

RTI Application

181433

**Queensland Parents for
Secular State Schools**

File A

DoE

BASTIN, Rachel

From: BRENNAN, Bevan
Sent: Tuesday, 23 May 2017 9:32 AM
To: MCALLISTER, Danielle
Subject: RE: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Hi Dan, Will we be ready to do these agenda items. We don't have to. BB

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M:

E: bevan.brennan@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

Inspiring minds. Creating opportunities. Shaping Queensland's future.
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From:

Sent: Monday, 22 May 2017 10:06 PM

Cc: BRENNAN, Bevan ; MCALLISTER, Danielle ; WALSH, Becky ; RUTHENBERG, Michelle ; CHEUNG, Catherine ; COYNE, Linda ; BORZELLEGA, Melissa

Subject: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Hi Jenna

Thanks for the draft agenda.

I would like to add the following items to the agenda:

New RI Consent Form

It would seem appropriate to have the opportunity to discuss the above items as this will be the first RIQA meeting following the release of the and also the new RI Consent Form. These are all important matters in the day-to-day functioning of the RI program here in Queensland.

Kind Regards

From: PANKRATZ, Jenna [<mailto:Jenna.PANKRATZ@det.qld.gov.au>]

Sent: Wednesday, 17 May 2017 2:05 PM

contrary to public interest

Cc: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>; MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>; WALSH, Becky <Becky.WALSH@det.qld.gov.au>; RUTHENBERG, Michelle <Michelle.RUTHENBERG@det.qld.gov.au>; CHEUNG, Catherine <Catherine.CHEUNG@det.qld.gov.au>; COYNE, Linda <Linda.COYNE@det.qld.gov.au>; BORZELLEGA, Melissa <Melissa.BORZELLEGA@det.qld.gov.au>

Subject: Religious Instruction Quality Assurance (RIQA) meeting – 30 May 2017 - Request for agenda items

Dear RIQA members

Please find attached the draft agenda for the Term 2 Religious Instruction Quality Assurance (RIQA) meeting at 1:30pm – 2:30pm on 30 May 2017, in room 12:18 on Floor 12, Education House, 30 Mary Street, Brisbane.

If you would like to nominate additional agenda items, please email them to me by Wednesday 24 May 2017.

Should you wish to teleconference into the meeting, or send a proxy to the meeting on your behalf, please advise me as soon as practicable.

Additionally, if you require a carpark for the meeting, please email catherine.cheung@det.qld.gov.au with your vehicle registration number and contact information for the booking. All carpark bookings must be finalised at least 24 hours prior to the RIQA meeting.

Please confirm your attendance by Friday 26 May 2017 – if no response is received, your attendance will be expected as per your response to the original meeting invitation.

Many thanks
Jenna

Jenna Pankratz

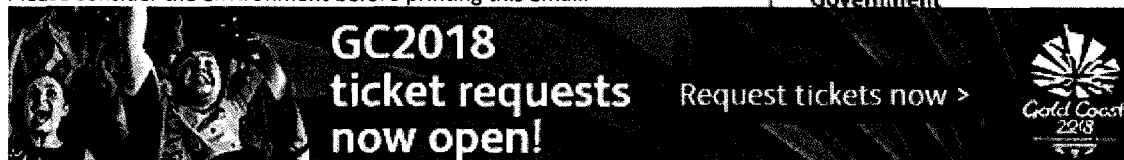
A/Senior Policy Officer
State Schools – Operations
Department of Education and Training

P: 07 351 35959

E: Jenna.PANKRATZ@det.qld.gov.au

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PO Box 15033 | City East QLD 4002

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It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interference by third parties or replication problems (including incompatibility with your computer system).

Released under the RTIA Act

MCALLISTER, Danielle

From: WALSH, Becky
Sent: Friday, 26 May 2017 8:50 AM
To: MCALLISTER, Danielle
Cc: HAFNER, Jenna; RUTHENBERG, Michelle; COYNE, Linda
Subject: FW: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Categories: REPLY FROM EMAIL- RESPOND IF NECESSARY

Hi Dan

Pls see contrary to public interest response to Jenna – reiterating the need for an item about the new consent form template to be included on the agenda.

We've got a pre-RIQA meeting with Bevan this afternoon and will let him know

While contrary to public interest indicates "I am aware of confusion in a number of schools about the new consent form and it would be helpful if RIQA were able to resolve these issues for Principals in order to minimise their workload.", we've of the view that if principals are confused, they should contact the department to resolve any issues, not RIQA members.

Jenna will hold off on sending a further reply at this time.

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M contrary to public interest

From: PANKRATZ, Jenna
Sent: Friday, 26 May 2017 8:41 AM
To: RUTHENBERG, Michelle; WALSH, Becky; COYNE, Linda
Subject: FW: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Hi All

Please see below FYI.

Many thanks
Jenna

Jenna Pankratz
A/Senior Policy Officer

T: 07 351 35959 | E: jenna.pankratz@det.qld.gov.au

From: contrary to public interest
Sent: Thursday, 25 May 2017 8:34 PM
To: PANKRATZ, Jenna
Cc: BRENNAN, Bevan; MCALLISTER, Danielle
Subject: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Hi Jenna

Thank you for your email below.

From: [redacted] contrary to public interest

Sent: Monday, 22 May 2017 10:06 PM

[redacted] contrary to public interest

Cc: BRENNAN, Bevan; MCALLISTER, Danielle; WALSH, Becky; RUTHENBERG, Michelle; CHEUNG, Catherine; COYNE, Linda; BORZELLEGA, Melissa

Subject: Religious Instruction Quality Assurance (RIQA) meeting - 30 May 2017 - Request for agenda items

Hi Jenna

Thanks for the draft agenda.

I would like to add the following items to the agenda:

[redacted] irrelevant

New RI Consent Form

It would seem appropriate to have the opportunity to discuss the above items as this will be the first RIQA meeting following the release of the [redacted] irrelevant and also the new RI Consent Form. These are all important matters in the day-to-day functioning of the RI program here in Queensland.

[redacted] irrelevant

Kind Regards

[redacted] contrary to public interest

From: PANKRATZ, Jenna [mailto:Jenna.PANKRATZ@det.qld.gov.au]

Sent: Wednesday, 17 May 2017 2:05 PM

[redacted] contrary to public interest

Cc: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>; MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>; WALSH, Becky <Becky.WALSH@det.qld.gov.au>; RUTHENBERG, Michelle <Michelle.RUTHENBERG@det.qld.gov.au>; CHEUNG, Catherine <Catherine.CHEUNG@det.qld.gov.au>; COYNE, Linda <Linda.COYNE@det.qld.gov.au>; BORZELLEGA, Melissa <Melissa.BORZELLEGA@det.qld.gov.au>

Subject: Religious Instruction Quality Assurance (RIQA) meeting – 30 May 2017 - Request for agenda items

Dear RIQA members

Please find attached the draft agenda for the Term 2 Religious Instruction Quality Assurance (RIQA) meeting at 1:30pm – 2:30pm on 30 May 2017, in room 12:18 on Floor 12, Education House, 30 Mary Street, Brisbane.

If you would like to nominate additional agenda items, please email them to me by Wednesday 24 May 2017.

Should you wish to teleconference into the meeting, or send a proxy to the meeting on your behalf, please advise me as soon as practicable.

Additionally, if you require a carpark for the meeting, please email catherine.cheung@det.qld.gov.au with your vehicle registration number and contact information for the booking. All carpark bookings must be finalised at least 24 hours prior to the RIQA meeting.

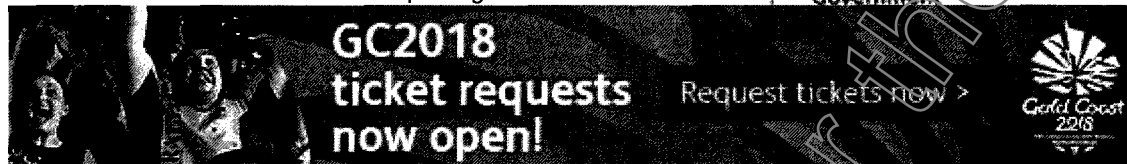
Please confirm your attendance by Friday 26 May 2017– if no response is received, your attendance will be expected as per your response to the original meeting invitation.

Many thanks
Jenna

Jenna Pankratz
A/Senior Policy Officer
State Schools – Operations
Department of Education and Training

P: 07 351 35959
E: Jenna.PANKRATZ@det.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Minutes

Religious Instruction Quality Assurance (RIQA) Advisory Group

Date/time: Tuesday 30 May, 1:30pm – 2:30pm

Location: 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Bevan Brennan, Assistant Director-General
State Schools – Operations (SSO)

Secretariat: Jenna Pankratz, A/Senior Policy
Officer, SSO

Attendees:

Members: Acts 2 Alliance [contrary to public interest] Anglican Province of Queensland and Anglican Schools Commission [contrary to public interest] Australian Christian Churches [contrary to public interest] Baha'i Local Spiritual Assembly – Gold Coast [contrary to public interest] Churches of Christ Queensland [contrary to public interest] Corporation of the Roman Catholic Bishops of Queensland [contrary to public interest] Fellowship of Independent Evangelical Churches [contrary to public interest] Lutheran Church Queensland [contrary to public interest] Presbyterian Church of Queensland [contrary to public interest] Queensland Baptists [contrary to public interest] The Gideons International Australia [contrary to public interest] [teleconference]; The Salvation Army [contrary to public interest] The Wesleyan Methodist Church of Australia [contrary to public interest] [contrary to public interest] Uniting Church in Australia – Queensland Synod [contrary to public interest]

Others: Executive Director, SSO, DET (Danielle McAllister); Manager, SSO, DET (Melissa Borzellega); A/Principal Policy Officer, SSO, DET (Stephanie Hare); Principal Policy Officer, SSO, DET (Michelle Ruthenberg); Guest presenter - Assistant Director, Queensland Curriculum and Assessment Authority (Paul Ould).

Apologies: Buddhist Council of Queensland Inc. [contrary to public interest] Islamic Council of QLD [contrary to public interest]

Agenda item	Discussion/outcomes
1. Meeting opening 1.1. Welcome, apologies and membership changes 1.2. Previous minutes 1.2.1. Confirmation 1.2.2. Business arising	1. Meeting welcome 1.1 Chair welcomed all attendees. 1.2 Previous Minutes 1.2.1 Minutes from the 22 February 2017 meeting were accepted. 1.2.2 All action items from the previous meeting have been completed. <ul style="list-style-type: none"> The Chair advised RIQA members to email the Chair if they identify any issues with the implementation of RI in schools. A RIQA member advised that after emailing the Chair about an issue with the implementation of RI at a school, the school contacted them promptly. The RIQA member thanked the Chair. A concern was raised about the wording of the RI consent form template's reference to RI programs not being endorsed by the Department. The need to be clear and factual was discussed. Action: 1.1 – [contrary to public interest] to email feedback about the consent form template to the Secretariat. Some members expressed concern that some principals are not aware that the form is optional. Action: 1.2 – The Department will publish a State Schools Update in Term 3 2017 to remind principals that the consent form is optional.

Agenda item	Discussion/outcomes
Irrelevant	
5. Other business	Nil

TRIM ref: 17/401292

Agenda item	Discussion/outcomes
6. Meeting finalisation	Next meeting: Term 3 2017, 3pm, 9 August 2017

A summary of decisions and actions is provided below:

Action item number	Decisions and actions	Lead action officer	Due date
1.1	contrary to public to email feedback about the consent form template to the Secretariat.	contrary to public in	23 June 2017
1.2	The Department will publish a State Schools Update in Term 3 2017 to remind principals that the consent form is optional.	DET	Term 3 2017
2.1	irrelevant		
2.2			
3.1			
3.2			

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET, it will be noted at the relevant part of these minutes.

BASTIN, Rachel

From: Don Wilson <Don.Wilson@ministerial.qld.gov.au>
Sent: Friday, 4 August 2017 6:40 AM
To: BRENNAN, Bevan
Subject: FW: [irrelevant]

Attachments: Materials
[irrelevant]
[irrelevant] template-consent-form (21).doc

Follow Up Flag: Follow up
Flag Status: Completed

I phoned [contrary] yesterday afternoon. I forward her response FYI.

[contrary] also advised that she will be unable to respond to the new doc by today and will need until Monday. I indicated that the Minister is ok with that.

I also spoke to the [contrary to p]. He said that the dos was 90% ok. He said he raised a few issues yesterday. I told him that the Dept was agreeable. He confirmed if that was the case he was 100% on board.

I conveyed all this to the Minister.

Cheers Don



Don Wilson
Senior Policy Advisor
Office of the Hon. Kate Jones MP
Minister for Education and Minister for Tourism,
Major Events and Commonwealth Games

P 07 3719 7540 M [contrary to public inte]
1 William Street, Brisbane QLD 4000
PO Box 15033 City East QLD 4002

From: [contrary to public interest]

Sent: Thursday, 3 August 2017 6:50 PM

To: Don Wilson

Subject: FW: [irrelevant]

Hi Don

The call this afternoon was greatly appreciated.

Please find following the email which I forwarded to the Minister this afternoon.

I look forward to working with you as we seek to deliver best practice RI in Queensland state schools, reflecting the diversity of many beliefs, religions and cultures within our community and schools.

Kind Regards

[contrary to public interest]

Spokesperson

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are reviewed to ensure that they are age-appropriate and meet the Department's policies and procedures, however are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. All RI classes and Instructors are supervised by classroom teachers. All RI Instructors meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, use only the authorised materials and participate in faith-based training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal. It is not necessary to identify with any faith group in order to give consent for your child to participate in RI.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none">List all providers	<ul style="list-style-type: none">Program title	<ul style="list-style-type: none">LocationDate / day / time / duration each week
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website (and in the school's <parent/enrolment> handbook). You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

Information to parents and consent form – religious instruction and other instruction

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

✂ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☒ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

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Pages 17 through 49 redacted for the following reasons:

irrelevant

Released under the RTI
Act

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are reviewed to ensure that they are age-appropriate and meet the Department's policies and procedures, however are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. All RI classes and instructors are supervised by classroom teachers. All RI instructors meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, use only the authorised materials and participate in faith-based training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal. It is not necessary to identify with any faith group in order to give consent for your child to participate in RI.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

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Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

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The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.



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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name

School Name

X _____

Please complete, sign and return this form to the schooloffice or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

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BASTIN, Rachel

From: contrary to public interest
Sent: Monday, 7 August 2017 5:03 PM
To: BRENNAN, Bevan
Subject: RE: Term 3 Religious Instruction Quality Assurance (RIQA) meeting - 9 August 2017

Follow Up Flag: Follow up
Flag Status: Completed

Added to agenda – Jas

Hi Bevan

I apologise for the delay in this response.

Could the following 2 items please be added to the agenda for Wednesday:

1. irrelevant

2. Consent Form

Thanks

contrary to public interest

From: BRENNAN, Bevan [<mailto:Bevan.BRENNAN@det.qld.gov.au>]

Sent: Friday, 4 August 2017 8:16 PM

contrary to public interest

Cc: WATTERSTON, Jim <Jim.WATTERSTON@det.qld.gov.au>; WALTON, Patrea <Patrea.WALTON@det.qld.gov.au>;
MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>

Subject: Term 3 Religious Instruction Quality Assurance (RIQA) meeting - 9 August 2017

Dear RIQA members

Please find attached the draft agenda for the Term 3 Religious Instruction Quality Assurance (RIQA) meeting at 3:00pm – 4:30pm on 9 August 2017, in room 12:18 on Floor 12, Education House, 30 Mary Street, Brisbane. The meeting has been extended by half an hour to facilitate discussion.

The meeting will be chaired by Dr Jim Watterston, Director-General.

If you would like to nominate additional agenda items, please email them to me by 4:00pm Monday 7 August 2017.

Should you wish to teleconference into the meeting, or send a proxy to the meeting on your behalf, please advise me as soon as practicable.

Additionally, if you require a carpark for the meeting, please email leilani.houston@det.qld.gov.au with your vehicle registration number and contact information for the booking. All carpark bookings must be finalised at least 24 hours prior to the RIQA meeting please.

Please confirm your attendance by close of business 4:00pm Monday, 7 August 2017.

Best wishes
Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836
M: [contrary to publ]
E: bevan.brennan@det.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



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It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interference by third parties or replication problems (including incompatibility with your computer system).

BASTIN, Rachel

From: contrary to public interest
Sent: Sunday, 6 August 2017 8:53 AM
To: BRENNAN, Bevan
Subject: Agenda items for RIQA meeting

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Printed for Bevan

Discussed with Bevan and added to the agenda – Jasmine 7 August

Dear Bevan. Possible agenda items. 1. Consent form implementation and its impact on RI involvement. 2.

irrelevant

Sent from my iPhone

On 4 Aug 2017, at 8:16 pm, BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au> wrote:

Dear RIQA members

Please find attached the draft agenda for the Term 3 Religious Instruction Quality Assurance (RIQA) meeting at 3:00pm – 4:30pm on 9 August 2017, in room 12:18 on Floor 12, Education House, 30 Mary Street, Brisbane. The meeting has been extended by half an hour to facilitate discussion.

