



Queensland Indigenous Education
Consultative Committee
(QIECC)

Operational Plan
2007–08

Part 1 — QIECC priorities

Priority area	Strategies	Activity	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.	Implement a QIECC communication strategy, as per QIECC Priority area 7.	Ongoing
	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 in developing strategies for Aboriginal and Torres Strait Islander students in developing Indigenous workforce strategies. 	Organise themed community forums across the state with at least 3 of the 4 committee meetings. Secretariat, in conjunction with Chair. Reports to be commissioned from each of the community forums, with corresponding recommendations, and presented to Ministers as appropriate.	In conjunction with meetings: <ul style="list-style-type: none"> May 2007 (Mt Isa) November 2007 (Thursday Island).
		Participate in reference groups organised by DETA, DEST and other stakeholders as invited.	Ongoing
	Seek opportunities to obtain community participation and views that will be incorporated into policy and strategy development.	Sponsor community consultation to inform the community perspective for the DETA <i>Urban education strategy for Indigenous students</i> policy development. Link with <i>Australian Directions in Indigenous Education 2005–2008</i> where appropriate.	2007 until project end.
2. Parent–Community–School Partnerships	Promote effective practices and research around engaging with Aboriginal and Torres Strait Islander parents and communities.	QIECC Paper <i>Practical guide for schools: engaging with Aboriginal and Torres Strait Islander parents and communities</i> prepared for publication and distribute according to distribution list.	By mid-2007.
	Explore research opportunities in association with effective Parent–Community–School Partnerships in Indigenous education.	Post effective practice examples on website. Work closely with DETA, DEST on school and community partnerships recommendation of the <i>Australian Directions in Indigenous Education 2005–2008</i> .	When upgrade is finalised and then ongoing. To be undertaken during 2007 and 2008.

Priority area	Strategies	Activity	Timeline
3. Cultural isolation – supporting Aboriginal and Torres Strait Islander students in schools where they are the only student 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.	Sponsor community consultation to inform the community perspective for the DETA <i>Urban education strategy for Indigenous students</i> policy development.	During 2007 until project end.
	Explore research opportunities in association with cultural isolation.	Scope current research activities which could be commissioned by the QIECC. Link with <i>Australian Directions in Indigenous Education 2005–2008</i> where appropriate.	To be undertaken during 2007 and 2008.
4. Early childhood education	Monitor Preparatory Year and Year 1 minus 2 implementation.	Regular updates from DETA.	Receive written updates to table at 2007 QIECC meetings and for possible QIECC involvement.
		Canvass advice from parents and community members at QIECC forums.	2007 community forums – May and November 2007.
	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, written or face-to-face.
	Support C&K and its Indigenous Support Unit in assisting its Indigenous C&K affiliated centres.	Establish links with C&K's Indigenous Support Unit.	Attend C&K, Indigenous Support Unit annual conference – during 2007 and 2008.
	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), article in QIECC newsletter.	2007 community forums. Newsletters in 2007. Link on website 2007.
	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, by way of survey at community forums (oral). Early childhood education working group and communications working group. Work closely with DETA, DEST and other key stakeholders on early childhood education recommendation of the <i>Australian Directions in Indigenous Education 2005–2008</i> .	Ongoing

Priority area	Strategies	Activity	Timeline
5. Education work force – planning and professional development	Influence policy and strategies specifically in relation to Indigenous education workers in education and training.	Seek ideas for actions for 2008. Establish working group of members to explore HR issues and potential actions.	Late 2007 and ongoing.
	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. Link with <i>Australian Directions in Indigenous Education 2005–2008</i> where appropriate.	After website upgrade mid-2007, then ongoing.
6. Curriculum – cultural content and relevance	Support and promote the work of the Queensland Studies Authority and its Aboriginal and Torres Strait Islander Education Committee in reference to development of appropriate curricula and testing instruments. Support and promote the work of all education systems related to relevant curriculum development and professional development activity as appropriate.	Maintain links with QSA. QSA to be invited periodically to QIECC meetings. Seek regular reports from education systems related to curriculum development and professional development activity as appropriate. Link with <i>Australian Directions in Indigenous Education 2005–2008</i> where appropriate.	Ongoing
7. Communication	To ensure QIECC communication processes with Indigenous communities are robust and that there are appropriate processes and strategies. Support education and training providers to incorporate appropriate communication strategies with Indigenous communities.	Implement a QIECC communication strategy, as per QIECC Priority area 1.	Ongoing
		Working group established to guide Communications Officer and other Secretariat staff.	March 2007 and as required.
		Develop new website as 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.	Mid-2007 and ongoing.
8. Recognise and acknowledge success and achievement	Promote success and achievement in education and training. Support existing strategies that recognise success and achievement.	Actively seek good news stories and show appreciation as part of communication strategy e.g. newsletter, thank you letters, and website. Post important and relevant research, information and key links around effective practices on QIECC website. Link with <i>Australian Directions in Indigenous Education 2005–2008</i> , where appropriate.	Ongoing

