

1) A list of ministerial briefing notes forwarded to the Director-General's office between 1 February 2021 and 23 September 2021;

Brief Number	Type	Subject	ED SCE Approval	Final approver	Final approved	Outcome of brief / Notes
21/24430	Min Brief	2021 Premier's Reading Challenge launch brief	2/02/2021	Min	12/03/2021	Approved
21/201292	Min Event Brief	2021 Central Exhibition Launch at GOMA	15/04/2021	Min	16/04/2021	Approved
21/131744	Min Brief	Instrument of Authorisation (Sponsorship)	11/05/2021	Min	30/06/2021	Approved
21/265747	Min Brief	(SCE & ISB)*****CRITICALLY URGENT BRIEF REQUEST*****THE PREMIER AND MINISTER GRACE TO ANNOUNCE THE COMMENCEMENT OF THE PREMIER'S READING CHALLENGE 2021	14/05/2021	Min	14/05/2021	Approved
21/309324	Min Brief	CGEN 2021 - invitations for Premier and Governor	26/05/2021	Min	8/05/2021	Approved
21/446302	Min Brief	(PACS SCE) *URGENT MINISTERIAL BRIEF REQUEST* Minister Grace will attend the Creative Generation Choral Fanfare State Final Secondary	29/07/2021	Min	3/08/2021	Approved
21/379706	Min Brief	****MATERIAL REQUEST*****MINISTER GRACE TO ATTEND THE FINALE PERFORMANCE OF CREATIVE GENERATION ON SATURDAY 17 JULY AT 1.30PM	2/07/2021	Min	7/07/2021	Approved

2) Ministerial briefing notes forwarded to the Director-General's office between 1 July 2021 and 23 September 2021, excluding any attachments; and

Brief Number	Type	Subject	ED SCE Approval	Final approver	Final approved	Outcome of brief / Notes
21/464063	DG Brief	2021 Award Judging Panel	5/08/2021	DG	17/08/2021	Approved
21/497304	DG Brief	World Teachers' Day 2021	17/08/2021	DG	13/09/2021	Approved
21/537799	DG Brief	2022 dates for State Education Week and World Teachers' Day	8/09/2021	DG	16/09/2021	Approved
21/446302	Min Brief	(PACS SCE) *URGENT MINISTERIAL BRIEF REQUEST* Minister Grace will attend the Creative Generation Choral Fanfare State Final Secondary	29/07/2021	Min	3/08/2021	Approved
21/379706	Min Brief	****MATERIAL REQUEST*****MINISTER GRACE TO ATTEND THE FINALE PERFORMANCE OF CREATIVE GENERATION ON SATURDAY 17 JULY AT 1.30PM	2/07/2021	Min	7/07/2021	Approved

3) Director-General briefing notes forwarded to the Director-General's office between 1 September 2021 and 23 September 2021, excluding any attachments.

Brief Number	Type	Subject	ED SCE Approval	Final approver	Final approved	Outcome of brief / Notes
21/537799	DG Brief	2022 dates for State Education Week and World Teachers' Day	8/09/2021	DG	16/09/2021	Approved

Released by DoE Under

Ministerial Event Briefing Note

The Honourable Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

EVENT DETAILS:

Time/Date:	6:00pm, Tuesday 17 August 2021
Event:	Choral Fanfare 2021 Secondary State Final concert

Key issues

- The 2021 Choral Fanfare regional festivals were held online in May, with regional finals held throughout Queensland in June 2021.
- Ten state finalists, deemed the best performing choirs in the primary and secondary divisions, were announced on 22 June 2021. The schools have been invited to perform in the primary and secondary Choral Fanfare State Final concerts on 17 August 2021 at 2.00pm and 7.00pm respectively at the Conservatorium Theatre, Queensland Conservatorium Griffith University (QCGU), South Bank.
- The following schools were named the best performing choirs:

Primary:

 - Benowa State School – Benowa Voices (South East)
 - Brookfield State School – Intermediate Choir (Metropolitan)
 - Eagle Junction State School – EJSS Vocal Ensemble (Metropolitan)
 - Edge Hill State School – Maroon Choir (Far North Queensland)
 - Warrigal Road State School – Chamber Choir (Metropolitan)

