



Queensland Indigenous Education
Consultative Committee
(QIECC)

Operational Plan
2006

Part 1 – QIECC Priorities

Priority Area	Strategies	Actions	Timeline
1. Influence policy and strategy development	Establish and maintain an effective communication flow which would include genuine dialogue between the QIECC and the State and Commonwealth Ministers.	Engage a Project Officer for 12 months to develop a QIECC communication strategy, as per QIECC Priority Area 7.	October 2006
	Work with DETA, DEST and other stakeholders: <ul style="list-style-type: none"> to ensure community views are incorporated into discussions for and about Aboriginal and Torres Strait Islander students. 	Secretariat, in conjunction with Chair, Deputy Chair and members, organise a community forum for September in Caboolture which would include Sunshine Coast and Greater Brisbane community.	July/August 2006
	<ul style="list-style-type: none"> in developing strategies for Aboriginal and Torres Strait Islander students. in developing Indigenous workforce strategies. Seek opportunities to obtain community participation and views that will be incorporated into strategy and policy development.	Secretariat, in conjunction with Chair, Deputy Chair and members organise a community forum for November in a rural location, to be agreed at the September QIECC meeting.	September 2006
2. Parent–Community–School Partnerships	Promote effective practices and research around engaging with Aboriginal and Torres Strait Islander parents and communities.	Prepare for publication, the QIECB Paper <i>Practical Guide for Schools – Engaging with Aboriginal and Torres Strait Islander parents and communities</i> .	September 2006
		Distribute according to Distribution List.	October 2006
		Post effective practice examples on website.	When upgrade is finalised and then ongoing.
	Explore research opportunities in association with effective Parent–Community–School Partnerships in Indigenous education.	Scope current research activities which could be commissioned by the QIECC.	To be undertaken during 2007.
3. Cultural Isolation – supporting Aboriginal and Torres Strait Islander students in schools where they are the only or one of only a few Indigenous students	Work with education and training providers to ensure the issue of cultural isolation is considered and, where appropriate, incorporated into their strategies and policy development.	Provide Community input to the DETA in the development of any further strategies under <i>Bound for Success</i> (B4S), if appropriate.	To be undertaken in second half of 2006 and during 2007.
	Explore research opportunities in association with cultural isolation.	Scope current research activities which could be commissioned by the QIECC.	To be undertaken during 2007.

Priority Area	Strategies	Actions	Timeline
4. Early childhood education	Monitor Preparatory year, prior to universal implementation in 2007.	Regular updates from DETA.	Receive written updates for reporting to members at remaining two 2006 QIECC.
		Canvass advice from parents and community members at QIECC forum.	September 2006
	Monitor and support education providers in relation to implementation of the Preparatory year.	Regular updates from DETA on the implementation of Prep.	Standing item on QIECC agenda for 2007 meetings.
	Support C&K and their Indigenous Support Unit in assisting their Indigenous C&K-affiliated centres.	Establish links with C&K, particularly Dhagun Gur, the Indigenous Support Unit within C&K.	Attend annual Dhagun Gur conference in Cairns 11–13 August 2006.
	Provide strategic advice in developing policies associated with early education services in Indigenous communities.	Explore the promotion of <i>Successful learning in the early years of schooling: the Indigenous parent factor</i> (Australian Parents Council).	Second half of 2006.
5. Education Workforce – planning and professional development	Promote the uptake of Prep and pre-Prep by Indigenous families across all sectors.	Members to explore methods of promoting Prep and pre-Prep and to seek ideas for actions.	Ongoing
	Influence policy and strategies specifically in relation to Indigenous education workers in education and training.	Seek ideas for actions for 2007.	November 2006
5. Education Workforce – planning and professional development	Influence policy and strategies in relation to all staff around Indigenous education.	Post important and relevant research, information and key links around effective practices on QIECC website.	Late 2006, after website upgrade, then ongoing.
	6. Curriculum – cultural content and relevance	Support and promote the work of the Queensland Studies Authority and their Aboriginal and Torres Strait Islander Education Committee in reference to development of appropriate curriculum and testing instruments.	Maintain links with QSA. QSA to be invited periodically to QIECC meetings.
Receive regular reports from QIECC members on QSA Aboriginal and Torres Strait Islander Education Committee and QSA Equity Committee.			Ongoing