Part 2 — Compliance priorities

1	Operations	Measurement	Activity	Timeline
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 detail QIECC activities that will inform policy and drive change around the agreed priority areas. It will also outline communication strategies</p>	Strategic plan provided to DEST and published on the web.	An updated strategic and operational plan each year.	31 May each year, commencing 2007.
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 Australian Ministers and published on the web.	<p>QIECC Executive Officer to draft report based on committee's activities and advice.</p> <p>An annual report to be endorsed by members.</p> <p>Annual report distributed and posted on website.</p>	<p>End April each year, commencing 2007.</p> <p>31 May each year, commencing 2007.</p>
1c	Financial acquittal report	Acceptance of annual financial acquittal.	QIECC Secretariat and relevant sections of DETA to prepare financial report and submit to DEST.	31 May each year, commencing 2007.

1	Operations	Measurement	Activity	Timeline
1d	Regular committee meetings	Number of meetings held.	4 meetings per year.	Ongoing
		Minutes available.	QIECC Secretariat to prepare minutes of meeting and circulate as per the conditions of the Schedule to the Indigenous Education Agreement.	Ongoing
		Standing agenda items at each meeting on DEST, DETA and Office of Aboriginal and Torres Strait Islander Partnerships.		
		Minutes circulated to the Office of Indigenous Policy Coordination.	Communiqué of meeting circulated.	Within 6 weeks of each meeting.
		Key outcomes report – a brief qualitative report describing the key outcomes that have been achieved through committee meetings for inclusion in annual report.	QIECC Secretariat to prepare key outcomes report for inclusion in annual report, based on advice from Chair and members.	End April each year, commencing 2007.
			Key outcomes report to be endorsed by members.	End April each year, commencing 2007.
			Key outcomes report to be included with annual report (see 1b).	31 May each year, commencing 2007.
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.	As advised by DEST National Office, Canberra.
			Regular reports to members by Chair.	QIECC meetings and teleconferences where appropriate.

2	Advice	Measurement	Activity	Timeline	
2a	Provide advice to State and Commonwealth Education Ministers on Indigenous education and training matters initiated by the committee	Feedback received from the Ministers on the quality and timeliness of its advice.	As per strategies included in Part 1, QIECC Priorities, which includes priorities, strategies and timelines.	Ongoing	
		Frequency of contact with the Ministers.	Organise and facilitate community forums in conjunction with committee meetings.	May 2007 November 2007 2008 as required.	
		Extent to which action is taken on the committee's recommendations by relevant departments.	Report provided within 12 months of commencing work on a topic.	Recommendations of QIECC to be provided to Ministers and priority areas to be included in face-to-face discussions with Chair.	Within one month of each meeting. Within 3 months of each forum.
			QIECC working groups to initiate priorities, activities to be coordinated by Secretariat.	Ongoing	
2b	Provide advice to State and Commonwealth Education Ministers on Indigenous education and training matters referred to it by one or both Ministers	Timeliness of advice in response to referrals from Ministers.	QIECC Secretariat to prepare written briefs and reports, based on advice by Chair members, within the deadlines set by Ministers.	Ongoing	
		Feedback from the Ministers and systems on the quality and timeliness of its advice. Extent to which advice is sought by the Ministers. Action on the committee's recommendations by DETA and DEST.	Invite State Minister to attend committee meetings periodically. QIECC Secretariat to arrange at least 3 meetings per year between Chair and State Minister. Provide advice to Commonwealth Minister at national meetings organised by DEST, and as requested.		
2c	Provide advice on performance monitoring and reporting under the Indigenous Education Programmes (IEP) Elements for major Qld providers	A committee representative will attend major providers' performance monitoring meetings and strategic directions meetings.	Relevant agencies, DETA and QCEC to coordinate representative through QIECC Secretariat.	Ongoing	
			Qld major providers: <ul style="list-style-type: none"> • Department of Education Training and the Arts (Education and Training currently hold separate meetings) • Qld Catholic Education Commission. 		
			Attendance at meeting compulsory if QIECC Chair/member is invited to undertake the role of independent representative by a major provider.	Meetings typically scheduled with providers, in Feb/Mar and Aug/Sept respectively.	