Secondary:

 - Brisbane State High School – Bellissima (Metropolitan)
 - Cairns State High School – Chorale (Far North Queensland)
 - Centenary Heights State High School – Li'l Ensom (Darling Downs South West)
 - MacGregor State High School – MACapella (Metropolitan)
 - Pimlico State High School – Pimlico Voices (North Queensland)
- The primary choir named most outstanding for 2021 will open the secondary state final concert.
- The Director-General has been invited to officially open both state final concerts with QCGU Deputy Director, Engagement and Head of Ensembles, Associate Professor Peter Morris acting as Master of Ceremonies.
- The Minister will deliver a speech at the secondary state final, following the choir performances and prior to winners being announced.
- The Minister will be invited to present the trophies, with no speaking role required for this.
- Prior to the secondary concert at 7.00pm, a sponsor function will be held in the QCGU Boardroom from 6.00pm.

9. The Director-General will welcome guests and introduce the Minister to speak and present a certificate of appreciation to the QCGU.

Financial Implications

10. All program costs are covered under costs centre code 2002846.

Background

11. Choral Fanfare is a biennial statewide program celebrating talented choirs in Queensland state schools. The program showcases the outstanding vocal talents from state school choirs through performance.
12. The program's aim is to improve the quality of choirs, promote the highest possible standard of performance, strive for excellence and encourage participation.
13. Since 1997 Choral Fanfare was coordinated regionally, however since 2017 the coordination of the program has been managed by SCE.
14. Due to COVID and for the first time, the regional festival was held online.
15. The program is supported by program partner, Queensland Conservatorium Griffith University and media partner *The Courier-Mail*.

Action Officer
Odette Moore
Manager, Programs and
Events

Ph: 3328 6618

Endorsed by
Liz Williamson
Director, Community
Engagement and Events

Ph: 3328 6633
Mob: Contrary to the
Date: 28/07/2021

Endorsed by
Chris Brandt
Executive Director,
Strategic Communication
and Engagement

Ph: 3328 6609
Mob: Contrary to the
Date: 29/07/2021

Endorsed by
Shannon Cook
Deputy Director-General,
People and Corporate
Services

Ph: 3034 4774
Mob: Contrary to the
Date: 02/08/2021

Released under the RTI Act

Ministerial Event Briefing Note

The Honourable Grace Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

EVENT DETAILS:

Time/Date:	2 pm Saturday 17 July 2021
Event:	Creative Generation – State Schools Onstage
Departmental Rep (if req):	

Key issues

1. The Minister has accepted an invitation to record a message for the Network 10 national broadcast of *Creative Generation – State Schools Onstage* (CGEN), and to attend the performance and sponsor and partner reception on Saturday 17 July 2021 at the Brisbane Convention and Exhibition Centre (BCEC).
2. In line with the *Industry Framework for COVID Safe Events in Queensland*, a detailed COVID Safe Event Plan (Category two) has been implemented for CGEN 2021, in consultation and alignment with the Queensland Public Health Unit requirements. This plan will include a response to safety, ensuring the health and wellbeing of all students, teachers, contractors, staff, audience members and wider community who participate and engage with the program.
3. A function profile has been completed for the Minister's information (21/397771).
4. Key times for the afternoon are as follows:
 - 1:30 pm: Minister arrives at BCEC to record message for the CGEN broadcast
 - 2 pm: CGEN 2021 performance, Act 1
 - Interval
 - 4 pm: CGEN 2021 performance, Act 2
 - 5 – 6pm: Sponsors and partners' reception.
5. CGEN broadcast partner, Network 10, will film the Minister's message.
6. The sponsors and partners' reception will be held in Rooms M1 and M2, Mezzanine level of BCEC. It will begin immediately following the performance at approximately 5pm.
7. The sponsors and partners' reception provide an opportunity for the Minister to acknowledge the partnerships between the department and key stakeholders in the professional arts industry, especially those closely related to CGEN.
8. The 2021 show is supported by principal partner, ASM Global, major partner, The Courier-Mail, broadcast partner, Network 10, event partner, BCEC, and program partners, QSuper and Out There Productions Australia and creative partners who provide in-kind sponsorship.
9. The Minister's message will be filmed by Network 10 at BCEC on Saturday 17 July 2021 prior to the 2pm performance. The message will form part of the national CGEN broadcast to be telecast on Network 10 on Saturday 27 November 2021 at 12 noon.