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Please confirm your attendance by close of business 4:00pm Monday, 7 August 2017.

Best wishes

Bevan

Bevan Brennan

Assistant Director-General

State Schools – Operations

Department of Education and Training

P: 07 3513 5836

M: contrary to public interest

E: bevan.brennan@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

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Act

BASTIN, Rachel

From: BRENNAN, Bevan
Sent: Tuesday, 8 August 2017 4:41 PM
To: contrary to public interest

Cc: WATTERSTON, Jim; WALTON, Patrea
Subject: Agenda: Term 3 Religious Instruction Quality Assurance (RIQA) meeting - 9 August 2017
Attachments: Agenda Term 3 RIQA meeting 9 August.pdf; DRAFT Minutes RIQA meeting 30 May.pdf
Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon RIQA members,

Please find attached the agenda for tomorrow's meeting and the draft minutes of the Term 2 meeting.

I look forward to seeing you at the meeting.

Best wishes
Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: [contrary to public](#)

E: bevan.brennan@det.qld.gov.au

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Agenda

Religious Instruction Quality Assurance advisory group

Date/time: Wednesday 9 August 2017, 3:00pm-4:30pm **Location:** Room 12.18, Floor 12, Education House, 30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director, State Schools – Operations, DET

Teleconference: Dial **Participant Code** **Moderator (Education House)**

Attendees:

Members: Acts 2 Alliance Anglican Province of Queensland and Anglican Schools Commission Baha'i Local Australian Christian Churches Spiritual Assembly – Gold Coast Buddhist Council of Queensland Inc. Corporation of the Roman Catholic Bishops of Queensland Fellowship of Independent Evangelical Churches Islamic Council of QLD Lutheran Church Queensland Presbyterian Church of Queensland Queensland Baptists The Gideons International Australia (via teleconference); The Salvation Army The Wesleyan Methodist Church of Australia Uniting Church in Australia – Queensland Synod

Others: Deputy Director-General, State Schools, DET (Patreia Walton); Assistant Director-General, State Schools – Operations, DET (Bevan Brennan); Director, State Schools – Operations, DET (Becky Walsh)

Apologies: Australian Christian Churches Churches of Christ Queensland

Agenda Item	Sponsoring member	Action	Paper circulated	Time (mins)
1. Meeting opening 1.1. Welcome and apologies 1.2. Previous minutes: <ul style="list-style-type: none"> - Ordinary meeting (30 May 2017) - Special meeting (21 June 2017) - Special meeting (1 August 2017) 1.2.1. Confirmation 1.2.2. Business arising	Chair	Noting Endorsement	Ordinary meeting minutes circulated with agenda.	5 mins
2. irrelevant		Consideration and Discussion	-	40 mins
3.		Discussion	-	10 mins
4.		Discussion	-	10 mins

5. Consent form	contrary to public inte	Discussion	-	10 mins
6. irrelevant		Discussion	-	10 mins
7. Meeting finalisation 7.1. Review of actions to be taken 7.2. Next meeting: Term 4 2017 16 November 2017 7.3. Proposed forward agenda items: <ul style="list-style-type: none"> - Terms of Reference - irrelevant - - 7.4. Meeting close	Chair	Noting	-	5 mins

DRAFT Minutes

Religious Instruction Quality Assurance (RIQA) Advisory Group

Date/time: Tuesday 30 May, 1:30pm – 2:30pm

Location: 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Bevan Brennan, Assistant Director-General
State Schools – Operations (SSO)

Secretariat: Jenna Pankratz, A/Senior Policy
Officer, SSO

Attendees:

Members: Acts 2 Alliance contrary to public; Anglican Province of Queensland and Anglican Schools Commission contrary to public interest; Australian Christian Churches contrary to public interest; Baha'i Local Spiritual Assembly – Gold Coast contrary to public; Churches of Christ Queensland contrary to public; Corporation of the Roman Catholic Bishops of Queensland contrary to public; Fellowship of Independent Evangelical Churches contrary to public interest; Lutheran Church Queensland contrary to public interest; Presbyterian Church of Queensland contrary to public interest; Queensland Baptists contrary to public; The Gideons International Australia contrary to public via teleconference); The Salvation Army contrary to public; The Wesleyan Methodist Church of Australia contrary to public; Uniting Church in Australia – Queensland Synod contrary to public interest.

Others: Executive Director, SSO, DET (Danielle McAllister); Manager, SSO, DET (Melissa Borzellego); A/Principal Policy Officer, SSO, DET (Stephanie Hare); Principal Policy Officer, SSO, DET (Michelle Ruthenberg); Guest presenter - Assistant Director, Queensland Curriculum and Assessment Authority (Paul Ould).

Apologies: Buddhist Council of Queensland Inc. contrary to public; Islamic Council of QLD contrary to public interest

Agenda Item	Discussion/outcomes
1. Meeting opening 1.1. Welcome, apologies and membership changes 1.2. Previous minutes 1.2.1. Confirmation 1.2.2. Business arising	1. Meeting welcome 1.1 Chair welcomed all attendees. 1.2 Previous Minutes 1.2.1 Minutes from the 22 February 2017 meeting were accepted. 1.2.2 All action items from the previous meeting have been completed. <ul style="list-style-type: none"> The Chair advised RIQA members to email the Chair if they identify any issues with the implementation of RI in schools. A RIQA member advised that after emailing the Chair about an issue with the implementation of RI at a school, the school contacted them promptly. The RIQA member thanked the Chair. A concern was raised about the wording of the RI consent form template's reference to RI programs not being endorsed by the Department. The need to be clear and factual was discussed. Action: 1.1 – <small>contrary to public</small> to email feedback about the consent form template to the Secretariat. Some members expressed concern that some principals are not aware that the form is optional. Action: 1.2 – The Department will publish a State Schools Update in Term 3 2017 to remind principals that the consent form is optional.

Agenda Item	Discussion/outcomes
irrelevant	
5. Other business	Nil

TRIM ref: 17/401292

Agenda item	Discussion/outcomes
6. Meeting finalisation	Next meeting: Term 3 2017, 3pm, 9 August 2017

A summary of decisions and actions is provided below:

Action item number	Decisions and actions	Lead action officer	Due date
1.1	contrary to public interest to email feedback about the consent form template to the Secretariat.	contrary to public interest	23 June 2017
1.2	The Department will publish a State Schools Update in Term 3 2017 to remind principals that the consent form is optional.	DET	Term 3 2017
2.1	irrelevant		
2.2			
3.1			
3.2			

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET, it will be noted at the relevant part of these minutes.

MCALLISTER, Danielle

From: BRENNAN, Bevan
Sent: Tuesday, 8 August 2017 11:31 PM
To: MCALLISTER, Danielle
Subject: DG speaking notes - RIQA 9 August
Attachments: RIQA speaking notes.docx

Categories: REPLY FROM EMAIL- RESPOND IF NECESSARY

Hi Dan, These are really good. I have simply made some small suggestions. They don't like the new consent form because as I suspected some Principals are issuing it annually. I reiterated that if they have concerns about RI operation in schools then they should contact me.

I hope you can get my track changes to show up. If not please let me know.

You are gold Dan. Thank you. BB

From: MCALLISTER, Danielle
Sent: Tuesday, 8 August 2017 11:08 PM
To: BRENNAN, Bevan
Subject: RE: DG speaking notes - RIQA 9 August

Would be good if they could provide specific schools, rather than talking in generalisations, and we could respond accordingly – is it a large scale issue, or a couple of schools.

irrelevant

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: contrary to publi

From: BRENNAN, Bevan
Sent: Tuesday, 8 August 2017 10:35 PM
To: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: Re: DG speaking notes - RIQA 9 August

Hi Dan. You are correct. After speaking to contrary to public in tonight one issue is that Principals allegedly stop students attending RI if they don't return the consent form update. BB

On 8 Aug. 2017, at 10:27 pm, MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au> wrote:

Also just meant to say, that while not included in the speaking points, I would suggest that updating RI consent could be equated to seeking parents updates to contact details. There is no requirement for this, but it happens all the time – and is important that schools have up-to-date information (e.g. same day notifications).

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: contrary to public in

From: MCALLISTER, Danielle
Sent: Tuesday, 8 August 2017 10:24 PM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Cc: LAMBRIDES, Jasmine <Jasmine.LAMBRIDES@det.qld.gov.au>
Subject: DG speaking notes - RIQA 9 August

Would appreciate your eyes across this.

Jas – have been trying to trim and it just keeps crashing on me, so if you could do this in the morning for me, I'd appreciate it. It also has some formatting issues.

Danielle McAllister
Executive Director
Governance, Projects and Administration
State Schools - Operations
Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: contrary to publ
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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MCALLISTER, Danielle

From: BRENNAN, Bevan
Sent: Tuesday, 8 August 2017 11:37 PM
To: MCALLISTER, Danielle
Subject: FW: DG speaking notes - RIQA 9 August

Categories: REPLY FROM EMAIL- RESPOND IF NECESSARY

Yup, or maybe it is not the case as they describe. ^{cont} says it was the introduction of the Consent form that caused the drastic reduction of students in RI at ^{con} BB

From: MCALLISTER, Danielle
Sent: Tuesday, 8 August 2017 11:31 PM
To: BRENNAN, Bevan
Subject: RE: DG speaking notes - RIQA 9 August

Just further - I would say that those schools are not complying with the RI policy which specifically states that: All student (other than Prep) are placed in RI or other instruction in accordance with information provided on their application for enrolment form unless parents have provided other written instructions.

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: ^{contrary to public int}

From: MCALLISTER, Danielle
Sent: Tuesday, 8 August 2017 11:08 PM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Subject: RE: DG speaking notes - RIQA 9 August

Would be good if they could provide specific schools, rather than talking in generalisations, and we could respond accordingly – is it a large scale issue, or a couple of schools.

irrelevant

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: ^{contrary to publ}

From: BRENNAN, Bevan
Sent: Tuesday, 8 August 2017 10:35 PM
To: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: Re: DG speaking notes - RIQA 9 August

Hi Dan. You are correct. After speaking to [contrary to public in] tonight one issue is that Principals allegedly stop students attending R I if they don't return the consent form update. BB

On 8 Aug. 2017, at 10:27 pm, MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au> wrote:

Also just meant to say, that while not included in the speaking points, I would suggest that updating RI consent could be equated to seeking parents updates to contact details. There is no requirement for this, but it happens all the time – and is important that schools have up-to-date information (e.g. same day notifications).

Danielle McAllister

Executive Director

State Schools - Operations

P: 07 3513 5927 | M: [contrary to publi]

From: MCALLISTER, Danielle

Sent: Tuesday, 8 August 2017 10:24 PM

To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>

Cc: LAMBRIDES, Jasmine <Jasmine.LAMBRIDES@det.qld.gov.au>

Subject: DG speaking notes - RIQA 9 August

Would appreciate your eyes across this.

Jas – have been trying to trim and it just keeps crashing on me, so if you could do this in the morning for me, I'd appreciate it. It also has some formatting issues.

Danielle McAllister

Executive Director

Governance, Projects and Administration

State Schools - Operations

Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: [contrary to public]

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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are reviewed to ensure that they are age-appropriate and meet the Department's policies and procedures, however are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. All RI classes and Instructors are supervised by classroom teachers. All RI Instructors meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, use only the authorised materials and participate in faith-based training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal. It is not necessary to identify with any faith group in order to give consent for your child to participate in RI.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none">List all providers	<ul style="list-style-type: none">Program title	<ul style="list-style-type: none">LocationDate / day / time / duration each week
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website (and in the school's <parent/enrolment> handbook). You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.



Queensland Government

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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on **<insert contact details>**.

Your sincerely

Principal Name
School Name

✂ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☒ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



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MCALLISTER, Danielle

From: BRENNAN, Bevan
Sent: Wednesday, 9 August 2017 9:32 AM
To: WALTON, Patrea
Cc: MCALLISTER, Danielle
Subject: FW: Consent Form into RI
Attachments: template-consent-form (21).doc

Categories: REPLY FROM EMAIL- RESPOND IF NECESSARY

Good morning Patrea, A couple of issues raised by [contrary to public inte] [contrary] has requested that [contrary to pu] be invited to the RIQA meeting today as an "observer". There is no mention of such a facility in the TOR. The closest reference would be "Non-members can attend meetings to address specific issues as required" which I do not consider is applicable in this instance as his presence is not "required". I plan to inform [contrary] accordingly.

In relation to [contr] suggestions for change to the Consent Form my view is as follows:

We consulted broadly in relation to the design of the Consent Form and if we were to consider changing it again we would need to undertake broad consultation again to maintain the integrity of the consultation process.

These materials are reviewed to ensure that they are age- appropriate and meet the Department's policies and procedures, however

Response: We could say this on the consent form and it would be dependant upon the Principal having reviewed each of the Programs in their school

All RI classes and Instructors are supervised by classroom teachers.

Response: I don't think that we would say that classroom teachers "supervise instructors". Our Policy is that a "qualified staff member" is allocated to supervise each group of students.

All Ri Instructors meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, use only the authorised materials and participate in faith-based training.

Response: I don't think we would say that "use only the authorised materials and participate in faith-based training" as we would not be in a position to know this for certain. There are no "authorised materials" at this point in time. If this changes and we do have "authorised programs" then we would not be certain that instructors were only using such "authorised programs".

It is not necessary to identify with any faith group in order to give consent for your child to participate in RI.

Response: This is correct but if we chose to say this we would not say it in this way. I doubt that we would consider such a statement as necessary.

Regards,
Bevan

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are reviewed to ensure that they are age-appropriate and meet the Department's policies and procedures, however are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. All RI classes and Instructors are supervised by classroom teachers. All RI Instructors meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, use only the authorised materials and participate in faith-based training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal. It is not necessary to identify with any faith group in order to give consent for your child to participate in RI.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

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Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website (and in the school's <parent/enrolment> handbook). You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.



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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on **<insert contact details>**.

Your sincerely

Principal Name
School Name

✂ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☒ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
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Agenda

Religious Instruction Quality Assurance advisory group

Date/time: Wednesday 9 August 2017, 3:00pm-4:30pm **Location:** Room 12.18, Floor 12, Education House, 30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director, State Schools – Operations, DET

Teleconference: Dial **Participant Code** **Moderator** (Education House)

Attendees:

Members: Acts 2 Alliance Anglican Province of Queensland and Anglican Schools Commission Baha'i Local Australian Christian Churches Spiritual Assembly – Gold Coast Buddhist Council of Queensland Inc. Corporation of the Roman Catholic Bishops of Queensland Fellowship of Independent Evangelical Churches Islamic Council of QLD Lutheran Church Queensland Presbyterian Church of Queensland Queensland Baptists The Gideons International Australia (via teleconference); The Salvation Army The Wesleyan Methodist Church of Australia Uniting Church in Australia – Queensland Synod

Others: Deputy Director-General, State Schools, DET (Patreia Walton); Assistant Director-General, State Schools – Operations, DET (Bevan Brennan); Director, State Schools – Operations, DET (Becky Walsh)

Apologies: Australian Christian Churches Churches of Christ Queensland

Agenda Item	Sponsoring member	Action	Paper circulated	Time (mins)
1. Meeting opening 1.1. Welcome and apologies 1.2. Previous minutes: <ul style="list-style-type: none"> - Ordinary meeting (30 May 2017) - Special meeting (21 June 2017) - Special meeting (1 August 2017) 1.2.1. Confirmation 1.2.2. Business arising	Chair	Noting Endorsement	Ordinary meeting minutes circulated with agenda.	5 mins
2. irrelevant		Consideration and Discussion	-	40 mins
3.		Discussion	-	10 mins
4.		Discussion	-	10 mins

5. Consent form	contrary to public inte	Discussion	-	10 mins
6. irrelevant		Discussion	-	10 mins
7. Meeting finalisation 7.1. Review of actions to be taken 7.2. Next meeting: Term 4 2017 16 November 2017 7.3. Proposed forward agenda items: - Terms of Reference - irrelevant - - 7.4. Meeting close	Chair	Noting	-	5 mins

Director-General Meeting

SPEAKING NOTES

FOR: Religious Instruction Quality Assurance Advisory Group
9 August 2017

AGENDA ITEM 1.1: WELCOME AND APOLOGIES

SPEAKING POINTS:

- Welcome to the Term 3 Religious Instruction Quality Assurance Advisory Group.
- I acknowledge the **Turr-a-bul and Yuggera** peoples, the Traditional Owners of the land on which we meet.
- We have received apologies from [contrary to public interest], Australian Christian Churches and I welcome [contrary to public interest] back as his proxy; and we have also received apologies from [contrary to public interest] from Churches of Christ.