2	Advice	Measurement	Activity	Timeline
2d	Provide advice on higher education The Queensland Higher Education Forum consists of the Queensland Minister for Education, Training and the Arts, all Vice-Chancellors and the Director-General of Education, Training and the Arts	Extent to which input is provided and valued by the Queensland Higher Education Forum.	Establish and maintain relationship with higher education network in Queensland. An Indigenous item raised with the Queensland Higher Education Forum each year. Maintain relationship with National Higher Education Advisory Committee. QIECC Chair and/or nominee to attend the National Higher Education Annual Forum as announced. Secretariat to ensure QIECC is included on the National Higher Education Advisory Committee (IHEAC) distribution list for newsletters, updates, Minutes etc., and to include IHEAC on QIECC distribution list.	Ongoing Subject to forum date. Ongoing Subject to forum date. Ongoing
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. Extent to which an annual forum is attended. Extent to which practitioners present and participate in forum.	QIECC Secretariat to organise annual forum as directed by Chair and members, consistent with QIECC agreed priorities. QIECC working group to provide advice re annual forum and Secretariat to coordinate. 2007 forum theme – <i>Transitions</i> . Presentations to practitioners of forum findings, for example, of an award-winning paper.	October 2007 December 2007

3	Consultation	Measurement	Activity	Timeline
3a	Consultation with each region of the state in developing policy advice	At least two cross-sectoral community forums per year to seek the views of people in regional areas on education.	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.	In conjunction with committee meetings: May 2007 – Mt Isa November 2007 – Thursday Island.
		Extent to which community views were able to be included in the development of new policies in DETA and DEST.	QIECC to actively engage in front-end policy formulation. See strategies outlined at QIECC Priority 1, <i>Influence policy and strategy development</i> .	
		The number and diversity of attendees at community forums organised by the committee. Satisfaction rating by those consulted.	Analysis to be undertaken of outcomes from 2004–05 QIECB sponsorship project and feasibility of linking outcomes to current QIECC priorities and promotion of effective practices.	Mid- to late 2007.
3b	Undertake community consultation on specific programs, on request by either Minister	The level of Ministerial satisfaction with report provided on results of consultation. The report will include the results of the consultation: <ul style="list-style-type: none"> • timeliness • breadth of people consulted. 	Sponsor community consultation to inform the community perspective for the DETA <i>Urban education strategy for Indigenous students</i> policy development. QIECC Secretariat to organise in conjunction with members. QIECC Secretariat to prepare required reports. Reports endorsed by Chair and working group members.	2007 until project end.

4	Promote public awareness	Measurement	Activity	Timeline
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 online.</p>	<p>Secretariat to commission upgrade of website to interactive site to include feedback page, online newsletter subscription, forums, surveys etc.</p> <p>Website content updated quarterly.</p> <p>Website to be a major communication tool for gathering and disseminating information to Indigenous communities and other key stakeholders, particularly from young people.</p>	Mid-2007, then ongoing.
4b	QIECC newsletter	<p>Customer feedback on the quality of information.</p> <p>Available in print and online.</p>	<p>Secretariat to coordinate with members re distribution list and newsletter content.</p>	
		<p>4 issues distributed each year.</p>	<p>Secretariat to write newsletters for publication.</p>	<p>Quarterly – beginning end April 2007.</p>
		<p>Distribution list provided to DEST.</p>	<p>Secretariat to draft a general quarterly communiqué about the meetings to be disseminated according to the distribution list and post online.</p>	<p>Within 6 weeks of meetings.</p>
4c	Promotion of the QIECC and Indigenous education issues	<p>The extent to which the Indigenous community is aware of and values the QIECC. Community awareness through newsletter, media coverage, community forums, website.</p>	<p>QIECC Secretariat to draft a qualitative report outlining activities promoting QIECC and Indigenous education issues.</p> <p>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).</p>	<p>31 May each year, commencing 2007.</p>

4	Promote public awareness	Measurement	Activity	Timeline
4d	Presentations	Number of presentations by the Chair and/or members on behalf of the committee.	Members to advise QIECC Secretariat of presentations.	Ongoing
			Secretariat to keep record for inclusion in annual report.	Ongoing
			Secretariat to maintain register of presentations to be reported at quarterly meetings as part of Executive Officer's report.	Ongoing
			Verbal reports to be provided by members at meetings and where appropriate to be included in newsletter and on website.	As required
			Updates provided at quarterly QIECC meetings and teleconferences as appropriate.	Quarterly meetings and monthly teleconferences.
4e	Representation	Representation on other committees by the QIECC.	Members to advise secretariat of representation on other committees.	Ongoing
			Secretariat to maintain register.	Ongoing
			List those committees on which the QIECC has a representative or nominee, to be included in annual report.	31 May each year, commencing 2007.



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