10. A final guest attendance list for the reception will be provided to the Minister's Office prior to the event.

Media Implications

11. Strategic Communication and Engagement (SCE) will prepare a media release closer to the event.

Financial Implications

12. Costs for this project will be met from existing budget allocation in cost centre 2000845

Background

13. Staged by the Department of Education, CGEN is Queensland's largest youth performing arts event and has been recognised with state and national awards.

14. In 2020, due to COVID-19, SCE partnered with Network 10 to produce a 60-minute special *The Show Goes On* which involved more than 500 students from over 70 schools across the state. Students from around Queensland rehearsed online and created video and audio recordings that were then used to compile this special broadcast.

Action Officer
Odette Moore
Manager, Programs and Events

Ph: 3328 6618

Endorsed by
Karen Hall
A/ED SCE

Ph: 33286624
Mob: **Contrary to th**
Date: 2/07/2021

Endorsed by
Shannon Cook
DDG PACS

Ph: 3034 4774
Mob: **Contrary to the**
Date: 6/07/2021

Released by DPAAC
under the RTI Act

Recommendation

That the Director-General:

- **note** the change to the judging process for the Creative Generation Excellence Awards in Visual Arts program; and
- **sign** the letters to members of the proposed State Selection Panel (**Attachment 1**).

NOTED / APPROVED / NOT APPROVED

TONY COOK
Director-General
Department of Education

Copy to Minister's Office

Director-General's comments

Action Officer
 Jessica Masters
 Senior Program and Events
 Officer

Ph: (07) 3328 6619

Endorsed by
 Liz Williamson
 Director
 Community Engagement
 and Events
 Ph: (07) 3328 6633
 Mob:
 Date: 03/08/2021

Endorsed by
 Chris Brandt
 Executive Director
 Strategic Communications
 and Engagement
 Ph: (07) 3328 6609
 Mob:
 Date: 05/08/2021

Endorsed by
 Shannon Cook
 DDG
 People and Corporate
 Services
 Ph: (07) 3034 4774
 Mob: **Contrary to the**
 Date: 13/08/2021

Briefing Note

Acting Director-General
Department of Education

Action required: For Approval

Action required by: 13 September 2021

Routine

SUBJECT: WORLD TEACHERS' DAY 2021

Summary of key objectives

- For the Acting Director-General to note activities planned to celebrate World Teachers' Day (WTD) on 29 October 2021.
- To seek the Acting Director-General's approval:
 - of the letter to accompany the mailout of commemorative ribbons to schools and authorise use of the Acting Director-General's e-signature on the letter, which will appear along with the signatures of the executives of our WTD partners (**Attachment 1**); and
 - for the Acting Director-General to record a video message for WTD to be published via a Director-General special broadcast on 29 October 2021.

Key issues

1. WTD will be celebrated in Queensland on 29 October 2021. This coincides with State Education Week, which runs from 25 to 29 October 2021.
2. With the announcement that the rescheduled Ekka holiday will be held on 29 October 2021 in the Brisbane, Moreton Bay and Scenic Rim local government areas, communication will be developed to encourage school communities in these areas to celebrate WTD locally on 28 October 2021 (this has been reflected in the attached letter to schools).
3. WTD activities are designed to:
 - thank Queensland teachers and ensure they feel valued and appreciated;
 - celebrate the teaching profession and highlight the positive impact teachers have on the lives of students; and
 - raise public awareness and perception of the role and value of teachers in society.
4. Planned activities to support WTD include:
 - a commemorative ribbon for each school staff member (all school sectors) across Queensland to wear on the day;
 - downloadable resources for students and community members, to encourage them to get involved and celebrate;
 - communication to all departmental staff via internal channels;
 - a social and digital media campaign over three weeks (11 to 29 October 2021) to support the WTD messaging to teachers;
 - a 15-second radio ad to be broadcast across Queensland regional radio stations to promote WTD to the public and reinforce thank you messaging to teachers;

