

APPENDIXES

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Appendix 1: Summary of the operations of parents and citizens' associations

The *Education (General Provisions) Act 1989* provides for the formation of a parents and citizens' association (P & C) to support each state school.

P & Cs work with their schools to:

- foster community interest in education
- promote cooperation between parents, other members of the community, school staff and students
- advise the principal on issues and concerns regarding students at the school
- advise the principal on the general operation and management of the school
- assist in providing resources and services for the benefit of students at the school
- assist any state preschool associated with the school
- perform any other functions, not inconsistent with the Act, as the Minister may from time to time determine.

Each P & C has a constitution that has been developed to satisfy the model constitution approved by the Director-General of Education on 24 February 1998. The constitution provides the basis for sound operation of the association and ensures compliance with Queensland legislation and government policy.

On 17 June 1999, the Minister for Education approved the publication *Accounting for Parents and Citizens' Associations* as a mandatory financial management practice manual. Copies of this manual were provided to all P & Cs and schools, while future updates will be made on electronic versions on Education Queensland's website. A review of this manual is currently being undertaken and a revised version will be available on the website by the end of 2002.

Overview of operations

All P & Cs operate as a forum that allows parents and the community to participate in the running of the school. They hold regular meetings that enable parents and community members to raise concerns or advocate for improvements to the school. All P & Cs perform some form of fundraising activities, and the proceeds are used to enhance the resources or services provided at the school.

Many P & Cs operate a number of subcommittees, especially those in larger schools. Subcommittees can be formed for any desired purpose — for example, to establish a preschool or special needs unit, to manage a tuckshop, bookshop or uniform shop, or to provide out-of-school-hours care.

Members of the P & C undertake many activities including working bees for school improvements or maintenance, parent or community forums for input into school decisions, fundraising activities, and community-oriented activities associated with significant school events such as ANZAC Day. Some P & Cs offer school facilities, such as swimming pools or halls, for hire to the community.

Audit procedures for P & Cs

The Education (General Provisions) Regulation 1989 states that an auditor will examine the collections, payments, cashbooks, minutes of meetings and other records of a P & C. The auditor will also verify with financial institutions the financial balances held or owing. In doing this, the auditor can certify whether:

- the P & C's financial statements are in agreement with the accounts and are in an acceptable format
- the P & C has complied with account keeping requirements
- the statements present a true and fair view — on a cash basis and within the requirements of *Accounting for Parents and Citizens' Associations* — of the transactions for the financial year and the financial position at the close of the year.

P & Cs appoint an auditor to review their accounts. A departmental senior internal auditor then reviews the audited financial statements and reports any issues to the Director, Audit Operations. The Director, Audit Operations then provides a report to the department's Audit Committee and the Strategic Management Team.

Appendix 2: Payments to external consultants

Category of consultant	2000–2001 (\$)	2001–2002 (\$)
Management	1 006 423	771 833
Human resources	82 390	90 957
Information technology	99 701	57 644
Communications	230 283	81 673
Finance/Accounting	66 272	42 881
Professional technical	69 038	22 454
Total	1 554 107	1 067 442

Appendix 3: Voluntary early retirement (VER), deployment and retrenchment activities

	Number	\$
VERs accepted or redundancy packages paid	9	481 343

Note: These amounts exclude accrued leave entitlements.

Appendix 4: Compliance with government policy and legislation — *Whistleblowers Protection Act 1994*

During 2001–2002, 44 public interest disclosures were made under this Act, all of which related to alleged official misconduct. Of these, nine disclosures were totally substantiated, 10 partially substantiated, nine were unfounded, and 16 had not been finalised as at 30 June 2002.

Appendix 5: Compliance with government policy and legislation — *Public Sector Ethics Act 1994*

Revision of the Code of Conduct

The Department of Education is revising its Code of Conduct in line with the recommendations of the Criminal Justice Commission (CJC) report, *Safeguarding Students — Minimising the Risk of Sexual Misconduct by Education Queensland Staff*. The CJC recommended that a definition of sexual misconduct be included in the code, and that this new definition be consistent with the department's Child Protection Policy.

The issue of lawful sexual relationships between employees and students raises a number of ethical concerns, particularly for students aged 16 or 17 years who are still considered minors. While there is a general consensus that an employee should not engage in sexual conduct with a student where a professional relationship exists, establishing, within a departmental context, when a professional relationship begins and ends is a complex issue.

During 2001–2002, a discussion paper was prepared on a proposed definition of sexual misconduct. This definition sought to extend the existing prohibition on sexual conduct between school-based employees and students attending the same school, to a prohibition on sexual conduct between Education Queensland employees employed under the Teachers' Award — State and any student aged under 18 years attending any Queensland state school. The community was asked to provide written submissions on the proposal and how sexual misconduct should be defined in the department's Code of Conduct.

The revised Code of Conduct will be approved after consultation has been completed.

Education, training and access to the Code of Conduct

Employees continue to have online access to the Code of Conduct and a training program. A copy of the department's code can be supplied to any member of the community on request.

In 2002–2003, all employees will receive training on the revised Code of Conduct and a new Student Protection Policy, which will replace the existing Child Protection Policy. Updated information packages on public sector ethics and student protection will be developed and distributed throughout the department for use in staff training.

Aligning with public sector ethics

During 2001–2002, policies on workplace bullying, harassment and violence, and unlawful discrimination were released as part of the department's new Workforce Diversity and Equity Program. These policies align with the public sector ethic of respect for persons. All other departmental policies are consistent with the ethical obligations of employees and the department's Code of Conduct.