Priority Area	Strategies	Actions	Timeline
7. Communication	To ensure QIECC communication processes with Indigenous communities are robust and that there are appropriate processes and strategies.	Engage a Project Officer for 12 months to develop a QIECC communication strategy, as per QIECC Priority Area 1.	December 2006
	Support education and training providers to incorporate appropriate communication strategies with Indigenous communities.	Secretariat to investigate options for independent website development in late 2006, with project to be undertaken during first half of 2007.	Late 2006/early 2007
		Website to be a major communication tool for disseminating and gathering information to Indigenous communities and other key stakeholders, particularly from young people as a group of interest.	Late 2006/early 2007
8. Recognise and acknowledge success and achievement	Promote success and achievement in education and training. Support existing strategies that recognise success and achievement.	Post important and relevant research, information and key links around effective practices on QIECC website.	Ongoing

Part 2 — Compliance Priorities

1	Operations	Measurement	Activity	Timeline	2006 Action
1a	<p>A Strategic Plan for the activities of the Committee, reviewed each year.</p> <p>The Strategic Plan will outline the Committee's priorities and strategies for the quadrennium. An operational plan will form an attachment which will outline QIECC activities that will inform policy and drive change around the agreed priority areas. Also to promote and communicate information about the strategies.</p>	Strategic Plan provided to DEST and published on the web.	<p>QIECC Executive Officer to draft strategic and operational plan.</p> <hr/> <p>Strategic Plan endorsed by members.</p> <p>Provide copy of formatted Strategic Plan and Operational Plan to the State and Commonwealth Education Ministers' Offices.</p> <hr/> <p>An updated Strategic and Operational Plan each year.</p>	<p>Extension to 31 July 2006, sought for current year only.</p> <hr/> <p>31 May each year, commencing 2007.</p>	<p>Finalise Strategic Plan by 31 July 2006.</p> <hr/> <p>Populate Operational Plan with 2006 Action items by 31 July 2006.</p> <hr/> <p>N/A</p>
1b	<p>Annual report —</p> <p>A brief report on the Committee's activities and achievements during the calendar year.</p>	Annual Report provided to the State and Commonwealth Ministers and published on the web.	<p>QIECC Executive Officer to draft report based on Committee's activities and advice.</p> <hr/> <p>An annual report</p>	<p>First meeting 2007.</p>	N/A
1c	Financial acquittal report.	Acceptance of annual financial acquittal.	<p>QIECC Secretariat and relevant sections of DETA to prepare financial report.</p> <hr/> <p>Financial report to be endorsed by members.</p> <hr/> <p>Financial acquittal submitted to DEST.</p>	<p>Mid-April (commencing in 2007).</p> <hr/> <p>First meeting 2007.</p> <hr/> <p>31 May each year (commencing in 2007).</p>	N/A

1	Operations	Measurement	Activity	Timeline	2006 Action	
1d	Regular Committee meetings	Number of meetings held.	4 meetings per year.	Ongoing	Secretariat to prepare minutes of meetings for circulation within one month of meeting date.	
		Minutes available. Standing agenda items at each meeting on DEST and DETA.	QIECC Secretariat to prepare minutes of meeting and circulate as per the conditions of the Schedule to the IEA.	Ongoing		
		Minutes circulated to the Office of Indigenous Policy Coordination.	Minutes circulated.	Ongoing		Minutes to be circulated within one month of meeting date.
		Key Outcomes Report — a brief qualitative report describing the key outcomes that have been achieved through Committee meetings as an attachment to the annual report.	QIECC Secretariat to prepare Key Outcomes Report for inclusion in annual report, based on advice from Chair and members.	First meeting 2007.		N/A
			Key Outcomes Report to be endorsed by members.	First meeting 2007.		N/A
		Key Outcomes Report to be included with annual report (see 1b).	31 May each year (commencing in 2007).	N/A		
1e	National meetings – at least 2 per year and others as advised.	Number of national meetings of IECB Chairs attended by QIECC members.	QIECC Chair and nominee to attend meetings as advised by DEST National Office. Nominee is usually the Executive Officer, however, this is at the Chair's discretion. Chair or nominee to provide verbal report on State activities at meetings. Chair to provide verbal report back to QIECC members.	March 2006, May 2006 and others as advised by DEST National Office, Canberra.	Secretariat to prepare letter under Chair's signature regarding outcomes of national meetings of IECBs and meeting with Commonwealth Minister. Letter for information of State Minister to be discussed at next scheduled meeting with Chair.	