- lighting up a number of Queensland landmarks in the WTD colours of blue, purple and green on 29 October 2021;
 - three podcasts featuring individual teachers, and former students and their inspiring teacher, to promote in the lead up to the day. There will be one podcast from each education sector—state, Catholic and independent; and
 - a video message featuring the Acting Director-General to be published internally to departmental staff via a Director-General special message on 29 October 2021.
5. WTD Queensland is promoted via a standalone website www.worldteachersday.com.au.
 6. A submission for noting will be submitted to the Government Advertising and Communication Committee providing details of the planned advertising campaign.
 7. The department promotes WTD in partnership with five education partners who contribute financially—Queensland College of Teachers; Independent Schools Queensland; the Queensland Catholic Education Commission; Queensland Teachers' Union; and Independent Education Union; and two advisory partners—P&Cs Qld and the Independent Schools Parents Network.

Implications

8. Project funding is supplied by five education partners. This partnership has been in effect since 2015.
9. It is anticipated the total combined budget for WTD will be under \$50,000 and includes estimated costs for production of ribbons (\$15,000), mailout of ribbons (\$7000), radio advertising (\$11,000) and digital and social media advertising (\$15,000).
10. Each year, WTD in Queensland is held on the last Friday in October and falls on the same day as Day for Daniel.

Human rights

11. No human rights will be affected by these decisions.

Background

12. The theme for WTD this year is *Say thank you on World Teachers' Day*, to highlight the importance of acknowledging and showing appreciation for teachers.
13. Planning for WTD activities is being done in consultation with a working group of representatives from each of the partner organisations.
14. QSuper will also be supporting WTD with parallel promotions to state schools, including a competition for teachers.

Recommendation

That the Acting Director-General:

- **note** activities planned to celebrate World Teachers' Day (WTD) on 29 October 2021;
- **approve** the letter to accompany the mailout of commemorative ribbons to schools and authorise use of the Acting Director-General's e-signature on the letter, which will appear along with the signatures of the executives of our WTD partners (**Attachment 1**); and
- **approve** recording a video message for WTD to be published via a Director-General special broadcast on 29 October 2021.

NOTED / APPROVED / NOT APPROVED

CRAIG ALLEN
Acting Director-General
Department of Education

/ /

Copy to Minister's Office

Acting Director-General's comments

Action Officer
Karmen Clift
Senior Communications
and Marketing Officer

Ph: (07) 3328 6640

Endorsed by
Tony Tranchida
Director
Partnerships and Marketing

Ph: (07) 3328 6650
Mob: Contrary to the
Date: 17/08/2021

Endorsed by
Chris Brandt
Executive Director
Strategic Communication
and Marketing

Ph: (07) 3328 6609
Mob: Contrary to the
Date: 17/08/2021

Endorsed by
Shannon Cook
DDG
People and Corporate
Services

Ph: (07) 3034 4774
Mob: Contrary to the
Date: 02/09/2021

Briefing Note

Acting Director-General
Department of Education

Action required: For Approval

Action required by: 24 September 2021

Routine

SUBJECT: 2022 DATES FOR STATE EDUCATION WEEK AND WORLD TEACHERS' DAY

Summary of key objectives

- To seek the Acting Director-General's approval of the 2022 dates for State Education Week (Sunday, 23 October 2022 to Saturday, 29 October 2022) and World Teachers' Day (Friday, 28 October 2022).

Key issues

- State Education Week is a week-long celebration of state education in schools across Queensland. The event has been held annually for more than 20 years.
- State Education Week is held to coincide with World Teachers' Day. World Teachers' Day is always held on the last Friday in October.
- In 2022, it is proposed State Education Week is held from Sunday, 23 October 2022 to Saturday, 29 October 2022, with World Teachers' Day coinciding on Friday, 28 October 2022.

Implications

- Strategic Communication and Engagement will seek proactive media opportunities to promote State Education Week, and will share these via the Department of Education's own communication channels.
- Since 2015, the department has partnered with the Queensland Teachers' Union, the Queensland College of Teachers, the Queensland Catholic Education Commission, the Independent Education Union and Independent Schools Queensland on a range of communication and advertising activities to celebrate World Teachers' Day.

