**Original:** "Strategic Plan for Local Court of NSW (Departments of Communities and Justice, current)"

**Issue:** Same as Issue 3, "Departments" should be "Department" for consistency.

**Suggestion:** "Strategic Plan for Local Court of NSW (Department of Communities and Justice, current)"

### Issue 6: Punctuation

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 440]

**Original:** "In relation to this project, the ARTD Partners will enter into a contract with you, our client, on the basis that:"

**Issue:** The colon at the end of the sentence suggests a list or explanation follows, which is correct, but the formatting of the subsequent points should be consistent with list formatting.

**Suggestion:** Ensure the list items following this sentence are formatted consistently as bullet points or numbered items.

### Issue 7: Clarity

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 442]

**Original:** "In the normal course of events, we expect that if your agency has any issues or concerns about the project, these will be raised, in the first instance, with the ARTD project manager."

**Issue:** The phrase "in the first instance" is somewhat redundant and can be simplified.

**Suggestion:** "Normally, we expect that if your agency has any issues or concerns about the project, these will be raised with the ARTD project manager."

### Issue 8: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 448]

**Original:** "We encourage our clients to make a formal complaint if they believe ARTD is not meeting its contractual obligations or there is a significant risk that the client’s requirements for the project will not be met."

**Issue:** The sentence is correct but could be clearer by separating the two conditions.

**Suggestion:** "We encourage our clients to make a formal complaint if they believe ARTD is not meeting its contractual obligations, or if there is a significant risk that the client’s requirements for the project will not be met."

### Issue 9: Punctuation

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 450]

**Original:** "Our consultants are members of the Australian Evaluation Society and all of our projects are conducted within the Australian Evaluation Society’s Guidelines for the Ethical Conduct of Evaluations, the National Statement on Ethical Conduct in Human Research, 2007, and the Ethical Considerations in Quality Assurance and Evaluation Activities."

**Issue:** The list of guidelines is punctuated with commas, which can be confusing. Semicolons would be clearer.

**Suggestion:** "Our consultants are members of the Australian Evaluation Society, and all of our projects are conducted within the Australian Evaluation Society’s Guidelines for the Ethical Conduct of Evaluations; the National Statement on Ethical Conduct in Human Research, 2007; and the Ethical Considerations in Quality Assurance and Evaluation Activities."

### Issue 10: Clarity

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 452]

**Original:** "We are fully aware of ethical issues, such as maintaining confidentiality, and communicating sensitively and in a culturally appropriate manner."

**Issue:** The sentence structure is slightly awkward due to the placement of "such as."

**Suggestion:** "We are fully aware of ethical issues, including maintaining confidentiality and communicating sensitively and in a culturally appropriate manner."

### Issue 11: Punctuation

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 454]

**Original:** "Information sheets include contact details of ARTD staff, so participants can ask questions before agreeing to participate."

**Issue:** The comma is unnecessary and disrupts the flow of the sentence.

**Suggestion:** "Information sheets include contact details of ARTD staff so participants can ask questions before agreeing to participate."

### Issue 12: Clarity

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 455]

**Original:** "make sure that people are not coerced into participating in the evaluation, by briefing program providers on the consent process to make sure verbal explanations make clear that people can opt out if they wish or choose not to answer certain questions."

**Issue:** The sentence is lengthy and repetitive, particularly the use of "make sure."

**Suggestion:** "ensure that people are not coerced into participating in the evaluation by briefing program providers on the consent process, clarifying that people can opt out if they wish or choose not to answer certain questions."

No issues found in the "Referees" section.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 461]

**Original:** "information will be sought from informants lawfully, with their consent as appropriate, and used only for the purposes of the consultancy"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Information will be sought from informants lawfully, with their consent as appropriate, and used only for the purposes of the consultancy."

### Issue 2: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 462]

**Original:** "informants will be advised of the intended primary and secondary use for the collected information"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Informants will be advised of the intended primary and secondary use for the collected information."