2	Advice	Measurement	Activity	Activity	2006 Action
2a	Provide advice to State and Commonwealth Education Ministers on Indigenous education and training matters initiated by the Committee.	<p>Feedback received from the Ministers on the quality and timeliness of its advice.</p> <p>Frequency of contact with the Ministers.</p> <p>Extent to which action is taken on the Committee's recommendations by relevant departments.</p> <p>Report provided within 12 months of commencing work on a topic.</p>	As per strategies included at Part 1, QIECC Priorities of the Operational Plan, which includes priorities, strategies and timelines.	Ongoing	<p>Organise and facilitate at least one community forum in Queensland to seek community participation and views around QIECC priorities.</p> <p>Recommendations of QIECC to be provided to Ministers and priority areas to be included in face-to-face discussions with Chair.</p> <p>Secretariat to work closely with Chair and Deputy Chair to finalise actions by 31 July 2006. See QIECC Priorities at Part 1 of Operational Plan.</p>
2b	Provide advice to State and Commonwealth Education Ministers on Indigenous education and training matters referred to it by one or both Ministers.	<p>Timeliness of advice in response to referrals from Ministers.</p> <p>Feedback from the Ministers and systems on the quality and timeliness of its advice.</p> <p>Extent to which advice is sought by the Ministers.</p> <p>Action on the Committee's recommendations by DETA and DEST.</p>	QIECC secretariat to prepare written briefs and reports, based on advice by Chair, members, within the deadlines set by Ministers.	Ongoing	Brief to State Minister as per 1e — as per advice from Commonwealth Minister at National IECB meeting in May 2006.
2c	Provide advice on performance monitoring and reporting under the Indigenous Education Programs (IEP) Elements for major Qld providers.	A Committee representative will attend major providers' performance monitoring meetings (PMMs) and strategic directions meetings (SDMs).	Relevant agencies, DETA and QCEC to co-ordinate representative through QIECC secretariat.	<p>Qld major providers are:</p> <ul style="list-style-type: none"> • Department of Education, Training and the Arts • Qld Catholic Education Commission 	<p>Chair or nominee to be involved at relevant meetings as organised by major providers and DEST.</p> <p>Meetings typically scheduled with providers, in Feb/Mar and Aug/Sept respectively.</p>

2	Advice	Measurement	Activity	Activity	2006 Action
2d	Provide advice on higher education. The Queensland Higher Education Forum consists of the Queensland Minister for Education and Training and Minister for the Arts, all Vice-Chancellors and the Directors-General of Education, Training and the Arts).	Extent to which input is provided and valued by the Queensland Higher Education Forum.	Appointment of higher education representative on QIECC.	May 2006	Higher Education representative appointed May 2006.
			Establish and maintain relationship with Queensland Higher Education forum.	Ongoing	Secretariat to initiate contact and provide feedback to members by September 2006.
			An Indigenous item raised with the Queensland Higher Education Forum each year.	Subject to forum date.	
			Establish and maintain relationship with National Higher Education Advisory Committee.	Ongoing	Secretariat to ensure QIECC is included on the National Higher Education Advisory Committee distribution list for newsletters, updates, minutes etc. To be organised by 30 June 2006. QIECC Chair and/or nominee to attend the National Higher Education Annual Forum on 18 and 19 September 2006 in WA.
2e	Promote research into Indigenous education and its use by practitioners. Note – Annual forum is in addition to regional community forums (see 3a).	Sponsor an annual forum to promote quality research into Indigenous education and training, linked to practitioners (one forum per year).	QIECC Secretariat to organise annual forum as directed by Chair and members, consistent with QIECC agreed priorities.	Commence in 2007	To ensure that annual forum is included as an agenda item on QIECC meetings for second half of 2006. Secretariat, in conjunction with Chair and other members, to research and write discussion paper for consideration at final 2006 meeting, currently scheduled for November. Discussion paper to be circulated for comment at least one month prior to November 2006 meeting.
		Extent to which an annual forum is attended.	Presentations to practitioners of forum findings, for example, of an award-winning paper.		