AGENDA ITEM 1.2, 1.2.2: PREVIOUS MINUTES AND BUSINESS ARISING

SPEAKING POINTS:

- You have all previously been provided with the draft minutes from the Term 2 meeting on 30 May and, as committed at that meeting, the draft minutes from the special meeting on 21 June are now tabled. The additional special meeting on 1 August draft minutes are also tabled for your consideration.
- No feedback was provided on the 30 May minutes, so I will consider these endorsed unless there is any comment now?

Pages 81 through 84 redacted for the following reasons:

irrelevant

Released under the RTI
Act

AGENDA ITEM 5: CONSENT FORM

(some concern that the introduction of the new consent form is resulting in reducing participation in RI in some schools)

SPEAKING POINTS:

[AGENDA ITEM NOMINATED BY

contrary to public interest

AND

contrary to public interest

INVITE

contrary to p

TO SPEAK TO THIS FIRST, THEN

contrary to public

Remind

- I'm aware that on a number of occasions, Bevan has offered to follow up if you raise concerns in relation to particular schools.
- I would encourage you to do this if you are aware that any school might be misinterpreting the optional consent form and how it should be used.
- Template consent form is not compulsory, but has been developed to enhance consistency with amendments made to the enrolment form in April 2017.
- Individual schools choose when it may be appropriate to distribute (e.g. when RI programs offered at the school are changed) and provides for transparent information.
- Majority of feedback from RIQA members was incorporated, although there were suggestions that were not included. This is also the case for other stakeholders including P&Cs Qld, principal associations and the Queensland Parents for Secular State Schools.
- The focus is not on a nominated religion anymore, but rather on whether the parent wants their child to participate in RI. Given information on the RI programs are included in the front page of the template consent form, if a parent wants their child to participate (regardless of their own faith/no faith), they can indicate they want their child to participate in RI and nominate the religion.

Page 86 redacted for the following reason:

irrelevant

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Act

AGENDA ITEM 7: MEETING FINALISATION

SPEAKING POINTS:

[CLOSING COMMENTS]

- I'd like to thank you all for your time and your ongoing commitment to quality religious instruction in state schools.

Released under the RTI Act

RELIGIOUS INSTRUCTION QUALITY ASSURANCE ADVISORY GROUP – ACTION ITEM SUMMARY (AUG 2017)

Ordinary Meeting– 30 May 2017

Action item number	Decisions and actions	Lead action officer	Due date	Status and details:
1.1	contrary to public to email feedback about the consent form template to the Secretariat.	contrary to public in	23 June 2017	No record of an email being received by the Secretariat or the OADG SSO.
1.2	The Department will publish a State Schools Update in Term 3 2017 to remind principals that the consent form is optional.	DET	Term 3 2017	Complete - 10 July 2017.
2.1	irrelevant			
2.2				
3.1				
3.2				

Draft Minutes

Religious Instruction Quality Assurance Advisory Group

Date/time: Wednesday 9 August 2017, 3:00pm-4:30pm **Location:** Room 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director,
State Schools – Operations, DET

Members: Acts 2 Alliance contrary to public interest; Anglican Province of Queensland and Anglican Schools Commission contrary to public interest; Australian Christian Churches contrary to public interest; Buddhist Council of Queensland Inc. contrary to public interest; Corporation of the Roman Catholic Bishops of Queensland contrary to public interest; Fellowship of Independent Evangelical Churches contrary to public interest; Lutheran Church Queensland contrary to public interest; Presbyterian Church of Queensland contrary to public interest; Queensland Baptists contrary to public interest; The Gideons International Australia contrary to public interest; The Salvation Army contrary to public interest; The Wesleyan Methodist Church of Australia contrary to public interest; Uniting Church in Australia – Queensland Synod contrary to public interest; via teleconference);

Others: Deputy Director-General, State Schools, DET (Patrea Walton); Assistant Director-General, State Schools – Operations, DET (Bevan Brennan); Director, State Schools – Operations, DET (Becky Walsh)

Apologies: Australian Christian Churches contrary to public interest; Churches of Christ Queensland contrary to public interest; Buddhist Council of Queensland Inc. contrary to public interest; Baha'i Local Spiritual Assembly – Gold Coast contrary to public interest; Islamic Council of QLD contrary to public interest

Agenda item	Discussion / Outcomes
1. Meeting opening	The Chair welcomed and thanked members for their attendance, noted apologies.
1.1 Welcome and apologies	Minutes from 30 May 2017 were endorsed. Minutes from the special meetings convened on 21 June and 1 August were tabled for members consideration out-of-session. Any substantive feedback is to be provided to the Assistant Director-General, State Schools – Operations.
1.2 Previous minutes	<ul style="list-style-type: none"> DECISION 1: RQA confirmed the minutes of the 30 May 2017 meeting.

irrelevant

irrelevant

5. Consent form

An issue was raised that principals are issuing the optional consent form to update records and are removing students from RI if the form is not returned. It was confirmed that the source of 'truth' is the enrolment form unless some other written form of consent has been provided. This will be communicated to schools to address any alternative practices.

The offer to contact the Assistant Director-General, State Schools - Operations if any specific issues are arising was reiterated.

Some additional amendments to the template consent form were raised. This discussion was to be continued off-line.


- **ACTION 5:** Offline discussion regarding the template consent form to be held between the Assistant Director-General, State Schools - Operations and the

irrelevant

TRIM ref: 17/

	The meeting was closed.
--	-------------------------

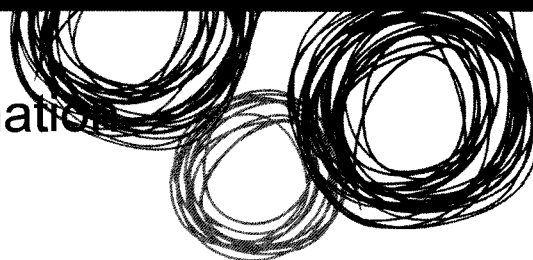
A summary of decisions and actions is provided below:

Decision Item number	Decisions		
D1	irrelevant		
D2			
Action Item number	Actions	Lead action officer	Due date
A3	irrelevant		
A4			
A5	Offline discussion regarding the template consent form to be held.	ADG SSO and  representative	09 August 2017

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET, it will be noted at the relevant part of these minutes.

Quarant
31/10/17.

ACTION PLAN – Review of Religious Instruction Parent Information and Consent Form



TASK/PRODUCT	ACTIONS	RESPONSIBILITY	DUE DATE
Draft revised parent information & consent form			
RIQA feedback	<ul style="list-style-type: none"> Clarify RIQA members requested changes to Parent Information and Consent Form 	GPA- SSO	11 Aug 2017
Draft revised consent form	<ul style="list-style-type: none"> Draft the changes to consent form based on RIQA meeting actions/discussion ADG approval of revised consent form for consultation 	GPA- SSO	31 Aug 2017
Consultation process			
Undertake consultation	<ul style="list-style-type: none"> Circulate revised consent form to key stakeholders for feedback - RIQA, QTU, QPSSS, P&C, Principal Associations 	GPA- SSO RIQA members Stakeholders	30 Sep 2017
	<ul style="list-style-type: none"> Amend consent form based on stakeholder feedback 	GPA- SSO	15 Oct 2017
	<ul style="list-style-type: none"> Circulate amended consent form to RIQA members for final endorsement – out-of-session approval 	GPA- SSO RIQA members	31 Oct 2017
Seek Department approval			
Finalise Parent Information and Consent Form	<ul style="list-style-type: none"> ADG brief to approve revised consent form for approval and publishing 	GPA- SSO	10 Nov 2017
Communication strategy			
Upload to DET Oneportal	<ul style="list-style-type: none"> Revised Parent Information and Consent Form uploaded onto Oneportal Advise RIQA members – at the next RIQA meeting scheduled for 16 Nov 2017 	GPA- SSO	16 Nov 2017
State Schools Update	<ul style="list-style-type: none"> SSU – published to inform schools of the revised Parent Information and Consent Form is available for use on Oneportal SSU – scheduled in Term 1 as another reminder for the start of the new year Notify RIQA out-of-session of the SSU notice that was published 	GPA- SSO	21 Nov 2017

HOUSTON, Leilani

From: WALTON, Patrea
Sent: Thursday, 10 August 2017 6:19 AM
To: BRENNAN, Bevan; MCALLISTER, Danielle
Cc: MCCABE, Kath; DEBEL, Ellie
Subject: Minutes RIQA

Dear Bevan and Danielle

As you would both be aware two significant decisions were made at the meeting yesterday which must be clearly and accurately reflected in the minutes. From my recollection they were: irrelevant

irrelevant

and secondly changing the consent form. Both are significant decisions. Please ensure all briefs relating to these matters are referred to DG and Minister for approval.

I would suggest that today you detail what needs to occur to address the above. Eg process and timelines, consultation etc

I would also suggest you develop a communications plan for RIQA decisions following discussions yesterday.

I would very much appreciate an email to me regarding the outcome of the meeting today.

Would you mind meeting with me for an hour meeting on Friday to discuss the above. Maybe 8am?

Best wishes for today.
Patres

Sent from my iPhone

RIQA inter
Tu 3

MCALLISTER, Danielle

From: HOPNER, Andrea
Sent: Friday, 1 September 2017 2:02 PM
To: MCALLISTER, Danielle
Subject: RE: Need you to do something for me
Categories: REPLY FROM EMAIL- RESPOND IF NECESSARY

Done-

contrary to query:

The RI consent form. At the last RICA meeting there was a commitment from Bevan at the last meeting that the issue would be resolved within a week (I didn't ask for clarification – figured we would know). Following up to see what's happening as it's been nearly 3 weeks.

You are welcome to call at any time – I did say you were leaving early this afternoon and I wasn't sure of your commitments.

Didn't say word!

Andrea Hoppner

A/ Director

State Schools - Operations

Department of Education and Training

P: 07 3513 5919 | E: andrea.hoppner@det.qld.gov.au | M: contrary to publi
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Please consider the environment before printing this email.

From: MCALLISTER, Danielle
Sent: Friday, 1 September 2017 1:53 PM
To: HOPNER, Andrea
Subject: Need you to do something for me

Hey

Can you give contrary to public int a call for me on contrary to public interest

contrary to public interest

contrary called yesterday when I was in meetings. She just called again but I'm in a telelink now and will be out of the office this afternoon.

If you could find out what contrary wants to talk to me about, just listen (be very careful what you say) and don't try to respond then and there, and we can follow-up afterwards.

contrary had previously called me and I'd asked her to put her query in writing and I haven't yet seen that come through.

Thanks Andrea.

Dan



Queensland
Government

Danielle McAllister

Executive Director

Governance, Projects and Administration

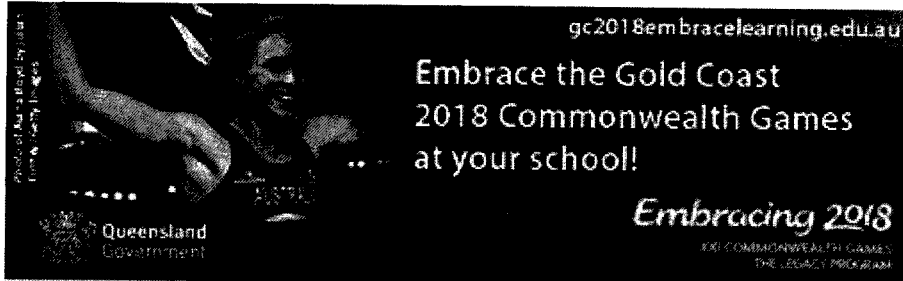
State Schools - Operations

Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: contrary to publ

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HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Monday, 4 September 2017 11:14 AM
To: BRENNAN, Bevan
Cc: KITZELMAN, Angela
Subject: RI
Attachments: FW: Consent Form into RI

Hi Bevan

I'm not sure if you are online, but was hoping to touch base with you today about RI. [REDACTED] has been calling wanting to know when the changes to the template consent form will be made that you and she discussed after the last RIQA meeting. She is claiming you committed to changes within a week and that it's now three weeks. I am not sure what changes were agreed to, but would assume the discussion was based on the feedback that you sent through to Patrea (attached).

Do we need to reconsult if we are going to make changes to the consent form?

I will only call [REDACTED] back once I've confirmed with you.

Hope [REDACTED] was amazing.
Dan



Danielle McAllister
Executive Director
Governance, Projects and Administration
State Schools - Operations
Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: [REDACTED]
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



BASTIN, Rachel

From: MCALLISTER, Danielle
Sent: Wednesday, 6 September 2017 1:26 PM
To: BRENNAN, Bevan
Cc: KITZELMAN, Angela; OADG, SSO
Subject: RE: Draft RIQA Minutes - 9 August 2017
Attachments: DRAFT Minutes - Religious Instruction Quality Assurance (RIQA) 9 Augustdocx;
FW: Consent Form into RI; template-consent-form.doc

Follow Up Flag: Follow up
Flag Status: Completed

07.09.17 @ 11:47AM - BB requested for Patrea to view. Hard copy provided to Elizabeth Cuskelly to give to Kath - MZ

Hey – revised draft minutes from 9 August attached. Will send down hard copy with Patrea's notes.

Re the template consent form – there are 2 sections that could be tidied up.

1. Identifying that 'student of that faith attend the school' – students don't necessarily have to be of that faith, just have the faith nominated on the enrolment form or other written directions.
2. Materials are not endorsed by DET – based on the DG direction, Connect, GodSpace and ACCESS ministries materials are endorsed.

Let me know how you want to progress. Given the levels of scrutiny RI comes under, I would anticipate that we would need to consult again with all stakeholders if any changes are to be made to the template consent form. Notably, the enrolment form does state that RI arrangements can be changed at any time in writing.

contrary to public interest

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: contrary to publ

From: MCALLISTER, Danielle
Sent: Friday, 11 August 2017 1:13 PM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Cc: WALSH, Becky <Becky.WALSH@det.qld.gov.au>; LAMBRIDES, Jasmine <Jasmine.LAMBRIDES@det.qld.gov.au>
Subject: Draft RIQA Minutes - 9 August 2017

BB – draft minutes attached, reflecting discussion this morning and draft email to onsend to Patrea.

Hi Patrea

Please find attached the draft minutes from the Term 3 RIQA meeting on 9 August 2017. If you are comfortable with these, I will progress to the Director-General for endorsement as the Chair of this meeting.

Kind regards
Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to publi

E: bevan.brennan@det.qld.gov.au

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PO Box 15033 | City East QLD 4002

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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school that have this religion nominated on their enrolment form or in other written directions.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none">List all providers	<ul style="list-style-type: none">Program title	<ul style="list-style-type: none">LocationDate / day / time / duration each week
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.



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Right to Information Application - 181433 - File A - Document 101 of 253

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name

School Name

X

Please complete, sign and return this form to the schooloffice or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carers signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



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Right to Information Application - 181433 - File A - Document 102 of 253

Page 106 redacted for the following reason:

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HOUSTON, Leilani

From: WALTON, Patrea
Sent: Thursday, 21 September 2017 11:13 AM
To: BRENNAN, Bevan
Subject: RI consent form

Follow Up Flag: Follow up
Flag Status: Completed

Hi Bevan

Further to our discussion today, a brief will need to be prepared for the DG's signature on any proposed changes to the RI consent form. Suggest you have the brief to the DG by no later than mid- October in readiness for November 09 RIQA meeting.

Warm regards
Patrea

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HOUSTON, Leilani

Subject: call contrary to public interest

Start: Thu 21/09/2017 1:00 PM

End: Thu 21/09/2017 1:30 PM

Recurrence: (none)

Organizer: BRENNAN, Bevan

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BORZELLEGA, Melissa

From: WALSH, Becky
Sent: Monday, 25 September 2017 7:41 AM
To: BORZELLEGA, Melissa
Subject: Fwd: Draft RI Bulletin Board Message
Attachments: Document4.docx; ATT00001.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Just FYI

Becky W

Begin forwarded message:

From: "MCALLISTER, Danielle" <Danielle.MCALLISTER@det.qld.gov.au>
Date: 22 September 2017 at 6:01:19 pm AEST
To: "BRENNAN, Bevan" <Bevan.BRENNAN@det.qld.gov.au>
Cc: "LAMBRIDES, Jasmine" <Jasmine.LAMBRIDES@det.qld.gov.au>, "WALSH, Becky" <Becky.WALSH@det.qld.gov.au>
Subject: Draft RI Bulletin Board Message

Hey Bevan - draft Bulletin Board text (below & attached) for your consideration and consultation with ^{contrary} The review of the template consent form has not been specifically mentioned as it is not being publically reviewed (the brief on reviews is currently in the Minister's office), although we continuously review resources as/when necessary. Instead, the focus is on the enrolment form and again reminding staff that the enrolment form is the source of truth unless other written instruction is provided by a parent.

Let me know if you think this will meet the needs of the RIOA members who have raised this or what ^{contra} thinks and we'll go from there.

Cheers

Dan

Religious Instruction

As we enter a peak enrolment period, schools are reminded that students participate in RI based on information provided by parents on the Application for Student Enrolment (Version 7). This choice remains in effect unless a parent provides other written instructions to the school.