### Issue 3: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 463]

**Original:** "information and documents will be kept in secure places and not divulged to any other party"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Information and documents will be kept in secure places and not divulged to any other party."

### Issue 4: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 464]

**Original:** "information will be kept only for the purposes of ARTD’s work, record-keeping, or research validation, and will be de-identified within the terms of the Australian Privacy Principles’ application to our work."

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Information will be kept only for the purposes of ARTD’s work, record-keeping, or research validation, and will be de-identified within the terms of the Australian Privacy Principles’ application to our work."

### Issue 5: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 466]

**Original:** "prepare protocols for collecting information from stakeholders"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Prepare protocols for collecting information from stakeholders."

### Issue 6: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 467]

**Original:** "provide a clear explanation of the purpose of the research and how their information will be used to potential participants, noting that participation is voluntary"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Provide a clear explanation of the purpose of the research and how their information will be used to potential participants, noting that participation is voluntary."

### Issue 7: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 468]

**Original:** "seek informed consent for participation and give interviewees the option to opt out at any time"

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "Seek informed consent for participation and give interviewees the option to opt out at any time."

### Issue 8: Grammar

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 469]

**Original:** "when using case studies or direct quotes, we change names and remove details that would make persons identifiable."

**Issue:** The sentence is missing a capital letter at the beginning.

**Suggestion:** "When using case studies or direct quotes, we change names and remove details that would make persons identifiable."

### Issue 9: Punctuation

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 470]

**Original:** "regular daily backups to an Australian-based server."

**Issue:** The list of security protocols is not consistently punctuated. The last item should end with a period for consistency.

**Suggestion:** "regular daily backups to an Australian-based server."

### Issue 10: Clarity

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 477]

**Original:** "Any perceived, potential or actual conflict of interests will be noted, registered and monitored regularly across the course of the project and after the project for such time as contractually required."

**Issue:** The phrase "conflict of interests" should be singular to match the rest of the document.

**Suggestion:** "Any perceived, potential or actual conflict of interest will be noted, registered and monitored regularly across the course of the project and after the project for such time as contractually required."

### Issue 11: Punctuation

\*\*Location\*\*: [Risk management and quality assurance → Project management and quality standards → Paragraph 485]

**Original:** "Sum insured is $3,000,000"

**Issue:** The sentence is missing a period at the end.

**Suggestion:** "Sum insured is $3,000,000."

### Issue 12: Consistency

\*\*Location\*\*: [Value for money → Details of fees and expenses → Paragraph 492]

**Original:** "calculated on ARTD’s standard daily fee rates of $3,465 for Partners (P), $2,904 for Directors (D), $2,541 for Senior Managers, $2,079 for Managers (M), $1,694 for Senior Consultants (SC), $1,323 for Consultants (C) and $1,040 for Analysts (A)."

**Issue:** The list is inconsistent in the use of abbreviations. "Senior Managers" should include an abbreviation for consistency.

**Suggestion:** "calculated on ARTD’s standard daily fee rates of $3,465 for Partners (P), $2,904 for Directors (D), $2,541 for Senior Managers (SM), $2,079 for Managers (M), $1,694 for Senior Consultants (SC), $1,323 for Consultants (C) and $1,040 for Analysts (A)."

### Issue 13: Consistency

\*\*Location\*\*: [Value for money → Details of fees and expenses → Paragraph 502]

**Original:** "Vouchers for participants in the SAWK client interviews"

**Issue:** The acronym "SAWK" is not explained in the document, which may cause confusion.

**Suggestion:** Provide an explanation or full form of "SAWK" when it first appears in the document.

No issues found in other sections.

## Identified Issues

### Issue 1: Clarity

\*\*Location\*\*: [Value for money → Variations → Paragraph 513]

**Original:** "As a result of being an Australian owned SME with a solid portfolio of projects, we are able to accommodate changing needs for project timeframes and scope in ways that smaller firms may be unable to do and larger firms unwilling to do."