3	Consultation	Measurement	Activity	Timeline	2006 Action
3a	Consultation with each region of the state in developing policy advice.	<p>At least two cross-sectoral community forums per year to seek the views of people in regional areas on education.</p> <p>Extent to which community views were able to be included in the development of new policies in DETA and DEST.</p> <p>The number and diversity of attendees at community forums organised by the Committee.</p> <p>Satisfaction rating by those consulted.</p>	<p>QIECC Secretariat to liaise with Chair and members on appropriate forums, consistent with QIECC agreed priorities, for example, community forums at quarterly meetings, with focused discussions, based on an agreed topic.</p> <p>QIECC to actively engage in front end policy formulation. See strategies outlined at Part 1 of Operational Plan at QIECC Priority 1, 'Influence policy and strategy development'.</p>	In conjunction with two Committee meetings – dates to be determined by Chair and members.	<p>Secretariat, in conjunction with Chair, Deputy Chair and selected members, organise a community forum for September in Caboolture, which would include Sunshine Coast and Greater Brisbane community.</p> <p>Secretariat, in conjunction with Chair, Deputy Chair and members organise a community forum for November in a rural location, to be agreed at the September QIECC meeting.</p> <p>Analysis to be undertaken of outcomes from 04/05 QIECB sponsorship project and feasibility of linking outcomes to current QIECC priorities and promotion of effective practices.</p> <p>Analysis to be undertaken during second half of 2006.</p>
3b	Undertake community consultation on specific programs, on request by either Minister.	<p>The level of ministerial satisfaction with report provided on results of consultation.</p> <p>The report will include the results of the consultation:</p> <ul style="list-style-type: none"> • timeliness • breadth of people consulted. 	<p>QIECC secretariat to organise in conjunction with members. QIECC secretariat to prepare required reports.</p> <p>Reports endorsed by Chair and members.</p>	As required	Yet to be determined.

4	Promote public awareness	Measurement	Activity	Timeline	2006 Action
4a	QIECC website	<p>Customer feedback on the quality of information (the range of information, how up to date it is, etc gained from a survey tool on the website).</p> <p>Number of hits on its website and other value-adding information.</p> <p>Hot-linked to DEST, DETA and other relevant websites.</p> <p>All QIECC reports are online.</p>	<p>Secretariat to investigate upgrade of website to interactive site – to include feedback page, online newsletter subscription, forum for chat room.</p> <p>Website content updated quarterly.</p> <p>Upgrade website to an interactive site.</p>	<p>Upgrade by late 2006 with ongoing maintenance.</p>	<p>Secretariat to investigate options for independent website development by late 2006, with project to be undertaken by first half of 2007.</p> <p>Website to be a major communication tool for disseminating and gathering information to Indigenous communities and other key stakeholders, particularly from young people as a group of interest.</p>
4b	QIECC newsletter	<p>Customer feedback on the quality of information.</p> <p>Available in print and online.</p> <p>4 issues distributed each year (3 for 2006).</p> <p>Distribution list provided to DEST.</p>	<p>Secretariat to coordinate with members re distribution list and newsletter content.</p> <p>Secretariat to write newsletters for publication.</p>	<p>Quarterly – beginning September 2006.</p>	<p>Engage project officer for 12 months to develop distribution list, as part of a wider QIECC communication strategy, to disseminate and gather information to and from Indigenous communities and other key stakeholders.</p> <p>Communication strategy also to include development and upgrade of website.</p> <p>Secretariat to draft newsletter within one month of quarterly meetings and also to draft a general quarterly communiqué about the meetings to be disseminated according to the distribution list.</p>

4	Promote public awareness	Measurement	Activity	Timeline	2006 Action
4c	Promotion of the QIECC and Indigenous education issues	The extent to which the Indigenous community is aware of and values the QIECC. Community awareness through newsletter, media coverage, community forums, website.	QIECC Secretariat to draft a qualitative report outlining activities promoting QIECC and Indigenous education issues. Provide a brief (1–2 page) qualitative report and list of the activities that have resulted in increased community awareness of the QIECC, for inclusion in annual report to DEST (see 1b).	31 May each year, commencing 2007.	Engage Project Officer to develop QIECC communication strategy – which would include activities at 4a and 4b. Project Officer to be engaged during second half of 2006.
4d	Presentations	Number of presentations by the Chair and/or members on behalf of the Committee.	Members to advise QIECC secretariat of presentations. Secretariat to keep record for inclusion in annual report. To be updated at quarterly QIECC meetings.	31 May each year, commencing 2007.	Secretariat to maintain register of presentations to be reported at quarterly meetings as part of Executive Officer's report. Verbal reports to be provided by members at meetings and, where appropriate, to be included in newsletter and on website.
4e	Representation	Representation on other committees by the QIECC.	Members to advise secretariat of representation on other committees. Secretariat to maintain ongoing updates as required.	Ongoing – initial list to be compiled by September 2006.	Secretariat to maintain register of committees. To be finalised by late 2006, then to be updated on an ongoing basis.
			List those committees on which the QIECC has a representative or nominee to be included in annual report.	Reporting due 31 May each year, commencing 2007.	N/A



This publication was funded by the Australian Government through the Department of Education, Science and Training under the Indigenous Education Programmes (IEP). The views expressed do not necessarily represent the views of the Australian Government.