The enrolment form does not ask a parent to identify their faith, only that they nominate the religion (if any) about which they want their child to receive instruction.

To help inform a parent's decision, the school's website/parent handbook is to provide current information about religious instruction offered at the school, including the day and time it is to be conducted, the participating faith group or groups, and the name of the authorised programs.

The authorised RI programs are to be made available to the school community on request.

Please continue to follow all provisions in the RI policy statement.

< ENDS >

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MCALLISTER, Danielle

From: MCALLISTER, Danielle
Sent: Monday, 25 September 2017 9:19 AM
To: BRENNAN, Bevan
Subject: RE: [irrelevant] & Consent form

No. The DG said that our communication about the form could be clarified (state schools update clarifying the form is a template form and that source of truth is the enrolment form unless other written instructions are received). This was delivered on 29 August.

You did say in the meeting that some of the proposed changes by [contrary] could be accepted and then it was agreed this discussion would be taken off-line.

Jim was very clear that any person with a view in this space is considered a formal stakeholder, not just RIQA.

Regarding communications, [contrary to public interest] stated that it would be good to see what principals receive and this was agreed to (and copy of DG's message provided to RIQA members), as well as looking to enhance the communication practices we have in place (through review of TORs).

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: [contrary to public interest]

From: BRENNAN, Bevan
Sent: Monday, 25 September 2017 9:02 AM
To: MCALLISTER, Danielle
Subject: Fwd: [irrelevant] & Consent form

Hi Dan. Did the DG say that there would be changes? And by the date cited? Thanks. BB

Begin forwarded message:

From: [contrary to public interest]
Date: 23 September 2017 at 11:01:11 pm AEST
To: "BRENNAN, Bevan" <Bevan.BRENNAN@det.qld.gov.au>
Cc: [contrary to public interest]
Subject: [irrelevant] & Consent form
Reply-To: [contrary to public interest]

Thanks Bevan,

Thanks for getting back to me promptly.

[irrelevant]

Pages 122 through 123 redacted for the following reasons:

irrelevant

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BENNIE, Karen

From: MCALLISTER, Danielle
Sent: Monday, 16 April 2018 3:05 PM
To: BENNIE, Karen
Subject: FW: Template RI information parent and consent form
Attachments: Information parent and consent form_review 25 September 2017.DOC

-----Original Message-----

From: MCALLISTER, Danielle
Sent: Tuesday, 26 September 2017 4:57 PM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Cc: LAMBRIDES, Jasmine <Jasmine.LAMBRIDES@det.qld.gov.au>
Subject: Template RI information parent and consent form

Bevan - draft amended template RI consent letter. Have included most of contrary suggestions, if not in exact wording and a few suggestions of our own which they should like.

For consultation with QTU tomorrow (we will need to record their response).

-----< HPE Records Manager record Information >-----

Record Number: 17/489106
Title : Information parent and consent form_review 25 September 2017

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. While these materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training, <they have been reviewed for consistency with departmental policies and procedures and age-appropriateness>.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none"> List all providers 	<ul style="list-style-type: none"> Program title 	<ul style="list-style-type: none"> Location Date / day / time / duration each week
Single program	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Single program	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

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Information to parents and consent form – religious instruction and other instruction

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name

School Name

✂ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

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HOUSTON, Leilani

From: BRENNAN, Bevan
Sent: Wednesday, 27 September 2017 1:46 PM
To: WATTERSTON, Jim
Cc: WALTON, Patrea
Subject: Correspondence from [contrary to public interest] (RIQA member) and discussions with [contrary to public interest]
[contrary to public interest]

Good afternoon Jim,

Below is an email chain that is relevant to the minutes of the second RIQA meeting. One of the RIQA members, [contrary to public interest] has been in contact with me about a number of issues. I have resolved these issues as they have arisen, however in the latest email [contrary to public interest] has made some statements about commitments regarding the template consent form given at the last RIQA meeting which do not accord with our minutes or my recollection.

The statement that [contrary to public interest] makes regarding your undertaking in relation to the Consent Form is incorrect. The statement that she makes regarding "a new directive to Principals" was addressed in your inclusion of a clarification notice to Principals in your newsletter of 29 August 2017.

I have discussed and clarified all of the contents of [contrary to public interest] email with [contrary to public interest] and he said that he would report our discussion to [contrary to public interest] to clarify relevant matters. I will provide a very brief response to [contrary to public interest] to be polite but I am of the view that [contrary to public interest] will be a reliable conduit and I do not wish to complicate the communication.

I am working on revising the template Consent Form as a matter of urgency to incorporate some suggestions from RIQA members, however, as I explained to [contrary to public interest] after the second special meeting that you conducted and since then to [contrary to public interest] a number of times, we need to consult with other stakeholders including the principal associations, the Principal Advisory Committee, the QTU and QPSSS. It is our goal to discuss the Consent Form at the November RIQA meeting, progress to you for approval and have the next version of the template Consent Form released for the start of the 2018 school year. [contrary to public interest] is very aware of this timeline and indicates that he understands the need for the Consent Form that is taken to RIQA to have been seen and commented on by other stakeholders. It is my intention that the version of the Consent Form that I take to RIQA on 16 November is as close to the final version as possible.

My view is that all issues have been addressed and that there are no outstanding issues of concern at this time.

Regards,
Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: [contrary to public interest]

E: bevan.brennan@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

Inspiring minds. Creating opportunities. Shaping Queensland's future.
Please consider the environment before printing this email.



Pages 132 through 134 redacted for the following reasons:

irrelevant

Released under the RTI
Act

Consultation e-mail template re: Information to parents and consent form

Dear Colleagues

In response to a request made by some members of the Religious Instruction Quality Assurance (RIQA) advisory group, the Department of Education and Training is amending the school *Information to parents and consent form – religious instruction and other instruction* template. The amendments aim to provide further clarity regarding parental consent for student participation in religious instruction.

Your feedback is invited about the draft revised consent form (attached). Please note the attachment is for confidential consultation only and is not for publication at this stage.

Please provide written feedback by Friday 20 October 2017 to Stephanie Hare, Principal Project Officer, State Schools – Operations, at stephanie.hare@det.qld.gov.au.

Should you require further information or clarification, please contact Melissa Borzellega, Manager, State Schools – Operations, at melissa.borzellega@det.qld.gov.au or on 3513 5972.

Yours sincerely

Danielle

Danielle McAllister
Executive Director
State Schools – Operations

P: 07 3513 5927 | M: contrary to public in

Ref: 17/490399
Enc.

Key RI stakeholders to send the email template to

From: ED GP&A
Subject: Feedback invited: Revised Information to parents and consent form - RI

To: Parents and Citizens Qld

Members	Name	Email
P&C Qld	contrary to public interest	
P&C Qld		

To: Queensland Teachers Union

Members	Name	Email
QTU	contrary to public interest	

To: Queensland Parents for Secular State Schools

Members	Name	Email
QPSSS		

TRIM ref: 17/490399

Page 1 of 2

To: Principals' Association Presidents

Members	Name	Email
Queensland Association of State School Principals Inc	contrary to public interest	
Queensland Secondary Principals Association		
Queensland Association of Special Education Leaders Inc. (QASEL),		
Queensland State P-10/12 School Administrators' Association		

To: RIQA members

Members	Name	Email
Acts 2 Alliance	contrary to public interest	
Anglican Province of Queensland and Anglican Schools Commission		
Australian Christian Churches		
Baha'i Local Spiritual Assembly – Gold Coast		
Buddhist Council of Queensland Inc.		
Churches of Christ Queensland		
Corporation of the Roman Catholic Bishops of Queensland		
Fellowship of Independent Evangelical Churches		
Islamic Council of QLD		
Lutheran Church Queensland		
Presbyterian Church of Queensland		
Queensland Baptists		
The Gideons International Australia		
The Salvation Army		
The Wesleyan Methodist Church of Australia		
Uniting Church in Australia – Queensland Synod		

Page 140 redacted for the following reason:

irrelevant

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Act

RI Stakeholder Feedback - Sept 2017

Information to parents and consent form - Revised			
Name	Stakeholder	Feedback & Date received	DET response
contrary to pu	contrary to	27 Sept 2017 – meeting with Bevan Brennan <ul style="list-style-type: none"> Does not support the inclusion of the line re: RI materials have been reviewed Suggested a prepopulated field could be added for the relevant student's information to be included from OneSchool 	Partially supported <ul style="list-style-type: none"> To consider wording re: review of RI materials Linking the form to OneSchool would require significant work and will not progress at this time.
		•	•
		•	•
		•	•
		•	•

Released under the RTI Act

Agenda

Principal Advisory Committee

Date	Monday, 9 October 2017		
Time	9.00am – 11.00am		
Location	Level 12, Room 12.17, Education House, 30 Mary Street, Brisbane		
Teleconference details	Teleconference number [contrary to public interest]		
	Passcode [contrary to public interest]		
	Moderator code (for Education House use only) [contrary]		
Attendees	Bevan Brennan (Chair), Elizabeth Foster (MacGregor State High School), Steve Miskin (Heatley Secondary College), Michael Hornby (Mabel Park State High School), Jouwana Habash (Gabbins State School), Stephen Auer (Hercules Road State School)		
Guests	Mairi Thomson, Bob Waugh and Selwyn Button		
Apologies	Vicki Rayner (Longreach State School), Chris Simmons (Cairns State Special School), Leanne Nixon		
Secretariat	Liz Keyes (3513 5841)		
Item No.	Time	Agenda Item	Responsible Officer
1.	9:00am	Welcome and introduction Minutes from last meeting	Bevan Brennan
2.	9:05am	irrelevant	
3.	9:20am		
4.	9:35am		
5.	9:45am	Confidential: Proposed Religious Instruction Bulletin Board message and consent form (paper attached)	Bevan Brennan
6.	9:55am	irrelevant	
7.	10:05am	General Business	Bevan Brennan
		Next meeting: 9.00-11.00am, Monday, 6 November, 2017	

Ref: 17/628630

Bulletin Board message to state schools (Beginning of Term 4 2017)

Religious Instruction

As we enter a peak enrolment period, schools are reminded that students participate in RI based on information provided by parents on the Application for Student Enrolment (Version 7). This choice remains in effect unless a parent provides other written instructions to the school.

The enrolment form does not ask a parent to identify their faith, only that they nominate the religion (if any) about which they want their child to receive instruction.

The template information and consent form is available to assist schools to maintain accurate records of consent, however use of this template at any time is at the discretion of the principal. Any written direction from a parent to the school regarding a student's participation or non-participation in RI is acceptable.

To help inform a parent's decision, the school's website/parent handbook is to provide current information about religious instruction offered at the school, including the day and time it is to be conducted, the participating faith group or groups, and the name of the authorised programs. Some draft content for schools to use is available in the supporting documents on the DET RI policy website and the RI coordinator can also provide relevant information for consideration of the principal.

Authorised RI programs are to be made available to the school community on request.

Principals should continue to follow all provisions in the RI policy statement.

< ENDS >

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. While these materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training, <they have been reviewed for consistency with departmental policies and procedures and age-appropriateness>.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none">List all providers	<ul style="list-style-type: none">Program title	<ul style="list-style-type: none">LocationDate / day / time / duration each week
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Single program	<ul style="list-style-type: none">	<ul style="list-style-type: none">	<ul style="list-style-type: none">

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>



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<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

✕ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s. 426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



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Right to Information Application - 181433 - File A - Document 147 of 253

Minutes

Principal Advisory Committee (PAC)

Meeting date: Monday, 9 October 2017

Meeting time: 9.00am – 11.00am

Attendees: Bevan Brennan (Chair), Elizabeth Foster (MacGregor State High School), Steve Miskin (Heatley Secondary College), Jouwana Habash (Gabbabar State School), Stephen Auer (Hercules Road State School)

Guest presenters: Mairi Thomson and Selwyn Button

Apologies: Vicki Rayner (Longreach State School), Chris Simmons (Cairns State Special School), Michael Hornby (Mabel Park State High School), Leanne Nixon and Bob Waugh

Secretariat: Liz Keyes (3513 5841)

Item No.	Agenda Item	Responsible Officer
1.	Welcome and introduction Minutes	Bevan Brennan
2.	irrelevant	
3.		

4.	irrelevant	
5.	<p><u>Confidential:</u> Proposed Religious Instruction (RI) Bulletin Board message and consent form</p> <p>Schools have different approaches to obtaining parental consent for students to participate in RI.</p> <p>ACTION: SS-O will clarify direction and messaging around RI consent process (annual consent vs consent at enrolment) and circulate documentation to PAC members for comment.</p> <p>ACTION: Bevan will provide PAC members with a draft of the Bulletin Board message to principals for comment.</p>	Bevan Brennan
6.	irrelevant <div>Released under the RTI Act</div>	
7.		

Agenda

State Schools – Operations Advisory Group Meeting

Time/Date	3:30pm - 4:30pm, Friday 20 October 2017
Location:	Floor 12 Videoconferencing Room, Education House Teleconference: Dial <input type="text"/> Participant pass code <input type="text"/>
Attendees:	Chair: Bevan Brennan, Assistant Director-General, State Schools – Operations Tracy Corsbie, Regional Director (on behalf of all Regional Directors), North Coast Region (dialling in) Boyd Paties, Executive Director, Queensland State School Resourcing Chris Lassig, Executive Director, Autism Hub & Reading Centre/SS Disability and Inclusion Andrea Hoppner, A/Director State Schools - Operations Roselynn Anderson, President, Queensland Association of Special Education Leaders (dialling in) Michael Fay, President, Queensland Association of State School Principals Brian O'Neill, President, Queensland State P-10/12 School Administrators' Association Andrew Pierpoint, President, Queensland Secondary Principals' Association Michael Clifford, Senior Information Analyst Workforce Resourcing Susan Versperman, A/Executive Director, Performance, Monitoring and Reporting
Apologies:	Jeff Hunt, Deputy Director-General, Corporate Services Deborah Dunstone, Assistant Director-General, State Schools - Disability and Inclusion <input type="text"/> Queensland Teachers' Union Leigh Pickering, Assistant Director-General, Human Resources
Secretariat:	Jasmine Lambrides, Principal Advisor, State Schools – Operations (Moderator code: <input type="text"/>)

1.	Welcome and apologies	Chair	Noting	
2.	Confirmation of previous minutes	Chair	Approval	17/472437
3.	Actions from previous minutes	Chair	Discussion	
	irrelevant			
4.		Deb Dunstone	Discussion	
5.		Deb Dunstone	Discussion	

6.	irrelevant	Deb Dunstone	Discussion	
7.	Religious Instruction – draft Bulletin Board message and consent form	Chair	Discussion	Draft message Draft consent form
8.	irrelevant			
9.				
10.				
11.				

Released under the RTI Act

Minutes

State Schools - Operations Advisory Group Meeting

Date/Time	Friday 20 October 2017: 3:30pm - 4:30pm
Location	Floor 12 Videoconferencing Room, Education House Teleconference: Dia <small>contrary to public interest</small> Participant pass code <small>contrary to public interest</small>
Attendees	Chair: Bevan Brennan, Assistant Director-General, State Schools – Operations Tracy Corsbie, Regional Director (on behalf of all Regional Directors), North Coast Region Boyd Paties, Executive Director, Queensland State School Resourcing Carmel Ybarlucea, Executive Director, State Schools – Disability and Inclusion Chris Lassig, Executive Director, Autism Hub & Reading Centre Andrea Hoppner, A/Director State Schools – Operations Roselynn Anderson, President, Queensland Association of Special Education Leaders Michael Clifford, Senior Information Analyst Workforce Resourcing
Apologies	Jeff Hunt, Deputy Director-General, Corporate Services Deborah Dunstone, Assistant Director-General, State Schools – Disability and Inclusion <small>contrary to public interest</small> Queensland Teachers' Union Leigh Pickering, Assistant Director-General, Human Resources Susan Vesperman, A/Executive Director, Performance, Monitoring and Reporting Michael Fay, President, Queensland Association of State School Principals Brian O'Neill, President, Queensland State P-10/12 School Administrators' Association (technical issue with central office teleconference line) Andrew Pierpoint, President, Queensland Secondary Principals' Association (technical issue with central office teleconference line)
Secretariat	Jasmine Lambrides, Principal Advisor, Office of the Assistant Director-General, State Schools – Operations

Agenda Item	Discussion	Action Officer	Due Date
1.	Welcome and Apologies The Chair welcomed members to the meeting and noted apologies.	Chair	
2.	Confirmation of Minutes from Previous Meeting Minutes of the previous meeting on 15 September 2017 were accepted and endorsed with the correction of a typographical error.	Chair	
3.	irrelevant	Chair	

4.	irrelevant	
5.		
6.		
7.	<p>Religious Instruction – draft Bulletin Board message and draft consent form</p> <p>Hard copies of the draft bulletin and draft consent form provided to the Group. The Chair requested the committee to keep these documents confidential.</p> <p>The Chair outlined the changes currently proposed to the consent form. The Group agreed that the proposed change regarding the statement relating to the review of programs could raise significant issues and advised that this statement not be included.</p> <p>No issues were raised with the bulletin Board.</p>	Chair
8.	irrelevant	
9.		
10.		

