

Queensland Schools Planning Reference Committee

Terms of Reference



Currency of Terms of Reference

Terms of Reference endorsed by

Executive Director

Infrastructure Strategy and Planning

Infrastructure Services Branch

Department of Education

18 December 2019

Rationale

Implementation of an ongoing demand mapping process is required to enable:

- a) Schooling sectors, state planning agencies, local governments and the public to have ongoing access to infrastructure demand mapping and data, updated periodically as appropriate; and
- b) School infrastructure demand mapping to be subject to ongoing review that will:
 - i) facilitate sharing of current intelligence around population projections and demand for school infrastructure and each sectors' planning around this; and
 - ii) be informed and respond to local and state government planning cycles and current policy directions, in order to best coordinate planning.

Purpose

The purpose of the Queensland Schools Planning Reference Committee (QSPRC) is to establish and maintain a consultative, cross-sector process to:

- assess the impact of population growth and to inform the planning of new schools in Queensland;
- provide advice to Government on general issues relating to the planning of new schools, and possible reforms to assist in the timely, collaborative and efficient delivery of educational infrastructure for growth areas; and
- investigate and consult further on the role of a Schools Planning Forum, proposed to meet on an annual basis, with representatives from the education sectors, local government, state government planning department, and development industry to discuss issues relating to planning for new schools.

Scope

The QSPRC will:

- Review statistical and demographic data to support the analysis of future demand for schooling in Queensland;
- Provide a forum for creating a coordinated schools planning approach across sectors;
- Consult with local governments, local education providers and developers to verify statistical data and form an understanding of local growth patterns;
- Through the consultation process seek endorsement of future school demand maps from relevant local governments;
- Publish findings, in the form of future school demand maps, in a public forum;
- Deliver outputs including:
 - A consultation summary detailing the QSPRC consultation activities and findings for key growth areas (for QSPRC reference only, not to be published), and;
 - Demand Maps to show key growth areas and recommendations on the number of new primary and secondary schools required in those areas (to be made publically available);
- Provide advice to the Minister for Education regarding future school planning;
- Discuss school planning and assessment issues, including:
 - planning regulation reform including, planning scheme development and;
 - opportunities for innovative cross-sectoral schools planning outcomes.

Out of scope activities:

- Special School assessment
- School viability assessment and closures

Membership

Chair

- Executive Director, Infrastructure Strategy and Planning, Infrastructure Services Branch (DoE).

Committee Members

- State Schools Division (DoE), Representative;
- Manager, Capital Programs, Queensland Catholic Education Commission;
- Manager, Planning Services, Brisbane Catholic Education Office;
- Principal Advisor, Policy and Research, Independent Schools Queensland;
- Manager Planning, Development and Environment, Local Government Association of Queensland representative;
- Team Leader, Consolidated Projections Project, Queensland Government Statistician's Office; and
- Director, Community Hubs and Partnerships, Department of State Development, Manufacturing, Infrastructure and Planning.

Or

- Nominated proxy

Roles and Responsibilities of QSPRC Members

The Chair of QSPRC will:

- Lead and direct the activities of the Committee and ensure the Committee operates effectively;
- Induct new Committee members;
- Implement Committee decisions (within delegation);
- Set the Committee meeting agenda;
- Conduct meetings and Committee business;
- Manage the review of Committee performance; and
- Refer matters to the Minister for consideration.

Committee Members of QSPRC will:

- Ensure processes are in place for the effective operation of the Committee;
- Ensure the policies and decision-making processes of the Committee are congruent with broader Government policies;
- Regularly attend Committee meetings;
- Provide advice and information on issues;
- Consider, contribute to and sponsor papers to the Minister; and
- Notify the Committee of any conflicts or potential conflicts of interest.

Committee Secretariat of QSPRC:

- Will be the Executive Assistant to the Chair;
- Provide support for the efficient and effective operations of the Committee;
- Assist the Chair with the provision of information for the induction of new Committee members;
- Prepare, circulate and maintain Committee agenda and collateral; and
- Monitor the progress of Committee action items and ensure follow up information on these items is available at Committee meetings.

New Schools Demand Mapping

- Reporting by QSPRC on the outcomes of demand mapping consultation will be conducted every two to three years.
- This will align with the release of updates to the Queensland Government Population Projections. Supplementary information may be released between the major revisions, for example, to respond to significant emerging developments.
- Each represented group will seek advice from their own organisations as appropriate prior to QSPRC approving the Demand Maps and Committee Annual Reports.
- Following approval by QSPRC, the Demand Maps will be forwarded to the Director-General of Education for endorsement and publication and to the Minister for Education and the Minister for Industrial Relations for noting.

General New School Planning Issues

- Reporting by QSPRC on general new school planning issues will generally be conducted annually (or as required).
- Each represented group will seek approval from their own organisations as appropriate prior to QSPRC approving any recommendations.
- Recommendations will be forwarded to the Director-General of Infrastructure, Local Government and Planning for information, and to the Minister for Education and the Minister for Industrial Relations for noting.

Frequency and Conduct of Meetings

Formal QSPRC meetings will usually be held quarterly. The date and location of these meetings will be determined by the Chair of the Committee.

Meetings will generally be organised around a specific purpose, for example:

- Endorse the process and outcomes of new schools demand mapping consultation; and
- Discussion of general issues relating to the planning of new schools, and possible reforms to assist in the timely, collaborative and efficient delivery of educational infrastructure for growth areas.
- Out-of-session consultation will be held as required by nominated representatives of QSPRC.

Demand Mapping Consultation Sessions

- Consultation sessions for new schools demand mapping will be organised in Local Government Areas containing high-growth areas, with participants to be nominated by Committee members.
- The high-growth areas will be determined through a desktop assessment of Queensland Government population projections and agreed by all committee members.
- Consultation sessions include representatives from the QSPRC stakeholder organisations, as well as representatives from the local council, local school providers (usually school principals) and the relevant DoE regional office.
- Staff and other individuals present at Committee meetings are privy to discussions on the basis of complete confidentiality. Unless otherwise agreed, there must be no disclosure of the nature or content of Committee deliberations.

Schools Planning Forum

The QSPRC will act as the steering committee for an annual Schools Planning Forum. This will provide a forum for a range of stakeholders to discuss emerging issues relating to schools planning. The QSPRC will provide overall direction on the timing, location, content and invitees to this forum.

Retention of Records

- Committee records form part of the public record and should provide adequate detail of proceedings and decisions made. Quality records and appropriate follow-up mechanisms promote transparency of the decision making process and facilitate effective governance.
- The Secretariat will maintain a record system including the:
 - agenda and minutes;
 - briefing notes;
 - tabled documents and attachments;
 - action items, outcomes and decisions.
- Records will be managed within HP Trim owned by the Department of Education.

Review Arrangements

The QSPRC will undertake an annual review of the Terms of Reference.