Appendix 6: Compliance with government policy and legislation — *Implementing the Multicultural Queensland Policy*

Multicultural Affairs Queensland, which is part of the Department of the Premier and Cabinet, is responsible for coordinating the implementation of the Multicultural Queensland Policy (MQP) across government.

Each year, Multicultural Affairs Queensland provides a report to the Premier on implementation of the policy.

Key initiatives implemented by the Department of Education during 2001–2002 included:

- The launch of the Workforce Diversity and Equity Program, which seeks to create and sustain an inclusive work environment that is free from all forms of discrimination and harassment and where people are valued for their diverse experiences and knowledge. The program comprises policies and strategies that will facilitate an inclusive, supportive and participative work environment within Education Queensland.
- The development and trial implementation of Under the Skin: Combating Racism in Queensland Schools Curriculum Resource — a professional development package that explores issues surrounding racism. Education Queensland, in partnership with the Queensland Teachers' Union and the University of Queensland, will conduct professional development workshops across the state for principals, teachers and school staff.
- The release of the Queensland the Smart State — Education and Training Reforms for the Future package, which included a commitment to social justice and equality of opportunity in education.
- The commencement of development of a Policy Framework for Students Learning English as a Second or Additional Language.

- Participation in a whole-of-government action plan to address Australian South Sea Islander (ASSI) issues, including:
 - developing a two-year literacy initiative for reform in school and classroom practices to enhance educational outcomes for ASSI students
 - completing a trial project embedding ASSI cultural perspectives within the curriculum for schools in Bowen, Mackay and Rockhampton.
- The coordination of the community languages element of the Commonwealth Languages Program in cooperation with Multicultural Affairs Queensland and the Ethnic Schools Association of Queensland.
- The development — in conjunction with the Queensland Program of Assistance for Survivors of Torture and Trauma — of a printed resource to help schools identify and meet the needs of refugee students.
- The continuation of a number of initiatives to make educational services in Queensland more accessible to international students, including:
 - translating brochures, business cards and information sheets into a range of languages
 - selecting multi-lingual staff from a range of cultural backgrounds
 - providing cultural awareness training to Education Queensland International staff and to schools interested in hosting international student groups.

Appendix 7: Summary of higher education approval activities

Purpose and scope

This appendix summarises activities carried out under the Queensland *Higher Education (General Provisions) Act 1993* from 1 July 2001 to 30 June 2002. Under this Act, the Minister for Education is required to report on the operation of the legislation during the year and table the report in the Legislative Assembly. This appendix contains a summary of the Minister's responsibilities under the Act, which include establishing new universities, authorising overseas institutions to operate in Queensland, and accrediting higher education courses offered by private providers other than universities.

Higher education in Queensland

The higher education system in Queensland comprises universities and non-university institutions operating in communities across the state. Collectively, the principal functions of these institutions are to:

- deliver programs and courses at degree level and above
- promote scholarship

- engage in research and scholarly activities
- engage with communities and build community capacity.

While most higher education programs in the state are delivered by public universities, privately provided higher education is a small but growing part of the system. Figure 35 lists the universities and private providers of higher education courses operating in Queensland. Currently, there are nine universities, including one privately owned, and a further 13 private colleges and institutes offering higher education programs. In addition, three overseas providers are authorised to deliver 12 higher education programs in Queensland.

Details of the legislative framework for higher education in Queensland

Higher education is a shared responsibility of the Commonwealth Government and State Governments. Responsibility for controlling the use of the term 'university' and for protecting the capacity to confer higher education awards rests with State Governments. Institutions established as universities in Queensland are authorised to use that title, and to accredit and confer protected awards, under their own Acts of the Parliament.

In Queensland, the *Higher Education (General Provisions) Act 1993* and its Regulation 1996:

- protect the title 'university', and specify the arrangements by which bodies are authorised to operate in the state as universities
- set conditions for authorising the operation of overseas higher education institutions in Queensland
- protect the use of the higher education award titles of associate degree, bachelor's degree, graduate certificate/diploma, postgraduate certificate/diploma, master's degree, doctoral degree and the titles of diploma and advanced diploma, which are also protected under vocational education and training legislation
- provide for the accreditation of higher education courses offered by private providers other than universities
- set penalties for breaches of the Act.

The Minister for Education is the decision maker under the Act, assisted by the department's Office of Higher Education.

Higher education approval

Queensland's higher education approval processes operate in the context of a national higher education quality framework that comprises National Protocols for Higher

Education Approval Processes, the Australian Qualifications Framework (AQF), and the Australian Universities Quality Agency (AUQA).

The purpose of this framework is to:

- protect the standing and quality of higher education in Queensland and Australia
- ensure that higher education awards offered in our institutions are of a consistently high standard and are internationally comparable.

Recognising private universities

Bond University on the Gold Coast was Australia's first private university and was established under its own Act by State Parliament in 1987.

The Office of Higher Education has continued to liaise with the proponents of a second private university to be based in Cairns. It is anticipated that a formal application for establishment of the university will be submitted in the second half of 2002.

The Office of Higher Education responded to four further inquiries about the legislative requirements and processes for becoming a university in Queensland.