Next scheduled meeting – 17 November 2017 Venue: Videoconference Room Floor 12, Mary Street, Brisbane. Teleconference: <input type="text" value="contrary to public"/> Participant pass code <input type="text" value="contrary to public int"/> Moderator code: <input type="text" value="contrary to"/>		
---	--	--

Meeting closed at: 4.22pm

A summary of decisions and actions is provided below:

Reference	Decisions and Action	Action Officer	Due Date
	Nil		

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET it will be noted at the relevant part of these minutes.

Released under the
Act

CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. While these materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training, <they have been reviewed for consistency with departmental policies and procedures and age-appropriateness>.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	• List all providers • •	• Program title	• Location • Date / day / time / duration each week
Single program	•	•	•
Single program	•	•	•

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>



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CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

✂

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

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- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

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The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

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Bulletin Board message to state schools (Beginning of Term 4 2017)

Religious Instruction

As we enter a peak enrolment period, schools are reminded that students participate in RI based on information provided by parents on the Application for Student Enrolment (Version 7). This choice remains in effect unless a parent provides other written instructions to the school.

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Authorised RI programs are to be made available to the school community on request.

Principals should continue to follow all provisions in the RI policy statement.

< ENDS >

HOUSTON, Leilani

Sent: Thursday, 2 November 2017 4:50 PM
Subject: Confidential: Proposed Religious Instruction Bulletin Board message
Attachments: Item 6 - CONFIDENTIAL - RI information parent and consent form.doc

Categories: 01. Bevan

Dear PAC

As discussed at the last meeting, I am seeking your feedback on a draft Bulletin Board message regarding Religious Instruction. Please note this document is confidential and not for further distribution.

I would appreciate any feedback you may have on the draft document.

Best wishes
Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to public i

E: bevan.brennan@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

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CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

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RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. While these materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training, they have been reviewed for consistency with departmental policies and procedures and age-appropriateness.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

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Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	• List all providers • •	• Program title	• Location • Date / day / time / duration each week
Single program	•	•	•
Single program	•	•	•

The aims and objectives of each program <taken from Form 1> are attached for your information.

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The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>



Queensland Government

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Right to Information Application - 181433 - File A - Document 159 of 253

CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

✂ _____

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



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BULL, Stephanie

From: [contrary to public interest]
Sent: Friday, 3 November 2017 7:25 AM
To: BULL, Stephanie [contrary to public interest]
[contrary to public interest]
Cc: BORZELLEGA, Melissa; WALSH, Becky; MCALLISTER, Danielle
Subject: RE: Term 4 2017 RIQA meeting - call for Agenda items
Categories: Blue Category

Hi Stephanie

May I please nominate the following agenda items for the forthcoming RIQA meeting:

1. Consent Form
2. [contrary to public interest]
3. []
4. []

Thank you

[contrary to public interest]

From: BULL, Stephanie [mailto:Stephanie.BULL@det.qld.gov.au]

Sent: Wednesday, 1 November 2017 11:25 AM

To: [contrary to public interest]

[contrary to public interest]

Cc: BORZELLEGA, Melissa ; WALSH, Becky ; MCALLISTER, Danielle

Subject: Term 4 2017 RIQA meeting - call for Agenda items

Dear RIQA members

I write to you in relation to the Term 4 Religious Instruction Quality Assurance (RIQA) task group meeting to be held 15:00pm-16:30pm on 16 November 2017, in room 12:18 on Floor 12, Education House, 30 Mary Street Brisbane.

If you would like to nominate agenda items, please email them to me by COB 3 November 2017.

Kind regards

Steph



Stephanie Bull
A/Principal Policy Officer
Governance, Projects and Administration
State Schools – Operations
Department of Education and Training

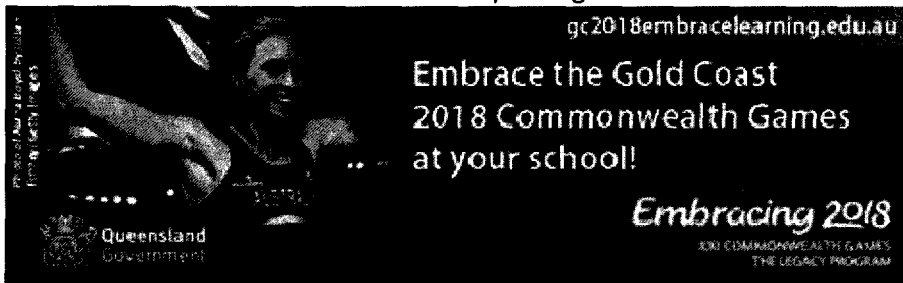
P: 3513 5827 | **E:** stephanie.bull@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane Qld 4000

PO Box 15033 | City East QLD 4002

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Released under Act

HOUSTON, Leilani

From: DEBEL, Ellie
Sent: Friday, 3 November 2017 11:44 AM
To: BRENNAN, Bevan
Cc: OADG, SSO; LAMBRIDES, Jasmine; HOUSTON, Leilani; ARNFIELD, Shirley
Subject: 17/563805 : State Schools - Operations Branch Update - 7 November 2017
Attachments: State Schools - Operations Branch Update - 7 November 2017.docx; State Schools - Operations Branch Update - 7 November 2017.tr5

Hi Bevan

Please find attached your branch update for Patrea's fortnightly meeting with the Director-General, scheduled for Tuesday 7 November.

Please update the attached document with critical information for decision/noting and limit this document to no longer than **2 pages**.

This document is due back to ODDG SS by 5pm Monday 6 November.

Many thanks



Ellie Debel
Executive Officer, Office of the Deputy Director-General
State Schools Division
Department of Education and Training

P: 07 303 44762 | E: ellie.debel@det.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Deputy Director-General, State Schools – Regular Meeting with Director-General – UPDATE 7 November 2017

Topic	Status	Issue
Assistant Director-General, State Schools – Operations		
irrelevant		Information
		Information
		Information

Topic	Status	Issue
	<p>irrelevant</p> <p>RIQA</p> <ul style="list-style-type: none"> Some RIQA members have proposed additions to the RI <i>Information to parents and consent form</i>. During October, feedback is being sought on a revised form from stakeholders including RIQA, QPU, Regional Directors and principal associations. Guidance is required on whether QPSSS should be consulted. The revised form will be discussed at the next RIQA meeting on 16 November. Individual issues of concern to RIQA members are being raised and managed by the ADG SSO. There appears to be an ongoing risk of media attention. A brief is being drafted for the DG regarding the proposed way forward for the RI/RE terminology issue. 	
irrelevant		Information
		Information
		Information

Agenda

Principal Advisory Committee

Date	Monday, 6 November 2017		
Time	9.00am – 11.00am		
Location	Level 12, Room 12.17, Education House, 30 Mary Street, Brisbane		
Teleconference details	Teleconference number [contrary to public interest] Passcode [contrary to public interest] Moderator code (for Education House use only) [contrary to public interest]		
Attendees	Bevan Brennan (Chair), Elizabeth Foster (MacGregor State High School), Steve Miskin (Heatley Secondary College), Michael Hornby (Mabel Park State High School), Jouwana Habash (Gabbins State School), Stephen Auer (Hercules Road State School), Vicki Rayner (Longreach State School), Chris Simmons (Cairns State Special School), Leanne Nixon		
Guests	Stacie Hansel, Rynell Hastie-Burroughs, Sharon Young, John Lockhart, Barry Rieck		
Apologies			
Secretariat	Wendy Gilbert (3513 5842)		
Item No.	Time	Agenda Item	Responsible Officer
1.	9:00am	Welcome and introduction Minutes from last meeting	Bevan Brennan
2.	9:05am	irrelevant	
3.	9:25am		
4.	9:45am		
5.	10:00am	General Business	Bevan Brennan
		Next meeting: 9.00-11.00am, Monday, 4 December, 2017	

Summary of actions from meeting on 9 October 2017

Agenda Item	Action	Responsible Officer	Status
2.	• [contrary to public interest]		

	irrelevant		
3.			
4.			
5.	<ul style="list-style-type: none"> SS-O will clarify direction and messaging around RI consent process (annual consent vs consent at enrolment) and circulate documentation to PAC members for comment. Feedback from PAC members requested on the draft Bulletin Board message to principals for comment. 	Bevan Brennan All	
6.	irrelevant		
7.			

Ref: 17/628684

Minutes

PRINCIPAL ADVISORY COMMITTEE

Date/time: Monday, 6 November 2017
9.00 am to 11.00 am

Location: Video Conference Room, Floor 12,
Education House

Chair: Bevan Brennan

Secretariat: Wendy Gilbert

Attendees:

- Elizabeth Foster (MacGregor SHS)
- Steve Miskin (Heatley Secondary College)
- Jouwana Habash (Gabbabar SS)
- Stephen Auer (Hercules Road SS)
- Vicki Rayner (Longreach SS)
- Chris Simmons (Cairns State Special School)
- Michael Hornby (Mabel Park SHS)
- Leanne Nixon (SS Performance)

Apologies/proxies: Nil

Guests:

- Sharon Young (ADCQ)
- Barry Rieck (OneSchool)

Agenda item	Discussion/outcomes	Lead action officer	Due date
1. Meeting opening 1.1. Welcome and Apologies 1.2. Previous Minutes 1.2.1. Confirmation 1.2.2. Business arising	The Chair welcomed members to the meeting. Nil apologies. The meeting accepted the minutes as a true and accurate record of the previous meeting.	Bevan Brennan	

irrelevant

Page 174 redacted for the following reason:

irrelevant

Released under the RTI
Act

A summary of decisions and actions is provided below:

Agenda item number	Decisions and actions	Lead action officer	Due date
1	PAC endorsed the removal of the comment regarding "programs have been reviewed" from draft RI consent form.	Bevan Brennan	

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET, it will be noted at the relevant part of these minutes.

HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Wednesday, 8 November 2017 9:03 AM
To: BRENNAN, Bevan
Cc: ZDRAVESKI, Michelle; OADG, SSO
Subject: RIQA agenda

Hey – contrary to public interest have put forward agenda items for RIQA. I'd like to have Steph (as the secretariat) contact them to ask if there will be a paper to distribute for members to consider prior to the meeting (and provide a template) or if it will be a verbal item, whether some more detailed information can be provided.

Some items are clear and were already on our agenda (and we won't ask for more info on these) but there are others I don't know what the issue is.

Known items

Consent form

irrelevant

Unknowns

irrelevant



Danielle McAllister
Executive Director
Governance, Projects and Administration
State Schools - Operations
Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: contrary to public
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



HOUSTON, Leilani

From: BRENNAN, Bevan
Sent: Wednesday, 8 November 2017 9:48 AM
To: WRIGHT, Leanne
Subject: RI consent form and draft Bulletin Board message
Attachments: Item 7 CONFIDENTIAL - RI information parent and consent form.PDF; Item 7 CONFIDENTIAL DRAFT Bulletin Board message.PDF

Good morning Leanne,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M ☐ contrary to public interest

E: bevan.brennan@det.qld.gov.au

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CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. While these materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training, <they have been reviewed for consistency with departmental policies and procedures and age-appropriateness>.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith groups	Name of RI program	Delivery details
Cooperative program	• List all providers • •	• Program title	• Location • Date / day / time / duration each week
Single program	•	•	•
Single program	•	•	•

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>



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CONFIDENTIAL DOCUMENT <INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

X

Please complete, sign and return this form to the schooloffice or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☒ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

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Bulletin Board message to state schools (Beginning of Term 4 2017)

Religious Instruction

As we enter a peak enrolment period, schools are reminded that students participate in RI based on information provided by parents on the Application for Student Enrolment (Version 7). This choice remains in effect unless a parent provides other written instructions to the school.

The enrolment form does not ask a parent to identify their faith, only that they nominate the religion (if any) about which they want their child to receive instruction.

The template information and consent form is available to assist schools to maintain accurate records of consent, however use of this template at any time is at the discretion of the principal. Any written direction from a parent to the school regarding a student's participation or non-participation in RI is acceptable.

To help inform a parent's decision, the school's website/parent handbook is to provide current information about religious instruction offered at the school, including the day and time it is to be conducted, the participating faith group or groups, and the name of the authorised programs. Some draft content for schools to use is available in the supporting documents on the DET RI policy website and the RI coordinator can also provide relevant information for consideration of the principal.

Authorised RI programs are to be made available to the school community on request.

Principals should continue to follow all provisions in the RI policy statement.

< ENDS >

HOUSTON, Leilani

From: BRENNAN, Bevan
Sent: Wednesday, 8 November 2017 9:42 AM
To: CORSBIE, Tracy
Subject: FW: RI consent form and draft Bulletin Board message
Attachments: Item 7 CONFIDENTIAL - RI information parent and consent form.PDF; Item 7 CONFIDENTIAL DRAFT Bulletin Board message.PDF

Good morning Tracy,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to public interest

E: bevan.brennan@det.qld.gov.au

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HOUSTON, Leilani

From: FREDERICKS, Kim
Sent: Wednesday, 8 November 2017 2:10 PM
To: BRENNAN, Bevan
Subject: RE: RI consent form and draft Bulletin Board message

Follow Up Flag: Follow up
Flag Status: Completed

Thanks Bevan will get feedback to you after next week's meeting.

Regards

Kim Fredericks
Regional Director
Central Queensland Region
Department of Education and Training

James Larcombe Place
209 Bolsover St Rockhampton QLD 4700
PO Box 138 Rockhampton QLD 4700
T: 0749 324017 F: 0749 324091 | kim.fredericks@det.qld.gov.au

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-----Original Message-----

From: BRENNAN, Bevan
Sent: Wednesday, 8 November 2017 9:41 AM
To: FREDERICKS, Kim <Kim.FREDERICKS@det.qld.gov.au>
Subject: FW: RI consent form and draft Bulletin Board message

Good morning Kim,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to public interest

E: bevan.brennan@det.qld.gov.au

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HOUSTON, Leilani

From: BRENNAN, Bevan
Sent: Wednesday, 8 November 2017 9:45 AM
To: CAMPLING, Mark
Subject: RI consent form and draft Bulletin Board message
Attachments: Item 7 CONFIDENTIAL - RI information parent and consent form.PDF; Item 7 CONFIDENTIAL DRAFT Bulletin Board message.PDF

Good morning Mark,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M contrary to public int

E: bevan.brennan@det.qld.gov.au

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MCALLISTER, Danielle

From: MCALLISTER, Danielle
Sent: Thursday, 9 November 2017 4:50 PM
To: BRENNAN, Bevan
Subject: RE: Religious Instruction Broadcast News to Principals

Hey – my responses. Am amending in the attachment for DG approval

- Principals are reminded to ensure that OneSchool is updated when students are consented into RI. AGREE – have added
- Principals are reminded that there is no need to update consent on an annual basis. Students who are consented into RI will remain in RI unless withdrawn in writing. AGREE – have added
- Principals are informed that the Department's template for Consent into RI is optional and a template only ALREADY THERE, although in different wording

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: contrary to public

From: BRENNAN, Bevan
Sent: Thursday, 9 November 2017 2:12 PM
To: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: Religious Instruction Broadcast News to Principals

FYI, BB

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to public

E: bevan.brennan@det.qld.gov.au

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HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Thursday, 9 November 2017 8:57 AM
To: ZDRAVESKI, Michelle; OADG, SSO
Cc: BENNIE, Karen; WALSH, Becky
Subject: HPE Records Manager Submission for Action : 17/489980 : DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017
Attachments: DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017.DOCX; DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017.tr5
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed
Categories: 01. Bevan

Hey - RIQA agenda and papers that require urgent DG approval prior to distributing (meeting is next Thursday and members require papers at least 3 days prior). Bevan also asked for a brief yesterday regarding the template information to parents and consent form, so this will also come through with a bullet (Becky - can we talk?!)

-----< HPE Records Manager record Information >-----

Record Number: 17/489980
Title : DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017

Agenda

Religious Instruction Quality Assurance advisory group

Date/time: Thursday 16 November 2017, 3-4:30 pm

Location: Room 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director,
State Schools – Operations (SSO), DET

Teleconference: Dial **Participant Code** **Moderator** (Education House)

Members: Acts 2 Alliance Anglican Province of Queensland and Anglican Schools
Commission Australian Christian Churches Baha'i Local Spiritual
Assembly – Gold Coast Buddhist Council of Queensland Inc. Corporation of the
Roman Catholic Bishops of Queensland Fellowship of Independent Evangelical Churches
 Islamic Council of Qld Lutheran Church Queensland
 Presbyterian Church of Queensland Queensland Baptists The Gideons
International Australia The Salvation Army The Wesleyan Methodist Church of
Australia Uniting Church in Australia – Queensland Synod

Others: Patrea Walton, Deputy Director-General State Schools, Bevan Brennan, Assistant Director-General SSO,
Becky Walsh, Director SSO

Apologies: Churches of Christ Queensland

Agenda item	Member	Action	Paper
1. Meeting opening Welcome, apologies and membership changes Previous minutes	Chair	Noting Endorsement	Yes
2. Terms of Reference	Chair	Discussion	Yes
3. irrelevant			
4. Template Information to parents and consent form	ADG SSO <input type="text"/>	Discussion	Yes
5. irrelevant			
6.			
7.			
8.			
9.			
10.			