**Issue:** The sentence is somewhat awkward and could be clearer. The phrase "may be unable to do and larger firms unwilling to do" is particularly cumbersome.

**Suggestion:** "As an Australian-owned SME with a solid portfolio of projects, we can accommodate changing needs for project timeframes and scope in ways that smaller firms might be unable to and larger firms might be unwilling to."

### Issue 2: Punctuation

\*\*Location\*\*: [Value for money → Variations → Paragraph 514]

**Original:** "When a client requires additional work that is outside the scope of what was agreed to or budgeted for, a variation to the price may be needed."

**Issue:** The phrase "agreed to or budgeted for" could be clearer with the addition of a comma for better readability.

**Suggestion:** "When a client requires additional work that is outside the scope of what was agreed to, or budgeted for, a variation to the price may be needed."

### Issue 3: Consistency

\*\*Location\*\*: [Value for money → Variations → Paragraph 515]

**Original:** "Daily rates will be held constant for the duration of the project as agreed within the contract."

**Issue:** The phrase "held constant" is slightly awkward and inconsistent with typical phrasing.

**Suggestion:** "Daily rates will remain fixed for the duration of the project as agreed within the contract."

### Issue 4: Formatting

\*\*Location\*\*: [Value for money → Variations → Table 2, Row 4, Column 2]

**Original:** "75 003701 764 | 003 701 764"

**Issue:** The ABN and ACN numbers are not formatted consistently. The ABN should have spaces after every two digits for clarity.

**Suggestion:** "75 003 701 764 | 003 701 764"

### Issue 5: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 5, Row 4, Column 1]

**Original:** "Stronger parenting skills and attachments between parents/ caregivers and children"

**Issue:** The use of a slash between "parents" and "caregivers" is unclear.

**Suggestion:** "Stronger parenting skills and attachments between parents and caregivers and children"

### Issue 6: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 5, Row 5, Column 3]

**Original:** "To what extent do children and mothers report improved housing stability and financial security?"

**Issue:** The question could be clearer by specifying the subjects more distinctly.

**Suggestion:** "To what extent have children and mothers reported improvements in housing stability and financial security?"

### Issue 7: Potential Factual Error

\*\*Location\*\*: [Value for money → Variations → Table 2, Row 4, Column 2]

**Original:** "75 003701 764 | 003 701 764"

**Issue:** Ensure that the ABN and ACN numbers are correct and consistent with official records, as incorrect numbers can lead to legal issues.

**Suggestion:** Verify the numbers with official documentation to ensure accuracy.

### Issue 8: Consistency

\*\*Location\*\*: [Value for money → Variations → Table 5, Row 1, Column 3]

**Original:** "Possible KEQs\*"

**Issue:** The asterisk (\*) suggests there might be a footnote or explanation, but none is provided in the document.

**Suggestion:** Provide a footnote or explanation for the asterisk, or remove it if unnecessary.

No issues found in other sections.

## Identified Issues

### Issue 1: [Clarity]

\*\*Location\*\*: [Value for money → Table 6, Row 3, Column 3]

**Original:** "14 April 2025 (or one month after project start date)"

**Issue:** The phrase "or one month after project start date" introduces ambiguity. It is unclear whether the completion date is fixed or dependent on the project start date.

**Suggestion:** "14 April 2025 (or one month after the project start date, whichever is later)"

### Issue 2: [Clarity]

\*\*Location\*\*: [Value for money → Table 6, Row 5, Column 1]

**Original:** "Project protocol, submit application to a suitable HREC"

**Issue:** The phrase "submit application to a suitable HREC" could be clearer if rephrased to indicate the action more directly.

**Suggestion:** "Develop project protocol and submit the application to a suitable Human Research Ethics Committee (HREC)"

### Issue 3: [Consistency]

\*\*Location\*\*: [Value for money → Table 6, Row 7, Column 3]

**Original:** "14 October 2025\*"

**Issue:** The asterisk (\*) is used without explanation. It should be clarified or removed if unnecessary.

**Suggestion:** "14 October 2025" (If the asterisk is meant to indicate a note, ensure the note is included elsewhere in the document.)