Overseas higher education institutions operating in Queensland

Under the Act, overseas institutions may not operate in Queensland without the Minister's approval. The Act contains some broad criteria for granting this approval, the prime one being that the institution must be recognised in its country of origin by an appropriate authority. The National Protocols for Higher Education Approval Processes detail further criteria, including that the course or courses are comparable in requirements and learning outcomes to a course at the same level in a similar field in Australia.

Arrangements between the overseas institution and a local provider or agent are also subject to scrutiny. This is to ensure that there is a genuine relationship between agent and institution, verified by the institution, and that the institution retains authority for quality assurance and issuing awards. Approval granted by the Minister to operate in Queensland does not certify that the courses are accredited in Queensland.

One application for approval to operate in Queensland was assessed during 2001–2002. The application did not satisfy the criteria and was not approved.

The Office of Higher Education has been developing guidelines for the assessment of applications from overseas institutions to operate in Queensland in order to provide clear information for applicants and ensure consistent outcomes.

Accreditation of higher education courses offered by non-self-accrediting institutions

The Office of Higher Education administers a rigorous process to assess and make recommendations to the Minister about applications for course accreditation submitted by non-university providers of higher education.

This process includes:

- establishing expert independent course assessment panels to assess applications and make recommendations
- assessing each application in accordance with approved criteria
- determining whether each course and the way it is delivered are appropriate to the level of award to be conferred
- employing other review and evaluation mechanisms.

These accreditation processes are conducted according to ministerially approved Procedures and Criteria for the Accreditation of Higher Education Courses Offered by Non-University Providers. Under the Act and these procedures, accreditation includes reaccreditation.

The Minister accredited or reaccredited 39 higher education courses offered by private providers — see figure 36. As at 30 June 2002, 13 providers were accredited to deliver 72 courses in Queensland. As at 31 March 2002, enrolments in accredited courses totalled more than 4500 students.

Protection of the title 'university' and higher education award titles

On behalf of the Minister for Education, the Office of Higher Education investigated eight alleged breaches of the Act. Six of these involved the apparent operation in Queensland of overseas universities without the permission of the Minister. Most of these were resolved. An alleged breach, involving the unauthorised use of the term 'university' by a local provider, remains unresolved.

Other recognition arrangements

The Act provides for the Minister to recognise all universities established or recognised under an Act of the Commonwealth, or an Act of a state or a territory of Australia. There is therefore no impediment to universities from other Australian states and territories operating in Queensland.

Two interstate universities established a presence in Queensland through agents or partnerships with private entities during 2001–2002. These were the University of Canberra and La Trobe University. Contract arrangements between the universities and their agents were reviewed to ensure they complied with the National Protocols for Higher Education Approval Processes.

Quality assurance of higher education approval processes

Australian Universities Quality Agency (AUQA) trial audit

Queensland's higher education approval function, which is carried out on behalf of the Minister by the Office of Higher Education, was the subject of a trial audit by the Australian Universities Quality Agency (AUQA). This was the first time an Australian government accreditation agency had voluntarily undergone external scrutiny of its activities. The report of the audit was received in January 2002.

The report concluded that the accreditation functions:

- are fully consistent with national policy frameworks
- have a robust legal and policy basis, and are transparent to users
- are efficiently and effectively managed
- enhance the quality of the private higher education sector in Queensland.

The report said the accreditation, support, and advisory activities have enhanced, and continue to enhance, the quality of the private higher education sector in Queensland, and made eight specific commendations concerning these functions. This demonstrates the quality of Queensland's higher education sector, which makes a significant contribution to the state and the export of Queensland education.

The report also made 12 recommendations for improvement that are being considered for implementation as part of the review of the regulatory environment.

Review of the regulatory environment

The Office of Higher Education commenced a review of the regulatory environment for higher education approval processes in Queensland. The review will consider

implementing the recommendations of the AUQA audit, ensuring compliance with the protocols, and addressing some operational shortcomings identified over the past five years. Consultation with major stakeholders has commenced to amend the Act and Regulation. Subsequent to these amendments, the procedures will be reviewed and most other jurisdictions are undertaking similar reviews to ensure national consistency in approval processes.

It is envisaged that the revised legislation will be enacted in 2003.

Quality system

To complement the AUQA audit and legislative review, a quality system is being developed to further ensure that higher education approval processes are robust and transparent, and to minimise quality risk. The system will include measurable and relevant performance indicators to ensure transparent reporting to the department and external stakeholders, and it will complete the higher education approval and recognition quality framework in Queensland.

Networking

The Office of Higher Education was an active participant in a national network of higher education accreditation agencies, which met three times to share best practice. Officers have assisted other jurisdictions to review legislation and guidelines for approval processes.

On behalf of the Minister, the office provided accreditation information to clients including Centrelink, the Queensland Tertiary Admissions Centre and university admission units, the Commonwealth Department of Education, Science and Training, and the Australian Qualifications Framework Advisory Board secretariat. The office also responded to inquiries from individuals.