BENNIE, Karen

From: MCALLISTER, Danielle
Sent: Monday, 16 April 2018 3:04 PM
To: BENNIE, Karen
Subject: FW: RI consent form and draft Bulletin Board message

-----Original Message-----

From: BRENNAN, Bevan
Sent: Friday, 10 November 2017 8:48 AM
To: GURNEY, Margaret <Margaret.GURNEY@det.qld.gov.au>
Cc: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: Re: RI consent form and draft Bulletin Board message

Thank you Margaret. I appreciate your opinion. Thanks. BB

> On 10 Nov. 2017, at 8:28 am, GURNEY, Margaret <Margaret.GURNEY@det.qld.gov.au> wrote:

>
> Hello Bevan
> I'm not an authority on this at all but my two bobs worth is that it looks ok.
> Kind regards
> Margaret
>
> Margaret Gurney
> Regional Director
> Far North Queensland Region
> Department of Education and Training
> P: 07 40373899 M: contrary to public E: Margaret.Gurney@det.qld.gov.au
> Floor 2 Queensland Government Building 17-19 Sheridan Street | Cairns QLD 4870
> Inspiring minds. Creating opportunities. Shaping Queensland's future.
> Please assist us to assist you by scanning and emailing documents to us, rather than faxing or posting.
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> It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interference by third parties or replication problems (including incompatibility with your computer system).

>
> -----Original Message-----
> **From:** BRENNAN, Bevan
> **Sent:** Wednesday, 8 November 2017 9:43 AM
> **To:** GURNEY, Margaret <Margaret.GURNEY@det.qld.gov.au>
> **Subject:** RI consent form and draft Bulletin Board message
>

>
>
> Inspiring minds. Creating opportunities. Shaping Queensland's future.
> Please consider the environment before printing this email.
>
>
> Good morning Margaret,
>
> Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.
>
> I will appreciate your opinion. Thanks for your help.
>
> Bevan
>
>
>
> State Schools - Operations
> Department of Education and Training
>
> P: 07 3513 5836
> M contrary to public in
> E: bevan.brennan@det.qld.gov.au
> Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000 PO Box 15033 | City East QLD 4002
>
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>
>

BENNIE, Karen

From: MCALLISTER, Danielle
Sent: Monday, 16 April 2018 3:03 PM
To: BENNIE, Karen
Subject: FW: RI consent form and draft Bulletin Board message

-----Original Message-----

From: BRENNAN, Bevan
Sent: Friday, 10 November 2017 4:13 PM
To: KELLY, Peter <Peter.KELLY@det.qld.gov.au>
Cc: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: RE: RI consent form and draft Bulletin Board message

Thank you Peter. Best wishes, Bevan

Bevan Brennan
Assistant Director-General

State Schools – Operations
Department of Education and Training

P: 07 3513 5836

M: contrary to public int

E: bevan.brennan@det.qld.gov.au

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-----Original Message-----

From: KELLY, Peter
Sent: Friday, 10 November 2017 3:57 PM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Subject: RE: RI consent form and draft Bulletin Board message

Hi Bevan, thanks for this opportunity.

A couple of points:

The second para of Information to parents form - insertion of the "while" only works if the red section remains in the table at the bottom. "program" is misspelt

Otherwise it makes sense
P

Peter Kelly
Regional Director
North Queensland Region, Townsville Office Department of Education and Training

P: 4758 3287 | M: contrary to public | E: Peter.Kelly@det.qld.gov.au <http://www.det.qld.gov.au/> Level 07 | Verde Building | 445 Flinders Street | Townsville QLD 4810 PO Box 5179 | Townsville QLD 4810

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-----Original Message-----

From: BRENNAN, Bevan

Sent: Wednesday, 8 November 2017 9:44 AM

To: KELLY, Peter <Peter.KELLY@det.qld.gov.au>

Subject: RI consent form and draft Bulletin Board message

Good morning Peter,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations

Department of Education and Training

P: 07 3513 5836

M: contrary to public int

E: bevan.brennan@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000 PO Box 15033 | City East QLD 4002

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HOUSTON, Leilani

From: TREE, Natalie
Sent: Friday, 10 November 2017 9:54 AM
To: BRENNAN, Bevan
Subject: RE: RI consent form and draft Bulletin Board message

Good morning Bevan

John has no changes or queries relating to the RI documentation.

Thanks
Natalie

Natalie Tree
Senior Executive Officer

South East Region
Building C, Level 1 | 340 Hope Island Road | Hope Island Qld 4212 PO Box 492 | Oxenford Qld 4210

Phone: 07 5656 6603
Mobile: contrary to public interest
email: natalie.tree@det.qld.gov.au

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-----Original Message-----

From: BRENNAN, Bevan
Sent: Wednesday, 8 November 2017 9:40 AM
To: NORFOLK, John <John.NORFOLK@det.qld.gov.au>
Subject: RI consent form and draft Bulletin Board message

Good morning John,

Herewith are the two RI documents that I referred to on the teleconference. In relation to the consent form I do not intend to include the highlighted statement in red print but do intend to include the highlighted statements in black print. These suggestions will go to the RIQA meeting on 16 November for their edification.

I will appreciate your opinion. Thanks for your help.

Bevan

State Schools – Operations
Department of Education and Training

P: 07 3513 5836
M: contrary to public interest
E: bevan.brennan@det.qld.gov.au

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BENNIE, Karen

From: MCALLISTER, Danielle
Sent: Monday, 16 April 2018 2:57 PM
To: BENNIE, Karen
Subject: FW: RI Consent Form
Attachments: 2017 11 10 RI template-consent-form-confcomments.doc

From: MCALLISTER, Danielle
Sent: Friday, 10 November 2017 9:45 AM
To: BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>
Cc: ZDRAVESKI, Michelle <Michelle.ZDRAVESKI@det.qld.gov.au>
Subject: RE: RI Consent Form

Hey - I've made some comments and highlighted the current text from our form in green. I don't think we are too far apart (although she seems to want to reformat the table – not sure what the purpose of this is), but will have different opinions re reviewed materials (would be very good to test this with Jim – I've flagged in the brief) and the opening para.

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M contrary to public int

From: BRENNAN, Bevan
Sent: Friday, 10 November 2017 8:48 AM
To: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Cc: ZDRAVESKI, Michelle <Michelle.ZDRAVESKI@det.qld.gov.au>
Subject: Fwd: RI Consent Form

Hi Mich. I have emailed Danielle about the press release. BB

Begin forwarded message:

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. An optional program of Religious Instruction (RI) is available to all students in Years 1-6 at [name of school] SS in 2018. Weekly classes of 30 mins will be held each [day of week] commencing in Week [week number].

Comment [cont1] Words from <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html>

Comment [MD2]: Covered in table

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. However the RI materials in use at our school have been reviewed and are age-appropriate and meet the Department's policies and procedures.

Comment [cont1] Only applies in Schools using Connect, GodSpace and Access Ministries materials.

All RI classes and Instructors are supervised by classroom teachers. All RI Instructors use only the authorised materials, meet state child protection requirements, participate in compulsory school-based Code of Conduct and child protection training, and participate in faith-based training.

Comment [MD4]: Incorrect. Dept wording is correct – 'school staff members will be present during delivery of RI'

Any student who has a religion nominated on the Application for Student Enrolment Form will be placed in RI if that religion is offered. All other students may participate in RI if the form below is returned to the school. If consent has been provided previously, then your child will continue to be placed in RI even if you do not return this form. It is not necessary to personally identify with any faith group in order to give consent for your child to participate in RI.

Comment [MD5]: New para by Dept covers most of this. Cannot say they participate in faith-based training – not our remit and our principals wouldn't necessarily know this.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

Comment [MD6]: New

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The following programs of RI will be available at our school in 2018:

[Christian
Baha'i
Buddhism etc]

Please note that the Christian RI program will be taught as a Cooperative program and the following Christian denominations will be providing RI Instructors at our school: [Anglican, Catholic etc.]

Comment [MD7]: This is covered in the table

The aims and objectives of each program <taken from Form 1> are attached for your information.

Following are weblinks to the lesson aims for the materials in use at our school: [insert links]

Comment [MD8]: New – what weblinks would this be referring to?

Further details about our school's RI program/s and other instruction are available on the school's website (and in the school's <parent/enrolment> handbook). You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.> You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name



Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

<INSERT SCHOOL LETTERHEAD>

Information to parents and consent form – religious instruction and other instruction



Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

BULL, Stephanie

From: WALSH, Becky
Sent: Monday, 13 November 2017 8:44 AM
To: BORZELLEGA, Melissa; BULL, Stephanie
Cc: MCALLISTER, Danielle
Subject: RIQA Meeting Briefs for Chair

Hi Melissa & Steph

As you know, the RIQA agenda is progressing to the DG (as Chair) for approval.

We should assume that it will stay largely the same.

Given this, would you pls prepare a meeting brief (in the style prepared for him at the last RIQA meeting)?

We'll need to get these to Danielle tomorrow.

For the Info & Consent form, you could use content from the DG approval brief written last week.

Of course, chat to me if need be.

Thanks!

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M: contrary to public i

Released under the RTI Act

HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Tuesday, 14 November 2017 6:45 PM
To: contrary to public interest
Cc: WATTERSTON, Jim; WALTON, Patrea; BRENNAN, Bevan; STEVENSON, Hayley; WALSH, Becky
Subject: Religious Instruction Quality Assurance (RIQA) advisory group meeting - Term 4, 2017

Good afternoon RIQA members

Please find attached the agenda and papers for the Term 4 Religious Instruction Quality Assurance meeting to be held at 3:00pm – 4:30pm on 16 November 2017, in Room 12:18, Floor 12, 30 Mary Street, Brisbane.



Agenda Religious
Instruction Q...



Agenda item 1 -
Minutes - Reli...



Agenda item 2 -
RIQA DRAFT Ter...



Agenda item 3 -
RIQA Paper - D...



Agenda item 4 -
Template Infor...

Kind regards
Danielle



Danielle McAllister
Executive Director
Governance, Projects and Administration
State Schools - Operations
Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: contrary to public
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002



<INSERT SCHOOL LETTERHEAD>

Optional Template Information and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We would like to inform you about the religious instruction (RI) arrangements in 20XX. If you wish to make any changes to your current preferences regarding your child's participation in RI or other instruction, please complete the bottom section of this form. If there are no changes to be made, there is no need to return the form to the school.

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide RI each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs Participating faith group/s	Name of RI program	Delivery details
Cooperative program • Christian Cooperative Program Faith groups involved: • E.g. Lutheran • Uniting Church • Baptist • Salvation Army	• Program title e.g. Connect, Access Ministries, Godspace	• Commencing Term 1, Week X • Year level • Day / duration each week
• Single program e.g. Bahá'í	• Program title e.g. Bahá'í	• Commencing Term 1, Week X • Year level • Day / duration each week
• Single program e.g. Buddhist	• Program title e.g. Ready Set Happy	• Commencing Term 1, Week X • Year level • Day / duration each week



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<INSERT SCHOOL LETTERHEAD>

Optional Template Information and consent form – religious instruction and other instruction

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

X _____

Please complete, sign and return this form to the school office or email it to xxxxx@eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Tuesday, 14 November 2017 10:58 AM
To: ZDRAVESKI, Michelle; HOUSTON, Leilani
Cc: OADG, SSO
Subject: Approved by A/ADG SSO - 14.11.17 : 17/489980 : DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017
Attachments: DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017.DOCX; DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017.tr5
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed
Categories: 10. Closed and finalised

Hey there - just wanted to check in on this one. We need to get the agenda out to members today - and it needs DDG and DG approval. Hayley approved it yesterday, noting that we are meeting with [contrary to public interest] today to again discuss the template consent form after changes provided late last week. We can have this changed, as necessary prior to distributing to members pending the outcome of the discussion.

I think I'll need to talk to [contrary to public interest] to get this through but wanted to find out if it had progressed yesterday?

-----< HPE Records Manager record Information >-----

Record Number: 17/489980
Title : DRAFT Agenda Religious Instruction Quality Assurance (RIQA) meeting - Term 4 2017 - 16 November 2017

Religious Instruction Quality Assurance advisory group

Location: Room 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Secretariat: Danielle McAllister, Executive Director,
State Schools – Operations (SSO), DET

Members: Acts 2 Alliance (contrary to public interest) Anglican Province of Queensland and Anglican Schools Commission (contrary to public interest) Australian Christian Churches (contrary to public interest) Baha'i Local Spiritual Assembly – Gold Coast (contrary to public interest) Buddhist Council of Queensland Inc. (contrary to public interest) Corporation of the Roman Catholic Bishops of Queensland (contrary to public interest) Fellowship of Independent Evangelical Churches (contrary to public interest) Islamic Council of Qld (contrary to public interest) Lutheran Church Queensland (contrary to public interest) Presbyterian Church of Queensland (contrary to public interest) Queensland Baptists (contrary to public interest) The Gideons International Australia (contrary to public interest) The Salvation Army (contrary to public interest) The Wesleyan Methodist Church of Australia (contrary to public interest) Uniting Church in Australia – Queensland Synod (contrary to public interest)

Apologies: Churches of Christ Queensland

Churches of Christ Queensland	contrary to public in	
Opening		Men
apologies and membership changes		Ch
minutes		Ch
Reference		
Information to parents and consent form		ADG contrary to p

MCALLISTER, Danielle

Subject: Hayley Stevenson, Daniel McAllister and contrary to public interest to discuss the Parent Information and Consent form for RI

Location: Office of the ADG SSO, Education House Lvl 15, 30 Mary Street Brisbane

Start: Tue 14/11/2017 4:00 PM

End: Tue 14/11/2017 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: STEVENSON, Hayley

Required Attendees: contrary to public interest MCALLISTER, Danielle

Categories: FOR YOUR INFORMATION ONLY

Good Afternoon contrary to public interest

Thank you for talking with me earlier; as I mentioned to you on the phone Hayley and Danielle would like to go over the Parent Information and Consent for RI form with you. I will arrange a car park for you for the purpose of the meeting and send you confirmation as soon as possible of you bay number.

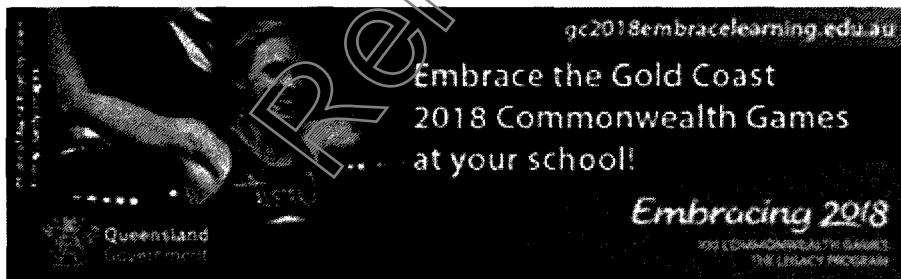
Kind regards

Leilani Houston
Executive Support Officer

Office of the Assistant Director-General
State Schools - Operations
Department of Education and Training

P: 07 3513 5838
E: leilani.houston@det.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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BORZELLEGA, Melissa

From: WALSH, Becky
Sent: Wednesday, 15 November 2017 8:55 AM
To: BULL, Stephanie; BORZELLEGA, Melissa
Cc: BENNIE, Karen
Subject: FW: Religious Instruction Quality Assurance (RIQA) advisory group meeting - Term 4, 2017

Hi Steph & Melissa

Two things:

Dan did make some more changes to the consent form after the meeting with [contrary to public interest] late y'day.

She also removed the highlighting.

We should add what (else) has been changed to the DG speaking notes.

Would you pls:

- do a comparison of the one sent with the Agenda & the current version (on the RI policy page).
- then add summary points into Item

2nd thing

irrelevant

So if you do make changes to the DG meeting brief, pls check in with Karen / Danielle.

Thanks!

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M: [contrary to public interest]

From: MCALLISTER, Danielle

Sent: Tuesday, 14 November 2017 6:45 PM

To: [contrary to public interest]

[contrary to public interest]

Cc: WATTERSTON, Jim <Jim.WATTERSTON@det.qld.gov.au>; WALTON, Patrea <Patrea.WALTON@det.qld.gov.au>; BRENNAN, Bevan <Bevan.BRENNAN@det.qld.gov.au>; STEVENSON, Hayley <Hayley.STEVENSON@det.qld.gov.au>; WALSH, Becky <Becky.WALSH@det.qld.gov.au>

Subject: Religious Instruction Quality Assurance (RIQA) advisory group meeting - Term 4, 2017

Good afternoon RIQA members

Please find attached the agenda and papers for the Term 4 Religious Instruction Quality Assurance meeting to be held at 3:00pm – 4:30pm on 16 November 2017, in Room 12:18, Floor 12, 30 Mary Street, Brisbane.