### Issue 4: [Clarity]

\*\*Location\*\*: [Value for money → Table 7, Row 6, Column 4]

**Original:** "Analyst"

**Issue:** The position title "Analyst" is inconsistent with the other titles in the table, which are more specific (e.g., Director, Manager, Consultant). It may cause confusion about the role's equivalence.

**Suggestion:** If "Analyst" is correct, ensure it is understood as a distinct role. If it should match the others, consider using "Consultant" or another appropriate title.

### Issue 5: [Consistency]

\*\*Location\*\*: [Value for money → Table 8, Row 4, Column 2]

**Original:** "Prototype Domestic Family Violence Data Collection"

**Issue:** The term "Domestic Family Violence" is not a standard term and may cause confusion. Typically, "Domestic and Family Violence" is used.

**Suggestion:** "Prototype Domestic and Family Violence Data Collection"

### Issue 6: [Clarity]

\*\*Location\*\*: [Value for money → Table 8, Row 5, Column 2]

**Original:** "Paula Shaw, Dr Stephanie Quail"

**Issue:** The titles are inconsistent. It is unclear if both individuals should have titles or if only one is correct.

**Suggestion:** "Paula Shaw, Dr Stephanie Quail" (Ensure consistency in title usage, e.g., "Ms Paula Shaw, Dr Stephanie Quail" if applicable.)

### Issue 7: [Punctuation]

\*\*Location\*\*: [Value for money → Table 8, Row 3, Column 2]

**Original:** "02 6249 5008, alexandra.palamara@aihw.gov.au"

**Issue:** The format of the contact details lacks clarity. It would be clearer if separated by a semicolon.

**Suggestion:** "02 6249 5008; alexandra.palamara@aihw.gov.au"

No issues found in other sections.

## Identified Issues

### Issue 1: Grammar

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 3, Column 1]

**Original:** "The work we do is complex, and timelines are often different than they are in planning."

**Issue:** The phrase "different than" is not standard in Australian English. The correct phrase is "different from."

**Suggestion:** "The work we do is complex, and timelines are often different from what they are in planning."

### Issue 2: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 3, Column 2]

**Original:** "We will have regular catch-ups with the DHS team to keep you abreast of any required changes in timing."

**Issue:** The use of "catch-ups" might be informal for a professional document. It could be replaced with a more formal term.

**Suggestion:** "We will have regular meetings with the DHS team to keep you informed of any required changes in timing."

### Issue 3: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 5, Column 2]

**Original:** "We suggest holding an online meeting with participating organisations to introduce the evaluation team and discuss the evaluation should help address any questions or concerns they may have, creating trust and encouraging them to engage in data collection activities."

**Issue:** The sentence structure is awkward and unclear. It needs restructuring for clarity.

**Suggestion:** "We suggest holding an online meeting with participating organisations to introduce the evaluation team and discuss the evaluation. This should help address any questions or concerns they may have, create trust, and encourage them to engage in data collection activities."

### Issue 4: Grammar

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 6, Column 2]

**Original:** "ARTD has a team of highly qualified and skilled staff to draw on that, who have the necessary expertise to complete this project."

**Issue:** The phrase "to draw on that, who have" is grammatically incorrect. The relative clause is misplaced.

**Suggestion:** "ARTD has a team of highly qualified and skilled staff who have the necessary expertise to complete this project."

### Issue 5: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 6, Column 2]

**Original:** "We would fully brief you on any staff changes and seek your permission before any changes were made."

**Issue:** The use of "were" suggests a past action, which is inconsistent with the future context implied by "would."

**Suggestion:** "We will fully brief you on any staff changes and seek your permission before any changes are made."

### Issue 6: Consistency

\*\*Location\*\*: [Value for money → Variations → Table 11, Row 5, Column 2]

**Original:** "It is important to emphasise that we are evaluating the program itself and not their services."

**Issue:** The document uses Australian English, so "emphasise" is correct, but ensure consistency in spelling throughout the document.