Figure 35: Queensland universities and private providers of higher education courses 2001–2002

Universities	Private providers
Australian Catholic University (Queensland)	Australian College of Natural Medicine Pty Ltd
Central Queensland University	Australian College of Theology
Griffith University	Brisbane College of Theology
James Cook University	Chartered Company Secretaries Australia Ltd
Queensland University of Technology	Christian Heritage College
The University of Queensland	Gestalt Association of Queensland (Gestalt Therapy and Training Centre)
University of Southern Queensland	Institute of Chartered Accountants in Australia
University of the Sunshine Coast	Nazarene Theological College
Bond University (private)	Queensland Baptist College of Ministries
	Queensland Institute of Business and Technology
	Royal Australian College of General Practitioners
	Russo Institute of Technology
	Shafston International College

Figure 36: Courses accredited by the Minister for Education 2001–2002

Name of private provider	Accredited course	Date accredited
Australian College of Theology	Master of Arts (Christian Studies)	January 2002
	Diploma of Ministry	January 2002
	Diploma of Theology	January 2002
	Advanced Diploma of Ministry	January 2002
	Advanced Diploma of Theology	January 2002
	Bachelor of Christian Studies	January 2002
	Bachelor of Ministries	January 2002
	Bachelor of Ministries (Honours)	January 2002
	Bachelor of Theology	January 2002
	Bachelor of Theology (Honours)	January 2002
	Graduate Diploma of Bible and Ministry	January 2002
	Graduate Diploma of Christian Studies	January 2002
	Graduate Diploma of Ministry	January 2002
	Graduate Diploma of Theology	January 2002
	Master of Arts in Ministry	January 2002
	Master of Arts in Theology	January 2002
	Master of Divinity	January 2002
	Master of Ministry	January 2002
	Master of Theology	January 2002
	Doctor of Ministry	January 2002
	Doctor of Theology	January 2002
Brisbane College of Theology	Graduate Diploma in Theology	January 2002
	Graduate Diploma in Ministry	January 2002
	Master of Ministry	January 2002
	Graduate Certificate in Theology	January 2002
	Graduate Certificate in Ministry	January 2002
	Master of Theological Studies	January 2002
Christian Heritage College	Diploma of Ministry	August 2001
	Bachelor of Ministry	August 2001
	Graduate Certificate in Ministry Studies	August 2001
	Graduate Diploma in Ministry Studies	August 2001
	Bachelor of Education (Preservice)	July 2001
	Graduate Certificate in Marriage and Family Counselling	October 2001
	Graduate Diploma in Human Studies	October 2001
Nazarene Theological College	Bachelor of Social Science	January 2002
	Advanced Diploma of Ministry	January 2002
Queensland Baptist College of Ministries	Bachelor of Ministry	January 2002
	Graduate Diploma of Ministry	January 2002
Royal Australian College of General Practitioners	Graduate Diploma in Rural General Practice	September 2001

Appendix 8: Legislation and statutory bodies within the portfolio of the Minister for Education

Primary and subordinate legislation administered by the Minister for Education

Primary legislation

Bond University Act 1987

Central Queensland University Act 1998

Education (Accreditation of Non-State Schools) Act 2001

Education (Capital Assistance) Act 1993

Education (General Provisions) Act 1989

Education (Overseas Students) Act 1996

Education (Queensland Studies Authority) Act 2002

(to commence 1 July 2002 with the exception of section 9)

Education (Teacher Registration) Act 1988

Education (Work Experience) Act 1996

Education (School Curriculum P–10) Act 1996 (repealed 30 June 2002)

Education (Senior Secondary School Studies) Act 1988 (repealed 30 June 2002)

Education (Tertiary Entrance Procedures Authority) Act 1990 (repealed 30 June 2002)

Grammar Schools Act 1975

Griffith University Act 1998

Higher Education (General Provisions) Act 1993

James Cook University Act 1997

Queensland University of Technology Act 1998

University of Queensland Act 1998

University of Southern Queensland Act 1998

University of the Sunshine Coast Act 1998

Subordinate legislation

Education (Accreditation of Non-State Schools) Regulation 2001

Education (Capital Assistance) Regulation 1994

Education (General Provisions) Regulation 2000

Education (School Curriculum P–10) Regulation 1997 (to be repealed 30 June 2002)

Education (Senior Secondary School Studies) Regulation 1999 (to be repealed 30 June 2002)

Education (Senior Secondary School Studies) By-law 1999 (to be repealed 30 June 2002)

Education (Overseas Students) Regulation 1998

Education (Queensland Studies Authority) Regulation 2002 (to be made and to commence 1 July 2002)

Education (Teacher Registration) By-law 1999

Grammar Schools Regulation 1992

Higher Education (General Provisions) Regulation 1996

Statutes of:

Central Queensland University

James Cook University

Griffith University

Queensland University of Technology

University of Queensland

University of Southern Queensland

Primary legislation passed during 2001–2002 financial year

Education (Accreditation of Non-State Schools) Act 2001

The *Education (Accreditation of Non-State Schools) Act 2001* was passed on 21 September 2001 and commenced substantially on 1 January 2002. The Act provides a new regime of accreditation and accountability for non-state schools in Queensland. Two bodies were established under the Act — the Non-State Schools Accreditation Board and the Non-State Schools Eligibility for Government Funding Committee.

The Act also established a formal process for assessing the eligibility of non-state school governing bodies for government funding.

Education (Queensland Studies Authority) Act 2002

The *Education (Queensland Studies Authority) Act 2002*, passed on 21 February 2002, established the Queensland Studies Authority, which replaced the Queensland Board of Senior Secondary School Studies, the Queensland School Curriculum Council and the Tertiary Entrance Procedures Authority. This Act, with the exception of section 9, commenced on 1 July 2002.

The authority subsumes the functions of the previous bodies for:

- developing and approving syllabuses and preschool guidelines
- assessing and testing students
- issuing certificates
- tertiary entrance procedures.

