

Queensland Schools Planning Reference Committee

Terms of Reference

September 2023 (Version 1.4)

Currency of Terms of Reference

Terms of Reference endorsed by QSPRC 7 September 2023



07/09/2023

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Rationale

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

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

Purpose

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

- provide a forum for creating a coordinated schools planning approach across sectors;
- assess the impact of population growth and to inform the planning of new education infrastructure in Queensland;
- provide advice to Government on general issues relating to the planning of new schools, and possible reforms to assist in the timely, collaborative and efficient delivery of educational infrastructure for growth areas;
- provide a forum for members to share information, opportunities and innovative approaches to planning and land use for new school infrastructure; and
- coordinate and deliver regular Schools Planning Forums with representatives from the education sectors, local government, state government planning department, and development industry including presentations and discussions on topics impacting planning for new schools.

Scope

The QSPRC will:

- Coordinate cross-sectoral demand mapping activities every two to three years in conjunction with the release of Queensland population projections.
 - QSPRC will seek local government endorsement for the outcomes of demand mapping meetings; and
 - QSPRC will endorse results of demand mapping meetings to be published on the QSPRC website.
- Consult with local governments, local education providers and developers to verify statistical data and form an understanding of local growth patterns;
- Provide advice to the Minister for Education regarding future schools planning;
- Coordinate presentations from relevant experts and guest speakers for QSPRC members and guests;
- Discuss school planning and assessment issues, including planning regulation reform and planning scheme development; and
- Discuss opportunities for innovative cross-sectoral schools planning outcomes; and, potential partnerships in the planning and delivery of new school infrastructure.

Out of scope activities:

- Special School assessment.
- School viability assessment and closures.

Membership

Chair

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

Secretariat

- Team member, Strategy and Service Planning, Service and Infrastructure Planning Branch (DoE).

Committee Members

- Team Leader, Consolidated Projections Project, Queensland Government Statistician's Office, Treasury;
- Director, Social Infrastructure Strategy, Regional Strategy, Infrastructure and Regional Strategy, Department of State Development, Infrastructure, Local Government and Planning;
- Early Childhood and State Schools Division (DoE), Representative;
- Manager, Planning and Facilities, Brisbane Catholic Education;
- Manager, Strategic Policy, Local Government Association of Queensland;
- Manager, Capital Programs, Queensland Catholic Education Commission; and,
- General Manager, Queensland Independent Schools Block Grant Authority.

Or

- Nominated proxy

Roles and Responsibilities of QSPRC Members

The Chair of QSPRC will:

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

Committee Members of QSPRC will:

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

Committee Secretariat of QSPRC:

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

New Schools Demand Mapping

- Reporting by QSPRC on the outcomes of demand mapping consultation will be conducted every two to three years.
- This will align with the release of updates to the Queensland Government Population Projections. Supplementary information may be released between the major revisions, for example, to respond to significant emerging developments.
- Each represented group will seek advice from their own organisations as appropriate prior to QSPRC approving the Demand Maps and Committee Annual Reports.
- Demand maps will be published on the the DoE QSPRC website once endorsed by QSPRC members.

General New School Planning Issues

- Reporting by QSPRC on general new school planning issues will generally be conducted annually (or as required).
- Each represented group will seek approval from their own organisations as appropriate prior to QSPRC approving any recommendations.

- Where agreed, the QSPRC Chair will coordinate and send correspondence on behalf of the QSPRC detailing outcomes or recommendations of the Committee.

Frequency and Conduct of Meetings

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

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

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

Demand Mapping Consultation Sessions

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

Schools Planning Forum

The QSPRC will act as the steering committee for an annual Schools Planning Forum. This will provide a forum for presentations and discussions on emerging issues relating to schools planning. The QSPRC will establish sub-groups to organise the Forum and provide overall direction on the timing, location, content and invitees to this forum.

Retention of Records

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

- Records will be managed within the Department of Education's electronic records management system.

Review Arrangements

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

Revision history

Revision date	Version Number	Author	Description of changes
18/12/19	V 1.0	T. Leins	Final ToR
11/12/20	V 1.1	T. Leins	Purpose & Scope
22/03/23	V 1.2	T. Leins	Draft Membership Updates
29/08/23	V 1.3	B. Essery	Draft updates to wording changed from 'schools' to 'educational infrastructure'
07/09/23	V1.4	T Leins	Updated to reflect minor further updates to position titles. Endorsed by QSPRC