Human rights

- These initiatives are compatible with human rights, and in no way limit human rights.
- Human rights are not affected by the decision to approve the 2022 dates.

Background

- In 2021, State Education Week will be held from Sunday, 24 October 2021 to Saturday, 30 October 2021, with World Teachers' Day coinciding on Friday, 29 October 2021.
- Prior to 2015, State Education Week was celebrated in May. The week was moved to the end of October to align with celebrations for World Teachers' Day and the department's Showcase Awards for Excellence in Schools.
- Daniel Morcombe Foundation's Day for Daniel is held annually on the last Friday of October. This is Australia's largest child safety education and awareness day.

Recommendation

That the Acting Director-General **approve** the 2022 dates for State Education Week (Sunday, 23 October 2022 to Saturday, 29 October 2022) and World Teachers' Day (Friday, 28 October 2022).

NOTED / APPROVED / NOT APPROVED

CRAIG ALLEN
Acting Director-General
Department of Education

Copy to Minister's Office

Acting Director-General's comments

Action Officer
 Lauren Tapiolas
 Senior Communications
 and Marketing Officer
 Strategic Communication
 and Engagement
 Ph: (07) 3328 6604

Endorsed by
 Tony Tranchida
 Director, Partnerships and
 Marketing
 Strategic Communication
 and Engagement
 Ph: (07) 3328 6650
 Date: 08/09/2021

Endorsed by
 Chris Brandt
 ED
 Strategic Communication
 and Engagement
 Ph: (07) 3328 6609
 Date: 08/09/2021

Endorsed by
 Shannon Cook
 DDG
 People and Corporate
 Service
 Ph: (07) 3034 4774
 Date: 13/09/2021

Released by DOE
under the RTI Act

Briefing Note

The Honourable Grace Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

Action required: For Approval

Action required by: 30 September 2021

Routine

SUBJECT: DIRECTOR-GENERAL, DEPARTMENT OF EDUCATION, CHIEF EXECUTIVE PERFORMANCE AGREEMENT 2021–22

Summary of key objectives

- To seek the Minister's approval of the Director-General, Department of Education (DoE), Chief Executive Performance Agreement 2021–22 (the Agreement) (**Attachment 1**).
- For the Minister to note the requirement for DoE's Chief Executive (CE) mid-year and end-of-year performance reviews.

Key issues

1. In accordance with the Public Service Commission (PSC) responsibilities under the *Public Service Act 2008*, all CEs are required to enter into a performance agreement with their Minister annually and participate in mid-year and end-of-year performance reviews.
2. The PSC manages the annual CE Performance Framework for the Queensland Government. The PSC also administers the Executive Performance and Development Framework, which enables the alignment of performance objectives between the CE and senior executives in DoE.
3. The Agreement has been drafted against the Queensland Public Sector CE Performance Framework 2021–22, which includes performance objectives from four perspectives:
 - whole-of-Government (woG) leadership and collaboration;
 - organisational priorities;
 - organisational financial management; and
 - organisational leadership and culture.
4. Content for the Agreement has been drawn from Ministerial Charter letters, DoE strategic plans and relevant woG and DoE priorities and commitments.
5. The Deputy Directors-General of: Early Childhood and Education Improvement; Infrastructure Services; Office of Industrial Relations; People and Corporate Services; Policy, Performance and Planning; State Schools; and the Chief Finance Officer, were consulted on the content of the Agreement.
6. On 31 August 2021, the then Director-General met with the Director-General, Department of the Premier and Cabinet (DPC), and the Commission CE, PSC, to confirm priorities for 2021–22.
7. As requested during the meeting, an additional piece of work *A high performing state schooling system* was incorporated with the attached PowerPoint presentation to also form part of the Agreement (**Attachment 2**).
8. Central Agency feedback on the Agreement was also discussed and it was agreed that the feedback was not relevant and did not need to be included.