**Suggestion:** Confirm that "emphasise" is consistently used in the document, as it is correct in Australian English.

No issues found in the sections not mentioned above.

## Identified Issues

### Issue 1: Consistency in Numerical Formatting

\*\*Location\*\*: [Value for money → Table 12, Row 2, Column 2]

**Original:** "15.75"

**Issue:** The number of days is presented with two decimal places, which is inconsistent with the other rows that use one or no decimal places. Consistency in numerical formatting is important for clarity.

**Suggestion:** "15.8"

### Issue 2: Consistency in Numerical Formatting

\*\*Location\*\*: [Value for money → Table 12, Row 3, Column 2]

**Original:** "21.5"

**Issue:** The number of days is presented with one decimal place, which is inconsistent with other rows that use no decimal places.

**Suggestion:** "22"

### Issue 3: Calculation Error

\*\*Location\*\*: [Value for money → Table 12, Row 6, Column 5]

**Original:** "$149,959"

**Issue:** The sub-total for "Price by stage" should be the sum of the individual prices by stage. The correct sum of $38,796, $37,468, $45,576, and $28,119 is $149,959, which is correct. However, the GST calculation in Row 7 should be verified.

**Suggestion:** No change needed for this row, but verify GST calculation.

### Issue 4: Calculation Error

\*\*Location\*\*: [Value for money → Table 12, Row 7, Column 5]

**Original:** "$14,996"

**Issue:** The GST should be 10% of the sub-total in Row 6, Column 5. 10% of $149,959 is $14,995.90, which rounds to $14,996. This is correct.

**Suggestion:** No change needed, but ensure rounding is consistent.

### Issue 5: Calculation Error

\*\*Location\*\*: [Value for money → Table 12, Row 8, Column 5]

**Original:** "$164,955"

**Issue:** The "Price incl. GST" should be the sum of the sub-total and GST. The sum of $149,959 and $14,996 is $164,955, which is correct.

**Suggestion:** No change needed.

### Issue 6: Clarity in Table Heading

\*\*Location\*\*: [Value for money → Variations → Table 12]

**Original:** "Price by stage"

**Issue:** The heading "Price by stage" in Column 5 could be clearer by specifying that it includes both fees and expenses.

**Suggestion:** "Total Price by Stage (Fees + Expenses)"

### Issue 7: Clarity in Sub-total Label

\*\*Location\*\*: [Value for money → Table 12, Row 6, Column 1]

**Original:** "Sub-totals"

**Issue:** The label "Sub-totals" could be clearer by specifying what it is summing.

**Suggestion:** "Sub-totals (Days, Fees, Expenses, Price by Stage)"

No issues found in other sections.

## Identified Issues

### Issue 1: Clarity

\*\*Location\*\*: [Value for money → Table 13, Row 21, Column 2]

**Original:** "Final report - draft"

**Issue:** The term "Final report - draft" is repeated in both Row 20 and Row 21, which might cause confusion. The term "draft" implies that the report is not final, so the phrasing is contradictory.

**Suggestion:** Consider changing one of the entries to "Final report - initial draft" or "Final report - revised draft" to clarify the distinction between the two stages.

### Issue 2: Consistency

\*\*Location\*\*: [Value for money → Table 13, Row 23, Column 2]

**Original:** "Days by role"

**Issue:** The term "Days by role" is inconsistent with the previous rows that list specific tasks. It might be clearer to specify the roles or tasks involved.

**Suggestion:** "Total days by role" or specify the roles involved, such as "Days by Project Manager, Analyst, etc."

### Issue 3: Clarity

\*\*Location\*\*: [Value for money → Table 13, Row 24, Column 2]

**Original:** "Total fees (excl. GST)"

**Issue:** The abbreviation "GST" may not be immediately clear to all readers, especially if the document is intended for an international audience.