The authority is also responsible for accrediting syllabuses and preschool guidelines developed by other bodies. It is proposed that this function will be proclaimed to commence on 1 January 2003.

Subordinate legislation made during the 2001–2002 financial year

Education (Accreditation of Non-State Schools) Regulation 2001

The *Education (Accreditation of Non-State Schools) Regulation 2001* was made on 23 November 2001 and commenced on 1 January 2002. The regulation provides criteria that will be used by the Non-State Schools Accreditation Board to assess applications for accreditation from non-state schools. The regulation also provides additional information to the Act about applications for government funding.

Education (Queensland Studies Authority) Regulation 2002

The *Education (Queensland Studies Authority) Regulation 2002* was made and commenced on 1 July 2002. The regulation prescribing the procedures and criteria that the

Queensland Studies Authority will use when making decisions on certification, testing and tertiary entrance. The regulation also prescribes fees and appeal processes for a person aggrieved by an authority decision made under the regulation.

Statutory bodies within the portfolio of the Minister for Education

Board of Senior Secondary School Studies
(dissolved 1 July 2002)

Board of Teacher Registration

Queensland School Curriculum Council (P–10) (dissolved 1 July 2002)

Queensland Studies Authority (to be commenced 1 July 2002)

Queensland Tertiary Education Foundation

Tertiary Entrance Procedures Authority (dissolved 1 July 2002)

Board of the Trustees of the Brisbane Girls' Grammar School

Board of Trustees of the Brisbane Grammar School

Board of Trustees of the Ipswich Girls' Grammar School

Board of Trustees of the Ipswich Grammar School

Board of Trustees of the Rockhampton Girls' Grammar School

Board of Trustees of the Rockhampton Grammar School

Board of Trustees of the Toowoomba Grammar School

Board of Trustees of the Townsville Grammar School

Central Queensland University

Griffith University

James Cook University

Queensland University of Technology

University of Queensland

University of Southern Queensland

University of the Sunshine Coast

Corporation of the Minister*

Parents and citizens' associations*

*Parents and citizens' associations and the Corporation of the Minister do not produce their own annual reports and are not listed separately on the Statutory Bodies Register maintained by the Department of the Premier and Cabinet.

Appendix 9: Overseas travel by departmental officers*

Purpose of visit	Country	Person	Student group	Cost (\$)
TRAVEL BY DEPARTMENTAL OFFICERS NOT BASED IN SCHOOLS				
Presentation of papers — Eighth International Literacy and Education Research Network Conference on Learning	Greece	Allan Morgan, Fraser Coast District Office	No	3805
Promote Queensland state schools to international students	Hong Kong/ People's Republic of China (PRC)	Colleen Spencer, Education Queensland International	No	11 359
Promote Queensland state schools to international students	Hong Kong/PRC	Brian Forbes, Education Queensland International	No	11 359
Follow-up — recommendations made to the East Timor Education Division for future technical assistance by Education Queensland	East Timor	Sally Bannah, Education Queensland International	No	3788
Conference/presentation of paper/s — International Meeting of Reading Recovery Trainers and International Reading Recovery Institute in Vancouver, Canada	Canada	Mary Rosser, Teaching and Learning Branch	No	9358
Conference/presentation of paper/s — Networking the Learner: Seventh World Conference — Computers in Education	Denmark	Glenn Searle, Research Innovation and Access, AccessEd	No	2552
Increase international student enrolments in Queensland	Brazil	Paul Cooke, Education Queensland International	No	5455
Promote Education Queensland International Study Tour Program	Taiwan/Japan	Wendy Gilbert, Education Queensland International	No	8856
Conference — 4th International Conference on the teaching of Indonesian to speakers of other languages	Indonesia	Ceri Butler, Teaching and Learning Branch	No	900
Promote Queensland state schools to international students	PRC	Grant Larsen, Education Queensland International	No	450
Promote Queensland state schools to international students	PRC	Karl Shrubsole, Education Queensland International	No	3825
Promote Queensland state schools to international students	PRC	Henry Thompson, Education Queensland International	No	6183
Promote Queensland state schools to international students	PRC	Brian Forbes, Education Queensland International	No	6183
Promote Queensland state schools to international students	PRC	Dianne Wallace, Education Queensland International	No	3825
Promote Queensland state schools to international students	PRC	Barbara Pitt, Education Queensland International	No	6183
Increase international student enrolments in Queensland	Germany/England	Paul Cooke, Education Queensland International	No	10 400
Study education reforms in overseas educational systems	USA/Canada/UK	Jim Varghese, Office of the Director-General	No	16 663
Study education reforms in overseas educational systems	USA/Canada/UK	Roger Slee, Office of the Deputy Director-General	No	16 663
Higher education international marketing	USA/Canada/UK	Cecily Pearson, Office of Higher Education	No	14 740
Conference — Delivering Successful Public–Private Partnerships: Joint Office of Government Commerce and Partnerships UK Conference	United Kingdom/ Singapore	Neil Whittaker, Office of the Assistant Director-General (Resource Services)	No	12 645
Promote Education Queensland	Singapore	Gabrielle Matters, New Basics Branch	No	2812
Japanese language course	Japan	Vicky Gray, Teaching and Learning Branch	No	750