Background

- 9. The then Director-General, Mr Tony Cook, submitted his resignation effective 10 October 2021, after a period of leave, which commenced on 13 September 2021.
- 10 The approval of the Agreement will inform the work of the Acting Director-General and the new Director-General, once appointed.

Recommendation

That the Minister:

- **approve** and **sign** the Director-General, Department of Education (DoE), Chief Executive Performance Agreement 2021–22 (**Attachment 1**); and
- **note** the requirement for DoE's Chief Executive mid-year and end-of-year performance reviews.

NOTED

**APPROVED/NOT APPROVED
ENDORSED/NOTED**

[Handwritten signature]

SHARON DURHAM
 Chief of Staff
 Office of the Hon Grace Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

GRACE GRACE MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

20/9/21

Minister's comments

Action Officer:
 Bill Barlow
 Principal Human Resource
 Consultant

Endorsed by:
 Rynell Hastie-Burroughs
 Acting Executive Director,
 Human Resources

Tel: (07) 3513 6501

Tel: (07) 3034 5377
 Mob: **Contrary to it**
 Date: 16/09/2021

Endorsed by:
 Shannon Cook
 Deputy Director-General
 People and Corporate
 Services

Tel: (07) 3034 4774
 Mob: **Contrary to it**
 Date: 22/09/2021

Endorsed by:
 Craig Allen
 Acting Director-General

Tel: (07) 3034 4752

Date: *23/9/2021*

Briefing Note

Acting Director-General
Department of Education

Action required: For Approval

Action required by: 5 October 2021

Urgent: Delegation of power to the Executive Director, Business Partnering and Engagement, to undertake an internal review decision for a direction to attend an Independent Medical Examination for **Contrary to the public interest**

Contrary to the public interest

SUBJECT: INSTRUMENT OF DELEGATION UNDER CLAUSE 7 – INTERNAL REVIEW OF PUBLIC SERVICE COMMISSION DIRECTIVE 10/20: INDEPENDENT MEDICAL EXAMINATIONS

Summary of key objectives

- To request the Acting Director-General sign the Instrument of Delegation to delegate the decision-making power of *Public Service Commission Directive 10/20: Independent Medical Examinations* (the Directive), to the Executive Director, Business Partnering and Engagement, for the purpose of deciding an internal review request submitted by **Contrary to the public interest**

Key issues

1. **Contrary to the public interest**

2.

3.

4.

5.

6.

7.

8.

9.

10.

Released by DoE
under the RTI Act

11 Contrary to the public interest
12
13
14

15. In order to provide fairness, remove any bias and provide for complete impartiality, it is recommended that an independent internal review decision maker, Ms Rynell Hastie-Burroughs, Executive Director, Business Partnering and Engagement, be delegated the conduct of, and decision for, the internal review of the Contrary to the public interest

16 The Instrument of Delegation (**Attachment 1**) delegates to the Executive Director, Business Partnering and Engagement, the powers, functions, authorities and duties held by the Director-General under clause 7 of the Directive

Implications

17 Without the Instrument of Delegation delegating this responsibility outside the Human Resources portfolio, there is a risk that any decisions made by Mr McKellar in relation to the Internal Review requested by Contrary to the public interest could be challenged as invalid. Contrary to the public interest

Human Rights

18 The rights protected under the *Human Rights Act 2019* (HR Act) have been reviewed and given proper consideration.

19 This decision does not affect or limit any human rights and as such is compatible with the HR Act

Background

20 Contrary to the public interest

Released under the RTIA

Contrary to the public interest



Released by DOE
under the
RTI Act

Recommendation

That the Director-General **sign** the Instrument of Delegation to delegate the decision-making power of *Public Service Commission Directive 10/20: Independent Medical Examinations*, to the Executive Director, Business Partnering and Engagement, for the purpose of deciding an internal review request. **Contrary to the public interest**

Contrary to the public interest

NOTED / APPROVED / NOT APPROVED

CRAIG ALLEN
Acting Director-General
Department of Education

11/10/2021

Copy to Minister's Office

Acting Director-General's comments

[Empty box for comments]

Action Officer
Natasha Power
Senior Employee Relations
Advisor
Employee Relations
Tel: (07) 3513 6514
Date: 23/09/2021