Agenda Religious
Instruction Q...



Agenda item 1 -
Minutes - Reli...



Agenda item 2 -
RIQA DRAFT Ter...



Agenda item 3 -
RIQA Paper - D...



Agenda item 4 -
Template Infor...

Kind regards
Danielle



Queensland
Government

Danielle McAllister
Executive Director
Governance, Projects and Administration
State Schools - Operations
Department of Education and Training

P: 07 3513 5927 | E: danielle.mcallister@det.qld.gov.au | M: contrary to public interest
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002



HOUSTON, Leilani

From: STEVENSON, Hayley
Sent: Wednesday, 15 November 2017 4:12 PM
To: INGLIS, Marni
Subject: Fwd: RIQA chair notes

Can you please progress once my changes are made.

Hayley Stevenson
Executive Director
Student Protection and Wellbeing
Department of Education and Training

Sent from my iPhone contrary to public inte

Begin forwarded message:

From: "MCCABE, Kath" <Kath.MCCABE@det.qld.gov.au>
Date: 15 November 2017 at 4:10:53 pm AEST
To: "HOUSTON, Leilani" <Leilani.HOUSTON@det.qld.gov.au>, "STEVENSON, Hayley" <Hayley.STEVENSON@det.qld.gov.au>
Subject: FW: RIQA chair notes

Hi Hayley

Just spoke to Patrea – she wants to review these before they go to DG please. In particular she wants to see the sections around RI/RE and consent forms.

Thanks
Kath

From: MCCABE, Kath
Sent: Wednesday, 15 November 2017 4:00 PM
To: STEVENSON, Hayley <Hayley.STEVENSON@det.qld.gov.au>
Subject: RE: RIQA chair notes

Can I take a quick look Hayley pls?
I don't have the trim ref.

thanks
Kath

From: STEVENSON, Hayley
Sent: Wednesday, 15 November 2017 3:34 PM
To: MCCABE, Kath <Kath.MCCABE@det.qld.gov.au>
Subject: RIQA chair notes

Hi Kath

I have just received the RIQA chair notes in TRIM. I was just going to take them with me when I brief the DG prior to the meeting. Is it ok to progress them directly to the DG without Patrea's approval? The agenda and papers etc have already been approved through Patrea and sent out. I just don't want to unnecessarily place pressure on your office to approve these at late notice.

Thanks
Hayley



Hayley Stevenson
A/Assistant Director-General
State Schools – Operations
Department of Education and Training

T: 07 351 35836 | E: hayley.stevenson@det.qld.gov.au | M: contrary to public
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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HOUSTON, Leilani

From: STEVENSON, Hayley
Sent: Wednesday, 15 November 2017 4:59 PM
To: MCCABE, Kath
Subject: RE: RIQA chair notes

No probs. Should be on their way now. I had sent them back for some changes.

Hayley Stevenson
A/Assistant Director-General, State Schools – Operations

P: 07 351 35836 | E: hayley.stevenson@det.qld.gov.au | M contrary to public

From: MCCABE, Kath
Sent: Wednesday, 15 November 2017 4:11 PM
To: HOUSTON, Leilani <Leilani.HOUSTON@det.qld.gov.au>; STEVENSON, Hayley <Hayley.STEVENSON@det.qld.gov.au>
Subject: FW: RIQA chair notes

Hi Hayley

Just spoke to Patrea – she wants to review these before they go to DG please. In particular she wants to see the sections around RI/RE and consent forms.

Thanks
Kath

From: MCCABE, Kath
Sent: Wednesday, 15 November 2017 4:00 PM
To: STEVENSON, Hayley <Hayley.STEVENSON@det.qld.gov.au>
Subject: RE: RIQA chair notes

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I don't have the trim ref.

thanks
Kath

From: STEVENSON, Hayley
Sent: Wednesday, 15 November 2017 3:34 PM
To: MCCABE, Kath <Kath.MCCABE@det.qld.gov.au>
Subject: RIQA chair notes

Hi Kath

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Thanks
Hayley



Hayley Stevenson
A/Assistant Director-General
State Schools – Operations
Department of Education and Training

T: 07 351 35836 | E: hayley.stevenson@det.qld.gov.au | contrary to public
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Released under the RTI Act

Agenda

Religious Instruction Quality Assurance advisory group

Date/time: Thursday 16 November 2017, 3-4:30 pm

Location: Room 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director,
State Schools – Operations (SSO), DET

Teleconference: Dial **Participant Code** **Moderator** (Education House)

Members: Acts 2 Alliance Anglican Province of Queensland and Anglican Schools
Commission Australian Christian Churches Baha'i Local Spiritual
Assembly – Gold Coast Buddhist Council of Queensland Inc. Corporation of the
Roman Catholic Bishops of Queensland Fellowship of Independent Evangelical Churches
 Islamic Council of Qld Lutheran Church Queensland
 Presbyterian Church of Queensland Queensland Baptists The Gideons
International Australia The Salvation Army The Wesleyan Methodist Church of
Australia Uniting Church in Australia – Queensland Synod

Others: Patrea Walton, Deputy Director-General State Schools, Bevan Brennan, Assistant Director-General SSO,
Becky Walsh, Director SSO

Apologies: Churches of Christ Queensland

Agenda item	Member	Action	Paper
1. Meeting opening Welcome, apologies and membership changes Previous minutes	Chair	Noting Endorsement	Yes
2. Terms of Reference	Chair	Discussion	Yes
3. irrelevant			
4. Template Information to parents and consent form	ADG SSO <input type="text"/>	Discussion	Yes
5. irrelevant			
6.			
7.			
8.			
9.			
10.			

Director-General Meeting

SPEAKING NOTES

FOR: Religious Instruction Quality Assurance (RIQA) Advisory Group

16 November 2017

AGENDA ITEM 1: WELCOME AND APOLOGIES

SPEAKING POINTS:

- Welcome to the Term 4 RIQA Advisory Group.
- Before we begin, I acknowledge the **Turr-a-bul and Yuggera** peoples, the Traditional Owners of the land on which we meet.
- As today's meeting is the last of the year, I'd like to acknowledge the valuable work you do and your commitment to provide quality religious instruction in state schools.
- We have received apologies from [contrary to public interest] from Churches of Christ, [contrary to public interest] from Gideons, [contrary to public interest] from Buddhist Council of Queensland and [contrary to public interest] from The Salvation Army.

Previous Minutes and Business Arising

- Members were provided with the draft minutes from the two special meetings, held 21 June and 1 August 2017 during the Term 3 2017 meeting, with feedback to be provided by 30 August 2017.
- No feedback was received, so I will consider these minutes as endorsed unless there is any comment now.
- The Term 3 meeting minutes were circulated to you with the agenda for this week's meeting.

- I can confirm all action items from the Term 3 2017 meeting have been completed.
- Is there any feedback members would like to provide on the Term 3 2017 draft meeting minutes?
- With consideration for that feedback, I consider these minutes to be endorsed.

Released under the RTI Act

Pages 220 through 221 redacted for the following reasons:

irrelevant

Released under the RTI
Act

AGENDA ITEM 4: TEMPLATE INFORMATION TO PARENTS AND CONSENT FORM

SPEAKING POINTS:

- Hayley is also going to update you all on some proposed changes to the template *Information and consent form – religious instruction and other instruction*.

[HAND OVER TO HAYLEY STEVENSON]

HAYLEY

- Thank you Director-General.
- Since the template *Information and consent form* was first released in April this year, we've received feedback from some RIQA members.
- Before I speak to the form itself, as discussed in the Term 3 RIQA meeting, feedback was received that if the consent form was used by schools but not returned by parents, some schools may be withdrawing the student from RI.
- I want to confirm that this issue was addressed in the Director-General's newsletter on 29 August 2017 and this communication was provided to you all. This issue will also be covered in the upcoming Bulletin Board and in discussions with Regional Directors.
- I know that Bevan has previously encouraged you to raise any individual issues that arise with him and would like to ensure you that also applies to myself. It's important that we know about any concerns and can help to ensure policy is followed and issues are resolved quickly.
- With respect to the form itself, the following inclusions have been proposed:
 - Optional Template in the header

- Paragraph 1 - new opening to clearly state the intent of the form
- Paragraph 4 - all RI instructors have to hold a blue card and participate in compulsory Student Protection and Code of Conduct training; RI instructors are only entitled to deliver the approved RI program (which would be listed on the form); and a school staff member will be present during the delivery of RI
- Paragraph 5 - a parent, regardless of their own faith (if any), may choose to give consent for their child to participate in an RI program
- Paragraph 7 - If a parent does not update their consent by completing and returning the form, their previous written instructions to the school will continue to apply.
- Reformatting of the table of information, noting that the version was distributed will be amended to delete 'Participating faith groups' in the header, as this is incorporated into the text below.
- Reference to the RI materials not being a part of the formal school curriculum has been deleted as it is considered covered by the previous line that the materials are approved by the faith group.
- These proposed amendments are supported by the Department and are considered to be consistent with current RI policy provisions.
- A further inclusion requested by a RIQA member was to advise that the RI materials had been reviewed to ensure they were age-appropriate and consistent with departmental policies and procedures.
- Consultation on some of the proposed amendments has occurred with the Queensland Teachers' Union, P&Cs Qld, the Principal Advisory Committee, Regional Directors and principal associations.

- These stakeholders did not raise any concerns with the changes they saw, with the exception of including a statement about the review of RI programs.
- The Department does not have a line of sight to RI programs being delivered in state schools.
- RI program materials can be changed by faith groups at any time.
- Principals have an important role to review the RI programs that are being delivered in their school and engage with RI instructors to resolve any issues arising from RI program materials.
- As this is an optional template, principals can add a statement about their review of the RI program/s if they wish.

[HAND BACK TO DIRECTOR-GENERAL TO SEEK FEEDBACK FROM MEMBERS]

- Thank you Hayley.

- I believe you also raised this agenda item, do you have any further comments before we open this matter for wider discussion?

[TO COMMENT]

- Thank you Do any other members have feedback on the proposed amendments to the template *Information and consent form*?

[FACILITATE DISCUSSION]

- Thank you. We will have to undertake further consultation with our other stakeholders given more changes have been made. Once the Department has concluded the consultation process, the form will progress through the regular approval process.

Pages 225 through 230 redacted for the following reasons:

irrelevant

Released under the RTI
Act

Term 4 2017 requested RIQA agenda items as proposed by RIQA members

Agenda item/s requested by:	Requested agenda item/s	Action under current draft agenda
contrary to public interest	1. Consent Form	1. Already an agenda item
	irrelevant	
contrary to public interest	irrelevant	
irrelevant		

Draft Minutes

Religious Instruction Quality Assurance Advisory Group

Date/time: Thursday 16 November 2017, 3:00pm

Location: Room 12.18, Floor 12, Education House,
30 Mary Street, Brisbane

Chair: Dr Jim Watterston, Director-General, DET

Secretariat: Danielle McAllister, Executive Director,
State Schools – Operations (SSO), DET

Teleconference: Dial [contrary to public] **Participant Code** [contrary to public] **Moderator** (Education House) [contrary to public]

Members: Acts 2 Alliance [contrary to public] Anglican Province of Queensland and Anglican Schools Commission [contrary to public interest] Australian Christian Churches [contrary to public interest] Baha'i Local Spiritual Assembly – Gold Coast [contrary to public] Buddhist Council of Queensland Inc. [contrary to public interest] Corporation of the Roman Catholic Bishops of Queensland [contrary to public] Fellowship of Independent Evangelical Churches [contrary to public interest] Lutheran Church Queensland [contrary to public interest] Presbyterian Church of Queensland [contrary to public interest] Queensland Baptists [contrary to public interest] The Wesleyan Methodist Church of Australia [contrary to public interest] Uniting Church in Australia – Queensland Synod [contrary to public interest]

Others: Yang Tay, Buddhist Education Services for Schools, Bevan Brennan, Assistant Director-General SSO, Hayley Stevenson, A/Assistant Director General SSO, Becky Walsh, Director SSO

Apologies: Buddhist Council of Queensland Inc. [contrary to public] Churches of Christ Queensland [contrary to public] The Gideons International Australia [contrary to public] Islamic Council of QLD [contrary to public interest] The Salvation Army [contrary to public interest]

Agenda item	Discussion / Outcomes
1. Meeting opening	Members were welcomed and apologies noted. All actions from the 9 August 2017 meeting are complete or will be addressed during today's meeting. D20171116:01: Minutes of the 9 August 2017 meeting were confirmed.
irrelevant	
4. Template Information and consent form	Discussion occurred regarding the proposed changes to the template to provide greater clarity for schools. A number of members indicated the changes would address issues being experienced in school communities. A consideration was raised to encourage schools to inform the RI coordinator prior to the template being sent out to the school community. It was also suggested that translation of the form into other languages would make it more accessible to parents from a non-English speaking background.

	<p>It is anticipated the revised form will be published prior to the end of the 2017 school year and communication to schools will follow.</p> <p>Members thanked departmental staff for their consideration of and consultation about issues raised.</p> <p>D20171116:04: Revised Template Information to parents and consent form supported.</p> <p>A20171116:03: Encourage schools to:</p> <ul style="list-style-type: none"> - collaborate with the RI coordinator about proposed RI communications prior to distribution to the school community - consider translating the form into additional languages.
--	--

irrelevant

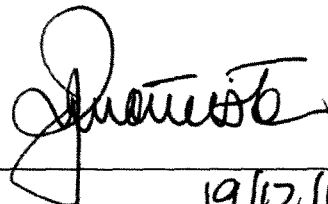
Released under the RTI Act

irrelevant

A summary of decisions and actions is provided below:

Decision Item number	Decisions		
irrelevant			
D20171116:04	RIQA supported the revised <i>Information to parents and consent form</i> template.		
irrelevant			
Action Item number	Actions	Lead action officer	Due date
irrelevant			
A20171116:03	Encourage schools to: <ul style="list-style-type: none">- collaborate with the RI coordinator about proposed RI communications prior to distribution to the school community- consider translating the form into other languages.	Secretariat	Term 4 2017
irrelevant			

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET, it will be noted at the relevant part of these minutes.



19/12/17



BENNIE, Karen

From: MCALLISTER, Danielle
Sent: Monday, 16 April 2018 3:02 PM
To: BENNIE, Karen
Subject: FW: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

-----Original Message-----

From: WALSH, Becky
Sent: Monday, 20 November 2017 1:39 PM
To: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: RE: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Printed for your response

Sure can.

Are you / Hayley OK to go out to PAC / Principals Assoc reps to advise of subsequent changes made at RIQA's request?

In the absence of any scheduled ref/advisory group meetings involving them, and if It's considered appropriate, we could draft an email from you/ADG based on DG Chair notes for that item.

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M: [redacted] (contrary to public interest)

-----Original Message-----

From: MCALLISTER, Danielle
Sent: Monday, 20 November 2017 12:54 PM
To: WALSH, Becky <Becky.WALSH@det.qld.gov.au>
Subject: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Hey - can you revise including outcomes from RIQA. Will need to note potential implications of not consulting with QPSSS, as well as the comms plan for the template consent form.

-----< HPE Records Manager record Information >-----

Record Number: 17/575819
Title : DG BN - Revised RI Consent Form - November 2017

BORZELLEGA, Melissa

From: BORZELLEGA, Melissa
Sent: Wednesday, 22 November 2017 2:43 PM
To: WALSH, Becky
Cc: BULL, Stephanie
Subject: RE: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Ok – all good for you to review. Steph cross referenced the 17/489106 with the PDF that was emailed to RIQA members and they are the same doc – so it was just the TRIM notes that wasn't updated.

Melissa Borzellega

Manager
State Schools Operations
Department of Education and Training

P: 07 3513 5972

E: melissa.borzellega@det.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: WALSH, Becky
Sent: Wednesday, 22 November 2017 2:06 PM
To: BORZELLEGA, Melissa
Cc: BULL, Stephanie
Subject: RE: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

OK thanks. See attached.

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M: contrary to public int

-----Original Message-----

From: BORZELLEGA, Melissa
Sent: Wednesday, 22 November 2017 1:59 PM
To: WALSH, Becky <Becky.WALSH@det.qld.gov.au>
Cc: BULL, Stephanie <Stephanie.BULL@det.qld.gov.au>
Subject: RE: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Hi Becky

Sorry - I should've mentioned that Steph did do a comparison with this consent form and the changes that Danielle had made to DG meeting notes listing out all the proposed changes - it looks like 17/489106 incorporated those changes. I would think the consent form that would've gone out to RIQA members is this 17/489106 which is saved in the RIQA Term 4 meeting container and alternatively within this DG BN. Steph nor I received the email that went

out to RIQA members with all the attachments and it's not saved in the Term 4 folder. If you have the original email sent, then could you forward to us and we can save in TRIM and also do another comparison?