Purpose of visit	Country	Person	Student group	Cost (\$)
Japanese language course	Japan	Tracey Somerville, Teaching and Learning Branch	No	750
Japanese language course	Japan	Britt Wells, Teaching and Learning Branch	No	750
Japanese language course	Japan	Brooke Morrison, Teaching and Learning Branch	No	750
Japanese language course	Japan	Lesley Brandis, Teaching and Learning Branch	No	750
Japanese language course	Japan	Christine Greenslade, Teaching and Learning Branch	No	750
Japanese language course	Japan	Erica Thomasson, Teaching and Learning Branch	No	750
Promote Education Queensland International Study Tour Program	Japan	Wendy Gilbert, Education Queensland International	No	1200
Queensland Scholarships for Secondary Students in East Timor	East Timor	Sally Bannah, Education Queensland International	No	3451
Conference — Management Information Systems	New Mexico	Wayne Williams, Portfolio Performance Measurement Branch	No	3855
Conference — Management Information Systems	New Mexico	Trevor Kowitz, Portfolio Performance Measurement Branch	No	3855
Business Cooperation Group meeting	Papua New Guinea	Sally Bannah, Education Queensland International	No	2012
Chair — Inclusive Education Symposium at the American Educational Research Association (AERA) Conference in New Orleans	USA	Roger Slee, Office of the Deputy Director-General	No	10 593
Promote Queensland state schools to international students — reviewing visa documentation	PRC	Henry Thompson, Education Queensland International	No	4380
Promote Queensland state schools to international students — reviewing visa documentation	PRC	Joh Walsh, Education Queensland International	No	4579
Conference — Royal Australian Planning Institute	New Zealand	Linda Minnery, Facilities Services Unit	No	2504
Promote Education Queensland International Study Tour Program	Hong Kong/PRC	Wendy Gilbert, Education Queensland International	No	14 496
Promote Queensland state schools to international students — reviewing visa documentation	PRC	Barbara Pitt, Education Queensland International	No	3190
Develop agency agreements for the recruitment of full-fee paying students in Germany and France	Germany/Switzerland/France	Allan Langdon, Education Queensland International	No	12 319
Assess Queensland's four off-shore programs in China	PRC	Geoff Lacey, Education Queensland International	No	10 800
Promote Queensland state schools to international students	Indonesia/Taiwan	Brian Forbes, Education Queensland International	No	14 765
Assess Queensland's off-shore programs in China	PRC/Taiwan	Phil Waugh, Education Queensland International	No	4300
TRAVEL BY DEPARTMENTAL STAFF BASED IN SCHOOLS				
Conference/presentation of paper/s — Learning Conference 2001 on Virtual Schooling	Greece	Suzanne Innes, Bowen State High School	No	3775
Volunteer teacher — East Timor	Indonesia	Kathryn-Anne Symmons, Harristown State High School	No	8465
Volunteer teacher — East Timor	Indonesia	Vivian Bampton, Kingston State School	No	8465
Promote New Basics and investigate the organisation and curriculum of schools in other countries	South Korea/Singapore	Edward Bray, Mackay State High School	No	5935
4th International Reading Recovery Institute	Canada	Nyree Hubinger, Home Hill State School	No	510
Consolidate arrangements for Kenmore State High School to accept full-fee paying students from Xiangfan and consolidate sister-school arrangement	PRC	Jenny Haddrell, Kenmore State High School	No	1982
Exposure to Chinese language and culture	PRC	Jenny Bong, Urangan State High School	Yes	2500
Exposure to Chinese language and culture	PRC	Elizabeth Knight, Urangan State High School	Yes	2500
Exposure to Chinese language and culture	PRC	William Fordham, Urangan State High School	Yes	2500
Exposure to Chinese language and culture	PRC	Nicole Christensen, Hervey Bay State High School	Yes	2500
Maintain links with Takatsuki-Minami High School	Japan	Murray Wright, Toowoomba State High School	Yes	1233
Maintain links with Takatsuki-Minami High School	Japan	Jonathon Samson, Toowoomba State High School	Yes	1233
Maintain links with Takatsuki-Minami High School	Japan	Beth Adey, Toowoomba State High School	Yes	1233
Intensive Immersion in LOTE — German	Germany	Hetty Droog, Toowoomba State High School — Wilsonton Campus	Yes	531
Intensive Immersion in LOTE — German	Germany	Yvonne de Wit, Toowoomba State High School — Wilsonton Campus	Yes	531
Exposure to Chinese language and culture	PRC	Norman Fuller, Caboolture State High School	Yes	2280
Exposure to Chinese language and culture	PRC	Vicki Bellety, Kawana Waters State High School	No	1900
Exposure to Chinese language and culture	PRC	Grant Larsen, Kawana Waters State High School	No	1965
Sign sister-school agreement and develop contacts and relationships	Taiwan/Hong Kong	Warren Johnston, Merrimac State High School	No	500
Sign sister-school agreement and develop contacts and relationships	Taiwan/Hong Kong	John Lockhart, Merrimac State High School	No	500