**Suggestion:** "Total fees (excluding Goods and Services Tax)"

### Issue 4: Consistency

\*\*Location\*\*: [Value for money → Table 13, Row 10, Column 2]

**Original:** "Interviews with service providers (6-9)"

**Issue:** The numbers in parentheses are unclear. It is not specified whether they refer to the number of interviews or the number of service providers.

**Suggestion:** "Interviews with 6-9 service providers" or "6-9 interviews with service providers"

### Issue 5: Consistency

\*\*Location\*\*: [Value for money → Table 13, Row 11, Column 2]

**Original:** "Interviews with PMG members (3-5)"

**Issue:** Similar to Issue 4, the numbers in parentheses are unclear regarding whether they refer to the number of interviews or PMG members.

**Suggestion:** "Interviews with 3-5 PMG members" or "3-5 interviews with PMG members"

### Issue 6: Consistency

\*\*Location\*\*: [Value for money → Table 13, Row 12, Column 2]

**Original:** "Interviews with other stakeholders (2-3)"

**Issue:** The numbers in parentheses are unclear regarding whether they refer to the number of interviews or stakeholders.

**Suggestion:** "Interviews with 2-3 stakeholders" or "2-3 interviews with stakeholders"

### Issue 7: Consistency

\*\*Location\*\*: [Value for money → Table 13, Row 15, Column 2]

**Original:** "Interviews with SAWK clients (12-15)"

**Issue:** The numbers in parentheses are unclear regarding whether they refer to the number of interviews or SAWK clients.

**Suggestion:** "Interviews with 12-15 SAWK clients" or "12-15 interviews with SAWK clients"

No issues found in other sections.

## Identified Issues

### Issue 1: Clarity and Consistency

\*\*Location\*\*: [Value for money → Variations → Table 14, Row 6, Column 2]

**Original:** "Vouchers; travel and accommodation for two ARTD staff members; payment for Aboriginal co-researcher for 2-3 interviews"

**Issue:** The use of semicolons here is inconsistent with the rest of the document, which uses commas for similar lists. Additionally, "2-3" should be written out for consistency with the rest of the document.

**Suggestion:** "Vouchers, travel and accommodation for two ARTD staff members, payment for Aboriginal co-researcher for two to three interviews"

### Issue 2: Clarity and Consistency

\*\*Location\*\*: [Value for money → Variations → Table 14, Row 7, Column 2]

**Original:** "Input from associates, including recruitment of Aboriginal co-researcher and Aboriginal advisory group; travel and accommodation for Paula Shaw; payment for Aboriginal co-researcher"

**Issue:** The use of semicolons is inconsistent with the rest of the document. Additionally, it is unclear if "Aboriginal advisory group" is a separate item or part of the recruitment process.

**Suggestion:** "Input from associates, including the recruitment of an Aboriginal co-researcher and an Aboriginal advisory group, travel and accommodation for Paula Shaw, payment for Aboriginal co-researcher"

### Issue 3: Clarity

\*\*Location\*\*: [Value for money → Variations → Table 14, Row 8, Column 2]

**Original:** "Input from associates; input from Aboriginal co-researcher"

**Issue:** The semicolon is unnecessary and could be replaced with a conjunction for clarity.

**Suggestion:** "Input from associates and Aboriginal co-researcher"

### Issue 4: Consistency in Terminology

\*\*Location\*\*: [Value for money → Variations → Table 14, Row 12, Column 1]

**Original:** "Expenses incl. GST"

**Issue:** The abbreviation "incl." should be consistent with the rest of the document, which uses full words.

**Suggestion:** "Expenses including GST"

### Issue 5: Potential Factual Error

\*\*Location\*\*: [Value for money → Variations → Table 14, Row 12, Column 3]

**Original:** "$21,418"

**Issue:** The total expenses including GST should be verified to ensure accuracy. The sum of the sub-total ($19,471) and GST ($1,947) should be $21,418, which is correct. However, always double-check calculations in financial documents.

**Suggestion:** Ensure the calculation is correct: $19,471 + $1,947 = $21,418

No other issues were found in the remaining sections.