Endorsed by
Tony Thompson
Manager
Employee Relations
Tel: (07) 3513 6513
Mob: **Contrary to**
Date: 23/09/2021

Endorsed by
Erica Breen
Director
Employee Relations
Ph: (07) 3513 5416
Mob: **Contrary to**
Date: 23/09/2021

Endorsed by
Shannon Cook
Deputy Director-General
People and Corporate
Services
Ph: (07) 3034 4774
Date: 23/09/2021

Released under the RTI Act

Contrary to the public interest

Released by DOE
under the RTI Act

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Noting

Action required by: N/A

Routine

SUBJECT: DEPARTMENT OF EDUCATION IMPLEMENTATION OF PUBLIC SERVICE REFORMS

Summary of key objectives

- For the Minister to note the ongoing implementation of the public service reforms, particularly as they relate to permanent employment, in the Department of Education and the proposed 'bulk' conversion process

Key issues

1. On 14 September 2020, amendments to the *Public Service Act 2008* (the PS Act) commenced and the supporting directives commenced on 25 September 2020.
2. The amendments and directives contain new (and replacement) provisions regarding the conversion of casual and temporary employment to permanent employment.
3. Since the introduction of the PS Act amendments and the directives, the department has been consulting with the relevant unions regarding implementation of the reforms and has conducted 3106 reviews of which 1507 relate to casual and temporary conversions.
4. The department currently employs 10,295 temporary and casual staff across all five cohorts (i.e. teachers, heads of program and school leaders; teacher aides; cleaners; public service employees; and nurses) (**Attachment 1**), with 4988 of these employees having greater than two years' service.
5. To support the Government's employment security policy objective, the department proposes to undertake a staged 'bulk' conversion of casual and temporary employees to permanent employment based upon service only (i.e. all casual and temporary employees who have been continuously employed by the department for greater than four years) as follows:
 - stage 1 – effective 17 May 2021 through to the end of Term 2 (25 June 2021), all eligible employees covered by certified agreements applying to departmental staff (other than employees covered by the *Department of Education State School Teachers' Certified Agreement 2019* (the Teachers' CA)); and
 - proposed stage 2 – all eligible employees covered by the Teachers' CA.
6. The approach of the stage 1 'bulk' conversion, as described above, will result in the offer of permanent employment to approximately 840 staff eligible for required reviews under the PS Act and relevant directives.
7. In addition, the stage 1 process will contribute to the department's commitment to gender equity in the workplace, resulting in the permanent employment of approximately 690 female employees and 150 male employees (**Attachment 2**).

- 8 The 'effective date' of 17 May 2021 has been committed to **Contrary to the public interest** for this process. Please note that the approximate numbers of eligible employees is based on data extracted from the department's Human Resource system as at 3 May 2021 (**Attachment 2**). These figures, including the estimated 840 employees to be offered permanent employees in stage 1, are not expected to materially vary when the data is updated on 17 May 2021 to reflect the union commitment.

9 **Contrary to the public interest**

10

11. Following the 'bulk' conversion process, the department will continue to implement the reforms focusing on those employees with two to four years' continuous service over the coming 12-month period with a view to developing and transitioning to an agreed business as usual approach to ongoing required reviews thereafter.

Financial implications

12. Funding of the permanent employment of existing casual and temporary staff converted to permanent status will be sourced from existing funding. It is noted that in some instances funding of employees may currently be based on temporary funding sources and the department will be required to fund permanent employment on an ongoing basis. This will be managed through proactive resource planning and deployment of staff as needed.

Legal implications

13. The department is required to comply with the requirements of the PS Act and relevant directives as prescribed, in part, in this brief.

Human rights

14. A review of the human rights assessment tool and summary of examples of potential limitations has been undertaken and no human rights are engaged in this instance.

Background

15. The PS Act prescribes, as part of the management and employment principles at section 25(1)(e), that public service management is to be directed towards *managing public resources efficiently, responsibly and in a fully accountable way*; and promoting at section 25(2)(d), *employment on tenure as the default basis of employment for employees in the public service, other than for non-industrial instrument employees*.
16. Further, section 26(1)(b) of the PS Act prescribes, as part of work performance and personal conduct, that a public service employee's work performance and personal conduct must be directed towards *ensuring the effective, efficient and appropriate use of public resources*.