Purpose of visit	Country	Person	Student group	Cost (\$)
Promote LOTE studies and foster sister-school agreement	New Caledonia	Edwile Wada, Caningeraba State School	Yes	1087
Promote LOTE studies and foster sister-school agreement	New Caledonia	Peter Hulett, Caningeraba State School	Yes	1087
Student exchange	Switzerland	Heather Baumgartner, Caloundra State High School	Yes	2500
Language course for teachers of German	Germany	Alison Kindt, Avoca State School	No	1800
Language course for teachers of French	France	Elaine Wilikai, Ormiston State School	No	1150
Language course for teachers of French	France	Salma Warren, Mansfield State High School	No	1150
Language course for teachers of French	Noumea	Lorraine Thomas, Rosewood State High School	No	1150
Queensland–Gifu/Saitama/Kobe/Osaka Guest Teacher Program	Japan	Sharron Short, Wavell State High School	No	15 260
Queensland–Gifu/Saitama/Kobe/Osaka Guest Teacher Program	Japan	Anna Christensen, Allentown State School	No	15 260
Queensland–Gifu/Saitama/Kobe/Osaka Guest Teacher Program	Japan	Ruth Davies, Banyo State High School	No	15 260
Queensland–Gifu/Saitama/Kobe/Osaka Guest Teacher Program	Japan	Bonnie Assman, Winton State School	No	15 260
Queensland–Gifu/Saitama/Kobe/Osaka Guest Teacher Program	Japan	Suzanna Cairns, Wellington Point State High School	No	15 260
2002 Queensland–Shanghai/Hubei Guest Teacher Program	PRC	Esther Watt, Kelvin Grove State School	No	6525
2002 Queensland–Shanghai/Hubei Guest Teacher Program	PRC	Andrea Bowring, Bentley Park College	No	6525
Build on sister city/school relationships	PRC	Ross Zelow, Urangan State High School	No	3500
Saitama International Junior Soccer Championships	Japan	Steve McDowall, Andergrove State School	Yes	1078
Saitama International Junior Soccer Championships	Japan	Jaey Limb, Bracken Ridge State School	Yes	1078
Saitama International Junior Soccer Championships	Japan	Peter Abt, Eumundi State School	Yes	1078
Saitama International Junior Soccer Championships	Japan	Peter Haslett, Bracken Ridge State School	Yes	1078
Conference — Distance Education Association of New Zealand (DEANZ)	New Zealand	Ian McKay, Cairns School of Distance Education	No	300
Responding to requests by the local community to expand international programs	Taiwan	John Lockhart, Merrimac State High School	No	500
Responding to requests by the local community to expand international programs	Taiwan	Warren Johnston, Merrimac State High School	No	500
Build on 2001 agreement	Japan	Justina Crawford, Merrimac State School	Yes	800
Build on 2001 agreement	Japan	Wayne Jenks, Merrimac State School	Yes	800
Attend World Congress	United Kingdom	Deborah Rossow, Varsity College	No	549
Conference — New Zealand Principals' Federation	New Zealand	Grace Sarra, Cherbourg State School	No	1350
Conference — New Zealand Principals' Federation	New Zealand	Chris Sarra, Cherbourg State School	No	1350
Korean Studies Workshop	South Korea	Deborah Cohen, Curriculum Innovation Branch	No	1200

*Overseas travel listed in this appendix refers to trips that were paid for or jointly paid for by the department. The department also maintains records of overseas travel paid for by external agencies.

Appendix 10: Home schooling

As at 30 June 2002, 1303 parents had applied successfully for dispensation from the compulsory attendance requirements of the *Education (General Provisions) Act 1989*, in order to educate their children at home.

Of these, 59 per cent were educated using programs from the state schools of distance education, 35 per cent were taking programs from non-state schools offering approved programs of distance education, and 6 per cent had devised their own programs of education.

Appendix 11: Engaging external groups

The department engaged with a number of community and other organisations during 2001–2002, including:

- Arts Queensland
- Australian Association of the Deaf
- Australian Music Examinations Board
- Autism Association of Queensland

- Queensland Braille Writers Association
- QUT Optometry Department
- QUT Reading Recovery Training
- University of Queensland Chisholm Centre

Appendix 12: Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) Task Forces

During 2001–2002, the department was represented on seven MCEETYA task forces focusing on:

- Indigenous and other Targeted Initiatives
- Information and Communications Technology in Schools
- Performance Measurement and Reporting
- Schools Resourcing
- Student Learning and Support Services
- Teacher Quality and Educational Leadership
- Transition from School