Thanks
Melissa

Melissa Borzellega
Manager
State Schools Operations
Department of Education and Training

P: 07 3513 5972
E: melissa.borzellega@det.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000 PO Box 15033 | City East QLD 4002

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-----Original Message-----

From: WALSH, Becky
Sent: Wednesday, 22 November 2017 12:52 PM
To: BORZELLEGA, Melissa
Cc: BULL, Stephanie
Subject: RE: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Thanks

Can Steph do a comparison of the consent doc (Word version in HPE RM) with the version Danielle sent out with the meeting papers?

Becky Walsh
Director, State Schools - Operations

T: 07 351 35919 | E: becky.walsh@det.qld.gov.au | M: contrary to public int

-----Original Message-----

From: BORZELLEGA, Melissa
Sent: Wednesday, 22 November 2017 12:49 PM
To: WALSH, Becky <Becky.WALSH@det.qld.gov.au>
Cc: BULL, Stephanie <Stephanie.BULL@det.qld.gov.au>
Subject: HPE Records Manager Brief or Question on Notice Response : 17/575819 : DG BN - Revised RI Consent Form - November 2017

Hi Becky - please see revised BN and Comm Plan drafted by Steph. I also just wanted to confirm that 17/489106 is the latest version - the TRIM notes has Danielle making edits on 10 Nov but I know that there were further agreed changes agreed to on 14 Nov after their meeting with contrary not sure that all the agreed changes are reflected in this version? I also did not change the title of 17/489106 to Attachment 1 as it is saved alternatively within the RIQA info - so it would change that reference in that folder too. Let me know if there are further changes you would like us to make.

-----< HPE Records Manager record Information >-----

HOUSTON, Leilani

From: MCALLISTER, Danielle
Sent: Tuesday, 28 November 2017 3:19 PM
To: STEVENSON, Hayley
Cc: INGLIS, Marni; OADG, SSO; WALSH, Becky
Subject: Bulletin Board message to state schools – Religious Instruction
Attachments: RI Bulletin Board.pdf

Categories: 01. Bevan

Hi Hayley – the RI consent form, comms plan and bulletin board brief has been approved by Jim so would be good to get the bulletin board out to RIQA, as committed at the RIQA meeting and ^{contrary} have previously had input into this message and requests from the RIQA meeting have also been included (e.g. translations).

To ^{contrary to public interest}

CC: Danielle.MCALLISTER@det.qld.gov.au

Dear Colleagues

As agreed at the Term 4 2017 RIQA advisory group meeting, for your information please find attached a copy of the bulletin board message to schools regarding RI, planned for publication before the end of the 2017 school year and at the beginning of 2018. This communication will also be sent out to the DET regional offices to ensure shared messages. The link to the optional template information and consent form will connect to the updated form which will be published very shortly.

Should you require further information or clarification, please contact myself or Ms Danielle McAllister, Executive Director, State Schools – Operations, on telephone 3513 5927 or by email at danielle.mcallister@det.qld.gov.au.

Kind regards
Hayley



**Queensland
Government**

Hayley Stevenson
A/Assistant Director-General
State Schools – Operations
Department of Education and Training

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

T: 07 351 35836 | E: hayley.stevenson@det.qld.gov.au | M ^{contrary to publi}

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Briefing Note

Director-General

Department of Education and Training

Action required: For Approval

Action required by: 1 December 2017

Urgent – The template consent form has been revised and requires approval for publication to share with state schools in Term 4, 2017.

SUBJECT: REVISED TEMPLATE INFORMATION AND CONSENT FORM – RELIGIOUS INSTRUCTION AND OTHER INSTRUCTION

Summary of key objectives

- To seek the Director-General's approval of the revised template Information and consent form – religious instruction and other instruction (template consent form) (**Attachment 1**) and proposed communication plan (**Attachment 2**) and Bulletin Board (**Attachment 3**).

Key issues

Template consent form

1. Following the release of the template consent form in April 2017, some members of the Religious Instruction Quality Assurance (RIQA) advisory group proposed amendments.
2. A key issue raised by RIQA advisory group members was that schools are sending the consent form home but if it is not returned, the student is withdrawn from Religious Instruction (RI). This issue was addressed in the Director-General's newsletter on 29 August 2017.
3. The Queensland Teachers' Union, P&Cs Qld, the Principal Advisory Committee and the State Schools – Operations Advisory Group (comprising Regional Directors and principal associations) have been consulted on some of the amendments and were broadly supportive of the changes.
4. However, stakeholders raised issues regarding the inclusion of the statement that RI materials had been reviewed to ensure they were age-appropriate and consistent with departmental policies and procedures. The responsibility to review the RI programs rests with the principal and it is high risk to make the statement (in a template letter) to parents that they have been reviewed. This position was discussed with RIQA and no further objections were raised.
5. Further amendments to the template consent form were proposed by some RIQA members during a meeting with the Acting Assistant Director-General, State Schools – Operations on 14 November 2017.
6. All proposed amendments to the template consent form were tabled at the Term 4, 2017 RIQA advisory group meeting, held on 16 November 2017, and were supported. The amendments are outlined below:
 - the wording 'Optional Template' has been included in the header;
 - paragraph 1 – inclusion of a new opening to clearly state the intent of the form;
 - paragraph 2 – inclusion of new wording to highlight state schools' commitment to embracing cultural, religious and non-religious beliefs;

- paragraph 4 – all RI instructors have to hold a Blue Card and participate in compulsory Student Protection and Code of Conduct training, RI instructors are only entitled to deliver the approved RI program (which would be listed on the form), and a school staff member will be present during the delivery of RI;
- paragraph 5 – a parent, regardless of their own faith (if any), may choose to give consent for their child to participate in an RI program;
- paragraph 7 – if a parent does not update their consent by completing and returning the form, their previous written instructions to the school will continue to apply;
- reformatting of the table of information has occurred; and
- reference to the RI materials not being a part of the formal school curriculum has been deleted as it is considered covered by the previous line that the materials are approved by the faith group.

Queensland Parents for Secular State Schools (QPSSS)

7. QPSSS was consulted during the original development of the template consent form, prior to its release in April 2017. Consultation has not occurred with this stakeholder on the proposed amendments to the form.
8. While the proposed changes do not represent any variation in the Department of Education and Training's (DET) policy position, it is anticipated that QPSSS may raise concerns with the amended content.
9. While the Director-General has previously committed to consulting with QPSSS on RI policy changes, the amendments to the template consent form are considered to be consistent with current RI policy provisions and therefore do not necessitate consultation.
10. The changes, along with a failure to consult with QPSSS, may result in public criticism of DET (through social media) by QPSSS.

Communications

11. Following publication of the revised template consent form on the RI policy statement website, communications will occur to advise schools of its availability.
12. A draft communications plan has been developed (**Attachment 2**) for this purpose and includes the release of a Bulletin Board to remind principals about key aspects of the RI policy (**Attachment 3**).

Background

13. Publication of the original template consent form in April 2017 coincided with the release of the new Application for Enrolment Form (Version 7) and associated OneSchool enhancements. Broad consultation with all stakeholders (resulting in highly divergent views) had been undertaken prior to publication.
14. The consent form assists principals to provide information on RI at their school and to ensure consent records for participation in RI or other instruction is current.
15. Some members of RIQA have been critical that some principals have been issuing the consent form to parents on a more regular basis than they consider is reasonable.

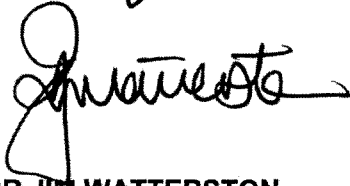
Right to information

16. I am of the view that the contents or attachments contained in this brief **are not suitable** for publication as they contain information about policy documents and communications that are not yet approved for publication.

Recommendation

That the Director-General:

- **approve** the revised template Information and consent form – religious instruction and other instruction for publication and use in state schools (**Attachment 1**);
- **approve** the proposed communication plan (**Attachment 2**); and
- **approve** the content and publication of the Bulletin Board (**Attachment 3**).

NOTED / APPROVED / NOT APPROVED


DR JIM WATTERSTON
Director-General
Department of Education and Training

28/11/17

☐ Copy to Minister's Office**Director-General's comments**

Action Officer
 Becky Walsh
 Director
 State Schools - Operations
 Ph: 3513 5919

Endorsed by:
 Danielle McAllister
 Executive Director
 State Schools - Operations
 Ph: 3513 5927
 Date: 24/11/2017

Endorsed by:
 Hayley Stevenson
 A/Assistant Director-General
 State Schools - Operations
 Ph: 3513 5836
 Date: 27/11/2017

Endorsed by:
 Patrea Walton
 Deputy Director-General
 State Schools
 Ph: 3034 4762
 Date: 27/11/2017

Released under the RTIA Act

Optional Template Information and consent form – religious instruction and other instruction

<Insert date>

Dear Parent/Carer

We would like to inform you about the religious instruction (RI) arrangements in 20XX. If you wish to make any changes to your current preferences regarding your child's participation in RI or other instruction, please complete the bottom section of this form. If there are no changes to be made, there is no need to return the form to the school.

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide RI each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Name of RI program	Delivery details
Cooperative program • Christian Cooperative Program Faith groups involved: • E.g. Lutheran • Uniting Church • Baptist • Salvation Army	• Program title e.g. Connect, Access Ministries, Godspace	• Commencing Term 1, Week X • Year level • Day / duration each week
• Single program e.g. Bahá'í	• Program title e.g. Bahá'í	• Commencing Term 1, Week X • Year level • Day / duration each week
• Single program e.g. Buddhist	• Program title e.g. Ready Set Happy	• Commencing Term 1, Week X • Year level • Day / duration each week



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

Optional Template Information and consent form – religious instruction and other instruction

The aims and objectives of each program <taken from Form 1> are attached for your information.

Further details about our school's RI program/s and other instruction are available on the school's website {and in the school's <parent/enrolment> handbook}. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. <Or provide this information if already known.>

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

Principal Name
School Name

X

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au

Student Name: _____ Year/Level: _____

RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

☐ Yes

☐ No

If 'Yes', please nominate the religion:

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.

Communication Plan – Religious Instruction

REVISED TEMPLATE INFORMATION TO PARENTS AND CONSENT FORM – RELIGIOUS INSTRUCTION AND OTHER INSTRUCTION

Communication Method	Reference	Date	Key messages	Status
<u>OnePortal Bulletin Board</u>	17/575838	Term 4 2017 – following feedback from RIQA Advisory Group members	<p>Inclusion of information about:</p> <ul style="list-style-type: none"> - Participation in RI. - Revised version of template <i>Information to parents and consent form – religious instruction and other instruction</i>. - Information about RI is to be available on school websites or in the parent handbook. 	<p>The draft bulletin board wording is to be sent to RIQA advisory group members prior to publication.</p> <p>A final copy is to also be provided to RIQA advisory group members following publication for distribution within their relevant networks.</p> <p>A copy will also be distributed to regions to ensure consistent information.</p>
Email from ADG SSO to stakeholders	17/603489	November / December 2017	<p>Inclusion of information about:</p> <ul style="list-style-type: none"> - Final version of the revised template <i>Information to parents and consent form – religious instruction and other instruction</i>. 	<p>Final copy of template <i>Information to parents and consent form – religious instruction and other instruction</i> will be attached.</p>
<u>State Schools Update/Back to Schools Update</u>	TBA	January / February 2018	<p>Reminding schools that students participate in RI based on consent provided by parents on the application for Student Enrolment (Version 7) – unless a parent provides other instructions in writing or through the Information to parents and consent form</p>	<p>Being drafted.</p> <p>A final copy will be provided to RIQA advisory group members following publication for distribution within their relevant networks.</p>

Content brief

Instructions


Please attach your completed Content brief to the Web Work Request online form. For assistance completing this form please contact Web Services via email at webworkrequest@dete.qld.gov.au or telephone 1800 680 445 (option 3, then 3).

Complete this Content brief by either using:

- Colour block highlighting; or
- Track changes in Microsoft Office.

How to use colour block highlighting

1. Insert page content within the **[bracketed]** area below (Page 2).
2. Highlight changes as per table below.

Instruction	Style application
Add new text/create new page	Highlight in green
Notes required within page	Highlight in yellow
Delete text from existing page	

How to use track changes

1. Copy/paste content within the **[bracketed]** area (Page 2)
2. Turn track changes on (Ctrl + Shift + e).
3. Make changes.
 - a. Please note, if 'Comments' are used as part of internal business unit communications, please ensure these are removed before sending the WWR to Web Services.

Tutorials on track changes are available on the Microsoft Office website - options for different versions of Word are available on the following search results page: [Office.com results: track changes](#)

Content

Page details and content (copy this section for each page being updated)	
Title	Religions instruction (RI) – important developments
Page URL <i>Web address for the page</i>	https://oneportal.deta.qld.gov.au/News/Bulletins/Pages/Default.aspx
Description <i>One sentence that summarises the page. This displays on a search engine.</i>	Reminder to schools about RI consent
Keywords <i>List of words, separated by commas, that people may search for on a search engine.</i>	Religious instruction, RI, religious instruction policy statement, enrolment, parent consent
OnePortal Bulletins <i>If you would like a bulletin re-published, please specify dates/times and frequency.</i>	18/01/2018

[Page content start]

Bulletin Board message to state schools (Beginning of Term 4 2017)

Religious Instruction

During this peak enrolment period, schools are reminded that students participate in RI based on information provided by parents on the Application for Student Enrolment (Version 7). This choice remains in effect unless a parent provides other written instructions to the school.

The enrolment form does not ask a parent to identify their faith, only that they nominate the religion (if any) about which they want their child to receive instruction.

At the discretion of the principal and at any time, schools can implement a process to maintain accurate records about parent consent.

While any written direction from a parent to the school regarding a student's participation or non-participation in RI is acceptable, an optional template Information and consent form – religious and other instruction is available for school use.

Regardless of how schools seek to update student records, if a completed form is not returned to the school, students should continue to receive RI or other instruction based on the previous written instructions of parents. Further, when any revised consent is received from parents, OneSchool records should be updated.

Schools are encouraged to collaborate with the RI coordinator about planned RI communications prior to distribution to the school community. RI coordinators can provide relevant information for the principal's consideration.

To help inform a parent's decision, the school's website/parent handbook is to provide current information about RI offered at the school, including the day and time it is to be conducted, the participating faith group or groups, and the name of the authorised programs.

Some draft content for schools to use is available in the supporting documents on the DET RI policy website. Schools may wish to consider translating information or consent forms into other languages where appropriate.

Authorised RI programs are to be made available to the school community on request.

When sharing information about RI, including through their website, schools are also reminded to use the correct terminology of 'Religious Instruction' and not 'Religious Education' (or RE).

Principals should continue to follow all provisions in the RI policy statement.

< ENDS >

Released under the
Act

Checklist

Headings and paragraph style

- ☒ Use Microsoft Word default Styles and Formatting in content: Heading 1, Heading 2, Heading 3 and Normal

PDFs, Word documents, images, video and other file types

- ☐ Files have been uploaded to Web Work Request Form or TRIM

PDF and Word documents

- ☒ Keywords and document properties provided
☐ Save Word documents as DOC, not DOCX (save as > save as type > Word 97–2003 document)

PDFs

- ☐ Accessible alternative provided (E.g. HTML, DOC, RTF)

Images

- ☐ Captions provided
☐ Alternative text description provided
☐ Written permission to use images relayed to Web Services

Video

- ☐ Transcript provided

BORZELLEGA, Melissa

From: MCALLISTER, Danielle
Sent: Wednesday, 29 November 2017 3:18 PM
To: WALSH, Becky; BORZELLEGA, Melissa; BULL, Stephanie
Subject: FW: Bulletin Board message to state schools – Religious Instruction
Attachments: RI Bulletin Board.pdf

Danielle McAllister
Executive Director
State Schools - Operations

P: 07 3513 5927 | M: contrary to public int

From: STEVENSON, Hayley
Sent: Wednesday, 29 November 2017 3:01 PM

contrary to public interest

Cc: MCALLISTER, Danielle <Danielle.MCALLISTER@det.qld.gov.au>
Subject: Bulletin Board message to state schools – Religious Instruction

Dear Colleagues

As agreed at the Term 4 2017 RIQA advisory group meeting, for your information please find attached a copy of the bulletin board message to schools regarding RI, planned for publication before the end of the 2017 school year and at the beginning of 2018. This communication will also be sent out to the DET regional offices to ensure consistent messages. The link to the optional template information and consent form will connect to the updated form which will be published very shortly.

Should you require further information or clarification, please contact myself or Ms Danielle McAllister, Executive Director, State Schools – Operations, on telephone 3513 5927 or by email at danielle.mcallister@det.qld.gov.au.

Kind regards
Hayley



Hayley Stevenson
A/Assistant Director-General
State Schools – Operations
Department of Education and Training

T: 07 351 35836 | E: hayley.stevenson@det.qld.gov.au | M: contrary to public
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Please consider the environment before printing this email.

Bulletin Board

Religious Instruction

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