Recommendation

That the Minister **note** the ongoing implementation of the public service reforms, particularly as they relate to permanent employment, in the Department of Education and the proposed 'bulk' conversion process.

NOTED

**APPROVED/NOT APPROVED
ENDORSED/NOTED**



SHARON DURHAM
Chief of Staff
Office of the Hon Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

11/05/21



GRACE GRACE MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

18/11/21

Minister's comments

Action Officer Lisa Newbold Director Employment Review Ph: (07) 3513 6520	Endorsed by: Janita Valentine Executive Director Integrity and Employee Relations Ph: (07) 3513 6523 Mob: Date: 19/04/2021	Endorsed by: Tini Gall A/Executive Director Human Resources Services Ph: (07) 3055 2961 Mob: Date: 19/04/2021	Endorsed by: Dion Coghlan Assistant Director- General Human Resources Ph: (07) 3513 6576 Mob: Contrary to ti Date: 19/04/2021	Endorsed by: Shannon Cook Deputy Director- General People and Executive Services Ph (07) 3034 4774 Mob: Contrary to ti Date: 21/04/2021 Updated: 07/05/2021	Endorsed by: Tony Cook Director-General Ph: (07) 3034 4752 Mob: Date:
------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

Released by DoE RTI Act

Briefing Note

The Honourable Grace Grace MP
Minister for Education
Minister for Industrial Relations and
Minister for Racing

Action required: For Noting

Action required by: 4 May 2021

Routine: Permanent Teacher movement since September 2020

SUBJECT: TEACHERS – TEMPORARY TO PERMANENT CONVERSIONS TO DATE

Summary of key objectives

- For the Minister to note the number of temporary teachers converted to permanent employment since September 2020.

Key issues

1. Of the 6690 temporary teachers who were employed on a temporary status on the 14 September 2020, 1665 now hold a permanent position with the Department of Education.
2. This represents almost a quarter (24.9%) of all temporary teachers who have been converted to a permanent teaching position.
3. 366 of the 1665 permanent conversions were beginning teachers.

Media implications and opportunities

4. There is alignment between job security undertakings of frontline workers outlined within the Government's *Unite & Recover* commitments.

Financial implications

5. There is no additional budgetary requirements as a result of these conversions. Schools are provided teacher allocations on the basis of student enrolments each year.

Legal implications

6. There are no known legal implications.

Aboriginal and Torres Strait Islander impacts

7. There are no known Aboriginal and Torres Strait Islander impacts.

Human rights

8. A review of the human rights assessment tool and summary of examples of potential limitations has been undertaken and no human rights are engaged in this instance.

Background

9. Through workforce planning, the department is committed to maximising permanency through proactive workforce planning across a three-year planning horizon. This ensures workforce decisions consider both current and future workforce demand.

10 Alignment of Organisational Strategies with workforce needs ensures that regulatory requirements are met, including requirements and directives relevant to the *Public Service Act 2008*.

Recommendation

That the Minister **note** the number of teachers that have attained a movement to permanent employment since September 2020.

NOTED

NOTED

SHARON DURHAM
 Chief of Staff
 Office of the Hon Grace Grace MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

GRACE GRACE MP
 Minister for Education
 Minister for Industrial Relations and
 Minister for Racing

/ /

/ /

Minister's comments

Action Officer
 Sean Kneipp
 A/Dir Workforce
 Planning
 Ph: 3055 2970

Endorsed by:
 Tim Gall
 A/ED HRS

Ph: 3513 2361
 Mob: **Contrary to**
 Date: 21/04/2021

Endorsed by:
 Dion Coghlan
 ADG HR

Ph: 3513 6576
 Mob: **Contrary to**
 Date: 22/04/2021

Noted by
 Shannon Cook
 DDG PES

Ph: 3034 4774
 Date: 22/04/2021

Endorsed by:
 Tony Cook
 DG

Ph: 3034 4752
 Date: 23/4/2021

Released by DOE
under the RTI Act