Appendix 13: Education Queensland contact details

	Mailing address	Phone	Fax	Email
District Offices				
Bayside	School Road, Capalaba 4157	3245 0222	3245 6741	leeanne.westphal@qed.qld.gov.au (Executive Services Officer)
Bundaberg	PO Box 3008, Bundaberg 4670	4154 0300	4153 1212	susan.fuller@qed.qld.gov.au (Executive Services Officer)
Cairns and Cape	PO Box 6094, Cairns 4870	4046 5222	4046 5200	jocelyn.Thompson@qed.qld.gov.au (Executive Services Officer)
Chinchilla	PO Box 493, Chinchilla 4413	4662 8600	4662 8624	jennifer.dinnis@qed.qld.gov.au (Executive Services Officer)
Coopers Plains	PMB 250, Mansfield DC 4122	3422 8355	3349 8507	jane.walters@qed.qld.gov.au (Executive Services Officer)
Corinda	PO Box 16, Sherwood 4075	3379 0500	3379 2882	colleen.hynd@qed.qld.gov.au (Executive Services Officer)
Emerald	PO Box 576, Emerald 4720	4983 8600	4983 8623	leanne.odonoghue@qed.qld.gov.au (Executive Services Officer)
Fraser–Cooloola	PO Box 142, Maryborough 4650	4121 1633	4121 1645	gail.dempster@qed.qld.gov.au (Executive Services Officer)
Geebung	PO Box 3376, Stafford DC 4053	3350 7866	3359 4243	chris.Thompson@qed.qld.gov.au (Executive Services Officer)
Gladstone	21 Dawson Highway, Gladstone 4680	4971 3613	4971 3698	amanda.walker@qed.qld.gov.au (A/Executive Services Officer)
Gold Coast North	PO Box 2818, Southport 4215	5583 6222	5531 4055	karen.spann@qed.qld.gov.au (Executive Services Officer)
Gold Coast South	PO Box 557, Robina DC 4226	5562 4888	5562 4800	lesley.wendt@qed.qld.gov.au (Executive Services Officer)
Ipswich	PMB 2, Ipswich 4305	3280 1773	3280 1986	cassie.cole@qed.qld.gov.au (Executive Services Officer)
Isis–Burnett	PO Box 142, Maryborough 4650	4121 1633	4121 1700	pat.lenthall@qed.qld.gov.au (Executive Services Officer)
Logan–Beaudesert	PO Box 5009, Eagleby 4207	3804 9600	3807 4943	beverley.taylor@qed.qld.gov.au (Executive Services Officer)
Longreach	PO Box 343, Longreach 4730	4658 4599	4658 4529	lorena.newton@qed.qld.gov.au (Executive Services Officer)
Mackay North and Hinterland	PO Box 760, Mackay 4740	4951 6817	4951 6824	robyn.mackenzie@qed.qld.gov.au (Executive Services Officer)
Mooloolaba	PO Box 5058, Maroochydore BC 4558	5456 8777	5456 8700	lee.gray@qed.qld.gov.au (Executive Services Officer)
Mount Gravatt	PMB 250, Mansfield DC 4122	3422 8320	3349 8647	maree.ashcroft@qed.qld.gov.au (Executive Services Officer)
Mount Isa	PO Box 1267, Mount Isa 4825	4744 8220	4744 8201	estrella.oleary@qed.qld.gov.au (A/Executive Services Officer)
Murrumba	Ogg Road, Murrumba Downs 4503	3881 9600	3881 9630	karen.morris@qed.qld.gov.au (Executive Services Officer)
Nambour	PO Box 745, Nambour 4560	5470 8900	5470 8909	roslyn.gaylard@qed.qld.gov.au (Executive Services Officer)
Rockhampton	PO Box 138, Rockhampton 4700	4938 4661	4938 4921	alison.Bainbridge@qed.qld.gov.au (Executive Services Officer)
Roma	PO Box 456, Roma 4455	4622 9719	4622 3220	barbara.kunde@qed.qld.gov.au (Executive Services Officer)
South Burnett	PO Box 197, Kingaroy 4610	4162 9500	4162 9524	kathy.masters@qed.qld.gov.au (Acting Executive Services Officer)
Stafford	PO Box 3376, Stafford DC 4053	3350 7866	3359 4243	cynthia.kilah@qed.qld.gov.au (Acting Executive Services Officer)
Tablelands–Johnstone	PO Box 1366, Atherton 4883	4091 0819	4091 0869	sue.careless@qed.qld.gov.au (Executive Services Officer)
Toowoomba	PO Box 38, Toowoomba 4350	4616 9160	4616 9102	vicky.fogarty@qed.qld.gov.au (Executive Services Officer)
Darling Downs	PO Box 38, Toowoomba 4350	4616 9166	4616 9101	julie.althaus@qed.qld.gov.au (Executive Services Officer)
Torres Strait Islands	PO Box 117, Thursday Island 4875	4069 0105	4069 1734	valerie.odell@qed.qld.gov.au (Executive Services Officer)
Townsville	PO Box 5179, Townsville 4810	4726 3150	4726 3100	elizabeth.wratten@qed.qld.gov.au (Executive Services Officer)
Warwick	Blaketon House, 24 Palmerin Street, Warwick 4370	4661 0502	4661 0525	maree.walker@qed.qld.gov.au (Executive Services Officer)
West Moreton	PO Box 874, Ipswich 4310	3280 1665	3280 1199	desley.spiller@qed.qld.gov.au (Executive Services Officer)
Facility Service Centres, including responsibilities for Corporate Services Unit (CSU)				
Central Queensland — servicing CSUs for central and outback Queensland	Floor 4, 209 Bolsover Street, Rockhampton 4700	4938 4851	4938 4920	kerry.anderson@qed.qld.gov.au (Executive Services Officer)
Metropolitan North CSU	Ground Floor, 257 Gympie Road, Kedron 4031	3350 9101	3350 9190	lloyd.bagley@qed.qld.gov.au (Executive Services Officer)
Metropolitan South CSU	Floor 2, Block A Garden Square, 643 MacGregor Street, Mt Gravatt 4122	3420 2555	3420 2500	dedrie.deamicis@qed.qld.gov.au (Executive Services Officer)
North — servicing CSUs for northern, far northern and outback Queensland	PO Box 7440, Cairns 4870	4046 5254	4046 5261	lee.howarth@qed.qld.gov.au (Executive Services Officer)
South-West Queensland — servicing CSUs for south-west and outback Queensland	PO Box 1125, Toowoomba 4350	4616 9181	4616 9188	Julie.munn@qed.qld.gov.au (Office Manager)
Statewide services				
AccessEd	PO Box 1238, Coorparoo DC 4151	3421 6333	3421 6300	information.ro_accessed@qed.qld.gov.au
Disability Services Support Unit	141 Merton Road, Woolloongabba 4102	3240 9333	3240 9393	InclusiveEducation@qed.qld.gov.au